2014 Upgrade Checklist

The upgrade process consists of three steps:

1 Preparing your data for upgrading

2 Upgrading your data to version 2014

3 Converting your data to version 2014

This document contains the information you will need to upgrade and convert your data based on the version of your data. Proceed to the applicable section as follows:

- Upgrading from Version 2013 to Version 2014 on page 2
- Upgrading from Version 4.50 to Version 2014 on page 8
- Upgrading from Version 4.45 to Sage 100 Premium ERP version 2014 on page 14
- Upgrading from Version 4.40 to Version 2014 on page 19
- Upgrading from Version 4.30 to Version 2014 on page 25
- Upgrading from Version 4.20 to Version 2014 on page 33
- Upgrading from Version 4.10 to Version 2014 on page 41
- Upgrading from Version 4.00 or 4.05 to Version 2014 on page 48

Upgrading from Version 2013 to Version 2014

When upgrading to version 2014, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 ERP Installation and System Administrators Guide*.

Even if the Sage CRM installation integrated with your Sage 100 ERP 2013 installation has already been upgraded to version 7.2, there are steps you must follow to make the database compatible with version 2014.

Pre-Upgrade Checklist

You must prepare your version 2013 data for upgrading. This should be done for each company you plan to upgrade.

NOTE
You must print and update all journals and registers to prevent possible data loss during data upgrade.

1____ Process all pending credit card transactions.

2____ Print and update all journals and registers. Failure to do so may result in loss of data.

3____ Create a backup of your version 2013 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____ Rebuild all data files.

- If you are upgrading from Sage 100 Standard or Advanced ERP, use the Rebuild Key Files and Rebuild Sort File utilities.

- If you are upgrading from Sage 100 Premium ERP, use the Rebuild Sort File utility.

You must answer Yes to all recalculation questions.

5____ Print all customized form definitions.

6____ If you are using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 2, you are now ready to upgrade your data to your version 2014 system.

📎 **NOTE**
The tasks that appear in the Pre Migration window are based on the version of your data.

1____ In your version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 2013 system. Run the reports and utilities that appear. If nothing appears, no action is required for this step.

2____ If you are upgrading to Sage 100 Standard or Advanced ERP, select Library Master Utilities menu > Parallel Migration to upgrade your data.

If you are upgrading from Sage 100 Premium ERP 2013 to Sage 100 Premium ERP 2014, follow the steps below.

When performing these steps, include your MAS_System.mdf and MAS_System_log.ldf databases. Upgrading system files is required for the initial migration.

Also, include the company databases and log files for each company that you want to migrate. For example, to migrate ABC company, copy the MAS_ABC.mdf and MAS_ABC_log.ldf databases.

a Use SQL Server Management Studio to delete the databases installed in your 2014 installation, including the MAS_System database.

b In SQL Server Management Studio, detach the databases that you will migrate from your 2013 installation to your 2014 installation.

c In Windows Explorer, copy the detached databases and the related database transaction logs from the 2013 ..\MSSQL\Data folder and paste them into the 2014 ..\MSSQL\Data folder.

d In SQL Server Management Studio, attach the databases to the 2014 installation and reattach them to the 2013 installation.

e On the server where version 2014 is installed, in the Sage program group on the Start menu, select Parallel Migration.

f Follow the steps in the Parallel Migration Wizard.

3____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

4____ Review security tasks for new features in version 2014. Review ODBC security if it is used.

5____ If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

6____ If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 2 and the Upgrade Checklist on page 3, you are now ready to convert your data to version 2014.

1____ If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

3____ If you were not processing transactions through Sage Payment Solutions but plan to start doing so, contact your Sage Payment Solutions account executive to convert the Sage Exchange Vault-only account created during conversion to a processing account.

4___ If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 ERP 2014. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 ERP Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5___ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

6___ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

7___ Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.

8___ Review your Payroll Tax Tables. Installing the Payroll Tax Table Update replaces all of your current state and federal tax tables with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.

9___ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2014.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.

NOTE
Before modifying the graphical forms or reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.

If you are using Sage 100 Standard ERP or Sage 100 Advanced ERP, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

If you are using Sage 100 Premium ERP, refer to the Converting Reports for Sage 100 Premium ERP section in the *Sage 100 ERP Installation and System Administrators' Guide* for more information.

10___ If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

11___ If dictionary changes were made to any files used for import and export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. If you are upgrading from Sage 100 Standard or Advanced ERP, review the Data Dictionary Listing accessed from the Visual Integrator Main menu. Verify that the imported field names are consistent with the new file layouts.

12___ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

13___ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

14___ To use the eBusiness Manager module, restore the copied templates back to the IW folder after re-installing the Web Engine.

Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpup\wwwroot\images folder and restart the IIS Web service.

15___ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

16___ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

17____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

18____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

19____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

20____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

21____ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

22____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install

Upgrading from Version 4.50 to Version 2014

When upgrading to version 2014, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 ERP Installation and System Administrators Guide*.

Pre-Upgrade Checklist

You must prepare your version 4.50 data for upgrading. This should be done for each company you plan to upgrade.

NOTE
You must print and update all journals and registers to prevent possible data loss during data upgrade.

1____   Process all pending credit card transactions.

2____   Print and update all journals and registers. Failure to do so may result in loss of data.

3____   Create a backup of your version 4.50 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____   If you use credit card processing, verify that you have a valid credit card encryption key in Company Maintenance for proper conversion of credit card data.

5____   Rebuild all data files.

- If you are upgrading from Sage 100 Standard or Advanced ERP, use the Rebuild Key Files and Rebuild Sort File utilities.

- If you are upgrading from Sage 100 Premium ERP, use the Rebuild Sort File utility.

You must answer Yes to all recalculation questions.

6____   Print all customized form definitions.

7____   If you are using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 8, you are now ready to upgrade your data to your version 2014 system.

