



# **Sage 100 2018**

## Customer Upgrade Guide

October 2017

© 2017 The Sage Group plc or its licensors. All rights reserved. Sage, Sage logos, and Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners.

Business Objects® and the Business Objects logo, BusinessObjects®, and Crystal Reports® are trademarks or registered trademarks of Business Objects Software Ltd. in the United States and in other countries. Business Objects is an SAP company.

Microsoft® and Microsoft SQL Server® are either registered trademarks or trademarks of the Microsoft Corporation in the United States and/or in other countries.

The names of all other products and services are property of their respective owners.

# Contents

## **Chapter 1 — Introduction 1**

- How to Use This Guide 1
  - Graphic Conventions 2
  - Text Conventions 2

## **Chapter 2 — What's New in Version 2018 3**

- Global 3
  - Spell Checking 3
  - Updated Desktop 4
  - SAP Crystal Reports 2016 4
  - Service Notification Maintenance 5
- Accounts Payable 5
  - Form 1099 Tax Reporting 5
- Accounts Receivable 5
  - Fields Added to Pay Cycle Window 5
- Business Insights Dashboard 5
- Inventory Management 6
  - Warehouse Status Field in Warehouse Code Maintenance 6
- Job Cost 7
  - User Interface Enhancements 7
  - Batch Entry 7
  - History 7
  - Utilities Menu 7
  - Forms and Reports 7
  - Period End Processing Reports 8
- Mobility for Bar Code (Formerly Bar Code) 8
  - Mobility Remote Setup for Scanco Mobile App 8
  - Mobility for Bar Code Options (formerly Bar Code Options) 8
  - EZ Import Tasks 8
  - EZ Import Inquiry 9
  - EZ Import Reject Maintenance 9
  - EZ Import Reporting 9
  - Other Renamed or Removed Tasks 9
- Paperless Office 9
- Payroll 10
- TimeCard 10
- Visual Integrator 10
  - Module Options for Managing Job Access 10
  - Job Cost and Payroll Import and Export Jobs 11
- Renamed and Replaced Tasks 11
- Retired Features 11

## **Chapter 3 — Changes in 2017 12**

- Global 12
  - Enhanced Auto-Complete 12

Full Text Search Option in Lookup Windows	12
Search for Empty Fields in Lookup Windows	13
Maintain Commodity Codes for Miscellaneous and Inventory Items	13
Prior and Next Buttons for Calendar Window	13
Resizable Memo Maintenance Window	13
Ability to Suppress "Remove Forms" Message	14
Larger Font for Selected Reports	14
Cancel Button Available When Printing Reports	14
New Options on Help Ribbon	14
Accounts Receivable	14
Ability to Accept ACH Payments	14
Renamed Tasks, Tabs, and Fields	16
Bank Reconciliation	17
Option to Keep Bank Reconciliation Report Window Open	17
Improved Export to Excel for Reports	17
Credit Card Processing	17
Sage Exchange Desktop No Longer Automatically Installed	17
Customer Relationship Management	17
General Ledger	18
Improved Export to Excel for Financial Reports	18
Library Master	18
Search Added to Role Maintenance	18
Changes for ACH Payments	18
Sales Order	18
Ability to Accept ACH Payments	18
Renamed Tabs, Fields, and Buttons	19

#### **Chapter 4 — Changes in 2016 20**

Global Changes in Version 2016.2	20
Easy Way to Update Subscription Information	20
Global Changes in Version 2016	20
New Product Key Required	20
New User Interface	20
Extended Item Descriptions for All Items	21
User Settings Window	21
Expanded Customer Purchase Order Field	21
New Fields Added to History Tables	22
Transfer Document to a Different Batch	22
Accounts Payable Changes in Version 2016	23
Electronic Payment Vendor Option for Aged Invoice Report	23
Larger Font Size Option for Aged Invoice Report	23
New Vendor Maintenance Fields for 1099 Reporting	23
Accounts Receivable Changes in Version 2016	23
Reference Memos in Repetitive Invoice Entry	23
Larger Font Size Option for Aged Invoice Report	23
Custom Office Changes in Version 2016.1	23
Resizable Option for User-Defined Panels	23
Object Positioning Options for Resized Windows	24
Credit Card Processing Changes in Version 2016.1	24

Sage Payment Center	24
New Visual Process Flow	25
Security Settings	25
Transfer Options for Vault-Only Accounts	25
Fixed Assets Changes in Version 2016.1	25
Fixed Assets Options	25
Asset Depreciation Report Task	26
Asset Account Maintenance	26
Other Relocated or Renamed Tasks	26
Security Settings	26
General Ledger Changes in Version 2016.2	27
Sage Payroll Services Activity Log	27
General Ledger Changes in Version 2016	27
Sage Payroll Services Integration	27
Reset Linked Company for Sage Payroll Services	27
Library Master Changes in Version 2016	27
Company-Specific Color Options	27
Expanded SMTP (Email) Server Password Field	28
Theme Tab in Company Maintenance	28
New Task Scheduler Options	28
Payroll Changes in Version 2016.2	28
Process Employee Pre-Note and Direct Deposit Transactions Window	28
Sage 100 Direct Deposit Service Activity Log	28
Payroll Changes in Version 2016	29
Sage 100 Direct Deposit Service	29
Updates for ACA Employer Maintenance	29
Renamed Fields	30
Renamed Menu Option	30
Relocated Fields	30
Sales Order Changes in Version 2016	30
Default Expiration Date for Quotes	30
Additional Options When Promoting Quotes	30
Use Default Order Date When Promoting Quotes	30
Expanded Check Number Field	31

## **Chapter 5 — Changes in 2015 32**

Global Changes	32
Migration Changes	32
Option to Install Canadian Postal Codes	32
Module Options for Printing and Exporting	32
Expanded Vendor Name Field	32
Company-Specific Color for Window Frame Only	33
Lookup Wizard Button Added to Lookup Windows	33
Stay in Current Module When Changing Company	33
New Fields on User Logon Screen	34
Detailed Activity Log Entries for Changes to Module Setup Options	34
Accounts Payable Changes	34
Changes in Product Update 1	34
Changes in Version 2015	34

Accounts Receivable Changes	36
Changes in Product Update 1	36
Changes in Version 2015	36
Bank Reconciliation	38
Sample Format in Positive Pay Export Wizard	38
Remit-To Vendor Name In Positive Pay Export File	38
Ability to Sort By Multiple Columns	38
Print Full Comments Selection Retained When Printing Journals and Registers	38
Bar Code	39
Improved Process for Correcting Rejected Import Records	39
Bill of Materials	39
Option to Synchronize Bill and Item Description	39
Print Full Comments Selection Retained When Printing Journals and Registers	39
Credit Card Processing	40
Level 3 Credit Card Processing	40
Customer Purchase Order Number	41
Custom Office	41
User-Defined Scripts for Windows and Tabs	41
Customer Relationship Management	41
Changes in Product Update 1	41
Changes in Version 2015	42
General Ledger	42
Changes in Product Update 2	42
Changes in Product Update 1	43
Changes in Version 2015	43
Inventory Management	44
Module Options for Transaction Types	44
Copy From Button in Product Line Maintenance	44
Copy From Options for Items	44
Source Journal Zoom Button in Item Maintenance	45
Sort Report By Field for Item Audit Report	45
Access Bill of Materials Maintenance from Item Maintenance	45
Security Options for Item Vendor Maintenance	45
Last Physical Count Date Added to Item Maintenance	45
Library Master	45
Preexisting Codes in Country Code Maintenance	45
State Code Required Option	46
Paperless Office	46
Access Report Viewer Directly from Report Task Windows	46
Updated PDF Printer Driver	46
Paperless Office Feature Added to Reports and Registers	46
Payroll	47
Changes in Product Update 1	47
Changes in Version 2015	48
Purchase Order	48
Changes in Product Update 1	48
Changes in Version 2015	49
Return Merchandise Authorization	53
Calculator Button Added to Multiple Fields	53

- Sage Intelligence Reporting 53
  - Updated Version of Sage Intelligence Reporting 53
  - Security Option for Report Viewer 53
  - Installation Process 53
- Sales Order 53
  - Ability to Reauthorize Credit Card Transactions 53
  - New Customer Memo Button 54
  - Batch Number Added to Sales Order Entry Message 54
  - Ability to Omit Orders On Hold When Printing 54
  - Calendar Button Added to PO Req Date Field 54
  - Calculator Button Added to Tax Amount Field 54
  - Message Appears if Quantity Packed Does Not Match Quantity Shipped 54
  - Changes to Additional Fields Information 54
  - Option to Keep Window Open after Print or Preview 54

## **Chapter 6 — Changes in 2014 56**

- Global 56
  - Auto-Complete 56
  - Custom Reports 56
  - Default Column Name in Search Grid Window 56
  - MAS Office Button 57
- Accounts Payable 57
  - Invoice List Button in Invoice Data Entry 57
  - Repetitive Invoice List Button in Repetitive Invoice Entry 57
  - Form 1099 Filing 57
- Accounts Receivable 57
  - Repetitive Invoice List Button in Repetitive Invoice Entry 57
- General Ledger 57
  - Keep Financial Reports Window Open 57
- Library Master 58
  - Report Manager 58
  - System Configuration 58
  - User Maintenance 58
- Payroll 58
  - Employer Medical Assistance Contribution (MAC) fields 58
  - Electronic Form Filing 58
  - W2 Puerto Rico Mapping E/D Codes 58
- Sage Intelligence Reporting 59
  - Installation 59
    - Access within Sage 100 59
    - Excel 2010 and Excel 2013 64-Bit Support 59
    - .NET Framework 4.0 59
    - User Interface and Usability Improvements 59
- Sage CRM 60
- Retired Modules 60

## **Chapter 7 — Changes in 2013 61**

- Global Changes 61
  - 64-Bit ODBC Driver 61

ALE Lookups in Data Entry Windows	61
Feedback Form in Help System	61
Installation Changes	61
Native SData Provider	61
Report Changes	61
SAP® Crystal Reports®	62
Sage Advisor Update	62
Installing with Microsoft Windows Installer (MSI)	62
Verify Account Information	62
Accounts Payable Changes	62
Expanded Accounts Payable Invoice Number	62
Inactive Vendors	63
View Cleared Checks in Vendor Maintenance	64
Accounts Receivable Changes	64
Inactive Customers	64
Credit Card Processing	66
Bank Reconciliation Changes	68
Common Information Changes	68
Credit Card Processing Changes	68
PCCharge	69
Customer Relationship Management Changes	69
Automatic Installation of Module	69
Use of Sage 100 License	69
Multiple-company Integration with Sage CRM	69
Quick Order Entry	70
Inventory Management Changes	70
Library Master Changes	71
Credit Card Processing	71
Paperless Office Changes	72
Sales Order Changes	72
Credit Card Processing	72
Visual Integrator Changes	73
Visual Process Flows	73
Retired Modules	73
Module PDFs	74

## **Chapter 8 — Changes in 4.50 75**

Global Changes	75
Choose an Installation Option	75
Security Requirement	75
Participate in the Product Enhancement Program	75
Retain Report and Form Printer Information Setting	76
Manage Your System Window	76
Accounts Receivable Changes	76
Create National Accounts	76
Define Default Price Levels by Customer and Product Line	76
Purge Credit Card Data During Period-End Processing	77
Define Split Commissions by Customer	77
Recalculate Open Order Amounts	77

Bar Code Changes	77
Print Lot/Serial Distribution Information	77
Inventory Management Changes	78
Inactive Items	78
View Lot/Serial Distribution Information	78
Library Master Changes	79
Define Credit Card Security Options	79
Payroll Changes	79
Recalculate Deductions in Payroll Data Entry	79
Define Deduction Code Options	79
Recalculate All Option for Payroll Imports	80
Select Preconfigured Payroll Import Jobs	80
Define Minimum Hours for Benefit Accrual	80
Identify Business Type	81
Purchase Order Changes	81
Renamed Task	81
View Sales Orders from Purchase Order Entry	81
Set Up Additional Purchase Order/Auto Generate Options	81
Sales Order Changes	82
Set Up Additional Options for Job Cost	82
Calculate Sales Commissions by Line Item	82
Calculate Item Pricing by Total Quantity	83
Distribute Lot/Serial Items from Sales Order Entry	83
Generate Purchase Orders from Sales Orders	83
Assign Vendors to Miscellaneous/Special Items	84
Retired Modules	84

## **Appendix A — Checklists 85**

Upgrading From Version 4.40 or Earlier	85
Upgrading from Version 2017 to Version 2018	86
Pre-Upgrade Checklist	86
Upgrade Checklist	87
Data Conversion Checklist	89
Upgrading from Version 2016 to Version 2018	96
Pre-Upgrade Checklist	96
Upgrade Checklist	97
Data Conversion Checklist	99
Upgrading from Version 2015 to Version 2018	106
Pre-Upgrade Checklist	106
Upgrade Checklist	107
Data Conversion Checklist	109
Upgrading from Version 2014 to Version 2018	116
Pre-Upgrade Checklist	116
Upgrade Checklist	117
Data Conversion Checklist	120
Upgrading from Version 2013 to Version 2018	126
Pre-Upgrade Checklist	126
Upgrade Checklist	127
Data Conversion Checklist	130

Upgrading from Version 4.50 to Version 2018	136
Pre-Upgrade Checklist	136
Upgrade Checklist	137
Data Conversion Checklist	138
Upgrading from Version 4.45 to Sage 100 Premium Version 2018	145
Pre-Upgrade Checklist	145
Upgrade Checklist	145
Data Conversion Checklist	146

**Appendix B — Upgrading Sage Intelligence Reporting 151**

Report Compatibility	151
Export Custom Reports	151
Create a New Repository	152
Set Up Sage Intelligence Reporting in Sage 100 2018	152
Import Custom Reports	153

# Chapter 1

## Introduction

Sage, the recognized leader in business management for small- and mid-size businesses, welcomes you to Sage 100 2018.

## How to Use This Guide

This guide has been created to ease the process of upgrading your software. While the new features included in this release have been designed to improve your workflow and business processes, this means that the way you use your system may change.

This guide contains the following information you need for a successful upgrade:

- A list of changes to the installation program
- A list of enhancements and changes made in Sage 100
- Checklists to guide you through migrating and converting your data

For a complete list of enhancements in this release, see *What's New in Version 2018* on page 3. After installing the product, you can view this information and the release notices, which is a list of corrections incorporated into this release. To view, click the Resources link on the Tasks tab, and then click What's New to see the enhancement information. At the top of the What's New page, click Release Notices to see the list of corrections.

**Some features described here may not be available in your Sage 100 system.**

The remaining chapters highlight the differences that you need to be aware of and the steps you need to take before using the new system. The upgrade checklists provide instructions for migrating and converting your company data.

Review the information in this guide before installing the software. For more information, refer to your *Installation and System Administrator's Guide*. The *Installation and System Administrator's Guide* can be found in the Documents folder of the Sage 100 installation program, or by starting the installation program, selecting a product, and then clicking Documentation. The guide is in PDF format and is named Sage 100\_Install.pdf.

Some sections of this guide reference Business Insights Reporter and the eBusiness Manager, Fixed Assets, Job Cost, Material Requirements Planning, Payroll, TimeCard, and Work Order modules, which are not available for Sage 100 Premium.

## Graphic Conventions

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



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



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

## Text Conventions

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

Text Convention	Explanation
Menus	Menus are shown in this format: Select menu > menu task name.  Examples: <ul style="list-style-type: none"><li>• Select File menu &gt; Change Company.</li><li>• Select General Ledger Budget menu &gt; Budget Maintenance.</li></ul>
<b>Bold font</b>	Indicates text entered at a field or text selected at a field.  Examples: <ul style="list-style-type: none"><li>• At the Value field, type a search value, such as <b>01</b>, for the lookup.</li><li>• In the Filter window, to delete a filter, select <b>&lt;none&gt;</b> at a filter's Column field.</li></ul>
<i>Italic font</i>	Indicates references to other manuals.  Example: <ul style="list-style-type: none"><li>• For more information, refer to your <i>Installation and System Administrator's Guide</i>.</li></ul>

# Chapter 2

## What's New in Version 2018

This chapter describes the enhancements added in Sage 100 2018. Global changes are listed first, followed by module-specific changes, and then retired features.

### Global

The following changes are carried throughout multiple modules.

### Spell Checking

An in-line spell checker has been added. Misspelled words are underlined, and you can right-click them to open a menu with the following options:

- Select a replacement for the misspelled word
- Add the word to your personal dictionary so that it will no longer be shown as misspelled. This does not affect other users.
- Ignore all instances of the misspelled word. The word will not be shown as misspelled as long as the current session of the task remains open.

The spell check feature has been added in the following locations:

- Memos
- Messages that print on forms, such as invoices, statements, and checks
- Paperless Office Electronic Delivery windows
- Comments
- Notes in Customer Contact Maintenance and Vendor Contact Maintenance
- E-mail Notification Maintenance (accessed from eBusiness Manager)
- Test E-Mail and Test Fax subject fields (accessed from Company Maintenance)
- Broadcast Message (accessed from Master Console)

When adding a multi-line user-defined field (UDF) to a screen, you can select whether to enable spell check.

## Updated Desktop

The following changes have been made to the Sage 100 Desktop.

### Option to Minimize the Desktop

A Toolbar Mode button has been added to the top-right corner of the Desktop. Click this button to minimize the Desktop. You will then see only the tab labels for the ribbon and the status bar. When you click a tab label, the full ribbon is displayed until you make a selection.

When the Desktop is minimized, you can click the Expand the Ribbon button next to the Toolbar Mode button to keep the full ribbon in view even after making a selection.

If you start an application, such as Sage Payment Center, that runs in the embedded browser, the Desktop will be automatically expanded.

### Web Content

- A Web Content tab has been added to the ribbon.
- An Open in New Window check box has been added to the Link window that appears when you add a new link or edit an existing one. If you select this check box, the web page will open in your default browser instead of the browser embedded in the Desktop.

### Navigation Buttons for Embedded Browser

Forward and Back navigation buttons have been added for the embedded browser.

## SAP Crystal Reports 2016

SAP Crystal Reports 2016 for Sage (version 2016SP04) now ships with Sage 100. The following new features are included in this version:

- Conditional formatting of boxes and lines, including the ability to conditionally suppress
- Vertical text alignment at Top, Middle, or Bottom
- A GetValueDescriptions function to display parameter value descriptions in your report layout
- Direct data access for SQL Server 2014

**Important:** You **must** uninstall earlier versions of SAP Crystal Reports before installing SAP Crystal Reports 2016 for Sage.

### For Sage Fixed Assets Customers

If you have Sage Fixed Assets installed on the same computer as Sage 100 2018, you may receive an error when trying to preview reports in Sage Fixed Assets. The error occurs because the two programs use a different version of the SAP Crystal Reports runtime engine.

An upcoming release of Sage Fixed Assets will resolve this issue. For information on how to resolve the issue in your current version of Sage Fixed Assets, see article ID 86606 in the Sage Knowledgebase:

<https://support.na.sage.com/selfservice/viewdocument.do?externalID=86606>

## Service Notification Maintenance

A new task, Service Notification Maintenance, has been added to the following locations:

- Library Master Main menu.
- Payroll Setup menu

Use this task to manage who will receive e-mails related to Sage services. E-mails are sent to let you know about scheduled maintenance, unplanned outages, or other events that affect your ability to use the service.

Currently the only service available is the Payroll Tax Calculation Engine, but additional services may be added in the future. Until you designate at least one person to receive service notifications, a message appears each time anyone accesses the Payroll module alerting them that a user must be set up in Service Notification Maintenance.

## Accounts Payable

The following changes have been made in the Accounts Payable module.

### Form 1099 Tax Reporting

The 1099 eFiling and Reporting task has been renamed Form 1099 Tax Reporting. Also, the Minimum YTD Payment field has been replaced with a Minimum YTD button. Click this button to open the Minimum YTD Payment window and enter the minimum payments for the corresponding Form 1099 boxes.

## Accounts Receivable

The following changes have been made in the Accounts Receivable module.

### Fields Added to Pay Cycle Window

As part of the enhancements to the Payroll module, the following fields have been added to the Pay Cycle window that appears when updating the Commission Edit Register:

- Period Starting Date
- Check Date

## Business Insights Dashboard

To protect sensitive employee information, the Workforce Statistics option has been removed from Business insights Dashboard.

## Inventory Management

The following changes have been made in Inventory Management.

### Warehouse Status Field in Warehouse Code Maintenance

A Status field has been added to Warehouse Code Maintenance. The three status options are Active, Inactive, and Restricted.

#### Inactive Warehouse Status

The Inactive status is intended for warehouses that are no longer in use. If a warehouse status is Inactive, you cannot select the warehouse in any data entry tasks.

A warehouse cannot be set to inactive if there is a record of inventory in the warehouse or if the warehouse is used in data entry or maintenance records, such as an open sales order or a ship-to address. If you try to change a warehouse status to inactive while the warehouse is in use, a message appears letting you know that the warehouse cannot be set to inactive. You can click the Details button in the message windows to see a list of records in which the warehouse is used.

#### Display Inactive Warehouse in Lookup Views

A new check box, Display Inactive Warehouses in ALE Lookups, has been added to the Preferences tab in Company Maintenance. The check box is selected by default. Clear the check box if you don't want to display inactive warehouses in lookup views.

#### Restricted Warehouse Status

The Restricted status is intended for a warehouse that is still in use but activity needs to be temporarily suspended, for example, to take inventory. If a warehouse status is Restricted, it cannot be selected in data entry tasks unless an exception is created in the new Allow Entry of Restricted Warehouse window.

To create exceptions, click the Allow Inactive Warehouse button, which is next to the Warehouse Status field and available when Restricted is the selected status. You can then select data entry tasks, and the restricted warehouse can be used in those tasks.

You can enter dates in the Restricted Start Date and End Date fields to automatically start and end a period in which the warehouse is restricted.

A permanent code, RESWH (Restricted Warehouse), has been added to S/O Cancel and Reason Code Maintenance.

## Job Cost

The Job Cost module has been rearchitected to improve performance and usability.

### User Interface Enhancements

These changes have been incorporated to make it easier to access data and complete tasks.

- Data entry grids are used to improve efficiency.
- Selection grids are available on most report task windows and elsewhere.
- Calculator buttons have been added to dollar amount fields.
- Calendar buttons have been added to date fields.
- Hyperlinks to related tasks have been added where applicable.

### Batch Entry

Batch entry can be used in the following tasks:

- Job Posting Entry
- Job Billing Entry
- Field Report Entry

You can enable batch entry for each of these tasks and set the next batch number on the Entry tab in Job Cost Options.

### History

On the History tab in Job Cost Options, you can select whether to retain history and set the number of years to retain history. The minimum is two years.

### Utilities Menu

The utilities used to control the archiving, restoring and purging of Job Cost history have been updated for the new number of years option, and are now available on the Utilities menu.

The Summarize Cost Detail utility has been moved to the Utilities menu.

### Forms and Reports

- Report setting options now appear on the header area of the applicable report window. You can avoid reentering selections each time you print a report by creating a new report setting. For more information, see *Create a Report Setting* in the help.
- SAP Crystal Reports is now used for all reports and forms. Non-graphical forms are no longer available.
- Selection grids have been added so that it's easier to filter report data.

- The option to keep the task window open after printing or previewing a report has been added to report task windows.
- If you use Job Cost for billing, the invoice form will need to be reformatted.

### Period, Year, and Job-to-Date Totals

The Job and Job Cost Code Detail tables no longer contain period-to-date, year-to-date, and job-to-date totals. If you have custom reports that contain this information, you must create a sub-report to summarize the data from the Job Cost Code History table to calculate the totals.

### Period End Processing Reports

A Print Period End Reports check box has been added to the J/C Period End Processing window. If you select this check box, the J/C Period End Reports window opens when you click Proceed. The reports selected in Period End Report Selection are listed, and you can select which ones that you want to print. If no reports are selected in Period End Report Selection, the check box is not available.

## Mobility for Bar Code (Formerly Bar Code)

The Bar Code module has been renamed; it is now the Mobility for Bar Code module. This section provides an overview of the changes. For more details on how the new features work, see the help.

### Mobility Remote Setup for Scanco Mobile App

The Mobility Module Setup task has been added as part of the setup process for Scanco's mobile app for Apple iOS and Android devices.

### Mobility for Bar Code Options (formerly Bar Code Options)

The Bar Code Options task has been renamed Mobility Options and offers a simple configuration for number of days to retain import history. Also the File tab has been removed.

### EZ Import Tasks

The following four tasks have been added to import data collected on mobile devices.

- Inventory EZ Import for Physical Count Entry, Count Card Entry, receipts, issues, adjustments, alias entry, and job issues. This task replaces Import Inventory Transactions.
- Sales Order EZ Import for Invoice Data Entry and Shipping Data Entry. This task replaces Import Sales Order Transactions.
- Purchase Order EZ Import for Receipt of Goods. This task replaces Import Purchase Order Transactions.
- Bill of Materials EZ Import for Production Entry. This task replaces Import Bill of Materials Transactions.

- EZ Import can be used to import any transaction type.

You can use EZ Import exclusively; or you can use the module-specific import tasks listed above, in conjunction with Role Maintenance, to manage which types of transactions that users are able to import.

The new tasks show all data imported by type. For example, data for Physical Count and Issues is shown separately.

## EZ Import Inquiry

Use the new EZ Import Inquiry task to view and print all imported data within a specified date range.

## EZ Import Reject Maintenance

The new EZ Import Reject Maintenance task displays detailed information in a grid view which you can use to make corrections as needed. This task replaces Rejected Import Maintenance.

## EZ Import Reporting

The following reports show all data collected on mobile devices:

- EZ Import Report for all records currently in process.
- EZ Import History Report for all records that have been processed.
- EZ Import Rejection Report for all records that have been rejected due to discrepancies

## Other Renamed or Removed Tasks

The following tasks have been renamed or replaced.

