Sage 100 2016
Customer Upgrade Guide

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Chapter 1

Introduction

Sage, the recognized leader in business management for small- and mid-size businesses, welcomes you to Sage 100 2016.

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 2016 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:
	• Select File menu > Change Company. • Select General Ledger Budget menu > Budget Maintenance.
Bold font	Indicates text entered at a field or text selected at a field.
	Examples:
	• At the Value field, type a search value, such as **01**, for the lookup. • In the Filter window, to delete a filter, select **<none>** at a filter's Column field.
Italic font	Indicates references to other manuals.
	Example:
	• For more information, refer to your *Installation and System Administrator's Guide*.

Chapter 2

What's New in Version 2016

Global Enhancements

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 form 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 7.

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 3.

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 Enhancements

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 Enhancements

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.

General Ledger

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.

Library Master

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 3.

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

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

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

Sales Order

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 3

Workflow Changes in 2016

This chapter describes the workflow changes incorporated into the product for the 2016 release that you should be aware of. Installation and global changes are listed first followed by module changes and retirements.

General Ledger

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

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.

Payroll

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 8.

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 new service, see Sage 100 Direct Deposit Service on page 8.

Chapter 4

Workflow Changes in 2015

This chapter describes the workflow 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 31.

- 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.

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 27.

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)

- 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 5

Workflow Changes in 2014

This chapter describes the workflow 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

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

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.

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 with 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 6

Workflow Changes in 2013

This chapter describes the workflow 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 as 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 53.

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 50.

For information on Library Master changes related to this enhancement, see Credit Card Processing on page 56.

For information on Sales Order changes related to this enhancement, see Credit Card Processing on page 58.

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 53.

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 7

Workflow Changes in 4.50

This chapter describes the workflow 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.

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

- 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

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.

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

Workflow Changes in 4.40.0.X

This chapter describes the workflow changes incorporated in the product for the 4.40 release and product updates 4.40.0.1 through 4.40.0.5 that you should be aware of. Installation and global changes are listed first followed by module retirements.

Installation Changes

Changes in Version 4.40

Upgrading

- If you are upgrading from any level prior to 3.71, you must first upgrade to Level 3.71, and then perform a parallel installation with version 4.40.

- If you have Level 3.x software and version 4.40 software installed on the same workstation, only install SAP Crystal Reports XI Release 2 for Sage 100 version 4.40 because only this version can read SAP Crystal Reports in both level 3.x and version 4.x.

Global Changes

Changes in Version 4.40

📎 **NOTE**
Contact your development partner if you have segmented files prior to version 4.40. Sage does not support the conversion of those segmented files.

Data File Multi-Segment

- Sage 100 now supports segmented files. Data files that are reaching the 2 GB limit will now be segmented. Adding the segmented feature available in ProvideX will enhance the product's ability to handle large data files. For example, the previous need to purge data from history files when the files reached the 2 GB limit has been eliminated.

  The following is an example of how a segmented file would look in a company's data folder:

  - IM_ItemTransactionHistory.M4T

  - IM_ItemTransaction History.M4T.001

  - IM_ItemTransactionHistory.M4T.002

- Index and sort files for modules that have not been upgraded to the Business Framework will not be segmented.

- The Rebuild utilities are now enhanced to accommodate segmented files and a progress meter will appear when running the rebuild process.

Activity Log

The Activity Log provides a log of all data removed and the date used. Previously, the data removed and date used was not recorded for 4.x level.

Advanced Lookup Engine (ALE)

● When you are customizing a lookup in any module other than Job Cost, Material Requirements Planning, Payroll, and Work Order, you can add fields from linked files to the lookup.

● Customizations to lookups in any module other than Job Cost, Material Requirements Planning, Payroll, and Work Order will not be converted to your version 4.40 software. You will need to re-create lookup customizations in the affected modules. This includes customizations created in the User Lookup Wizard and by clicking Custom in a lookup window.

Batch Faxing

The fax number must include the area code to process a fax. Previously, if the fax number was within the local area, the area code was not required.

Character-Based Forms

Forms for all modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order are printed using SAP Crystal Reports. You can no longer print character-based or nongraphical forms for those modules.

Customized Crystal Forms

● Customized Crystal forms in all modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order will need to be re-created after upgrading to version 4.40.

● Run the Form Comparison report to compare your customized forms to a default form from the prior version. This report prints the form name, folder, .rpt name, form code, and any fields (including user-defined fields) that were added or removed from the standard forms shipped with version 4.x. Use this report as a reference to modify the default version 4.40 Crystal forms. This report (**SYWFCU)** is available on the product CD and on the Sage Online Web site at: www.sagesoftwareonline.com

Data Dictionary Changes

The Job Cost, Material Requirements Planning, and Work Order file layouts have been changed to accommodate the expanded item code and expanded customer number options.

Data Entry

● To access the Record Count functionality in any module other than Job Cost, Material Requirements Planning, Payroll, and Work Order, right-click in a window and select System Info. The old method of pressing F8 is still available in all other modules.

● On the Lines tab of data entry windows in any module other than Job Cost, Material Requirements Planning, Payroll, and Work Order, at a field, press F2 or click the Lookup button to access the lookup window. After entering the field, the Lookup button no longer appears; however, you can still press F2 to access the lookup window.

Sage 100 Desktop

● Task folders in your Level 3.x Launcher's My Tasks area will not be migrated to your version 4.40 Desktop. You will need to re-create your task folders.

● Buttons on your Level 3.x Launcher's Custom toolbar will not be migrated to your version 4.40 Desktop's Custom toolbar. You will need to re-create your buttons on the Custom toolbar.

Expanded Customer Numbers

Reports and forms have changed to accommodate the expanded customer number field.

Expanded Item Codes

Reports and forms have changed to accommodate the expanded item code field.

Printing

● All reports and listings in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order now use SAP Crystal Reports. Because of this, those modules no longer use the settings established in Library Master Report Format Maintenance.

● For reports and listings in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order, the process for exporting or printing a report to a file has changed. In those modules, the Print to File option previously available in the Printer Setup window has been moved to the Export/E-mail option accessed from the Printer field and uses the SAP Crystal Reports engine. For more information on how to export or print reports to a file in these modules, see Export or Print to a File in the Help system.

- For reports and listings in modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order the process for deferring the printing of a report has changed. In those modules, the Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report in these modules, see Defer a Report in the Help system.

- Print jobs scheduled for deferred printing are now located in the following locations:

  - Job Cost, Material Requirements Planning, Payroll, and Work Order deferred files are located at ..\Home\Textout.

  - All other module files are located at ..\Home\Deferred.

Reports and Forms

- In modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order, report setting options now appear on the header area of the applicable report window. You can also define and save customized report settings. For more information, see Create a Report Setting in the Help system.

⚠ **WARNING**
Reports on the Custom Reports menus will not be migrated from your Level 3.x to version 4.40 software.

- The organization of reports on the Custom Reports menus will not be migrated from your Level 3.x software to version 4.40. Before upgrading, use the SUMNUA utility in your Level 3.x software to print copies of the existing Custom Reports menus' organization to facilitate adding your reports to the Custom Reports menus in your version 4.40 software. To access the SUMNUA utility in your Level 3.x software, select File menu > Run. In the Run Program window, type **SUMNUA**.

Library Master Changes

Changes in Version 4.40

Changed Tasks

The Automatic Update process is now performed using Task Scheduler for modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order.