1____ In your version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.50 system. Run the reports and utilities that appear. If nothing appears, no action is required for this step.

📎 **NOTE**
The tasks that appear in the Pre Migration window are based on the version of your data.

2____ If you are upgrading to Sage 100 Standard or Advanced ERP, select Library Master Utilities menu > Parallel Migration to upgrade your data.

If you are upgrading from Sage 100 Premium ERP 4.50 to Sage 100 Premium ERP 2014, follow the steps below.

When performing these steps, include your MAS_System.mdf and MAS_System_log.ldf databases. Upgrading system files is required for the initial migration.

Also, include the company databases and log files for each company that you want to migrate. For example, to migrate ABC company, copy the MAS_ABC.mdf and MAS_ABC_log.ldf databases.

a Use SQL Server Management Studio to delete the databases installed in your 2014 installation, including the MAS_System database.

b In SQL Server Management Studio, detach the databases that you will migrate from your 4.50 installation to your 2014 installation.

c In Windows Explorer, copy the detached databases from the 4.50 ..\MSSQL\Data folder and paste them into the 2014 ..\MSSQL\Data folder.

d In SQL Server Management Studio, attach the databases to the 2014 installation and reattach them to the 4.50 installation.

e On the server where version 2014 is installed, in the Sage program group on the Start menu, select Parallel Migration.

f Follow the steps in the Parallel Migration Wizard.

3____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

4____ Review security tasks for new features in version 2014. Review ODBC security if it is used.

5____   If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

6____   If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 8 and the Upgrade Checklist on page 9, you are now ready to convert your data to version 2014.

1____   If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____   Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

If your data contains credit card records that will be transferred to a Sage Exchange Vault account, the Credit Card Conversion To Sage Exchange Vault Time Estimate window appears. This window provides an estimate of how long it will take to transfer the credit card data. This estimate is based on benchmark test results, but results will vary based on Internet connection speed, network traffic, and the number of customer credit card records stored in your system.

You may be able to decrease the estimate by updating credit card transactions and purging credit card data. If this window appears, click Yes to proceed with data conversion or click No to stop the conversion process.

Additional time is required to convert company data after the credit card records are transferred; that time is not included in the estimate shown on the window.

3____   Verify that credit card processing is enabled for each company in Company Maintenance if credit cards were previously being processed using Sage Payment Solutions. For more information, see Set Up the Credit Card Processing Module in the Help system.

If you were not processing transactions through Sage Payment Solutions but plan to start doing so, contact your Sage Payment Solutions account executive to convert the Sage Exchange Vault-only account created during conversion to a processing account.

4____ If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 ERP 2014. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 ERP Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5____ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

6____ If you have customers with national accounts and credit cards are assigned to the sold-to customers, review those records to determine whether the credit card information should be manually transferred to the bill-to customer.

7____ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

8____ Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.

9____ Review your Payroll Tax Tables. Installing the Payroll Tax Table Update replaces all of your current state and federal tax tables with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.

📎 **NOTE**
Before modifying the graphical forms or reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.

10____ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2014.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.

If you are using Sage 100 Standard ERP or Sage 100 Advanced ERP, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

If you are using Sage 100 Premium ERP, refer to the Converting Reports for Sage 100 Premium ERP section in the *Sage 100 ERP Installation and System Administrators' Guide* for more information.

11____ If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

12____ If dictionary changes were made to any files used for import and export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. If you are upgrading from Sage 100 Standard or Advanced ERP, review the Data Dictionary Listing accessed from the Visual Integrator Main menu. Verify that the imported field names are consistent with the new file layouts.

13____ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

14____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

15____ To use the eBusiness Manager module, restore the copied templates back to the IW folder after re-installing the Web Engine.

Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpup\wwwroot\images folder and restart the IIS Web service.

16____ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

17____ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

18____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

19____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

20____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

21____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

22____ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

23____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install

Upgrading from Version 4.45 to Sage 100 Premium ERP version 2014

Before upgrading your data to version 2014, you must perform a parallel installation and run the Parallel Migration utility from the Windows Start menu > All Programs > Sage program group. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

Pre-Upgrade Checklist

You must prepare your version 4.45 data for upgrade. This should be done for each company you plan to upgrade. Several steps should be completed by a SQL Server® administrator.

1____   Process all pending credit card transactions.

2____   Print and update all journals and registers. Failure to do so may result in loss of data.

✐ **NOTE**
You must print and update all journals and registers to prevent possible data loss during data upgrade.

3____   Create a backup of your version 4.45 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____   Rebuild all data files using the Rebuild Sort File utility. You must answer Yes to all recalculation questions.

5____   Print all customized form definitions.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on this page, you are now ready to upgrade your data to your Sage 100 Premium ERP version 2014 system.

1____   In you version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path for your version 4.45 system. This utility backs up some system files in your new installation before they are overwritten by the upgrade process. It is critical that this step is completed before performing any data upgrade steps.

2____   Use SQL Server Management Studio to delete the databases in your 2014 installation, including the MAS_System database.

3____   In SQL Server Management Studio, detach the databases that you will migrate from your 4.45 installation to your 2014 installation.

4____ In Windows Explorer, copy the detached databases from the 4.45 ..\MSSQL\Data folder and paste them into the 2014 ..\MSSQL\Data folder.

5____ In SQL Server Management Studio, attach the databases to the 2014 installation and reattach them to the 2013 installation.

6____ On the server where version 2014 is installed, in the Sage program group on the Start menu, select Parallel Migration.

7____ Follow the steps in the Parallel Migration Wizard.

8____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

9____ Review security tasks for new features in version 2014.

10____ If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

11____ If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 14 and the Upgrade Checklist on page 14, you are now ready to convert your data to version 2014.

1____ If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

If your data contains credit card records that will be transferred to a Sage Exchange Vault account, the Credit Card Conversion To Sage Exchange Vault Time Estimate window appears. This window provides an estimate of how long it will take to transfer the credit card data. This estimate is based on benchmark test results, but results will vary based on Internet connection speed, network traffic, and the number of customer credit card records stored in your system.