- Purge Bar Code History has been renamed Purge EZ Import History.
- The Unattended Bar Code Transaction Import task has been removed from the Main menu. Use the EZ Import tasks instead.

## Paperless Office

The following changes have been made as part of the redesign of the Payroll module.

- You can now create and email employee payroll checks in PDF format. In Forms Maintenance, a check option has been added to the Documents list for the Payroll module.
- The Employee Viewer task has been added to the Main menu. The Form Type field has Check and Direct Deposit Stub options.
- In Employee Self Service, the View Documents button has replaced the View Stubs button. The button opens the Employee Viewer window in which you can view both checks and direct deposit stubs.

## Payroll

The Payroll module has been redesigned to improve performance and usability. For details, see the Payroll What's New guide available here:

[https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/payroll\\_upgrade.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/payroll_upgrade.pdf)

## TimeCard

As a result of the extensive improvements to the Payroll module, **the TimeCard module is not currently compatible with Payroll**. However, a compatible version of TimeCard will be released in a product update during the first half of 2018.

If you currently use the TimeCard module and plan to use the updated version when it's released, two options are available:

- Postpone upgrading to Sage 100 2018 until the updated TimeCard module is available.
- If you upgrade to Sage 100 2018 before the updated module is available:
  - Create a backup of your TimeCard data so that you can use Visual Integrator to import it when the updated module is available.
  - Uninstall the TimeCard module from your current Sage 100 installation before running the Parallel Migration Wizard in Sage 100 2018.

## Visual Integrator

The following changes apply to the Visual Integrator module.

### Module Options for Managing Job Access

You can now control whether users can create and run import and export jobs on a module-by-module basis. Module options to manage job access have been added to Role Maintenance for the following modules:

- Accounts Payable
- Accounts Receivable
- Bar Code
- Bill of Materials
- Bank Reconciliation
- Common Information
- Customer Relationship Management
- eBusiness Manager
- Fixed Assets
- General Ledger
- Inventory Management
- Library Master

## Renamed and Replaced Tasks

- Purchase Order
- Payroll
- Return Merchandise Authorization
- Sales Order

### Job Cost and Payroll Import and Export Jobs

All import and export jobs for the Job Cost and Payroll modules must be recreated.

## Renamed and Replaced Tasks

This section lists tasks that have been renamed or replaced with another task.

### Accounts Payable

Form 1099 eFiling and Reporting has been renamed From 1099 Tax Reporting.

### Mobility (Formerly Bar Code)

- Inventory EZ Import replaces Import Inventory Transactions.
- Sales Order EZ Import replaces Import Sales Order Transactions.
- Purchase Order EZ Import replaces Import Purchase Order Transactions.
- Bill of Materials EZ Import replaces Import Bill of Materials Transactions.
- Purge Bar Code History has been renamed Purge EZ Import History.
- The Unattended Bar Code Transaction Import task has been removed from the Main menu. Use the EZ Import tasks instead.

## Retired Features

The integration between the General Ledger module and the BenefitMall payroll service is no longer supported. Sage Payroll Services is now the only supported payroll service. Based on your implementation, it is possible that the integration for the BenefitMall payroll service may continue to function. However Sage has discontinued our ongoing development efforts.

# Chapter 3

## Changes in 2017

This chapter describes the changes made in the 2017 release that you should be aware of. Installation and global changes are listed first followed by module changes and retirements.

### Global

The following changes are carried throughout multiple modules.



#### NOTE

To activate the enhanced auto-complete feature, run the Build Search Index utility after upgrading to version 2017. Run the utility as new customer, vendor, and item records are created to see the records in auto-complete search results.

### Enhanced Auto-Complete

When using the auto-complete feature, your search criteria is compared with all words within the searched fields. Previously the feature considered only the beginning of the text in the searched fields.

For example, if you have a customer named Allen's Appliance Repair and a customer named Appliance Services, typing Appl in the Customer No. field results in a list that includes both customers.

In addition, the number of fields included in the search has been expanded. For example, to search for a vendor by phone number, start typing the phone number, digits only, in the Vendor No. field.

After adding new records, you'll need to run the Build Search Index utility on the Library Master Utilities menu to index those records so that they appear in the auto-complete search.

For more information on this feature, see *Auto-Complete Search* in the help.

### Build Search Index Utility

To activate the enhanced auto-complete feature, run the Build Search Index utility on the Library Master Utilities menu. If you do not run the utility, auto-complete will work as it did before this update.

Run the utility after creating new customer, vendor, and item records so that the records are indexed and appear in the auto-complete results. Running the utility updates the index for all of your companies.

You can use Task Scheduler to automatically run the indexing utility on a regular basis.

### Full Text Search Option in Lookup Windows

A Full Text option has been added to the Search list in Lookup windows. When you select Full Text, your search criteria is compared with the data in all columns available in the Lookup window.

Note that your search criteria must match the beginning of a word. For example, if you have a customer named Hydromart and a customer named Martin Supply, when you type Mart, Martin Supply will appear in the search results, but Hydromart will not.

## Search for Empty Fields in Lookup Windows

You can now search for fields that do not contain any value in Lookup windows. After selecting a field from the Search list, select Is Empty from the operand list, and then click Find.

## Maintain Commodity Codes for Miscellaneous and Inventory Items

You can now maintain a list of commodity codes and associate them with miscellaneous and inventory items. Commodity codes are included with the data sent when processing Level 3 credit card transactions in the Sales Order module.

- Commodity Code Maintenance has been added to the Common Information Setup menu. Use this task to maintain a list of commodity codes and their descriptions. The codes and descriptions are available in the lookup views for Commodity Code fields. You can click the Apply button to assign a commodity code to a range of items.
- The Commodity Code Import Wizard, available on the Common Information Utilities menu, guides you through importing commodity codes from tab-delimited text files.
- A Commodity Code field has been added to the Main tab in Miscellaneous Item Maintenance and the Additional tab in Item Maintenance. You can enter an existing code or create a new one on the fly.
- A Commodity Code field has been added to the Main tab in Product Line Maintenance. A Commodity Code check box has been added to the Apply Product Line Information window so that you can apply the code entered in Product Line Maintenance to the selected inventory items within the product line.
- When an item is selected in Sales Order Entry and S/O Invoice Data Entry, the code entered in the item's maintenance task is the default value in the Commodity Code field, but it can be changed.
- A new Commodity Desc field displays the commodity code description in Sales Order Entry and S/O Invoice Data Entry.

### NOTE

The Commodity Code field appears in Sales Order Entry and S/O Invoice Data Entry only if a credit card set up for Level 3 processing is selected as the payment method.

## Prior and Next Buttons for Calendar Window

Prior and Next buttons have been added to the Calendar window. You can use the buttons to quickly change from month to month.

## Resizable Memo Maintenance Window

You can now resize the Memo Maintenance window by dragging the lower-right corner of the window.

## Ability to Suppress "Remove Forms" Message

A module option in Role Maintenance allows you to suppress the message that reminds you to replace forms with paper after printing.

To no longer see this message, clear the Show Prompt to Remove Forms From Printer check box in the Common Information section.

## Larger Font for Selected Reports

The font size used for selected reports has been increased to improve readability. These reports previously used a 6 point font. The new font is horizontally equivalent to the previous font, but it is 30 to 40 percent taller.

## Cancel Button Available When Printing Reports

You can now cancel report printing by clicking the Cancel button on the message window that appears while the report is processing. Note that clicking the Cancel button will cause the report's task window to close, even if you have selected the Keep Open After Print check box.

## New Options on Help Ribbon

Several buttons have been added to the Help ribbon on the standard Desktop. The new options include the ability to:

- Access the Sage 100 knowledgebase
- Start a chat session with Sage 100 tech support
- Create a support ticket

You must log in to use some of these features.

# Accounts Receivable

## Ability to Accept ACH Payments

You can now enter ACH payments in the following tasks:

- A/R Invoice Data Entry
- Cash Receipts Entry
- Repetitive Invoice Entry

To enable this feature, you must have a Sage Payment Solutions account that is set up for ACH payments. You can then enable the feature on the Payments tab in Company Maintenance and set up ACH payment types in Payment Type Maintenance. For more information, see *Set Up Credit Card and ACH Payment Processing* in the help.

To accommodate this feature, some tasks, fields, and tabs have been renamed to reference "payments" instead of "credit cards." Details are in the following sections.

## ACH Payment Processing

ACH payments are submitted to Sage Payment Solutions as part of the Cash Receipts Journal and A/R Sales Journal update process. They cannot be processed individually. For more information, see *Process ACH Payment Transactions* in the help.

## Data Entry Tasks

The following changes were made in the data entry tasks.

- The Credit Card tab has been renamed; it is now the Payment tab. Fields related to ACH payments have been added, and the Payment ID field has replaced the Card ID field.
- On the Payment tab, the Fix button is available based on the Allow to Override ACH Payment Transaction security event in Role Maintenance.
- ACH payment related fields have been added to the Cash Receipts Deposit window and the Cash Receipts Entry Header tab.

## Maintenance Tasks

The following changes were made in maintenance tasks:

- In Payment Type Maintenance, you can now select ACH Payment as the payment method.
- On the Customer Maintenance Additional tab, the Payment ID field has replaced the Card ID field. ACH payment-related fields have been added.
- On the Customer Maintenance Invoices and Transactions tabs, ACH payments now appear in the secondary grid.
- The Customer Credit Card Maintenance window has been renamed Customer Credit Card and ACH Payment Maintenance. ACH payment-related fields have been added to the window.
- In Invoice History Inquiry, an ACH account field displays the last four digits of the ACH payment bank account for invoices with ACH payments. A Payment Information button has replaced the Credit Card Information button. The button opens the new Payment Information window to view additional details about the payment.

## Reports and Listings

- The option to print customers' ACH payment information has been added to the Customer Listing task window. The last four digits of the bank account appear on the listing.
- On the Deposit Transaction Report, the last four digits of the bank account appear for ACH payments in the renamed Credit Card/ACH/Reference/Check Number column.

- The Credit Card Settlement Report has been renamed Credit Card and ACH Settlement Report. ACH payments are included on the report.

### Changing Transaction Information

A new security event, Allow to Override ACH Payment Transactions, has been added. This security event enables the Fix button on the Payments tab in A/R Invoice Data Entry and Cash Receipts Entry, which lets users update ACH payment transaction information.

### Renamed Tasks, Tabs, and Fields

As part of the ACH payments enhancement, the following changes were made:

- In Accounts Receivable Options, the Allow Credit Cards field was renamed Allow Credit Cards / ACH Payments.
- In Customer Maintenance, the Card ID field was renamed Payment ID, and the Credit Cards button was renamed Credit Cards/ACH.
- The Customer Credit Card Maintenance window was renamed Customer Credit Card and ACH Payment Maintenance.
- In Customer Credit Card and ACH Payment Maintenance, the following items were renamed:
  - The Card ID field was renamed Payment ID.
  - The Add New Card button was renamed Add New.
  - The Edit Card button was renamed Edit.
- The Customer Credit Card Listing was renamed Customer Credit Card and ACH Payment Listing.
- In Invoice Data Entry, Repetitive Invoice Entry, and Cash Receipts Entry, the following changes were made:
  - The Credit Card tab was renamed Payment.
  - The Card ID field was renamed Payment ID.
  - The Submit Card button was renamed Submit Card/ACH Account.
- The Credit Card Settlement Report was renamed Credit Card and ACH Settlement Report.
- The Clear Credit Card Information utility was renamed Clear Credit Card and ACH Information.

## Bank Reconciliation

### Option to Keep Bank Reconciliation Report Window Open

The following check boxes have been added to the Bank Reconciliation Report task window:

- Keep Window Open After Print
- Keep Window Open After Preview

Note that the task window will automatically close when updating the report, even if the check boxes are selected.

### Improved Export to Excel for Reports

When exporting Bank Reconciliation reports to Microsoft Excel, the resulting Excel file is easier to view and manipulate.

- The minimum font size is 8 points.
- Empty columns and rows are minimized.

## Credit Card Processing

### Sage Exchange Desktop No Longer Automatically Installed

Sage Exchange Desktop (SED) is no longer automatically installed when adding a customer credit card or processing a credit card transaction. You must install the program on each workstation that will be used to process credit card or ACH payments.

The SED installation program has been added to the Productivity Applications screen within the Sage 100 installation program and to the Workstation Setup installation program. For more information, see the Sage Exchange section in the *Sage 100 Installation and System Administrator's Guide*, or refer to the data conversion checklist for the Sage 100 version that you're upgrading from. The checklists are in Appendix A.

## Customer Relationship Management

Sage CRM 7.3 SP3 is now included with Sage 100. For information on what's new in this version, see *Sage CRM 7.3 SP3 Release Notes*. This document is available in the Documentation folder within the Sage CRM installation program. To access this guide, click the Documentation link on the Autorun screen that appears when you start the Sage CRM installation program.

## General Ledger

### Improved Export to Excel for Financial Reports

When exporting financial reports to Microsoft Excel, the resulting Excel file is easier to view and manipulate.

- The minimum font size is 8 points.
- Empty columns and rows are minimized.

## Library Master

### Search Added to Role Maintenance

After selecting a role in Role Maintenance, you can click the Search button and enter search criteria. A list of matching tasks, security events, and module options appears, and you can select one to go to its location on the applicable tab.

### Changes for ACH Payments

As part of the ACH payments enhancement, the following changes were made in Company Maintenance:

- The Credit Card Processing tab was renamed Payments
- The Enable Credit Card Processing check box was replaced with an Enable Payments field to accommodate both credit cards and ACH payments.

For more information on this enhancement, see *Ability to Accept ACH Payments* on page 14.

## Sales Order

### Ability to Accept ACH Payments

You can now enter ACH payments in the following tasks:

- Sales Order Entry
- S/O Invoice Data Entry

To enable this feature, you must have a Sage Payment Solutions account that is set up for ACH payments. You can then enable the feature on the Payments tab in Company Maintenance and set up ACH payment types in Payment Type Maintenance. For more information, see *Set Up Credit Card and ACH Payment Processing* in the help.

To accommodate this feature, the following changes were made in the data entry tasks.

- The Credit Card tab has been renamed; it is now the Payment tab. Fields related to ACH payments have been added, and the Payment ID field has replaced the Card ID field.
- On the Payment tab in Invoice Data Entry, the Fix button is available based on the Allow to Override ACH Payment Transaction security event in Role Maintenance.

### ACH Payment Processing

ACH payments are submitted to Sage Payment Solutions as part of the Sales Journal update process. They cannot be processed individually. For more information, see *Process ACH Payment Transactions* in the help.

### Renamed Tabs, Fields, and Buttons

As part of the ACH payments enhancement, the following changes were made in Sales Order Entry and S/O Invoice Data Entry.

- The Credit Card tab was renamed Payment.
- The Card ID field was renamed Payment ID.
- The Submit Card button was renamed Submit Card/ACH Account.

# Chapter 4

## Changes in 2016

This chapter describes the changes in versions 2016, 2016.1, and 2016.2. Installation and global changes are listed first, followed by module changes and retirements.

### Global Changes in Version 2016.2

#### Easy Way to Update Subscription Information

An Update button has been added to the Registration tab in System Configuration. If you've made changes to your subscription agreement, you can click this button to download your new product key. You can still manually enter your product key, and the system automatically checks for updates every 28 days when someone logs into Sage 100. Global Enhancements in Version 2016

### Global Changes in Version 2016

#### New Product Key Required

If you use the Payroll module, you must enter your new product key when installing Sage 100 2016. If you enter a product key obtained when purchasing a previous version of the program, you will not be able to open any Payroll tasks.

#### New User Interface

The user interface has been updated with new features and a more modern appearance. The following is a list of highlights.

For more details, refer to the Sage 100 *Getting Started Guide*, which you can access from the Resources page: On the Sage 100 Desktop, click Web Content, and then click Resources.

#### Ribbon Replaces the Toolbar

A ribbon has replaced the Desktop toolbar. You still have access to the same features, but the new interface makes them easier to find.

#### Change Font Size for Desktop and Task Windows

You can now increase the size of text that appears in the Desktop and task windows. The task windows will be automatically resized to accommodate the text size. Use the Application Scaling menu on the View tab to adjust the text size.

#### Themes for the Desktop and Task Windows

You can now select from one of several themes for the Desktop. Use the View tab to select a theme.

Different themes are also available for task windows. You can select a preconfigured theme or create your own. For more information, see Theme Tab in Company Maintenance on page 28.

Individuals can select their own themes on the new User Settings window if they have the appropriate security setup.

## Extended Item Descriptions for All Items

You can now enter an extended item description for all items, with the exception of Comment-type items. The following changes have been made as part of this enhancement:

- An Extended Item Description button has been added to the Miscellaneous Item Maintenance window. Click this button to open the Item Text Maintenance window to view and maintain extended item descriptions.
- A Print Extended Descriptions check box has been added to the Miscellaneous Item Listing window.
- An Extended Item Description button has been added to the Lines tab in A/R Invoice Data Entry and A/R Repetitive Invoice Entry.
- On all other data entry screens with an Extended Item Description button, the button will now be available when miscellaneous, special, and charge items are selected.

## User Settings Window

The new User Settings window allows users to set certain preferences, such as the default zoom level for previewing reports and whether a decimal point is automatically inserted when entering quantities.

Users can also use this window to select whether they want to use the standard or classic Desktop and, if they have the appropriate security setup, a theme for task windows. A new security event, Allow to Modify Theme in User Settings, has been added to Role Maintenance. For more information on selecting a Desktop or theme, see New User Interface on page 20.

The User Settings window is accessed by clicking the Settings button on the User Logon window after entering a valid user logon ID and password, or by selecting Change User Settings from the Sage 100 File menu.

## Expanded Customer Purchase Order Field

The customer purchase order number field has been expanded to 30 characters. The field held a maximum of 15 characters in prior versions.

- The standard forms and reports handle the expanded field differently, depending on the report layout. If the longer number doesn't fit on one line, it wraps to the next.
- Test all customized forms that print the customer purchase order number to ensure that they correctly display numbers that exceed 15 characters.

- Reports created with the Business Insights Reporter Wizard must be modified by editing the report using SAP Crystal Reports Designer, or you can recreate the reports using the wizard.
- Windows and tabs that display the customer purchase order number have been updated to display either all 30 characters or as many as possible. For fields that do not display all 30 characters, you can use the Right Arrow key or the End key to move the cursor within the field and view the full number. The Home key returns the cursor to the beginning of the field.

## New Fields Added to History Tables

For internal control purposes, the following fields have been added to various tables:

- Created By (UserCreatedKey)
- Date Created (DateCreated)
- Time Created (TimeCreated)

The fields were added to the following tables:

- AP\_CheckDetailPosting
- AP\_CheckHeaderPosting
- AP\_CheckHistoryHeader
- AP\_InvoiceHeaderPosting
- AP\_InvoiceHistoryHeader
- AP\_OpenInvoice
- AR\_CashReceiptsHistory
- AR\_InvoiceHistoryHeader
- AR\_OpenInvoice
- AR\_TransactionPosting
- PO\_ReceiptHistoryHeader
- RA\_ReceiptsHistoryHeader

The data in these fields can be viewed using a Visual Integrator export or a custom report. In history inquiry tasks, you can right-click the task window and then click System Info to view the Created By and Date Created information.

## Transfer Document to a Different Batch

A Transfer Document button has been added to data entry windows that include the batch entry feature. If batch entry is enabled, you can click this button to move the current document to a different batch.

## Accounts Payable Changes in Version 2016

### Electronic Payment Vendor Option for Aged Invoice Report

An Include Electronic Payment Vendors field has been added to the Accounts Payable Aged Invoice Report window. You can use this field to specify whether vendors with the Electronic Payment check box selected in Vendor Maintenance are included on the report. The available options in the field are No, Only, and Yes.

### Larger Font Size Option for Aged Invoice Report

A Print Condensed check box has been added to the Accounts Payable Aged Invoice Report window. When the check box is cleared, the report will be printed in landscape view with an 8 point font size. When this check box is selected, the report will be printed in portrait view with a 6 point font size as it was previously.

### New Vendor Maintenance Fields for 1099 Reporting

Two check boxes used for 1099 reporting have been added to the Additional tab in Vendor Maintenance:

- **Electronic Consent Signed:** Select this check box if the vendor has provided consent to receive an electronic 1099 form instead of a paper copy.
- **FATCA:** Select this check box if you are required to report payments to this vendor according to the Foreign Account Tax Compliance Act.

## Accounts Receivable Changes in Version 2016

### Reference Memos in Repetitive Invoice Entry

A Memo button has been added next to the Reference field in Repetitive Invoice Entry. When using the Copy From button to copy information to a new repetitive invoice, you will have the option to copy any existing memos.

### Larger Font Size Option for Aged Invoice Report

A Print Condensed check box has been added to the Accounts Receivable Aged Invoice Report window. When the check box is cleared, the report will be printed in landscape view with an 8 point font size. When this check box is selected, the report will be printed in portrait view with a 6 point font size as it was previously.

## Custom Office Changes in Version 2016.1

### Resizable Option for User-Defined Panels

A Sizing field has been added to the Panel Header Definition window. The field is available when working with a user-defined panel and gives you the option to make the window resizable.

## Object Positioning Options for Resized Windows

Two new fields, **Resize** and **Anchored**, have been added for several object types. You can use the **Resize** field to specify whether an object's position changes based on window resizing or if it remains fixed relative to the anchor point selected in the **Anchored** field.

The fields have been added to the **Options** tab in the following windows:

- Button Definition
- Check Box Definition
- Drop Box and List Box Definition
- Frame Definition
- External Link Definition
- Multi-Line Definition
- Radio Button Definition
- Text Definition

## Credit Card Processing Changes in Version 2016.1

### Sage Payment Center

If you use Sage Payment Solutions for credit card processing, you can now use Sage Payment Center for greater visibility into your payment transactions. Use Sage Payment Center to:

- View payment stats, including recent activity, weekly and monthly totals, and recent deposits
- Settle daily transactions
- View and export reports for transactions, batches, deposits, and merchant statements
- Search for transactions by customer name, last four digits of card number, order number, reference number, and other criteria

For more information, go to the **Information Center** page and click the **Sage Payment Solutions** link.

After you've set up the Payment Center, it can be accessed from the following locations:

- The ribbon on the standard Desktop or toolbar on the classic Desktop

- The Accounts Receivable and Sales Order Main menus
- The Invoice and Receive Payment visual process flow
- The Entry and Invoice visual process flow

## New Visual Process Flow

You can now access all of the tasks needed to set up credit card processing from one screen—the new Credit Card Setup visual process flow. Select the Visual Process Flows > Credit Card Processing > Credit Card Setup when you're ready to get started. Note that you must have access to the new process flow in Role Maintenance.

## Security Settings

The following security events have been added to Role Maintenance under Library Master:

- Allow User to Access Credit Card Processing Application Form gives access to the Sage Payment Solutions application form when it's accessed through the embedded Desktop browser.
- Allow User to Access Payment Center gives access to the Sage Payment Center.

## Transfer Options for Vault-Only Accounts

When turning on credit card processing in Company Maintenance, if you have credit card data stored in a Vault-only (nonprocessing) account, you are no longer required to immediately enter the virtual terminal ID and merchant key for your processing account. Instead you will have the option to enter the information later in Payment Type Maintenance.

## Fixed Assets Changes in Version 2016.1

The Fixed Assets module, which links Sage 100 and Sage Fixed Assets, has been modernized to improve performance and provide a better user experience. Also, the module is now available for Sage 100 Premium in addition to Sage 100 Standard and Advanced.

## Fixed Assets Options

The Fixed Assets Options task has been moved to the Fixed Assets Main menu. Also the task has been reorganized and simplified.

- The Main tab has been simplified.
  - The Database Name & Path field has been replaced with a Database field. The system now detects the location of your Sage Fixed Assets databases.
  - The Company ID field has been renamed SFA Company and is now a drop-down list of available companies.

- The Fixed Assets Product field has been removed.
- The Post Registers in General Ledger in Detail field has been renamed Post to General Ledger in Detail.
- The Period Definition and Posting Books tabs have been combined into an Additional tab, and the information on the fields on those tabs have been replaced with data entry grids.

## Asset Depreciation Report Task

The following features have been added to the Asset Depreciation Report task window.

- You can now create report settings and save selections such as the number of copies to print.
- The Selection area has been replaced with a Selections grid.
- The Sort Options field has been renamed Sort Report By.

## Asset Account Maintenance

The fields on the Asset Account Maintenance window have been replaced with a data entry grid.

## Other Relocated or Renamed Tasks

The Fixed Assets Daily Transaction Register task has been moved to the Fixed Assets Period End Processing menu.

- The Refresh Asset Templates task has been moved to the Fixed Assets Main menu.
- The Fixed Assets Maintenance task has been renamed Fixed Assets.

## Security Settings

The Fixed Assets security settings in Role Maintenance have been updated.

## General Ledger Changes in Version 2016.2

### Sage Payroll Services Activity Log

- A User Logon field has been added to the Selections grid on the Sage Payroll Services Activity Log task window, so you can now filter the log by user.
- If any errors occur while synchronizing data, more detailed error messages appear in the log.

## General Ledger Changes in Version 2016

### Sage Payroll Services Integration

Sage 100 is now integrated with Sage Payroll Services (formerly known as PayChoice). You can upload general ledger account numbers and bank codes to Sage Payroll Services and download payroll transactions into Transaction Journal Entry.

After setting up an account with Sage Payroll Services, use the tasks on the General Ledger Payroll Services menu to set up the integration. For detailed steps, see *Integrate an Online Payroll Service with General Ledger* in the help system. To learn more, visit <http://na.sage.com/us/sage-payroll-services>.

This feature will not affect anyone using the previously existing online payroll service, BenefitMall. A Payroll Service field has been added to Sage Payroll Services Options, which allows you to select the online payroll service you are using. However, the correct option will be automatically selected when you upgrade from a system that was integrated with BenefitMall.