Role Maintenance

Override passwords previously maintained in Bill of Materials, Inventory Management, and Purchase Order Options are now handled as security events in Role Maintenance.

Accounts Payable Changes

Changes in Product Update 4.40.0.2

ACH Electronic Payment Processing

- In Accounts Payable Options, the following fields have been renamed:

  - The Check Register in Detail check box has been renamed Check and Electronic Payment Register in Detail.

  - The Check Comments Field has been renamed Check/Electronic Payment Comments.

  - The Print G/L Distribution on Check Register check box has been renamed Print G/L Distribution on Check/Electronic Payment Registers.

- The Include Voided Checks and Include Wire Transfers fields have been removed from the Accounts Payable Check History Report window. They have been replaced with a Payment Types to Print section, which includes a Voided Checks check box and a Wire Transfers check box.

- The Include Wire Transfers field has been removed from the Payment History Report window. It has been replaced with a Payment Types to Print section, which includes a Wire Transfers check box.

Renamed Tasks

- The Check Printing Menu has been renamed Check Printing and Electronic Payment to reflect the ability to pay vendors electronically.

- Check Maintenance has been renamed Check and Electronic Payment Maintenance.

- Check Printing has been renamed Check Printing and Electronic Payment.

- Check Register has been renamed Check and Electronic Payment Register. If you are processing electronic payments, you will be prompted to print the Check Register and then the Electronic Payment Register.

Changes in Product Update 4.40.0.1

Renamed Tasks

- Manual Check Entry has been renamed Manual Check and Payment Entry to reflect the added ability to record and reverse wire transfers.

- The Manual Check Register task has been renamed Manual Check and Payment Register.

Change in Version 4.40

Renamed Task

The Detail Receipt History task in Vendor Maintenance has been renamed Vendor Receipt History.

Accounts Receivable Changes

Change in Version 4.40

Renamed Task

The Detail Sales History task in Customer Maintenance has been renamed Customer Sales History.

Bank Reconciliation Changes

Changes in Product Update 4.40.0.3

Registers and Updates

You can now use a security event in Role Maintenance to prevent users from updating the registers.

Renamed Task

The Bank Reconciliation Register task on the Main menu has been renamed to Bank Reconciliation Report.

Change in Product Update 4.40.0.2

Enter Checks, Deposits, and Adjustments On-the-Fly

In Reconcile Bank, you can now enter checks, deposits, and adjustments on the fly. Previously, you had to exit Reconcile Bank and enter additional checks, deposits, or adjustments in Check, Deposit and Adjustment Entry.

Bar Code Changes

Changes in Version 4.40

Bar Code Options

The Graphical Forms field has been removed as the Bar Code module now uses SAP Crystal Reports to print forms and reports.

Unattended Bar Code Transaction Import

ODB files are no longer imported using the Unattended Bar Code Transaction Import task. ODB files must now be imported using Import Bill of Materials Transactions, Import Inventory Transactions, Import Purchase Order Transactions, and Import Sales Order Transactions.

Renamed Tasks

- The Period End Processing task has been renamed Purge Bar Code History.

- The Bar Code P/O Receiver Printing task has been renamed Purchase Order Printing.

Bill of Materials Changes

Changes in Version 4.40

Global Changes

- You must re-create all Visual Integrator jobs to import bill of materials data.

- You can now undo accidental data entry changes to a data entry screen. Previously, you could only save the changes or cancel the entry.

- You can now view all 30 characters of the item description. Previously, only the first 24 characters were displayed.

Bill of Materials Options

- The option to Allow Entry of Negative Quantities no longer applies to Option Interaction Maintenance.

- If the Allow Kit Bills and/or the Allow Phantom Bills check boxes are cleared, a message dialog box will now appear in Bill of Materials Options. Previously, the message dialog box displayed in Bill of Materials Maintenance.

- You can now enter a unique next automatic disassembly number. Previously, Production Entry and Disassembly Entry shared the same option.

Data Entry

In all data entry windows, the Item Inquiry window has been replaced with the Item Quantity Inquiry window.

Inquiry Changes

- The Bill of Materials Inquiry and Bill of Materials Where-Used Inquiry windows have been re-designed with new fields and drill downs.

- The Options button in Bill of Materials Inquiry and Bill of Materials Where-Used Inquiry has been replaced with radio buttons for the different selections to inquire on. Additionally, a tree view now displays when the Indented view is selected.

Printing

- Reports and listings now use SAP Crystal Reports. Because of this, the Bill of Materials module no longer uses the settings established in Library Master Report Format Maintenance.

- The process for exporting or printing a report to a file has changed. The Print to File option previously available in the Printer Setup window has been moved to the Export/E-mail option accessed from the Printer field and uses the SAP Crystal Reports engine. For more information on how to export or print reports to a file, see Export or Print to a File in the Help system.

- The process for deferring the printing of a report has changed. The Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report, see Defer a Report in the Help system.

- The report and form windows now remain open when you receive the "Data is not selected for report printing" message dialog box, so you can resolve the issue without losing your settings.

- Print jobs scheduled for deferred printing are now located in the ..\Home\Deferred folder.

- The font size on some reports was changed to allow the report to remain in portrait format.

Reports and Forms

Report setting options now appear on the header area of the applicable report window. You can also define and save customized report settings. For more information, see Create a Report Setting in the Help system.

Renamed, Removed, or Moved Tasks

- All the inquiry windows on the Main menu have been moved to the Inquiries menu.

- The Replace/Delete Component Entry task on the Change Control menu has been renamed Replace and Delete Component Entry.

- The Replace/Delete Component Register has been renamed Replace and Delete Component Register.

- The Miscellaneous Charge Maintenance task on the Setup menu has been renamed Miscellaneous Item Maintenance. This task is also available from the Common Information Main menu.

Business Insights Changes

Changes in Version 4.40

Business Insights Reporter

After upgrading to version 4.40, you will need to re-create Business Insights Reporter reports used in Bill of Materials, Inventory Management, and Purchase Order.

📎 **NOTE**
The Business Insights Reporter Definition Listing prints fields, sorts, and filters for the report you need to re-create.

- For custom reports previously created using version 4.30 or prior data from the Bill of Materials, Inventory Management, and Purchase Order modules, access Business Insights Reporter and select a report in the Business Insights Reporter Selection window. You are prompted to print the Business Insights Reporter Definition Listing and then delete the report. Repeat this process for each custom report previously created for the Bill of Materials, Inventory Management, and Purchase Order modules.

Common Information Changes

Change in Product Update 4.40.0.2

Bank Code Maintenance

In Role Maintenance, a new module option for Common Information has been created that controls which users can change the current balance for each bank defined in Bank Code Maintenance. Previously, there was no security for this function so all users could change the current balance.

Changes in Version 4.40

Miscellaneous Item Maintenance

Miscellaneous Item Maintenance has been added to the Common Information Main menu. This task remains on the Bill of Materials Setup menu and Purchase Order Setup menu.

Common Information Options

✎ **NOTE**
These options do not apply in Accounts Receivable Invoice Data Entry and Repetitive Invoice Entry.

● The Number of Decimal Places fields, previously in the Inventory Management Options window on the Inventory Management Setup menu and in the Purchase Order Options window on the Purchase Order Setup menu, have been moved to the Common Information Options window on the Common Information Setup menu.

● The Years to Retain Item History field, previously in the Inventory Management Options window on the Inventory Management Setup menu, has been moved to the Common Information Options window on the Common Information Setup menu. Additionally, a minimum of two years is now required to retain history.

