Sage 100 ERP

Getting Started Guide

This version of the software has been retired

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Rev 10

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Chapter 1

Introducing Sage 100 ERP

Sage, the recognized leader in accounting software for small- and mid-size businesses, welcomes you to Sage 100 ERP. The product lines offer accounting, distribution, manufacturing, and industry-specific applications for virtually every business need.

About This Guide

The *Getting Started Guide* is for first-time users and users upgrading from previous versions of the software. This guide assumes you have a basic understanding of Microsoft Windows®. For more information, refer to Help from Microsoft. Before you begin using the software, read this guide for a general overview of system features, common procedures, and other important information.

Screens used in this guide reflect the Sage 100 Advanced ERP product; similar screens appear in the Sage 100 Standard and Premium ERP products. Some sections of this guide reference Business Insights Reporter and the eBusiness Manager, Electronic Reporting, Fixed Assets, Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules, which are not available for Sage 100 Premium ERP.

This guide contains the following information:

- An introduction to the software, including its toolbars, views, windows, and navigation tips
- How to get help while you work
- Hands-on lessons that demonstrate common system-wide procedures
- Troubleshooting information

Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

The **NOTE** symbol is followed by additional information about a topic.

The **HELPFUL HINT** symbol is located in a grey text box and followed by additional information about an option.

The **WARNING** symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Menus	Menus are shown in this format: Select menu > menu task name. **Examples:** • Select File menu > Change Company. • Select General Ledger Budget menu > Budget Maintenance.
Bold font	Indicates text entered at a field or text selected at a field. **Examples:** • At the Value field, type a search value, such as **01**, for the lookup. • In the Filter window, to delete a filter, select **<none>** at a filter's Column field.
Italic font	Indicates references to other manuals. **Example:** • For more information about installing demo data, refer to your *Installation and System Administrator's Guide*.

Where to Find Information

Your Sage 100 ERP system is a powerful, flexible program. The software provides several resources to help answer your questions. Sources of documentation include the Help system, the *Installation and System Administrator's Guide*, the feature tours, and additional documents. Customer Support is available as well.

Help System

Use the Help system when you want overview information, selective procedures for day-to-day processing, or detailed information and entry samples for a specific field. For more information, see How to Use the Help System on page 44.

Installation and System Administrator's Guide

An *Installation and System Administrator's Guide* is included in your software package. This guide provides the information necessary for installing the software, detailed system requirements, and troubleshooting tips on the configuration of the various operating systems and environments in which the software is supported. It is designed to function as a self-teaching guide.

Customer Upgrade Guide

If you are upgrading from a previous version of the software, the *Customer Upgrade Guide* is also included in your software package and provides information on the changes to expect after upgrading to a new version of your Sage 100 ERP system. This guide lists changes to the software that may affect your daily business processes. For a complete list of enhancements, see the What's New page accessible from the Resources page of the Sage 100 ERP Desktop. For more information, see What's New on page 5.

Feature Tours

Use the feature tours to take a guided tour through the software and learn basic features such as entering data and printing reports. Some tours are installed with the software and are accessed from the Desktop's Feature Tours page. For more information, see Viewing Feature Tours on page 50.

What's New

From the Desktop's Resources page, click What's New to learn about the latest software enhancements. Also, on the Resources page, click Getting Started to access this guide in an online format. For more information, see About the Desktop Web Pages on page 13.

Additional Documents

Additional documents provided for your benefit include Release Notices, Supported Platform Matrices, product update information, and file layout and program information.

Use the Release Notices to learn about enhancements, features, and modifications for each module of the software release. The Release Notices are installed with your software. To view them, access the What's New page and click Release Notices.

Refer to the Supported Platform Matrices to learn detailed information about operating system compatibility with the software. To access the Supported Platform Matrices, go to the Support page on the Sage Customer Portal at: https://customers.sagenorthamerica.com

If a product update is available for your version of the software, from the Desktop Resources page, click Product Update to view a list of changes included in the update.

From the Desktop's Resources page, click the File Layouts and Program Information link to view file layout and program information.

Customer Support

Sage Business Care Support Plans provide you with the technical expertise you need to keep your accounting system running smoothly. For more information, call 1-866-709-2432 or e-mail us at clientcare.na@sage.com. Customer support is also available on the Sage Customer Portal at: https://customers.sagenorthamerica.com

Chapter 2

Touring the Software

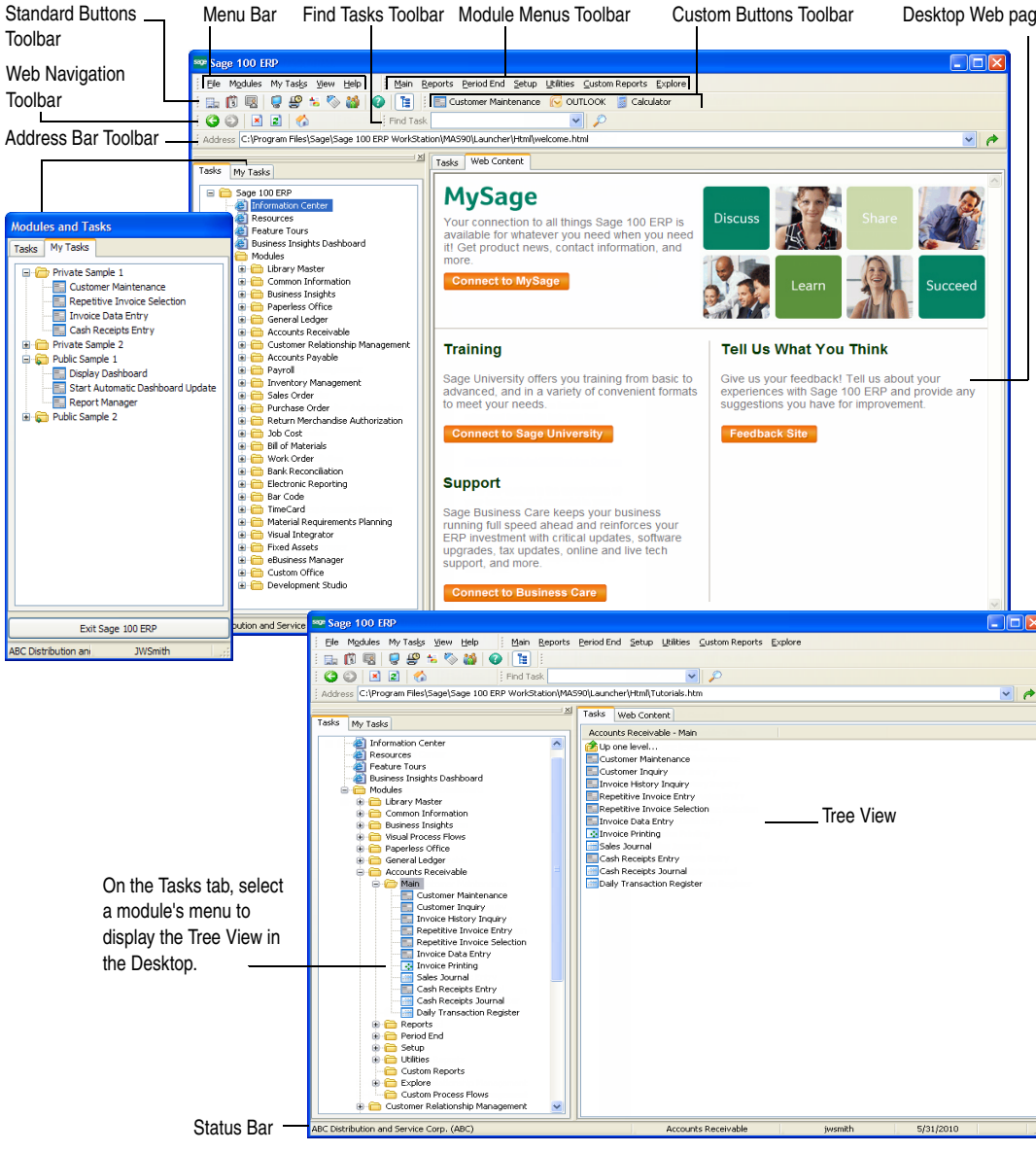
This chapter is an introduction to the software, its common buttons and icons, different views, navigation tips, and common functionality available in maintenance and data entry windows. The screens in this chapter reflect the ABC company demonstration data, which can be installed with your software at any time.

Getting to Know Your Desktop

The Desktop provides access to all installed modules and allows you to perform global functions, such as selecting a company, changing a module's accounting date, and searching for Help topics. In addition, the Desktop Web pages provide you with important information and resources. You can customize the Desktop to fit your needs by selecting different views, adding buttons to the Custom Buttons toolbar, and creating private tasks. Understanding the functions of the Desktop allows you to navigate throughout the software.

NOTE
Business Insights Reporter and the Electronic Reporting, Fixed Assets, Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules are not available for Sage 100 Premium ERP.

Each component of the Desktop is explained on the following pages.



- **Menu Bar** – The menu bar consists of the standard menus that provide access to module tasks and other features. You can use either the mouse or the keyboard to select the menus. For more information, see Using the Keyboard to Access Modules on page 26.

NOTE
You can undock the Tasks and My Tasks tabs from the Desktop as a stand-alone window. For more information, see Changing the Desktop's View on page 16.

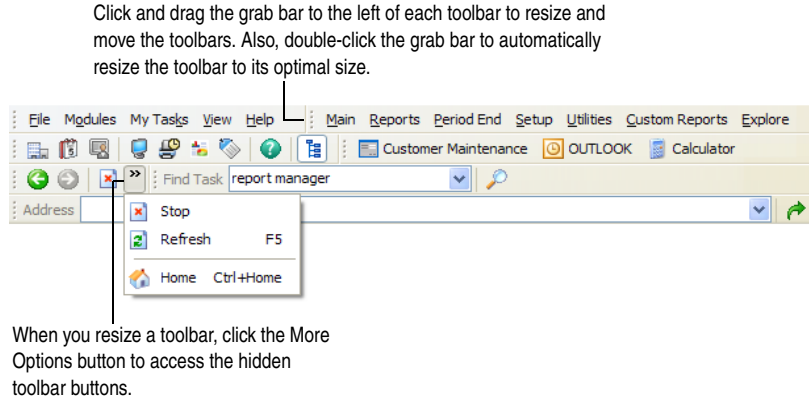
- **Toolbars** – The six toolbars that appear are the Standard Buttons toolbar, Web Navigation toolbar, Module Menus toolbar, Custom Buttons toolbar, Find Tasks toolbar, and Address Bar toolbar. For more information about each toolbar, see Using Toolbars on page 9.
- **Tasks Tabs** – The Tasks tabs provide a representation of the menu organization.
- **My Tasks Tab** – The My Tasks tab allows you to add tasks and external programs you frequently use into private task folders for quick access. For more information, see My Tasks on page 24.

NOTE
You can hide the Desktop Web pages or Tree View by clicking the Detail View button on the Standard Buttons toolbar. For more information, see Changing the Desktop's View on page 16.

- **Desktop Web Pages** – The Web pages available are the Information Center page, Resources page, Feature Tours page, and Business Insights Dashboard page. For more information, see About the Desktop Web Pages on page 13.
- **Tree View** – On the left Tasks tab, select a module to display the Tree View. The Tree View provides a visual representation of module menus and tasks. For more information, see Tree View on page 23.
- **Status Bar** – The Status Bar displays the currently selected company name and code, active module, user logon, and the active module's accounting date. When you select a new task from the Desktop, the Status Bar updates to reflect the newly selected module and the module's accounting date. If you previously accessed other modules, their existing company and accounting date do not change. You can click the company, module, user logon, or accounting date area on the Status Bar to make changes. For more information, see Learning Common Procedures on page 51.

Using Toolbars

The Desktop displays six toolbars that you can optionally show or hide. To toggle toolbars on and off, select View > Toolbars and select the toolbars to show or hide.



All toolbars display by default and are explained in the following pages:

- Module Menus Toolbar on page 10
- Standard Buttons Toolbar on page 11
- Custom Buttons Toolbar on page 12
- Web Navigation Toolbar on page 12
- Find Tasks Toolbar on page 12
- Address Bar Toolbar on page 12

Module Menus Toolbar

The Module Menus toolbar displays module-specific menus for the active module. Depending on which module is active, the toolbar updates to reflect the current module's menus.

NOTE
When the software is first started, the module-specific menus default to the Library Master menus.

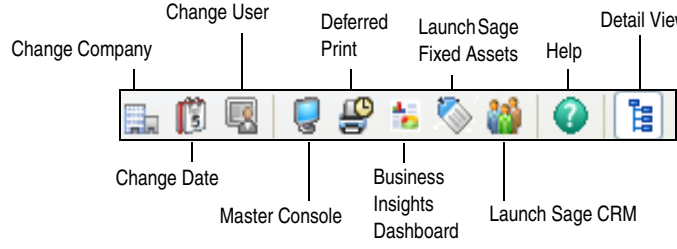
The following menus are accessible from this toolbar:

- The Main menu lists the primary functions for a specific module (for example, master file maintenance and data entry tasks).
- The Reports menu lists the standard reports available for the module.
- The Period End menu contains the period-end processing tasks appropriate for the module.
- The Setup menu contains the module's setup tasks and other maintenance tasks necessary to prepare a module for normal processing.
- The Utilities menu contains additional maintenance tasks for the module.
- The Custom Reports menu contains default SAP® Crystal Reports® and reports added using Report Manager and the Business Insights Reporter Wizard.
- For modules with Explore Views available, the Explore menu lists the views for the module.

In addition to these standard menus, each module may have one or more additional menus unique to that particular module.

Standard Buttons Toolbar

The Standard Buttons toolbar consists of buttons used to access common tasks.

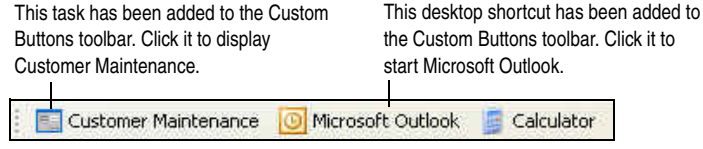


- Click the Change Company button to change companies. For instructions, see Lesson 1 - Creating a Company on page 52.
- Click the Change Date button to change the accounting date for the active module. For instructions, see Lesson 4 - Changing the Accounting Date on page 56.
- Click the Change User button to change the user logon. For instructions, see Lesson 2 - Creating a User on page 54.
- Click the Master Console button to monitor system activities. For more information, see Master Console in the Help system.
- Click the Deferred Print button to view deferred print jobs. For more information, see Using Deferred Printing on page 83.
- Click the Business Insights Dashboard button to launch Business Insights Dashboard reports. For more information, see Dashboard Overview in the Help system.
- Click the Help button to access the Help system. For more information, see How to Use the Help System on page 44.
- Click the Detail View button to turn the Desktop's Detail View on or off. For more information, see Detail View on page 17.

Custom Buttons Toolbar

NOTE
The software also provides a task to customize your toolbar instead of using the drag and drop functionality. For instructions, see Lesson 7 - Customizing the Custom Buttons Toolbar on page 60.

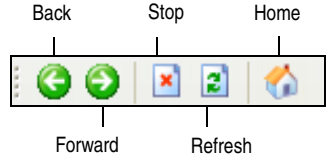
The Custom Buttons toolbar is just that – customizable. You can drag and drop any task from the Tree View onto the Custom Buttons toolbar for quick-and-easy access. You can also drag and drop external programs and shortcuts (for example, Outlook, Excel, or Calculator) from your desktop onto this toolbar to facilitate access to programs you commonly use. In addition, you can rename buttons or delete them at any time.



Web Navigation Toolbar

NOTE
The Web Navigation toolbar is not available if the Collapsed View is displayed. For more information, see Collapsed View on page 18.

Use the Web Navigation toolbar to navigate through the Web pages in the Desktop, similar to navigating in a Web browser such as Internet Explorer.



Find Tasks Toolbar

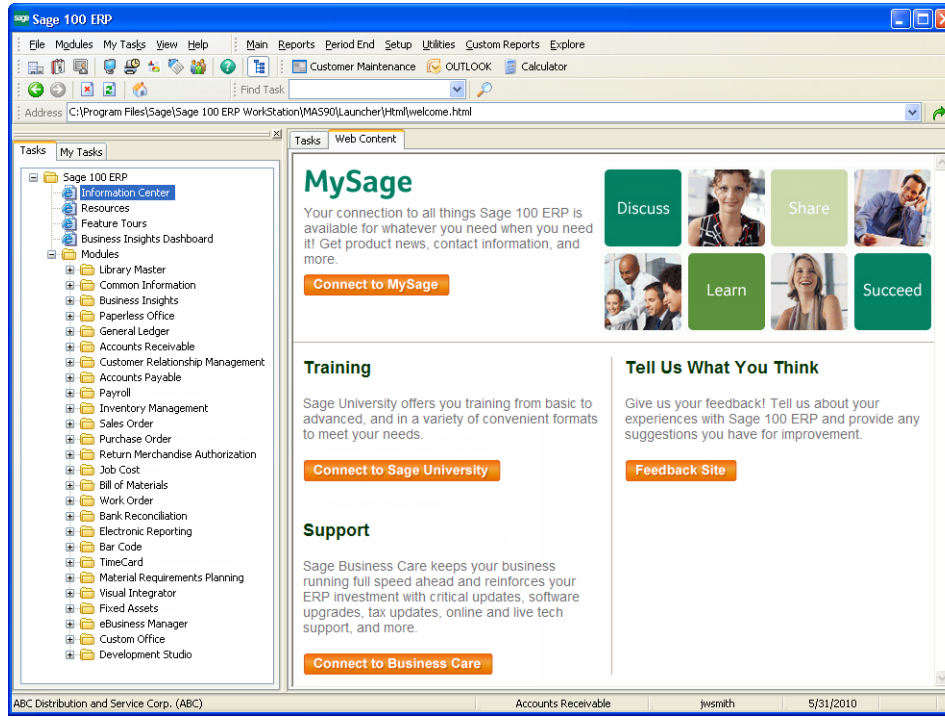
Use the Find Tasks toolbar to find tasks using keywords. At the Find Task field, enter a keyword such as "accounts" and click Find. A list of all tasks related to the keyword "accounts" displays in the Desktop.

Address Bar Toolbar

Use the Address Bar Toolbar to browse to any Web site.

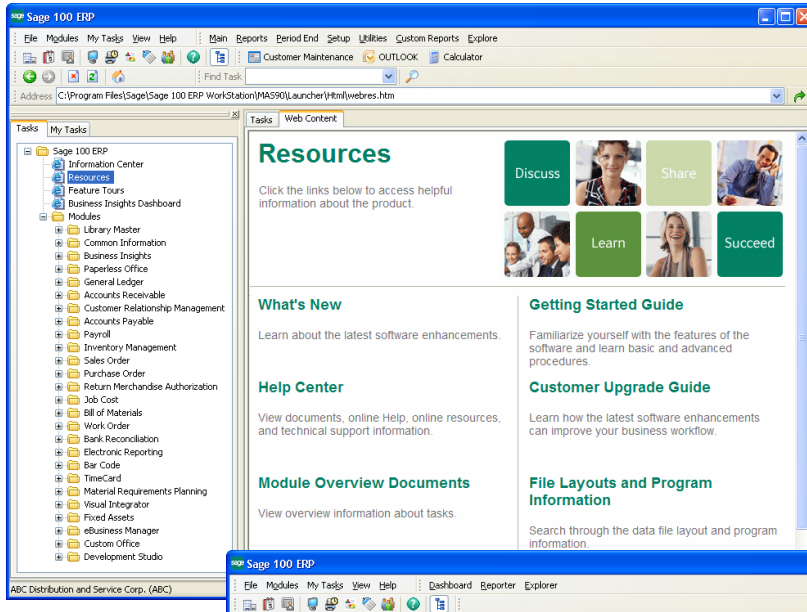
About the Desktop Web Pages

The Desktop Web pages available are the Information Center page, Resources page, Feature Tours page, and Business Insights Dashboard page. To display a Web page, select the appropriate page on the Tasks tab.

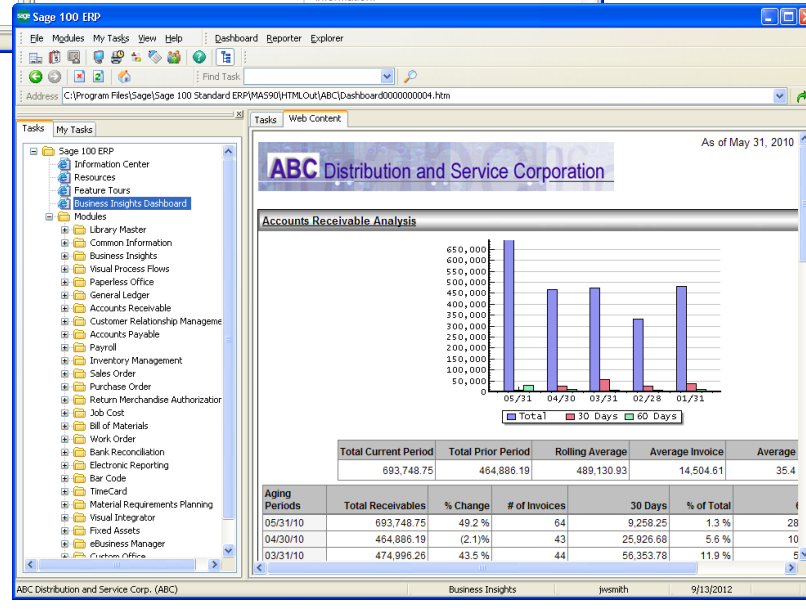


Information Center Page

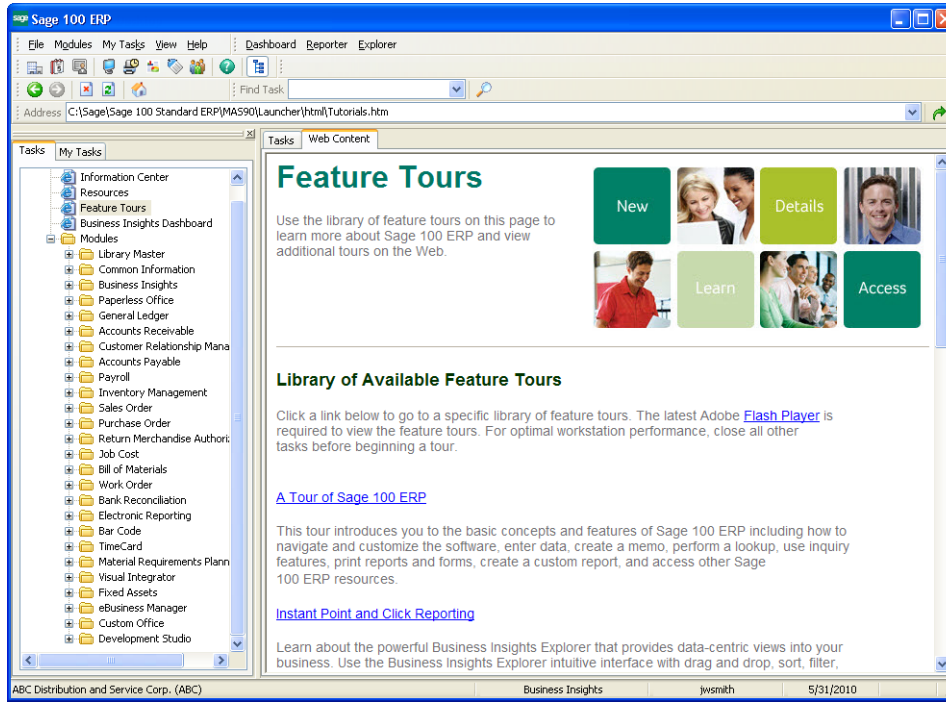
From the Information Center page, you can access your MySage page, and find information about Sage training and support. There is also a Feedback Site link; click the link to provide your ideas and feedback directly to Sage.



Resources Page
From the Resources page, you can access the What's New page to learn about the latest software enhancements, view this *Getting Started Guide*, the *Customer Upgrade Guide*, and module overview documents, access the product's Help system, and view file layout and program information.



Business Insights Dashboard Page
The Business Insights Dashboard page provides a graphical summary of your company's financial data.



Feature Tours Page

From the Feature Tours page, you can watch videos that demonstrate how to perform various Sage 100 ERP tasks such as entering data, using the inquiry features, and creating custom reports. The page also includes a series of tours on Business Insights Explorer.

Changing the Desktop's View

You can change the appearance of the software to fit your needs. The Desktop's four basic views are:

- Detail View on page 17
- Collapsed View on page 18
- Minimized View on page 19
- Modules and Tasks View on page 20

Detail View

NOTE
When you exit the software, if the Detail View was the last view selected, the next time you launch the software the Detail View will display by default.

The Detail View displays the Desktop in its full view. In this view, you have the benefit of using the Tasks tab to navigate through the tasks and available Web pages, and the My Tasks tab to access public and private task folders.

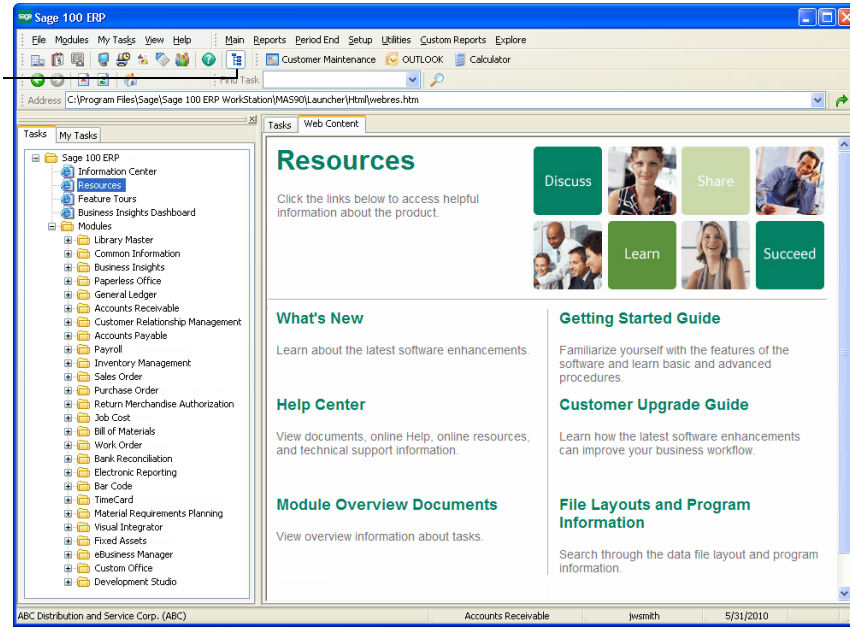
Use any of the following methods to display the Detail View:

- Select View menu > Detail View.

- On the Standard toolbar, click the Detail View button.

In the Detail View, you can hide the Status Bar by clearing the Status Bar selection on the View menu. You can also hide the Tasks and My Tasks tabs by selecting View menu > Auto Hide Tasks. To bypass the Information Center page the next time you start the software, select View menu > Skip Information Center Page. The Tree View appears instead.

When the Detail View is displayed, the Detail View button is selected.



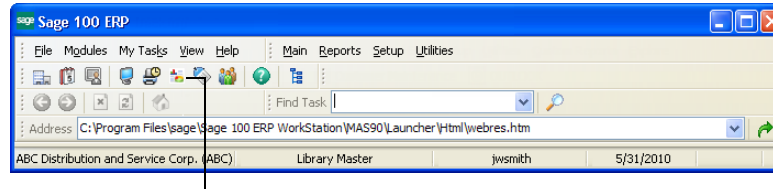
NOTE
When you exit the software, if the Collapsed View was the last view selected, the next time you launch the software the Collapsed View displays by default.

Collapsed View

The Collapsed View hides the Tasks and My Tasks tabs, Desktop Web pages, Tree View, and Web Navigation toolbar. Use this view if you prefer to use the Modules menu to select tasks instead of the Modules tab and Tree View. This view is also useful if you want more free space on your desktop. If the Status Bar is in view, you can select View menu > Status Bar to hide it.

Use any of the following methods to display the Collapsed View:

- Select View menu > Detail View.
- On the Standard toolbar, click the Detail View button.

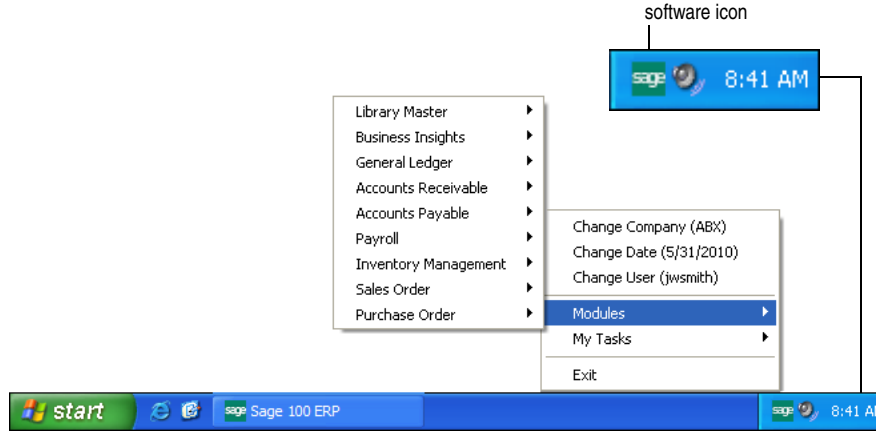


If you click the Business Insights Dashboard button in the Collapsed View, the Business Insights Dashboard page displays in your default Web browser, such as Internet Explorer.

NOTE
Select View menu > Start Minimized to set the Minimized View as the default view when starting the software.

Minimized View

The Minimized View allows you to minimize the Desktop, yet still have access to most of the software's functionality. To view the Desktop in its minimized state, minimize the Desktop and right-click the software icon in the system tray. In the Minimized View, you can change the company, accounting date, and user, and access modules and tasks.

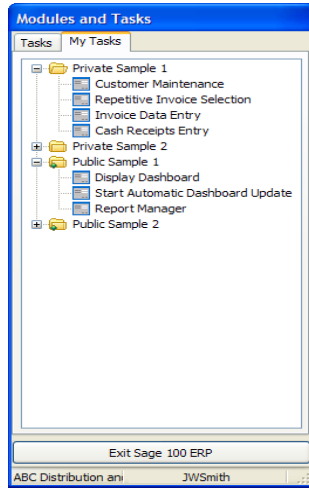


Modules and Tasks View

NOTE
When you exit the software, if the Modules and Tasks View was the last view selected, the next time you launch the software the Modules and Tasks View will display by default.