### Reset Linked Company for Sage Payroll Services

If you synchronize payroll data between Sage Payroll Services and your general ledger, please contact Sage Payroll Services Support for assistance with resetting the link for your Sage 100 company.

You must complete this step before you can synchronize payroll data. This applies only if Sage Payroll Services is selected in the Payroll Service field in Sage Payroll Services Options.

## Library Master Changes in Version 2016

### Company-Specific Color Options

The Enable Company Specific Background Color field and Select Color button have been relocated from the Preferences tab to the new Theme tab. The Select Color button is now identified by an image of a color palette instead of a textual label. To use the company-specific color feature, you must select Classic from the Theme Code field.

## Expanded SMTP (Email) Server Password Field

The SMTP (email) server Password field in Company Maintenance has been expanded to 128 characters. The field held a maximum of 14 characters in prior versions.

Due to the space limitations, the data entry field displays 59 characters. As you type a password that exceeds 59 characters, you'll automatically scroll through the field as needed.

## Theme Tab in Company Maintenance

A Theme tab has been added to Company Maintenance. Use this tab to choose a theme for the selected company. If you select the Classic theme, you can specify a company-specific background color for the window background, frame, or both.

The Enable Company Specific Background Color field and Select Color button have been relocated from the Preferences tab to this tab. The Select Color button is now identified by an image of a color palette instead of a textual label.

For more information on user interface-related changes in version 2016, see New User Interface on page 20.

## New Task Scheduler Options

You can now schedule the following tasks in Task Scheduler:

- Print reports
- Run Visual Integrator import and export jobs

As part of this change, a Type field has been added to the Schedule tab. The grid on the Task tab will vary based on what type is selected in this field.

## Payroll Changes in Version 2016.2

### Process Employee Pre-Note and Direct Deposit Transactions Window

- A Manage Sage ID Users link has been added to the Process Employee Pre-Note and Direct Deposit Transactions window. Click this link to access User Management if you need to manage who is able to sign into the Sage 100 Direct Deposit service.
- If any errors occur while synchronizing data, more detailed error messages appear in the syncing window.

### Sage 100 Direct Deposit Service Activity Log

- A User Logon field has been added to the Selections grid on the Sage 100 Direct Deposit Service Activity Log task window so you can now filter the log by user.

- Activity log entries now include the user logon for the person who initiated the activity and the time the activity occurred.
- If any errors occur while synchronizing data, more detailed error messages appear in the log.

## Payroll Changes in Version 2016

### Sage 100 Direct Deposit Service

Sage 100 Direct Deposit, a new service offered through Sage Payroll Services, integrates seamlessly with the Payroll module. This new service uses the same tasks as the existing direct deposit feature, but the process has been simplified.

- You no longer need to transmit the ACH file to your bank. Sage handles that for you.
- Less information is required in the Direct Deposit Interface Setup task.

To get started with the new service, complete the application form. A link to the form has been added to the Direct Deposit tab in Payroll Options.

For setup instructions, see Setting Up Sage 100 Direct Deposit Service in the help or refer to the Sage 100 Direct Deposit User Guide available here:

[https://cdn.na.sage.com/docs/en/customer/100erp/2016/open/Sage100\\_DirectDeposit\\_GettingStartedGuide.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/2016/open/Sage100_DirectDeposit_GettingStartedGuide.pdf)

As part of this change, the Direct Deposit Interface options available in Payroll Options have changed.

- Sage 100 Direct Deposit Service has been added.
- The Sage option, which was used for the preexisting direct deposit feature, has been renamed Manually Send ACH File.

### Updates for ACA Employer Maintenance

Several new fields were added to the ACA Employer Maintenance window.

- The ACA Forms to Use field allows you to select whether to use the 1094-C/1095-C forms or the 1094-B/1095-B forms when preparing forms in Federal eFiling and Reporting.
- You can enter a value in the new Policy Origin Code field to print on Form 1095-B in Part I, field 8 when using Federal eFiling and Reporting.
- The following check boxes allow you to select the corresponding check boxes on Form 1094-C in Part II, section 22 when preparing forms in Federal eFiling and Reporting:
  - Qualifying Offer Method
  - Qualifying Offer Method Transition Relief

- Section 4980H Transition Relief
- 98% Offer Method

## Renamed Fields

- In ACA Employee Maintenance and in the Tax Status window, the 1095-C Electronic Consent Signed form has been renamed 1095 Electronic Consent Signed.
- In ACA Employer Maintenance, the Provided Self-Insured Coverage field has been renamed Provided Employer-Sponsored Self-Insured Coverage.

## Renamed Menu Option

In Payroll Options on the Direct Deposit tab, the Sage option on the Direct Deposit Interface menu has been renamed Manually Send ACH File. For more information, see Sage 100 Direct Deposit Service on page 29.

## Relocated Fields

As part of the changes for the new Sage 100 Direct Deposit service, the following fields in Direct Deposit Interface Setup have been moved from the Advanced tab to the Main tab:

- Alternate Employer ID Number
- Alternate Company Name

For more information on the service, see Sage 100 Direct Deposit Service on page 29.

# Sales Order Changes in Version 2016

## Default Expiration Date for Quotes

A Default Days Until Quote Expires field has been added to the Entry tab in Sales Order Options. The value entered in this field will be added to the Sales Order accounting date to calculate the expiration date for quotes in Sales Order Entry.

## Additional Options When Promoting Quotes

In addition to promoting quotes to standard orders in Sales Order Entry, you can now promote them to back orders, master orders, and repeating orders.

## Use Default Order Date When Promoting Quotes

The following check box has been added to the Entry tab in Sales Order Options:  
Use Default Order Date When Promoting to Order

If you select this check box, the original quote date is replaced with the order date from the Default Values for Sales Order Entry window when you promote a quote to an order. If the check box is cleared, the original quote date is used for the order date, as it was in past versions.

## Expanded Check Number Field

The Check Number field in Sales Order Entry and Invoice Data Entry has been expanded to 10 characters. Only 6 characters could be entered in the field in prior versions.

# Chapter 5

## Changes in 2015

This chapter describes the changes incorporated in the product for the 2015 release as well as product updates released for that version. Installation and global changes are listed first followed by module retirements.

### Global Changes

#### Migration Changes

- If you are converting data for a company using the Purchase Order module, a message appears asking if you want to retain purchase order history and whether you want to create history using data in the Purchase Order data entry files. For more information, see Purchase Order History on page 49.
- When upgrading Sage 100 Premium, you no longer have to manually copy your company databases from the prior installation to the new one. The databases are now automatically copied when running the Parallel Migration Wizard.

#### Option to Install Canadian Postal Codes

When installing Sage 100, you now have the option to install Canadian postal codes. On the Module Selection page of the installation wizard, select Canadian Postal Codes to install the codes. They can then be maintained in ZIP Code Maintenance.

#### Module Options for Printing and Exporting

The module options for Library Master now include two options related to securing the data that appears in lookup windows and grids.

- The Allow Export to Excel from Lookups/Grids option allows the user to export the information listed in lookup windows and grids to Excel.
- The Allow Printing from Lookup Windows option allows the user to print the information listed in the lookup window.

#### Expanded Vendor Name Field

The vendor name field has been expanded to 50 characters. The field held a maximum of 30 characters in prior versions.

- Check forms now display up to 50 characters. If you have customized check forms, they will automatically print up to 50 characters, and long vendor names will wrap to a second line. The customized check forms must be modified. Otherwise, if a vendor name wraps, the city, state, and ZIP Code will not print when two address lines are used.

- The standard forms and reports handle the expanded field differently, depending on the report layout. On some, vendor names that exceed 30 characters wrap to the next line. On others, the longer names either fit on one line, or they are truncated.

For all standard forms and reports, the vendor name field in the work table has been expanded to hold 50 characters. You can use SAP Crystal Reports to modify these forms to display the full name if needed.

- Test all customized forms that print the vendor name to ensure that they correctly display names that exceed 30 characters. Be sure to check fields that include the vendor name, such as “remit to,” “purchase name,” and so forth.
- Reports created with the Business Insights Reporter Wizard must be modified by editing the report using SAP Crystal Reports Designer, or you can recreate the reports using the wizard.
- Labels that include both the vendor name and address have been updated to display a vendor name of 50 characters. Longer names will extend to a second line.

The vendor name field for mailing labels that print in three columns remains truncated. Also, labels that include only the vendor name, such as inventory labels, were not updated.

- Windows and tabs that display the vendor name have been updated to display either all 50 characters or as many as possible. For fields that do not display all 50 characters, you can use the Right Arrow key or the End key to move the cursor within the field and view the full name. The Home key returns the cursor to the beginning of the field.

## Company-Specific Color for Window Frame Only

The Enable Company Specific Color check box on the Preferences tab in Company Maintenance has been replaced with a drop-down list. When enabling the feature, you can now specify whether the company-specific color will be used for the window background, for the frame around the window, or for both.

## Lookup Wizard Button Added to Lookup Windows

A Lookup Wizard button has been added to all lookup windows. Click the button to start the User Lookup Wizard.

Clicking the Lookup Wizard button instead of the Custom button allows you to specify which companies and users will have access to the customized lookup view.

You must have the appropriate security setup to access the Lookup Wizard button.

## Stay in Current Module When Changing Company

You can now remain in the current module when switching to a different company. To enable this feature, select the Retain Module on Company Change check box on the Preferences tab in User Maintenance.

## New Fields on User Logon Screen

The following fields have been added to the User Logon screen.

- Job Title
- E-mail Address

The fields appear if the Participate in Program check box is selected in the Sage Product Enhancement Program window. The information will be used to help Sage to learn more about who uses the software and to send occasional product-related e-mails that provide information on product features and helpful tips.

## Detailed Activity Log Entries for Changes to Module Setup Options

When changes are made in module setup tasks, such as Accounts Receivable Options, a more detailed description appears in the Activity Detail window accessed from the Activity Log.

A new activity type, Setup Options Activity, has been created to group these events. This allows you to easily view them when sorting by the Type column in the Activity Log and to search for them using the Activity Log Search button.

# Accounts Payable Changes

## Changes in Product Update 1

The following changes were made in Product Update 1 (5.20.1).

### Improved Message for Check Printing

When you attempt to print checks using a bank code that is currently being used by someone else, the message that appears will now let you know which type of check printing is in progress and which bank code is being used.

### Check Total on Invoice Payment Selection Listing

The following information now appears at the end of the Invoice Payment Selection Listing:

- The total number of checks that will be printed. This total includes ACH entries if you have ACH payments enabled and you are printing remittance advices.
- The total number of checks that will not be printed. This total includes ACH entries if you have ACH payments enabled and you are not printing remittance advices.
- The total number of ACH entries (if you have ACH payments enabled and you are printing remittance advices).

## Changes in Version 2015

The following changes were made in Sage 100 2015.

### Ability to Reprint Quick Print Checks

In Manual Check and Payment Entry, you can now reprint checks that have been quick printed. To reprint a quick print check, enter the check number and click the Reprint Check button. The checks can be printed as long as they remain in the data entry file.

### Sort Report By Field for Vendor Audit Report

A Sort Report By field has been added to the Vendor Audit Report. You can now sort the report by either the vendor number or the user logon.

### Ability to Sort By Multiple Columns

A Sort Columns button has been added to the windows listed below. Click the button to select one or more columns and specify whether to sort each one in ascending or descending order.

- Select Invoices for Payment window (accessed from Invoice Payment Selection)
- Select Check and Electronic Payment Maintenance Invoices (accessed from Check and Electronic Payment Maintenance)
- Select Manual Check and Payment Invoices (accessed from Manual Check and Payment Entry)
- Select Vendor Transfer Invoices (accessed from Invoice Data Entry and Manual Check and Payment Entry)
- Select Customer Invoices (accessed through AP from AR Clearing Entry)

### Purchase Vendor Transfer Invoice Selection

The Select button in the Purchase Vendor Transfer window is now available for all vendors so that you can select multiple invoices. Previously the button was available only if the vendor selected in the Purchase Vendor Transfer window was the same vendor selected in Invoice Data Entry or Manual Check and Payment Entry.

### Print Full Comments Selection Retained When Printing Journals and Registers

When printing the journals and registers listed below, your choice of selecting or clearing the Print Full Comments check box will be retained. The same choice will be made automatically the next time you print the journal or register.

- Daily Transaction Register
- Invoice Register
- Manual Check and Payment Register

### UDF Data Sources Added for Manual Check Printing

The following UDF (user-defined field) data sources have been added to AP\_CheckStubWrk for manual check printing:

- AP\_InvoiceHistoryDetail

- AP\_InvoiceHistoryHeader
- AP\_ManualCheckDetail
- AP\_ManualCheckHeader
- AP\_ManualCheckInvDetail
- GL\_Account

## Accounts Receivable Changes

### Changes in Product Update 1

The following changes were made in Product Update 1 (5.20.1).

#### Purge Commission by Pay Date

A Pay Date field has been added to the select grid in the Salesperson Commission Purge window. The field is available only if the Commissions Paid on Paid Invoices Only check box in Accounts Receivable Options is selected.

#### Automatically Apply Changes to Repetitive Invoices

You can now specify whether changes to a customer's default shipping code, salesperson, tax schedule, or terms code made in Customer Maintenance are automatically applied to the customer's existing repetitive invoices. To enable this feature, select Yes or Prompt from the new Apply Changes to Repetitive Invoices field on the Additional tab in Accounts Receivable Options.

### Changes in Version 2015

The following changes were made in Sage 100 2015.

#### Cash Receipt List Button

A Cash Receipt List button has been added to two windows.

- In the Cash Receipts Deposit window, clicking the button lists all unposted cash receipts. If batch processing is enabled, all unposted cash receipts for the selected batch are listed.
- In the Cash Receipts Entry window, clicking the button lists cash receipts for the selected deposit.



#### **NOTE**

The Use Sage Cloud for Invoice Printing check box does not affect invoices that originate in the Job Cost module because they are not processed in Sage Billing and Payment.

#### Sage Data Cloud Invoice Printing Option

A Use Sage Data Cloud for Invoice Printing check box has been added in Customer Maintenance. When this check box is selected, the Print Invoice check box will be cleared by default in A/R Invoice Data Entry and S/O Invoice Data Entry so that the customer's invoices are not printed as part of the typical invoice printing process.

This option is designed for use if you are e-mailing invoices to your customers using Sage Billing and Payment. For more information on Sage Billing and Payment or other solutions that leverage the power of the Sage Data Cloud, visit [www.sage.com](http://www.sage.com).

### Sort Report By Field for Customer Audit Report

A Sort Report By field has been added to the Customer Audit Report. You can now sort the report by either the customer number or the user logon.

### Ability to Sort By Multiple Columns

A Sort Columns button has been added to the Select Cash Receipts Invoices window that is accessed through Cash Receipts Entry. Click the button to select one or more columns and specify whether to sort each one in ascending or descending order.

### Calculator Button Added to Finance Charge Applied Field

A calculator button has been added to the Finance Charge Applied field in the Finance Charge Entry window.

### Ability to Filter Salesperson Commission Report by Pay Date

A Pay Date field has been added to the Selections grid in the Salesperson Commission Report window. This field is available if the Commissions Paid on Paid Invoices Only check box is selected in Accounts Receivable Options.

### Ship Via Field Added to Customer Ship-To Address Maintenance

A Ship Via field has been added to customer Ship-To Address Maintenance. The shipping code entered in this field will be the default shipping code for sales orders and one-step Sales Order invoices.

### Print Full Comments Selection Retained When Printing Journals and Registers

When printing the journals and registers listed below, your choice of selecting or clearing the Print Full Comments check box will be retained. The same choice will be made automatically the next time you print the journal or register.

- Daily Transaction Register
- Cash Receipts Journal
- Sales Journal

### Option to Keep Window Open after Print or Preview

The following check boxes have been added to several task windows used for form printing:

- Keep Window Open After Print
- Keep Window Open After Preview

If the check boxes are selected, the window will remain open after printing or previewing the form.

If the form is part of a printing sequence, a Print Add'l Documents button will appear on the window. Click this button to continue with the print sequence when you have one or both check boxes selected.

For example, if you have the Keep Open After Print check box selected in Sales Order Printing, after you print sales orders, the Print Add'l Documents button will be enabled. You can then click the button to print picking sheets.

The check boxes were added to the following windows:

- Customer Mailing Labels
- Invoice History Printing
- Invoice History Printing (Quick Print)
- Invoice Printing
- Invoice Printing (Quick Print)
- Statement Printing

## Bank Reconciliation

### Sample Format in Positive Pay Export Wizard

A new sample format has been added to the Positive Pay Export Wizard.

### Remit-To Vendor Name In Positive Pay Export File

If the Print Remit To Information check box in the Check Printing window is selected when printing checks, the vendor name entered in Remit To Address Maintenance is now used as the payee name in positive pay export files.

### Ability to Sort By Multiple Columns

A Sort Columns button has been added to the windows listed below. Click the button to select one or more columns and specify whether to sort each one in ascending or descending order.

- Check Deposit and Adjustment Entry
- Reconcile Bank

### Print Full Comments Selection Retained When Printing Journals and Registers

When printing the journals and registers listed below, your choice of selecting or clearing the Print Full Comments check box will be retained. The same choice will be made automatically the next time you print the journal or register.

- Bank Reconciliation Transaction Register
- Daily Transaction Register

## Bar Code

### Improved Process for Correcting Rejected Import Records

A Fix Entry button has been added to the Rejected Import Maintenance window. You can select a transaction and click this button to open the record containing the error.

If the error exists in the line information, the Rejected Import Record - Line Edit window opens with the applicable record selected, allowing you to bypass the Rejected Import Record - Header Edit window.

Also, an Error Message field has been added to the window. The field displays the message associated with the import failure.

## Bill of Materials

### Option to Synchronize Bill and Item Description

A Sync Bill Description and Item Description field has been added to Bill of Materials Options. You can select Yes, No, or Prompt to determine whether changes to the bill description and item description fields are synchronized.

- If you select Yes and the two description fields contain the same value, an update to one field automatically updates the other one.
- If you select Prompt and the two description fields contain the same value, a message will appear when you update one field asking if you want to update the other one.

This feature applies only to items that do not have an extended item description. If the Require Bill Revisions check box is selected in Bill of Materials Options, only the current revision is synchronized.

### Print Full Comments Selection Retained When Printing Journals and Registers

When printing the journals and registers listed below, your choice of selecting or clearing the Print Full Comments check box will be retained. The same choice will be made automatically the next time you print the journal or register.

- Daily Transaction Register
- Disassembly Register/Update
- Production Register/Update

## Credit Card Processing

### Level 3 Credit Card Processing

You can now submit level 3 credit card transactions for payments entered in Sales Order Entry and S/O Invoice Data Entry. (Deposit transactions are not subject to level 3 processing because line item information is required, and there is no way to associate specific lines with a deposit.) The following related changes have been made.

#### Library Master

An ISO Country Code field has been added to the Country Code Maintenance window. This code will be included with the ship-to address information when processing level 3 credit card transactions.

#### Accounts Receivable

An Include Level 3 Data check box has been added to the Payment Type Maintenance window.

#### Sales Order

The following fields have been added to the secondary grid in Sales Order Entry and S/O Invoice Data Entry.

- Commodity Code
- Alt Tax ID
- Tax Type
- Net/Gross
- Debit/Credit
- Tax Amount
- Tax Rate

A Level 3 button has been added to the Credit Card tab in Sales Order Entry and S/O Invoice Data Entry. You can click the button to enter additional information for level 3 transactions. An empty text string or a zero value (depending on the field type) will automatically be transmitted for level 3 transactions if you do not enter a value for these fields.

The new fields on the Lines tab and the Level 3 button are available only if the following conditions are met:

- The customer's credit card entered on the Credit Card tab is associated with a payment type set up for level 3 processing.

- The transaction type is Payment/PrePost Authorization.
- A value is entered in the Corporate ID/PO field.

Certain default values must be set to ensure that the fields added to the Lines tab are available without first entering information on the Credit Card tab. For more details and the steps required to prepare for level 3 processing, see “Setup Customer Credit Cards for Level 3 Processing” in the help system.

## Customer Purchase Order Number

When you process level 3 credit card payments, customers' purchase order numbers will now be transmitted as part of the transactions.

The purchase order number will share the same field as the sales order or invoice number, and they will be separated by a dash. The purchase order number will have “PO” appended to the end. “SO” will be added to sales order numbers, and “IN” will be added to invoice numbers.

For example: 1234567PO - 7654321IN

This information may print on customers' credit card statements; it may be truncated, depending on the statement design.

## Custom Office

### User-Defined Scripts for Windows and Tabs

You can now create user-defined scripts for windows and tabs in Business Framework modules. A script can be added to any panel that is available through Customizer Selection. A User-Defined Scripts button has been added to the Customizer Selection window, and it will appear when a panel is selected.

Also, a field with a drop-down list has been added next to the Compile button in the User-Defined Script Maintenance window. Use this field to specify what type of scripts you want to compile.

## Customer Relationship Management

### Changes in Product Update 1

The following changes were made in Product Update 1 (5.20.1).

#### Workstation Setup Not Required to Manage Relationships

If you are using Sage 100 Advanced or Premium, you no longer need to run Workstation Setup to access Maintain Relationships within Sage CRM. To enable this feature, go to the ERP Preferences tab in Sage CRM, and select Web Forms Embedded in Sage CRM in the Access Sage 100 Tasks Using field. As part of this enhancement, that field name was changed from Default Form for Quotes/Orders.

Note that you will not have access to the Sage 100 Inquiry tasks if you use the embedded web forms to access Sage 100 tasks.

### Promote Quote to Order from Sage CRM Quote Summary Screen

A Promote to Order button has been added to the Quote Summary Page in Sage CRM. When you click this button, the quote is promoted to an order in Sage CRM and Sage 100. Please note that the page will not automatically refresh after you promote a quote.

### Quick Order Entry Print Options

When printing an order or quote from the Quick Order Entry screen in Sage CRM, you can now print to any printer on your network. The Email and PDF options are also still available.

## Changes in Version 2015

The following changes were made in Sage 100 2015.

### Access RMA Entry from Sage CRM

You can now access RMA Entry from within Sage CRM. An RMA Entry button has been added to the following locations:

- The menu that appears when you right-click the New button on the left side of the screen
- The Company Summary Page

You must be in the context of a company to access RMA Entry.

### Reorganized Main Menu

The Main menu in the Customer Relationship Management module has been reordered. The tasks now appear in the order in which you access them to set up the module.

### CRM Country Cross Reference Maintenance Task Retired

Setting up records in CRM Country Cross Reference Maintenance is no longer required because of changes to the Sage 100 Country file. The task has been retired. For more information, see Preexisting Codes in Country Code Maintenance on page 45.

## General Ledger

### Changes in Product Update 2

The following changes were made in Product Update 2 (5.20.2).

## Sage Payroll Services Integration

Sage 100 is now integrated with Sage Payroll Services (formerly known as PayChoice). You can upload general ledger account numbers and bank codes to Sage Payroll Services and download payroll transactions into Transaction Journal Entry.

After setting up an account with Sage Payroll Services, use the tasks on the General Ledger Payroll Services menu to set up the integration. For detailed steps, see Integrate an Online Payroll Service with General Ledger in the help system.

This feature will not affect anyone using the previously existing online payroll service, BenefitMall. A Payroll Service field has been added to Sage Payroll Services Options, which allows you to select the online payroll service you are using. However, the correct option will be automatically selected when you upgrade from a system that was integrated with BenefitMall.

## Changes in Product Update 1

The following changes were made in Product Update 1 (5.20.1).

### Out-of-Balance Message on General Ledger Detail by Source Report

If an out-of-balance source journal is included in the General Ledger Detail by Source Report, a not-in-balance message prints next to the journal number and near the report totals.

## Changes in Version 2015

The following changes were made in Sage 100 2015.

### Out-Of-Balance Message on Detail Report

If the General Ledger Detail Report is out of balance, "The Detail Report is not in balance" now prints next to the report totals.

### Sort Report By Field for Account Audit Report

A Sort Report By field has been added to the Account Audit Report. You can now sort the report by either the account number or the user logon.

### One-Click Journal Reversals

A Journal Reversal button has been added to the Transactions tab in Account Maintenance and to the Journal Drill Down window. Click this button to perform one-click journal reversals. The reversing entry is created, and a journal comment is added noting the reversal. You can then review the entry in General Journal Entry before updating it.

A security event, Allow Journal Reversal, has been added in Role Maintenance to enable the button.

## Print Full Comments Selection Retained When Printing Journals and Registers

When printing the journals and registers listed below, your choice of selecting or clearing the Print Full Comments check box will be retained. The same choice will be made automatically the next time you print the journal or register.

- General Journal
- Recurring Journal
- Transaction Journal
- Daily Transaction Register
- Allocation Journal

## Inventory Management

### Module Options for Transaction Types

In Transaction Entry, the options available in the Transaction Type field are now based on the user's security setup.

The following module options have been added to Role Maintenance:

- Allow Transaction Entry Adjustments
- Allow Transaction Entry Issues
- Allow Transaction Entry Receipts
- Allow Transaction Entry Sales
- Allow Transaction Entry Transfers

For existing roles, the new module options are automatically selected so that the transaction types are allowed by default.

If you create a role for which none of the transaction types are allowed, users assigned to that role will not be able to access Transaction Entry.

### Copy From Button in Product Line Maintenance

A Copy From button has been added to Product Line Maintenance. After entering a new product line, you can now click Copy From to copy information from an existing product line to the new one. The new Copy From window has a Copy Accounts check box that allows you to specify whether to copy the general ledger account information.

### Copy From Options for Items

When using the Copy From button in Item Maintenance, you can now specify whether to include the vendor and alias item records of the item you are copying from.

The vendor and alias item information is copied by default, but you can exclude it by clearing the following check boxes that have been added to the Copy From window:

- Copy Item Vendors
- Copy Alias Items

The check boxes have also been added to the Item Maintenance On-The-Fly window.