● If the Inventory Management module is not set up for a company, the Common Information period history will be accumulated based on the General Ledger fiscal year setup. If the Inventory Management module is set up, the history will be accumulated based on the selection made at the Base Inventory Periods On field in Inventory Management Options.

Renamed, Removed, or Moved Tasks

● The Unit of Measure Conversion Maintenance task, previously on the Inventory Management Setup menu, has been moved to the Common Information Setup menu.

● The Purge Miscellaneous Item History has been renamed Purge Item History.

● Purge Obsolete Extended Descriptions, previously on the Library Master Utilities menu, has been moved to the Common Information Utilities menu.

● Memo Manager Maintenance, previously on the Library Master Setup menu, has been moved to the Common Information Main menu. This task remains on the Purchase Order Setup menu and Inventory Management Setup menu.

Customizer Changes

Changes in Version 4.40

Global Changes

- Customized libraries for the Bill of Materials, Inventory Management, and Purchase Order modules will not be migrated and must be re-created after the migration process.

- Data entry user-defined fields (UDFs) must be re-created in User-Defined Field and Table Maintenance after upgrading to version 4.40. After re-creating UDFs, you must map the UDFs to their respective history files. For more information, see Map User-Defined Fields (UDFs) in the Help system.

- For Purchase Order Receipt of Goods, Receipt of Invoice, and Return of Goods, the new Purchase Order Invoice UDF migrated or converted to 4.40 from 4.20 or 4.30 is no longer needed. For UDFs that existed in the Purchase Order Invoice UDF file, these records will need to be imported into an AP Invoice History Header UDF. The Purchase Order Invoice UDFs are not automatically merged into the AP Invoice History Header UDF upon upgrading to 4.40.

- When upgrading from a previous version of 4.x, the following list of UDFs are updated to specific tables:

  - The Bill of Materials Header UDFs are now updated to the new BM Bill Header table.

  - The Bill of Materials Lines UDFs are now updated to the new BM Bill Detail table.

  - The Inventory Management Warehouse Detail UDFs are updated to the new IM Item Warehouse table.

  - The Purchase Order Receipt History UDFs are now updated to the new PO Receipt History Header table.

  - The Purchase Order Receipt/Return Lines UDFs are now updated to the new PO Receipt History Detail table.

  - The Purchase Order UDFs are now updated to the new PO Purchase Order Header table.

  - The Purchase Order Lines UDFS are now updated to the new PO Purchase Order Detail table.

eBusiness Manager Changes

Changes in Version 4.40

Sage Web Engine

- You must uninstall the Sage Web Engine, and then re-install it after upgrading to version 4.40.

- If you have customized templates in the IW folder, back them up in another location before uninstalling the Sage Web Engine. After uninstalling, you must merge your customized templates with the Standard templates as some have changed for corrections or enhancements.

- Enabling item code expansion (from 15 to 30 characters) can cause layout changes in your HTML templates when rendering in a browser. You should verify if your customized templates are affected.

General Ledger Changes

Changes in Version 4.40

Fiscal Year Maintenance

- In Fiscal Year Maintenance, if you change an existing period-end date and/or year, the Item History by Period information is now included as part of the recalculation. Previously, the system recalculated only the General Ledger Posting History by Period and Sales Order Recap information.

- The functionality of the Recalculate button has been changed to recalculate only the Sales Order Recap information. Previously, clicking this button recalculated the General Ledger summary information. You can now use the Recalculate Account Balances utility on the Utilities menu to recalculate the General Ledger information.

Inventory Management Changes

Changes in Product Update 4.40.0.5

Inactive Items

An Inactive Item check box has been added to the Item Maintenance, Product Line Maintenance, and Apply Product Line Information windows. Internet enabled items cannot be inactive. If the Inactive Item check box is selected for an item, its Internet Enabled check box will automatically be cleared and disabled.

Changes in Version 4.40

Global Changes

- If the Inventory Management module is not set up for a company, the Common Information period history will be accumulated based on the General Ledger fiscal year setup. If the Inventory Management module is set up, the history will be accumulated based on the selection made at the Base Inventory Periods On field in Inventory Management Options.

- You can now undo accidental data entry changes to a data entry screen. Previously, you could only save the changes or cancel the entry.

- You can now view all 30 characters of the item description. Previously, only the first 24 characters were displayed.

- You can now print receipt labels after printing or previewing the Transaction Register. Previously, you could only print the receipt labels before the update process.

- You must re-create all Visual Integrator jobs to import inventory data.

Inventory Management Options

- The ability to sort physical count by bin location, previously in the Inventory Management Options window on the Setup menu has been moved to the Physical Count Worksheet and Physical Count Entry tasks on the Physical Count menu. You can now select to print by bin location.

- The Number of Decimal Places fields, previously in the Inventory Management Options window on the Inventory Management Setup menu has been moved to the Common Information Options window on the Common Information Setup menu.

- The Retain Transaction History check box has been removed from the Inventory Management Options window. You can now use the Purge Item History utility on the Inventory Management or Common Information Utilities menu to purge transaction history. Additionally, at least 2 years retention is required.

- The ability to add a not-on-file warehouse has been removed. Validation occurs now when the warehouse code is entered.

- The next automatic entry numbers options have been moved to the new Entry tab. In addition, you can now enter alphanumeric and special characters.

Product Line Maintenance

The Allow Back Orders check box must first be selected to enable the Allow Returns check box. Selecting the Allow Returns check box will now be the entry default selection for items in the Item Maintenance window and can be applied to existing inventory items by clicking Apply. Previously, the Allow Back Orders and Allow Returns check boxes were both enabled, and an inventory item created with this product line then inherited these settings.

Transaction Entry

- You can now use the batch entry feature to perform multiple entry sessions simultaneously.

- You can now clear a previous distribution to enter a new distribution in the Distribution Entry window when adjusting an item. Previously, you had to enter a 0 (zero) at the Distribute field to clear the FIFO/LIFO/Lot/Serial Number and Receipt No. fields.

Item Maintenance

- Some hot keys have been changed to provide convenient shortcuts to tasks that are otherwise accessed through menu navigation. For a list of the updated hot keys, see Using Hot Keys in Item Maintenance in the Help system.

- The Standard Cost field can no longer be changed for standard cost items with activity. If activity exists, this field can only be viewed. Instead, use the new Standard Cost Adjustment Entry task to adjust the standard cost.

- You can now view the information on a grid by quantity, sales, or receipts by selecting the Quantities, Sales, or Receipts option on the new History tab. Previously, you had to click the History button on the Main tab to view item quantity, sales, or receipt information.

- Quantity information previously in the Quantity on Hand and Reorder windows, is now available on the Quantity tab. Reorder information can be accessed by clicking the Reorder button on the Quantity tab and on the More button.

- Buttons on the Main tab have been moved to the More button.

Physical Count Changes

- You can now print the Physical Count Worksheet by bin location and quantity on hand. Previously, the worksheet could only be printed by item code and item description, and the quantity on hand was not available to print.

● The Physical Count Entry task now checks the Sales Order, Return Merchandise Authorization, Bill of Materials, Purchase Order, and Work Order modules and displays a warning if unprocessed inventory transaction entries exist when trying to freeze the items. Previously, it only checked Inventory Management.

Costing Changes

● If an average cost item has negative quantity on hand, when items are received, the cost is adjusted only for the quantity received. Previously, the cost was adjusted for the entire negative quantity.