The Modules and Tasks View allows you to undock the Tasks and My Tasks tabs from the Desktop as a stand-alone window. To view the Modules and Tasks View, position your pointer over the Tasks and My Tasks panel, and click and drag the panel to undock it from the Desktop. You can also double-click the Tasks and My Tasks panel title bar to undock the Tasks and My Tasks tabs from the Desktop. For more information, see the Customizing the Desktop tour available on the Desktop Feature Tours page.

When the Tasks and My Tasks tabs are undocked as a stand-alone window, you can move the window anywhere on the screen and resize it. The Modules and Tasks View provides access to any module and task on the Tasks tab and any task stored on the My Tasks tab without having the full Desktop displayed.



To re-attach the Tasks and My Tasks tabs to the Desktop, double-click this title bar. The Desktop must be in Detail View.

Accessing Modules and Tasks

The software provides several ways to access modules and tasks. You can access modules from the:

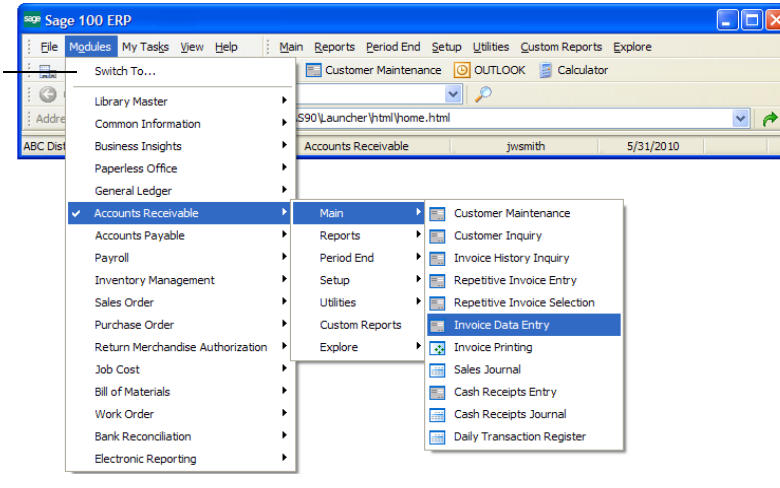
- Modules Menu on this page
- Module Menus Toolbar on page 22
- System Tray on page 22
- Tree View on page 23
- My Tasks on page 24
- Find Tasks Toolbar on page 25
- Using the Keyboard to Access Modules on page 26

Modules Menu

The Modules menu allows you to select any of the tasks that are installed on your system. You can use your mouse to select tasks from the Modules menu, or you can use the keyboard to select the Modules menu by pressing ALT+O, and typing the underscored letter of the module and task to access.

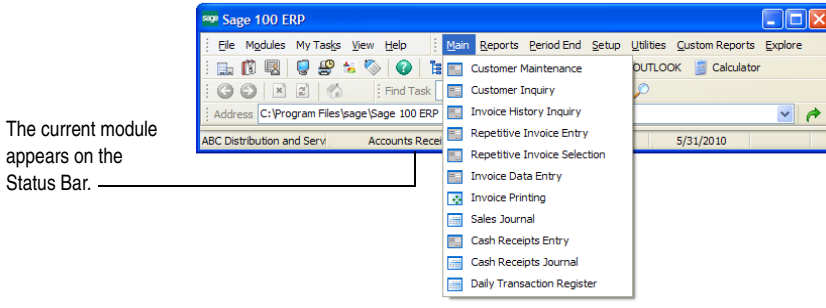
For information on this task, see Lesson 5 - Changing the Module on page 57.

The current module is indicated by a check mark next to the module name.



Module Menus Toolbar

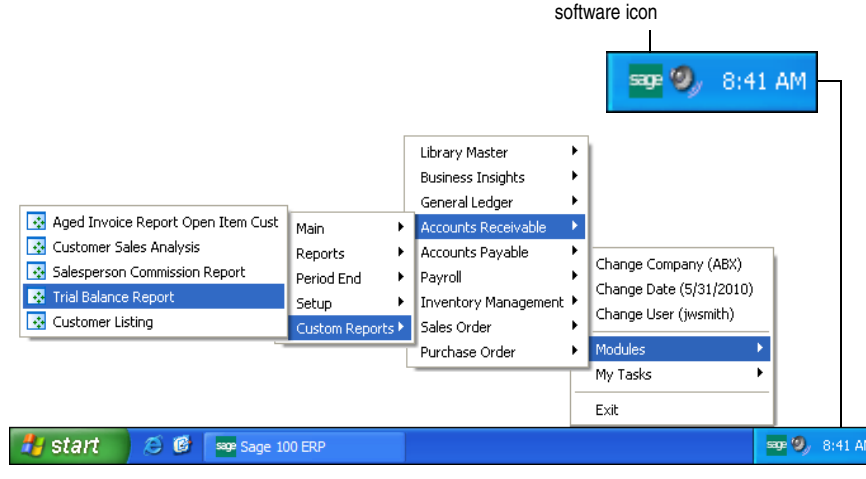
The Module Menus toolbar displays module-specific menus and tasks for the active module while the Modules menu is a cascading menu that displays menus and tasks for all modules. From any menu, select a task.



System Tray

NOTE For more information about the Minimized View, see Minimized View on page 19.

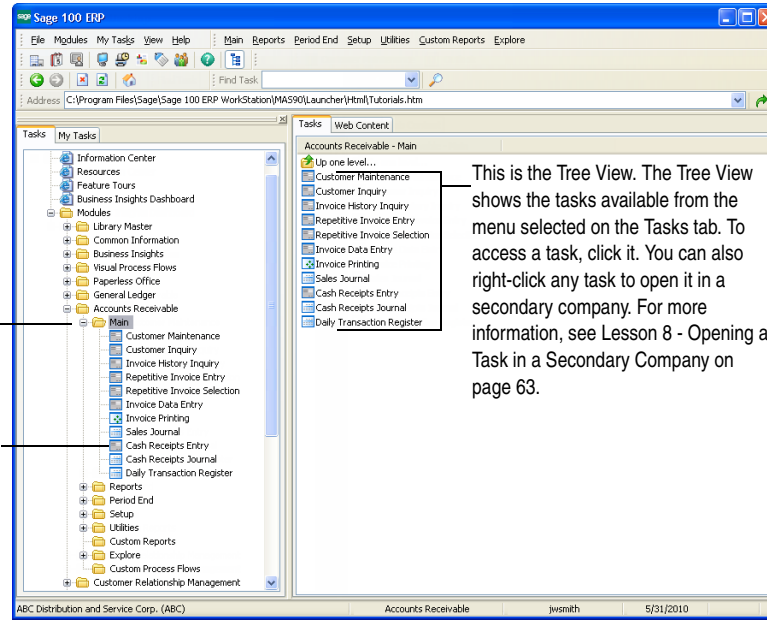
When the Desktop is minimized, you can right-click the software icon in the Windows system tray to access tasks.



NOTE
When you use the Tree View, the active module is not changed until you select a task in another module.

Tree View

The Tree View provides another alternative for selecting tasks by visually representing the menu organization in a tree-like structure in the Desktop. On the Tasks tab, select a module to display the Tree View.



You can expand or collapse each branch of the menu structure to show as much, or as little, detail as you want.

Click a task to access it, or right-click a task to open it in a secondary company.

This is the Tree View. The Tree View shows the tasks available from the menu selected on the Tasks tab. To access a task, click it. You can also right-click any task to open it in a secondary company. For more information, see Lesson 8 - Opening a Task in a Secondary Company on page 63.

NOTE
For instructions on how to customize My Tasks, see Lesson 6 - Creating Private Tasks on page 58.

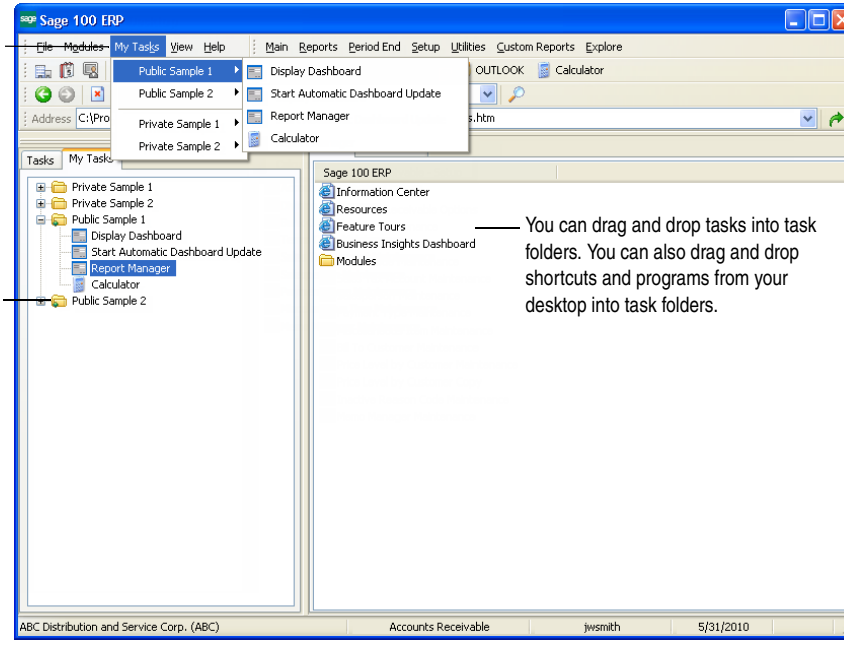
My Tasks

You can also access tasks by adding them to the My Tasks tab. The My Tasks tab is an area where frequently-used tasks, such as inquiry programs, desktop shortcuts, and external programs can be added to public or private task folders and stored for quick access. Instead of accessing commonly-used tasks from the Modules menu or leaving the software to start another program such as Microsoft Word, you can add the window or program to a task folder and click the task to launch it.

Public task folders, indicated by the green plus sign, are available to all users and are stored on the server. In contrast, private task folders are available to individual users and can only be accessed on the workstation from which they are created. Private task folders allow individual users to customize their own tasks on their workstation.

Select the My Tasks menu to select a task and display the same public and private task folders that appear on the My Tasks tab.

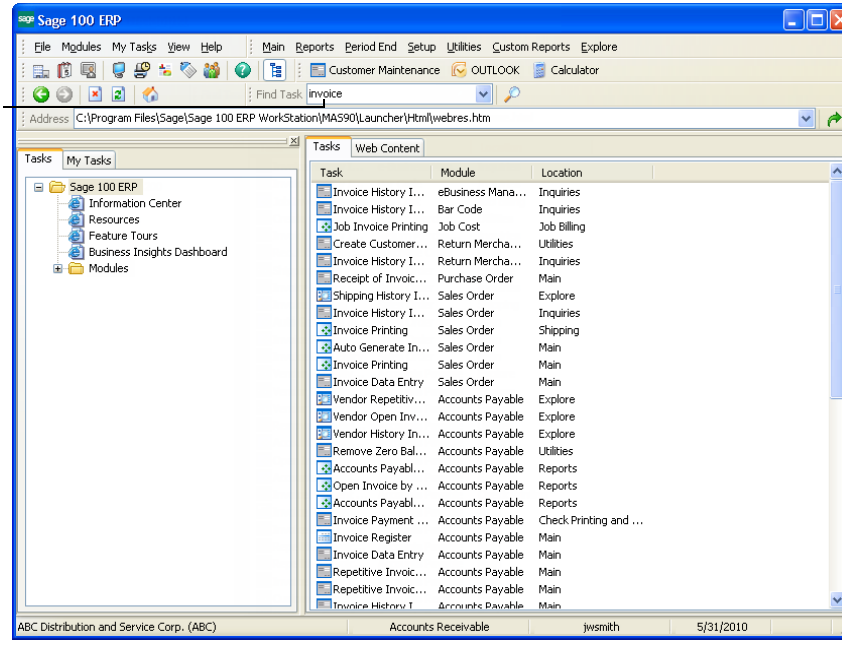
The green plus sign marks public task folders. Click a public or private task folder to display its contents, and click a task to open it.



Find Tasks Toolbar

The Find Tasks toolbar allows you to find tasks using keywords. At the Find Task field, enter a keyword such as "invoice" and click the Lookup button. A list of all tasks related to the keyword "invoice" appears in the Desktop. You can then click a task from the list to access it.

Type a keyword and then click the Lookup button.



Using the Keyboard to Access Modules

You can use your mouse to display a menu from the menu bar or Module Menus toolbar, or you can use any of the following alternative keyboard methods:

- *Use the* ALT *key plus the underscored letter of the menu*: To directly select a menu. For example, to select the Main menu, press ALT+M.

- *Use the arrow keys:* To select a menu to the right of the one presently selected, press the RIGHT ARROW key. Each stroke of the key moves the selection one step to the right. To move to the left, press the LEFT ARROW key. As a different menu is selected, the menu title is highlighted to distinguish it from the other menus.

When the appropriate menu appears, select the task to access by using the following method:

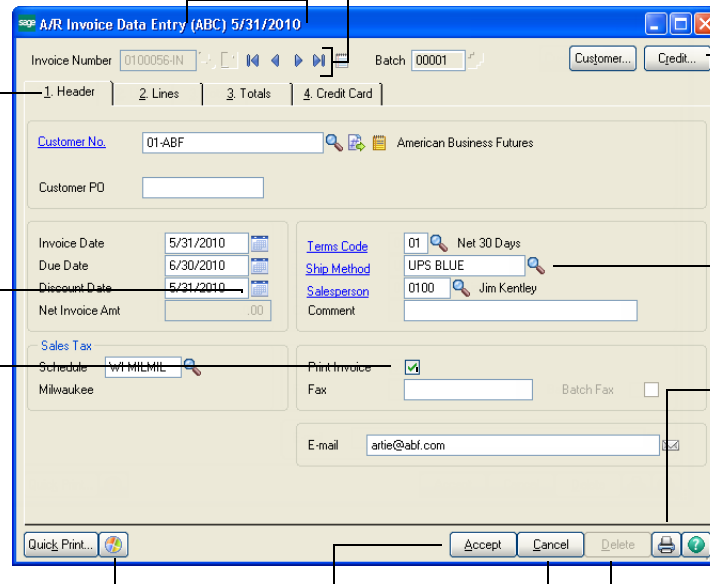
- *Use the arrow keys*: Use the UP ARROW and DOWN ARROW keys to highlight the desired task. When the menu first appears, the first task is highlighted. After you highlight a task, you can access that task by pressing ENTER.

Becoming Familiar with Maintenance and Data Entry Windows

Throughout the software, maintenance and data entry windows share a common set of controls which make learning the software quick and easy. Before you begin entering data and performing common tasks, let's look at examples of these windows.

Sample Maintenance and Data Entry Window

This sample window shows common data entry features shared by maintenance and data entry windows. Some features may not appear in all windows.



The window's title bar displays the current company and accounting date.

Selects first, next, last, and prior records.

Click this button to view more information.

Select the tabs at the top of the window to switch tabs of data.

Click the Lookup button to display a list of available items for a field. For more information, see Using the Lookup Feature on page 34.

Click the Calendar button to access the Calendar window and select a date to return to this field.

Select a check box to respond "yes." Clear a check box to respond "no."

Click the Print button to print the report associated with this window.

Click the Help button for overviews and related procedures.

Click the Office Merge button to access Office Template Manager or Custom Office.

Click Accept when all information is correct and you are finished with the current record.

Click Cancel to remove the information entered.

Click Delete to delete the record.

To resize the window, click here, hold down your left mouse button, and drag the window.

Sample Accounts Receivable Line Entry Window

This sample Accounts Receivable Lines tab window shows common grid entry features shared by data entry windows in modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order.

NOTE
For more information about personalizing grids, see the Entering Data tour available on the Desktop Feature Tours page.

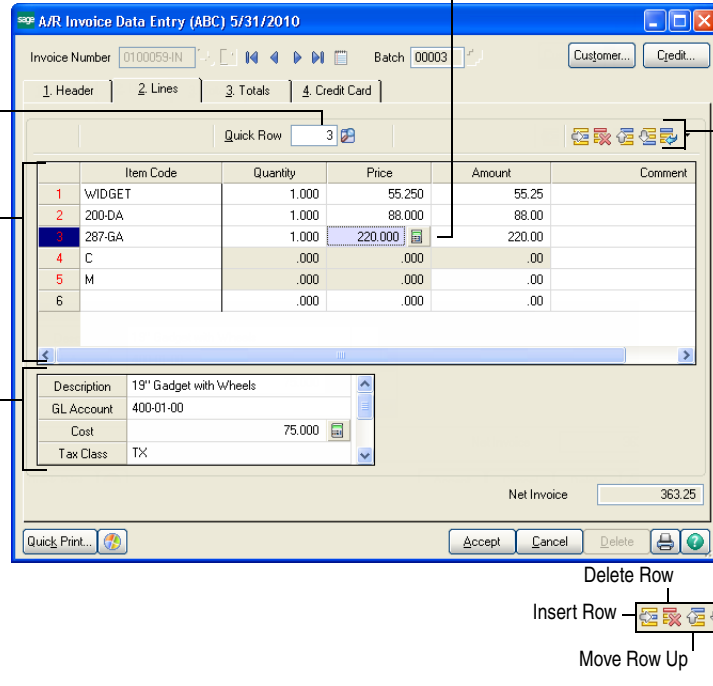
In addition to the features illustrated below, you can personalize a data entry grid to allow for fast and efficient entry of data. Most columns in a grid can be moved, resized, or hidden. You can also freeze a column of data so that a particular column remains in view during scrolling. You can resize the data entry window, and the Primary and Secondary grids as well. All personalizations to grids are saved for your future data entry sessions.

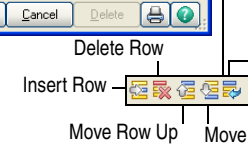
To locate a specific row, type the number of the row to view at this field. Click the Find Row button to use the Search Grid window for entering criteria to find rows that contain specific information.

This is the Primary grid. It contains the main data entry fields.

This is the Secondary grid. It contains information for the row selected in the Primary grid.

Click the Calculator button to access the Calculator window and calculate a value to return to this field. Buttons in grids do not appear until focus is on the field.

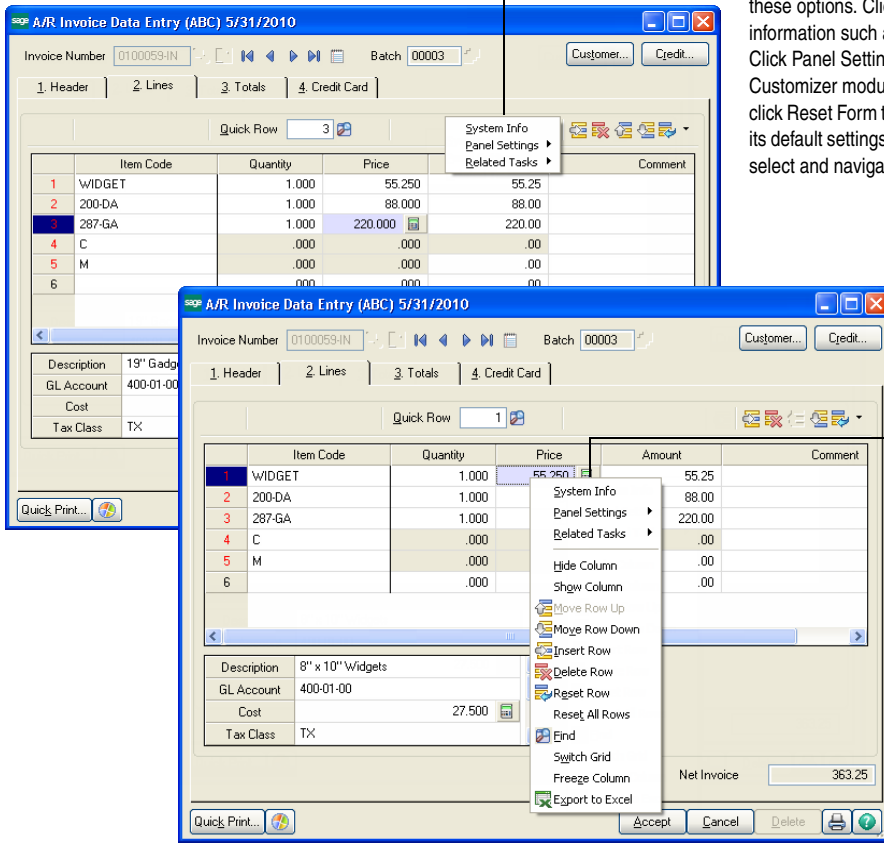




NOTE
For more information about the right-click menus, see the Feature Tours available on the Desktop Feature Tours page or the Help menu.

Another feature of data entry windows in modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order is the right-click menu.

- You can right-click outside of a grid to access system information and other tasks.
- You can also right-click any field in a grid to access additional tasks related to the field.

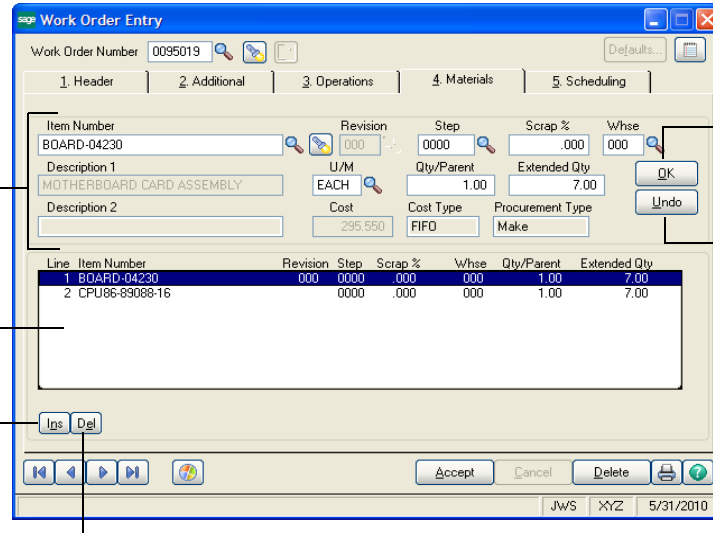


Right-click outside of a grid to access these options. Click System Info to view information such as the current user. Click Panel Settings to launch the Customizer module if it is installed or to click Reset Form to reset the form back to its default settings. Click Related Tasks to select and navigate to a listed task.

Right-click any field inside a grid to access tasks and options related to the field.

Sample Work Order Line Entry Window

This sample Work Order Entry window shows common line entry features shared by data entry windows in the Job Cost, Material Requirements Planning, Payroll, and Work Order modules.



The data entry section is used to enter and edit data for each line.

The list box is used to display and select entries.

Click Ins to insert a new line.

Click Del to delete a line.

Click OK to accept the data for a line.

Click Undo to cancel changes for a line.

The Accept, Cancel, Delete, Print, and Browse buttons function the same way, regardless of which tab is being viewed.

Understanding Basic Types of Data

During data entry, you may need to enter the following basic types of data.

Text

Unformatted entries of alphabetical information (for example, names, addresses, and comments) are text entries.

NOTE
The M/d/yyyy format is the default date display format. The format of the date is set from the Windows Control Panel.

Dates

Enter a two-digit month (MM), followed by a two-digit day (DD), followed by either a two-digit (YY) or four-digit year (YYYY). Six or eight characters can be entered for the date. If a two-digit year is entered, the century is determined by the century preferences setting in the Windows Control Panel.

You do not need to put a hyphen (-) or slash (/) between the day, month, and year; punctuation is inserted automatically. For example, to enter May 31, 2010 at a data field, type **053110**. (Do not forget the leading zero.)

Numeric Data

Empty numeric fields (zero value) display a mask indicating the number of digits that can be entered to the right of the decimal point. For example, .00 appears if the numeric field accepts two-decimal precision.

Some numeric fields (for example, quantity and hour fields) do not assume the decimal point.

To enter negative numbers, type the negative sign (-) as either the first or the last character of the entry.

Account Numbers

General ledger account numbers are structured fields consisting of one or more segments separated by a hyphen (-) or other separator selected at the Account Number Separator field in Account Structure Maintenance.

You can enter the value for each segment separated by a hyphen (-). You can also zero, or blank fill, each segment to its maximum number of characters without using the hyphen (-).

Example: An account field with a mask of #####-##-###-###-### processes your entry in the following manner.

Your Entry...	**Displays As...**
1-2-4-6-800	00001-02-004-006-800
1234567891234567	12345-67-891-234-567
010005	01000-05-000-000-000

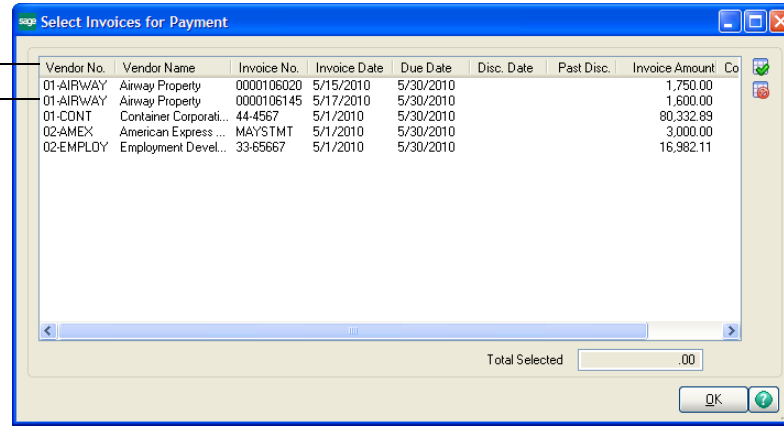
Sorting and Selecting Dialog Box Data

You can sort data in columns in ascending or descending order by clicking the column heading. Click a column heading to sort the data in reverse order. Resize the column headings by clicking and dragging between the columns.

Dialog Box Example

Column headings

Click anywhere within the line item to select it.



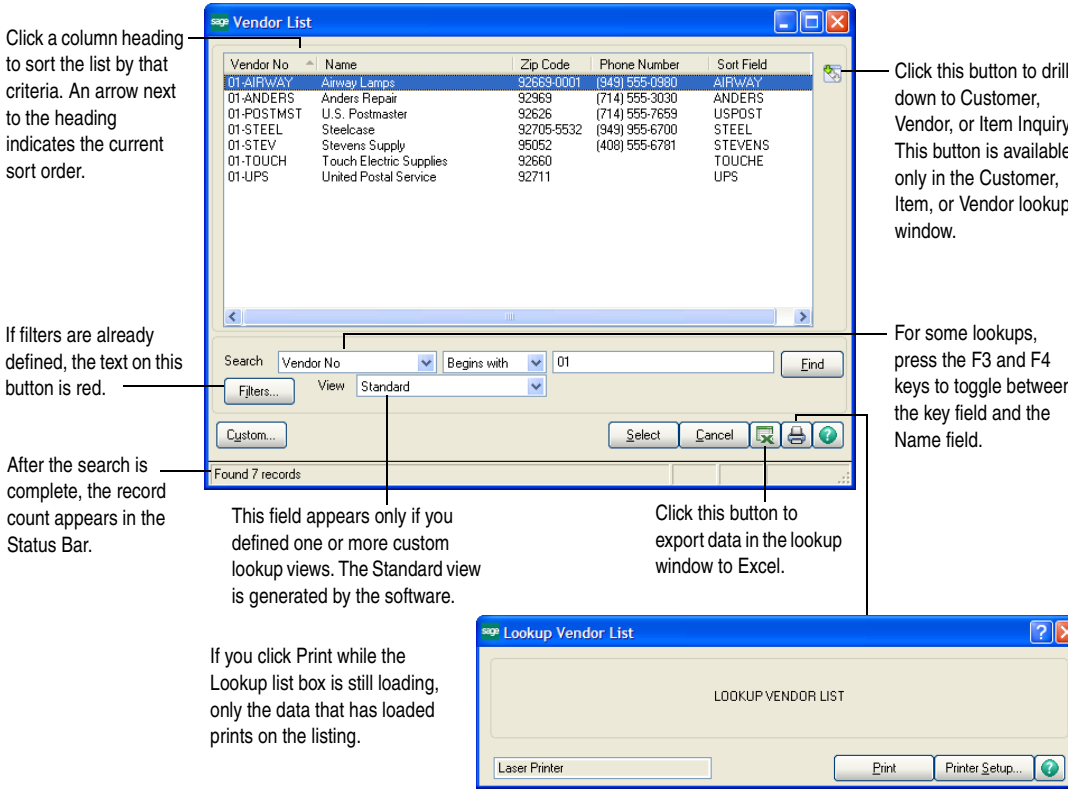
You can use the UP ARROW and DOWN ARROW keys to select line items. To select more than one line item, press the CTRL key and click the items. To select a range of items, press the SHIFT key, click the first item, and then click the last item in the range.

Using the Lookup Feature

When entering data in a maintenance or data entry window, you can click the Lookup button at certain fields to display a list of records. You can then select the appropriate record. The Lookup feature contains options that allow you to filter and customize the search criteria, and create up to 99 custom lookup views. In addition, you can print the list of records appearing in the lookup list box. The illustration below shows a lookup window.

NOTE
The title of the lookup window reflects the name of the field at which you clicked the Lookup button.

To learn basic features of the Lookup, see Lesson 10 - Using the Lookup's Basic Features on page 66. For instructions on how to use advanced features of the Lookup, see Lesson 11 - Using the Lookup's Advanced Features on page 71.



What if you clicked the Lookup button and no records appear in the lookup window? This occurs because:

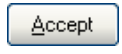
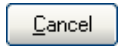
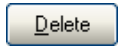
- The number of records is over the limit set at the Lookup Limit for Initial Display field in User Maintenance.
- The Initial Display check box on the fifth User Lookup Wizard page is cleared. For more information, see User Lookup Wizard in the Help system.
- A custom filter that has no result set is in effect.

To display records, filter the information by using the Search, Operand, and Value fields, and then click Find.

Navigating with Common Buttons, Icons, and Keystrokes

NOTE
Pressing the ALT key plus the underscored letter or number functions as the hot key for any button or tab not mentioned here.

All maintenance and data entry windows share the same set of buttons and keystrokes to help you navigate through data and perform common tasks. If you prefer to use the keyboard while you work, use the following keyboard equivalents.

Button	Keystroke(s)	Function
Lookup	F2	Displays the Lookup window for the current field.
Flashlight	F3 ALT+L	Displays an alternate lookup window for the current field.
Print	F4	Prints the report or listing associated with the task.
Browse	CTRL+F5	Selects the first record.
Browse	CTRL+F6	Selects the prior record.
Browse	CTRL+F7	Selects the next record.
Browse	CTRL+F8	Selects the last record.
 **Accept**	ALT+A	Saves the current record.
 **Cancel**	ALT+C	Cancels entry of the current record.
 **Delete**	ALT+D	Deletes the current record.
Print	ALT+P	Prints the current report.
Preview	ALT+V	Previews the current report.
Setup	ALT+S	Displays printer settings.