You may be able to decrease the estimate by updating credit card transactions and purging credit card data. If this window appears, click Yes to proceed with data conversion or click No to stop the conversion process.

Additional time is required to convert company data after the credit card records are transferred; that time is not included in the estimate shown on the window.

3____ Verify that credit card processing is enabled for each company in Company Maintenance if credit cards were previously being processed using Sage Payment Solutions. For more information, see Set Up the Credit Card Processing Module in the Help system.

If you were not processing transactions through Sage Payment Solutions but plan to start doing so, contact your Sage Payment Solutions account executive to convert the Sage Exchange Vault-only account created during conversion to a processing account.

4____ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

5____ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

6____ Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.

7____ If you had the Extended Solution for customers with national accounts and the Populate Bill Address Block with 'Bill To' Customer Block check box was selected in AR-1068 Setup Options, you must run the Sales Order Bill To Address Fix Utility (select File menu > Run, then type *Utl) to populate the sales order bill-to address information with the bill-to customer's address information.

8____ Test your modified SAP Crystal reports and forms. Use SAP Crystal Reports Designer to modify reports as needed.

You must either be logged on using a Windows account that has read access to the applicable SQL Server database, or you must have a separate SQL Server authenticated logon ID and password. Integrated Security is used by default; if your Windows account does not have rights to the database, a logon dialog box appears, allowing you to enter a different logon ID and password for database access.

Before modifying forms or the standard Crystal reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.

9____ If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

10____ If dictionary changes were made to any files used for import or export jobs created in the Visual Integrator module, those jobs will need to be manually updated.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. Verify that the imported field names are consistent with the new file layouts.

11____ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

12____ If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in Accounts Payable Options.

13____ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules.

14____ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.

15____ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

16____ To unhide Form 1099 Printing, select File menu > Run and type ***unhidetaxforms** in the Run Program window.

17____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

18____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

19____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

20____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

21____ Test all printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

22____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install

Upgrading from Version 4.40 to Version 2014

When upgrading to version 2014, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 ERP Installation and System Administrators Guide*.

Pre-Upgrade Checklist

You must prepare your version 4.40 data for upgrading. This should be done for each company you plan to upgrade.

NOTE
You must print and update all journals and registers to prevent possible data loss during data upgrade.

1____ Process all pending credit card transactions.

2____ Print and update all journals and registers. Failure to do so may result in loss of data.

3____ Create a backup of your version 4.40 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____ If you are upgrading from version 4.40 Product Update 4 and higher, verify that you have a valid credit card encryption key in Company Maintenance for proper conversion of credit card data.

5____ Rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.

6____ Print all customized form definitions.

7____ If you are using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 19, you are now ready to upgrade your data to your version 2014 system.

1____ From your version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.40 system. Run the reports and utilities that appear. If nothing appears, no action is required for this step.

2____ If you are upgrading to Sage 100 Standard or Advanced ERP, select Library Master Utilities menu > Parallel Migration to upgrade your data.

If you are upgrading to Sage 100 Premium ERP version 2014, Select Windows Start menu > All Programs > Sage program group > Parallel Migration Wizard to upgrade your data.

3____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

4____ Review security tasks for new features in version 2014. Review ODBC security if it is used.

5____ If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

6____ If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 19 and the Upgrade Checklist on page 20, you are now ready to convert your data to version 2014.

1____ If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

If your data contains credit card records that will be transferred to a Sage Exchange Vault account, the Credit Card Conversion To Sage Exchange Vault Time Estimate window appears. This window provides an estimate of how long it will take to transfer the credit card data. This estimate is based on benchmark test results, but results will vary based on Internet connection speed, network traffic, and the number of customer credit card records stored in your system.

You may be able to decrease the estimate by updating credit card transactions and purging credit card data. If this window appears, click Yes to proceed with data conversion or click No to stop the conversion process.

Additional time is required to convert company data after the credit card records are transferred; that time is not included in the estimate shown on the window.

3____ Verify that credit card processing is enabled for each company in Company Maintenance if credit cards were previously being processed using Sage Payment Solutions. For more information, see Set Up the Credit Card Processing Module in the Help system.

If you were not processing transactions through Sage Payment Solutions but plan to start doing so, contact your Sage Payment Solutions account executive to convert the Sage Exchange Vault-only account created during conversion to a processing account.

4____ If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 ERP 2014. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 ERP Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5____ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

6____ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

7____ If you had the Extended Solution for customers with national accounts and the Populate Bill Address Block with 'Bill To' Customer Block check box was selected in AR-1068 Setup Options, you must run the Sales Order Bill To Address Fix Utility (select File menu > Run, then type *Utl) to populate the sales order bill-to address information with the bill-to customer's address information.

8____ Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.

9____ Review your Payroll Tax Tables. Installing the Payroll Tax Table Update replaces all of your current state and federal tax tables with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.

10____ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2014.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

NOTE
Before modifying the graphical forms or reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.

If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.

If you are using Sage 100 Standard ERP or Sage 100 Advanced ERP, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

If you are using Sage 100 Premium ERP, refer to the Converting Reports for Sage 100 Premium ERP section in the *Sage 100 ERP Installation and System Administrators' Guide* for more information.

11____ If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

12____ If dictionary changes were made to any files used for import or export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. If you are upgrading from Sage 100 Standard or Advanced ERP, review the Data Dictionary Listing accessed from the Visual Integrator Main menu. Verify that the imported field names are consistent with the new file layouts.

13____ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

14____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

15____ To use the eBusiness Manager module, restore the copied templates back to the IW folder after re-installing the Web Engine.

Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpup\wwwroot\images folder and restart the IIS Web service.

16____ If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in Accounts Payable Options.

17____ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules.

18____ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.