● The Inventory Detail Transaction Report, Inventory Trial Balance Report, and Inventory Valuation Report by Period now print the historical standard cost by default and a selection to print the current or historical cost is now available in the report windows. Previously, only the current standard cost was provided.

● The Automatic Cost and Price Change task is no longer used to change the standard cost for standard cost items. You must use Standard Cost Adjustment Entry on the Inventory Management Utilities menu to change the standard cost for standard cost items.

Utilities Menu

A new Utilities menu has been added to the Inventory Management module. The tasks available in this menu are:

● Delete and Change Items
● Purge Item History
● Remove Zero Quantity Costing Tiers
● Recalculate Item History
● Item Valuation Change Selection
● Item Valuation Change Maintenance
● Item Valuation Change Register/Update
● Automatic Cost and Price Change
● Standard Cost Adjustment Selection
● Standard Cost Adjustment Entry
● Stand Cost Adjustment Register/Update

Period End Processing

Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

● The Only Remove Detail History option has been replaced with the Purge Item History task on the Utilities menu.

- The Only Remove Costing Tiers with Zero Quantities option has been replaced with the Remove Zero Quantity Costing Tiers task on the Utilities menu.

- The Only Remove Transaction Detail option has been removed.

Printing

- You can now print receipt labels after printing or previewing the Transaction Register. Previously, you could only print receipt labels before the update process.

- The report and form windows now remain open when you receive the message dialog box stating there is no data in the range to print so you can resolve the issue without losing your settings.

- Reports and listings now use SAP Crystal Reports. Because of this, the Inventory Management module no longer uses the settings established in Library Master Report Format Maintenance.

- The process for exporting or printing a report to a file has changed. The Print to File option previously available in the Printer Setup window has been moved to the Export/E-mail option accessed from the Printer field, and it uses the SAP Crystal Reports engine. For more information on how to export or print reports to a file, see Export or Print to a File in the Help system.

- The process for deferring the printing of a report has changed. The Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report, see Defer a Report in the Help system.

- Print jobs scheduled for deferred printing are now located in the ..\Home\Deferred folder.

- The font size on some reports was changed to allow the report to remain in portrait format.

Reports and Forms

- The report and form windows now remain open when you receive the "Data is not selected for report printing" message dialog box so you can resolve the issue without losing your settings.

- The Inventory Valuation Report by Period can now print items with zero balances and the unit cost for standard cost items can be viewed by current or historical transactions.

Renamed, Removed, or Moved Tasks

- The Inventory Maintenance and Inventory Inquiry tasks on the Main menu have been renamed Item Maintenance and Item Inquiry.

- The Transaction Journal on the Main menu has been renamed Transaction Register.

- The Automatic Cost/Price Change task has been moved to the Utilities menu and renamed Automatic Cost and Price Change.

- The Sales Kit Listing on the Kits menu has been renamed Sales Kit Report.

- The Inventory Memo Printing report on the Reports menu has been renamed Item Memo Printing.

- The Item Masterfile Audit Report on the Reports menu has been renamed Item Audit Report.

- The U/M Conversion Maintenance task on the Setup menu has been renamed Unit of Measure Conversion Maintenance and moved to the Common Information Setup menu.

- The Buyer/Planner Code Maintenance task on the Setup menu has been renamed Buyer and Planner Code Maintenance.

- The Bar Code Printer Maintenance task on the Setup menu has been moved to the Work Order Setup menu.

- The Item Delete/Renumber/Merge option in the Inventory Management Utilities window on the Setup menu has been moved to the Utilities menu and renamed Delete and Change Items.

- The Item Valuation Change Selection, Item Valuation Change Maintenance, and Item Valuation Change Register options in the Inventory Management Utilities task on the Setup menu have been moved to the Utilities menu.

- The name of the hidden utility, IMZBL1, has been changed to IM_BalanceQtyOnHand_UI.

Job Cost Changes

Changes in Version 4.40

Job Cost Options

The Timberline Estimating and Directory for Estimating Database fields in the Job Cost Options window have been removed due to the retirement of Timberline Link.

Data Dictionary Changes

The file layouts have been changed to accommodate the expanded item code and expanded customer number options.

Payroll Changes

Change in Product Update 4.40.0.5

Quarterly 941 Printing

In the Quarterly 941 Printing window, the Tax Due on Unreported Tips field has been added.

Change in Version 4.40

Quarterly 941 Printing

In the Quarterly 941 Printing window, the Current Tax Withholding, Prior Quarter Social Sec/Medicare, Additions to Federal Tax, and Additions to Social Sec/Medicare fields have been removed. The COBRA Premium Assist. Payments and Individuals Provided COBRA Assist. fields have been added.

Purchase Order Changes

Changes in Version 4.40

Global Changes

- You must re-create all Visual Integrator jobs to import purchase order data.

- You can now undo accidental data entry changes to a data entry screen. Previously, you could only save the changes or cancel the entry.

- You can now view all 30 characters of the item description. Previously, only the first 24 characters were displayed.

- The Tabs button has been removed from data entry tasks and the settings are now available as part of the data entry grid.

- Batch processing is now handled through system Batch Manager programs. Previously, there was one Batch Processing option that applied to the data entry tasks. Receipt of Goods/Invoice Entry and Return Of Goods/Material Requisition Issue Entry tasks now have their own batch options.

- Previously, historical data was stored by the period to date (PTD), year to date (YTD), last year, and future period. Purchase Order purchases and receipt history are now stored by period by year. The conversion for purchases and receipts history is now performed as follows:

  - The PTD record is converted to the current period.

  - The YTD record is converted to the period before the current period (for example, if the current period is June, then the total YTD amount should be in May).

  - The prior year record is converted to the last fiscal period of the prior year.

- The updating of files is now based on the posting date. Previously, the General Ledger fiscal year was used to determine the period and year.

Purchase Order Options

- The ability to create passwords or allow overrides to data entry security options has been removed from Purchase Order Options and replaced with security event options in Role Maintenance on the Library Master Main menu.

- The Number of Decimal Places fields, previously in the Purchase Order Options window on the Purchase Order Setup menu, have been moved to the Common Information Options window on the Common Information Setup menu.

- The ability to inquire on a memo from an entry task has been replaced with the Memo Manager Maintenance task on the Common Information Main menu.

- Entry options have been moved to the Entry tab, line entry options have been moved to the Line Entry tab, printing options have been moved to the Printing tab, and history options have been moved to the History tab.

- You can now display all drop-ship lines from a sales order, regardless of the assigned purchase order vendor. Previously, when a drop-ship purchase order was entered, the drop-ship lines on the sales order would display if the vendor matched one of the vendors assigned to the item.

- You can now remove purchase history from the Purchase Order file by selecting the Purge Purchases History Utility task on the Purchase Order Utilities menu. Previously, the purchase history was removed during period-end processing.

- You can now retain comment lines in receipt history. Previously, the Accounts Payable module controlled comments for receipt history.

- You can now select a format to use for posting comments to General Ledger.

- Additional fields have been added to print the Back Order Fill Report.

Purchases History

- Previously, purchase history was saved by period and month. With version 4.40 and higher, purchase history is now continuously saved by receipt date and posting date.

- You must now retain at least two years of purchase history at the Years to Retain Purchase History field in the Purchase Order Options window, with the option to retain up to 99 years.

Data Entry

- The Item Inquiry window has been replaced with the Item Quantity Inquiry window in Purchase Order Entry, Receipt of Goods Entry, and Receipt of Invoice Entry.