## Source Journal Zoom Button in Item Maintenance

A Source Journal Zoom button has been added to the Transactions tab in Item Maintenance. You can click the button to view detailed journal information about the selected transaction. The journal information is available only for transactions entered after you have upgraded from your previous version of Sage 100.

Also, a Source Journal column has been added to the transactions grid to display the source journal number.

## Sort Report By Field for Item Audit Report

A Sort Report By field has been added to the Item Audit Report. You can now sort the report by either the item code or the user logon.

## Access Bill of Materials Maintenance from Item Maintenance

You can now go directly from Item Maintenance to Bill of Materials Maintenance by clicking the More drop-down button in the top-right corner of the window and then clicking BOM Maintenance.

The BOM Maintenance option is available only if the currently selected item exists as a bill in the Bill of Materials module.

## Security Options for Item Vendor Maintenance

Security options for Item Vendor Maintenance have been added to Role Maintenance; therefore, you can now maintain different levels of security for this task and Item Maintenance.

## Last Physical Count Date Added to Item Maintenance

You can now view the date of the last physical count for an item in Item Maintenance and Item Inquiry. The Last Physical Count Date field displays the date that the Physical Count Variance Register was last updated. The field is view-only and has been added to the following locations:

- Additional Tab
- Quantity Tab
- Quantities grid on the Main tab

# Library Master

## Preexisting Codes in Country Code Maintenance

Country Code Maintenance is now pre-populated with country codes. The codes are the ones used in Sage CRM, as well as additional codes defined by the International Organization for Standardization (ISO).

An Alternate Country Code field has been added to the Country Code Maintenance window. This field, along with the others will be pre-populated with values.

As a result of this enhancement, the CRM Country Cross Reference Maintenance task is no longer necessary and has been retired. The alternate country code in Country Code Maintenance will be referenced by the Sage CRM integration when data is exchanged.

## State Code Required Option

A State Code Required check box has been added to Country Code Maintenance. If this check box is selected for a country, the State field in ZIP Code Maintenance will be a required entry when adding a postal code for the country.

## Paperless Office

### Access Report Viewer Directly from Report Task Windows

You can now access the Report Viewer directly from report task windows. To access the viewer, click the drop-down button in the top-right corner of the window, and then click Report Viewer.

When the Report Viewer opens, the current company, module, and report will be automatically entered in the applicable fields, and the existing PDFs will appear in the list box.

The Report Viewer option is available only if the specific report is set up in Report Maintenance, and you must have the appropriate security set up to access it.

### Updated PDF Printer Driver

The PDF printer driver used to create Paperless Office documents has been updated.

### Paperless Office Feature Added to Reports and Registers

The following reports and registers can now be printed using Paperless Office.

#### **Accounts Payable**

- Vendor Contact Listing
- Repetitive Invoice Listing

#### **Accounts Receivable**

- Repetitive Invoice Listing
- Customer Contact Listing

#### **Custom Office**

- Customizer Summary Report
- Customizer Detail Listing

#### **General Ledger**

- Sage Payroll Services Activity Log

#### **Inventory Management**

- Item Valuation Change Register
- Standard Cost Adjustment Register
- Missing Count Card Listing

#### **Library Master**

- Role Report
- User Report
- Activity Log Report

#### **Purchase Order**

- Vendor Purchase Address Listing

#### **Return Merchandise Authorization**

- RMA Receivers
- Generate Transactions Listing

#### **Sales Order**

- Customer Ship-To Address Listing

#### **Visual Integrator**

- Job Listing
- Data Dictionary Listing

## **Payroll**

### **Changes in Product Update 1**

The following changes were added in Product Update 1 (5.20.1).

#### **ACA Menu**

An ACA menu with three new tasks related to the Affordable Care Act has been added to the Payroll module.

- Use ACA Employee Maintenance to enter information that will appear on Form 1095-C.
- Use ACA Employer Maintenance to enter information that will appear on Form 1094-C.
- Use the ACA Applicable Large Employer Report to generate a count of your full time and full time equivalent (FTE) employees.

The totals can then be updated to the ACA Employer file, and they will appear in the ALE Member Information - Monthly window accessed from ACA Employer Maintenance.

For more information, refer to the help for these tasks.

## Seasonal Employee Check Box

A Seasonal Employee check box has been added to the Wages tab in Employee Maintenance. When printing the ACA Applicable Large Employer Report, you have the option to include seasonal employees.

## 1095-C Electronic Consent Signed Check Box

A 1095-C Electronic Consent Signed check box has been added to the Tax Status window accessed through Employee Maintenance. If this check box is selected, 1095-C forms processed through Federal eFiling and Reporting will be sent as an electronic copy.

## Changes in Version 2015

The following changes were added in version 2015.

### New Fields Added to Tax Status Window

Three new fields have been added to the Tax Status window accessed from Employee Maintenance.

- The W2 Electronic Consent Signed check box, for use with Federal eFiling and Reporting, determines whether the employee receives an electronic or paper W-2 form.
- The MN Reporting Unit field, for use with State eFiling and Reporting for Minnesota, appears when MN is selected in the State field.
- The PA PSD Code field, for use with State eFiling and Reporting for Pennsylvania, appears when PA is selected in the State field.

### Perpetual Payroll History Retained by Default

When a new company is created, the Retain Perpetual Payroll History check box in Payroll Options is now selected by default.

## Purchase Order

### Changes in Product Update 1

The following changes were made in Product Update 1 (5.20.1).

#### Copy from History When Creating Return

A Copy From button has been added to the Return of Goods window. You can now enter a new return number and then click Copy From to copy information from one of the following:

- Purchase order history (if the Retain Purchase Order History check box is selected in Purchase Order Options)
- Purchase order receipts, with the exception of invoice receipts (if Yes or Until Period End is selected in the Retain Receipt History field in Purchase Order Options)

 **NOTE**  
The Payroll module is not available for Sage 100 Premium.

- Accounts Payable invoices (if the Post Accounts Payable Invoices check box is selected in Purchase Order Options and the Track Detailed Invoice/Payment History check box is selected in Accounts Payable Options)

## Changes in Version 2015

The following changes were made in version 2015.

### Copy Purchase Order Information

A Copy from button has been added to the Purchase Order Entry window. After entering a new purchase order number, you can now copy information from one of the following:

- Purchase orders
- Purchase order history (if the Retain Purchase Order History check box is selected in Purchase Order Options)
- Purchase order receipts (if Yes or Period End is selected in the Retain Receipt History field in Purchase Order Options)
- Accounts Payable invoices (if the Post Accounts Payable Invoices check box is selected in Purchase Order Options and the Track Detailed Invoice/Payment History check box is selected in Accounts Payable Options)

### Purchase Order History

The following fields have been added to the History tab in Purchase Order Options and to the Purchase Order Setup Wizard.

- Retain Purchase Order History
- Retain Deleted Orders
- Retain Deleted Lines for Orders

Select the Retain Purchase Order History check box to retain history. When the check box is selected, you can select Yes, No, or Prompt to define how deleted orders and lines are handled.

If the purchase order data entry files contain records and the purchase order history files are empty when you select the Retain Purchase Order History check box, a message appears asking if you want to create history records. Click Yes to create records for any standard orders, drop-ship orders, and material requisitions that exist in the purchase order data entry files.

### Option to Create History During Data Conversion

If you are upgrading from a prior version of Sage 100, before converting data you will see a window with the same fields that were added to Purchase Order Options. You can enable the history feature and choose whether to create history at that time.

### Create Purchase Order History Utility

If you do not choose to create history records when you first select the Retain Purchase Order History check box, you can do so later using the Create Purchase Order History utility. This new utility has been added to the Purchase Order Utilities menu.

### Purchase Order History Inquiry

A new task, Purchase Order History Inquiry, has been added to the Purchase Order Inquiries menu. The task is available only if the Retain Purchase Order History check box is selected in Purchase Order Options.

### Purchase Order History Report

The Purchase Order History Report has been added to the Purchase Order Reports menu. The report is available only if the Retain Purchase Order History check box is selected in Purchase Order Options.

When generating the report, you can select which purchase order types to print and choose from multiple sort options. The report can be further filtered using the selections grid.

### Cancel and Reason Code Maintenance

A new task, Cancel and Reason Code Maintenance, has been added to the Purchase Order Setup menu. The task is available only if Prompt is selected in the Retain Deleted Orders or Retain Deleted Lines for Orders field in Purchase Order Options.

Use this task to create reason codes for tracking why purchase orders and purchase orders lines are deleted. The codes can be flagged as inactive so that they will not show up in lookup results.

Codes can also be created on they fly when deleting a purchase order or line.

### New Business Insights Views

Several views related to purchase order history have been added to Business Insights Reporter, and one related view has been added to Business Insights Explorer.

### Sort Option for Auto-Generated Purchase Orders

A Sort Purchase Order Lines By field has been added to the Generate tab in Purchase Order Options. Use this field to determine how purchase order lines are sorted — either by item code or by sales order line number — on the Auto-Generate from Sales Orders Listing and in Purchase Order Entry.

### Use Data Entry Email Address for Paperless Office Delivery

A Use E-mail Address in Data Entry check box has been added to the Email tab in the Paperless Office Delivery Options window accessed from Vendor Maintenance. The check box is available when you select either P/O Order or P/O Return in the Document field and the E-mail check box on the Main tab.

Select this check box to email purchase orders and return orders to the vendor email address entered in Purchase Order Entry and Return Order Entry.

### Option to Keep Window Open after Print or Preview

The following check boxes have been added to several task windows used for form printing:

- Keep Window Open After Print
- Keep Window Open After Preview

If the check boxes are selected, the window will remain open after printing or previewing the form.

If the form is part of a printing sequence, a Print Add'l Documents button will appear on the window. Click this button to continue with the print sequence when you have one or both check boxes selected.

For example, if you have the Keep Open After Print check box selected in Sales Order Printing, after you print sales orders, the Print Add'l Documents button will be enabled. You can then click the button to print picking sheets.

The check boxes were added to the following windows:

- Purchase Order Printing
- Purchase Order Printing (Quick Print)
- Return Order Printing
- Return Order Printing (Quick Print)

### New Vendor Memo Button

A Vendor Memo button has been added next to the Vendor button in the tasks listed below. From any tab, you can click the button to view, create, or update memos for the currently selected vendor.

- Purchase Order Entry
- Receipt of Goods Entry
- Receipt of Invoice Entry
- Return of Goods Entry

### Receipt History Inquiry

The following fields have been added to the grid on the Receipt history Inquiry Lines tab.

- Allocated Freight
- Allocated Landed Cost
- Allocated Tax

The fields listed below have been added to the Additional Fields window that appears when you select a line and click the Additional Information button.

- Item Type
- Product Type
- Product Line
- Costing

### Calculator Button for Landed Cost Amount Field

A Calculator button has been added to the Amount field in the Landed Cost Entry window accessed through Receipt of Goods Entry.

### Document and Batch Number Added to Purchase Order Entry Message

The message that appears in Purchase Order Entry when you select an order that is referenced in a receipt, return, or material requisition transaction will now include the number of the referencing transaction. If you have batch processing enabled for data entry tasks, the batch number is also included.

### Fields Added to Ship-To Address Maintenance

A warehouse field has been added in Ship-To Address Maintenance:

The warehouse code entered in this field will be used in the data entry tasks listed below if you select a record and enter a ship-to address.

- Material Requisition Issue Entry
- Purchase Order Entry
- Receipt of Goods Entry
- Receipt of Invoice Entry
- Return of Goods Entry

### Print Full Comments Selection Retained When Printing Journals and Registers

When printing the journals and registers listed below, your choice of selecting or clearing the Print Full Comments check box will be retained. The same choice will be made automatically the next time you print the journal or register.

- Daily Receipts Registers
- Daily Transaction Register
- Material Requisition Register
- Return Order Register

### Redisplay Source Document After Quick Printing

On the Printing tab in Purchase Order Options, you can now select whether to redisplay the source document after quick printing in Purchase Order Entry and Return of Goods Entry.

### Calculator Button Added to Purchase Order Entry Fields

A calculator button has been added to the Unit Cost and Extension fields in Purchase Order Entry.

## Renamed Tasks and Fields

The Purge Purchases History task has been renamed Purge Purchases History by Item and Vendor.

In Purchase Order Options, the Years to Retain Purchase History field has been renamed Years to Retain Purchase History by Item and Vendor.

## Return Merchandise Authorization

### Calculator Button Added to Multiple Fields

A calculator button has been added to the Unit Price and Restocking Charge fields in RMA Entry and RMA Receipts Entry.

## Sage Intelligence Reporting

### Updated Version of Sage Intelligence Reporting

An updated version of Sage Intelligence Reporting provides the following benefits:

- Improved performance for the Financial Report Designer
- Missing accounts detection
- Context-specific help
- Inclusion of formula's within distributed reports
- Updated report templates

For details on these enhancements, see the *What's New* document in the Sage Intelligence Reporting online help.

### Security Option for Report Viewer

You can now manage access to the Report Viewer through Role Maintenance. On the Tasks tab, a Report Viewer check box has been added under Sage Intelligence Reporting > Reports/Forms.

### Installation Process

You can now install Sage 100 without installing Sage Intelligence Reporting.

## Sales Order

### Ability to Reauthorize Credit Card Transactions

The Fix button is now available on the Credit Card tab in Sales Order Entry and Invoice Data Entry if there is an expired credit card authorization for the selected order or invoice. You can click this button to reauthorize the credit card transaction.

The Fix button is available if the Allow to Override Credit Card Authorization security event is selected for your role in Role Maintenance.

For more information on using this feature, see *Reauthorize a Credit Card Transaction* in the help system.

## New Customer Memo Button

A customer Memo button has been added next to the Customer button in Sales Order Entry and Invoice Data Entry. From any tab, you can click the new Memo button to view, create, or update memos for the currently selected customer.

## Batch Number Added to Sales Order Entry Message

If you have batch processing enabled for Invoice Data Entry, the messages that appear in Sales Order Entry when you select an order that is being invoiced or shipped will now include the batch number.

## Ability to Omit Orders On Hold When Printing

A Print Orders On Hold check box has been added to the Sales Order Printing window. The check box is selected by default, but you can clear it to omit orders on hold when printing. A Print Order On Hold check box has also been added to the quick print window.

## Calendar Button Added to PO Req Date Field

A calendar button has been added to the PO Req Date field in Sales Order Entry.

## Calculator Button Added to Tax Amount Field

A calculator button has been added to the Tax Amount field in the Tax Detail window accessed through Sales Order Entry and Invoice Data Entry.

## Message Appears if Quantity Packed Does Not Match Quantity Shipped

A message now appears in Shipping Data Entry and Item Package Maintenance if the quantity packed does not match the quantity shipped for one or more items.

## Changes to Additional Fields Information

The following changes have been made for the information that is displayed in the Additional Fields window accessed from Sales Order and Quote History Inquiry:

- Information will now appear in the Product Type, Product Line, and Price Code fields.
- The information in the Costing field is now formatted correctly.
- Bill options now appear as they do in Sales Order Entry.
- The user logon of the person who created the sales order now appears in the upper-right corner of the window.

## Option to Keep Window Open after Print or Preview

The following check boxes have been added to several task windows used for form printing:

- Keep Window Open After Print
- Keep Window Open After Preview

If the check boxes are selected, the window will remain open after printing or previewing the form.

If the form is part of a printing sequence, a Print Add'l Documents button will appear on the window. Click this button to continue with the print sequence when you have one or both check boxes selected.

For example, if you have the Keep Open After Print check box selected in Sales Order Printing, after you print sales orders, the Print Add'l Documents button will be enabled. You can then click the button to print picking sheets.

The check boxes were added to the following windows:

- Additional Packing List Printing
- Additional Packing List Printing (Quick Print)
- COD Label Printing
- COD Label Printing (Quick Print)
- Invoice Printing
- Invoice Printing (Quick Print)
- Packing List Printing
- Packing List Printing (Quick Print)
- Picking Sheets Printing
- Picking Sheets Printing (Quick Print)
- Sales Order Printing
- Sales Order Printing (Quick Print)
- Shipping Entry Label Printing
- Shipping Label Printing
- Shipping Label Printing (Quick Print)

# Chapter 6

## Changes in 2014

This chapter describes the changes incorporated into the product for the 2014 release that you should be aware of. Installation and global changes are listed first followed by module changes and retirements.

### Global

#### Auto-Complete

An auto-complete feature has been added for customer number, vendor number, and item code entry fields. You can now locate records by entering the customer name, vendor name, or item description in the respective field. As you type, a list of records matching your entry appears, and you can select a record from the list.

For example, if you have vendors named United Airways, United Paper, and United Parcel Service, when you type united in the vendor number field, all three vendors will appear in a list, and you can select the one that you want.

You can still select records by entering the customer number, vendor number, and item code.

This feature is automatically enabled for all users. To disable the feature for all users, clear the Enable Auto-Complete check box in Library Master > System Configuration. You can also disable the feature for individual users in Library Master > User Maintenance.

#### Custom Reports

The following check boxes will now appear on custom report windows:

- Keep Window Open After Print
- Keep Window Open After Preview

You can select these check boxes so that the windows do not automatically close after printing or previewing reports.

#### Default Column Name in Search Grid Window

To make searching easier when using the Search Grid window, the default value in the Column Name field is now the first column in the grid.

For example, in Check, Deposit and Adjustment Entry, when you click the Find Row button to open the Search Grid window, Check No. is now the default value in the Column Name field.

## MAS Office Button

The MAS Office button has been removed from the Job Cost, Payroll, Material Requirements Planning, and Work Order modules.

## Accounts Payable

### Invoice List Button in Invoice Data Entry

An Invoice List button has been added to the Invoice Data Entry window. You can now click that button to view a list of all invoices in the data entry table.

### Repetitive Invoice List Button in Repetitive Invoice Entry

A Repetitive Invoice List button has been added to the Repetitive Invoice Entry window. You can now click that button to view a list of all invoices in the data entry table.

### Form 1099 Filing

The Form 1099 eFiling and Reporting task, which is located on the Reports menu, is now the only option available for electronic filing of 1099 forms. The Electronic Reporting module has been retired.

## Accounts Receivable

### Repetitive Invoice List Button in Repetitive Invoice Entry

You no longer have to select a customer before selecting a repetitive invoice in Repetitive Invoice Entry. You can now click the Repetitive Invoices button to view and select from a list of repetitive invoices.

## General Ledger

### Keep Financial Reports Window Open

A Keep Window Open check box has been added to the Financial Reports window. If you select that check box, the Financial Reports window will no longer automatically close after clicking Proceed and then closing the Print Financial Reports window.

Two check boxes have been added to the Print Financial Reports window:

- Keep Window Open After Print
- Keep Window Open After Preview

You can now select these check boxes so that the window does not automatically close after printing or previewing reports.

## Library Master

### Report Manager

The following fields have been removed from the New Report window that appears when creating a new report in Report Manager:

- Report Type
- Report Master Name

By default, Crystal Report is the only available report type.

### System Configuration

The Web Services tab has been renamed; it is now the Preferences tab.

### User Maintenance

Two fields, Email and Job Title, have been added to the User Maintenance window.

## Payroll

### Employer Medical Assistance Contribution (MAC) fields

Employer Medical Assistance Contribution (MAC) fields have been added to P/R Tax Table Maintenance. The fields appear when Massachusetts is entered in the State field. You can enter a rate for the Employer MAC, but the accrual account, limit, and limit type fields display what you have entered for the unemployment tax and can only be viewed.

The Employer MAC amount is included with the unemployment tax on the Employer's Expense Summary, but it is separated into its own column on the Quarterly Tax Report.

### Electronic Form Filing

The Federal eFiling and Reporting and State eFiling and Reporting tasks, located on the Payroll Period End menu, are now the only options available for electronically filing payroll tax forms. The Electronic Reporting module has been retired.

### W2 Puerto Rico Mapping E/D Codes

The W2 Puerto Rico Mapping E/D Codes task has been renamed W2 Puerto Rico Mapping Maintenance. Also, the task has been relocated to the Payroll Setup menu. The task was previously part of the Electronic Reporting module.



**NOTE**

The Payroll module is not available for Sage 100 Premium.

# Sage Intelligence Reporting

## Installation

The Sage Intelligence Reporting installation program is now part of the Sage 100 Workstation Setup program. Sage Intelligence Reporting is automatically installed when you run Workstation Setup and select the Typical installation option.

## Access within Sage 100

Sage Intelligence Reporting is now accessed from the Sage 100 Module Menus toolbar and the Tasks tab.

## Excel 2010 and Excel 2013 64-Bit Support

Sage Intelligence Reporting is now compatible with the 64-bit version of Excel 2010.

## .NET Framework 4.0

Sage Intelligence Reporting has been upgraded to .NET Framework 4.0, resulting in smoother integration with Excel and faster installation time if .NET Framework 4.0 is already installed.

## User Interface and Usability Improvements

Numerous enhancements were made to Sage Intelligence Reporting to make the product more efficient and easy to use. These improvements include the following:

### User Interface

- Report Manager menu items have been reorganized to make commonly used features easier to find. The most commonly used items are grouped on the Home and Help tabs. Less frequently used items are grouped on the File and Tools tabs.
- Connector menu items have been reorganized; more commonly used items are now available on the File, Home, and Help tabs. Less commonly used features are now on the Tools tab.
- The locked report screen and the Unlock on Copy screen have been updated to display information in a more user-friendly manner.

### Report Designer

- The new Report Designer Add-in gives you better control over reporting layouts. You can now break reports into reusable pieces and reassemble them in different configurations to create new reports.
- You can now maximize the Report Designer window.
- Rows and columns are now ordered alphabetically, and they are easier to rearrange. Also, larger fonts are now used, and the row and column placeholder bars within the selected row and column layout are now wider to accommodate longer field names.

- You can now insert column or row fields at a specific location within your layout instead of inserting it at the end of the column or row and then moving it.
- Text columns added to a layout are now automatically resized based on their content.
- You can now add and delete row reporting groups from within the Mapping Tool.

## Report Manager

- The columns that appear in Report Manager when a report is selected are now automatically resized so that all text within the columns is visible.
- When importing a report that includes a container with the same name as an existing container, you can now rename the container to avoid having two containers with the same name.
- The right-click menus have been simplified and more intuitive labels have been added. The options that have been removed are still available on the Report Manager Ribbon.

## Report Viewer

- The Report Viewer now remains open after running a report.
- A minimum window size has been set for the Report viewer so that all available reports are visible.

## Sage CRM

Sage CRM customization has been enhanced to take advantage of the new features in Sage CRM 7.2. For more information, review the *Sage CRM 7.2 Installation and Upgrade Guide*.

## Retired Modules

The Electronic Reporting module has been retired.

# Chapter 7

## Changes in 2013

This chapter describes the changes incorporated into the product for the 2013 release that you should be aware of. Installation and global changes are listed first followed by module changes and retirements.

### Global Changes

#### 64-Bit ODBC Driver

A 64-bit ODBC driver, which allows third-party 64-bit applications to access Sage 100 data, is now available. The installation program for the driver can be run from the Sage 100 — Applications installation program.

#### ALE Lookups in Data Entry Windows

You can now select whether to display or hide inactive customers and vendors in some ALE lookups. These options can be selected in Company Maintenance.

#### Feedback Form in Help System

A feedback form has been added to all Help System topics. You can now indicate whether a topic is helpful and provide anonymous feedback that will be used to improve product documentation.

#### Installation Changes

When uninstalling Sage 100, your company data is no longer deleted. To remove the data, you must manually delete it from the MAS90 folder.

#### Native SData Provider

You can now use SData, an HTTP-based communication protocol, to communicate with the workstation, server, and web-based applications, as well as third-party applications and the World Wide Web.

SData is enabled in System Configuration, and security is assigned by role for each user in Role Maintenance.

#### Report Changes

You can no longer e-mail report data when selecting the Export option in the Printer/Output field in report windows. For information on e-mailing a report using Paperless Office functionality, see E-mail, Fax, or Print a Report as a PDF in the Help system.

## SAP® Crystal Reports®

SAP Crystal Reports 2011 is now included with Sage 100. Enhancements in version 2011 include a .NET runtime engine component, the ability to export directly to an Excel .xlsx file, Adobe Flash integration, built-in bar code support, and enhanced SAP Crystal Reports Designer features.

## Sage Advisor Update

You can now keep your Sage products up to date with the latest releases and updates. Sage Advisor Update reviews the Sage products you have installed on your server and lists the online updates available for download.

Sage Advisor Update is automatically installed and can be launched from your Program Files > Sage folder, and from the icon located in the system tray. For more information, see the *Sage 100 Installation and System Administrators Guide*.

## Installing with Microsoft Windows Installer (MSI)

Sage 100 is now installed using Microsoft Windows Installer (MSI). MSI will provide a single installation per version on your system; multiple instances cannot be installed.

## Verify Account Information

You no longer have to enter information in the Verify Account Information window when verifying information for the following tasks:

- 1099 eFiling and Reporting
- Federal eFiling and Reporting
- State eFiling and Reporting

The required information will automatically be transmitted when you click OK.

## Accounts Payable Changes

### Expanded Accounts Payable Invoice Number

- The invoice number field is now expanded to 20 characters, from 10 characters in previous releases.
- Reports and listings now display the full invoice number while retaining the portrait orientation. Journals, register, updates, inquiries, lookups, explorer views, and data entry programs will also display the full invoice number.
- The 20-character invoice number can be viewed in the Job Cost and General Ledger comments on reports.
- The full invoice number will be printed on the check stubs.