Button	Keystroke(s)	Function
Help	SHIFT+F1	Displays Help text for the window.
OK	ALT+O	OK button for dialog boxes and line entry.
Undo	ALT+U	Undo line changes.
Insert Line	ALT+N	Inserts a line.
Copy From	ALT+O	Opens the Copy From window.
Delete Line	ALT+E	Deletes a line.
Batch	ALT+B	Opens a Batch window where you can start a multiple data entry session.
E-mail	ALT+E	Sends e-mail to the address entered at the E-mail Address field.
Comment button	ALT+O	Displays extended comments.
Credit Checking	ALT+K	Displays credit card information using the Internet.
Memo	ALT+M	Opens the Memo Maintenance window where you can write a memo.
Paperless PDF	ALT+F	Opens the PDF for the selected record.

Button	Keystroke(s)	Function
Map	ALT+Q	Displays Web-based maps for locations of customers, customer contacts, ship-to addresses, vendors, vendor contacts, and purchase addresses.
Show Image	ALT+S	Shows the image specified at the adjacent field.
Search	ALT+S ALT+X (where X is unique)	Activates the Search feature for records at a field and displays the search options for the document.
Package Tracking	ALT+T	Enters a tracking ID number for a shipment and accesses a Web service to check the status of the shipment.
Web	ALT+U	Launches a Web site based on the URL entered at the URL Address field.
Next Number	ALT+X	Selects the next number for the field.
Zoom	ALT+Z ALT+X (where X is unique)	Drills down to detail information for the item selected.
Net Balance	ALT+B	Calculates the net balance.
Calculator	F2	Opens the calculator.
Calendar	F2	Opens the calendar.

Button	Keystroke(s)	Function
Export to Excel		Exports data in the lookup window to Excel.
Add Items	ALT+I	Opens the Add Items to Physical Inventory window.
Add New Lot/Serial	ALT+L	Opens the Add New Lot/Serial Number.
Change Budget	ALT+B	Displays options for changing budget amounts.
Unselect All	ALT+U	Deselects all rows in grid.
Select All	ALT+S	Selects all rows in a grid.
Total Row		Selects the total row in a grid.
Insert Row	ALT+N	Inserts a row in a grid.
Move Up	ALT+U	Moves a row up in a grid.
Move Down	ALT+W	Moves a row down in a grid.
Preview		Preview button.
Delete Row	ALT+E	Deletes a row in a grid.
Reset Row	ALT+E	Resets a row in a grid.
Save		Saves the current entry.
Switch View	ALT+S	Switches between displaying the Net Balance view and the Debits and Credits view.

Button	Keystroke(s)	Function
Folder		Lists files in a directory.
MS Office Link Office Template Manager		Accesses MS Office Link or Office Template Manager templates and attachments associated with the option.
Text	ALT+I	Opens a Text Maintenance window where you can write an extended description.
	TAB	Moves to the next field. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing the TAB key moves to the next row.
	ENTER	Moves to the next logical field. In a grid, pressing the ENTER key moves focus from cell to cell if the [ENTER] Key like [TAB] Key for Grid check box is selected in User Maintenance.
	SPACEBAR	Selects or clears a check box or radio button.
	BACKSPACE	Deletes your entry at a field.
	ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.

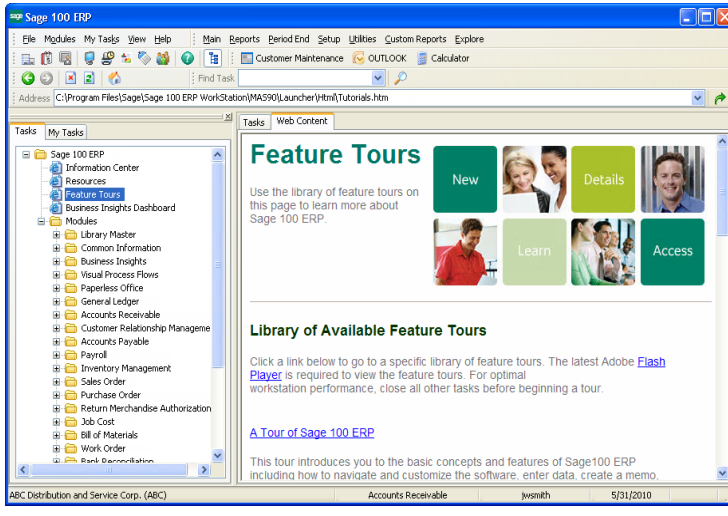
Button	Keystroke(s)	Function
	HOME	Moves to the first page in a list box. In a grid, pressing the HOME key moves focus to the first cell of a row.
	END	Moves to the last page in a list box. In a grid, pressing the END key moves focus to the last cell of a row.
	PAGE UP	Moves to the previous page in a list box or grid.
	PAGE DOWN	Moves to the next page in a list box or grid.
	CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
	CTRL+END	In a grid, moves focus to the last row in the same cell position.
	CTRL+ENTER	In a grid, adds line feeds to comments.
	CTRL+INSERT	Inserts a line.
	CTRL+DELETE	Deletes the current line.
	ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.

Button	Keystroke(s)	Function
	F1	Displays Help text for the current field.
	F5	In a grid, toggles between the Primary and Secondary grids.
	ALT+1, 2, 3...	In a data entry window, selects the first tab, second tab, third tab, and so forth.

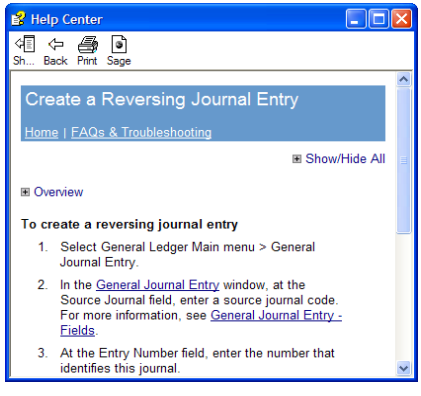
Chapter 3

Getting Help While You Work

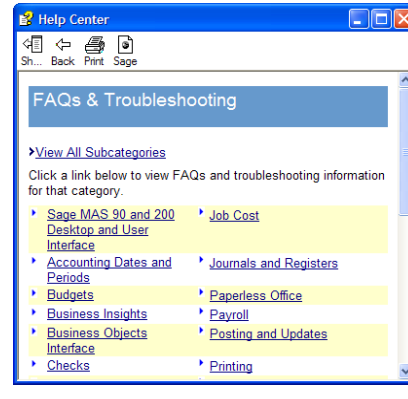
Several sources of information are available to you in the software. Use the following resources to find answers to your questions as you work.



Feature Tours - A Tour of Sage 100 ERP and the Business Insights Explorer
Take quick tours through a variety of features. These tours are available on the Desktop Feature Tours page.



Help System - Common Procedures
Quickly find procedures and answers for your "how do I" questions by selecting Help menu > Help Topics.



Help System - FAQs & Troubleshooting
Find answers to frequently asked questions and view troubleshooting information.

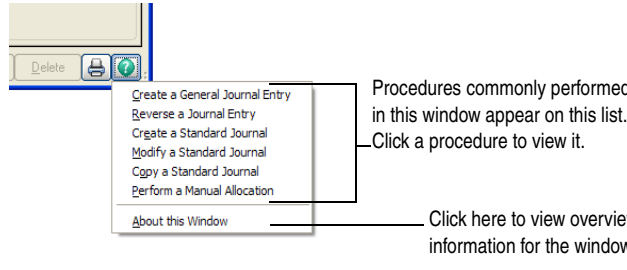
How to Use the Help System

Use the Help system when you want procedures for day-to-day processing, detailed information and entry samples for fields, and FAQ and troubleshooting information. Overview information and flowcharts illustrating complex concepts are also available in Help. If you do not find what you need, access information from the additional resources provided on the Help menu.

Accessing Help

You can access Help using any of the following methods:

- From the Desktop, select Help > Help Topics.
- Press F1 at any field in the software to access Help for that field.
- On the Standard Buttons toolbar, click the Help button to access global Help topics.
- In the bottom-right corner of any window, click the Help button. Help for the specific window appears.
- If you click the Help button and the window has corresponding How Do I procedures, a drop-down list of procedures appears. The following illustration shows the Help button clicked in the General Journal Entry window.



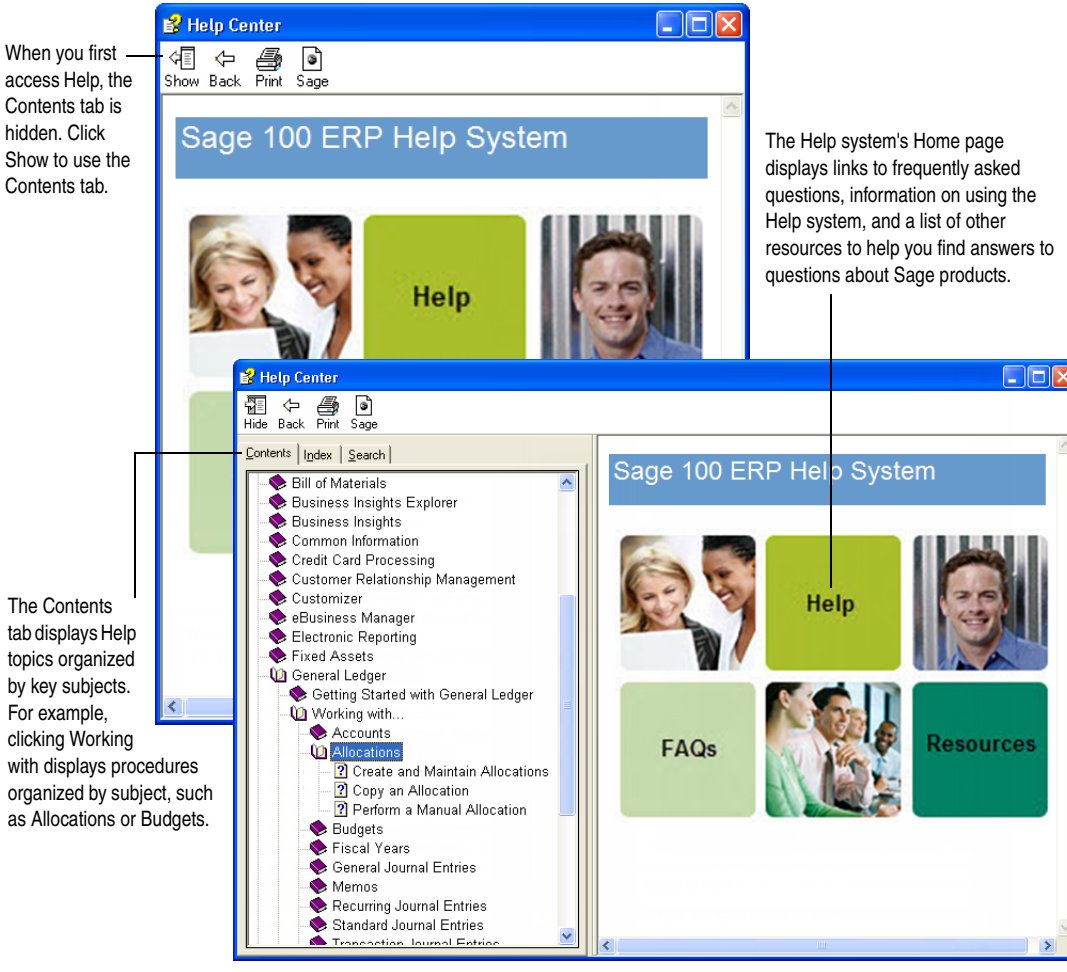
Using the Help System

After you access the Help system, the following tools help you to locate information:

- Using the Contents Tab on page 46
- Using the Index Tab on page 47

Using the Contents Tab

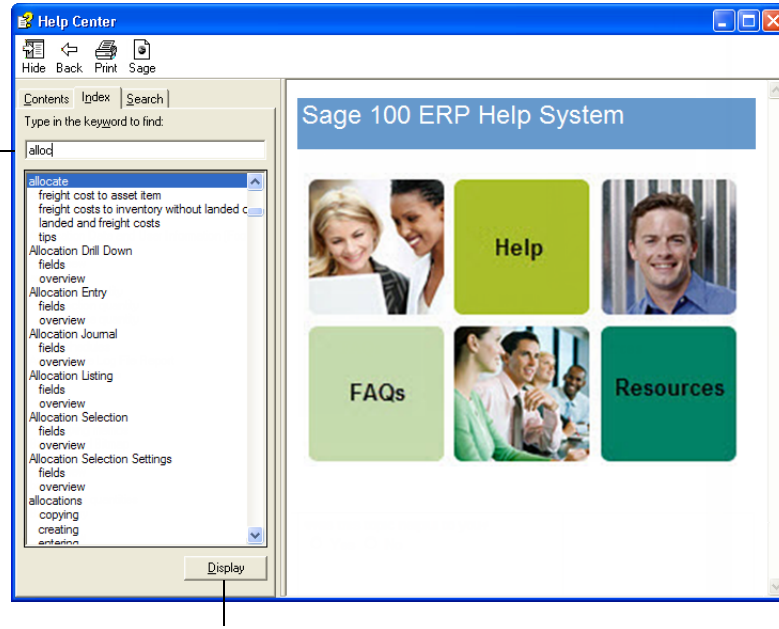
Use the Contents tab to access the table of contents for the Help system. The following illustration explains the common features of the Contents tab.



Using the Index Tab

NOTE
When you first access the Help system, the Index tab is hidden. Click Show to use the Index tab.

Use the Index tab to search for specific words or phrases. Each Help topic has keywords associated with it. You can search for a topic in the Index by entering keywords. The following illustration explains the common features of the Index tab.



Type the first few letters of the subject for which you are searching. If the topic you are searching for is not indexed, the closest word appears in the list box. You can access index entries for all modules on the Index tab.

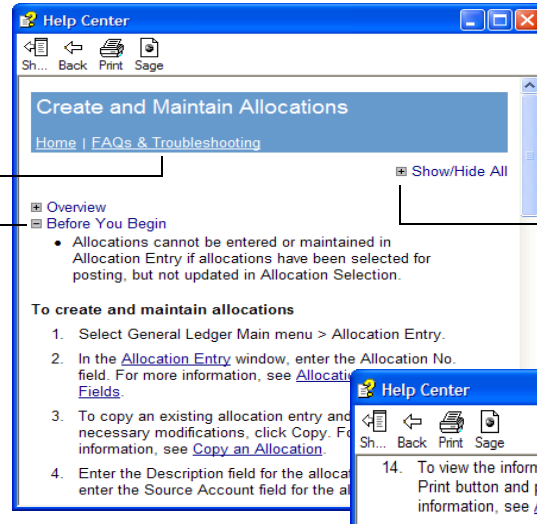
Select a topic, and then click Display to view the topic. Or, double-click a topic from the list box to view it.

Understanding a Help Topic

A Help topic may contain procedural information, overview information, or information about a particular feature.

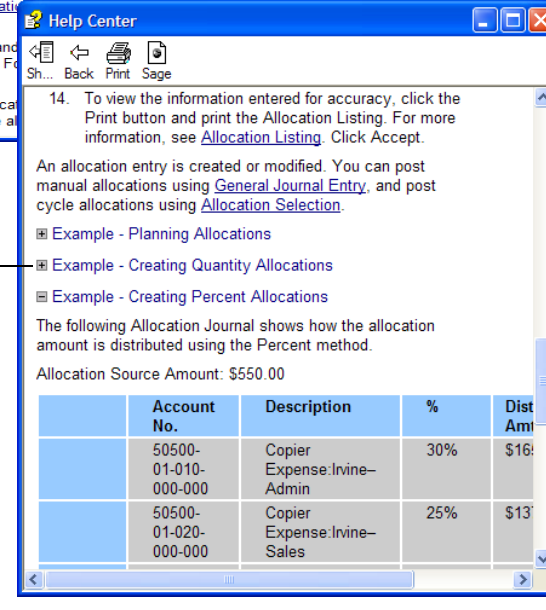
Click FAQs & Troubleshooting to view frequently asked questions grouped in common categories, such as Budgets or Reports.

This section lists items that must be accomplished before performing this procedure, or special conditions that may affect the result of this procedure.



Click the +/- graphic at this link to expand or collapse all dynamic drop-down links in this topic.

At the end of some procedures, examples are provided that illustrate concepts or tasks from the procedure. Click the +/- graphic to expand or collapse the example.



About Customer Support

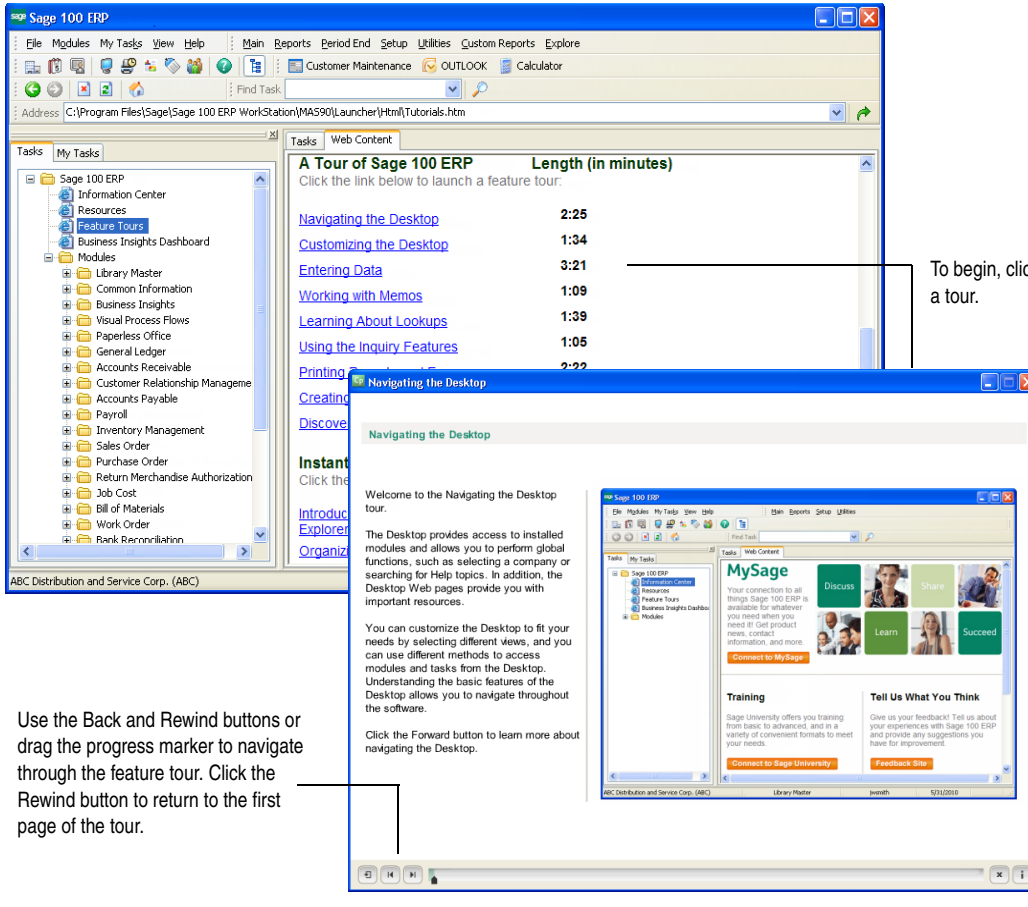
There are several resources you can use for technical assistance before contacting your Sage business partner or Customer Support:

- Refer to the software's Help system.
- Refer to the Supported Platform Matrix for information on detailed system requirements and troubleshooting tips on the configuration of the various operating systems and environments in which the software is supported. The Supported Platform Matrix is available on the Support page on the Sage Customer Portal at: https://customers.sagenorthamerica.com
- If you need access to file layout and program information, click the File Layouts and Program Information link on the Desktop's Resources page.
- Attempt to duplicate the issue in one of the sample companies provided with your software. This will help a technician identify the problem and speed up the process of obtaining a resolution.

After using the above options, if you require more assistance, select Help menu > Customer Support for information on how to contact Sage Customer Support.

Viewing Feature Tours

On the Desktop Tutorials page, click one of the feature tour links to become familiar with basic concepts and features, such as navigating the software, customizing your Desktop, and learn how to use Business Insights Explorer. These feature tours are a multimedia introduction to the software. You can also access additional feature tours on the Web.



Chapter 4

Learning Common Procedures

Whether you are new to Sage 100 ERP, or an experienced user who wants to review basic and advanced concepts, this chapter gives you hands-on practice with common procedures.

Lesson Plan

NOTE
The Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules are not available for Sage 100 Premium ERP.

This chapter contains the following lessons:

- Lesson 1 - Creating a Company on page 52
- Lesson 2 - Creating a User on page 54
- Lesson 3 - Changing a User Password on page 55
- Lesson 4 - Changing the Accounting Date on page 56
- Lesson 5 - Changing the Module on page 57
- Lesson 6 - Creating Private Tasks on page 58
- Lesson 7 - Customizing the Custom Buttons Toolbar on page 60
- Lesson 8 - Opening a Task in a Secondary Company on page 63
- Lesson 9 - Accessing Tasks from Your Desktop on page 65
- Lesson 10 - Using the Lookup's Basic Features on page 66
- Lesson 11 - Using the Lookup's Advanced Features on page 71
- Lesson 12 - Printing Reports, Listings, or Forms on page 78
- Lesson 13 - Defining Formats for Standard Reports on page 92
- Lesson 14 - Customizing Forms on page 98
- Lesson 15 - Creating a Report Setting on page 107
- Lesson 16 - Setting Up Sales Tax Information on page 109
- Lesson 17 - Understanding How Sales Tax is Calculated on page 118
- Lesson 18 - Changing Sales Tax Information on page 126

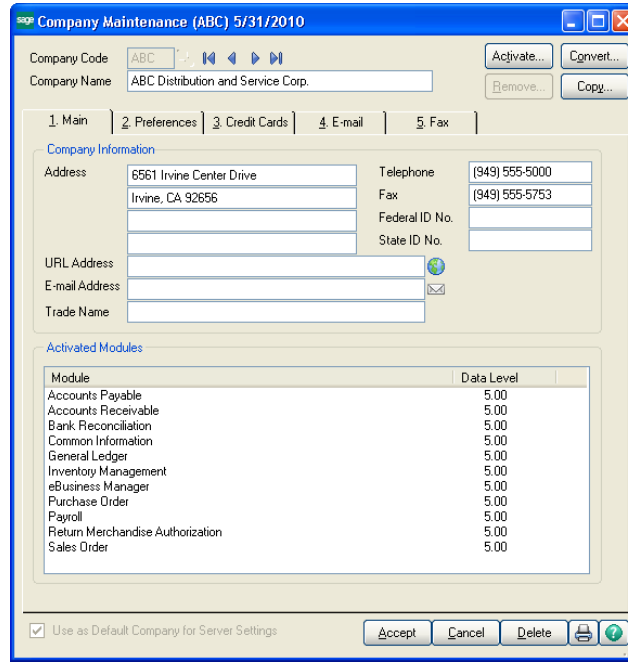
Lesson 1 - Creating a Company

Many systems are set up with multiple companies to keep financial records for individual companies separate, and to separate real company data from test company data. Each company is identified by a unique, three-character company code. You can process information for a specific company by selecting the appropriate company code.

To create a company

1 Select Library Master Main menu > Company Maintenance.

2 Enter a company code and company name.



3 Enter information in the fields appropriate to your company, including the federal ID number.

4 Click Activate to activate one or more modules.

5 When prompted to save the new company, click Yes.

6 When the Activate Module window appears, select the module(s) to activate and click Proceed.

7 In Company Maintenance, verify that the modules you selected appear in the Activated Modules area of the window and click Accept.

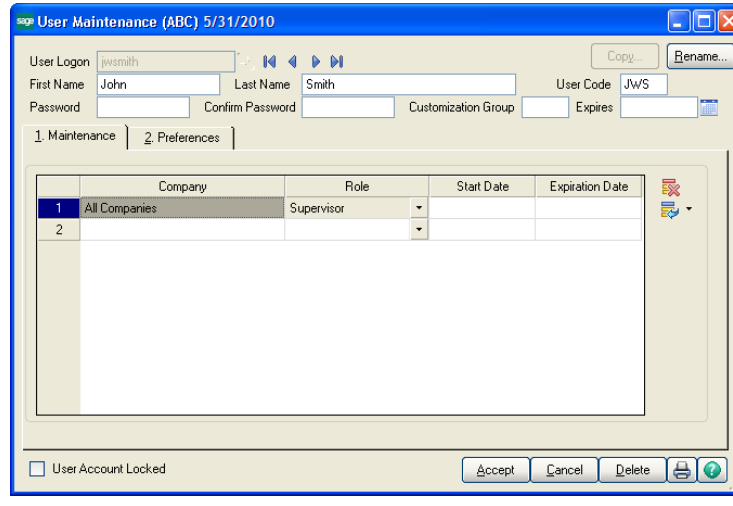
Lesson 2 - Creating a User

You must enter a valid user logon and type a password, if applicable, before you can access the software.

To create a user

1 Select Library Master Main menu > User Maintenance.

2 Enter the user logon, first and last name, and user code.



If the Use Unified Logon check box is selected in System Configuration, the user logon must match the user's Windows logon key field.

3 Type a password if necessary.

A password is required if the Require all Users to Enter a Password check box is selected in System Configuration.

4 On the Maintenance tab, select the company and role to assign to the user.

5 On the Preferences tab, select user-specific preferences, and click Accept.

Lesson 3 - Changing a User Password

User passwords can be changed for any user currently logged onto the system.

To change a user password

1 Select File menu > Change User Password.

2 In the Old Password field, type the current password for the user.

3 In the New Password field, type the new password for the user.

4 In the Confirm Password field, type the same password that was typed in the New Password field.

5 Click OK.

Lesson 4 - Changing the Accounting Date

NOTE
The M/d/yyyy format is the default date display format. The format of the accounting date is set from the Windows Control Panel.

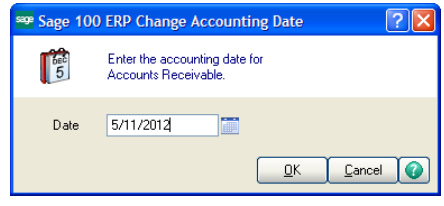
The accounting date is printed on all reports, and represents the date to be used while posting transactions for the current module. The Library Master accounting date is set from the Windows system date and cannot be changed.

To change the accounting date

1 Use any of the following methods to change the accounting date from the Desktop:

- Select File menu > Change Date.
- On the Standard Buttons toolbar, click the Change Date button.
- On the Status Bar, click the accounting date area.

2 Type the accounting date.



3 Click OK. The accounting date appears on the Status Bar.

Lesson 5 - Changing the Module

NOTE
Modules automatically change when you select a task from another module using the Module Menus toolbar, Tree View, or Modules menu.

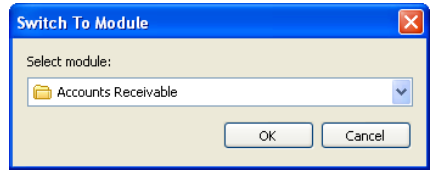
The active module always displays on the Status Bar.

To change the module

1 Use either of the following methods to change the module from the Desktop:

- Select Modules menu > Switch To.
- On the Status Bar, click the module.

2 Select the module or type the first letter of the module to switch to.



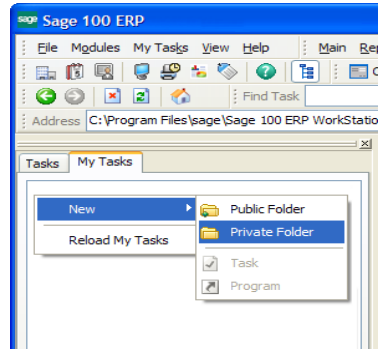
3 Click OK. The new module displays on the Status Bar and the menus on the Modules Menu toolbar change to reflect the new module.

Lesson 6 - Creating Private Tasks

To access tasks quickly, you can organize them into groups of private task folders that only you can access on your workstation. You can also add external programs (for example, Word, Excel, or SAP Crystal Reports) to any private task folder you create.

To create private tasks

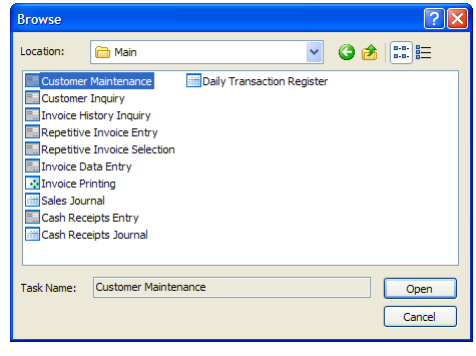
1 Right-click in the My Tasks tab area, and select New > Private Folder.



2 Type a name for the new private task folder.

3 Right-click the folder, and select New > Task to add a task.

4 In the Browse window, select the task to add and click Open.

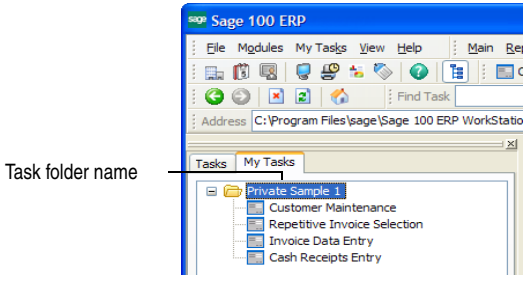


5 Right-click the folder, and select New > Program to add an external program.

6 In the Browse window, locate and select the external program to add and click Open.

7 Repeat steps 3-6 to add additional tasks or external programs.

8 Access the private task folder from the My Tasks tab or the My Tasks menu.



To create private tasks using the drag and drop method

1 In the Desktop's Tree View, click the task to add to the private task folder and hold down your left mouse button.

2 Drag the task from the Tree View to the private task folder on the My Tasks tab.

3 When the private task folder is highlighted, release the left mouse button to drop the task into the folder.

4 From your computer desktop, click the shortcut (for example, Word, Excel, or SAP Crystal Reports) to add to the private task folder and hold down your left mouse button.

5 Drag the desktop shortcut to the private task folder on the My Tasks tab.

6 When the private task folder is highlighted, release the left mouse button to drop the desktop shortcut into the folder.

Lesson 7 - Customizing the Custom Buttons Toolbar

The Custom Buttons toolbar can be customized by adding or deleting buttons to fit your needs. You can create buttons to access tasks or external programs (for example, Word, Excel, or Calculator). There is no limit to the number of buttons that can be added to the Custom Buttons toolbar. When you resize the toolbar, click the More Options button to access the hidden toolbar buttons.