- The Tabs button has been removed and a Defaults button added to all data entry windows.

- You can now use a security event in Role Maintenance to prevent users from adding inventory items on the fly. Previously, the Allow On-the-Fly Additions of Inventory Items field was available in Purchase Order Options.

Utilities Menu

A new Utilities menu has been added to the Purchase Order module. The tasks available in this menu are:

- Purge Completed Purchase Orders
- Purge Expired Master/Repeating Orders
- Purge Completed or Cancelled PO Recap
- Purge Obsolete Purchase Orders
- Purge Purchase Order Receipt History
- Purge Purchases History

Period End Processing

Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

- The Purge Completed Purchase Orders option has been replaced with the Purge Completed Purchase Orders task.

- The Purge Expired Master/Repeating Orders option has been replaced with the Purge Expired and Master Repeating Order task.

- The Purge Completed or Cancelled PO Recap option has been replaced with the Purge Completed or Cancelled PO Recap task.

- The Purge Obsolete Purchase Orders option has been replaced with the Purge Obsolete Purchase Orders task. Additionally, records dated on or before the purge date entered has been removed.

- The Purge Purchase Order Receipt History option has been replaced with the Purge Purchase Order Receipt History task.

- The Purge Purchases History utility has been added to the Utilities menu to remove purchase history. Previously, the purchase history was removed during period-end processing.

Printing

- Reports and listings now use SAP Crystal Reports. Because of this, the Purchase Order module no longer uses the settings established in Library Master Report Format Maintenance.

- The report and form windows now remain open when you receive the message dialog box stating there is no data in the range to print so you can resolve the issue without losing your settings.

- The process for exporting or printing a report to a file has changed. The Print to File option previously available in the Printer Setup window has been moved to the Export/E-mail option accessed from the Printer field and it uses the SAP Crystal Reports engine. For more information on how to export or print reports to a file, see Export or Print to a File in the Help system.

- The process for deferring the printing of a report has changed. The Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report, see Defer a Report in the Help system.

- Print jobs scheduled for deferred printing are now located in the ..\Home\Deferred folder.

- The font size on some reports was changed to allow the report to remain in portrait format.

Registers and Updates

The Purchase Order Variance Register now prints after the register and before the update. Previously, this register printed after the update.

Reports and Forms

- In the Back Order Fill Report, you can now print only the items that have a back ordered quantity on the sales order if the received quantity is not equal to zero. Previously, the report printed all items on the purchase order that had a back ordered quantity on the sales order.

- Report setting options now appear on the header area of the applicable report window. You can also define and save customized report settings. For more information, see Create a Report Setting in the Help system.

- The report and form windows now remain open when you receive the "Data is not selected for report printing" message dialog box so you can resolve the issue without losing your settings.

Renamed, Removed, or Moved Tasks

- The Purge Completed Purchase Orders, Purge Expired Master/Repeating Orders, Purge Completed or Cancelled PO Recap, and Purge Obsolete Purchase Order utilities have been moved from the Period End Processing window to the Utilities menu.

- The Purge Purchase Order Receipt History and Purge Purchases History utilities have been added to the Utilities menu.

- The Open PO by Item Report has been renamed Open Orders by Item Report.

- The Open PO by Job Report has been renamed Open Orders by Job Report.

- The Receipt History Report has been renamed Purchase Order Receipt History Report.

- The Open PO by Work Order Report has been renamed Open Orders by Work Order Report.

- The Automatic Reorder Selection option has been renamed Auto Reorder Selection.

- The Ship to Address Maintenance task has been renamed Ship-To Address Maintenance.

- The Miscellaneous Charge Maintenance task has been renamed Miscellaneous Item Maintenance.

Return Merchandise Authorization Changes

Change in Version 4.40

Renamed, Removed, or Moved Tasks

The Item Inquiry window has been replaced with the Item Quantity Inquiry window in RMA Entry and RMA Receipts Entry.

Sales Order Changes

Changes in Product Update 4.40.0.1

Checking for Duplicate Customer PO Numbers

- The Check for Duplicate Customer PO Numbers check box in the Sales Order Options window has been replaced with the Files to Check for Duplicate Customer PO Numbers section.

- You can now select which Sales Order and Accounts Receivable History and Entry files are searched when entering sales orders and invoices.

- In Role Maintenance you now have a module option to prevent the use of duplicate customer purchase order numbers.

Data Entry

When creating a sales order from a master or repeating order or quote, the payment type on the sales order will be defaulted from the default payment type in Customer Maintenance. Previously it would default from the payment type in the master or repeating order or quote.

Expanded Quick Print Options

The Quick Print button in Sales Order Entry has been replaced with the Print Order button, and the Print Pick button has been added. Based on selections in Sales Order Options, you can now quick print picking sheets in Sales Order Entry, and you can receive a prompt to quick print picking sheets and shipping labels immediately after quick printing sales orders.

Changes for Picking Sheet Printing

- A picking sheet is no longer printed if the source sales order is in use in Sales Order Entry during the picking sheet selection process.

- If the Print Pick Sheets check box for a sales order is not cleared after the picking sheet is printed because the order is in use by another user during the printing process, the message dialog box that appears now lists the affected orders. Also, you can now turn off this message in Sales Order Options; the order information will then be written to the Activity Log.

Changes in Version 4.40

Sales History Reports

The Customer Sales History Report now prints by invoice date or posting date depending on whether you base inventory periods by physical periods or calendar months. Previously, this report was printed by period or month. This same report also printed sales history by item or product line. Now you can print information using three new reports.

- Customer Sales History by Item
- Customer Sales History by Product Line
- Customer Sales History

Security Option for Adding Inventory Items on the Fly

You can now use a security event in Role Maintenance to prevent users from adding inventory items on the fly. Previously, the Allow On-the-Fly Additions of Inventory Items field was available in Sales Order Options.

Data Entry

- In the Sales Order Entry window, the user login ID is now displayed if security is set up. Previously, the user code displayed.

- The Item Inquiry window has been replaced with the Item Quantity Inquiry window in Sales Order Entry and Invoice Data Entry.

Renamed Tasks

- The Monthly Recap by Division has been renamed Sales Recap by Division.

- The Monthly Recap by Product Line has been renamed Sales Recap by Product Line.

- The Monthly Recap by Warehouse has been renamed Sales Recap by Warehouse.

- The Monthly Recap by Warehouse by Product Line has been renamed Sales Recap by Warehouse by Product Line.

Visual Integrator Changes

Changes in Version 4.40

Data Dictionaries

Before you use the Visual Integrator module, select Visual Integrator Main menu > Export Job Maintenance or Import Job Maintenance after installing version 4.40. This initiates the necessary update of the Data Dictionaries so that you can successfully create Visual Integrator jobs.

Data Dictionary Listing

File information for modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order is no longer included on the Data Dictionary Listing. To obtain file information for these modules, on the Desktop, access the Resources page and click the File Layouts and Program Information link. You must re-create Visual Integrator jobs for these modules.

Import Job Maintenance

- When you select Visual Integrator Main menu > Import Job Maintenance, the new window, V/I Import Job Selection appears. In the V/I Import Job Selection window, you can enter a new job name or select an existing job. For new jobs, you must select the table (previously referred to as File Name) for which the import will be prepared. After a table is selected, the Import Job Maintenance window appears.