## Inactive Vendors

- In Vendor Maintenance, the Temporary check box has been replaced with a Vendor Status drop-down list that contains Active, Inactive, and Temporary statuses. The Inactive option allows you to prevent users from selecting inactive vendors in the following tasks:
  - AP from AR Clearing Entry
  - Check and Electronic Payment Maintenance
  - A/P Invoice Data Entry
  - Manual Check and Payment Entry
  - A/P Repetitive Invoice Entry
  - Salesperson Maintenance
  - Item Maintenance
  - Job Masterfile Maintenance (for cost codes only)
  - Job Posting Entry (for direct costs only)
  - Purchase Order Entry
  - Receipt of Goods Entry
  - Receipt of Invoice Entry
  - Return of Goods Entry
  - RMA Entry
  - RMA Receipts Entry
  - Sales Order Entry
  - S/O Invoice Data Entry
  - Work Order Transaction Entry (for outside processing charges only)
- A new field, Inactive Reason, has been added to the Additional tab in Vendor Maintenance. Use this field to add a reason code for an inactive vendor.
- A new Inactive Status Exception List window allows you to view and print a list of reasons why the vendor status cannot be changed to Inactive. You can also drill down to the source document, if applicable. This window appears after clicking Details if a message dialog box warns you that the vendor status cannot be changed.
- A change to a vendor's status will appear on the Vendor Audit Report if All or Changes is selected in the Vendor Changes to Track field on the History tab in Accounts Payable Options.
- A security event has been added to allow the selection of inactive vendors in Check and Electronic Payment Maintenance and to allow the selection of inactive vendors' invoices in Invoice Payment Selection.
- You can now select to include or exclude inactive vendors from Vendor Listing, Vendor Listing with Balances, and Vendor Mailing Labels.
- A new column, Status, has been added to some ALE vendor lookups. This field allows you to group and filter inactive, temporary, and active vendors.

- A new task, Inactive Reason Code Maintenance, has been added to the Setup menu. This task allows you to create reason codes for inactive vendors. A pre-defined reason code, OUTOB (Out of Business), has been added and cannot be deleted.

These reason codes are shared with the Accounts Receivable module for use with inactive customer records. The Inactive Reason Code Maintenance task is also available on the Accounts Receivable Setup menu and the Common Information Main menu.

- A new utility, Remove Inactive Vendors, has been added to the Utilities menu. This utility allows you to delete inactive vendors.
- In Vendor Maintenance, the Temporary Vendor check box has been replaced with a Vendor Status drop-down list and moved to the Additional tab. You can now select a status of Active, Inactive, or Temporary.
- Active has now replaced Permanent as a vendor status. Any permanent vendors are converted to active vendors during data conversion.

## View Cleared Checks in Vendor Maintenance

- Two new fields have been added in Vendor Maintenance that will allow you to view check status information on checks that have cleared the bank in Bank Reconciliation. The ability to view the cleared checks in Vendor Maintenance can be enabled on the Main tab in Accounts Payable Options if the Accounts Payable module is integrated with Bank Reconciliation. Viewing cleared checks in Vendor Maintenance applies only to checks processed in version 2013 or higher.
- You can now post ACH electronic payments in detail to the Bank Reconciliation module. This feature is enabled in Accounts Payable Options if Accounts Payable is integrated with Bank Reconciliation.

## Accounts Receivable Changes

### Inactive Customers

- In Customer Maintenance, the Temporary check box has been replaced with a Customer Status drop-down list that contains Active, Inactive, and Temporary statuses. The Inactive option allows you to prevent users from selecting inactive customers in the following tasks:
  - AP from AR Clearing Entry
  - Cash Receipts Entry
  - Finance Charge Entry
  - A/R Invoice Data Entry
  - Repetitive Invoice Entry
  - User ID Maintenance
  - Job Billing Data Entry
  - Job Estimate Maintenance
  - Job Masterfile Maintenance (for open jobs only)

- Material Requirements Planning
  - Maintain Projected Demands
  - RMA Entry
  - RMA Receipts Entry
  - S/O Invoice Data Entry
  - Sales Order Entry
- A new field, Inactive Reason, has been added to the Additional tab in Customer Maintenance that allows you to add a reason code for the inactive customer.
  - A new Inactive Status Exception List window allows you to view and print a list of reasons why the customer status cannot be changed to Inactive. You can also drill down to the source document, if applicable. This window appears after clicking Details if a message dialog box warns you that the customer status cannot be changed.
  - A change to a customer's status will appear on the Customer Audit Report if All or Changes is selected in the Customer Changes to Track field on the History tab in Accounts Receivable Options.
  - A security event has been added to allow the entry of an inactive customer when adding a line in Cash Receipts Entry.
  - You can now select to include or exclude inactive customers from Statement Printing, Customer Listing, Customer Listing with Balances, and Customer Mailing Labels.
  - A new column, Status, has been added to some ALE customer lookups. This field allows you to group and filter inactive, temporary, and active customers.
  - A new task, Inactive Reason Code Maintenance, has been added to the Setup menu. This task allows you to create reason codes for inactive customers. Additionally, an OUTOB (Out of Business) pre-defined reason code has been added and cannot be deleted.

These reason codes are shared with the Accounts Payable module for use with inactive vendor records. The Inactive Reason Code Maintenance task is also available on the Accounts Payable Setup menu and the Common Information Main menu.

- A new utility, Remove Inactive Customers, has been added to the Utilities menu. This utility allows you to delete inactive customers.
- In Customer Maintenance, the Temporary Customer check box has been replaced with a Customer Status drop-down list and moved to the Additional tab. You can now select a status of Active, Inactive, or Temporary.
- Active has now replaced Permanent as a customer status. Any permanent customers are converted to active customers during data conversion.

## Credit Card Processing

You can now integrate with Sage Exchange to secure your customers' credit card numbers in a Sage Exchange Vault account, which is a PCI-compliant location for storing sensitive credit card and banking information.

For an overview of this enhancement, see Credit Card Processing Changes on page 68.

Included in the numerous Accounts Receivable changes:

- You can now process credit card transactions in A/R Invoice Data Entry.
- In Repetitive Invoice Entry, you can store credit card transactions to be processed when the invoice is processed.
- You can swipe credit cards for payment acceptance.
- You can process credit card transactions in a batch.
- You can view credit card payment information in the Payment Information window for a selected invoice.
- Printed invoices now reflect credit card payments.
- Because credit card numbers are no longer stored in Sage 100, the following fields have been removed:
  - The Purge Credit Card Data field in A/R Period End Processing
  - The Days to Retain Credit Card History field in Accounts Receivable Options (previously used in conjunction with the purging of credit card data during period end processing)

The following sections list additional changes separated by task.

### Payment Type Maintenance

- The Show Validation Code Verification and Show Address Verification check boxes have been combined and renamed Show Address and CVV Verification.
- The Merchant ID field has been renamed Merchant Account.
- The following fields have been added for entering Sage Exchange account information.
  - Virtual Terminal ID
  - Merchant Key
- The following fields have been removed; the settings are now defined in Sage Exchange.
  - Validation Code Length
  - Require Validation Code

- The following PCCharge related fields have been removed:
  - Credit Card Processor Code
  - Processor Type

### Customer Maintenance

- In Customer Maintenance, a Card ID field has been added to the Additional tab for entering a unique card ID number to identify credit card records. You can now add a credit card on the fly by typing a new card ID number in this field to launch Customer Credit Card Maintenance.
- The CC Number field has been removed. Credit card numbers are now entered in the Sage Exchange Vault window, accessed from Customer Credit Card Maintenance.
- The CC Pymt Type field has been renamed Payment Type.

### Customer Credit Card Maintenance

- The Add New Card button has been added to open the Sage Exchange Vault window for adding a credit card number and expiration date.
- The Edit Card button has been added to open the Sage Exchange Vault window for editing the expiration date of the current credit card record.
- The CC Pymt Type field has been renamed Payment Type.
- The Card Number field has been removed.
- A Card ID field has been added, which allows you to enter a card ID number to identify a credit card.
- The following view-only fields have been added; they display information for credit cards entered in the Sage Exchange Vault.
  - Card Type
  - Last Four Digits
- The Expiration Date is now a view-only field; it displays the expiration date for the credit card number entered in the Sage Exchange Vault window.
- The following fields have been added:
  - Address (second line)
  - Country
  - E-mail Address

### Reports

The Print Formatted Credit Card check box has been removed from the following Accounts Receivable report windows. The last four digits of the credit card number will still appear on the reports.

- Customer Listing
- Customer Credit Card Listing
- Deposit Transaction Report

## Bank Reconciliation Changes

- A new field, Cleared Date, has been added to all data entry tasks in this module. You can enter a date when the check has cleared the bank if the date is different than the module default date. The cleared date can be viewed in registers and reports when reconciling the bank statement. The field is available for inclusion in Auto Check Reconciliation check settings.
- ACH electronic payments can now be listed in Reconcile Bank and Check, Deposit and Adjustment Entry based on the selection made in Accounts Payable Options. If the option is selected, ACH payments will be listed on the Checks tab. If the option is cleared, one posting will be listed on the Dep/Adjust tab.

## Common Information Changes

A new task, Inactive Reason Code Maintenance, has been added to the Main menu. This task allows you to create reason codes for inactive customers and vendors. Additionally, an OUTOB (Out of Business) pre-defined reason code has been added and cannot be deleted.

## Credit Card Processing Changes

Integrated credit card processing is now available exclusively through Sage Payment Solutions via Sage Exchange. PCCharge is no longer integrated with Sage 100.

With Sage Exchange, credit card numbers are stored in the Sage Exchange Vault. Credit card numbers are no longer stored in Sage 100; only the last 4 digits are stored. Therefore, credit card encryption is no longer required in Sage 100.

If credit card numbers were stored in the prior version of your software, and you were not processing transactions using Sage Exchange, the credit card numbers will be transferred into a Sage Exchange Vault-only account, which cannot be used for processing transactions. The Vault-only account is automatically created during data conversion, and it can be converted to a processing account. To convert the account, contact your Sage Payment Solutions account executive or your Sage business partner.

For information on Accounts Receivable changes related to this enhancement, see Credit Card Processing on page 66.

For information on Library Master changes related to this enhancement, see Credit Card Processing on page 71.

For information on Sales Order changes related to this enhancement, see Credit Card Processing on page 72.

## PCCharge

The Sage Payment Solutions Gateway does not recognize outstanding pre-authorizations performed with other processors that previously used PCCharge Payment Server. Sales are processed through Sage Exchange as though no pre-authorization was performed. The available credit for your customers is reduced by the pending pre-authorization amount until the date of pre-authorization expiration.

 **WARNING**  
Verify that any existing PCCharge credit card transactions have been updated to the general ledger.

If you have existing PCCharge credit card transactions, verify that all transactions entered in Accounts Receivable Cash Receipts Entry and Sales Order Invoice Data Entry have been updated to the general ledger.

If you have existing PCCharge credit card transactions, print the Accounts Receivable Credit Card Settlement Report to balance the settlement batches for the PCCharge processor. PCCharge settlement data will no longer be included in the Credit Card Settlement Report.

## Customer Relationship Management Changes

### Automatic Installation of Module

The Customer Relationship Management module is now automatically installed with Library Master and no longer has to be activated. Previously, you were required to install the module separately and activate it in Company Maintenance.

### Use of Sage 100 License

Launching a Sage 100 task from Sage CRM no longer uses a Sage 100 license.

### Multiple-company Integration with Sage CRM

You can now integrate multiple Sage 100 companies with one instance of Sage CRM, or you can continue using multiple instances of Sage CRM. If you were previously using multiple instances of Sage CRM for integration with multiple Sage 100 companies, see the Installing Sage CRM chapter in the Sage 100 *Installation and System Administrator's Guide*.

The following changes related to that enhancement have been made in the Customer Relationship Management module.

- The CRM Options task as been replaced with two new tasks on the Customer Relationship Management Main menu: CRM Server Options and CRM Company Options.
  - Use CRM Server Options to define settings for each instance of Sage CRM.
  - Use CRM Company Options to define company-specific settings for each company linked to Sage CRM.
- CRM Activity Log data can now be sorted and filtered by the Sage 100 company code and Sage CRM instance ID.

- When running the Purge CRM Activity Log utility, you can now purge data for a specified Sage 100 company and Sage CRM instance ID or for all companies and instance IDs.
- When running the Purge CRM Order/Quote Tracking utility, you can now purge data for a specified Sage 100 company code or for all companies.
- When generating the CRM Activity Log, you can now select data based on the Sage 100 company code and Sage CRM instance ID.
- A Sage 100 Company Code field has been added to the following windows, which are accessed from Sage CRM.
  - Create New Sage CRM Quote
  - Create New Sage CRM Order
  - Create Relationship
  - Maintain Relationship
  - Promote Company to Customer
- The CRM Country Maintenance task has been renamed CRM Country Cross Reference Maintenance.
- When creating a sales order or quote within Sage CRM, a Sage 100 company must now be selected.

## Quick Order Entry

In Sage 100 Advanced and Premium, you can now install and use Quick Order Entry to enter and edit sales orders and quotes in Sage CRM. This task has the essential fields and functionality available in Sales Order Entry. Some fields and functionality have been omitted to streamline the data entry process.

Orders and quotes can be printed to PDF and sent as e-mail attachments from Quick Order Entry. The location for storing the PDF files and the URL for viewing them are entered in the Reports Folder and Reports Portal fields in CRM Company Options.

You can elect to use either Quick Order Entry or the standard Sales Order Entry window by selecting an option in the Default Form for Quotes/Orders field on the Sage 100 Preferences tab in Sage CRM. You must have the appropriate security set up in Sage 100 to access the new window.

For information on installing Quick Order Entry, see the Installing Sage CRM chapter in the Sage 100 *Installation and System Administrator's Guide*.

## Inventory Management Changes

In Item Maintenance, a Quantities grid has been added to the Main tab. The grid allows you to view the quantity detail information for the selected item and all warehouses. You can click the Quantity Recap button to view a recap for all warehouses or the selected warehouse. Additionally, the following fields have been moved to the Additional tab to accommodate the Quantities grid.

- Allow Back Orders
- Allow Trade Discounts
- Allocate Landed Cost
- Inactive Item

## Library Master Changes

### Web Reports Server

The Web Reports Server Name field and the Web Reports Virtual Directory field have been removed from Company Maintenance. Web Reports Server is no longer supported.

### Credit Card Processing

Several changes were made as part of the credit card enhancements. The following sections list these changes separated by task.

#### Company Maintenance

The following credit card related changes have been made in Company Maintenance:

- The Servers tab has been renamed to Credit Cards tab.
- The Enable Credit Card Payment Server field has been replaced with the Enable Credit Card Processing check box; selecting this check box enables credit card processing through Sage Exchange.
- The Enable Batch Authorizations check box has been replaced with the Default Transactions to Process in Batch check box. If this check box is selected, credit cards are batch processed by default in Accounts Receivable and Sales Order.
- The following PCCharge related fields have been removed:
  - Use Default Server Settings
  - IP Address
  - Port
  - Path
  - Force Reconnect for Each Authorization
- Two new fields, Vault-Only ID and Vault-Only Key, will appear on the Credit Cards tab if a Vault-Only account is created to store credit card numbers. The ID and key will automatically be entered in these fields.
- The Credit Card Encryption button has been removed.

#### User Maintenance

The following check boxes have been removed from the Preferences tab:

- Display Formatted Credit Card
- Print Formatted Credit Card

### Role Maintenance

- A security event has been added to allow users to override the credit card information for Accounts Receivable and Sales Order credit memos.
- A module option has been added that allows users to add new credit card numbers and edit the expiration date for existing credit card numbers on file.

The following security events have been removed:

- Allow Access to Credit Card Encryption in Company Maintenance
- Allow Deleting of Public Key
- Allow Purging of Credit Card Audit Log

### Credit Card Audit Log

Credit Card Audit Log has been removed from the Library Master Reports menu.

### Administrative Tools

The Change Credit Card Encryption Key Phrase button has been removed from the Administrative Tools window.

## Paperless Office Changes

You can now use Simple Mail Transfer Protocol (SMTP) authentication to send e-mail messages. This includes Transport Layer Security (TLS) and Secure Sockets Layer (SSL) mail services to encrypt the communication between the client and server and protect sensitive company information. This option can be enabled in Company Maintenance.

## Sales Order Changes

### Credit Card Processing

You can now integrate with Sage Exchange to secure your customers' credit card numbers in a Sage Exchange Vault account, which is a PCI-compliant location for storing sensitive credit card and banking information.

For an overview of this enhancement, see Credit Card Processing Changes on page 68.

The following changes were made as part of the credit card processing enhancement:

- You can now swipe credit cards for payment acceptance.

- Credit cards transactions can now be processed in a batch.
- Printed sales orders and invoices now reflect credit card payments.

The following sections describe additional changes separated by task.

### Sales Order Entry

- You can now obtain a pre-authorization for an amount that is greater or less than the order amount.
- The Payment Type field on the Totals tab has been renamed Deposit Payment Type to avoid confusion with the Payment Type field on the Credit Card tab.
- The Deposit check box, Credit Card Number field, and Credit Card Information button have been removed from the Totals tab.

### S/O Invoice Data Entry

- The Payment Type field on the Totals tab has been renamed Deposit Payment Type to avoid confusion with the Payment Type field on the Credit Card tab.
- The Deposit check box, Credit Card Number field, and Credit Card Information button have been removed from the Totals tab.

## Visual Integrator Changes

The option to export fully formatted credit card numbers has been removed from the Export Job window.

## Visual Process Flows

Visual process flows are interactive workflow diagrams that show the steps to complete a task or process. Elements on the process flows are linked to Sage 100 tasks; clicking an element starts the linked task. Other actions, such as showing or hiding objects on the process flow, can also be assigned to elements.

Seven predefined process flows are available on the Visual Process Flows submenus. You can use these predefined process flows as templates to create your own customized process flows, which appear on the Custom Process Flows menu in the applicable modules.

The Visual Process Flows Manager task, located on the Visual Process Flows Setup menu, allows you to create, copy, and delete custom process flows, modify their settings, and open them in the Visual Process Flow Designer.

Internet Explorer version 8 or higher and Adobe Flash Player are required to use the process flows.

## Retired Modules

The Business Alerts Professional module has been retired as of version 2013.

## Module PDFs

The Module PDFs that contained the overview topics for Sage 100 tasks are no longer accessed in the Help system; they are now accessed through the Resources page on the Desktop.

# Chapter 8

## Changes in 4.50

This chapter describes the changes incorporated into the product for the 4.50 release that you should be aware of. Installation and global changes are listed first followed by module changes and retirements.

## Global Changes

### Choose an Installation Option

You now have the option to perform an in-place or parallel upgrade installation. If you select to perform a parallel upgrade, use the Parallel Migration wizard to move your data. An in-place installation can only be performed for version 4.40.

The following products are now available on one DVD:

- Sage 100 Standard
- Sage 100 Advanced
- Sage 100 Premium
- Sage CRM
- eBusiness Manager
- eBusiness Web Services
- Federal and State eFiling and Reporting
- SAP Crystal Reports® Designer

### Security Requirement

You are now required to set up security for your Sage 100 system. When installing the software, you are now required to create an Administrator password. Each user must have a user logon created in User Maintenance in order to access the system.

### Participate in the Product Enhancement Program

You can now participate in the Product Enhancement Program (PEP). Through PEP, Sage collects information that will help Sage identify trends and usage patterns to improve the quality of the products and services we offer. Sage will not collect sensitive information such as financial information or information on individual transactions.

When installing or upgrading to a new version of Sage 100, you will be automatically enrolled in PEP. You can opt out at any time using the Product Enhancement Program window accessed through the Administrative Tools window.

## Retain Report and Form Printer Information Setting

You can now retain report and form printer information by workstation ID and form code. This new functionality enables multiple users to save the printer information specific to their workstation ID when selecting a form code or report setting. Previously, the printer used by the last user of a form code or report setting was saved for the next user.

## Manage Your System Window

The Manage Your System Window no longer appears when starting your Sage 100 system. The tasks that were available through this window, Company Maintenance, Role Maintenance, and User Maintenance, can be accessed from the Library Master Main menu or through the Administrative Tools window, which appears when you log on using the Administrator account.

# Accounts Receivable Changes

## Create National Accounts

A new feature has been added that allows you to create national accounts. National accounts allow you to create relationships between a bill-to account and its sold-to customers. Various fields have been added to Accounts Receivable Options that enable the use of national accounts.

- Use the new Bill To Customer Maintenance task on the Accounts Receivable Setup menu to set up relationships between a national account and its sold-to customers. Any customer can be a national account or be a member of a national account.
- Use the new Bill To/Sold To Maintenance task accessed from the Customer Maintenance window to create tiers of bill-to and sold-to customers.
- You now have the option to print bill-to/sold-to information on various reports and forms. Additionally, bill-to/sold-to information can be printed in Statement Printing.

## Define Default Price Levels by Customer and Product Line

A new feature has been added that allows you to define default price levels by customer and product line. Default price levels for the customer can be set up by product line only, a combination of product line and price code, or product line and ship-to code. Two fields have been added to Sales Order Options that enable the default price level by customer and product line feature based on price codes or ship-to codes.

- A new task, Price Level by Customer Maintenance, accessed from either the Accounts Receivable Setup menu, from Customer Maintenance, or from Product Line Maintenance, allows you to establish default price levels to use when entering sales orders and one-step sales order invoices.

- You can copy all or specific product line/price level records from a customer to one or multiple customers using the new task, Price Level by Customer Copy, on the Accounts Receivable Setup menu, or by using the Copy button in Price Level by Customer Maintenance. You can also copy from a customer with existing records to a single customer by selecting Price Level from the drop-down menu in Customer Maintenance to open Price Level by Customer Maintenance and clicking Copy From.
- A new report, Customer Pricing Report, has been added to the Accounts Receivable Reports menu that allows you to produce a list of customers' special pricing and discounts, including customers that have been set up with product line/price level records.

## Purge Credit Card Data During Period-End Processing

You can now define what credit card data is purged during Accounts Receivable period-end processing and year-end processing. A new field in the Period End Processing window allows you to purge either data for expired credit cards only, credit card history only, expired credit card data and credit card history, or you can choose to not purge any credit card information.

## Define Split Commissions by Customer

You can now define default percentage values for distributing sales order and invoice commissions among salespersons on a per-customer basis. Clicking the new Split Comm button in Customer Maintenance opens the Customer Split Commission Maintenance window, which allows you to distribute commissions among a maximum of five salespersons. The default values defined in this window appear in the Split Commission Entry window accessed through Sales Order Entry and Sales Order Invoice Data Entry, but they can be changed.

The Split Comm button is available in Customer Maintenance if the Split Commissions Between Salespersons check box is selected in Sales Order Options.

## Recalculate Open Order Amounts

The Recalculate Open Order Amounts utility has been added to the Accounts Receivable Utilities menu. This utility allows you to recalculate the open order amounts from the Customer file for all customers based on open orders in the Sales Order data entry tasks.

## Bar Code Changes

### Print Lot/Serial Distribution Information

New fields in Sales Order Options allows you to enable lot/serial distribution for sales orders. When enabled, you now have the option to print the lot/serial number and distribution on sales orders and picking sheets.

## Inventory Management Changes

### Inactive Items

In Item Maintenance, an Inactive Item check box has been added that allows you to prevent users from selecting inactive items in certain data entry tasks. The following data entry tasks check for inactive items as noted:

- In Sales Order Entry, Sales Order Invoice Data Entry, Purchase Order Entry, Receipt of Goods Entry, Receipt of Invoice Entry, and Material Requisition Issue Entry, an inactive item cannot be entered when adding a new line.
- In Return of Goods Entry and Inventory Management Transaction Entry, an inactive item cannot be entered when adding a new line without the appropriate security setup.
- In RMA Entry and RMA Receipts Entry, an inactive item cannot be selected as a replacement item.
- In Shipping Data Entry, an inactive item cannot be selected as an alternate item.

An Inactive Item check box has also been added to the Product Line Maintenance window, which allows you to have the Inactive Item check box in Item Maintenance selected by default for new items added to a product line. You can also use the Apply Product Line Information window to apply the Inactive Item check box selection to existing items in Item Maintenance.

You can now elect to include or exclude inactive items from most Inventory Management reports.

### View Lot/Serial Distribution Information

- In Item Maintenance/Item Inquiry, on the Cost Detail tab, you can now view the committed quantities to various data entry tasks as well as the quantity available if the Lot/Serial Distribution feature in Sales Order Options is enabled. Additionally, on the Orders tab, you can now view the order detail by lot/serial number when clicking the View/Lot Serial button.
- A new Lot/Serial Order Detail window has been added to the drop-down menu in Item Maintenance/Item Inquiry. This window displays the lot/serial distribution (including available quantities) for the selected item as well as the distribution already assigned to sales orders and the sales order items still waiting to be distributed.
- You now have the option to print lot and serial distributions from sales orders on the Stock Status Report, Open Sales Order Report, Open Orders by Item Report, Open Orders by Promise Date Report, and Open Orders by Job Report.

## Library Master Changes

### Define Credit Card Security Options

- Two new preferences have been added in User Maintenance to allow you to designate users that can print or display fully formatted credit card numbers. Users without those preferences will see only the masked credit card number.
- Two new security event roles have been added in Role Maintenance to allow you to designate which roles can change or delete the key used to encrypt credit card numbers. Industry standards recommend that you change this key at least annually to enhance security of the encrypted credit card numbers stored in your system.
- The key used to encrypt the credit card information is now stored separately from your company data. By using the alternate directory feature, your key will be stored in a different physical location than your company data; thereby, increasing the security of the credit card information.
- A Credit Card Audit Log has been created. This log will show the following:
  - All credit card transaction requests sent to the payment server
  - Each time credit card numbers are encrypted or decrypted
  - Each time a user's print or display credit card preferences is changed
  - Each time a credit card key is changed or deleted



#### NOTE

The alternate directory feature is not available for Sage 100 Premium.

## Payroll Changes

### Recalculate Deductions in Payroll Data Entry

You now have multiple options for recalculating deductions that are based on earnings in Payroll Data Entry after changing, adding, or deleting data entry lines.