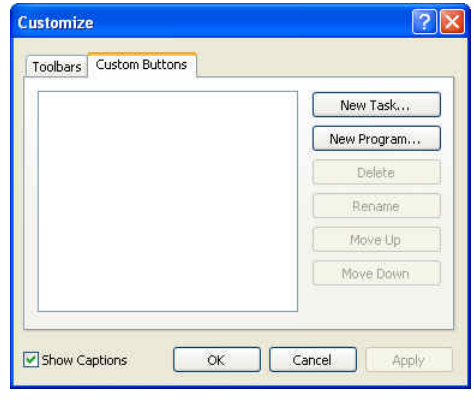
Adding Buttons

To add buttons

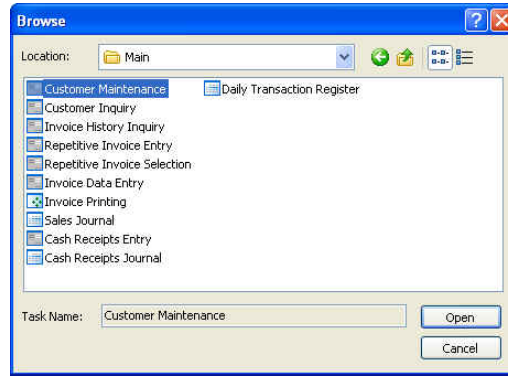
1 Use any of the following methods to add a button:

- Select View menu > Toolbars > Customize.
- Right-click any toolbar, and click Customize.
- Right-click the Custom Buttons toolbar, and select Add > Task or Add > Program and proceed to step 3 if you are adding a task or step 4 if you are adding an external program.

2 On the Customize Custom Buttons tab, click New Task to add a button for a task.

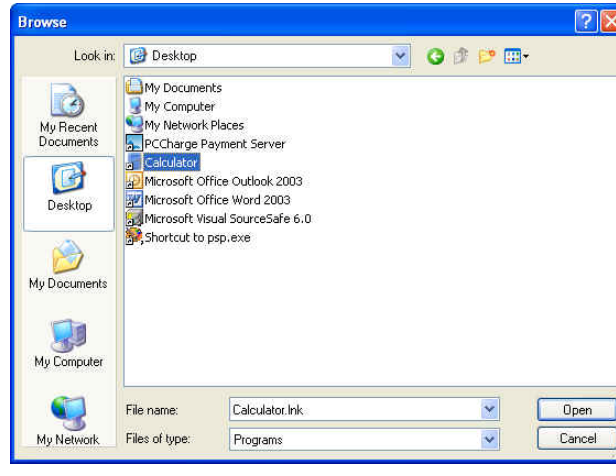


3 In the Browse window, locate the task to add and click Open.



4 To add an external program or desktop shortcut, in the Customize window, click New Program.

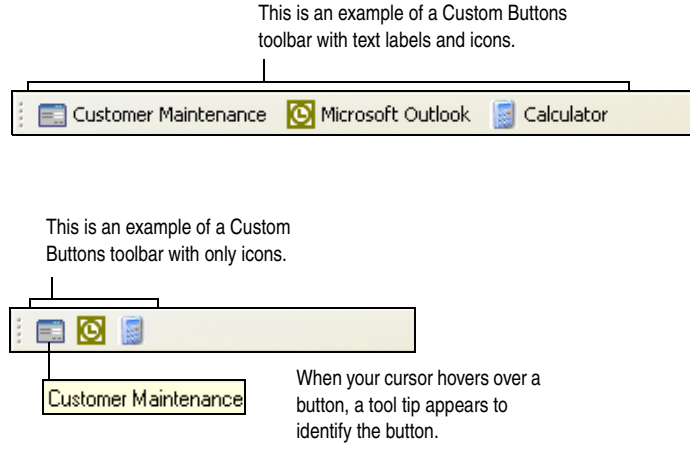
5 In the Browse window, locate the program to add and click Open.



NOTE
If you clear the Show Captions check box, the tooltip that appears when your cursor hovers over the button identifies it.

6 To provide more space on your Custom Buttons toolbar, in the Customize window, clear the Show Captions check box to hide the text labels and display only icons for the buttons you added.

7 In the Customize window, click OK. The task and external program are added to the Custom Buttons toolbar.



Deleting Buttons

To delete buttons from the Custom Buttons toolbar

1 Right-click the button to delete.

2 Click Delete.

Renaming Buttons

To rename buttons on the Custom Buttons toolbar

1 Right-click the button to rename.

2 Click Rename.

3 In the Rename dialog box, type the button's new name and click OK.

Lesson 8 - Opening a Task in a Secondary Company

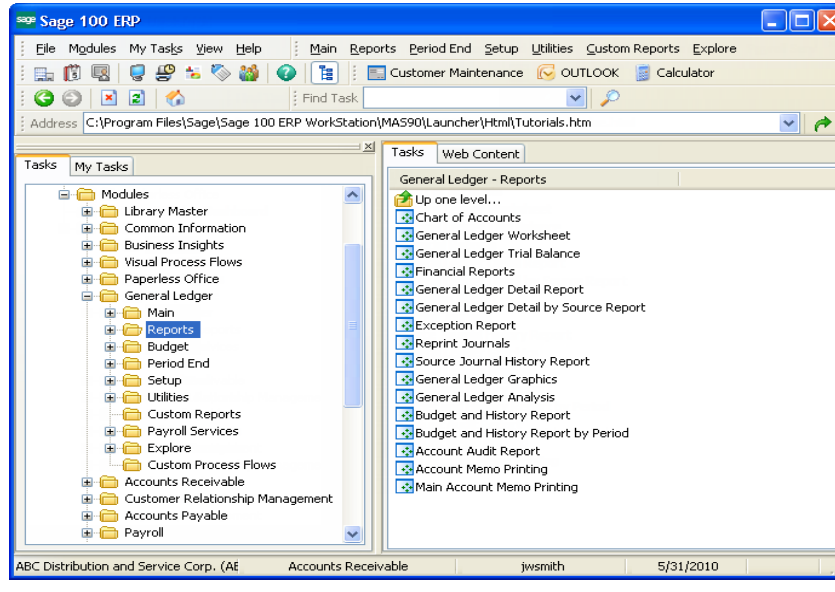
From the Desktop, you can open a task in a secondary company without changing the current company displayed on the Desktop Status Bar. You can define any company as the secondary company.

To open a task in a secondary company

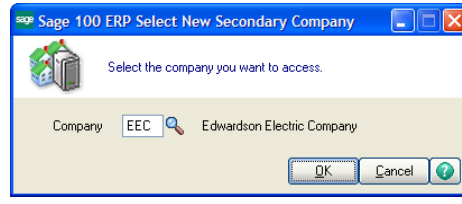
NOTE
To define a new secondary company without opening a task, select Change Secondary Company from the right-click menu.

1 In the Desktop's Tree View, right-click a task and select one of the following options:

- Open in New Secondary Company: Select this option to define a new secondary company and to open the task in that secondary company, and then proceed to step 2.
- Open in Secondary Company (ABC): Select this option to open the task in the currently defined secondary company. In this example, the secondary company defined is ABC, and the task opens in company ABC. You are finished.



2 Select the company to open the task in.



3 Click OK. The task opens in the selected secondary company.

Lesson 9 - Accessing Tasks from Your Desktop

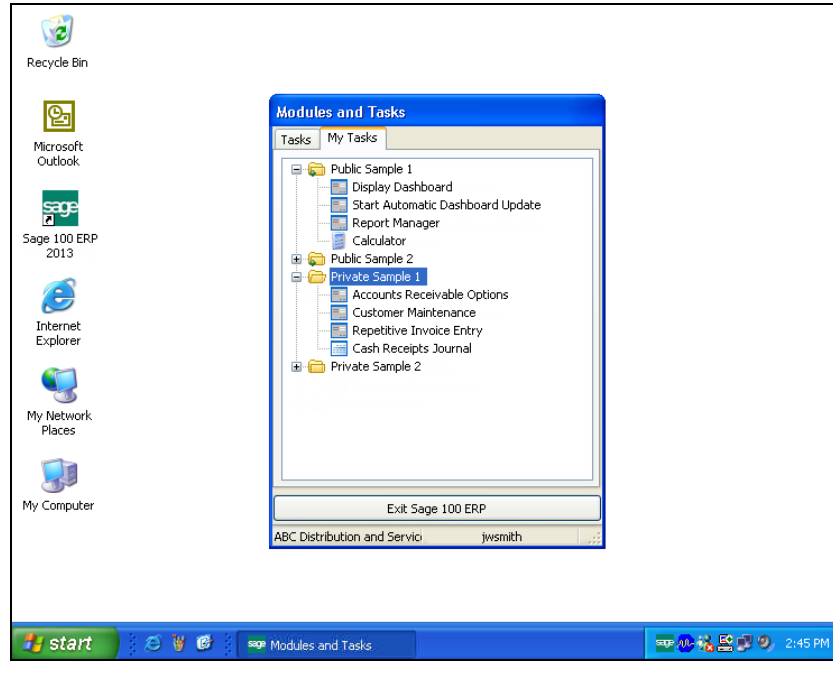
NOTE
Select View > Start Minimized to start the Desktop in the Minimized View and use the Tasks and My Tasks tabs the next time you access the software.

You can undock the Tasks and My Tasks tabs from the Desktop as a stand-alone window, minimize the Desktop, and then use the tabs to access the software.

To access tasks

1 In the Desktop's Detail View, double-click the Tasks and My Tasks tabs title bar to undock the tabs from the Desktop.

2 Minimize the Desktop by clicking the Minimize button in the upper-right corner of the Desktop. The Modules and Tasks window remains open on your desktop.



3 To display the Desktop, double-click the Modules and Tasks title bar.

Lesson 10 - Using the Lookup's Basic Features

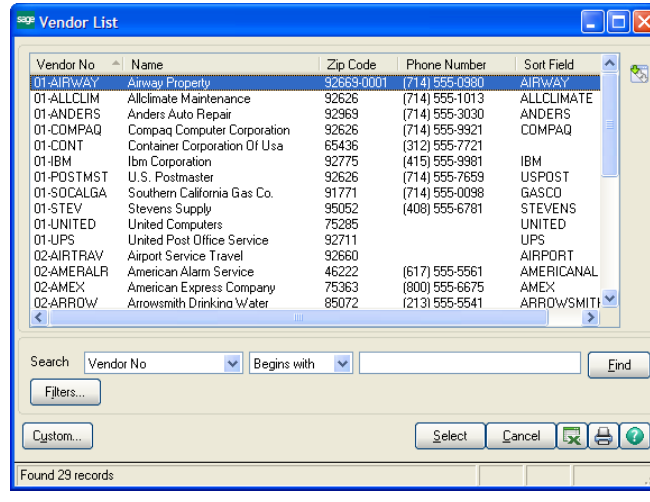
When entering data in certain fields in a maintenance or data entry window, you can click the Lookup button to display a list of valid records. This lesson contains basic procedures on how to use the Lookup feature. To learn more advanced features, see Lesson 11 - Using the Lookup's Advanced Features on page 71.

Using the Lookup to Select a Record

Use the Lookup feature to display a list of records and select the appropriate record.

To select a record using the lookup window

1 In a window, click a Lookup button. The lookup window appears displaying the available records.



2 In the lookup window, select a record from the list box and click Select. The record is then selected in the original window.

Searching in the Lookup

The lookup window provides a Search field and a Find button to narrow your search for desired records. This feature is a convenient way to reduce the number of records displayed and helps you to focus on pertinent records.

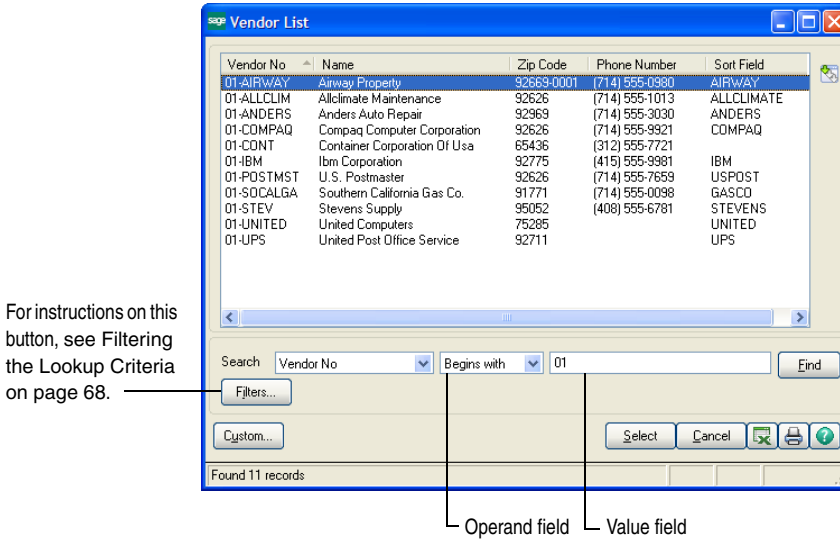
To search in the lookup window

1 In the lookup window, in the Search field, select the field to search.

2 In the Operand field, select an operand. For information about available operands, see Filter the Lookup Criteria in the Help system.

3 In the Value field, type a search value for the lookup.

4 Click Find to execute the search. The lookup list box displays the search results. In this example, the lookup searches and returns all vendor numbers that begin with 01.



For instructions on this button, see Filtering the Lookup Criteria on page 68.

5 Select an item from the list box and click Select. The selected record is copied to the field.

Filtering the Lookup Criteria

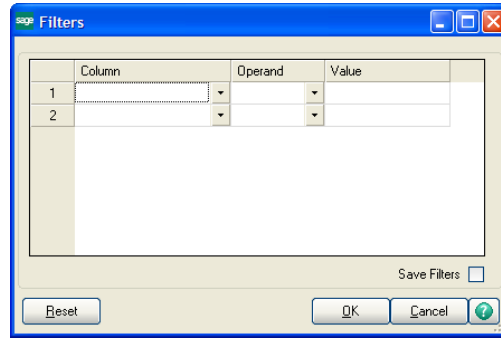
In any lookup window you can define additional criteria to filter the lookup and you can save these filters so that they apply to future lookups until they are manually removed. Filtering the lookup criteria helps you narrow your search on desired fields.

There are two differences between filtering the lookup criteria and searching in the lookup. When filtering, you can define an unlimited number of filters on multiple lookup fields, and you can save these filters so that they always apply to the lookup. In contrast, when you perform a search in the lookup window, you can search on only one lookup field, and the search criteria cannot be saved.

To filter the lookup criteria

NOTE
Filters that are defined in the User Lookup Wizard and Lookup Customization Wizard also appear in this window. If the filter is locked, it cannot be changed. If the filter is not locked, it can be removed or modified.

1 In the lookup window, click Filters. In the Filters window, each line item is a filter consisting of a Column, Operand, and Value.



2 In the Column field, select the lookup column you want to filter. The Column field reflects all of the columns defined for the lookup.

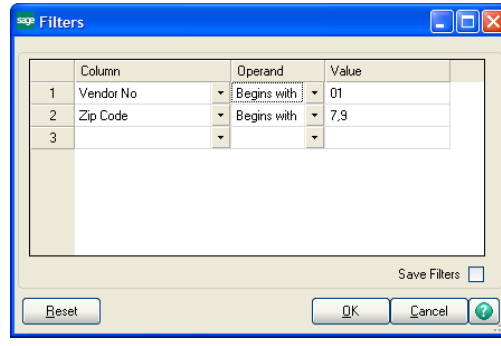
3 In the Operand field, select the appropriate operand. For information about available operands, see Filter the Lookup Criteria in the Help system.

4 In the Value field, type a value. If you enter multiple values separated by commas (,), the system assumes an "OR" condition.

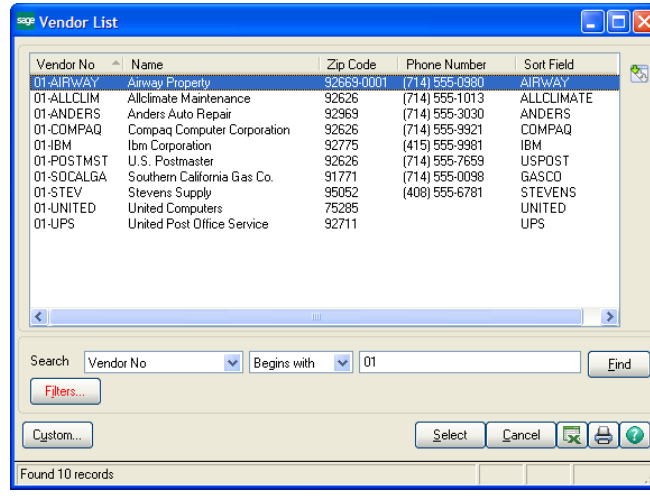
5 To add additional filters, repeat steps 2 through 4. You can define an unlimited number of filters; multiple filters assume an "AND" condition.

NOTE
If the Save Filters check box is cleared, the filters remain in the Filters window and remain in effect during the lookup; however, when you exit the lookup, these filters are removed.

6 To retain these filters for future lookups, select the Save Filters check box.



7 Click OK to apply the filters. In this example, the lookup returns all vendors beginning with 01 *and* ZIP Codes beginning with 7 *or* 9.



Deleting Filters

You can delete filters after they have been defined.

To delete and reset filters

1. In the lookup window, click Filters.
2. To delete a filter, in the Filters window, select **<none>** in the filter's Column field.
3. To delete all filters, click Reset. The filters are cleared, and any filters from the custom lookup, if one exists, are restored.
4. Click OK.

NOTE Clicking Reset also clears the Save Filters check box.

Lesson 11 - Using the Lookup's Advanced Features

The Lookup has advanced features that allow you to create lookup views, create a numeric lookup field, modify a lookup field, and export lookup data to Excel. If you are new to the lookup, complete Lesson 10 - Using the Lookup's Basic Features on page 66 before starting these procedures.

NOTE
If another user is in the User Lookup Wizard and is creating or modifying a lookup code while you attempt to create or modify a lookup view, a message appears and prevents you both from continuing.

Creating a Lookup View

For each lookup by company and by user, you can create up to 99 unique views. When creating a lookup view, you can define your default view, add, remove, or modify fields in the lookup, add or remove filters, as well as define several other settings. After creating a lookup view, you can modify or delete the view at any time. Keep in mind that any search criteria or filters you previously defined will not apply to the new lookup view you create.

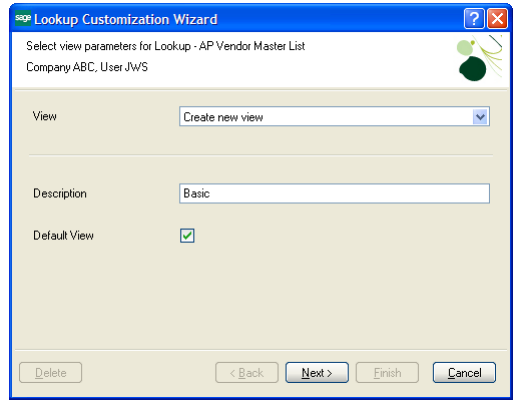
To create a lookup view

NOTE
The Custom button is not available if the Locked Customization check box is selected in the User Lookup Wizard.

1 In the lookup window, click Custom.

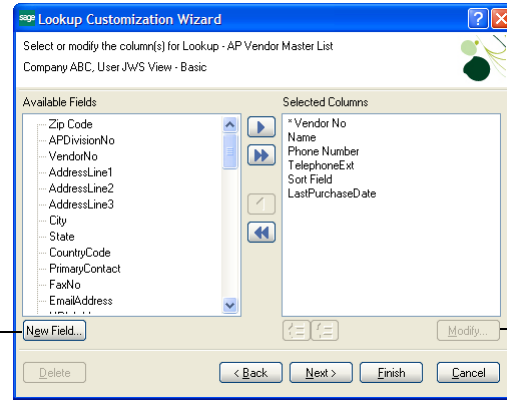
2 On the Lookup Customization Wizard page, in the View field, select **Create new view** and enter a description for the new view. Alternately, select an existing view to modify.

3 To set the new lookup view as the default view, select the Default View check box. Click Next.



NOTE
The first column indicated by an asterisk (*) in the Selected Columns list box cannot be removed; however, it can be modified. For instructions, see Modifying a Lookup Field on page 76.

4 In the second Lookup Customization Wizard page, add, remove, modify, or reorganize the fields for the lookup view in the Selected Columns list box. In this example, the TelephoneExt and LastPurchaseDate fields have been added to the Selected Columns list box, and the ZIP Code field has been moved to the Available Fields list box.



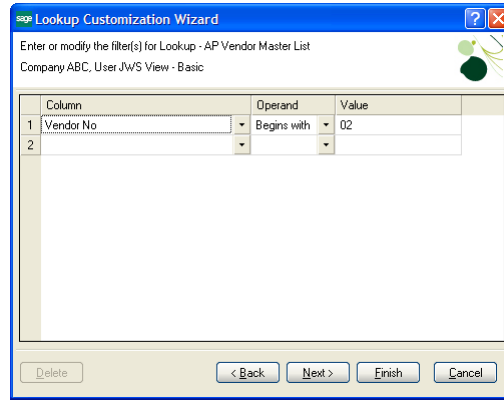
For more information about this button, see Creating a Numeric Lookup Field on page 75.

For more information about this button, see Modifying a Lookup Field on page 76.

5 Click Next to define additional settings, or click Finish if you have completed customizing the view.

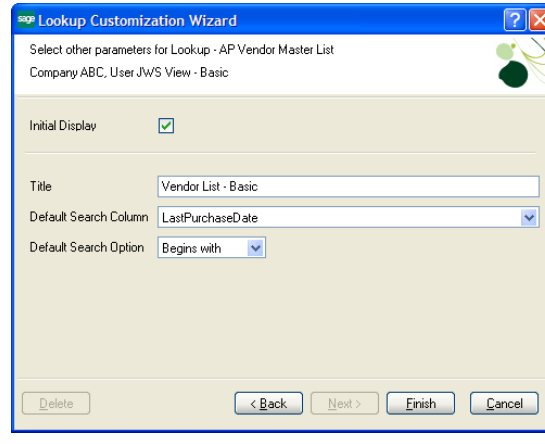
NOTE
For a review on how to create filters, see Filtering the Lookup Criteria on page 68.

6 Use the third Lookup Customization Wizard page to add, delete, or modify filters. To continue defining additional settings, click Next; otherwise, click Finish.



7 In the final Lookup Customization Wizard page, make any final changes to the lookup view.

- Select the Initial Display check box to load data in the lookup at run time. If you do not want data initially loaded in the lookup at run time because you have a large number of records and want to perform a search before displaying records, clear this check box.
- In the Title field, type a new title that will display in the lookup window title bar.
- In the Default Search Column field, select a default field to appear in the Search field in the lookup window.
- In the Default Search Option field, select a default field to appear in the Operand field in the lookup window.

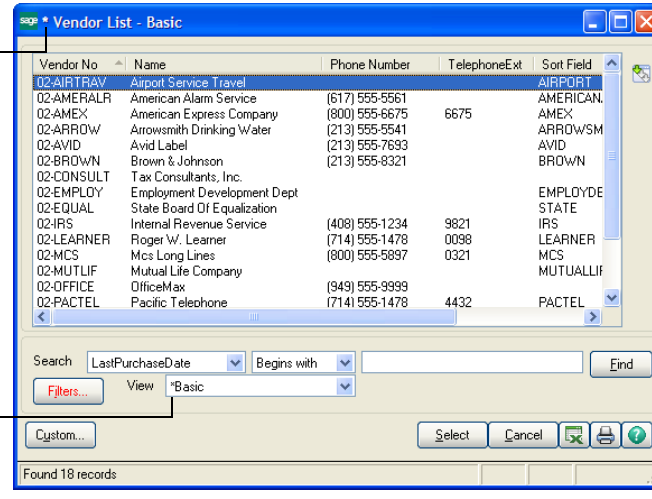


8 Click Finish to see your newly created lookup view.

The View field appears in the lookup window and the new view, Basic, displays the newly added fields. In the example below, the new fields are TelephoneExt and LastPurchaseDate, while the deleted ZIP Code field no longer appears. Also, the title bar displays Vendor List - Basic because this title was defined in the Title field in the last page of the wizard and was set as the default view.

An asterisk (*) appears in the title bar to indicate that this is a custom view, not the Standard view generated by the software.

The asterisk (*) next to the new view indicates that this is the default view.

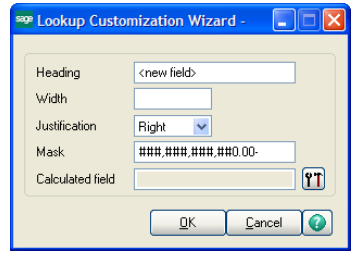


Creating a Numeric Lookup Field

You can create numeric fields to add to the Selected Columns list box in the second Lookup Customization Wizard page. Numeric fields are created by combining two or more fields together using arithmetic operators.

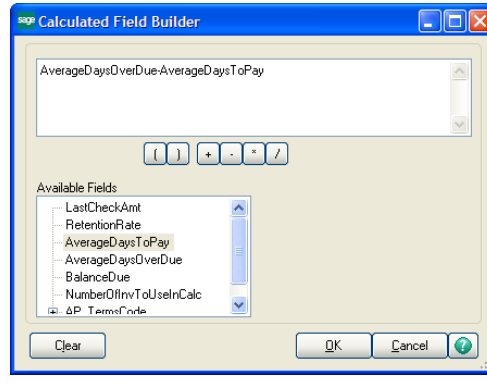
To create a numeric lookup field

1. In the second Lookup Customization Wizard page, click New Field to create a new numeric field using simple arithmetic functions.
2. In the Lookup Customization Wizard - New Field window, in the Heading field, type the name for the column/field.
3. Type the width and select the justification.
4. Type the mask.



5. Click the Calculated Field button to enter simple arithmetic calculations.

6 In the Calculated Field Builder window, double-click a field in the Available Fields list. This moves the field to the expression area. Select an operator, choose another field from the list, and click OK.

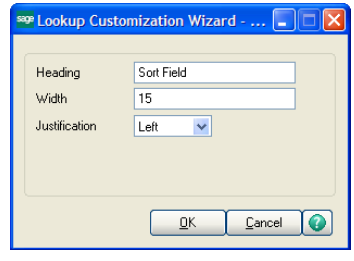


7 In the Lookup Customization Wizard - New Field window, click OK. The newly created field automatically appears as a column in the Selected Columns list box.

Modifying a Lookup Field

1 In the second Lookup Customization Wizard page, click Modify to alter the selected field in the Selected Columns list box.

2 In the Lookup Customization Wizard - Modify window, make the desired changes and click OK. For example, you can change the width of the key field to zero if you do not want to display it in the lookup.

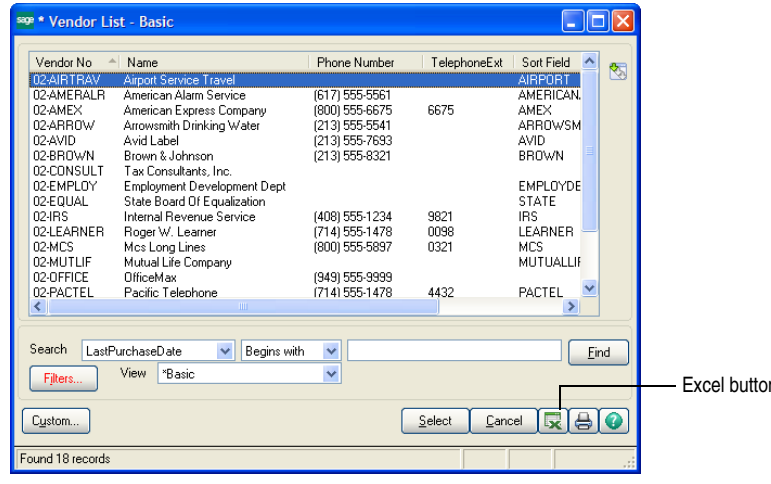


Exporting Lookup Data to Microsoft Excel

You can export the data displayed in a lookup window to Excel. You can also select a customized lookup view or perform a search in the lookup window to display specific records, and then export the data to Excel.

To export lookup data to Excel

1 In the lookup window, display the data to export to Excel.



2 Click the Excel button. The data in the lookup window is exported to Excel.

Lesson 12 - Printing Reports, Listings, or Forms

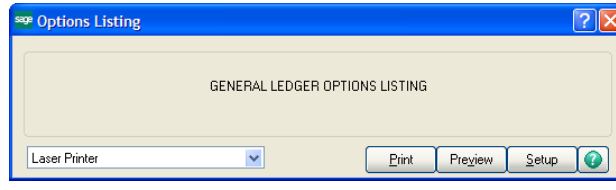
All reports can be printed, exported or written to a file, and stored for deferred printing. You can print a report to a variety of printers or output devices. Additionally, reports can be viewed before printing using the Preview feature.

Printing a Report, Listing, or Form

To print a listing in modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order

1 In the task window that has the Listing feature available (for example, General Ledger Options), make the needed selections to the criteria in the window and click Print.

2 In the listing window that appears, in the Printer field located in the lower-left corner of the window, select the printer.



You can also select alternative printing methods, which are available in the Printer field, including:

- Export/E-mail: Reports can be exported to different file types, such as PDF or Excel, and saved to your hard drive or e-mailed. For more information, see Exporting or Printing to a File on page 87.
- Data Only Export: This option allows only the data portion of the report to be exported (header information is excluded). For more information, see Exporting or Printing to a File on page 87.
- Deferred: Report printing can be deferred allowing you to save reports on your hard drive for printing at a future time. For more information, see Using Deferred Printing on page 83.

NOTE
Click Preview to review the listing before printing.

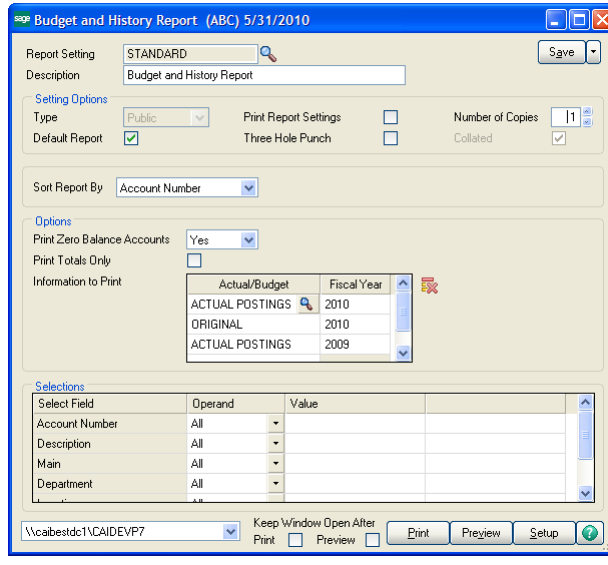
- Office Merge: If the Custom Office module is installed, you can merge your data into a template such as a Microsoft Word or Excel template before printing.