19____ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

20____ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

21____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

22____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

23____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

24____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

25____ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

26____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install

Upgrading from Version 4.30 to Version 2014

When to upgrading to version 2014, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 ERP Installation and System Administrators Guide*.

Pre-Upgrade Checklist

You must prepare your version 4.30 data for upgrading. This should be done for each company you plan to upgrade.

1____   Process all pending credit card transactions.

2____   Print and update all journals and registers. Failure to do so may result in loss of data.

3____   Create a backup of your version 4.30 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____   If you use credit card processing and are upgrading from version 4.30 Service Update 18 through 23, verify that you have a valid credit card encryption key in Company Maintenance for proper conversion of credit card data.

5____   Rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.

6____   Print all customized form definitions.

7____   Correct and apply all negative tiers before upgrading. For more information, see Correct Negative Tiers in the Help system.

8____   If you had historical data prior to version 4.10, print the following Sales Order History reports: Customer Sales History Report, Monthly Recap by Product Line Report, Monthly Recap by Warehouse/Product Line Report, Monthly Recap by Warehouse Report, Monthly Recap by Division Report. These reports are no longer available beginning with version 4.10.

NOTE
You must print and update all journals and registers to prevent possible data loss during data upgrade.

9____   If you created reports using Business Insights Reporter, review the report names in the Business Insights Reporter selection window. If there are multiple reports with similar names, copy the reports within Business Insights Reporter and rename each report.

For example, if you have reports named CustomerSalesReport, CustomerSalesReport2, and CustomerSalesReport3, copy CustomerSalesReport2 as "SalesReportForCustomers" and CustomerSalesReport3 as "ReportForCustomerSales."

For more information, see Copy a Report in the Help system.

10____   If you are using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 25, you are now ready to upgrade your data to your version 2014 system.

1____   From your version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.30 system. Run the reports and utilities that appear.

⌕ **NOTE**
The tasks that appear in the Pre Migration window are based on the version of your data.

    a Select Item Code Validation Report to display missing item codes from your Warehouse Detail, Item Costing, and Transaction Detail files.

      ● To fix the files, in your version 4.30 data, use Inventory Management Main menu > Inventory Maintenance.

    b Select Inventory File Comparison Report to compare the quantity in your warehouse, tier, and transaction inventory data files.

⌕ **NOTE**
The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2014.

      ● Run this report by warehouse and save as an audit trail.

      ● To correct any quantities, run the Inventory Balancing Utility.

    c Select Inventory Balancing Utility to balance your inventory quantities.

      ● Run this utility for each warehouse.

      ● In the Action column, select the action to perform for each item, or apply a specific action based on valuation type.

- If the valuation is LIFO, FIFO, Lot, or Serial, in the Action column select Skip if the tier quantities are incorrect. You must perform a physical count to correct the tier quantity. After the tier quantity is correct, run this utility for these valuation methods.

- If the valuation is Average Cost or Standard Cost and the warehouse and transaction quantities are incorrect, you must perform a physical count to correct the warehouse quantity. After the warehouse quantity is correct, run this utility for those valuation methods.

- For more information, see Balance Inventory Quantities in the Help system.

d Run all Inventory Pre Migration tasks again to ensure corrections were made. Keep all reports as an audit trail.

2____ If you are upgrading to Sage 100 Standard or Advanced ERP, select Library Master Utilities menu > Parallel Migration to upgrade your data.

If you are upgrading to Sage 100 Premium ERP version 2014, Select Windows Start menu > All Programs > Sage program group > Parallel Migration Wizard to upgrade your data.

3____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

4____ Review security tasks for new features in version 2014. Review ODBC security if it is used.

5____ If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

6____ If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 25 and the Upgrade Checklist on page 26, you are now ready to convert your data to version 2014.

1____   If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____   Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

If your data contains credit card records that will be transferred to a Sage Exchange Vault account, the Credit Card Conversion To Sage Exchange Vault Time Estimate window appears. This window provides an estimate of how long it will take to transfer the credit card data. This estimate is based on benchmark test results, but results will vary based on Internet connection speed, network traffic, and the number of customer credit card records stored in your system.

You may be able to decrease the estimate by updating credit card transactions and purging credit card data. If this window appears, click Yes to proceed with data conversion or click No to stop the conversion process.

Additional time is required to convert company data after the credit card records are transferred; that time is not included in the estimate shown on the window.

3____   Verify that credit card processing is enabled for each company in Company Maintenance if credit cards were previously being processed using Sage Payment Solutions. For more information, see Set Up the Credit Card Processing Module in the Help system.

If you were not processing transactions through Sage Payment Solutions but plan to start doing so, contact your Sage Payment Solutions account executive to convert the Sage Exchange Vault-only account created during conversion to a processing account.

4____ If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 ERP 2014. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 ERP Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5____ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

Re-customize the customized libraries for the Bar Code, Bill of Materials, Inventory Management, and Purchase Order modules.

6____ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

7____ If you had the Extended Solution for customers with national accounts and the Populate Bill Address Block with 'Bill To' Customer Block check box was selected in AR-1068 Setup Options, you must run the Sales Order Bill To Address Fix Utility (select File menu > Run, then type *Utl) to populate the sales order bill-to address information with the bill-to customer's address information.

8____ Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.

9____ Review your Payroll Tax Tables. Installing the Payroll Tax Table Update replaces all of your current state and federal tax tables with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.

10____ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2014.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.

If you are using Sage 100 Standard ERP or Sage 100 Advanced ERP, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

If you are using Sage 100 Premium ERP, refer to the Converting Reports for Sage 100 Premium ERP section in the *Sage 100 ERP Installation and System Administrators' Guide* for more information.

11____ If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

12____ If dictionary changes were made to any files used for import or export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. If you are upgrading from Sage 100 Standard or Advanced ERP, review the Data Dictionary Listing accessed from the Visual Integrator Main menu. Verify that the imported field names are consistent with the new file layouts.