  If a table for modules other than Job Cost, Material Requirements Planning, Payroll, or Work Order is selected in the V/I Import Job Selection window, only the tables for those modules are available for selection at the Table Name field (previously called File Name field) in the Import Job Maintenance window. If a table from Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order module is selected in the V/I Import Job Selection window, files from only these modules are available at the File Name field in the Import Job Maintenance window.

- The Validation tab is no longer available because validation is done by the business object. When you create a job for the Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order modules, the Validation tab is available.

- In the Import Job Maintenance window, when you create a job for modules other than Job Cost, Material Requirements Planning, Payroll, TimeCard, or Work Order, you cannot test or execute the import job until your system administrator gives you the rights to execute the job in Role Maintenance. Previously, system security did not prevent you from immediately executing jobs for these modules.

- You must re-create all Visual Integrator jobs to import inventory, bill of materials, and purchase order data.

- All data entry business objects now allow an existing line item in the Detail file to be modified. The Line Key field is now displayed in red and its value must be provided to edit an existing detail line. If the value provided is blank or invalid, a new detail line will be added from the import record.

- The ability to import lot and serial distribution records is now included in the related header import. In the Available Fields section of the Data tab, tier distribution fields are now available and are preceded by the letters LL. Previously, importing lot and distribution records was available only in Sales Order Invoice Data Entry and required a tier distribution record type using a pre-defined tier distribution import layout.

- In the Import Job Maintenance window, in the Available Selections section of the Record tab, the Change Next On option has been removed.

  When evaluating the Header information in the Source file and a change is found, the next record is automatically created. It is important to have consistent Header information when importing multiple line and distribution records. For example, if the key value (sales order number) in the Source file is the same for three rows, and one field in each row has a different value, the subsequent row will replace the previous row imported with the same key.

- The Job Import Log now contains the record type to distinguish between Header, Line, and Distribution records. Previously, only the Header and Line records displayed. The Distribution records were appended to the Line records.

Work Order Changes

Changes in Version 4.40

Renamed, Removed, or Moved Tasks

The Bar Code Printer Maintenance task, previously on the Inventory Management Setup menu, has been moved to the Work Order Setup menu.

File Layout

The file layouts have been changed to accommodate the expanded item code and expanded customer number options.

NOTE
The Work Order module is not available for Sage 100 Premium.

Report Master Changes

Changes in Version 4.40

Reports

● Reports for modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order are now created using Business Insights Reporter. Report Master reports can no longer be generated for these modules.

● Sage recommends using Business Insights Reporter to create custom reports for modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order.

● Sage recognizes that you may have expended considerable time and effort creating custom reports for Job Cost, Material Requirements Planning, Payroll, and Work Order in Report Master. As a result, although Report Master has been removed, it can still be accessed by using a hidden utility. To access Report Master, select File > Run and type ***unhiderm** in the Run Program window.

Retired Modules

The following modules were retired as of version 4.40:

● Timberline
● ACT! Link
● SageCRM version 6.1 (This does not apply to Extended Enterprise Suite customers)
● Crystal Web Reports

Workflow Changes in 4.30

This chapter describes the workflow changes incorporated in the product for the 4.30 release that you should be aware of. Installation and global changes are listed first followed by module retirements.

Installation Changes

The option for installing Microsoft Internet Explorer is removed because the version of Internet Explorer required is now available with the supported versions of Windows.

Global Changes

Reports and Forms

- The information previously on the Main and Select tabs in report windows is now conveniently on one screen.

- The report and form windows now remain open when you receive the "Data is not selected for report printing" message dialog box, so you can resolve the issue without losing your settings.

Selection Grids

In the selection grids, you can now enter the Value fields before selecting an operand.

Library Master Changes

Role Maintenance

- When defining a role in Role Maintenance to provide users with access to Business Insights Reporter, select the Business Insights Reporter check box under Library Master > Setup Options. This check box was previously located under the Business Insights folder in Role Maintenance.

- You can now set up access to the Business Insights Dashboard for each user using the Dashboard Maintenance Wizard. The module options for the Business Insights Dashboard are removed from Role Maintenance.

Accounts Receivable Changes

Customer Statements

You must now set up the Paperless Office module to e-mail statements to customers. Previously, to e-mail customer statements, you had to select the E-mail Statements check box in Customer Maintenance and then select the appropriate option at the Produce Statements For field in the Statement Printing window. For more information, see Set Up Paperless Office in the Help system.

Business Insights Changes

Business Insights Dashboard

- To take advantage of the Business Insights Dashboard's upgraded architecture, you must set up your Dashboard pages again. For more information, see Set Up Business Insights Dashboard in the Help system.

- Internet Explorer 6.0 or higher is required to view the Dashboard pages.

- You can now set up access to the Business Insights Dashboard for each user using the Dashboard Maintenance Wizard. The module options for the Business Insights Dashboard are removed from Role Maintenance.

- In the Top Customer view, the Year to Date field now excludes future-dated transactions that are in the same year. The new Business Insights Dashboard displays the information as of the date entered. If a date is not entered, the information is displayed as of the period-end date.

Business Insights Reporter

📎 **NOTE**
Business Insights Reporter is not available for Sage 100 Premium.

- You must activate the Business Insights module to use Business Insights Reporter.

- When defining a role in Role Maintenance to provide users with access to Business Insights Reporter, select the Business Insights Reporter check box under Library Master > Setup Options. This check box was previously located under the Business Insights folder in Role Maintenance.

Common Information Changes

Bank Code Maintenance

The Bank ID Number field in the Bank Code Maintenance window has been renamed Bank Account Number.

Payroll Changes

Direct Deposits

- In the Direct Deposit Interface Setup window, the account numbers can now only be viewed. The account numbers can be changed using Bank Code Maintenance.

- The Space Rather Than Dash in the Word 'Pre-Note' check box is now available in the Direct Deposit Interface Setup window. Previously, this check box was in the Extended Solution's PR-1017 Setup Options window.

- During conversion, if there is a discrepancy between the bank ID (bank account) number in Bank Code Maintenance and the bank account number in Direct Deposit Information for a bank code, the account number in Direct Deposit Information replaces the number in Bank Code Maintenance. If an account number is not entered in Direct Deposit Information, the number in Bank Code Maintenance is entered in Direct Deposit Information. Account number changes are noted in the conversion log.

Visual Integrator Changes

Job Import

You no longer need to run the VIWUD1 utility to update the data fields after you use Job Import to import Level 3.x jobs into Visual Integrator. This utility is now run automatically.

Report Master Changes

For printing reports from subsidiary modules that contain a general ledger account number greater than 20 characters, you will need to manually adjust the print position for the data fields following the account. This is because the maximum mask length in Report Master is 20 characters and that determines how much space Report Master defaults on the report.

Workflow Changes in 4.20

This chapter describes the workflow changes incorporated in the product for the 4.20 release that you should be aware of. Installation and global changes are listed first followed by module retirements.

Global Changes

Advanced Lookup Engine *(ALE)*

The ALE Conversion Utility has been renamed Lookup Conversion.

Sage 100 Desktop

- The Business Desktop has been renamed Sage 100 Desktop.

- The Modules tab has been renamed Tasks.

- File layout and program information previously included in the Technical Reference and Support Guide is now accessible from the File Layouts and Program Information link on the Resources page.

- Tutorials have been moved to the new Tutorials page.

Help System and Online Manuals

- On the Contents tab of the Help system, the Module Help book contains links to individual Help systems for each module in Sage 100. Under each module's main book, Help topics are further categorized into books of topics regarding procedures, information about printing forms and reports, and glossary terms. You can select any grouping of Help topics to print at one time, as well as print individual Help topics. For more information, see Print a Book of Help Topics in the Help system.