3 Click Print to print the listing.

NOTE
The standard set of reports and forms are assigned a report setting of Standard.

To print a report or form in a module other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order

1 In the report or form window, select either a report setting or a form code.



2 You can either accept the default settings for the current report setting or form code, or create a new report setting or form code. For more information, see Lesson 15 - Creating a Report Setting on page 107.

NOTE
You do not need to save the report setting or form code setting to print the report or form.

3 In the Printer field located in the lower-left corner of the window, select the printer.

You can also select alternative printing methods, which are available in the Printer field, including:

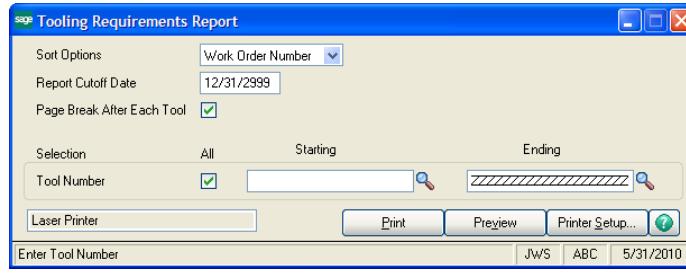
- Export/E-mail: Reports can be exported to different file types, such as PDF or Excel, and saved to your hard drive or e-mailed. For more information, see Exporting or Printing to a File on page 87.
- Data Only Export: This option allows only the data portion of the report to be exported (header information is excluded). For more information, see Exporting or Printing to a File on page 87.
- Deferred: Report printing can be deferred allowing you to save reports on your hard drive for printing at a future time. For more information, see Using Deferred Printing on page 83.
- Office Merge: If the Custom Office module is installed, you can merge your data into a template such as a Microsoft Word or Excel template before printing.

NOTE
Click Preview to review the report before printing.

After selecting or modifying the report setting or form code, click Print to print the report or form.

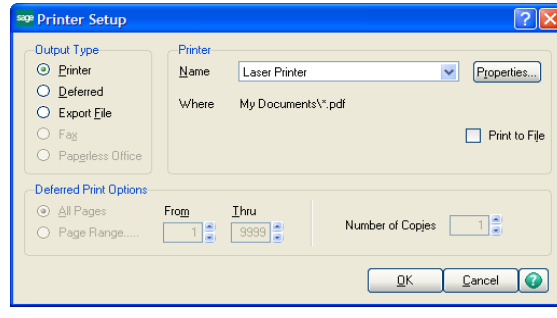
To print a report, listing, or form in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules

1 In the report, listing, or form window, the default printer is assigned automatically and appears at the bottom of the window.

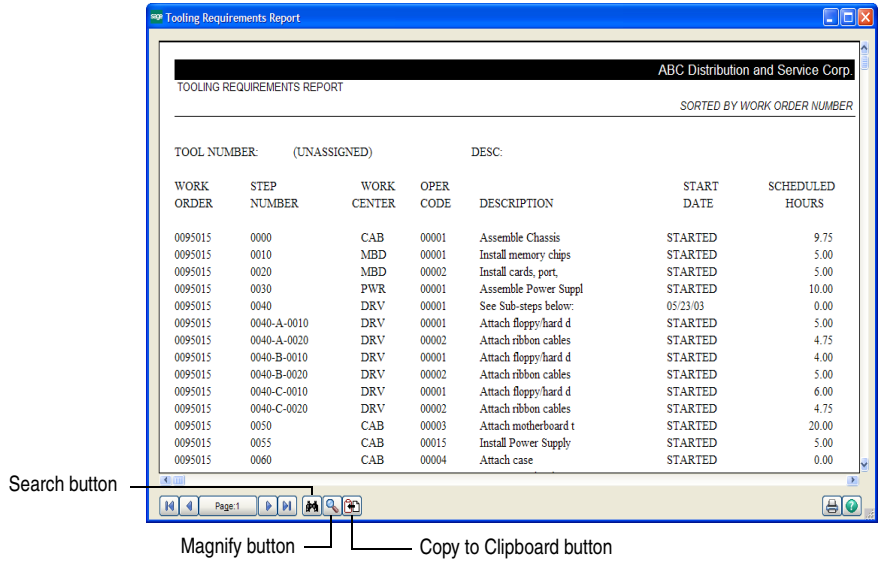


2 To select a different printer or output device, click Printer Setup.

3 In the Name field, select a printer and click OK.



4 To preview the report, in the report window, click Preview.



The Preview feature allows you to view all reports, including 132-column reports. Use the Browse buttons to page through the report.

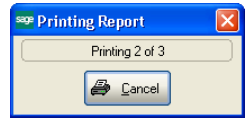
5 In the preview window, to copy the current page to the clipboard, click the Copy to Clipboard button. Only text is copied; the header, footer, underlines, and graphics are not copied.

6 To magnify the report, click the Magnify button. The zoom setting is retained when you close the preview window.

7 To search for specific information in the report, click the Search button.

NOTE
You can also print the report by clicking Print in the report window.

8 Click the Print button. A dialog box similar to the following appears, and the report prints.



Using Deferred Printing

Deferred printing allows you to save reports on your hard drive for printing at a future time. You can batch print multiple reports at one time without operator intervention between reports. You can also specify the number of copies to print for each report, as well as whether to retain the deferred report information for future use after printing. In a multi-user environment, this feature can postpone the report printing process if printers are not currently available, or it can speed up the posting process.

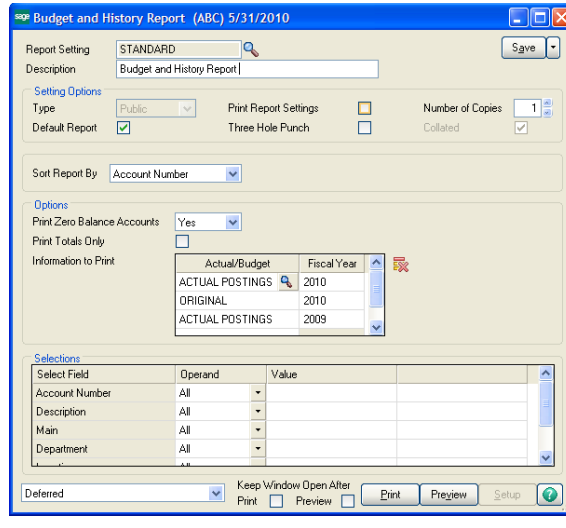
Deferring a Report

You must first set up reports to be deferred for future printing.

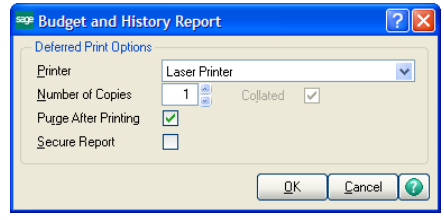
To defer the printing of a report in a module other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order

1 Access the report to defer (for example, the Budget and History Report in the General Ledger module) and select the report options.

2 In the Printer field, select Deferred and click Print.



3 In the Deferred Print Options dialog box, in the Number of Copies field, type the number of copies to print.



4 Select or clear the Purge After Printing check box to either purge or retain the report after printing. Select the Secure Report check box to restrict other users from printing the report.

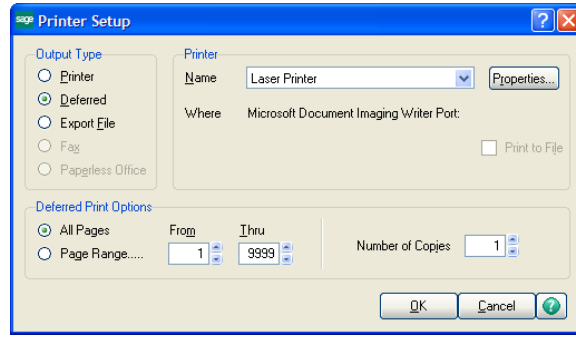
5 Click OK. The report generates to a deferred print file, which can be accessed and printed at a later time.

To defer the printing of a report in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules

1 Access the report to defer (for example, the Open Work Order Report in the Work Order module) and set the report options.

2 Click Printer Setup.

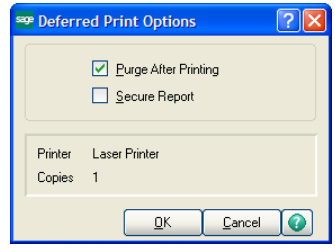
3 In the Printer Setup dialog box, click the Deferred option.



NOTE
In the Printer Setup dialog box, you can also specify all report pages to print or a page range.

4 In the Number of Copies field, enter the number of copies to print and click OK. This field can also be modified before printing the deferred report.

5 In the Deferred Print Options dialog box, select or clear the Purge After Printing check box to either purge or retain the report after printing. Select the Secure Report check box to restrict other users from printing the report. Click OK.



6 In the report window, click Print. The report generates to a deferred print file, which can be accessed and printed at a later time.

Printing Deferred Reports

You can print one page of a deferred report or a range of pages. In addition, you can print several copies of a report and more than one report at a time. If a report is secured, only the user who initially deferred the report can print it.

To print deferred reports

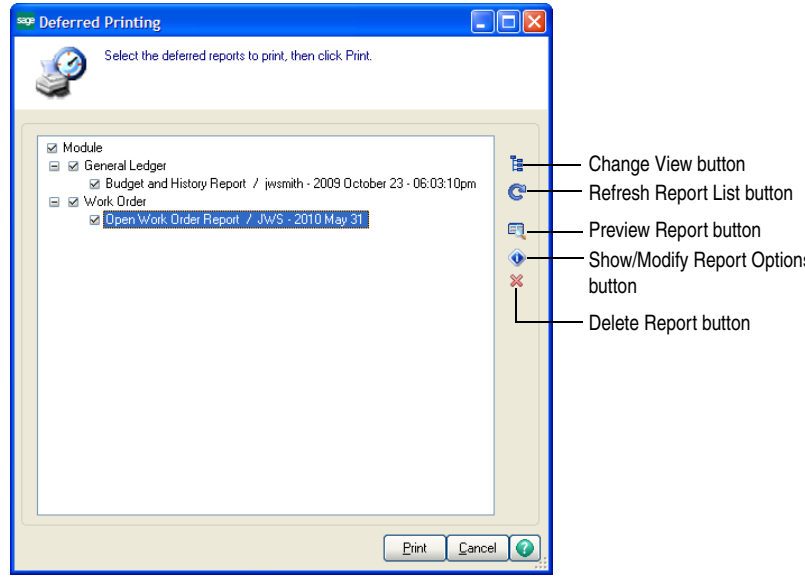
1 To access and print deferred reports from the Desktop, use either of the following methods:

- Click the Deferred Print button on the Standard Buttons toolbar.
- Select File > Deferred Printing.

NOTE
Click the Change View button to view reports in the Deferred Printing window sorted by module, user, or date. Initially, the reports are sorted by module.

2 In the Deferred Printing window, select the report(s) to print.

- To print all deferred reports, select the Module check box.
- To print deferred reports for a specific module, select the module's check box. For example, select the General Ledger check box to print all deferred reports in the General Ledger module.
- To print only selected reports, select each report check box individually.

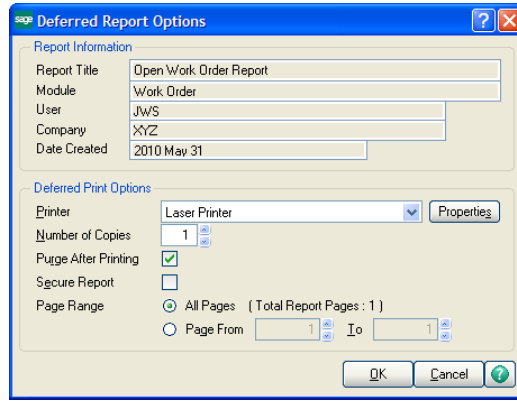


3 To preview a report, select the report and click the Preview Report button.

4 To export the report to a different file type (available only for reports in modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order), click the Export Report button in the report preview window.

5 To change printing options for a specific report, select the report and click the Show/Modify Report Options button.

6 In the Deferred Report Options window, change the information in the Printer, Number of Copies, Collated, Purge After Printing, Secure Report, and Page Range fields. Click OK.



7 In the Deferred Printing window, click Print to print the selected reports to their assigned printers.

Exporting or Printing to a File

You can send the output of a report to another type of file, such as ASCII, delimited, Excel, or dBASE III PLUS. These files can be used by spreadsheets, word processing programs, or other applications and include the printer driver information.

Reports in modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order can be exported to additional files types, such as PDF or HTML, and they can be saved to your hard drive or e-mailed. You can also elect to export only the data portion of reports (header information is excluded) in these modules.

To export a report in modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order

1 Access the report to export and select the report options.

2 In the Printer field, select one of the following options:

- Export/E-mail: Select this option to export the entire report.
- Data Only Export: Select this option to export only the data portion of the report (header information is excluded).

3 Click Print.

4 In the Export dialog box, in the Format field, select the file type for exporting. Do not select Lotus 1-2-3 (WK3) or Lotus 1-2-3 (WKS) in the Format field; those formats are not supported by Crystal. Instead, use the Excel format.

5 In the Destination field, select the location you are exporting to. For example, you can export the report to your hard drive or to an application such as Excel. Click OK.

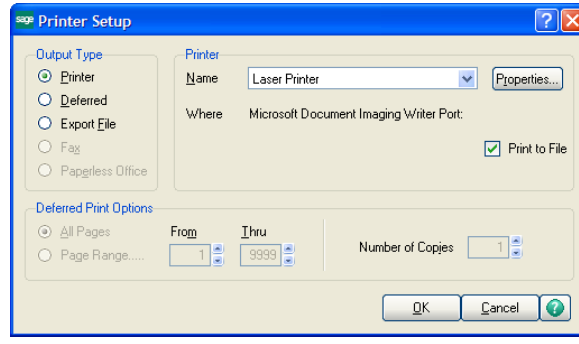
NOTE
To e-mail the report, select Microsoft Mail (MAPI) in the Destination field.

To export or print to a file in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules

1 Access the report to print to a file and set the report options.

2 Click Printer Setup.

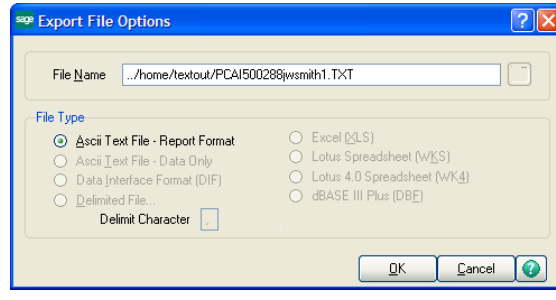
3 In the Printer Setup dialog box, select the Print to File check box to send the output of the report to a different file type.



4 Select the Export File option and click OK.

5 In the Export File Options window, select the file type. The type of report selected determines the File Type options available.

NOTE
All reports can be sent to an ASCII file, but not all reports can be printed to other file types.



NOTE
If you modify the default path, the subdirectory specified must exist on the designated disk.

6 In the File Name field, accept the default path and file name or modify the path and file name.

7 Click OK.

8 In the report window, click Print to print the report to a file.

Sending Faxes

To send a fax from the software, a fax driver must be loaded in the Windows workstation environment. The fax driver acts as a printer driver in the software.

To send a fax in a module other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order

1. Access the report and set the report options.
2. In the Printer field, select the fax driver.
3. Click Preview.
4. In the report preview window, click the Print Report button.
5. In the Print window, click OK.
6. A wizard or window applicable to your fax software appears. Enter the necessary information, such as the recipient's fax number, and send the fax.

To send a fax in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order module

1. Access the report and set the report options.
2. Click Printer Setup.
3. In the Printer Setup dialog box, in the Name field, select the fax driver and click OK.
4. In the report window, click Print.
5. A wizard or window applicable to your fax software appears. Enter the necessary information, such as the recipient's fax number, and send the fax.

Paperless Office

You can use the Paperless Office module to fax, e-mail, and store forms in PDF format. The Paperless Office module allows you to set up PDF storage and electronic delivery options for documents in all Sage 100 ERP companies. You can specify separate settings for journals and registers, reports, period-end reports, and forms.

This module also contains viewers in which you can view, move, delete, and electronically deliver PDFs of customer forms, vendor forms, journals and registers, standard reports, and period-end reports.

Purge utilities are also included which allow you to purge PDF documents as needed.

You do not need to enable this module in Company Maintenance; however, you must enable Paperless Office functionality for each type of document you would like to store and electronically deliver. For more information, see Set Up Paperless Office in the Help system.

Batch Faxing

Batch faxing allows you to fax multiple forms in batches. During the faxing process, forms addressed to the same fax number are collected and sent as a group with one cover letter. Batch faxing is set up using Batch Fax Options or Fax Form Definition, and requires either the Microsoft Fax Services or WinFax 10 fax driver.

The following forms are supported for batch faxing: Statement Printing, Accounts Receivable Invoice Printing, Customer RMA Printing, RMA Receiver Printing, Sales Order Printing, Picking Sheet Printing, Sales Order Invoice Printing, and Purchase Order Printing. For more information, see Fax Multiple Forms in Batches in the Help system.

Lesson 13 - Defining Formats for Standard Reports

NOTE
This lesson applies only to reports in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules.

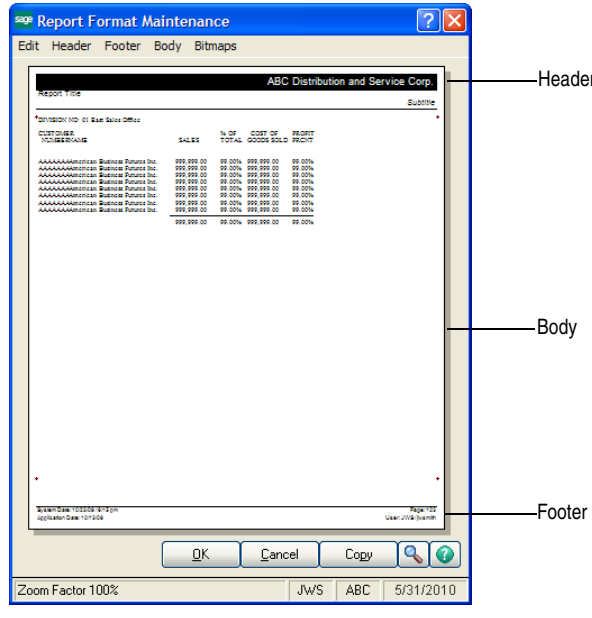
You can specify the fonts, style, and data elements to print on the header and footer sections of standard reports using Report Format Maintenance. You can also define the font and style for the body of the report and add bitmaps to the header or background of the standard report. The settings that you define establish a report format.

You can define one report format per company code; a report format is not specific to a user logon, workstation ID, or report. The only exception to this rule is the ability to override the font in the body of the report in the Printer Preferences window; this override is specific to workstation ID.

To define a report format in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules

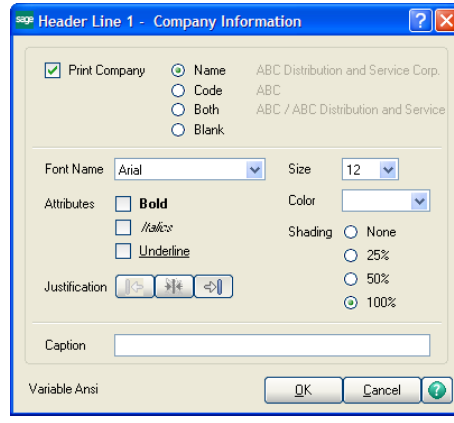
1 Select Library Master Setup menu > Report Format Maintenance. Every report is divided into three sections: Header, Body, and Footer. By default, the header and footer use the Arial 12 point font and the body uses a variable size Times New Roman font.

NOTE
Dot matrix printers are not designed to print graphical reports and should not be used with this feature.



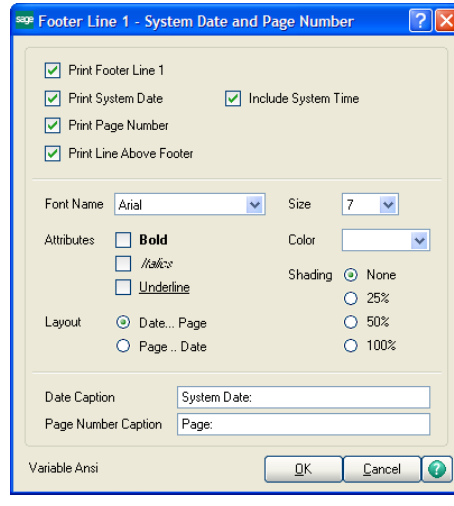
NOTE
The other windows accessed from the Report Format Maintenance Header menu are similar in format to this window.

2 In the Report Format Maintenance window, select Header > Company, Report Title, or Subtitles and select settings in each window for the header. The following is an example of the Company Information window. Access the additional windows from the Report Format Maintenance Header menu to select settings for the report header.

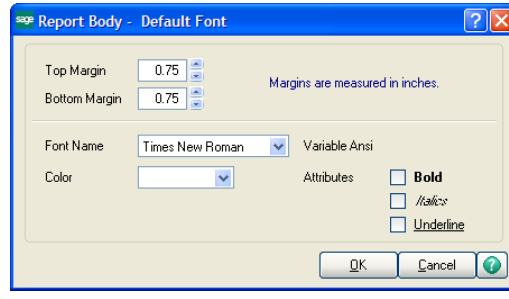


NOTE
The other window accessed from the Report Format Maintenance Footer menu is similar in format to this window.

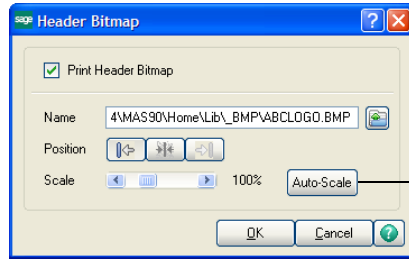
3 Select Footer > Sys Date and Page or App Date and User, and select settings in each window for the footer. The following is an example of the System Date and Page Number window.



4 Select Body > Font to define font, size and style settings for the body of the report.



5 Select Bitmaps > Header or Background to add a bitmap. Bitmaps can be printed in the report header area and in the report background area.



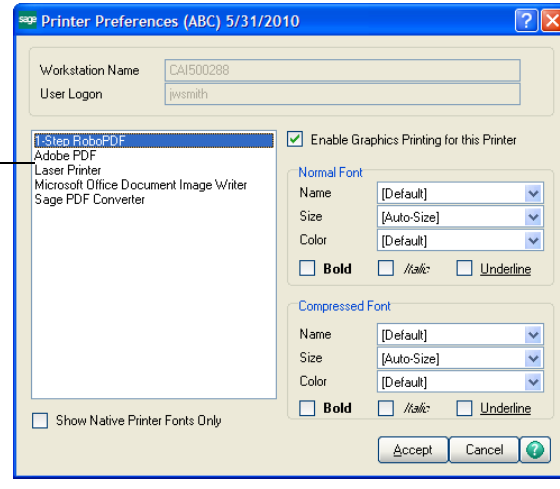
Click Auto-Scale to use the automatic scaling feature. For more information, see Background (Bitmap) in the Help system.

6 In the Report Format Maintenance window, click OK to save your report settings.

7 Select Library Master Setup menu > Printer Preferences.

NOTE
The properties defined for each printer affect only standard reports and forms. These properties do not affect reports or forms created using SAP Crystal Reports.

8 In the Printer Preferences window, select the Enable Graphics Printing for this Printer check box to print reports according to the format defined in Report Format Maintenance. The Use Graphic Report Format check box must also be selected on the User Maintenance Preferences tab.



Only printers available to the workstation appear in this list box.

NOTE
The body settings you define in the Normal Font and Compressed Font fields override the body settings defined in Report Format Maintenance.

9 In the Printer Preferences window, define the appropriate settings in the Normal Font and Compressed Font fields for the report body.

10 Click Accept to print reports for the selected printer in the printer list box according to the format defined in Report Format Maintenance.

Setting Printing Preferences for Dot-Matrix Printers

To achieve optimum printing speed for dot-matrix printers, native fonts can be selected through the Windows driver to increase print speed.

Some printer drivers may only have the Default selection available for the font. If this is the case, you must download an updated driver for your printer from the printer manufacturer's Web site or select another compatible driver emulation (refer to your printer manual or consult a printer manufacturer for details). Each printer has unique font options available. Most native font selections will print faster than the Default font selection.

NOTE
When printing picking sheets, packing lists, Sales Order invoices, sales orders, Accounts Payable checks, Accounts Payable extended stubs, 1099 forms, Accounts Receivable invoices, purchase orders, receivers, RMAs, or Accounts Receivable statements, select the form code for printing to a dot-matrix printer. For more information, see Lesson 15 - Creating a Report Setting on page 107.

To set printer preferences for dot-matrix printers

1. Select Library Master Setup menu > Printer Preferences.
2. In the Printer Preferences window, select the dot-matrix printer from the printer list.
3. Clear the Enable Graphics Printing for this Printer check box. This setting is specific to the printer and overrides the global setting.
4. Select the Show Native Printer Fonts Only check box. This is a temporary filter and must be selected each time you access this window to change a font.
5. In the Normal Font Name field, select 10 CPI Draft, 10 CPI Courier (not Courier New), or any font other than Default.
6. In the Normal Font Size field (to match the font selected in the Normal Font Name field), select 10.

7 In the Compressed Font Name field, select a font based on the following information.

- If you are using 8.5- x 11-inch paper on a standard-carriage printer, or 8.5- x 11-inch paper on a wide-carriage printer, select 17 CPI Draft, 17 CPI Courier (not Courier New), or any font other than Default.
- If you are using 11- x 14-inch paper, select a value between 10 and 15 (this setting may vary, depending on which printer driver you are using).

8 Click Accept.

Lesson 14 - Customizing Forms

NOTE
This lesson applies only to the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules.

There are two types of forms: graphical and nongraphical. Graphical forms use the SAP Crystal Reports writer to print, while nongraphical forms are generated directly by the software and are not SAP Crystal Reports-related. All form printing tasks allow you to customize the printing of forms and save the forms to the Forms file. The Forms file contains a set of default formats for printing forms. You can modify the default print formats or create new formats.

Use graphical forms when you want to have optimum control over the font, color, and overall presentation quality of the form. You can also customize the graphical form by adding bitmaps and company logos to it. These forms are designed for you to send to your customers. For an example of a graphical form, see page 102.

Use nongraphical forms when you are concerned with the speed of printing, rather than the overall presentation quality of the form. Nongraphical forms print faster because they do not have bitmaps or custom fonts on them. Also, use nongraphical forms if you are printing to a dot matrix printer. For an example of a nongraphical form, see page 106.

Customizing Graphical Forms

NOTE
This feature is available only if the applicable graphical forms check box is selected on the Forms tab in the module's setup Options window.

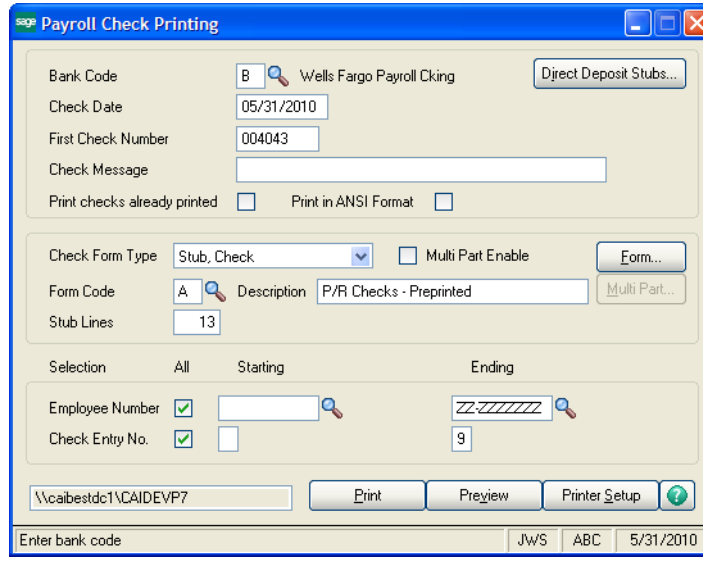
You can customize graphical forms, as well as create graphical forms, for all form printing tasks using the Forms Customization feature. All graphical forms can be printed using a Windows printer; however, you can only customize or create forms if the SAP Crystal Reports software is available on your workstation. Only managers or experienced Crystal Report users should have SAP Crystal Reports installed.

If a form is modified using the Forms Customization feature, the form will be modified for all users and the current company. If you require more control of your form customizations, use Library Master Report Manager to create forms for a specific user and/or company.

To customize graphical forms in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules

NOTE
If this is the first time you are selecting the form printing task, the Form Template Selection window appears instead of the form printing task. Select a form template.

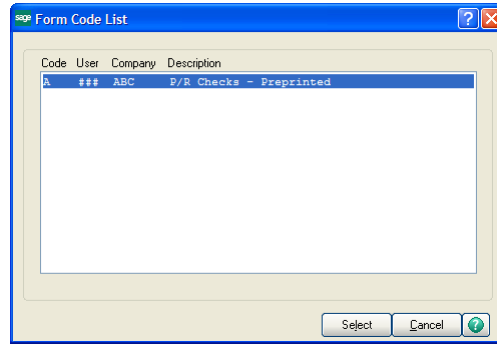
1 Access the form printing task to customize.



2 In the Form Code field, click the Lookup button and, in the Form Template Selection window, select a form code and click OK. Several forms have three default templates:

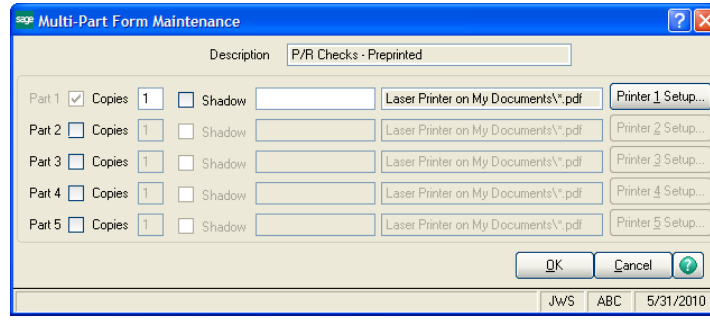
- A template for printing on a preprinted form
- A template for printing on plain paper
- A template for printing on plain paper in a graphical format with a marbled background

The preprinted form prints only data. The graphical form prints data, titles, and graphical elements.