- Click the new Recalc Deductions button in Payroll Data Entry.
- Select Prompt at the new Recalc Deductions in Data Entry field in Payroll Options. When clicking Accept after changing, adding, or deleting a line in Payroll Data Entry, a message dialog box will appear asking if you want to recalculate deductions for the selected employee.
- Select Yes at the Recalc Deductions in Data Entry field in Payroll Options. Deductions will be automatically recalculated when clicking Accept after changing, adding, or deleting a line in Payroll Data Entry. You cannot manually overwrite a deduction if you select this option.



#### NOTE

The Payroll module is not available for Sage 100 Premium.

### Define Deduction Code Options

Five new calculation methods are available in Deduction Code Maintenance; deductions can now be calculated as follows:

- A percentage of another deduction (for employer contributions)
- An amount multiplied by the total number of regular and overtime hours
- An amount multiplied by the total hours worked multiplied by the pay rate multiplier
- A percentage of the pay rate multiplied by the total hours worked
- An amount multiplied by the pay rate

You can now set up a deduction that is calculated based on selected earnings types.

## Recalculate All Option for Payroll Imports

A Recalc All button has been added to the message dialog box that appears when importing payroll data through Visual Integrator. Click the button to recalculate automatic deductions for all records in the Payroll Data Entry file regardless of whether they exist in the current import. If you click the button, any previously calculated automatic deduction amounts will be removed.

## Select Preconfigured Payroll Import Jobs

Five preconfigured import jobs are now available to select when importing payroll data using the Visual Integrator module.

- PR\_ADP is configured to import delimited files in the ADP Paydata format.
- PR\_FORMAT\_2 is configured to import ASCII files that use a fixed field format and include a job number.
- PR\_KRONOS is configured to import ASCII files in the Kronos Connect and Time Bank format.
- PR\_KRONOS\_NO\_DP is configured to import ASCII files in the Kronos Connect and Time Bank format.
- PR\_TIMETRAK is configured to import ASCII files in the Timetrak version 8.0 format.

To make the jobs available in Import Job Maintenance, use the Job Import task to import the PayrollDataEntryImports.exp file, which is available in the \MAS90\PR folder. For more information, see Import Preconfigured Payroll Import Jobs in the Help system.

## Define Minimum Hours for Benefit Accrual

A new field, Min Hrs/Check, has been added to Benefit Schedule Maintenance. This field allows you to define a minimum number of hours that must be worked per check before benefits will accrue.

## Identify Business Type

A new field, Kind of Employer, has been added to the Federal eFiling and Reporting and State eFiling and Reporting tasks in the Payroll module, and the W2 Electronic Reporting task in the Electronic Reporting module. This new field allows you to identify your company's type of business.

## Purchase Order Changes

### Renamed Task

The Auto Generate Orders Selection task on the Main menu has been renamed Auto Generate from Sales Orders. The task has been redesigned to facilitate the auto generation process.

### View Sales Orders from Purchase Order Entry

In Purchase Order Entry, you can now click the new Sales Order button on the Lines tab to access and view the sales order for the purchase order without having to return to the Desktop to open Sales Order Entry.

### Set Up Additional Purchase Order/Auto Generate Options

A new Generate tab has been added to Purchase Order Options. The tab features additional options for automatically generating purchase orders from sales orders. You now have the following options:

- Combine multiple sales orders for a vendor into one purchase order
- Use the sales order number as the purchase order number when automatically generating purchase orders from sales orders
- Increment the purchase order number at the beginning or end when using the sales order number as the purchase order number
- Select whether to base the purchase order header required date on the system date, purchase order date, sales order ship date, sales order date, or to be prompted for a date prior to generating the purchase order
- Select whether to base the purchase order line required date on the system date, purchase order date, sales order promise date, or to be prompted for a date prior to generating the purchase order
- Print the Auto Generate from Sales Order Listing by customer number and print the Purchase Order Number Assignment Listing after generating the purchase orders
- Automatically open the Purchase Order Entry window after generating the orders or print the purchase orders after generating the orders
- Enable generating purchase orders from Sales Order Entry and elect to be prompted to generate purchase orders from Sales Order Entry for new sales orders

- Elect to include the sales order ship-to address, ship via, FOB, confirm to, e-mail address, line item's cost of goods sold (COGS) account, and alias item number for general alias item types on the purchase orders during generation.

## Sales Order Changes

### Set Up Additional Options for Job Cost

A new Job Cost tab has been added to Sales Order Options. The tab features additional options for integrating the Job Cost module with Sales Order. You now have the following options:

- Update invoice costs to job estimates
- Post costs for drop-ship lines to the Job Cost module
- If the Purchase Order module is set up and integrated with Job Cost, you can post costs for drop-ship lines in Purchase Order
- Have the job status automatically set to complete when the Sales Journal is updated
- Elect to relieve job costs from the work in process account and post them to the cost of sales account
- Have the quantity entered in Sales Order Entry update the quantity on sales order and quantity on hand values used in the Inventory Management module
- Include the job number and description in the general ledger posting comment
- Define how exploded kit component items and costs are updated to the Job Transaction Detail file
- Define how the system handles a discrepancy between the currently selected customer number and the job number entered in Sales Order Entry and Invoice Data Entry
- Define which cost of goods sold account and sales revenue account are used for line items in Sales Order Entry and Invoice Data Entry

Also, the following fields have been relocated to the Job Cost tab:

- Post Invoice Costs to Job Cost
- Require Job Number
- Allow Jobs to be Created Automatically
- Require Cost Code

### Calculate Sales Commissions by Line Item

A new task, Line Item Commission Maintenance, has been added to the Sales Order Setup menu. The task allows you to set up salesperson commission rates and amounts by combinations of salespersons, customers, inventory items, and effective dates.

## Calculate Item Pricing by Total Quantity

New fields in Sales Order Options allow you to combine the ordered quantity for multiple sales order and invoice lines when calculating quantity pricing discounts. You can elect to use the total ordered quantity for all lines, or you can combine lines by product line or by the item categories defined in Inventory Management.

You can define which unit of measure to use for totaling the quantity ordered, and you can specify whether you want the item pricing by quantity applied automatically, when prompted, or for new entries only. Additionally, an Item Price button has been added to Sales Order Entry and Invoice Data Entry, which you can click to apply item pricing by quantity to the current order or invoice.

The rules that you set up for sales orders and Sales Order invoices will also be applied to eBusiness Manager shopping cart orders when they are accepted into Sales Order.

## Distribute Lot/Serial Items from Sales Order Entry

Two new fields have been added to Sales Order Options that allow you to enable lot/serial distribution for sales orders and require that the sales order lines be fully distributed.

- You now have the option to distribute lot and serial numbers when creating sales orders, similar to S/O Invoice Data Entry, and print the lot and serial numbers on sales orders and picking sheets. This feature allows you to specify a lot and serial number and commit the item at the sales order level so they cannot be used by other tasks. The lot/serial distribution can then be pulled into Invoice Data Entry when the sales orders are invoiced.
- The new Lot/Serial Search button in Sales Order Entry allows you to find sales orders that are referencing specific lot/serial numbers. This feature allows you to easily select the lot/serial number and order for adjustments.

You can now elect to include or exclude lot and serial distribution from all Open Sales Order reports and the Inventory Stock Status Report. Additionally, you now have the option to print the lot/serial number and distribution on sales orders and picking sheets.

## Generate Purchase Orders from Sales Orders

- You can now click the new Purchase Order button on the Lines tab to access and view the purchase order for the sales order without having to return to the Desktop to open Purchase Order Entry. Additionally, you can now generate a purchase order by clicking the Generate PO button on the Totals tab.
- You can now use a security event in Role Maintenance to prevent users from overriding the bill-to customer number during order entry.

## Assign Vendors to Miscellaneous/Special Items

- You can now select a vendor number for miscellaneous and special items so that a purchase order can be automatically generated for these item types. For regular inventory items, this field defaults to the items primary vendor but can be changed. For previously entered sales orders, the Vendor Number field will be blank.
- You can now use a security module option in Role Maintenance to allow users to view the vendor number during order entry.

## Retired Modules

The following modules have been retired as of version 4.50:

- StarShip (Freight and Parcel)
- FRx Reporting
- F9
- Business Alerts Select
- Report Master

# Appendix A

## Checklists

These checklists provide instructions for migrating your data from your older Sage 100 installation and then upgrading the data to version 2018.

If you haven't already, follow the instructions in the *Sage 100 2018 Installation and System Administrator's Guide* to install and set up Sage 100 2018. The guide is in the Documents folder accessible within the installation program, and it's also available online:

<http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

The upgrade process consists of three steps:

- 1 Preparing your data for upgrading
- 2 Upgrading your data to version 2018
- 3 Converting your data to version 2018

This appendix 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 2017 to Version 2018 on page 86
- Upgrading from Version 2016 to Version 2018 on page 96
- Upgrading from Version 2015 to Version 2018 on page 106
- Upgrading from Version 2014 to Version 2018 on page 116
- Upgrading from Version 2013 to Version 2018 on page 126
- Upgrading from Version 4.50 to Version 2018 on page 136
- Upgrading from Version 4.45 to Sage 100 Premium Version 2018 on page 145

## Upgrading From Version 4.40 or Earlier

If you are upgrading from Sage 100 version 4.40 or earlier, you must first upgrade to version 4.50 and install Product Update 8. The upgrade checklist is included in the Sage 100 4.50 Upgrade Guide, which is available here:

[https://cdn.na.sage.com/docs/en/customer/100erp/4\\_5/open/UpgradeGuide.pdf](https://cdn.na.sage.com/docs/en/customer/100erp/4_5/open/UpgradeGuide.pdf)

## Upgrading from Version 2017 to Version 2018

When upgrading to version 2018, you must perform a parallel installation, and 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 Installation and System Administrators Guide.

### Pre-Upgrade Checklist

You must prepare your version 2017 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.



#### NOTE

When converting data in version 2018, you must be logged in with a user account that has access to all payroll departments; otherwise, you will not be able to complete data conversion.

- 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 2017 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 the Payroll module and have set up departments, you must have a user account set up with access to all departments in all companies. Department access must be assigned to individual user logon ID, **not** by groups. Groups are no longer used to manage department access.
- 5\_\_\_ If you use the TimeCard module:
  - If you're upgrading to version 2018 **before** the updated TimeCard module is available, you will not be able to migrate your data. Make sure that you have a backup of your TimeCard data and uninstall the TimeCard module from your prior version of Sage 100.
  - If the version 2018 product update with the updated TimeCard module is available, make sure that you've installed it before migrating your data.
- 6\_\_\_ Rebuild all data files.
  - If you are upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
  - If you are upgrading from Sage 100 Premium, use the Rebuild Sort File utility.

You must answer Yes to all recalculation questions.

- 7\_\_\_ Print all customized form definitions.
- 8\_\_\_ 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.
- 9\_\_\_ Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
- 10\_\_\_ If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2017 installation. Port 1433 is the default SQL Server port.

## Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 86, you are ready to migrate your data to your version 2018 system.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see the checklist on page 88.

### Upgrade Checklist for Sage 100 Standard and Advanced

- 1\_\_\_ Create a backup of your version 2018 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
- 2\_\_\_ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to migrate your data.
- 3\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 4\_\_\_ Review security tasks for new features in version 2018. 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.



#### NOTE

If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

## Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

1\_\_\_ For your Sage 100 2018 installation, create a backup of the following:

- The Sage 100 MAS90 folder
- The MAS\_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2\_\_\_ Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2018 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.

- a Open the Control Panel, select Administrative Tools, and then select Services.
- b In the Services window, locate the SQL Server instance used for Sage 100 Premium, right click it, and select Properties.
- c In the Properties window, click the Log On tab and select an option.
  - If the SQL Server instance that you're using for version 2018 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
  - If the SQL Server instance that you're using for version 2018 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d Apply your changes and then stop and restart the services.
- e If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3\_\_\_ Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the Wizard.

- If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.



### WARNING

You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2018 installation.

 **WARNING**  
Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of article number 76993 in the Sage Knowledgebase.

- If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .back files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see article number 76993 in the Sage Knowledgebase.

 **NOTE**  
If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 4\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 5\_\_\_ Review security tasks for new features in version 2018. 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.

## Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 86 and the Upgrade Checklist on page 87, you are now ready to convert your data to version 2018.

- 1\_\_\_ If your company data contains credit card information, install the latest version of Sage Exchange and verify that the workstation you are using has a working Internet connection. This is necessary so that credit card records can be transferred 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.

To install Sage Exchange:

- a Start the Sage 100 installation program.
- b Select your edition of Sage 100.

- c Click Productivity Applications.
  - d Click Install Sage Exchange Desktop to start the installation wizard.
  - e Proceed through the wizard to install the program.
- 2\_\_\_ Select Library Master Main menu > Company Maintenance to convert your data to version 2018. This must be done for each of your companies.
- 3\_\_\_ If you are converting Payroll Data, the Payroll Data Conversion Wizard automatically opens. Companies that include Payroll data must be converted one by one. You'll be guided through the following tasks:
- Mapping department numbers. If you use payroll departments and any of the departments numbers contain special characters, you must enter new department numbers containing only alphanumeric characters to replace them.
  - Selecting tax groups from the payroll tax database to replace your existing tax codes. If you are using local tax codes, each state and local tax code combination will be replaced by one tax group. Depending on which tax codes you're using, the wizard offers suggestions for you to review and update as needed.
  - Adding tax groups to tax profiles. Tax profiles are collections of tax groups that you assign to employees to determine how their taxes are calculated. You can access Tax Profile Maintenance from the wizard to create tax profiles.
  - Selecting filing statuses from the payroll tax database to replace your existing ones. The filing statuses in the database may differ from the ones that you are using. The wizard offers suggestions when possible for you to review and update as needed.
- 4\_\_\_ 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.
- 5\_\_\_ 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 2018. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

6\_\_\_ If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.

- a Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.
- b Sign in to Sage Payroll Services.
- c Proceed through the wizard.
- d Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact Sage Payroll Services Support for assistance with resetting the link.

7\_\_\_ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields. For more information, See Customizer Changes on page 89.

For the Job Cost and Payroll modules, you must manually recreate all of your customized panels. User defined fields will be automatically converted.

8\_\_\_ 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.

For the Job Cost and Payroll Modules, you must manually recreate all custom lookups.

9\_\_\_ 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.

10\_\_\_ If you use the Payroll Module, review the list of enhancements in the *Sage 100 Payroll What's New* guide, available here:  
[http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll\\_Upgr ade.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll_Upgr ade.pdf)

After reviewing the guide, complete the following tasks:

- Select Payroll > Setup > Earnings Code Maintenance. For each earnings code, select a tax rule.
- Select Payroll > Setup > Deduction Code Maintenance. For each pension or cafeteria plan deduction code, select a tax rule.

- Select Payroll > Setup > Company Tax Group Setup. For each tax group that you are using:
  - Enter the tax ID number for state and local tax groups. For the Federal tax group, the tax ID number entered in Company Maintenance appears and can only be viewed.
  - Enter the general ledger account numbers to credit with the tax amounts withheld from employees' pay.
  - Enter any tax rates that are specific to your company and the associated effective dates. On the Taxes tab, click the arrow button in the Tax field to select the tax(es) for the selected tax group.
- Select Payroll > Setup > Tax Profile Maintenance. Review the tax profiles that were created when converting payroll data, and make changes if needed.
- Select Payroll > Main > Employee Maintenance. On the Taxes tab, enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
- Also in Employee Maintenance, on the Additional tab, verify that the correct selection appears in the Ethnicity/Race field.
- If you are using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. Select Payroll > Setup > Department Maintenance, and click the Security tab.
- To ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list: [spa.na.sage.com](http://spa.na.sage.com)

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.

11\_\_\_\_ 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 2018.

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 or Sage 100 Advanced, 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, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrators' Guide* for more information.

- 12\_\_\_ For the Job Cost and Payroll modules, the Crystal Reports Conversion Wizard might partially convert your customized forms and reports. Test all of your customized forms and reports, and use Crystal Reports Designer to manually update or recreate them as needed.
- 13\_\_\_ If Sage 100 2018 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:  
  
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the earlier installation. You must complete this step on both the server and the workstation.
- 14\_\_\_ 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.
- 15\_\_\_ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2018 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 151.
- 16\_\_\_ For the Job Cost and Payroll modules, recreate all Visual Integrator import and export jobs.
- 17\_\_\_ 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.
- 18\_\_\_ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.
- 19\_\_\_ 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.
- 20\_\_\_ To unhide the Custom Financials menu and tasks, select File menu > Run and type **\*unhidegl** in the Run Program window.
- 21\_\_\_ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

- 22\_\_\_ 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.
- 23\_\_\_ 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.
- 24\_\_\_ 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.
- 25\_\_\_ If you had task folders in your My Tasks area, re-create your Public and Private task folders.
- 26\_\_\_ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
- 27\_\_\_ To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records.

To run the utility, select Library Master > Utilities > Build Search Index. For more information, see Enhanced Auto-Complete on page 12.

- 28\_\_\_ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

**To install Sage Exchange Desktop for Sage 100 Standard:**

- a Use Windows Explorer to browse to the MAS90\Wksetup folder.  
  
If you are installing Sage Exchange Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browse to the MAS90\Wksetup folder on the server.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

**To install Sage Exchange Desktop for Sage 100 Advanced and Premium:**

- a Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.

- b** Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c** Click Install Sage Exchange Desktop.
- d** Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

For information on what is new in this release, see *What's New in Version 2018* on page 3.

## Upgrading from Version 2016 to Version 2018

When upgrading to version 2018, you must perform a parallel installation, and 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 Installation and System Administrators Guide.

### Pre-Upgrade Checklist

You must prepare your version 2016 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.



#### NOTE

When converting data in version 2018, you must be logged in with a user account that has access to all payroll departments; otherwise, you will not be able to complete data conversion.

- 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 2016 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 the Payroll module and have set up departments, you must have a user account set up with access to all departments in all companies. Department access must be assigned to individual user logon ID, **not** by groups. Groups are no longer used to manage department access.
- 5\_\_\_ If you use the TimeCard module:
  - If you're upgrading to version 2018 **before** the updated TimeCard module is available, you will not be able to migrate your data. Make sure that you have a backup of your TimeCard data and uninstall the TimeCard module from your prior version of Sage 100.
  - If the version 2018 product update with the updated TimeCard module is available, make sure that you've installed it before migrating your data.
- 6\_\_\_ Rebuild all data files.
  - If you are upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
  - If you are upgrading from Sage 100 Premium, use the Rebuild Sort File utility.

You must answer Yes to all recalculation questions.

- 7\_\_\_ Print all customized form definitions.
- 8\_\_\_ 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.
- 9\_\_\_ Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
- 10\_\_\_ If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2016 installation. Port 1433 is the default SQL Server port.

## Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 96, you are ready to migrate your data to your version 2018 system.

- For Sage 100 Standard or Advanced, use the checklist below.
- For Sage 100 Premium, see the checklist on page 98.

### Upgrade Checklist for Sage 100 Standard and Advanced

- 1\_\_\_ Create a backup of your version 2018 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
- 2\_\_\_ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to migrate your data.
- 3\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 4\_\_\_ Review security tasks for new features in version 2018. 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.



#### NOTE

If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

## Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

1\_\_\_ For your Sage 100 2018 installation, create a backup of the following:

- The Sage 100 MAS90 folder
- The MAS\_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2\_\_\_ Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2018 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.

- a Open the Control Panel, select Administrative Tools, and then select Services.
- b In the Services window, locate the SQL Server instance used for Sage 100 Premium, right click it, and select Properties.
- c In the Properties window, click the Log On tab and select an option.
  - If the SQL Server instance that you're using for version 2018 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
  - If the SQL Server instance that you're using for version 2018 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d Apply your changes and then stop and restart the services.
- e If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3\_\_\_ Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the Wizard.

- If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.



### WARNING

You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2018 installation.

 **WARNING**  
Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of article number 76993 in the Sage Knowledgebase.

- If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .back files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see article number 76993 in the Sage Knowledgebase.

 **NOTE**  
If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 4\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 5\_\_\_ Review security tasks for new features in version 2018. 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.

## Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 96 and the Upgrade Checklist on page 97, you are now ready to convert your data to version 2018.

- 1\_\_\_ If your company data contains credit card information, install the latest version of Sage Exchange and verify that the workstation you are using has a working Internet connection. This is necessary so that credit card records can be transferred 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.

To install Sage Exchange:

- a Start the Sage 100 installation program.
- b Select your edition of Sage 100.

- c Click Productivity Applications.
  - d Click Install Sage Exchange Desktop to start the installation wizard.
  - e Proceed through the wizard to install the program.
- 2\_\_\_ Select Library Master Main menu > Company Maintenance to convert your data to version 2018. This must be done for each of your companies.
- 3\_\_\_ If you are converting Payroll Data, the Payroll Data Conversion Wizard automatically opens. Companies that include Payroll data must be converted one by one. You'll be guided through the following tasks:
- Mapping department numbers. If you use payroll departments and any of the departments numbers contain special characters, you must enter new department numbers containing only alphanumeric characters to replace them.
  - Selecting tax groups from the payroll tax database to replace your existing tax codes. If you are using local tax codes, each state and local tax code combination will be replaced by one tax group. Depending on which tax codes you're using, the wizard offers suggestions for you to review and update as needed.
  - Adding tax groups to tax profiles. Tax profiles are collections of tax groups that you assign to employees to determine how their taxes are calculated. You can access Tax Profile Maintenance from the wizard to create tax profiles.
  - Selecting filing statuses from the payroll tax database to replace your existing ones. The filing statuses in the database may differ from the ones that you are using. The wizard offers suggestions when possible for you to review and update as needed.
- 4\_\_\_ 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.
- 5\_\_\_ 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 2018. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

6\_\_\_ If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.

- a Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.
- b Sign in to Sage Payroll Services.
- c Proceed through the wizard.
- d Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact Sage Payroll Services Support for assistance with resetting the link.

7\_\_\_ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields. For more information, See Customizer Changes on page 89.

For the Job Cost and Payroll modules, you must manually recreate all of your customized panels. User defined fields will be automatically converted.

8\_\_\_ 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.

For the Job Cost and Payroll Modules, you must manually recreate all custom lookups.

9\_\_\_ 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.

10\_\_\_ If you use the Payroll Module, review the list of enhancements in the *Sage 100 Payroll What's New* guide, available here:  
[http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll\\_Upgr ade.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll_Upgr ade.pdf)

After reviewing the guide, complete the following tasks:

- Select Payroll > Setup > Earnings Code Maintenance. For each earnings code, select a tax rule.
- Select Payroll > Setup > Deduction Code Maintenance. For each pension or cafeteria plan deduction code, select a tax rule.

- Select Payroll > Setup > Company Tax Group Setup. For each tax group that you are using:
  - Enter the tax ID number for state and local tax groups. For the Federal tax group, the tax ID number entered in Company Maintenance appears and can only be viewed.
  - Enter the general ledger account numbers to credit with the tax amounts withheld from employees' pay.
  - Enter any tax rates that are specific to your company and the associated effective dates. On the Taxes tab, click the arrow button in the Tax field to select the tax(es) for the selected tax group.
- Select Payroll > Setup > Tax Profile Maintenance. Review the tax profiles that were created when converting payroll data, and make changes if needed.
- Select Payroll > Main > Employee Maintenance. On the Taxes tab, enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
- Also in Employee Maintenance, on the Additional tab, verify that the correct selection appears in the Ethnicity/Race field.
- If you are using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. Select Payroll > Setup > Department Maintenance, and click the Security tab.
- To ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:  
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.

11\_\_\_\_ 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 2018.

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 or Sage 100 Advanced, 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, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrators' Guide* for more information.

- 12\_\_\_ For the Job Cost and Payroll modules, the Crystal Reports Conversion Wizard might partially convert your customized forms and reports. Test all of your customized forms and reports, and use Crystal Reports Designer to manually update or recreate them as needed.
- 13\_\_\_ If Sage 100 2018 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:  
  
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the earlier installation. You must complete this step on both the server and the workstation.
- 14\_\_\_ 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.
- 15\_\_\_ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2018 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 151.
- 16\_\_\_ For the Job Cost and Payroll modules, recreate all Visual Integrator import and export jobs.
- 17\_\_\_ 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.
- 18\_\_\_ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.
- 19\_\_\_ 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.
- 20\_\_\_ To unhide the Custom Financials menu and tasks, select File menu > Run and type **\*unhidegl** in the Run Program window.
- 21\_\_\_ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

- 22\_\_\_ 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.
- 23\_\_\_ 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.
- 24\_\_\_ 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.
- 25\_\_\_ If you had task folders in your My Tasks area, re-create your Public and Private task folders.
- 26\_\_\_ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
- 27\_\_\_ To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records.

To run the utility, select Library Master > Utilities > Build Search Index. For more information, see Enhanced Auto-Complete on page 12.

- 28\_\_\_ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

**To install Sage Exchange Desktop for Sage 100 Standard:**

- a Use Windows Explorer to browse to the MAS90\Wksetup folder.  
  
If you are installing Sage Exchange Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

**To install Sage Exchange Desktop for Sage 100 Advanced and Premium:**

- a Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.

- b** Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c** Click Install Sage Exchange Desktop.
- d** Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

For information on what is new in this release, see *What's New in Version 2018* on page 3.

## Upgrading from Version 2015 to Version 2018

When upgrading to version 2018, you must perform a parallel installation, and 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 Installation and System Administrators Guide.

### Pre-Upgrade Checklist

You must prepare your version 2015 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.



#### NOTE

When converting data in version 2018, you must be logged in with a user account that has access to all payroll departments; otherwise, you will not be able to complete data conversion.

- 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 2015 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 the Payroll module and have set up departments, you must have a user account set up with access to all departments in all companies. Department access must be assigned to individual user logon ID, **not** by groups. Groups are no longer used to manage department access.
- 5\_\_\_ If you use the TimeCard module:
  - If you're upgrading to version 2018 **before** the updated TimeCard module is available, you will not be able to migrate your data. Make sure that you have a backup of your TimeCard data and uninstall the TimeCard module from your prior version of Sage 100.
  - If the version 2018 product update with the updated TimeCard module is available, make sure that you've installed it before migrating your data.
- 6\_\_\_ Rebuild all data files.
  - If you are upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
  - If you are upgrading from Sage 100 Premium, use the Rebuild Sort File utility.