13____ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

14____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

15____ To use the eBusiness Manager module, restore the copied templates back to the IW folder after re-installing the Web Engine.

Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpup\wwwroot\images folder and restart the IIS Web service.

16____ If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in Accounts Payable Options.

17____ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules.

18____ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.

19____ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

20____ If you had the Extended Solution for direct deposits, verify the bank ID (bank account) number for each bank code. During conversion, if there is a discrepancy between the bank ID number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.

21____ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

22____ Compare the following version 4.30 and 2014 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.

23____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

24____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

25____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

26____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

27____ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

28____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install

Upgrading from Version 4.20 to Version 2014

When to upgrading to version 2014, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

If your system is integrated with Sage CRM, you must follow the instructions for upgrading Sage CRM in the *Sage 100 ERP Installation and System Administrators Guide*.

Pre-Upgrade Checklist

You must prepare your version 4.20 data for upgrading. This should be done for each company you plan to upgrade.

1____ Process all pending credit card transactions.

2____ Print and update all journals and registers. Failure to do so may result in loss of data.

3____ Create a backup of your version 4.20 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____ If you plan to use Federal and State eFiling and Reporting for the 1099 forms, W-2 forms, 941 forms, and governmental reports, perform the conversion to version 2014 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some data may require editing.

5____ Rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.

6____ Print all customized form definitions.

7____ Correct and apply all negative tiers before upgrading. For more information, see Correct Negative Tiers in the Help system.

8____ If you had historical data prior to version 4.10, print the following Sales Order History reports: Customer Sales History Report, Monthly Recap by Product Line Report, Monthly Recap by Warehouse/Product Line Report, Monthly Recap by Warehouse Report, Monthly Recap by Division Report. These reports are no longer available beginning with version 4.10.

✎ NOTE
You must print and update all journals and registers to prevent possible data loss during data upgrade.

9____ If you created reports using Business Insights Reporter, review the report names in the Business Insights Reporter selection window. If there are multiple reports with similar names, copy the reports within Business Insights Reporter and rename each report.

For example, if you have reports named CustomerSalesReport, CustomerSalesReport2, and CustomerSalesReport3, copy CustomerSalesReport2 as "SalesReportForCustomers" and CustomerSalesReport3 as "ReportForCustomerSales."

For more information, see Copy a Report in the Help system.

10____ If you are using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 33, you are now ready to upgrade your data to your version 2014 system.

1____ From your version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.20 system. Run the reports and utilities that appear.

⟋ **NOTE**
The tasks that appear in the Pre Migration window are based on the version of your data.

    a Select Item Code Validation Report to display missing item codes from your Warehouse Detail, Item Costing, and Transaction Detail files.

       ● To fix the files, in your version 4.20 data, use Inventory Management Main menu > Inventory Maintenance.

    b Select Inventory File Comparison Report to compare the quantity in your warehouse, tier, and transaction inventory data files.

       ● Run this report by warehouse and save as an audit trail.

       ● To correct any quantities, run the Inventory Balancing Utility.

⟋ **NOTE**
The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2014.

    c Select Inventory Balancing Utility to balance your inventory quantities.

       ● Run this utility for each warehouse.

       ● At the Action column, select the action to perform for each item, or apply a specific action based on valuation type.

- If the valuation is LIFO, FIFO, Lot, or Serial, at the Action column select Skip if the tier quantities are incorrect. You must perform a physical count to correct the tier quantity. After the tier quantity is correct, run this utility for these valuation methods.

- If the valuation is Average Cost or Standard Cost and the warehouse and transaction quantities are incorrect, you must perform a physical count to correct the warehouse quantity. After the warehouse quantity is correct, run this utility for those valuation methods.

- For more information, see Balance Inventory Quantities in the Help system.

    d Run all Inventory Pre Migration tasks again to ensure corrections were made. Keep all reports as an audit trail.

2____ If you are upgrading to Sage 100 Standard or Advanced ERP, select Library Master Utilities menu > Parallel Migration to upgrade your data.

     If you are upgrading to Sage 100 Premium ERP version 2014, Select Windows Start menu > All Programs > Sage program group > Parallel Migration Wizard to upgrade your data.

3____ If you are printing bar codes, ensure that the Azalea fonts are installed on the workstation. The fonts can be installed from the WkSetup\Azalea folder where Sage 100 ERP is installed on your server.

4____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

5____ Review security tasks for new features in version 2014. Review ODBC security if it is used.

6____ If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

7____ If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 33 and the Upgrade Checklist on page 34, you are now ready to convert your data to version 2014.

1____   If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____   Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

If your data contains credit card records that will be transferred to a Sage Exchange Vault account, the Credit Card Conversion To Sage Exchange Vault Time Estimate window appears. This window provides an estimate of how long it will take to transfer the credit card data. This estimate is based on benchmark test results, but results will vary based on Internet connection speed, network traffic, and the number of customer credit card records stored in your system.

You may be able to decrease the estimate by updating credit card transactions and purging credit card data. If this window appears, click Yes to proceed with data conversion or click No to stop the conversion process.

Additional time is required to convert company data after the credit card records are transferred; that time is not included in the estimate shown on the window.

3____   Verify that credit card processing is enabled for each company in Company Maintenance if credit cards were previously being processed using Sage Payment Solutions. For more information, see Set Up the Credit Card Processing Module in the Help system.

If you were not processing transactions through Sage Payment Solutions but plan to start doing so, contact your Sage Payment Solutions account executive to convert the Sage Exchange Vault-only account created during conversion to a processing account.

4____   If your system is integrated with Sage CRM, go into CRM Server Options, and update the following information as needed.

- Integration server port ID

- Sage CRM SQL server name

● Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 ERP 2014. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 ERP Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

5___ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

Re-customize the customized libraries for all modules other than Accounts Payable, Accounts Receivable, Bank Reconciliation, eBusiness Manager, General Ledger, Job Cost, Material Requirements Planning, Payroll, Return Merchandise Authorization, Sales Order, TimeCard, and Work Order.