NOTE
The Multi-Part feature is available only if the Multi Part Enable check box is selected in the form printing task window.

3 To print forms to multiple locations, in the form printing task, click Multi Part Enable to specify the printers to use for a multi-part form and click OK.



For example, using the multi-part feature you can print the following copies of a sales order:

- A file copy to your draft printer
- A warehouse copy to the printer located in your warehouse
- An original copy to your high-quality laser printer

4 In the form printing task, click Form to modify a form using the SAP Crystal Reports software. The SAP Crystal Reports software launches with the form in view.

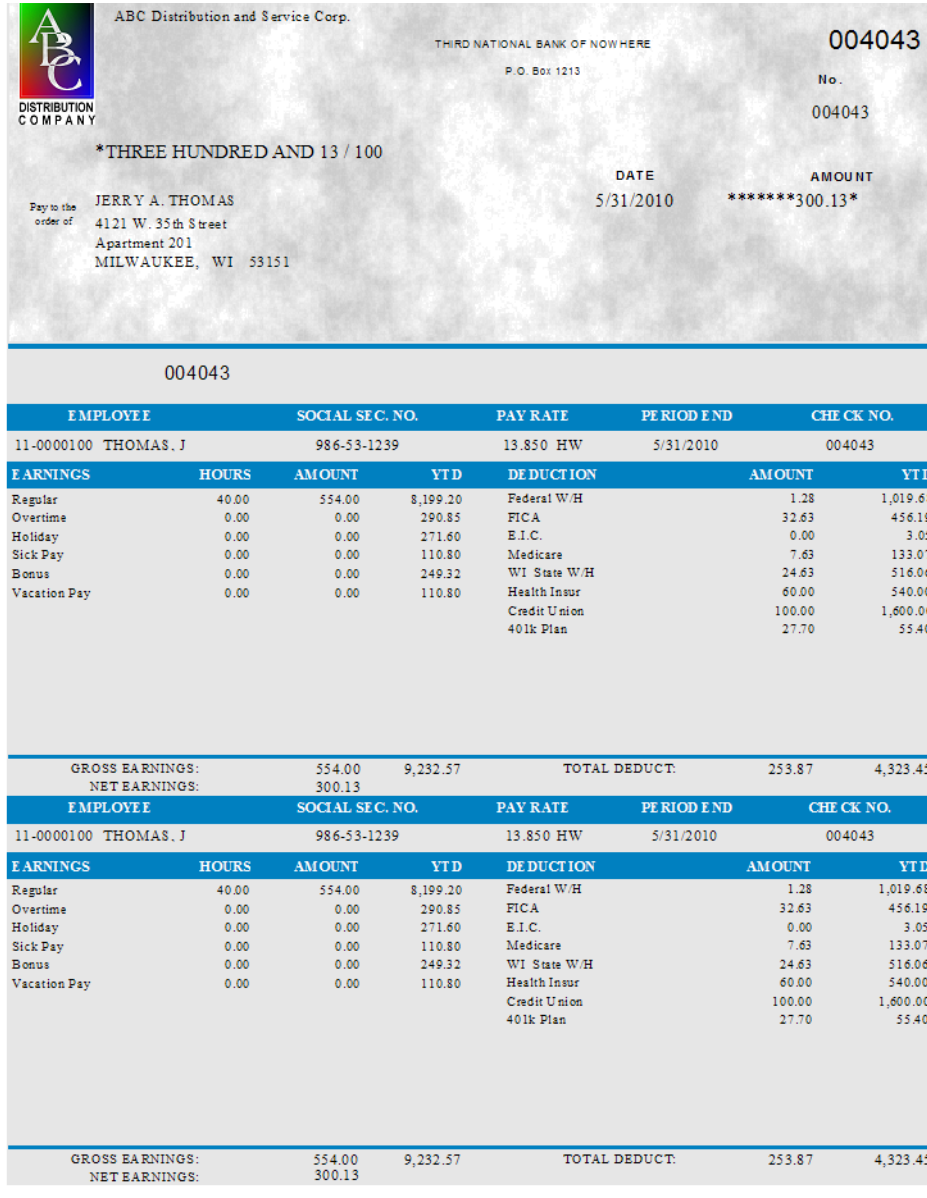
If you do not have access to the SAP Crystal Reports software on your workstation, a dialog box prompts you to install SAP Crystal Reports.

5 In SAP Crystal Reports, make the customizations to the form as needed, and save the form.

6 After you have made modifications to your graphical forms using SAP Crystal Reports, in the form printing task, click Print.

7 In the dialog box that appears, click Align to print an alignment pattern using the software to verify your new form layout. This is special logic built into the software for graphical forms; printing or previewing your customized forms from SAP Crystal Reports may not provide an accurate presentation of the final form layout. Printing an alignment pattern is very important when making modifications to graphical forms, such as checks or invoices.

The following is an example of a graphical marbled form created using SAP Crystal Reports.



ABC Distribution and Service Corp.

DISTRIBUTION COMPANY

THIRD NATIONAL BANK OF NOWHERE

P.O. Box 1213

004043

No.

004043

*THREE HUNDRED AND 13 / 100

DATE 5/31/2010

AMOUNT *******300.13*

Pay to the order of JERRY A. THOMAS
4121 W. 35th Street
Apartment 201
MILWAUKEE, WI 53151

004043

EMPLOYEE	SOCIAL SEC. NO.	PAY RATE	PERIOD END	CHECK NO.
11-0000100 THOMAS, J	986-53-1239	13.850 HW	5/31/2010	004043

EARNINGS	HOURS	AMOUNT	YTD	DEDUCTION	AMOUNT	YTD
Regular	40.00	554.00	8,199.20	Federal W/H	1.28	1,019.68
Overtime	0.00	0.00	290.85	FICA	32.63	456.19
Holiday	0.00	0.00	271.60	E.I.C.	0.00	3.05
Sick Pay	0.00	0.00	110.80	Medicare	7.63	133.07
Bonus	0.00	0.00	249.32	WI State W/H	24.63	516.06
Vacation Pay	0.00	0.00	110.80	Health Insur	60.00	540.00
				Credit Union	100.00	1,600.00
				401k Plan	27.70	55.40

GROSS EARNINGS:	554.00	9,232.57	TOTAL DEDUCT:	253.87	4,323.45
NET EARNINGS:	300.13				

EMPLOYEE	SOCIAL SEC. NO.	PAY RATE	PERIOD END	CHECK NO.
11-0000100 THOMAS, J	986-53-1239	13.850 HW	5/31/2010	004043

EARNINGS	HOURS	AMOUNT	YTD	DEDUCTION	AMOUNT	YTD
Regular	40.00	554.00	8,199.20	Federal W/H	1.28	1,019.68
Overtime	0.00	0.00	290.85	FICA	32.63	456.19
Holiday	0.00	0.00	271.60	E.I.C.	0.00	3.05
Sick Pay	0.00	0.00	110.80	Medicare	7.63	133.07
Bonus	0.00	0.00	249.32	WI State W/H	24.63	516.06
Vacation Pay	0.00	0.00	110.80	Health Insur	60.00	540.00
				Credit Union	100.00	1,600.00
				401k Plan	27.70	55.40

GROSS EARNINGS:	554.00	9,232.57	TOTAL DEDUCT:	253.87	4,323.45
NET EARNINGS:	300.13				

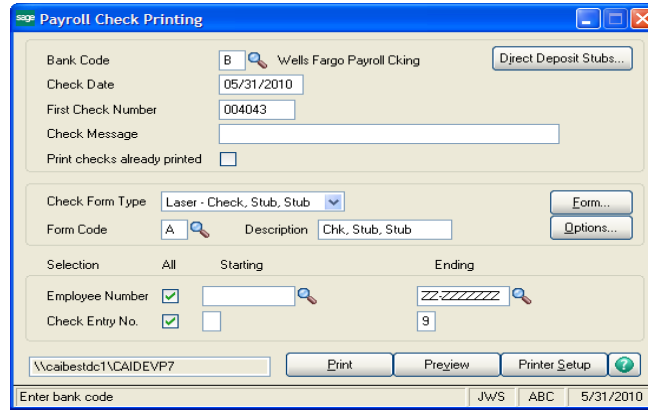
Customizing Nongraphical Forms

NOTE
To customize nongraphical forms, the applicable graphical forms check box must be cleared in the module's setup options window.

You can customize the size and alignment of nongraphical forms, as well as specify the print position for each data field on form printing tasks. You can also customize the heading and titles, and add or delete fields on the form. As you customize a nongraphical form, you can save the settings using a single-character form code, which allows you to create and save multiple formats.

To customize nongraphical forms in the Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules

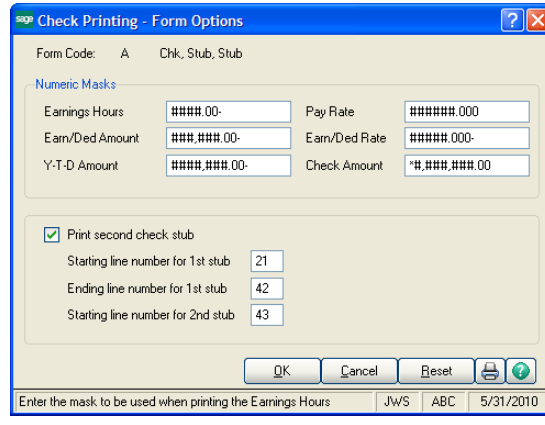
1 Access the form printing task to customize.



2 In the form printing window, select a form code.

3 To specify the numeric masks and other options for the form, click Options.

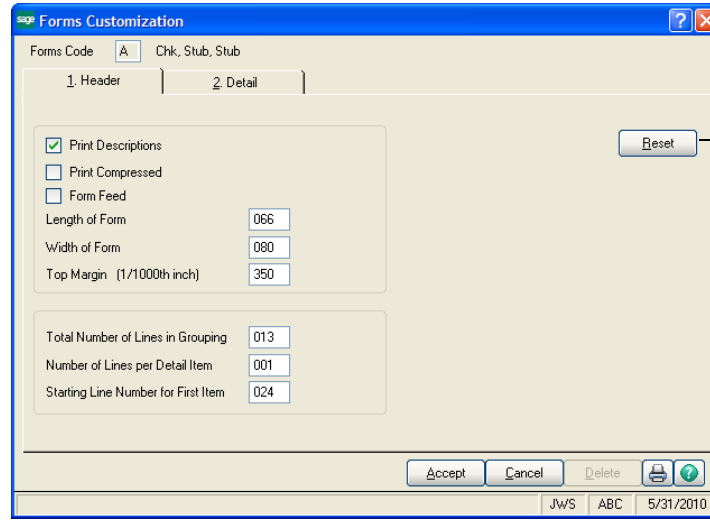
4 In the Form Options window, customize the numeric masks that determine how dollar amounts print and other information is used for the form, and then click OK.



5 In the form printing window, click Form.

NOTE
The form code selected in the form printing task window appears but cannot be changed.

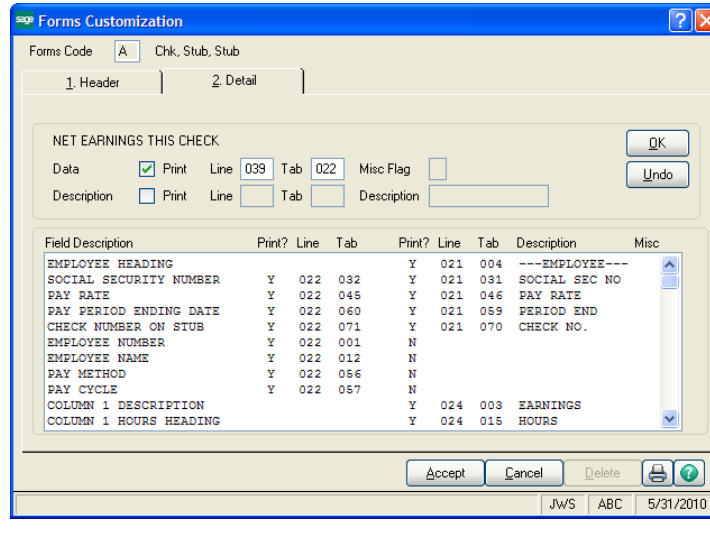
6 On the Forms Customization Header tab, customize the general form alignment information to suit your needs.



Click Reset to reset the information to the original default values if you have made changes.

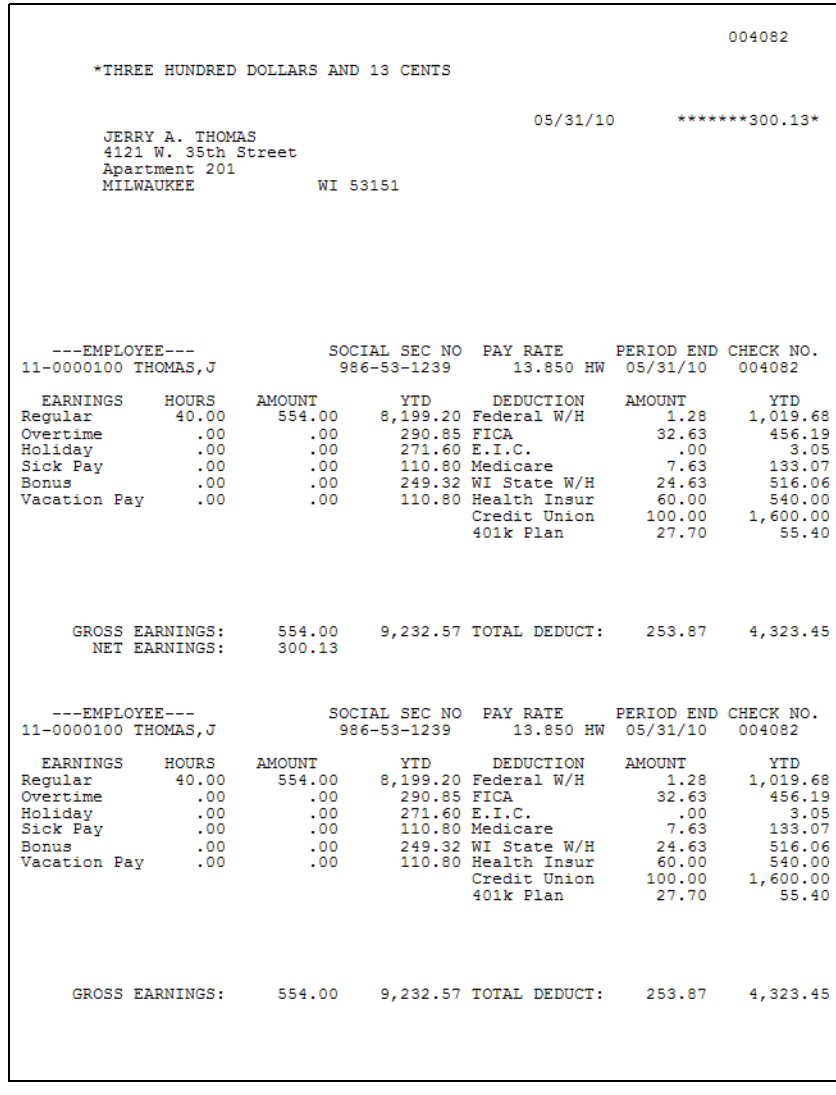
- Select the Print Descriptions check box to print headers individually for each field. If this check box is cleared, all header printing is suppressed and cannot be changed.
- Select the Print Compressed check box to print wide forms that exceed the standard 80-column format.
- Select the Form Feed check box to force a form feed at the end of each form to prevent creeping on subsequent pages. This makes setting the length of the form unnecessary.
- In the Length of Form field, set the length to 63 or 64 for Laser and Desk Jet Windows printers. If you are printing to a dot matrix printer or a Device Configurator Physical device, set the length to 66. An incorrect setting may cause the form to creep if the Form Feed check box is not selected.
- The Top Margin field setting is used only for forms printed using Windows printer drivers. Changing the top margin moves the entire form up or down vertically.

7 On the Forms Customization Detail tab, specify the data to print and the print positions of each available data field for the form.



8 Click Accept to save the formats defined.

The following is an example of a nongraphical form.



004082

*THREE HUNDRED DOLLARS AND 13 CENTS

05/31/10 *******300.13*

JERRY A. THOMAS
4121 W. 35th Street
Apartment 201
MILWAUKEE WI 53151

---EMPLOYEE---	SOCIAL SEC NO	PAY RATE	PERIOD END	CHECK NO.
11-0000100 THOMAS,J	986-53-1239	13.850 HW	05/31/10	004082

EARNINGS	HOURS	AMOUNT	YTD	DEDUCTION	AMOUNT	YTD
Regular	40.00	554.00	8,199.20	Federal W/H	1.28	1,019.68
Overtime	.00	.00	290.85	FICA	32.63	456.19
Holiday	.00	.00	271.60	E.I.C.	.00	3.05
Sick Pay	.00	.00	110.80	Medicare	7.63	133.07
Bonus	.00	.00	249.32	WI State W/H	24.63	516.06
Vacation Pay	.00	.00	110.80	Health Insur	60.00	540.00
				Credit Union	100.00	1,600.00
				401k Plan	27.70	55.40
GROSS EARNINGS:		554.00	9,232.57	TOTAL DEDUCT:	253.87	4,323.45
NET EARNINGS:		300.13				

---EMPLOYEE---	SOCIAL SEC NO	PAY RATE	PERIOD END	CHECK NO.
11-0000100 THOMAS,J	986-53-1239	13.850 HW	05/31/10	004082

EARNINGS	HOURS	AMOUNT	YTD	DEDUCTION	AMOUNT	YTD
Regular	40.00	554.00	8,199.20	Federal W/H	1.28	1,019.68
Overtime	.00	.00	290.85	FICA	32.63	456.19
Holiday	.00	.00	271.60	E.I.C.	.00	3.05
Sick Pay	.00	.00	110.80	Medicare	7.63	133.07
Bonus	.00	.00	249.32	WI State W/H	24.63	516.06
Vacation Pay	.00	.00	110.80	Health Insur	60.00	540.00
				Credit Union	100.00	1,600.00
				401k Plan	27.70	55.40
GROSS EARNINGS:		554.00	9,232.57	TOTAL DEDUCT:	253.87	4,323.45

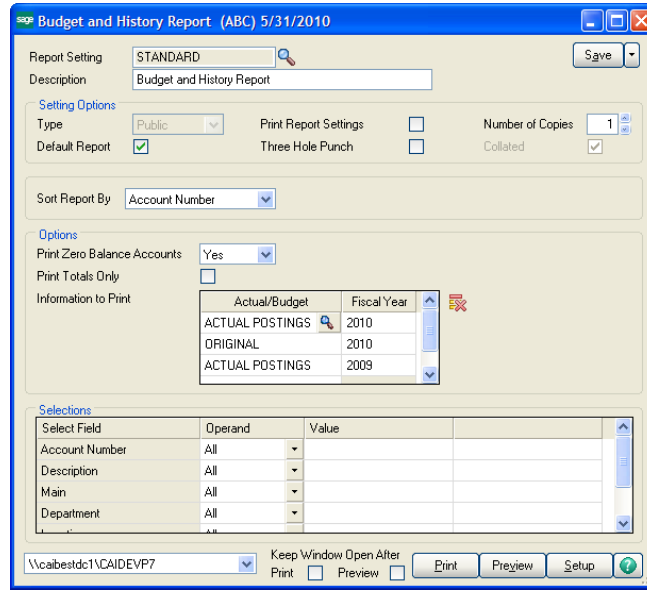
Lesson 15 - Creating a Report Setting

NOTE
This lesson applies only to reports in modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order.

After selecting the options and selection criteria for a report, you can save these selections for future use by using a unique report setting. You can create and save any number of customized report settings per report and company. Use this procedure to save a report setting based on an existing report setting.

To create a report setting

1 In the report window, in the Report Setting field, select the setting to use as the basis for your new setting.

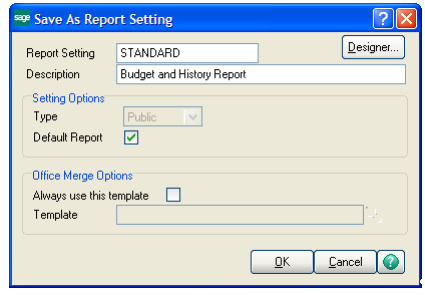


2 To save the report setting based on another report setting, modify the settings in the report window, and then at the Save button click the drop-down arrow and select Save As. You can also save the current report setting by clicking Save.

NOTE
The standard set of reports for modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order are assigned a report setting of Standard.

If Standard is selected in the Report Setting field in the report window, you cannot save selections made on the Main or Select tabs in the report window to the Standard report setting. The settings made in the report window will revert back to the previous Standard report settings. When you click Save, the Save As Report Setting window appears allowing you to save the changes to another report setting name.

3 In the Save As Report Setting window, in the Description field, type the description for the report setting you are saving.



4 In the Type field, select the report type option.

5 To save the report setting as your default report setting, select the Default Report check box.

6 To set advanced settings for the report setting, perform the following steps:

a Click Advanced. In the Advanced Setting dialog box, select either the Standard or Custom option to use a standard or custom report when printing the report.

b If you selected the Custom option, enter the path to the custom report and click OK.

NOTE
Report and form printer information is retained by workstation and form code. When a new report setting or form code is created, the workstation ID and printer information is retained.

7 In the Save As Report Setting window, click OK to save the report setting. Changes made to an existing report setting are saved to a new report setting name or to the current report setting name. The report setting that you created will be available in the Report Setting field in the report window for future use.

Lesson 16 - Setting Up Sales Tax Information

Depending on the states in which you conduct business and the type of business you have, you may be required to calculate sales tax on items sold and items purchased. The software allows you to calculate, track, and report sales tax information. To calculate sales tax, you must define information in Sales Tax Class Maintenance, Sales Tax Code Maintenance, and Sales Tax Schedule Maintenance. Sales tax information defined in these tasks is available to all companies.

The setup of sales tax information consists of the following four-part process:

1. **Defining Sales Tax Classes:** The tax class is used to define tax classifications. These tax classes are then assigned to each sales code, inventory item and miscellaneous charge code.

2. **Defining Sales Tax Codes:** The tax code is used to define whether a tax class is taxable. It is also used to define a tax rate, if applicable.

3. **Defining Sales Tax Schedules**: A tax schedule groups individual tax codes.

4. **Assigning Sales Tax Schedules**: Tax schedules are assigned to each vendor and customer based on the vendor's location or purchase address and the customer's location or ship-to address.

Defining a Sales Tax Class

NOTE
The TF (Taxable Freight) tax class is used to calculate sales tax on freight amounts.

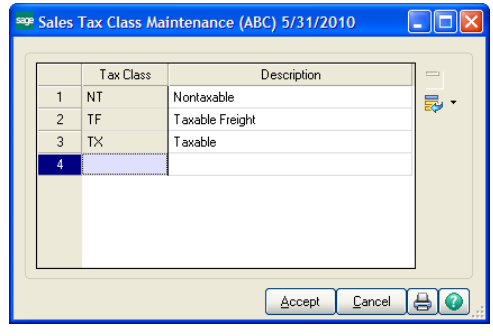
The first step in defining sales tax information is to define different types of tax classifications in Sales Tax Class Maintenance. The following three tax classes are defined automatically by the system and cannot be deleted: Nontaxable (NT), Taxable (TX), and Taxable Freight (TF). A tax class must be defined for each classification of goods and services that are taxed at different rates.

To define a sales tax class

1 Select Library Master Setup menu > Sales Tax Class Maintenance.

2 Enter a class in the Tax Class field.

3 In the Description field, type a description for the tax class and click Accept. Repeat steps 2 and 3 for each tax class you need to define.



After defining sales tax classes, assign the tax classes to sales codes, inventory items, and miscellaneous charges.

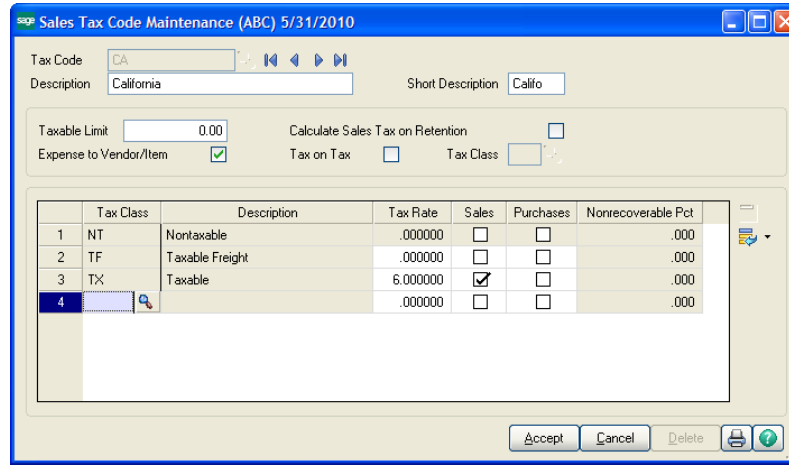
Defining a Sales Tax Code

After defining tax classes, you must define sales tax codes in Sales Tax Code Maintenance. You must set up a tax code for each tax jurisdiction (such as state, county, local or province) to which your business reports sales tax information. The defined sales tax codes determine the rate to calculate for each tax class defined in Sales Tax Class Maintenance and are used to determine if sales tax is calculated on both items sold and purchased.

To define a sales tax code

1 Select Library Master Setup menu > Sales Tax Code Maintenance.

2 Enter a code in the Tax Code field and type a description in the Description field.



3 If the tax code you are defining has a limit, type it in the Taxable Limit field. For example, some tax jurisdictions have a limit for the amount of sales tax that can be defined on an invoice, sales order, or receipt.

4 In the Short Description field, type a short description. This description will be used when printing tax detail on forms.

NOTE
The Calculate Sales Tax on Retention check box is available only if the Job Cost module is installed.

5 Complete one of the following options:

- Select the Calculate Sales Tax on Retention check box to calculate sales tax on the invoice amount less retention.
- Clear the Calculate Sales Tax on Retention check box to calculate the sales tax on the full invoice amount, regardless of retention. For more information, see Sales Tax Code Maintenance - Fields in the Help system.

6 Complete one of the following options:

- Select the Expense to Vendor/Item check box to allocate the non-recoverable portion of purchase's sales tax to the vendor's expense account in Accounts Payable or to the inventory account in Purchase Order.
- Clear the Expense to Vendor/Item check box if the non-recoverable portion is not to be allocated. For more information, see Sales Tax Code Maintenance - Fields in the Help system.

7 Complete one of the following options:

- Select the Tax on Tax check box if this tax code is subject to taxation by other tax jurisdictions, and proceed to step 8.
- Clear the Tax on Tax check box if the tax code is not subject to tax on tax, and proceed to step 9. For more information, see Sales Tax Code Maintenance - Fields in the Help system.

NOTE
The Tax Class field next to the Tax on Tax check box is the only place you can enter a tax-on-tax tax class; you cannot enter this in Sales Tax Class Maintenance.

8 If you selected the Tax on Tax check box, enter a class to be used for tax-on-tax calculations in the Tax Class field (next to the Tax on Tax check box).

9 For each tax class defined (except for tax class NT which cannot be maintained or deleted), complete the following fields:

a Select the Sales check box to calculate sales tax for this code, or clear the Sales check box if sales tax should not be calculated.

b In the Tax Rate field, type the tax rate percentage to use for calculating taxes.

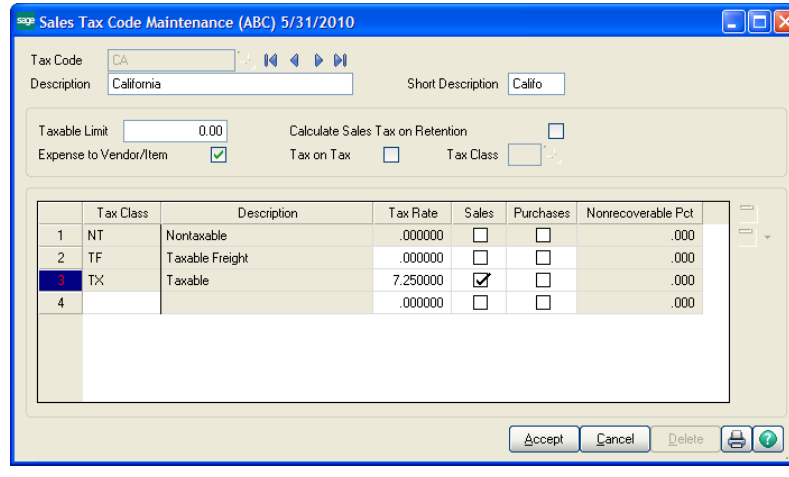
c Select the Purchases check box if purchases are taxable for the tax class entered and proceed to step d. Clear the Purchases check box if the purchases are not taxable and proceed to step e.

d If the Purchases check box is selected, type the percentage of the purchase tax that cannot be recovered in the Non-Recoverable % field. Type **0** (zero) at this field if all purchases sales tax is to be posted to the Accounts Payable sales account. Type **100** at this field to post all of the purchases sales tax to the non-recoverable account.

e Click OK.

NOTE
If your tax jurisdiction charges tax on freight, you must set up a tax rate for the TF tax class in each applicable tax code.

10 Click Accept. The following example shows a rate of 7.25 will be calculated for items assigned to the Taxable (TX) tax class for items sold.



Defining a Sales Tax Schedule

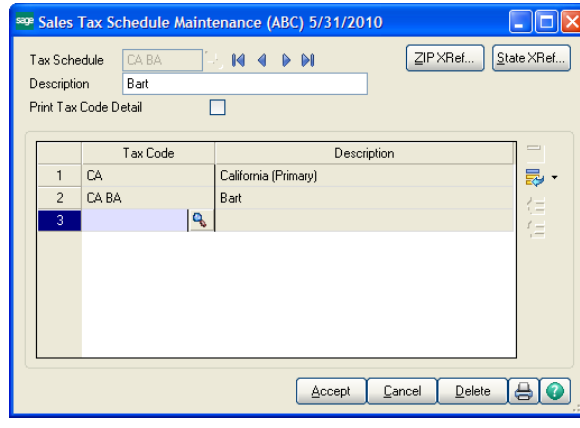
After defining sales tax codes, use Sales Tax Schedule Maintenance to group tax codes that make up a total sales tax rate for assignment to customers and vendors, and to establish whether tax detail will print on sales orders and invoices. For example, if a specific county requires that you calculate both state and county tax, create a sales tax schedule that groups the state and county tax together.

To define a sales tax schedule

1. Select Library Master Setup menu > Sales Tax Schedule Maintenance.
2. Enter a schedule in the Tax Schedule field and type a description in the Description field.