You must answer Yes to all recalculation questions.

- 7\_\_\_ Print all customized form definitions.
- 8\_\_\_ 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.
- 9\_\_\_ Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
- 10\_\_\_ If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2015 installation. Port 1433 is the default SQL Server port.

## Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 106, you are now ready to migrate your data to your version 2018 system.

For Sage 100 Standard or Advanced, use the checklist below. For Sage 100 Premium, skip to the next section.

### Upgrade Checklist for Sage 100 Standard and Advanced

- 1\_\_\_ Create a backup of your version 2018 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
- 2\_\_\_ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to migrate your data.
- 3\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 4\_\_\_ Review security tasks for new features in version 2018. 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.



#### NOTE

If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

## Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

1\_\_\_ For your Sage 100 2018 installation, create a backup of the following:

- The Sage 100 MAS90 folder
- The MAS\_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

2\_\_\_ Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2018 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.

- a Open the Control Panel, select Administrative Tools, and then select Services.
- b In the Services window, locate the SQL Server instance used for Sage 100 Premium, right click it, and select Properties.
- c In the Properties window, click the Log On tab and select an option.
  - If the SQL Server instance that you're using for version 2018 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
  - If the SQL Server instance that you're using for version 2018 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.

- d Apply your changes and then stop and restart the services.
- e If you're working with more than one server, make sure that all servers can access each other through hidden shares.

For example: \\ServerName\C\$, \\ServerName\D\$

3\_\_\_ Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the Wizard.

- If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.



### WARNING

You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2018 installation.

 **WARNING**  
Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of article number 76993 in the Sage Knowledgebase.

- If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .back files. For example:

```
\\ServerName\c$\Program Files\Microsoft SQL Server\MSSQL12.MSSQLSERVER\MSSQL\Data
```

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see article number 76993 in the Sage Knowledgebase.

 **NOTE**  
If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 4\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 5\_\_\_ Review security tasks for new features in version 2018. 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.

## Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 106 and the Upgrade Checklist on page 107, you are now ready to convert your data to version 2018.

- 1\_\_\_ If your company data contains credit card information, install the latest version of Sage Exchange and verify that the workstation you are using has a working Internet connection. This is necessary so that credit card records can be transferred 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.

To install Sage Exchange:

- a Start the Sage 100 installation program.
- b Select your edition of Sage 100.

- c Click Productivity Applications.
  - d Click Install Sage Exchange Desktop to start the installation wizard.
  - e Proceed through the wizard to install the program.
- 2\_\_\_ Select Library Master Main menu > Company Maintenance to convert your data to version 2018. This must be done for each of your companies.
- 3\_\_\_ If you are converting Payroll Data, the Payroll Data Conversion Wizard automatically opens. Companies that include Payroll data must be converted one by one. You'll be guided through the following tasks:
- Mapping department numbers. If you use payroll departments and any of the departments numbers contain special characters, you must enter new department numbers containing only alphanumeric characters to replace them.
  - Selecting tax groups from the payroll tax database to replace your existing tax codes. If you are using local tax codes, each state and local tax code combination will be replaced by one tax group. Depending on which tax codes you're using, the wizard offers suggestions for you to review and update as needed.
  - Adding tax groups to tax profiles. Tax profiles are collections of tax groups that you assign to employees to determine how their taxes are calculated. You can access Tax Profile Maintenance from the wizard to create tax profiles.
  - Selecting filing statuses from the payroll tax database to replace your existing ones. The filing statuses in the database may differ from the ones that you are using. The wizard offers suggestions when possible for you to review and update as needed.
- 4\_\_\_ 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.
- 5\_\_\_ 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 2018. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

6\_\_\_ If you synchronize payroll data between your General Ledger module and Sage Payroll Services, verify that your Sage 100 company or companies are still linked to the service.

- a Select General Ledger > Payroll Services > Payroll Services Synchronization Wizard.
- b Sign in to Sage Payroll Services.
- c Proceed through the wizard.
- d Review the status messages shown in the Synchronizing Data with Sage Payroll Services window.

If you see a "Synchronization Complete" message, no further action is required.

If you see a "Synchronization failed" message, contact Sage Payroll Services Support for assistance with resetting the link.

7\_\_\_ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields. For more information, See Customizer Changes on page 89.

For the Job Cost and Payroll modules, you must manually recreate all of your customized panels. User defined fields will be automatically converted.

8\_\_\_ 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.

For the Job Cost and Payroll Modules, you must manually recreate all custom lookups.

9\_\_\_ 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.

10\_\_\_ If you use the Payroll Module, review the list of enhancements in the *Sage 100 Payroll What's New* guide, available here:  
[http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll\\_Upgr\\_ade.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll_Upgr_ade.pdf)

After reviewing the guide, complete the following tasks:

- Select Payroll > Setup > Earnings Code Maintenance. For each earnings code, select a tax rule.
- Select Payroll > Setup > Deduction Code Maintenance. For each pension or cafeteria plan deduction code, select a tax rule.

- Select Payroll > Setup > Company Tax Group Setup. For each tax group that you are using:
  - Enter the tax ID number for state and local tax groups. For the Federal tax group, the tax ID number entered in Company Maintenance appears and can only be viewed.
  - Enter the general ledger account numbers to credit with the tax amounts withheld from employees' pay.
  - Enter any tax rates that are specific to your company and the associated effective dates. On the Taxes tab, click the arrow button in the Tax field to select the tax(es) for the selected tax group.
- Select Payroll > Setup > Tax Profile Maintenance. Review the tax profiles that were created when converting payroll data, and make changes if needed.
- Select Payroll > Main > Employee Maintenance. On the Taxes tab, enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
- Also in Employee Maintenance, on the Additional tab, verify that the correct selection appears in the Ethnicity/Race field.
- If you are using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. Select Payroll > Setup > Department Maintenance, and click the Security tab.
- To ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:  
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.

11\_\_\_\_ 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 2018.

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 or Sage 100 Advanced, 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, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrators' Guide* for more information.

- 12\_\_\_ For the Job Cost and Payroll modules, the Crystal Reports Conversion Wizard might partially convert your customized forms and reports. Test all of your customized forms and reports, and use Crystal Reports Designer to manually update or recreate them as needed.
- 13\_\_\_ If Sage 100 2018 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:  
  
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the earlier installation. You must complete this step on both the server and the workstation.
- 14\_\_\_ 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.
- 15\_\_\_ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2018 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 151.
- 16\_\_\_ For the Job Cost and Payroll modules, recreate all Visual Integrator import and export jobs.
- 17\_\_\_ 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.
- 18\_\_\_ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.
- 19\_\_\_ 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.
- 20\_\_\_ To unhide the Custom Financials menu and tasks, select File menu > Run and type **\*unhidegl** in the Run Program window.
- 21\_\_\_ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.

- 22\_\_\_ 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.
- 23\_\_\_ 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.
- 24\_\_\_ 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.
- 25\_\_\_ If you had task folders in your My Tasks area, re-create your Public and Private task folders.
- 26\_\_\_ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
- 27\_\_\_ To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records.

To run the utility, select Library Master > Utilities > Build Search Index. For more information, see Enhanced Auto-Complete on page 12.

- 28\_\_\_ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

**To install Sage Exchange Desktop for Sage 100 Standard:**

- a Use Windows Explorer to browse to the MAS90\Wksetup folder.  
  
If you are installing Sage Exchange Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

**To install Sage Exchange Desktop for Sage 100 Advanced and Premium:**

- a Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.

- b** Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c** Click Install Sage Exchange Desktop.
- d** Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

For information on what is new in this release, see *What's New in Version 2018* on page 3.

## Upgrading from Version 2014 to Version 2018

When upgrading to version 2018, you must perform a parallel installation, and 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 Installation and System Administrators Guide.

### Pre-Upgrade Checklist

You must prepare your version 2014 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 2014 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 the Purchase Order module, you will have the option to start retaining purchase order history and to create history using records in your Purchase Order data entry files.

If you plan to create history, consider running the following utilities to clear out records that you do not want to include:

- Purge Completed Purchase Orders
- Purge Obsolete Purchase Orders



#### NOTE

When converting data in version 2018, you must be logged in with a user account that has access to all payroll departments; otherwise, you will not be able to complete data conversion.

- For more information on retaining history, see Purchase Order History on page 49. For more information on the utilities, see the help system.
- 5\_\_\_ If you use the Payroll module and have set up departments, you must have a user account set up with access to all departments in all companies. Department access must be assigned to individual user logon ID, **not** by groups. Groups are no longer used to manage department access.

- 6\_\_\_ If you use the TimeCard module:
- If you're upgrading to version 2018 **before** the updated TimeCard module is available, you will not be able to migrate your data. Make sure that you have a backup of your TimeCard data and uninstall the TimeCard module from your prior version of Sage 100.
  - If the version 2018 product update with the updated TimeCard module is available, make sure that you've installed it before migrating your data.
- 7\_\_\_ Rebuild all data files.
- If you are upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
  - If you are upgrading from Sage 100 Premium, use the Rebuild Sort File utility.
- You must answer Yes to all recalculation questions.
- 8\_\_\_ Print all customized form definitions.
- 9\_\_\_ 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.
- 10\_\_\_ Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
- 11\_\_\_ If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2014 installation. Port 1433 is the default SQL Server port.

## Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 116, you are ready to migrate your data to your version 2018 system.

For Sage 100 Standard or Advanced, use the checklist below. For Sage 100 Premium, skip to the next section.

### Upgrade Checklist for Sage 100 Standard and Advanced



#### NOTE

If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 1\_\_\_ Create a backup of your version 2018 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
- 2\_\_\_ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to migrate your data.
- 3\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.

- 4\_\_\_ Review security tasks for new features in version 2018. 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.

## Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

- 1\_\_\_ For your Sage 100 2018 installation, create a backup of the following:
  - The Sage 100 MAS90 folder
  - The MAS\_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

- 2\_\_\_ Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2018 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
  - a Open the Control Panel, select Administrative Tools, and then select Services.
  - b In the Services window, locate the SQL Server instance used for Sage 100 Premium, right click it, and select Properties.
  - c In the Properties window, click the Log On tab and select an option.
    - If the SQL Server instance that you're using for version 2018 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
    - If the SQL Server instance that you're using for version 2018 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.
  - d Apply your changes and then stop and restart the services.
  - e If you're working with more than one server, make sure that all servers can access each other through hidden shares.

 **WARNING**  
You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2018 installation.

For example: \\ServerName\C\$, \\ServerName\D\$

3\_\_\_ Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the Wizard.

- If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
- If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

 **WARNING**  
Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of article number 76993 in the Sage Knowledgebase.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .back files. For example:

\\ServerName\c\$\Program Files\Microsoft SQL Server\MSSQL12.MSSQLSERVER\MSSQL\Data

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see article number 76993 in the Sage Knowledgebase.

 **NOTE**  
If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 4\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 5\_\_\_ Review security tasks for new features in version 2018. 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.

## Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 116 and the Upgrade Checklist on page 117, you are now ready to convert your data to version 2018.

- 1\_\_\_ If your company data contains credit card information, install the latest version of Sage Exchange and verify that the workstation you are using has a working Internet connection. This is necessary so that credit card records can be transferred 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.

To install Sage Exchange:

- a Start the Sage 100 installation program.
- b Select your edition of Sage 100.
- c Click Productivity Applications.
- d Click Install Sage Exchange Desktop to start the installation wizard.
- e Proceed through the wizard to install the program.

- 2\_\_\_ Select Library Master Main menu > Company Maintenance to convert your data to version 2018. This must be done for each of your companies.

If the Purchase Order module is set up for a company, a window with options for retaining purchase order history appears. You can set up the feature and create history during data conversion or you can do so at a later time. For more information, see Purchase Order History on page 49.

- 3\_\_\_ If you are converting Payroll Data, the Payroll Data Conversion Wizard automatically opens. Companies that include Payroll data must be converted one by one. You'll be guided through the following tasks:
- Mapping department numbers. If you use payroll departments and any of the departments numbers contain special characters, you must enter new department numbers containing only alphanumeric characters to replace them.
  - Selecting tax groups from the payroll tax database to replace your existing tax codes. If you are using local tax codes, each state and local tax code combination will be replaced by one tax group. Depending on which tax codes you're using, the wizard offers suggestions for you to review and update as needed.
  - Adding tax groups to tax profiles. Tax profiles are collections of tax groups that you assign to employees to determine how their taxes are calculated. You can access Tax Profile Maintenance from the wizard to create tax profiles.

- Selecting filing statuses from the payroll tax database to replace your existing ones. The filing statuses in the database may differ from the ones that you are using. The wizard offers suggestions when possible for you to review and update as needed.
- 4\_\_\_ 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.
- 5\_\_\_ 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 2018. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

- 6\_\_\_ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields. For more information, See Customizer Changes on page 89.
- For the Job Cost and Payroll modules, you must manually recreate all of your customized panels. User defined fields will be automatically converted.
- 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.
- For the Job Cost and Payroll Modules, you must manually recreate all custom 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\_\_\_ If you use the Payroll Module, review the list of enhancements in the *Sage 100 Payroll What's New* guide, available here:  
[http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll\\_Upgrade.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll_Upgrade.pdf)

After reviewing the guide, complete the following tasks:

- Select Payroll > Setup > Earnings Code Maintenance. For each earnings code, select a tax rule.
- Select Payroll > Setup > Deduction Code Maintenance. For each pension or cafeteria plan deduction code, select a tax rule.
- Select Payroll > Setup > Company Tax Group Setup. For each tax group that you are using:
  - Enter the tax ID number for state and local tax groups. For the Federal tax group, the tax ID number entered in Company Maintenance appears and can only be viewed.
  - Enter the general ledger account numbers to credit with the tax amounts withheld from employees' pay.
  - Enter any tax rates that are specific to your company and the associated effective dates. On the Taxes tab, click the arrow button in the Tax field to select the tax(es) for the selected tax group.
- Select Payroll > Setup > Tax Profile Maintenance. Review the tax profiles that were created when converting payroll data, and make changes if needed.
- Select Payroll > Main > Employee Maintenance. On the Taxes tab, enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
- Also in Employee Maintenance, on the Additional tab, verify that the correct selection appears in the Ethnicity/Race field.
- If you are using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. Select Payroll > Setup > Department Maintenance, and click the Security tab.
- To ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:  
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.



**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 2018.

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 or Sage 100 Advanced, 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, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrators' Guide* for more information.

11\_\_\_ For the Job Cost and Payroll modules, the Crystal Reports Conversion Wizard might partially convert your customized forms and reports. Test all of your customized forms and reports, and use Crystal Reports Designer to manually update or recreate them as needed.

12\_\_\_ If Sage 100 2018 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:

Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the earlier installation. You must complete this step on both the server and the workstation.

13\_\_\_ 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.

14\_\_\_ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2018 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 151.

15\_\_\_ For the Job Cost and Payroll modules, recreate all Visual Integrator import and export jobs.

16\_\_\_ 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.

17\_\_\_ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

18\_\_\_ 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.

- 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\_\_\_ To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records.  
  
To run the utility, select Library Master > Utilities > Build Search Index. For more information, see Enhanced Auto-Complete on page 12.
- 27\_\_\_ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

**To install Sage Exchange Desktop for Sage 100 Standard:**

- a Use Windows Explorer to browse to the MAS90\Wksetup folder.  
  
If you are installing Sage Exchange Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

**To install Sage Exchange Desktop for Sage 100 Advanced and Premium:**

- a Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

For information on what is new in this release, see [What's New in Version 2018](#) on page 3.

## Upgrading from Version 2013 to Version 2018

When upgrading to version 2018, 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 Installation and System Administrators Guide*.

### 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\_\_\_ If you use the Purchase Order module, you will have the option to start retaining purchase order history and to create history using records in your Purchase Order data entry files.

If you plan to create history, consider running the following utilities to clear out records that you do not want to include:

- Purge Completed Purchase Orders
- Purge Obsolete Purchase Orders

For more information on retaining history, see Purchase Order History on page 49. For more information on the utilities, see the help system.

- 5\_\_\_ If you use the Payroll module and have set up departments, you must have a user account set up with access to all departments in all companies. Department access must be assigned to individual user logon ID, **not** by groups. Groups are no longer used to manage department access.



#### NOTE

When converting data in version 2018, you must be logged in with a user account that has access to all payroll departments; otherwise, you will not be able to complete data conversion.

- 6\_\_\_ If you use the TimeCard module:
- If you're upgrading to version 2018 **before** the updated TimeCard module is available, you will not be able to migrate your data. Make sure that you have a backup of your TimeCard data and uninstall the TimeCard module from your prior version of Sage 100.
  - If the version 2018 product update with the updated TimeCard module is available, make sure that you've installed it before migrating your data.
- 7\_\_\_ Rebuild all data files.
- If you are upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
  - If you are upgrading from Sage 100 Premium, use the Rebuild Sort File utility.
- You must answer Yes to all recalculation questions.
- 8\_\_\_ Print all customized form definitions.
- 9\_\_\_ 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.
- 10\_\_\_ Run the Pre-Migration Utility on the Library Master Utilities menu. The utility examines your data and displays a list of tasks that you should run before migrating your data. For more information, see the Pre-Migration Utility help.
- 11\_\_\_ If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 2013 installation. Port 1433 is the default SQL Server port.

## Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 126, you are now ready to migrate your data to your version 2018 system.

For Sage 100 Standard or Advanced, use the checklist below. Skip to the next section for Sage 100 Premium.

### Upgrade Checklist for Sage 100 Standard and Advanced

- 1\_\_\_ Create a backup of your version 2018 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
- 2\_\_\_ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to migrate your data.
- 3\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.



#### NOTE

If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 4\_\_\_ Review security tasks for new features in version 2018. 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.

## Upgrade Checklist for Sage 100 Premium

Use this checklist to migrate your Sage 100 Premium data.

- 1\_\_\_ For your Sage 100 2018 installation, create a backup of the following:
  - The Sage 100 MAS90 folder
  - The MAS\_System SQL Server database

Creating backups now will save time if you need to revert to the installation's original state.

- 2\_\_\_ Verify that the required rights and permissions are set up on the server(s) where SQL Server is installed. If the instance of SQL Server for Sage 100 2018 is installed on a different server than the instance used for your prior version, you must complete these steps on **both** servers.
  - a Open the Control Panel, select Administrative Tools, and then select Services.
  - b In the Services window, locate the SQL Server instance used for Sage 100 Premium, right click it, and select Properties.
  - c In the Properties window, click the Log On tab and select an option.
    - If the SQL Server instance that you're using for version 2018 is installed on the same server as the instance used for your prior version of Sage 100 Premium, select Local System Account.
    - If the SQL Server instance that you're using for version 2018 is installed on a different server than the one used for your prior version of Sage 100 Premium, select This Account.

In the account field, enter: \\ServerName\Administrator

Replace "ServerName" with the name of the server. Sage strongly recommends using the actual Administrator or Domain Administrator account.

Enter the password for the account.
  - d Apply your changes and then stop and restart the services.
  - e If you're working with more than one server, make sure that all servers can access each other through hidden shares.



**WARNING**  
You must have administrator rights for the server with your prior version of Sage 100 and the server with your version 2018 installation.

For example: \\ServerName\C\$, \\ServerName\D\$

3\_\_\_ Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the Wizard.

- If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
- If you are using Windows Server 2012 or later, start the Parallel Migration Wizard from the Start window.

 **WARNING**  
Clustered drives do not allow hidden shares. If you are using clustered drives, follow the instructions in the Manual Workaround section of article number 76993 in the Sage Knowledgebase.

The Migration Wizard creates .bak files in the ..\DATA folders for the two SQL Server locations. The hidden shares are used to access the source databases to create the .back files. For example:

\\ServerName\c\$\Program Files\Microsoft SQL Server\MSSQL12.MSSQLSERVER\MSSQL\Data

After the .bak files are created, the wizard copies them to the hidden share of the destination ..\DATA SQL Server folders.

To complete the process, the wizard then restores the databases into the new SQL Server location and removes the .bak files from both the source and destination locations.

If permissions were not set correctly on both servers, you may receive the following error: "Error Number : 0x80040e14 Description: Access Denied 5 or Access Denied 2 Setup will now terminate"

If this error occurs, see article number 76993 in the Sage Knowledgebase.

 **NOTE**  
If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 4\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 5\_\_\_ Review security tasks for new features in version 2018. 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.

## Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 126 and the Upgrade Checklist on page 127, you are now ready to convert your data to version 2018.

- 1\_\_\_ If your company data contains credit card information, install the latest version of Sage Exchange and verify that the workstation you are using has a working Internet connection. This is necessary so that credit card records can be transferred 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.

To install Sage Exchange:

- a Start the Sage 100 installation program.
- b Select your edition of Sage 100.
- c Click Productivity Applications.
- d Click Install Sage Exchange Desktop to start the installation wizard.
- e Proceed through the wizard to install the program.

- 2\_\_\_ Select Library Master Main menu > Company Maintenance to convert your data to version 2018. This must be done for each of your companies.

If the Purchase Order module is set up for a company, a window with options for retaining purchase order history appears. You can set up the feature and create history during data conversion or you can do so at a later time. For more information, see Purchase Order History on page 49.

- 3\_\_\_ If you are converting Payroll Data, the Payroll Data Conversion Wizard automatically opens. Companies that include Payroll data must be converted one by one. You'll be guided through the following tasks:
- Mapping department numbers. If you use payroll departments and any of the departments numbers contain special characters, you must enter new department numbers containing only alphanumeric characters to replace them.
  - Selecting tax groups from the payroll tax database to replace your existing tax codes. If you are using local tax codes, each state and local tax code combination will be replaced by one tax group. Depending on which tax codes you're using, the wizard offers suggestions for you to review and update as needed.
  - Adding tax groups to tax profiles. Tax profiles are collections of tax groups that you assign to employees to determine how their taxes are calculated. You can access Tax Profile Maintenance from the wizard to create tax profiles.

- Selecting filing statuses from the payroll tax database to replace your existing ones. The filing statuses in the database may differ from the ones that you are using. The wizard offers suggestions when possible for you to review and update as needed.
- 4\_\_\_ 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.
- 5\_\_\_ 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 2018. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

- 6\_\_\_ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields. For more information, See Customizer Changes on page 89.
- For the Job Cost and Payroll modules, you must manually recreate all of your customized panels. User defined fields will be automatically converted.
- 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.
- For the Job Cost and Payroll Modules, you must manually recreate all custom 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\_\_\_ If you use the Payroll Module, review the list of enhancements in the *Sage 100 Payroll What's New* guide, available here:  
[http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll\\_Upgrade.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll_Upgrade.pdf)

After reviewing the guide, complete the following tasks:

- Select Payroll > Setup > Earnings Code Maintenance. For each earnings code, select a tax rule.
- Select Payroll > Setup > Deduction Code Maintenance. For each pension or cafeteria plan deduction code, select a tax rule.
- Select Payroll > Setup > Company Tax Group Setup. For each tax group that you are using:
  - Enter the tax ID number for state and local tax groups. For the Federal tax group, the tax ID number entered in Company Maintenance appears and can only be viewed.
  - Enter the general ledger account numbers to credit with the tax amounts withheld from employees' pay.
  - Enter any tax rates that are specific to your company and the associated effective dates. On the Taxes tab, click the arrow button in the Tax field to select the tax(es) for the selected tax group.
- Select Payroll > Setup > Tax Profile Maintenance. Review the tax profiles that were created when converting payroll data, and make changes if needed.
- Select Payroll > Main > Employee Maintenance. On the Taxes tab, enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
- Also in Employee Maintenance, on the Additional tab, verify that the correct selection appears in the Ethnicity/Race field.
- If you are using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. Select Payroll > Setup > Department Maintenance, and click the Security tab.
- To ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:  
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.



**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 2018.

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 or Sage 100 Advanced, 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, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrators' Guide* for more information.

- 11\_\_\_ For the Job Cost and Payroll modules, the Crystal Reports Conversion Wizard might partially convert your customized forms and reports. Test all of your customized forms and reports, and use Crystal Reports Designer to manually update or recreate them as needed.
- 12\_\_\_ If Sage 100 2018 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:  
  
Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the earlier installation. You must complete this step on both the server and the workstation.
- 13\_\_\_ 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.
- 14\_\_\_ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2018 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 151.
- 15\_\_\_ For the Job Cost and Payroll modules, recreate all Visual Integrator import and export jobs.
- 16\_\_\_ 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.
- 17\_\_\_ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.
- 18\_\_\_ 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.

- 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\_\_\_ To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records.  
  
To run the utility, select Library Master > Utilities > Build Search Index. For more information, see Enhanced Auto-Complete on page 12.
- 27\_\_\_ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

**To install Sage Exchange Desktop for Sage 100 Standard:**

- a Use Windows Explorer to browse to the MAS90\Wksetup folder.  
  
If you are installing Sage Exchange Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

**To install Sage Exchange Desktop for Sage 100 Advanced and Premium:**

- a Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

For information on what is new in this release, see [What's New in Version 2018](#) on page 3.



**NOTE**

You must install Product Update 8 for version 4.50 before upgrading to version 2018.

## Upgrading from Version 4.50 to Version 2018

When upgrading to version 2018, you must perform a parallel installation, and 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 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.

- 1\_\_\_ If you haven't installed Product Update 8 for version 4.50, install the update.
- 2\_\_\_ Process all pending credit card transactions.
- 3\_\_\_ Print and update all journals and registers. Failure to do so may result in loss of data.
- 4\_\_\_ 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.
- 5\_\_\_ 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.
- 6\_\_\_ If you use the Purchase Order module, you will have the option to start retaining purchase order history and to create history using records in your Purchase Order data entry files.

If you plan to create history, consider running the following utilities to clear out records that you do not want to include:

- Purge Completed Purchase Orders
- Purge Obsolete Purchase Orders

For more information on retaining history, see Purchase Order History on page 49. For more information on the utilities, see the help system.