6___ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

7___ If you had the Extended Solution for customers with national accounts and the Populate Bill Address Block with 'Bill To' Customer Block check box was selected in AR-1068 Setup Options, you must run the Sales Order Bill To Address Fix Utility (select File menu > Run, then type *Utl) to populate the sales order bill-to address information with the bill-to customer's address information.

8___ Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.

9___ Review your Payroll Tax Tables. Installing the Payroll Tax Table Update replaces all of your current state and federal tax tables with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.

10___ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2014.

✏ **NOTE**
Before modifying the graphical forms or reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.

If you are using Sage 100 Standard ERP or Sage 100 Advanced ERP, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

If you are using Sage 100 Premium ERP, refer to the Converting Reports for Sage 100 Premium ERP section in the *Sage 100 ERP Installation and System Administrators' Guide* for more information.

11____ If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

12____ If dictionary changes were made to any files used for import or export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. If you are upgrading from Sage 100 Standard or Advanced ERP, review the Data Dictionary Listing accessed from the Visual Integrator Main menu. Verify that the imported field names are consistent with the new file layouts.

13____ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

14____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

15____ To use the eBusiness Manager module, restore the copied templates back to the IW folder after re-installing the Web Engine.

Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpup\wwwroot\images folder and restart the IIS Web service.

16____ If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in Accounts Payable Options.

17____ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules.

18____ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.

19____ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

20____ If you had the Extended Solution for direct deposits, verify the bank ID (bank account) number for each bank code. During conversion, if there is a discrepancy between the bank ID number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.

21____ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

22____ Compare the following version 4.20 and 2014 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.

23____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

24____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

25____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

26____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

27____ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

28____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install

Upgrading from Version 4.10 to Version 2014

Prior to upgrading your version 4.10 data to version 2014, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

Pre-Upgrade Checklist

You must prepare your version 4.10 data for upgrading. This should be done for each company you plan to upgrade.

NOTE
You must print and update all journals and registers to prevent possible data loss during data upgrade.

1____ Process all pending credit card transactions.

2____ Print and update all journals and registers. Failure to do so may result in loss of data.

3____ Create a copy of your version 4.10 MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____ If you plan to use Federal and State eFiling and Reporting for the 1099 forms, W-2 forms, 941 forms, and governmental reports, perform the conversion to version 2014 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some data may require editing.

5____ Rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.

6____ Print all customized form definitions.

7____ Correct and apply all negative tiers before upgrading. For more information, see Correct Negative Tiers in the Help system.

8____ If you had historical data prior to version 4.10, print the following Sales Order History reports: Customer Sales History Report, Monthly Recap by Product Line Report, Monthly Recap by Warehouse/Product Line Report, Monthly Recap by Warehouse Report, Monthly Recap by Division Report. These reports are no longer available beginning with version 4.10.

9____ If you created reports using Business Insights Reporter, review the report names in the Business Insights Reporter selection window. If there are multiple reports with similar names, copy the reports within Business Insights Reporter and rename each report.

For example, if you have reports named CustomerSalesReport, CustomerSalesReport2, and CustomerSalesReport3, copy CustomerSalesReport2 as "SalesReportForCustomers" and CustomerSalesReport3 as "ReportForCustomerSales."

For more information, see Copy a Report in the Help system.

10____ If you are using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 41, you are now ready to upgrade your data to your version 2014 system.

1____ From your version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.10 system. Run the reports and utilities that appear.

> 📎 **NOTE**
> The tasks that appear in the Pre Migration window are based on the version of your data.

    a Select Item Code Validation Report to display missing item codes from your Warehouse Detail, Item Costing, and Transaction Detail files.

       ● To fix the files, in your version 4.10 data, use Inventory Management Main menu > Inventory Maintenance.

    b Select Inventory File Comparison Report to compare the quantity in your warehouse, tier, and transaction inventory data files.

       ● Run this report by warehouse and save as an audit trail.

       ● To correct any quantities, run the Inventory Balancing Utility.

> 📎 **NOTE**
> The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2014.

    c Select Inventory Balancing Utility to balance your inventory quantities.

       ● Run this utility for each warehouse.

       ● At the Action column, select the action to perform for each item, or apply a specific action based on valuation type.

- If the valuation is LIFO, FIFO, Lot, or Serial, at the Action column select Skip if the tier quantities are incorrect. You must perform a physical count to correct the tier quantity. After the tier quantity is correct, run this utility for these valuation methods.

- If the valuation is Average Cost or Standard Cost and the warehouse and transaction quantities are incorrect, you must perform a physical count to correct the warehouse quantity. After the warehouse quantity is correct, run this utility for those valuation methods.

- For more information, see Balance Inventory Quantities in the Help system.

d Run all Inventory Pre Migration tasks again to ensure corrections were made. Keep all reports as an audit trail.

2____ If you are upgrading to Sage 100 Standard or Advanced ERP, select Library Master Utilities menu > Parallel Migration to upgrade your data.

If you are upgrading to Sage 100 Premium ERP version 2014, Select Windows Start menu > All Programs > Sage program group > Parallel Migration Wizard to upgrade your data.

3____ If you are printing bar codes, ensure that the Azalea fonts are installed on the workstation. The fonts can be installed from the WkSetup\Azalea folder where Sage 100 ERP is installed on your server.

4____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

5____ Review security tasks for new features in version 2014. Review ODBC security if it is used.

6____ If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

7____ If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 41 and the Upgrade Checklist on page 42, you are now ready to convert your data to version 2014.

1____ If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

If your data contains credit card records that will be transferred to a Sage Exchange Vault account, the Credit Card Conversion To Sage Exchange Vault Time Estimate window appears. This window provides an estimate of how long it will take to transfer the credit card data. This estimate is based on benchmark test results, but results will vary based on Internet connection speed, network traffic, and the number of customer credit card records stored in your system.