3 In the Tax Code field, enter a tax code to add to this tax schedule and click OK. Repeat this step for each tax code you want to add to the tax schedule.

The sequence in which the tax codes are entered is very important because of tax-on-tax calculations and the establishment of the primary tax code. If a tax code is taxable by another tax code, it must be calculated first. For example, if tax code CA is taxable by tax code OR, CA would have to be calculated first to get an accurate calculation for the OR tax code. The first tax code entered will become the primary tax code. The primary tax code is used during the calculation of taxable and nontaxable amounts on each invoice and printing/updating of sales tax history.



4 Click Accept.

Assigning a Sales Tax Schedule

After sales tax schedules are defined, use Customer Ship-To Address Maintenance and Purchase Address Maintenance to assign each customer and vendor address to a default tax schedule. Default tax schedules can be changed when entering transactions.

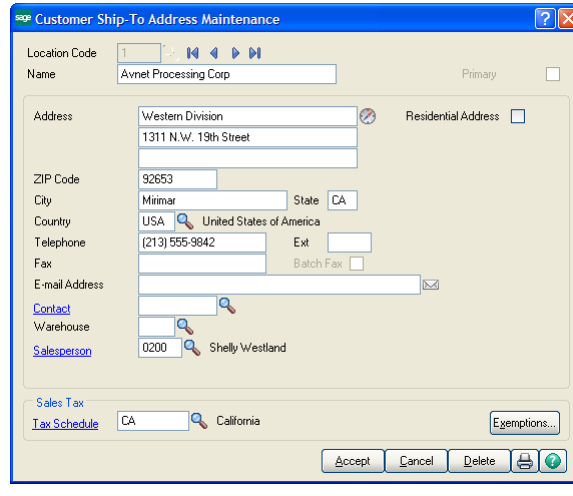
To assign a sales tax schedule to a customer address

1 Select Accounts Receivable Main menu > Customer Maintenance.

2 Enter the customer number. Click the drop-down arrow in the top-right corner of the window, and then click Ship To Address.

3 In the Customer Ship-To Address Maintenance window, enter the Location Code field.

4 In the Tax Schedule field, enter a sales tax schedule and click Accept.



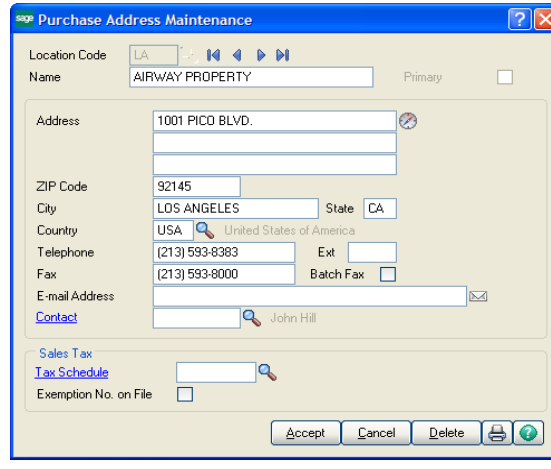
To assign a sales tax schedule to a vendor address

1 Select Accounts Payable Main menu > Vendor Maintenance.

2 Enter the vendor number. Click the drop-down arrow in the top-right corner of the window, and then click Purchase Address.

3 In the Purchase Address Maintenance window, enter the location code.

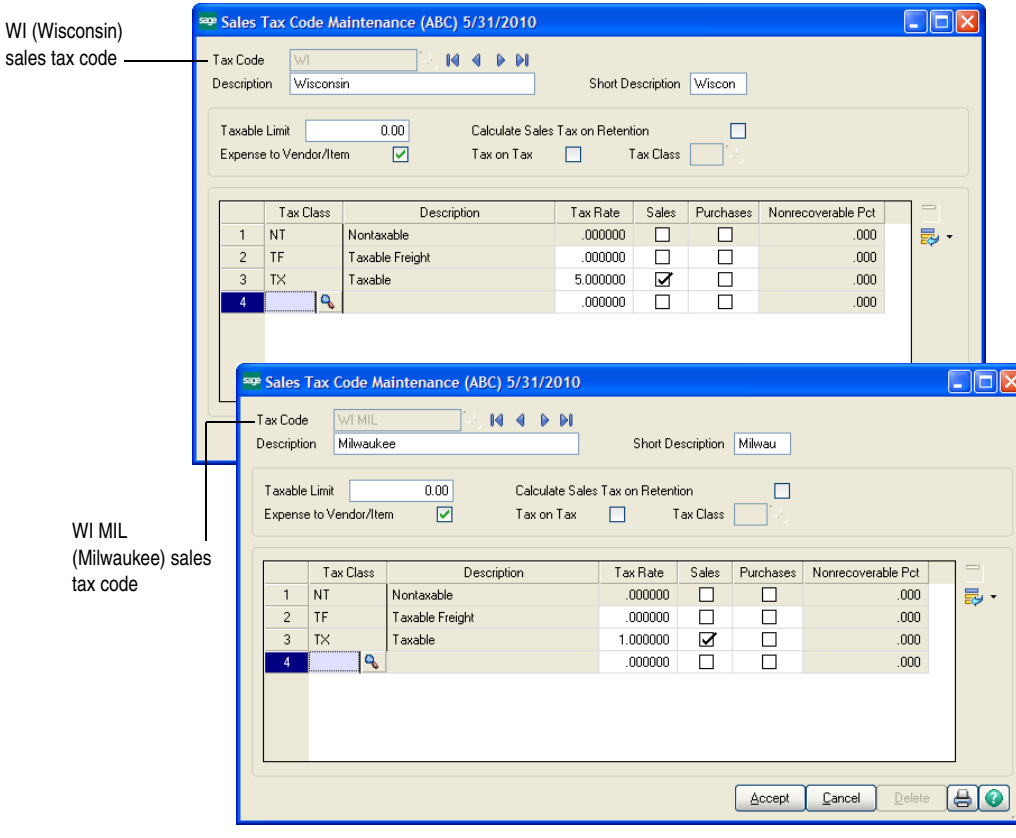
4 In the Tax Schedule field, enter a sales tax schedule and click Accept.



Lesson 17 - Understanding How Sales Tax is Calculated

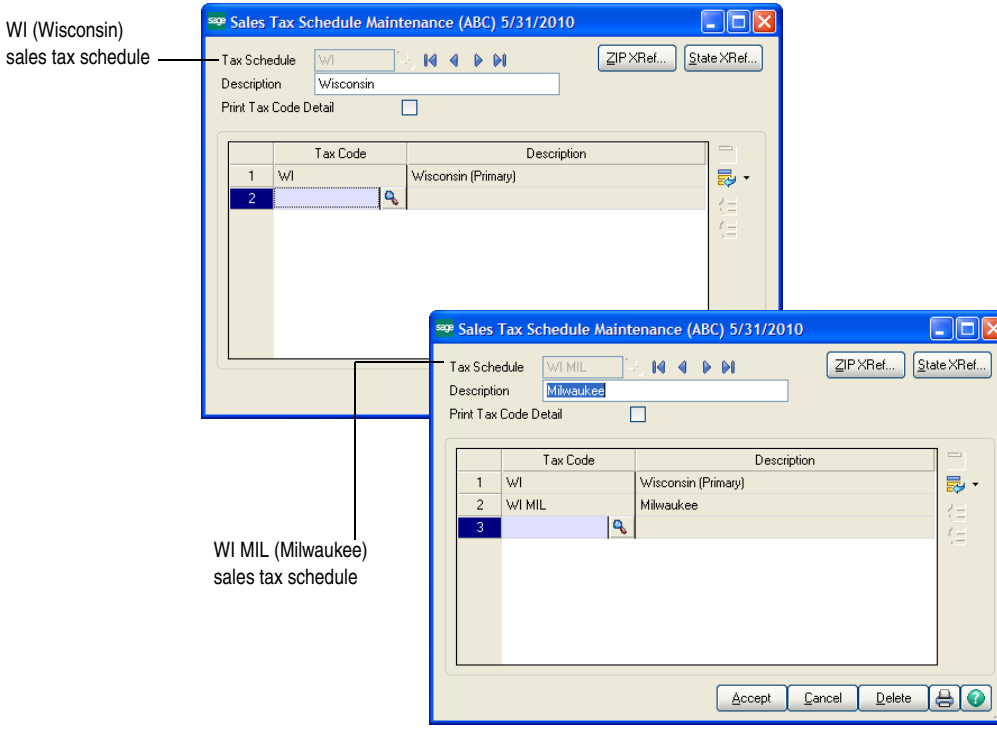
This lesson provides examples of how sales tax is calculated. These examples use the WI (Wisconsin) and WI MIL (Milwaukee) sales tax codes:

- The WI (Wisconsin state tax) sales tax code is set up to calculate sales tax at a rate of 5% on all sales and purchases for items assigned to the Taxable tax class. It will not calculate sales tax on other tax classes.
- The WI MIL (Milwaukee city tax) sales tax code is set up to calculate sales tax at a rate of 1% percent on all sales for items assigned to the Taxable tax class. It will not calculate sales tax on purchases or items assigned to other tax classes.



These examples also use the WI (Wisconsin) and WI MIL (Milwaukee) sales tax schedules:

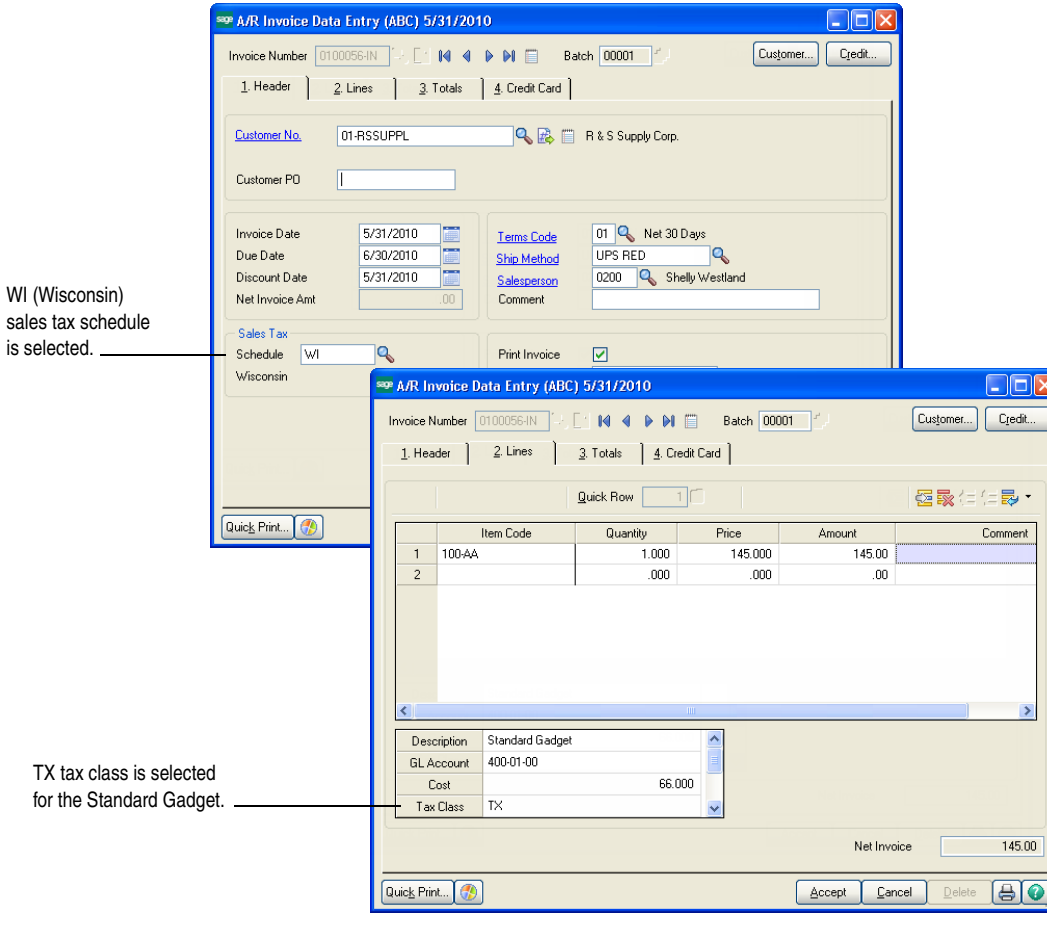
- The WI (Wisconsin) sales tax schedule has the WI sales tax code assigned to it.
- The WI MIL (Milwaukee) sales tax schedule has both the WI sales tax code and the WI MIL sales tax code assigned to it because Milwaukee city requires that both state and city tax be calculated for taxable items.



Example 1 - How Sales Tax is Calculated in Accounts Receivable

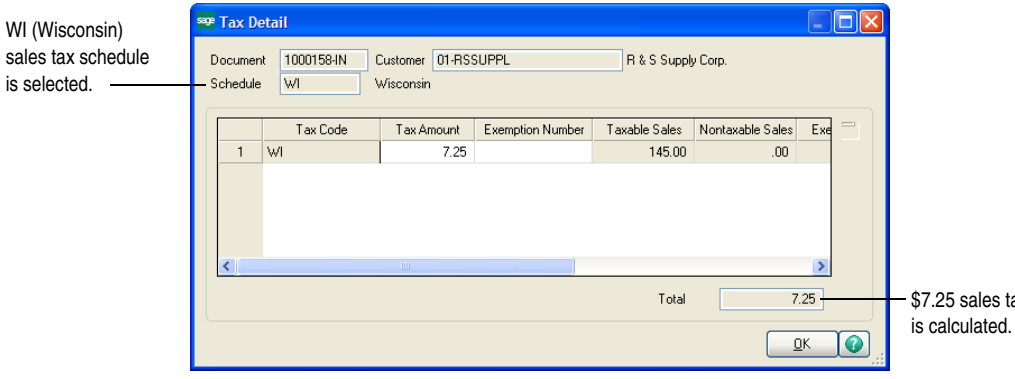
This example shows how sales tax is calculated on Accounts Receivable invoice 1000158-IN. Invoice 1000158-IN has the following settings:

- On the Invoice Data Entry Header tab, the WI tax schedule is selected.
- On the Invoice Data Entry Lines tab, line item 1 (Standard Gadget) is $145 and is assigned to the TX tax class, indicating that this item is taxable.



Tax Calculated Using the WI (Wisconsin) Sales Tax Schedule

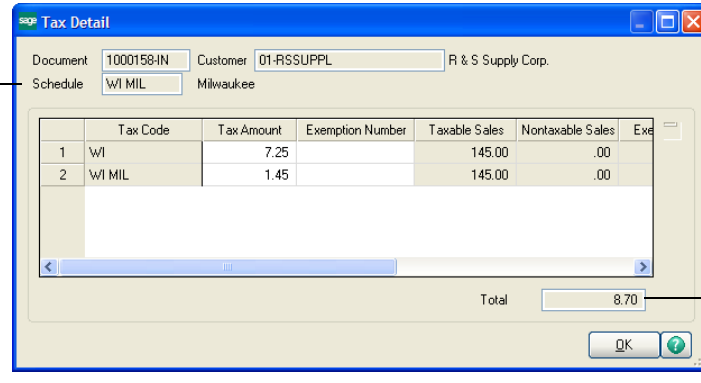
To view how tax is calculated for invoice 1000158-IN, on the Invoice Data Entry Totals tab, click Tax Detail. In the Tax Detail window, you can see that $7.25 (100 x 7.25%) in sales tax has been calculated for the WI (Wisconsin) sales tax schedule.



Tax Calculated Using the WI MIL (Milwaukee) Sales Tax Schedule

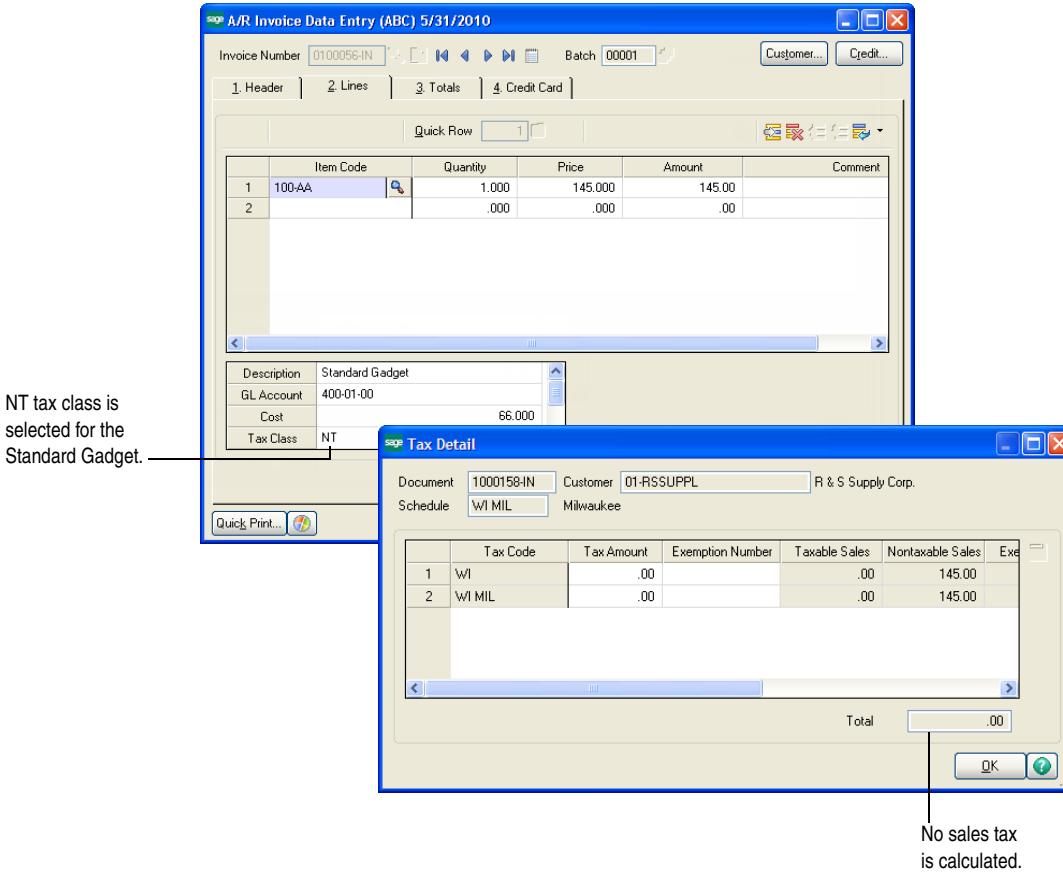
For invoice 1000158-IN, if the tax schedule on the Invoice Data Entry Header tab is changed from WI tax schedule to WI MIL tax schedule, sales tax is calculated for both the Wisconsin state (WI) and Milwaukee city (WI MIL) sales tax codes because both of theses sales tax codes are included in the WI MIL tax schedule.

The following Tax Detail window shows how tax is calculated when the WI MIL tax schedule is used. You can see that $7.25 (100 x 7.25%) in sales tax is calculated for the (WI) Wisconsin sales tax code, and $1.45 is calculated for the (WI MIL) Milwaukee city sales tax code. The total tax amount is now $8.70 for the invoice.



For invoice 1000158-IN, let's say the same tax schedule of WI MIL is used; however, the tax class for the Standard Gadget item on the Invoice Data Entry Lines tab has been changed from TX (Taxable) to NT (Non Taxable).

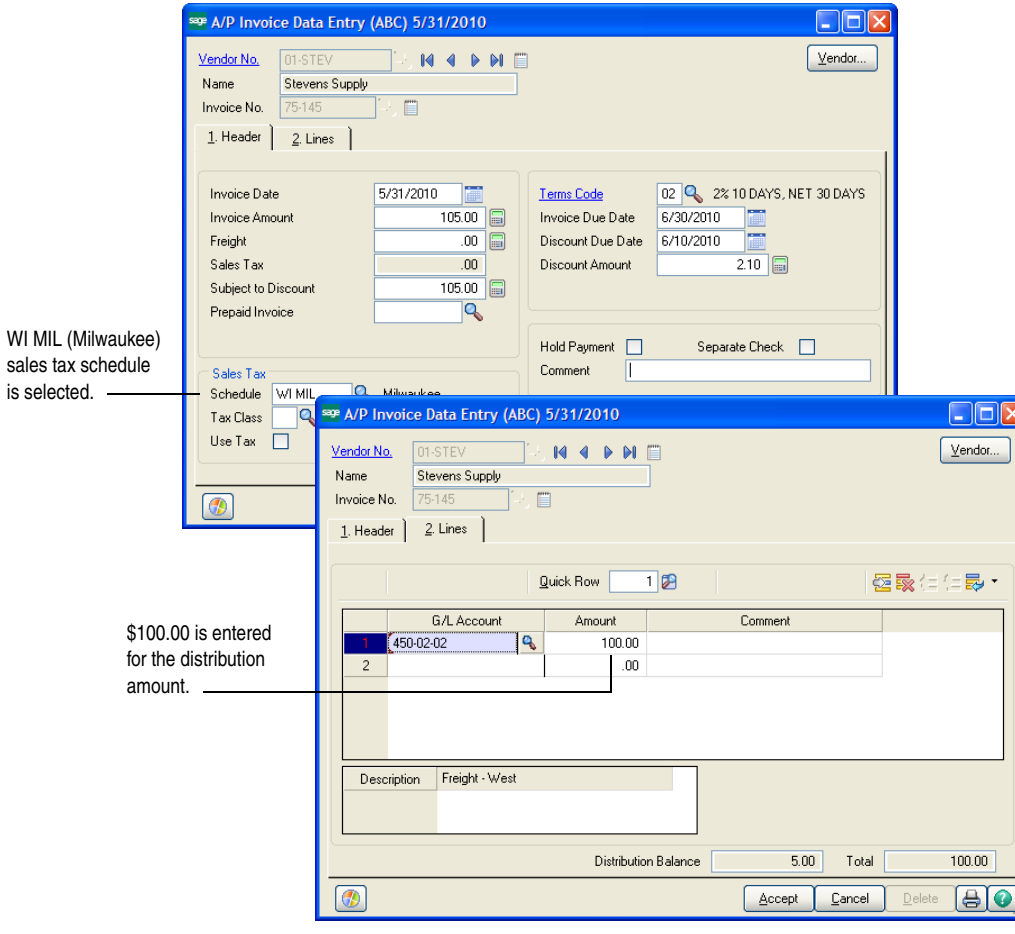
The following Tax Detail window shows how tax is calculated when the NT tax class is assigned to the Standard Gadget item. Notice that sales tax is not calculated and the entire invoice displays as a nontaxable sale.



Example 2 - How Sales Tax is Calculated in Accounts Payable

This example shows how sales tax is calculated on Accounts Payable invoice 75-145. Invoice 75-145 has the following settings:

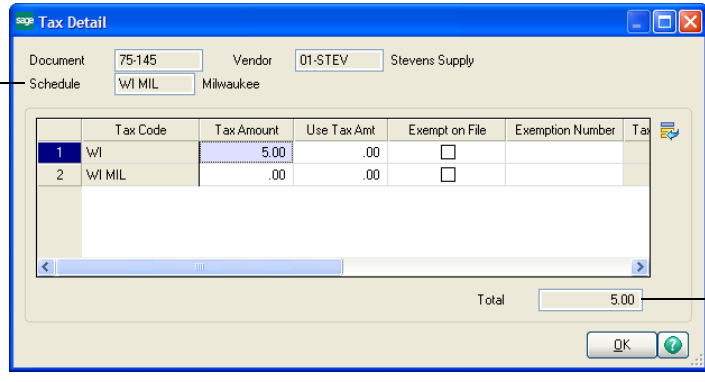
- On the Invoice Data Entry Header tab, the WI MIL tax schedule is selected.
- On the Invoice Data Entry Lines tab, the total distribution amount for this invoice is $100.00. This is the total purchase amount that is taxable.



Tax Calculated Using the WI MIL (Milwaukee) Sales Tax Schedule

To view how tax is calculated for invoice 75-145, on the Invoice Data Entry Header tab, click Tax Detail. In the Tax Detail window, you can see that $5.00 (100 x 5%) in sales tax has been calculated for the WI MIL (Wisconsin) sales tax schedule.

Remember that the WI MIL tax schedule calculates tax for both WI (Wisconsin state) and WI MIL (Milwaukee city) sales tax codes. Also, keep in mind that the WI sales tax code is set up to calculate sales tax on items which are purchased (the Purchases check box is selected in Sales Tax Code Maintenance), but the WI MIL tax code is not set up to calculate sales tax on items which are purchased (the Purchases check box is cleared in Sales Tax Code Maintenance). Therefore, sales tax on purchased items is calculated only for the WI (Wisconsin) state tax code even though both tax codes (WI and WI MIL) are included in the WI MIL tax schedule.



Lesson 18 - Changing Sales Tax Information

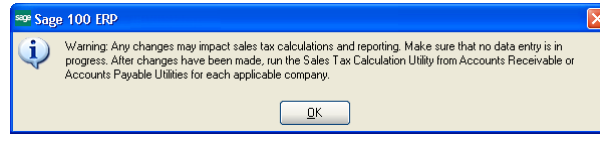
NOTE
This lesson assumes that sales tax information has been set up and sales tax has already been calculated on transactions.

After setting up sales tax information, you may need to modify the sales tax information defined in Sales Tax Class Maintenance, Sales Tax Code Maintenance, or Sales Tax Schedule Maintenance. For example, the sales tax rate for a tax jurisdiction changed.

To change sales tax information

1 Select Library Master Setup menu > Sales Tax Class Maintenance, Sales Tax Code Maintenance, or Sales Tax Schedule Maintenance.

2 The following warning appears informing you that changes you make may impact sales tax calculations and reporting. Click OK.



3 Make the necessary changes in Sales Tax Class Maintenance, Sales Tax Code Maintenance, or Sales Tax Schedule Maintenance and click Accept.

WARNING
Before recalculating sales tax, back up all data files.

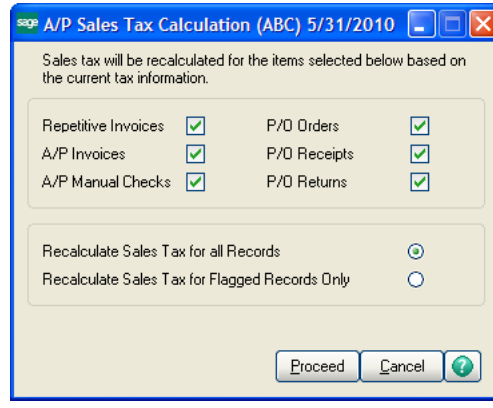
4 You must recalculate the sales tax previously calculated on unposted invoices, sales orders, purchase orders, manual checks, returns, and so on. To do this, select either Accounts Payable Utilities menu > Sales Tax Calculation or Accounts Receivable Utilities menu > Sales Tax Calculation.

5 In the Sales Tax Calculation Utility window, select one of the following options:

- Select the Recalculate Sales Tax for all Records option to recalculate taxes for all records.

NOTE
Records that have a status of "invalid tax calculation" display the Recalc Tax button in data entry.

- Select the Recalculate Sales Tax for Flagged Records Only option to recalculate taxes for only those records that are flagged as invalid tax calculation.



6 Click Proceed to recalculate the sales tax.

When sales tax is recalculated, the following occurs:

- Only unposted transactions are affected. This includes sales orders, purchase orders, and unposted invoices.
- Posted transactions are not modified. If the amount of sales tax calculated was incorrect, you must manually adjust the invoice through a credit memo or debit memo.
- Recurring invoices are updated if they contain sales tax information.

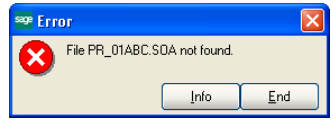
Appendix A

Troubleshooting

What are System Messages?

When the computer system encounters a condition requiring your attention, a System Message dialog box appears.

System Message Dialog Box Example

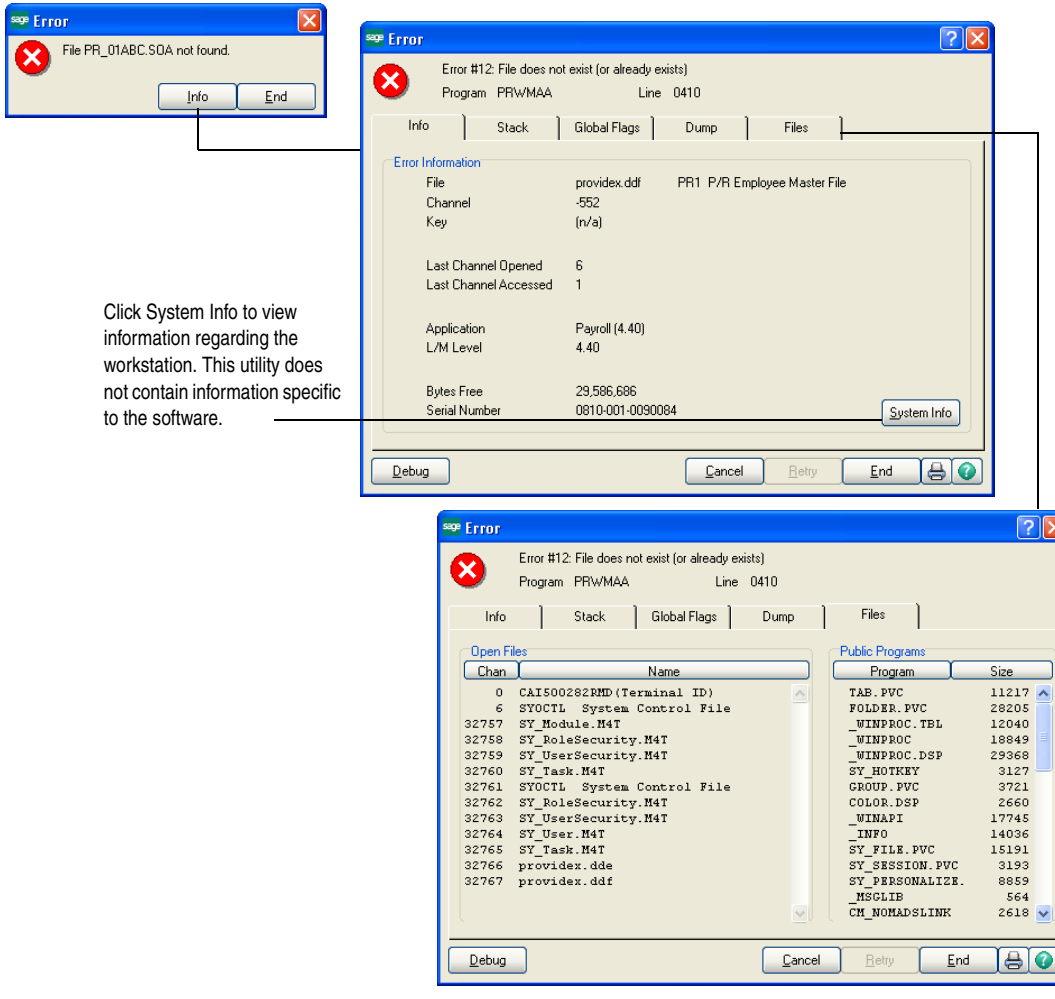


Some messages reflect a normal operational situation, such as the printer being off-line. Usually, the resolution is simple, and you can proceed without difficulty.