- Also available on the Contents tab of the Help system is the Module PDFs book which contains links to individual PDFs for each module in Sage 100. These PDFs have been specially constructed to allow you to easily print the overview information for each task in a module. The PDFs are organized according to the menu structure of the module. For more information, see Print a Module PDF in the Help system.

Inquiries

The Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks are available.

Printing

The font size on some reports was changed to allow the report to remain in portrait format.

Printing to a Dot Matrix Printer

You can print to a dot matrix printer as long as the printer has a corresponding Windows printer driver and supports draft mode font to enable high-speed printing.

A dot matrix form code is available for printing several forms. For more information, see Customize Dot Matrix Form Template in the Help system.

Report Master

Report Master is no longer available for modules using the Business Framework architecture.

Library Master Changes

Batch Faxing

You can set up batch faxing for the following forms using Report Manager:

- Statement Printing
- Accounts Receivable Invoice Printing
- Customer RMA Printing
- RMA Receiver Printing
- Sales Order Printing
- Picking Sheet Printing
- Sales Order Invoice Printing
- Purchase Order Printing

Previously, batch faxing for these forms was set up in the Fax Form Definition window. To set up batch fax options for these forms, select Library Master Setup menu > Report Manager. In the Report Manager window, select a form and click the Maintain button. In the Maintain window, click the Maintain Fax Options button.

Role Maintenance

- Roles set up to establish access to tasks, security events, and module options for modules other than Job Cost, Material Requirements Planning, Payroll, and Work Order need to be verified after upgrading to version 4.40. New tasks, security events, and module options added for those modules are not selected for current roles after upgrading.

- If you are upgrading from version 4.10, roles need to be verified for the Accounts Payable module and for the Accounts Receivable Inquiry, RMA Inquiry, and Sales Order Inquiry tasks. New tasks, security events, and module options added for this module are not selected for current roles after upgrading.

- Override passwords previously maintained in Sales Order Options are now handled as security events in Role Maintenance.

- ODBC Security will not be migrated when upgrading to version 4.20 and needs to be re-created.

Renamed Task

The FAS Link module has been renamed Fixed Assets.

Reports

- The .rpt files for reports on the Custom Reports menu now have a new folder structure. To use your existing customized report files with version 4.00 or higher, you must add the .rpt files to the Custom Reports menu using the Menu wizard in Report Manager. The .rpt file names must end with "custom.rpt" to be added using the Menu Wizard. To access the Menu Wizard, select Library Master Setup menu > Report Manager. In the Report Manager window, click Add Report to Menu.

- The new folder structure for reports uses a combination of company code, task name, and form code or report setting name determined by the selections in the Add New Format window. Examples of the new folder structure are as follows:

  - For a specific company code, task name, and form code or report setting name:
    (...\MAS90\MAS_ABC\Reports\AR_InvoicePrinting\INVOICESSTD*.rpt)

  - For a specific company code and task name and all form code or report setting names:
    (...\MAS90\MAS_ABC\Reports\AR_InvoicePrinting*.rpt)

- For all companies and specific task name and form code or report setting names:
  (...\MAS90\MAS_SYSTEM\Reports\AR_InvoicePrinting\ INVOICESSTD*.rpt)

- For all companies, specific task name, and all form code or report setting names:
  (...\MAS90\MAS_SYSTEM\Reports\AR_InvoicePrinting*.rpt)

URL Maintenance

You can use the URL Maintenance task to store URL information for the Electronic Reporting for W2 and 1099s module. Two URL codes and descriptions were created for the Social Security Administration (SSA) and the Internal Revenue Service (IRS).

Accounts Payable Changes

Global Changes

- Aging for all vendors is now recalculated using the system date during the conversion of version 4.20 and higher.

- The updating of files is now based on the posting date. Previously, the General Ledger fiscal year was used to determine the period and year.

- Previously, historical data was stored by the period to date (PTD), year to date (YTD), last year, and future period. Accounts Payable vendor history is now stored by period by year. The conversion for vendor sales history is now performed as follows:

  - The PTD record is converted to the current period.

  - The YTD record is converted to the period before the current period (for example, if the current period is June, then the total YTD amount should be in May).

  - The prior year record is converted to the last fiscal period of the prior year.

- You can modify the history data by clicking the Fix button on the Vendor Maintenance History tab. This button is available only when security is enabled and the Allow Editing of History Data in Vendor Maintenance security event is selected in Role Maintenance.

- The Number of Months to Retain Check History option was removed. To retain or display check history in Vendor Maintenance, select the Track Detailed Invoice/Payment History check box in the Accounts Payable Options window.

- You can now post payments of existing invoices to the general ledger in addition to payments of new invoices entered on the fly. Select the Manual Check Register in Detail check box in the Accounts Payable Options window.

- Certain memos can now flow from entity to entity based on the document. For example, an invoice memo would flow to invoice history.

- Time and Billing lines are no longer converted because they can cause out-of-balance invoice totals that do not match the line totals. If you have the Time and Billing module installed, contact your Sage business partner before installing the upgrade.

Data Entry

- In the Manual Check Entry window, you can now add multiple general ledger distribution lines using the Create G/L Distribution button.

- The Credit Card Payment Transfer Details window displays transfer information for payments processed in version 4.20 and higher.

Period End Processing

- Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

- Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

  - The Only Remove Invoices with Zero Balances option has been replaced by the Remove Zero Balance Invoices task.

  - The Only Remove Temporary Vendors with Zero Balances option has been replaced by the Remove Temporary Vendors task.

  - The Only Clear Check History File option and the Purge Detailed Invoice/Payment History File options have been replaced by the Purge Accounts Payable History task.

  - The Purge Sales Tax History File option has been replaced by the Purge Sales Tax History task.

Reports and Forms

- Report setting options now appear on the header area of the applicable report window. You can also define and save customized report settings. For more information, see Create a Report Setting in the Help system.

- Vendor Listing no longer prints the balance data. To print the balance information, print the new Vendor Listing with Balances.

- You can now print the remit-to address on checks using A/P Check Printing or Manual Check Printing without customizing the check form.

- Accounts Payable reports and listings now use SAP Crystal Reports. Because of this, the Accounts Payable module no longer uses the settings established in Library Master Report Format Maintenance.

- The process for exporting or printing a report or listing to a file has changed. The Print to File option previously available in the Printer Setup window has been moved to the Export/E-mail option accessed from the Printer field and uses the SAP Crystal Reports engine. For more information on how to export or print reports to a file in these modules, see Export or Print to a File in the Help system.

- The process for deferring the printing of a report or listing has changed. The Deferred option has been moved to the Deferred option accessed from the Printer field. This option was previously available in the Printer Setup window. For more information on how to defer the printing of a report in these modules, see Defer a Report in the Help system.

- The font size on some reports was changed to allow the report to remain in portrait format.

- Print jobs scheduled for deferred printing are now located at ...Home\Deferred.

Renamed, Removed, or Moved Tasks

- The Update Purchase Vendor task has been renamed Purchase Vendor Transfer.

- Information that was previously on the Vendor Maintenance History tab has been moved to the Statistics and Summary tabs. History information is now maintained using period-sensitive data which removes the requirement for future buckets and mandatory module closing.

- The Vendor Delete/Renumber/Merge task previously on the Setup menu has been moved to the Utilities menu and renamed Delete and Change Vendors.