You may be able to decrease the estimate by updating credit card transactions and purging credit card data. If this window appears, click Yes to proceed with data conversion or click No to stop the conversion process.

Additional time is required to convert company data after the credit card records are transferred; that time is not included in the estimate shown on the window.

3____ Update customized panels, by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

Re-customize the customized libraries for all modules other than Accounts Payable, Accounts Receivable, Bank Reconciliation, eBusiness Manager, General Ledger, Job Cost, Material Requirements Planning, Payroll, Return Merchandise Authorization, Sales Order, TimeCard, and Work Order.

4____ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

5____   Verify that all module links are functional by selecting Library Master Utilities menu > Link Maintenance Utility. Links that appear in red are broken and will need to be fixed using the Relink button in Link Maintenance Utility. For more information on relinking files, see Copy/Move/Relink Files in your Help system.

6____   If you had the Extended Solution for customers with national accounts and the Populate Bill Address Block with 'Bill To' Customer Block check box was selected in AR-1068 Setup Options, you must run the Sales Order Bill To Address Fix Utility (select File menu > Run, then type *Utl) to populate the sales order bill-to address information with the bill-to customer's address information.

7____   Review your Payroll Tax Tables. Installing the Payroll Tax Table Update replaces all of your current state and federal tax tables with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.

8____   Test your customized Crystal reports and forms.

> **NOTE**
> Before modifying the graphical forms or reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2014.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.

If you are using Sage 100 Standard ERP or Sage 100 Advanced ERP, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

If you are using Sage 100 Premium ERP, refer to the Converting Reports for Sage 100 Premium ERP section in the *Sage 100 ERP Installation and System Administrators' Guide* for more information.

9____   If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

10____ If dictionary changes were made to any files used for import or export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. If you are upgrading from Sage 100 Standard or Advanced ERP, review the Data Dictionary Listing accessed from the Visual Integrator Main menu. Verify that the imported field names are consistent with the new file layouts.

11____ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

12____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

13____ To use the eBusiness Manager module, restore the copied templates back to the IW folder after re-installing the Web Engine.

Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpup\wwwroot\images folder and restart the IIS Web service.

14____ If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in Accounts Payable Options.

15____ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules.

16____ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.

17____ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

18____ If you had the Extended Solution for direct deposits, verify the bank ID (bank account) number for each bank code. During conversion, if there is a discrepancy between the bank ID number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.

19____ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

20____ Compare the following version 4.10 and 2014 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.

21____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

22____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

23____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

24____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

25____ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

26____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install

Upgrading from Version 4.00 or 4.05 to Version 2014

Prior to upgrading your version 4.00 or 4.05 data to version 2014, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

If you have custom modules or modifications to any of your modules, consult your Sage business partner or development partner prior to beginning the upgrade process.

Pre-Upgrade Checklist

You must prepare your version 4.00 or 4.05 data for upgrading. This should be done for each company you plan to upgrade.

📎 **NOTE**
You must print and update all journals and registers to prevent possible data loss during data upgrade.

1____   Process all pending credit card transactions.

2____   Print and update all journals and registers. Failure to do so may result in loss of data.

3____   Create a copy of your version 4.x MAS90 folder, which includes data for all of your companies. Perform this step following your usual backup process. For specific support on how to back up your data, refer to manuals for your backup software or contact the vendor from whom you purchased that product.

4____   If you plan to use Federal and State eFiling and Reporting for the 1099 forms, W-2 forms, 941 forms, and governmental reports, perform the conversion to version 2014 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some data may require editing.

5____   Rebuild all data files using the Rebuild Key Files and Rebuild Sort File utilities. You must answer Yes to all recalculation questions.

6____   Print all customized form definitions.

7____   Correct and apply all negative tiers before upgrading. For more information, see Correct Negative Tiers in the Help system.

8____   Print the following Sales Order History reports: Customer Sales History Report, Monthly Recap by Product Line Report, Monthly Recap by Warehouse/Product Line Report, Monthly Recap by Warehouse Report, Monthly Recap by Division Report. These reports are no longer available beginning with version 4.10.

9____ If you created reports using Business Insights Reporter, review the report names in the Business Insights Reporter selection window. If there are multiple reports with similar names, copy the reports within Business Insights Reporter and rename each report.

For example, if you have reports named CustomerSalesReport, CustomerSalesReport2, and CustomerSalesReport3, copy CustomerSalesReport2 as "SalesReportForCustomers" and CustomerSalesReport3 as "ReportForCustomerSales."

For more information, see Copy a Report in the Help system.

10____ If you are using eBusiness Manager, back up any templates, .htm files, and the IW folder before uninstalling the previous version of the Web Engine.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 48, you are now ready to upgrade your data to your version 2014 system.

1____ From your version 2014 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.00 or 4.05 system. Run the reports and utilities that appear.

a Select Item Code Validation Report to display missing item codes from your Warehouse Detail, Item Costing, and Transaction Detail files.

- To fix the files, in your version 4.00 or 4.05 data, use Inventory Management Main menu > Inventory Maintenance.

b Select Inventory File Comparison Report to compare the quantity in your warehouse, tier, and transaction inventory data files.

- Run this report by warehouse and save as an audit trail.

- To correct any quantities, run the Inventory Balancing Utility.

c Select Inventory Balancing Utility to balance your inventory quantities.

- Run this utility for each warehouse.

- At the Action column, select the action to perform for each item, or apply a specific action based on valuation type.

> **NOTE**
> The tasks that appear in the Pre Migration window are based on the version of your data.

> **NOTE**
> The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2014.

- If the valuation is LIFO, FIFO, Lot, or Serial, at the Action column select Skip if the tier quantities are incorrect. You must perform a physical count to correct the tier quantity. After the tier quantity is correct, run this utility for these valuation methods.