**NOTE**

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

 **NOTE**

When converting data in version 2018, you must be logged in with a user account that has access to all payroll departments; otherwise, you will not be able to complete data conversion.

- 7\_\_\_ If you use the Payroll module and have set up departments, you must have a user account set up with access to all departments in all companies. Department access must be assigned to individual user logon ID, **not** by groups. Groups are no longer used to manage department access.
- 8\_\_\_ If you use the TimeCard module:
- If you're upgrading to version 2018 **before** the updated TimeCard module is available, you will not be able to migrate your data. Make sure that you have a backup of your TimeCard data and uninstall the TimeCard module from your prior version of Sage 100.
  - If the version 2018 product update with the updated TimeCard module is available, make sure that you've installed it before migrating your data.
- 9\_\_\_ Rebuild all data files.
- If you are upgrading from Sage 100 Standard or Advanced, use the Rebuild Key Files and Rebuild Sort File utilities.
  - If you are upgrading from Sage 100 Premium, use the Rebuild Sort File utility.
- You must answer Yes to all recalculation questions.
- 10\_\_\_ Print all customized form definitions.
- 11\_\_\_ 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.
- 12\_\_\_ If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 4.50 installation. Port 1433 is the default SQL Server port.

## Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 136, you are now ready to migrate your data to your version 2018 system.

- 1\_\_\_ Create a backup of your version 2018 MAS90 folder. Creating a backup now will save time if you need to revert to the folder's original state.
- 2\_\_\_ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to migrate your data.

If you are upgrading Sage 100 Premium, start the Parallel Migration Wizard using one of the methods below, and follow the steps in the Wizard.

- If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
- If you are using Windows Server 2012, start the Parallel Migration Wizard from the Start window.

The Migration Wizard will back up the Sage 100 SQL databases for your prior version of Sage 100, copy the backup files to the server where Sage 100 2017 SQL Server instance is installed, and then restore them in the new location. Administrative rights are required for both your prior version of Sage 100 and for version 2017. The person running the Migration Wizard must have rights to the following administrative share:

\\{sourceserver-name}\c\$

If local security settings prevent the wizard from migrating the databases, use SQL Server Management Studio to back up the MAS\_System and company databases that you want to migrate. Then copy the .BAK files to the ..MSSQL\Data folder on the server where the Sage 100 2017 SQL Server instance is installed.

 **NOTE**

If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 3\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 4\_\_\_ Review security tasks for new features in version 2018. 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.

## Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 136 and the Upgrade Checklist on page 137, you are now ready to convert your data to version 2018.

- 1\_\_\_ If your company data contains credit card information, install the latest version of Sage Exchange and verify that the workstation you are using has a working Internet connection. This is necessary so that credit card records can be transferred 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.

To install Sage Exchange:

- a Start the Sage 100 installation program.
- b Select your edition of Sage 100.
- c Click Productivity Applications.
- d Click Install Sage Exchange Desktop to start the installation wizard.
- e Proceed through the wizard to install the program.

- 2\_\_\_ Select Library Master Main menu > Company Maintenance to convert your data to version 2018. 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.

If the Purchase Order module is set up for a company, a window with options for retaining purchase order history appears. You can set up the feature and create history during data conversion or you can do so at a later time. For more information, see Purchase Order History on page 49.

- 3\_\_\_ If you are converting Payroll Data, the Payroll Data Conversion Wizard automatically opens. Companies that include Payroll data must be converted one by one. You'll be guided through the following tasks:

- Mapping department numbers. If you use payroll departments and any of the departments numbers contain special characters, you must enter new department numbers containing only alphanumeric characters to replace them.
- Selecting tax groups from the payroll tax database to replace your existing tax codes. If you are using local tax codes, each state and local tax code combination will be replaced by one tax group. Depending on which tax codes you're using, the wizard offers suggestions for you to review and update as needed.
- Adding tax groups to tax profiles. Tax profiles are collections of tax groups that you assign to employees to determine how their taxes are calculated. You can access Tax Profile Maintenance from the wizard to create tax profiles.
- Selecting filing statuses from the payroll tax database to replace your existing ones. The filing statuses in the database may differ from the ones that you are using. The wizard offers suggestions when possible for you to review and update as needed.

- 4\_\_\_ 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.

5\_\_\_ 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 2018. For more information on this process, refer to the Installing Sage CRM chapter in the *Sage 100 Installation and System Administrator's Guide*.

After updating the information, load the Sage CRM data.

6\_\_\_ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields. For more information, See Customizer Changes on page 89.

For the Job Cost and Payroll modules, you must manually recreate all of your customized panels. User defined fields will be automatically converted.

7\_\_\_ 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.

8\_\_\_ 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.

For the Job Cost and Payroll Modules, you must manually recreate all custom lookups.

9\_\_\_ 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.

10\_\_\_ If you use the Payroll Module, review the list of enhancements in the *Sage 100 Payroll What's New* guide, available here:  
[http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll\\_Upgrade.pdf](http://cdn.na.sage.com/docs/en/customer/100erp/2018n/open/Payroll_Upgrade.pdf)

After reviewing the guide, complete the following tasks:

- Select Payroll > Setup > Earnings Code Maintenance. For each earnings code, select a tax rule.
- Select Payroll > Setup > Deduction Code Maintenance. For each pension or cafeteria plan deduction code, select a tax rule.
- Select Payroll > Setup > Company Tax Group Setup. For each tax group that you are using:
  - Enter the tax ID number for state and local tax groups. For the Federal tax group, the tax ID number entered in Company Maintenance appears and can only be viewed.
  - Enter the general ledger account numbers to credit with the tax amounts withheld from employees' pay.
  - Enter any tax rates that are specific to your company and the associated effective dates. On the Taxes tab, click the arrow button in the Tax field to select the tax(es) for the selected tax group.
- Select Payroll > Setup > Tax Profile Maintenance. Review the tax profiles that were created when converting payroll data, and make changes if needed.
- Select Payroll > Main > Employee Maintenance. On the Taxes tab, enter at least one tax profile for each employee. Depending on the tax groups, you may need to enter a filing status, a Workers' Compensation code, or other information.
- Also in Employee Maintenance, on the Additional tab, verify that the correct selection appears in the Ethnicity/Race field.
- If you are using the security feature in Department Maintenance, you must recreate the lists of users who can access each department. Select Payroll > Setup > Department Maintenance, and click the Security tab.
- To ensure that your system can communicate with the tax calculation engine, add the following URL to your browser's trusted sites list:  
spa.na.sage.com

Complete this step on all workstations that will be used to process payroll, and also on the server where Sage 100 is installed if the Process Tax Calculation on the Server check box is selected in System Configuration.



**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.

**11\_\_\_\_\_** 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 2017.

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 or Sage 100 Advanced, 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, refer to the Converting Reports for Sage 100 Premium section in the *Sage 100 Installation and System Administrators' Guide* for more information.

12\_\_\_ For the Job Cost and Payroll modules, the Crystal Reports Conversion Wizard might partially convert your customized forms and reports. Test all of your customized forms and reports, and use Crystal Reports Designer to manually update or recreate them as needed.

13\_\_\_ If Sage 100 2018 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:

Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the earlier installation. You must complete this step on both the server and the workstation.

14\_\_\_ 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.

15\_\_\_ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2018 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 151.

16\_\_\_ For the Job Cost and Payroll modules, recreate all Visual Integrator import and export jobs.

17\_\_\_ 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.

18\_\_\_ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

19\_\_\_ 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.

- 20\_\_\_ To unhide the Custom Financials menu and tasks, select File menu > Run and type **\*unhidegl** in the Run Program window.
- 21\_\_\_ Print all customized form definitions and compare them to the ones previously printed. Default forms may be erased in the upgrade process.
- 22\_\_\_ 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.
- 23\_\_\_ 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.
- 24\_\_\_ 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.
- 25\_\_\_ If you had task folders in your My Tasks area, re-create your Public and Private task folders.
- 26\_\_\_ Test all printers, including Device Configurator printers, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
- 27\_\_\_ To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records.  
  
To run the utility, select Library Master > Utilities > Build Search Index. For more information, see Enhanced Auto-Complete on page 12.
- 28\_\_\_ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

**To install Sage Exchange Desktop for Sage 100 Standard:**

- a Use Windows Explorer to browse to the MAS90\Wksetup folder.  
  
If you are installing Sage Exchange Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

**To install Sage Exchange Desktop for Sage 100 Advanced and Premium:**

- a Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

For information on what is new in this release, see [What's New in Version 2018](#) on page 3.

## Upgrading from Version 4.45 to Sage 100 Premium Version 2018

Before upgrading your data to version 2018, 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.



#### 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 4.45 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.
- 6\_\_\_ If you are upgrading Sage 100 Premium, configure your firewall to allow access to port number 1433 on the server with your version 4.45 installation. Port 1433 is the default SQL Server port.



#### WARNING

You must have administrator rights for the server with the installation you are migrating from and the server with your version 2018 installation.

### Upgrade Checklist

After completing the Pre-Upgrade Checklist on this page, you are now ready to migrate your data to your version 2018 system.

- 1\_\_\_ Start the Parallel Migration Wizard using one of the methods below, and follow the steps in the wizard to migrate your data.
  - If you are using Windows Server 2008, start the Parallel Migration Wizard from the Sage program group on the Start menu.
  - If you are using Windows Server 2012, start the Parallel Migration Wizard from the Start window.

The Migration Wizard will back up the Sage 100 SQL databases for your prior version of Sage 100, copy the backup files to the server where Sage 100 2018 SQL Server instance is installed, and then restore them in the new location. Administrative rights are required for both your prior version of Sage 100 and for version 2018. The person running the Migration Wizard must have rights to the following administrative share:

\\{sourceserver-name}\c\$

If local security settings prevent the wizard from migrating the databases, use SQL Server Management Studio to back up the MAS\_System and company databases that you want to migrate. Then copy the .BAK files to the ..\MSSQL\Data folder on the server where the Sage 100 2018 SQL Server instance is installed.



**NOTE**

If you're going to convert data for the Payroll module, you'll need access to Tax Profile Maintenance. If you use Payroll departments, you must have access to all departments in each company.

- 2\_\_\_ After the migration is complete, log into Sage 100 2018 as the Administrator. Use the tasks available from the Administrative Tools window to review user security and set up and assign the appropriate roles to your users.
- 3\_\_\_ Review security tasks for new features in version 2018.
- 4\_\_\_ 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.
- 5\_\_\_ If you customized your Desktop, review the customizations.

## Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 145 and the Upgrade Checklist on page 145, you are now ready to convert your data to version 2018.

- 1\_\_\_ If your company data contains credit card information, install the latest version of Sage Exchange and verify that the workstation you are using has a working Internet connection. This is necessary so that credit card records can be transferred 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.

To install Sage Exchange:

- a Start the Sage 100 installation program.
  - b Select your edition of Sage 100.
  - c Click Productivity Applications.
  - d Click Install Sage Exchange Desktop to start the installation wizard.
  - e Proceed through the wizard to install the program.
- 2\_\_\_ Select Library Master Main menu > Company Maintenance to convert your data to version 2018. 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. For more information, See Customizer Changes on page 89.
- 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 Sage 100 2018 is installed on the same computer as an earlier version of Sage 100, complete this step to avoid errors when printing forms and reports in the earlier version:

Copy the pvxwin32.exe.config file from the ..\MAS90\Home folder in your 2018 installation to the same folder in the earlier installation. You must complete this step on both the server and the workstation.

- 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 you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2018 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 151.
- 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.
- 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.
- 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\_\_\_ 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 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, that you normally use for printing forms and reports. Each workstation must have a default printer defined.
- 23\_\_\_ To use the auto-complete feature with enhanced search, run the Build Search Index utility to index your existing customer, vendor, and item records.

To run the utility, select Library Master > Utilities > Build Search Index. For more information, see Enhanced Auto-Complete on page 12.

- 24\_\_\_ Install Sage Exchange Desktop on each workstation for each Windows user who needs to access credit card and ACH payment information in Sage 100.

**To install Sage Exchange Desktop for Sage 100 Standard:**

- a Use Windows Explorer to browse to the MAS90\Wksetup folder.  
  
If you are installing Sage Exchange Desktop on a workstation that connects to a Sage 100 Standard installation on a server, browser to the MAS90\Wksetup folder on the server.
- b Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c Click Install Sage Exchange Desktop.
- d Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

**To install Sage Exchange Desktop for Sage 100 Advanced and Premium:**

- a Use Windows Explorer to browse to the server where Sage 100 is installed, and locate the MAS90\Wksetup folder.

- b** Double-click Autorun.exe to open the Workstation Setup program; it takes a few seconds to launch.
- c** Click Install Sage Exchange Desktop.
- d** Proceed through the steps in the Sage Exchange Desktop installation wizard to install the program.

For information on what is new in this release, see *What's New in Version 2018* on page 3.

# Appendix B

## Upgrading Sage Intelligence Reporting

If you use Sage Intelligence Reporting, follow the steps in this chapter to create a new repository for Sage 100 2018. If you have custom reports, follow the instructions to export custom reports from your prior version of the program and import them into the new repository.

For detailed instructions on each step, see:

- Export Custom Reports on this page
- Create a New Repository on page 152
- Set Up Sage Intelligence Reporting in Sage 100 2018 on page 152
- Import Custom Reports on page 153

## Report Compatibility

Reports can be imported only from an earlier version of the program or another instance of the same version. For example, you can import a report created in version 2013 into version 2018. You **cannot** import a report created in version 2018 into version 2013.

Reports created in Sage 100 Standard and Sage 100 Advanced are not compatible with Sage 100 Premium. Likewise, reports created in Sage 100 Premium are not compatible with Sage 100 Standard and Sage 100 Advanced.

## Export Custom Reports

In your prior version of Sage 100, export all of the custom reports that you want to use in version 2018.

### To export custom reports

- 1 In your prior version of Sage 100, select Sage Intelligence Reporting Main menu > Report Manager.
- 2 Right-click a report and then click Export Report. (Alternately, select a report and then, on the Tools menu, click Export Report.)
- 3 Select the location where you want to save the file and then click Save. A file with an AL\_ extension is created.
- 4 Repeat these steps for all custom reports that you want to use in version 2018.



**NOTE**

These steps may vary depending on what version of Windows you are using. Check with your network administrator if you need assistance.

## Create a New Repository

Create a shared folder to use as the Sage Intelligence Reporting repository for Sage 100 2018. We recommend using a separate repository for each installation of Sage Intelligence Reporting.

### To create a repository

- 1 Use Windows File Explorer to create a folder in the desired location.
- 2 Right-click the folder, point to "Share with," and click "Advanced sharing."
- 3 On the Sharing tab, select the "Share this folder" check box.
- 4 Enter a share name.
- 5 Click Permissions.
- 6 For all applicable users, select the Full Control or Read and Write check boxes.
- 7 Click OK.
- 8 If you use reporting trees or distribution settings, copy the following folders from the old repository to the new one:
  - Report Trees
  - Distribution

## Set Up Sage Intelligence Reporting in Sage 100 2018

After creating the shared folder, enter its location in Sage 100 2018. If you haven't already registered your 2018 version of Sage Intelligence Reporting, you will be asked to do so.

### To set up Sage Intelligence Reporting

- 1 In Sage 100 2018, select Sage Intelligence Reporting Main menu > Report Manager.
- 2 Click File and then click Change.
- 3 Click Yes in the message window.
- 4 In the Network Repository Path field, type the UNC path to the shared folder that you created. For example: \\ServerName\ReportRpository
- 5 Click OK.
- 6 If you receive a message asking you to register Sage Intelligence Reporting, click OK to open the License Manager window.

- 7 In the Account Number field, enter your Sage customer number.
- 8 In the Serial Number field, enter you unlocking key. This field is case-sensitive.
- 9 Click Apply and then click Perform Registration.

## Import Custom Reports

After creating the new repository and registering Sage Intelligence Reporting, import any custom report files.

### To import custom reports

- 1 If you want to create folders to organize your reports, on the Home tab, click Add Folder.
- 2 Right-click either the Home folder or any custom folder created in step 1, and click Import Report. (Alternately, you can click the Tools tab, and then click Import Report.)
- 3 Select one of the custom reports that you exported from your prior version.
- 4 In the Import Report window, in the Target Connection field, select a connection.
  - For consolidated reports, select Sage MAS Consolidation.
  - For any other type of report, select Sage MAS (Auto Connect).
- 5 In the Report Destination field, select the folder for the report.
- 6 Click Import.
- 7 On the Home tab in the Actions group, click Refresh.
- 8 Repeat these steps for any other custom reports that you exported from your prior version of Sage Intelligence Reporting.



#### **NOTE**

You must own the Sage 100 Intelligence Connector module to generate consolidated reports.

# Index

## A

- ACA Applicable Large Employer Report 47
- ACA Employee Maintenance 47
- ACA Employer Maintenance 47
- Accounts Payable
  - changes in version 2013 62
  - changes in version 2015 34
  - changes in version 2016.x 20, 23
  - enhancements in version 2018 5
  - expanded invoice number 62
  - inactive vendors 63
  - Invoice search button 57
  - Repetitive Invoice search button 57
  - view cleared checks in Vendor Maintenance 64
- Accounts Receivable
  - ACH payments 14
  - Aged Invoice Report, font size 23
  - changes in version 2013 64
  - changes in version 2015 36
  - changes in version 2016.x 23
  - changes in version 2017 14
  - changes in version 4.50 76
  - enhancements in version 2018 5
  - inactive customers 64
  - national accounts 76
  - purge credit card data 77
  - recalculate utility 76
  - Repetitive Invoice search button 57
  - split commission 77
  - utility 77
- ACH electronic payments
  - viewing in Bank Reconciliation 68
- Administrative Tools window 72
- Advanced Lookup Engine
  - changes in version 2013 61
- auto-complete 12, 56

## B

- Bank Reconciliation
  - changes in version 2013 68
  - changes in version 2015 38
  - changes in version 2017 17
- Bar Code
  - changes in version 2015 39
  - changes in version 4.50 77
  - enhancements in version 2018 8
  - lot/serial distribution 77
  - renamed and deleted tasks 9
- BenefitMall 11
- bill and item description, synchronization option 39
- Bill of Materials
  - changes in version 2015 39
- Bill of Materials Maintenance, access from Item Maintenance 45
- Business Insights Dashboard
  - enhancements in version 2018 5

## C

- Canadian, postal codes 32
- Cash Receipts Entry
  - inactive customers 65
- Check and Electronic Payment Maintenance, inactive vendors 63
- checklists
  - version 2013 data conversion 130
  - version 2013 pre-upgrade 126
  - version 2013 upgrade 127
  - version 2014 data conversion 99, 109, 120
  - version 2014 pre-upgrade 86, 96, 106, 116
  - version 2014 upgrade 117
  - version 2015 upgrade 97, 107
  - version 2017 data conversion 89
  - version 2017 upgrade 87
  - version 4.45 data conversion 146
  - version 4.45 pre-upgrade 145
  - version 4.45 upgrade 145
  - version 4.50 data conversion 138
  - version 4.50 pre-upgrade 136
  - version 4.50 upgrade 137
- checks, cleared date 68
- commission
  - by customer 77
  - by line item 82
- commodity codes 13
- Common Information
  - changes in version 2013 68
- Company Maintenance
  - credit card-related changes 71
- Credit Card Processing
  - changes in version 2013 66
  - changes in version 2015 40
  - changes in version 2017 17
  - related changes in Sales Order 72
- credit card related changes
  - Accounts Receivable Options 66
  - Customer Credit Card Maintenance 67
  - S/O Invoice Data Entry 73
- credit card related changes in version 2013
  - A/R Period End Processing 66
  - Customer Maintenance 67
  - Payment Type Maintenance 66
  - reports 67
- credit cards
  - batch processing 66
  - data storage 66
  - swiping 66, 72
- CRM Company Options 69
- CRM Options 69
- CRM Server Options 69
- Crystal Reports 2011 62
- Custom Office
  - changes in version 2015 41
  - changes in version 2016.x 23
- custom reports 56
- Customer Credit Card Maintenance
  - credit card related changes 67

## Index

### Customer Maintenance

- Card ID field 67
  - Customer Status field 64
  - inactive customers 64
  - Inactive Reason field 65
  - Temporary check box 64
- ### Customer Relationship Management
- automatically installed 69
  - changes in version 2013 69
  - changes in version 2015 41
  - changes in version 2017 17
  - multi-company integration with Sage CRM 69
  - renamed, removed, or moved tasks 70

## E

### e-mail

- encrypt with SMTP

### enhancements in 2017

- Visual Integrator 10

### enhancements in 2018

- global 3

### enhancements in version 2018

- Accounts Payable 5
- Accounts Receivable 5
- Bar Code 8
- Business Insights Dashboard 5
- Inventory Management 6
- Job Cost 7
- Mobility 8
- Paperless Office 9
- Payroll 10

### expanded

- check number field 31
- invoice number 62
- vendor names 32

### expiration date, default for quotes 30

## F

### Fixed Assets

- changes in Version 2016.x 25

### font size

- A/R Aged Invoice Report 23
- changing 20

## G

### General Ledger

- changes in version 2015 42
- changes in version 2016.x 27
- changes in version 2017 18
- Keep Financial Reports Window Open 57

### global

- changes in version 2016 20
- enhancements in 2018 3

### global changes

- in version 2013 61
- in version 2015 32
- in version 2017 12
- in version 4.50 75

### graphic conventions 2

## I

### import jobs in Payroll 80

### inactive customers

- Cash Receipts Entry 65
- Customer Maintenance 64
- excluding from listings and mailing labels 65
- Inactive Reason Code Maintenance 68

### Inactive Reason Code Maintenance 65, 68

### inactive vendors 63

- Check and Electronic Payment Maintenance 63
- Invoice Payment Selection 63

### Inactive Warehouse 6

### installation, Microsoft Windows Installer 62

### installation, parallel or in-place 75

### Inventory Management

- changes in 4.50 78
- changes in version 2013 70
- changes in version 2015 44
- enhancements in version 2018 6
- item quantities 70
- lot/serial distribution 78

### Invoice Payment Selection, inactive vendors 63

### Invoice Search button

- A/P Invoice Data Entry 57
- A/P Repetitive Invoice Entry 57
- A/R Invoice Data Entry 57

### item and bill description, synchronization option 39

### Item Maintenance

- access to Bill of Materials Maintenance 45
- item quantities 70

### item pricing by total quantity 83

### item quantities 70

### items, extended descriptions 21

## J

### Job Cost

- enhancements in version 2018 7

## L

### Library Master

- changes in 4.50 79
- changes in version 2013 71
- changes in version 2015 45
- changes in version 2016.x 27
- changes in version 2017 18
- credit card security 79

### lot/serial distribution, sales orders 83

## M

### Manage Your System 76

### Memo Maintenance 13

### Microsoft Windows Installer 62

### Mobility

- enhancements in version 2018 8

### module option

- add and edit credit card information 72
- allow export to Excel 32
- allow printing from Lookup window 32
- view vendor number during order entry 84

## Index

Module PDFs 74  
MSI 62

## N

national accounts 76  
New Report window, Report Type field 58  
non-graphical forms 7

## P

Paperless Office  
    changes in version 2013 72  
    changes in version 2015 46  
    enhancements in version 2018 9  
    updated printer driver 46  
Payroll  
    changes in 4.50 79  
    changes in version 2015 47  
    changes in version 2016 28  
    deduction options 79  
    enhancements in version 2018 10  
    import jobs 80  
    imports 80  
    recalculate deductions 79  
PCCharge 68  
PDF printer driver 46  
PEP 75  
postal codes, Canadian 32  
printer, report and form setting 76  
Product Enhancement Program 75  
product key 20  
Purchase Order  
    auto generate options 81  
    changes in version 2015 48  
    changes in version 4.50 81  
    copying information 49  
    data entry 81  
    history 49  
    renamed, removed, or moved tasks 81

## Q

Quick Order Entry 70  
quotes  
    default expiration date 30  
    default order date 30  
    promoting 30

## R

Remove Inactive Customers utility 65  
renamed, removed, or moved tasks 11, 42, 53  
Report Manager, new reports 58  
retired Features in version 2018 11  
retired modules  
    in version 2013 73  
    in version 2014 60  
    in version 4.50 84  
Return Merchandise Authorization  
    changes in version 2015 53

## S

Sage Advisor 62  
Sage CRM  
    changes in 2014 60  
    multi-company integration 69  
    Quick Order Entry 70  
Sage Exchange 17, 66  
Sage Intelligence Reporting  
    changes in version 2014 59  
    changes in version 2015 53  
Sales Order  
    ACH payments 18  
    changes in 4.50 82  
    changes in version 2013 72  
    changes in version 2015 53  
    changes in version 2016.x 30  
    changes in version 2017 18  
    data entry 83  
    item pricing 83  
    job cost options 82  
    line item commission 82  
    lot/serial distribution 83  
SAP Crystal Reports 2011 62  
SData 61  
Search Grid window 56  
security  
    credit card 79  
    in version 4.50 75  
    requirement 75  
security event  
    allow entry of inactive customers 65  
    override credit card information 72  
    overriding bill-to customer 83  
    removed 72  
    select inactive vendors 63  
Simple Mail Transfer Protocol, see SMTP  
SMTP e-mail authentication in Paperless Office 72  
spell checking 3

## T

text size, changing 20  
TimeCard compatibility in version 2018 10

## U

User Settings window 21  
utility, recalculate amounts 76, 77

## V

Vendor Maintenance  
    inactive vendors 63  
    view cleared checks 64  
vendors, make inactive 63  
view cleared checks in Vendor Maintenance 64  
Visual Integrator  
    changes in version 2013 73  
    enhancements in 2018 10  
Visual Process Flows  
    changes in version 2013 73  
Visual Process Flows Manager 73

Index

**W**

W2 Puerto Rico Mapping E/D Codes 58

Web Reports Server 71