Other messages can indicate a problem with the hardware or with the data files. A problem of this nature may require help from your Sage business partner.

Obtaining Additional Information

If a message dialog box appears, click Info in the Error window to obtain additional information about the message.



Before contacting a Sage business partner, write down any system messages appearing on your monitor. Copy the message and indicate the program and function being performed when the message occurred. Click the Print button to print the error information.

Appendix B

Overview of Module Startup

This appendix explains how to successfully upgrade from another business management system to Sage 100 ERP for the following modules:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Bar Code
- Bill of Materials
- Common Information Setup Wizard
- eBusiness Manager
- Electronic Reporting for W2 & 1099s
- General Ledger Setup Wizard
- Inventory Management Setup Wizard
- Job Cost
- Material Requirements Planning
- Payroll
- Purchase Order
- Sales Order
- Work Order

NOTE
The eBusiness Manager, Electronic Reporting, Job Cost, Material Requirements Planning, Payroll, and Work Order modules are not available for Sage 100 Premium ERP.

This appendix is organized alphabetically for ease of reference.

Accounts Payable

Accounts Payable Setup Wizard

NOTE
Set up your sales tax codes, sales tax classes, and sales tax schedules in Library Master before using the Accounts Payable Setup Wizard.

The Accounts Payable module includes an Accounts Payable Setup Wizard that you must perform to convert your existing companies and account structure.

The Accounts Payable Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Accounts Payable module for new companies; you must complete this wizard and the Conversion Process on page 132 before using the Accounts Payable module.

Data You Need

Before using the Accounts Payable Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- Your bank account number(s) for the checking accounts used by Accounts Payable
- A list of standard payment terms offered by your vendors
- A list of your vendors, including address and phone numbers
- A list of all unpaid invoices to be processed

To obtain correct information from your Accounts Payable module, you must first bring it up to date with your existing accounts payable system.

Conversion Process

Complete the following process to ensure that your system is current. These steps should be performed after completing the setup wizard and after adding all of your information to the Accounts Payable module.

To convert your existing accounts payable system

1. Identify all unpaid invoices as of your last closed accounting period.
2. Prepare an adding machine tape totaling the invoices. This amount should equal the account balance for Accounts Payable in your general ledger.
3. Set the posting date to the last day of the last closed accounting period.
4. Using Invoice Data Entry, enter these invoices into the system. Enter the outstanding balance amount for each invoice as of the end of the last closed accounting period. During the distribution process, post the entire distribution balance to your Accounts Payable general ledger account. This is done because you have already expensed these invoices in a previous accounting period, and to do so again would duplicate those expenses.

   By posting to the Accounts Payable account, both a debit and an automatic credit are generated in the same amount to the Accounts Payable general ledger account; therefore, the two amounts offset each other and there is no effect on the general ledger. After the conversion process, you would not normally post to the Accounts Payable general ledger account, but would post to individual general ledger accounts, as appropriate.

   As an alternative to this procedure, clear the General Ledger check box in Accounts Payable Options. You can then distribute invoices to their respective accounts and no general ledger postings are made. If you use this alternate procedure, be sure to select the General Ledger check box again in Accounts Payable Options after the conversion process has completed and you have updated the Daily Transaction Register.

5 Print the Invoice Register. The total shown on the Invoice Register should equal the total on the adding machine tape prepared in step 2. If it does not, an error has been made. Check your adding machine tape and Invoice Register, return to Invoice Data Entry and make any necessary corrections, and then reprint the Invoice Register.

6 Update the invoices.

7 Print the Aged Invoice Report available on the Accounts Payable Reports menu, and retain a copy of this report for your accounting files. Again, the total on this report should equal the adding machine tape total.

8 Run Period End Processing by selecting Period End Processing from the Period End menu, and then clicking Proceed.

9 Reset the posting date to the first day of the current accounting period.

⚠ WARNING
If the General Ledger check box is cleared in Accounts Payable Options, select the General Ledger check box before proceeding with the update.

10 Using Invoice Data Entry, enter any invoices you have received since the last closed accounting period. (These invoices should not include any invoices entered in step 4.) Post the distribution balance of each invoice to its appropriate general ledger account (not to the Accounts Payable general ledger account). Print the Invoice Register and update the invoices.

11 Prepare an adding machine tape totaling any checks you have written since your last closed accounting period.

12 Using Manual Check and Payment Entry, enter these checks (step 11) into the system. If the check paid an invoice previously entered (step 4 or 10), no general ledger distribution is required. Type the invoice number exactly as you did when you entered it in step 10. If the check paid an invoice that you did not previously enter, you must distribute it to the appropriate general ledger account(s).

13 Print the Manual Check and Payment Register. The total should equal the total of the adding machine tape prepared in step 11. If it does not, return to Manual Check and Payment Entry, correct the necessary entries, and reprint the Manual Check and Payment Register. When the register total and the adding machine tape agree, update the manual checks.

14 Print the Aged Invoice Report and verify that all invoices paid by the manual checks recorded in step 12 are listed as paid.

You are ready to begin using your Accounts Payable module.

Accounts Receivable

Accounts Receivable Setup Wizard

NOTE Set up your sales tax codes, sales tax classes, and sales tax schedules in Library Master before using the Accounts Receivable Setup Wizard.

The Accounts Receivable module includes an Accounts Receivable Setup Wizard that you must perform to convert your existing companies and account structure.

The Accounts Receivable Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Accounts Receivable module for new companies; you must complete this wizard and the Conversion Process on page 135 before using the Accounts Receivable module.

Data You Need

Before using the Accounts Receivable Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of jurisdictions in which you sell and collect sales tax and their tax rates
- A list of standard payment terms offered to your customers
- A list of your customers, including addresses and phone numbers
- A list of all invoices to process
- A list of all payments to process

To obtain correct information from your Accounts Receivable module, you must first bring it up to date with your existing accounts receivable system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard and after adding all your customers to the Customer file. If you maintain Accounts Receivable customers using a balance forward method, it is not necessary to enter each invoice. For balance forward customers, total all unpaid invoices for each aging category, and enter an invoice for each aging category for each customer.

To convert your existing accounts receivable system

1. Identify all unpaid invoices as of your last closed accounting period.
2. Prepare an adding machine tape totaling the invoices. This amount should equal the account balance for Accounts Receivable in your general ledger.
3. Set the posting date to the last closed accounting period.
4. Using Invoice Data Entry, enter the invoices using the original invoice dates. During the distribution process, post the entire distribution balance to your Accounts Receivable general ledger account number. These invoices are already posted in an accounting period, and to post them again would duplicate the postings.

   By posting to the Accounts Receivable general ledger account, both a credit and an automatic debit are generated in the same amount to the Accounts Receivable general ledger account. The two amounts offset each other and there is no effect on the general ledger.

   After the conversion process, you will not normally post to the Accounts Receivable general ledger account, but will post to individual general ledger accounts, as appropriate.

As an alternative to this procedure, in Accounts Receivable Options, clear the General Ledger check box. You can then distribute invoices to their respective accounts and no general ledger postings will occur. If you use this alternate procedure, be sure to select the General Ledger check box again in Accounts Receivable Options after the conversion process has completed and you have updated the Daily Transaction Register.

5 Print the Sales Journal. The invoice total shown on the Sales Journal should equal the total on the adding machine tape prepared in step 2. If it does not, an error has been made. Check the adding machine tape and the Sales Journal, return to Invoice Data Entry and make any necessary corrections, and then reprint the Sales Journal.

6 Update the invoices.

7 Print the Aged Invoice Report and retain a copy of this report for your accounting files. The total on this report should equal the adding machine tape total.

8 Run Period End Processing by selecting Period End Processing from the Period End menu, and then clicking Proceed.

9 Reset the posting date to the first day of the current accounting period.

⚠ WARNING
If the General Ledger check box is cleared in Accounts Receivable Options, select the General Ledger check box before proceeding with the update.

10 Using Invoice Data Entry, enter any invoices billed since the last closed accounting period. (These invoices should not include any invoices entered in step 4.) Post the distribution balance of each invoice to its appropriate general ledger account (not to the Accounts Receivable general ledger account). Print the Sales Journal and update the invoices.

11 Prepare an adding machine tape totaling any cash receipts you received since your last closed accounting period.

12 Using Cash Receipts Entry, enter these cash amounts. For the deposit amount, enter the adding machine tape total prepared in step 11. If the checks entered represent payment for a previously issued invoice (step 4 or 10), no general ledger distribution is required. If any checks represent payment for an invoice not previously issued, you must distribute the amounts to the appropriate general ledger accounts.

13 Print the Cash Receipts Journal. The total should equal the adding machine tape total in step 11. If it does not, return to Cash Receipts Entry, correct the necessary entries, and reprint the Cash Receipts Journal. When the journal total and the adding machine tape agree, update the cash receipts.

14 Print the Aged Invoice Report and verify that all invoices that are paid by the cash receipts recorded in step 12 are listed as paid.

You are ready to begin using your Accounts Receivable module.

Bank Reconciliation

Conversion Process

To obtain correct information from your Bank Reconciliation module, you must first bring it up to date with your existing bank reconciliation system.

To convert your existing bank reconciliation system

1 Verify that all modules being integrated with Bank Reconciliation are fully installed and operational.

2 Select the Bank Reconciliation check box in General Ledger Options, Accounts Payable Options, Accounts Receivable Options, Payroll Options, and Purchase Order Options, as appropriate.

3 Manually reconcile the last bank statement for each account that you want to use in your bank reconciliation system.

4 Perform all preliminary startup activities (define the files and set the accounting date using the ending date shown on your last reconciled bank statement).

5 Using Bank Code Maintenance, set up the bank code using the ending bank balance from your last reconciled bank statement as a source for the bank account number and ending bank balance.

6 Enter all outstanding checks from your last reconciled bank statement, using Check, Deposit and Adjustment Entry. If checks are already being processed through the Accounts Payable or Payroll module, these outstanding checks should be checks that were updated in the check update process, but are not shown on the last bank statement. On the Check tab, clear the Cleared check box when these checks are recorded.

7 Enter all outstanding deposits or adjustments (those not shown on the bank statement) in Check, Deposit and Adjustment Entry. If deposits are being processed through the Accounts Receivable module, these outstanding deposits should have been updated, but not shown, on the last bank statement. On the Check tab, clear the Cleared check box when these deposits and adjustments are recorded.

Print the Bank Reconciliation Register to verify the accuracy of the information entered. If the information on the register is correct, your Bank Reconciliation module is now ready to use.

Bar Code

Before using the Bar Code module, create and have available the folder names that will be used for importing files from the handheld computer. Enter this information in Bar Code Setup menu > Bar Code Options.

Bill of Materials

Bill of Materials Setup Wizard

The Bill of Materials module includes a Bill of Materials Setup Wizard that you must perform to convert your existing companies and account structure.

The Bill of Materials Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Bill of Materials module for new companies; you must complete this wizard and the Conversion Process on page 139 before using the Bill of Materials module.

Data You Need

Before using the Bill of Materials Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A single-level bill of materials listing for all bills you want to maintain
- Any miscellaneous codes that you want to set up, such as for overhead, labor, and outside processing

To obtain correct information from your Bill of Materials module, you must first bring it up to date with your existing bill-processing system.

Conversion Process

Complete the following process to ensure that your system is current. These steps should be performed after completing the setup wizard.

To convert your existing bill of materials system

1. Prepare a list of existing bills from your system. Verify that the information is current.
2. Review the structure of the existing bills. When possible, employ the modular bill structure to save work and provide increased flexibility.
3. Enter the bills in Bill of Materials Maintenance.
4. Enter the component items, miscellaneous codes, and comments for each bill. If your bills use bill options, examine the bills to verify that all options and any option interactions are taken into account.
5. Print a Single-Level Bill of Materials Report for all bills and verify the information against the listings provided in your old system. Print an Indented Bill of Materials Report and verify that the bill structure is correct and complete.

6 Print a Bill Validation Report. This report examines the entire Bill of Materials file. Correct any inaccuracies and print this report again, if applicable.

You are ready to begin using your Bill of Materials module.

Common Information

Common Information Setup Wizard

The Common Information module includes a Common Information Setup Wizard that you must perform to convert your existing companies and account structure.

The Common Information Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Common Information module for new companies; you must complete this wizard before using the Common Information module.

Data You Need

Before using the Common Information Setup Wizard, have the following information assembled and available for use:

- A list of miscellaneous items and charges
- A list of sales tax jurisdictions
- Your bank account number(s)

eBusiness Manager

eBusiness Manager Setup Wizard

The eBusiness Manager module includes an eBusiness Manager Setup Wizard that you must perform to convert your existing companies and account structure.

The eBusiness Manager Setup Wizard provides several pages of questions and options that aid you in quickly setting up the eBusiness Manager module for new companies; you must complete this wizard before using the eBusiness Manager module.

Data You Need

Before using the eBusiness Manager Setup Wizard, have the following information assembled and available for use:

NOTE
For more information regarding setup procedures, refer to your *eBusiness Manager Installation Guide*.

- The IP address and port number for each of the three servers (IIS, SMTP, and Web Engine)
- A list of your item categories
- A list of user IDs and passwords to assign to Internet-enabled customers (for the .order applet only)
- A list of user ID e-mail addresses and the company to which each user is assigned

Electronic Reporting for W2 & 1099s

Before using the Electronic Reporting module, have the following information assembled and available for use:

- The appropriate government forms and publications
- The Quarterly Tax Report printed from the Payroll module
- A Vendor Listing printed from the Accounts Payable module for which you have selected the Print 1099 Payment History check box in the Vendor Listing window

General Ledger

General Ledger Setup Wizard

The General Ledger module includes a General Ledger Setup Wizard that you must perform to convert your existing companies and account structure.

The General Ledger Setup Wizard provides several pages of questions and options that aid you in quickly setting up the General Ledger module for new companies; you must complete this wizard and the Conversion Process on this page before using the General Ledger module to process your daily transactions.

Data You Need

Before using the General Ledger Setup Wizard, you should have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A Trial Balance from the last completed accounting period
- Copies of your company's latest financial statements, including the Income Statement and Balance Sheet

Conversion Process

To obtain correct information from your General Ledger module, you must first bring it up to date with your existing general ledger system.

- If you are converting at the beginning of a fiscal year, or require only the beginning balances for each account, see Enter Beginning Balances in the Help system.
- If you are converting in the middle of a fiscal year and want to record activity for each accounting period of the current year, as well as beginning balances, see Enter Data for Each Period in the Help system.

Use these procedures as a checklist to ensure that your current accounting system is in balance. These procedures should be performed after completing the General Ledger Setup Wizard.

Inventory Management

Inventory Management Setup Wizard

The Inventory Management module includes an Inventory Management Setup Wizard that you must perform to convert your existing companies and account structure.

The Inventory Management Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Inventory Management module for new companies; you must complete this wizard and the Conversion Process on page 143 before using the Inventory Management module.

Data You Need

Before using the Inventory Management Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of all inventory items containing costs, prices, on-hand quantities, warehouse locations, and reorder requirements
- Any shipping documents, receiving reports, open purchase orders, or adjustment vouchers that must still be processed

To obtain correct information from your Inventory Management module, you must first bring it up to date with your existing inventory system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard and after adding all your inventory items to the Inventory file.

To convert your existing inventory system

1. Prepare a list of current on-hand quantities for all inventory items. You can use the balances as of your last closed inventory accounting period end, or you can perform a physical count.

2. In Inventory Management Options, in the Current Inventory Period field, select the previous period (the last closed period).

3. In Inventory Management Options, clear the General Ledger check box.

4. Set the posting date to the last day of the last closed accounting period.

5. In Transaction Entry, enter each item's current on-hand quantity as a receipt by selecting Receipts in the Transaction Type field. You must enter the quantity on hand and the unit cost for each item.

   You can use a single receipt reference for entering the on-hand quantities for all items, or items can be separated into any logical grouping and entered under different references.

6. Print the Transaction Journal and verify all information. If necessary, use Transaction Entry to make corrections.

7. When the register is correct, perform the Transaction Journal update.

8. In Period End Processing, select Full Period End Processing. The current period is set to the period in which you begin processing.

9. In Inventory Management Options, select the General Ledger check box.

10. Reset the posting date to the first day of the current accounting period.

11. Enter any transactions, such as sales, issues, and receipts for the current accounting period to bring the inventory management system up to date. Use Transaction Entry to record the transactions.

You are ready to begin using your Inventory Management module.

Job Cost

Data You Need

Before using the Job Cost module, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- Determine your accounting and billing methods
- Estimates or estimate worksheets
- Job contracts with all pertinent information
- Estimated price lists
- Standard cost code list
- Job types list
- Burden rate information
- Overhead rate information
- Invoices or billing documents that need to be processed

To obtain correct information from your Job Cost module, you must first bring it up to date with your existing job costing system.

Conversion Process

Complete the following process to ensure your system is current. These steps should be performed after completing System Startup and adding all jobs, cost codes, and cost types to the Job Cost master file.

To ensure that all accounting modules integrated with Job Cost, including the Accounts Payable, Accounts Receivable, Payroll, Purchase Order, and Sales Order modules, do not double post transactions that have been entered as part of the conversion process, it is recommended that the conversion process be performed immediately after the completion of period-end processing for all integrated modules.

To convert from your existing job cost system

1. Prepare a list of job-to-date cost information, detailed by cost code and cost type, for each open job. You should use the information from your last closed accounting period. If you are changing the coding format of your cost codes from your previous system, indicate the new cost codes to use for each entry.

2. In Job Cost Options, clear the Post to G/L for Direct Cost Transactions and Post to G/L for Billing & Cash Receipt Transactions check boxes. The job-to-date conversion information to be entered should not be posted to the general ledger.

3. Set the Job Cost accounting date to the last day of the last closed accounting period.

4. In Job Posting Entry, enter a separate batch of direct cost entries for each job. Enter a separate entry with the job-to-date units (quantity) and job-to-date cost for each cost code and/or cost type detail. If each job contains a large number of cost code and/or cost type detail, update each batch separately.

5. If the Accounts Receivable module is not integrated with Job Cost, use Job Posting Entry to enter billing and cash receipt transactions for each job up to the last closed accounting period. Do not enter any billing or cash receipts that should be recorded in the current accounting period.

6. If the Accounts Receivable module is integrated with Job Cost, use Job Billing Entry to enter all invoices that have been billed to outstanding jobs. Use Accounts Receivable Cash Receipts Entry to enter cash receipts for job invoices. If Job Cost is integrated with the General Ledger module, you must use General Journal Entry to back out these general ledger postings generated for these transactions to prevent double posting of information previously recorded.

   Additionally, if invoices relating to job billing are entered in the Accounts Receivable module before the installation of Job Cost, reverse these invoices using the Adjustment feature in Accounts Receivable Invoice Data Entry before recording the job invoices. This prevents doubling the invoice information in the Accounts Receivable module.

7 If work-in-process accounting is being used, the initial job billing entries generate postings to the General Ledger module that adjust the appropriate work-in-process accounts with the total accumulated costs for each job. You must use General Journal Entry to back out these general ledger postings to prevent double posting of information previously recorded.

8 Print the Work in Process Report for all jobs, and check the cost code, cost type, and job-to-date information printed. Print the Job Billing History Report to check the billing and cash receipt transactions. If any errors are found, use Job Posting Entry or Job Billing Data Entry to make corrections.

9 Perform full period-end processing to clear the period-to-date information affected by the conversion data.

10 Reset the accounting date to the first day of the current accounting period.

11 Enter cost and billing transactions for the current accounting period. Transactions can be entered directly in the Job Cost module by integration with other modules.

12 In Job Cost Options, select the Post to G/L for Direct Cost Transactions and Post to G/L for Billing & Cash Receipt Transactions check boxes. This allows all future transactions to post to the general ledger.

You are ready to begin using your Job Cost module.

Material Requirements Planning

Before using the Material Requirements Planning module, have a list of available warehouses ready for use, and know whether each warehouse is a standard distribution/manufacturing warehouse or a distribution warehouse that will receive only transferred goods. This information will be used to define warehouse groups in Warehouse Group Maintenance.

Payroll

Data You Need

Before using the Payroll module, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of the earnings and deductions used for payroll processing
- Employer federal, state, and local tax ID numbers for each tax jurisdiction in which your employees are paid
- Tax tables for the federal, state, and local tax jurisdictions in which your employees are paid
- A list of employees, complete with personal information and quarter-to-date and year-to-date earnings and deduction history

To obtain correct information from your Payroll module, you must first bring it up to date with your existing payroll system.

In compliance with federal and state tax reporting requirements, payroll systems operate on a calendar-year basis. As the year progresses, large quantities of quarter-to-date and year-to-date data are accumulated; therefore, the ideal time to convert from your existing payroll system to the Payroll module is on January 1. If this is not possible for your company, guidelines for installing the Payroll module at different times during the year follow.

Converting at the Beginning of the Calendar Year

If you are installing the Payroll module at the beginning of the calendar year, enter your information into the module; however, make no entries at any quarter-to-date or year-to-date fields. These fields are maintained automatically as payroll is processed throughout the year. With these tasks completed, you can proceed directly to the year's first payroll cycle.

Converting in the Middle of the Calendar Year

To obtain correct year-end totals and proper tax calculations from your Payroll module, you must first bring it up to date with your current payroll totals, including quarter-to-date and year-to-date earnings and a record of vacation, sick leave, and benefit accrued hours.

To record year-to-date information

1. Perform the normal setup procedures, and enter all employee information into the system.

2. In Payroll Options, in the Current Quarter field, select the previous quarter.

3. In Payroll Options, clear the General Ledger check box. This ensures that no general ledger postings are made from the Payroll module. Because the prior quarter information should already be reflected in your general ledger balances, allowing the postings to update would result in duplicate postings.

4. Enter manual checks using Payroll Data Entry for each employee to record the year-to-date earnings and tax information. In the Pay Cycle window, verify the Manual Taxes check box is selected and the Print Checks check box is cleared. You can use the previous quarter number as the check number. Enter all earnings, deductions, and tax information using the year-to-date information from the end of the previous quarter.

   If an employee has worked in more than one state, make sure the earnings information is entered separately for each state.

5. Print the Payroll Data Entry Audit Report and verify all information. If necessary, make any corrections using Payroll Data Entry.

6. Print the Check Register and perform the Check Register update.

7 In Period End Processing, select Quarter End Processing. The Current Quarter field in Payroll Options increments to the current quarter.

If you are converting your payroll at the beginning of the current quarter, proceed to step 5 in the procedure below.

If you are converting in the middle of the quarter, you must record each check issued during the current quarter using the following procedure.

To record current quarter checks

1 Enter each check issued during the current quarter as a manual check in Payroll Data Entry (that is, in the Pay Cycle window, clear the Print Checks check box and select the Manual Taxes check box). Enter the earnings, deductions, and tax information exactly as written on the original checks. You can enter a combined total of the checks issued for each employee. This method, however, does not provide the full detail and complete audit trail facilitated by a detailed entry of each check.

2 Print the Payroll Data Entry Audit Report and verify the accuracy of all entries. If necessary, make any corrections using Payroll Data Entry and reprint the Payroll Data Entry Audit Report.

3 Print the Check Register and perform the Check Register update.

4 Print the Daily Transaction Register and perform the Daily Transaction Register update.

5 Print the Quarterly Tax Report and the Payroll Check History Report, and verify all employee information.

6 Print and verify the Benefits Register. If adjustments are necessary, access individual employee records in Employee Maintenance.

7 In Payroll Options, select the General Ledger check box. This allows all future payroll processing to post to the general ledger.

You are ready to begin using the Payroll module.

Purchase Order

Purchase Order Setup Wizard

The Purchase Order module includes a Purchase Order Setup Wizard that you must perform to convert your existing companies and account structure.

The Purchase Order Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Purchase Order module for new companies; you must complete this wizard and the Conversion Process on page 152 before using the Purchase Order module.

Data You Need

- Before using the Purchase Order Setup Wizard, have the following information available for use:
- Your General Ledger Chart of Accounts
- A list of vendor quantity discount rates you use for inventory items
- A list of all addresses to which you have orders shipped
- All open purchase orders and back orders
- All receipts, invoices, returns, and material requisitions as of your last closed accounting period

To obtain correct information from your Purchase Order module, you must first bring it up to date with your existing purchase order system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard.

To convert your existing purchase order system

1. Gather all open purchase orders as of your last closed accounting period.
2. Prepare an adding machine tape totaling the orders.
3. Use Purchase Order Entry to enter the orders into the system. In Default Values for Purchase Order Entry, clear the Print Purchase Orders check box to prevent the conversion orders from being reprinted. Next, on the Purchase Order Entry Header tab, select Standard Order in the Order Type field and Open in the Order Status field for each order.

   Partially received or invoiced purchase orders cannot be processed using the system without double posting to the General Ledger and Inventory Management modules. These orders should be processed manually until they are completed. To enter these orders, you must enter only the unreceived balance on each order as the original order quantity. There are no such restrictions for outstanding orders that have not received any partial receipts or invoices against them.
4. Print the detail version of the Open Purchase Order Report for all order types and orders with an open status. The total on this report should equal the total on the adding machine tape you prepared in step 2. If the totals do not agree, return to Purchase Order Entry and make any necessary corrections and reprint the report as an audit record of your outstanding orders.
5. Record all receipts, invoices, returns, and material requisitions that you have received since the last closed accounting period to bring the system completely up to date.

You are ready to begin using your Purchase Order module.

Sales Order

Sales Order Setup Wizard

The Sales Order module includes a Sales Order Setup Wizard that you must perform to convert your existing companies and account structure.

The Sales Order Setup Wizard provides several pages of questions and options that aid you in quickly setting up the Sales Order module for new companies. You must complete this wizard and the Conversion Process on page 154 before using the Sales Order module to process your daily transactions.

Data You Need

Before using the Sales Order Setup Wizard, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of standard miscellaneous charges and items used in your business
- A list of item part numbers sold by your business (if the Inventory Management module is not integrated with Sales Order)
- A list of your shipping rates
- All open orders and back orders
- A Customer Listing from your Accounts Receivable module
- An Inventory Item Listing from your Inventory Management module

To obtain correct information from your Sales Order module, you must first bring it up to date with your existing order processing system.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance. These steps should be performed after completing the setup wizard. First, enter any unpaid invoices, as of your last closed accounting period, into the Open Invoice file. This process is performed using the Accounts Receivable module. Second, use the Sales Order module to enter any open orders or back orders into the system.

To convert your existing sales order system

1. Identify all open orders as of your last closed accounting period.
2. Prepare an adding machine tape totaling the orders.
3. Using Sales Order Entry, enter these orders into the system. Use the standard order type for standard sales orders, and the open order status for open orders. When entering the Sales Order Entry default values, clear the Print Sales Orders and Print Pick Sheets check boxes, and enter 00 in the No. of Ship Labels field in the Default Values for Sales Order Entry dialog box to prevent these documents from being printed.
4. Identify all open back orders as of your last closed accounting period.
5. Prepare an adding machine tape totaling the back orders.
6. Using Sales Order Entry, enter these back orders into the system. Use the back-order order type for back orders, and the open order status for open orders.
7. Print the detail version of the Open Sales Order Report for all order types and the open order status. The Open Order and Open Back Order totals shown on this report should equal the totals on the adding machine tapes prepared in steps 2 and 5. If the totals do not agree, check your adding machine tapes and the Open Sales Order Report. Return to Sales Order Entry and make any necessary corrections, and then reprint the report as an audit record of your outstanding orders.

You are ready to begin using the Sales Order module.

Work Order

Data You Need

Before using the Work Order module, have the following information assembled and available for use:

- Your General Ledger Chart of Accounts
- A list of work center locations, including the number of employees and number of standard hours available per week at each location
- A list of operations to be performed, including cost and overhead calculations and general ledger production cost accounts
- A list of employees (optional), including labor rates and social security numbers
- A list of labor crews (optional), including the employees in each crew
- A calendar of days when the entire shop is closed
- A calendar for each work center with exceptions to the shop calendar
- A list of tools to be used during operations (optional)

To obtain correct information from your Work Order module, you must first bring it up to date with your existing work order system.

Because the Inventory Management module is integrated with Work Order, it may be impractical to bring the system up to date and reconstruct the original material cost information that should have been recorded. If you have installed the Inventory Management module, it is difficult to record past material issue transactions for work orders without affecting the current inventory balances.

The easiest and most effective way to convert the Work Order module is to enter only new work orders into the system. Do not record any transactions related to preexisting work orders using the Work Order module. You can use the Inventory Management module or the Bill of Materials module to record issues and receipts related to these work orders. For labor and miscellaneous expenses, the general ledger can be adjusted directly using General Ledger General Journal Entry. If the duration of your work orders is short, you can quickly complete the conversion process after all of the preexisting work orders are completed.

Conversion Process

Complete the following process to ensure that your current accounting system is in balance.

To convert your existing work order system

1. In Work Order Options, clear the General Ledger check box to prevent any postings being made to the general ledger while entering conversion information.
2. Enter all open work orders using Work Order Entry.
3. Enter all transactions recorded for open work orders using Work Order Transaction Entry. Material costs may not be the same as the original costs.
4. Print the Work Order Transaction Journal, and perform the update.
5. Print the Open Work Order Report to verify the information recorded. If adjustments are necessary, repeat steps 3 and 4.
6. Print the Work in Process Recap report to verify the information recorded and to reconcile to the general ledger.

7 If you are entering material transactions for existing work orders, you can freeze inventory and perform a physical count and physical count entry without updating. Updating the Physical Count Variance Register should be performed only after all material issue transactions are recorded for existing work orders. Adjustments made during the Physical Count Variance Register update are recorded as physical adjustments in the Inventory Management Detail Transaction file. The Inventory Adjustment account in each item's product line is used to offset the Inventory account posting, unless the General Ledger check box is cleared in Inventory Management Options during the update process.

8 Perform the physical inventory process to update the quantity-on-hand information in inventory. This step should be performed after all material issue transactions have been recorded for open work orders.

You are ready to begin using your Work Order module.

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