- If the valuation is Average Cost or Standard Cost and the warehouse and transaction quantities are incorrect, you must perform a physical count to correct the warehouse quantity. After the warehouse quantity is correct, run this utility for those valuation methods.

- For more information, see Balance Inventory Quantities in the Help system.

d Run all Inventory Pre Migration tasks again to ensure corrections were made. Keep all reports as an audit trail.

2____ If you are upgrading to Sage 100 Standard or Advanced ERP, select Library Master Utilities menu > Parallel Migration to upgrade your data.

If you are upgrading to Sage 100 Premium ERP version 2014, Select Windows Start menu > All Programs > Sage program group > Parallel Migration Wizard to upgrade your data.

3____ If you are printing bar codes, ensure that the Azalea fonts are installed on the workstation. The fonts can be installed from the WkSetup\Azalea folder where Sage 100 ERP is installed on your server.

4____ When you launch Sage 100 ERP, log on as Administrator, review the security for your users, and set up and assign the appropriate roles to your users using tasks accessed through the Administrative Tools window.

5____ Review security tasks for new features in version 2014. Review ODBC security if it is used.

6____ If you are using Unified Logon and you upgraded your system files, you must add the following statement on one workstation SOTA.ini: Logon=Yes.

7____ If you customized your Desktop, review the customizations on the Custom toolbar.

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 48 and the Upgrade Checklist on page 49, you are now ready to convert your data to version 2014.

1____ If your company data contains credit card information, verify that the workstation you are using has a working Internet connection to automatically install the Sage Exchange Desktop and transfer credit card records to a Sage Exchange Vault account during conversion. Credit card records must be transferred to a Sage Exchange Vault account before company data can be converted.

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2014. This must be done for each of your companies.

If your data contains credit card records that will be transferred to a Sage Exchange Vault account, the Credit Card Conversion To Sage Exchange Vault Time Estimate window appears. This window provides an estimate of how long it will take to transfer the credit card data. This estimate is based on benchmark test results, but results will vary based on Internet connection speed, network traffic, and the number of customer credit card records stored in your system.

You may be able to decrease the estimate by updating credit card transactions and purging credit card data. If this window appears, click Yes to proceed with data conversion or click No to stop the conversion process.

Additional time is required to convert company data after the credit card records are transferred; that time is not included in the estimate shown on the window.

3____ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields.

Re-customize the customized libraries for all modules other than Accounts Payable, Accounts Receivable, Bank Reconciliation, eBusiness Manager, General Ledger, Job Cost, Material Requirements Planning, Payroll, Return Merchandise Authorization, Sales Order, TimeCard, and Work Order.

4____ If you have customized Advanced Lookup Engine (ALE) lookups, after converting to the new version of the software and prior to accessing other modules, select Library Master Utilities menu > Lookup Conversion to convert your lookups.

5____ If you had the Extended Solution for customers with national accounts and the Populate Bill Address Block with 'Bill To' Customer Block check box was selected in AR-1068 Setup Options, you must run the Sales Order Bill To Address Fix Utility (select File menu > Run, then type *Utl) to populate the sales order bill-to address information with the bill-to customer's address information.

6____ Review your Payroll Tax Tables. Installing the Payroll Tax Table Update replaces all of your current state and federal tax tables with new tables unless you have specifically excluded a state tax table from the update by selecting the Exclude this Table from Tax Update check box in Tax Table Maintenance. Local tax information is not updated.

7____ Test your customized Crystal reports and forms.

🖉 **NOTE**
Before modifying the graphical forms or reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2014.

To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

If you were previously using non-graphical forms, you will need to set them up using SAP Crystal Reports.

If you are using Sage 100 Standard ERP or Sage 100 Advanced ERP, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone runs a form or report.

If you are using Sage 100 Premium ERP, refer to the Converting Reports for Sage 100 Premium ERP section in the *Sage 100 ERP Installation and System Administrators' Guide* for more information.

8____ If your system has custom reports, review the Custom Reports menus to make sure they are available. If they are not, add them using Report Manager.

9____ If dictionary changes were made to any files used for import or export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

To determine if manual updates are required, review the associated file layout information using the File Layouts and Program Information link on the Resources page of the Desktop. If you are upgrading from Sage 100 Standard or Advanced ERP, review the Data Dictionary Listing accessed from the Visual Integrator Main menu. Verify that the imported field names are consistent with the new file layouts.

10____ Review the Paperless Office module configuration for e-mailing statements, reports, journals, registers, and other forms. For more information, see Set Up Paperless Office in the Help system.

11____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

12____ To use the eBusiness Manager module, restore the copied templates back to the IW folder after re-installing the Web Engine.

Copy the poweredby.gif image from the MAS90\Images folder to the IIS Inetpup\wwwroot\images folder and restart the IIS Web service.

13____ If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in Accounts Payable Options.

14____ If you include sales tax on purchase orders and want to enter default tax schedules for vendors, use Accounts Payable Assign Vendor Tax Schedules to set up tax schedules.

15____ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.

16____ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window.

17____ If you had the Extended Solution for direct deposits, verify the bank ID (bank account) number for each bank code. During conversion, if there is a discrepancy between the bank ID number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.

18____ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

19____ Compare the following version 4.x and 2014 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

20____ To run Microsoft Script links, you must have the Microsoft Windows Script Host processor on your system. For information on installing the Microsoft Windows Script Host processor, refer to the Microsoft Download Center Web site.

21____ If you use Automatic Update or Task Scheduler, review your scheduled automatic updates and reschedule those updates by selecting Library Master Main menu > Automatic Update or Task Scheduler, as applicable.

22____ If you had task folders in your My Tasks area, re-create your Public and Private task folders.

23____ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.

24____ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card information in Sage 100 ERP. Download the installation program from the Sage Exchange Web site at: https://www.sageexchange.com/install