- The Assign Vendor Schedules task previously on the Setup menu has been moved to the Utilities menu and renamed Assign Vendor Tax Schedules.

- The Sales Tax Calculation task previously on the Setup menu has been moved to the Utilities menu.

Accounts Receivable Changes

Memos

Certain memos can now flow from entity to entity based on the document. For example, an invoice memo would flow to invoice history.

Business Insights Changes

Global Changes

- After upgrading to version 4.20, you will need to re-create Business Insights Reporter reports used in a previous 4.x version of the software.

  - For custom reports previously created using version 4.10 or prior data from the Accounts Payable module, access Business Insights Reporter and select a report in the Business Insights Reporter Selection window. You are prompted to print the Business Insights Reporter Definition Listing and then delete the report. Repeat this process for each custom report previously created for the Accounts Payable module.

  - For custom reports previously created using version 4.05 or prior data from the Accounts Receivable, Bank Reconciliation, General Ledger, Library Master, Return Merchandise Authorization, or Sales Order modules, access Business Insights Reporter and select a report in the Business Insights Reporter Selection window. You are prompted to print the Business Insights Reporter Definition Listing and then delete the report. Repeat this process for each custom report previously created for the Accounts Receivable, Bank Reconciliation, Return Merchandise Authorization, and Sales Order modules.

  - For custom reports previously created for all other modules, select Library Master Utilities menu > Rebuild Business Insights Reporter Views to rebuild custom reports created with Business Insights Reporter in a previous 4.x version of the software.

Business Insights Explorer

The new Business Insights Explorer, which provides an alternative method of accessing data, is now available from the Desktop Tree view and menu. Predefined views of customers, quotes, sales orders, and invoices are available, providing a way to quickly view related data and navigational links to other inquiries or tasks.

Renamed Tasks

Under the Business Insights Dashboard menu, the following tasks have been renamed:

- Business Insights Options has been renamed Dashboard Options.

- Dashboard Selection Wizard (previously named Business Insights Wizard) has been renamed Dashboard Maintenance Wizard.

- Dashboard Selection Listing (previously named Business Insights Listing) has been renamed Dashboard Maintenance Listing.

- Display Business Insights has been renamed Display Dashboard.

- Business Insights Automatic Update has been renamed Start Automatic Dashboard Update.

Common Information Changes

Renamed, Removed, or Moved Tasks

- Miscellaneous Item Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Receivable Setup menu and Sales Order Setup menu.

- Bank Code Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, Bank Reconciliation Main menu, and Payroll Setup menu.

- Memo Manager Maintenance, previously on the Library Master Setup menu, has been moved to the Common Information Main menu. This task remains on the Accounts Payable Setup menu, Accounts Receivable Setup menu, General Ledger Setup menu, Return Merchandise Authorization Setup menu, and Sales Order Setup menu.

- Sales Tax Account Maintenance has been added to the Common Information Main menu. This task remains on the Accounts Payable Setup menu and Accounts Receivable Setup menu.

- Purge Obsolete Extended Descriptions, previously on the Library Master Utilities menu, has been moved to the Common Information Utilities menu.

Customizer Changes

Global Changes

- For modules using the Business Framework architecture, the External Link Definition window now allows you to select business object columns available to the panel instead of the control names in the customized library. For example, to select the Customer No. field in the Sales Order Entry window, you can now select the business object name, SO_SalesOrder_bus_CustomerNo$, instead of the control name, ML_CUST$.

- Customized libraries for the Accounts Payable module must be re-customized.

- Data entry user-defined fields (UDFs) must be re-created in User-Defined Field and Table Maintenance. After re-creating UDFs, you must map the UDFs to their respective history files. For more information, see Map User-Defined Fields (UDFs) in the Help system.

- The Accounts Payable Invoice Entry UDFs for both header and lines will need to be re-created in User-Defined Field and Table Maintenance. After these UDFs have been created and updated, it is necessary to map the invoice entry UDFs to their respective history tables.

- For Purchase Order Receipt of Goods, Receipt of Invoice, and Return of Goods, the new Purchase Order Invoice UDF replaces the Accounts Payable Invoice UDF. If an Accounts Payable Invoice UDF exists on a customized Purchase Order .lib file migrated or converted to 4.20, it must be manually removed, and the Purchase Order Invoice UDF must be added.

- When you have upgraded to version 4.20 and re-created UDFs, the following list of UDFs are updated to specific tables:

  - The Accounts Payable Invoice UDFs are updated to the new AP Invoice History Header table.

  - The Accounts Payable Invoice Lines UDFs are updated to the new AP Invoice History Detail table.

  - The Accounts Payable Vendor UDFs are updated to the new AP Vendor Master table.

Electronic Reporting for W2 and 1099 (Magnetic Media Reporting)

Global Changes

- The Magnetic Media Reporting module has been renamed Electronic Reporting for W2 and 1099s to accurately reflect the new process required by the federal government.

  - Starting from the 2006 tax year, the Internal Revenue Service (IRS) requires that all payroll and 1099 filings be performed electronically through the Internet. The federal government will no longer accept W2 and 1099 information on any type of magnetic media (diskette). In Sage 100, you can continue to create a data file compliant with the IRS published standards and save it on the hard disk.

- Some states may still require or accept filings submitted on magnetic media. If your state supports the Federal reporting format and accepts submissions on a diskette, you can create the state diskette by copying the data file you created to a 3.5" diskette. If your state does not support the Federal reporting format, the Electronic Reporting module cannot create your electronic file.

- The new Electronic File Transfer task allows you to launch the appropriate government Web site to submit W2 and 1099 files.

- You can store the URL information for Electronic Reporting in Library Master URL Maintenance. Two URL codes and descriptions were created for the Social Security Administration (SSA) and Internal Revenue Service (IRS).

- The 1099 Magnetic Media Reporting window was renamed 1099 Electronic Reporting. The default disk drive to use is now C.

- The W2 Magnetic Media Reporting window was renamed W2 Electronic Reporting. The default disk drive to use is now C.

- The Mag Media Tax Type Code field in the Payroll Tax Table Maintenance window was renamed Electronic Reporting Tax Type Code.

Fixed Assets Changes

NOTE
The Fixed Assets module is not available for Sage 100 Premium.

Global Changes

- The FAS Link module has been renamed Fixed Assets.

- The new Fixed Assets Maintenance task is now available on the Fixed Assets Main menu if Sage Fixed Assets is installed and the Fixed Assets module is activated.

Payroll Changes

Taxes

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

- In the Federal Tax Summary window, the Employee FICA Tips and Employer FICA Tips fields were added for wages. The Employee FICA Tip fields were added for payroll taxes.

- In Manual Payroll Tax Entry window, the FICA Tip Tax field was added.

- In Quarterly Tax Report window, the Print FICA Tip Data check box was added.

- The Mag Media Tax Type Code field in the P/R Tax Table Maintenance window was renamed Electronic Reporting Tax Type Code. The field name was changed to accurately reflect the new process required by the federal government.

Reports

To comply with new regulations regarding how Social Security tips are being reported, the following reports are modified to show FICA and FICA tips totals separately:

- Quarterly Governmental Report
- Payroll Data Entry Audit Report
- Payroll Check History Report
- Employee Listing
- Perpetual History Report
- Employee Listing
- Employer's Expense Summary
- Quarterly Pay Period Recap
- Payroll Check Printing
- Direct Deposit Stub Printing
- Quarterly Tax Report

Visual Integrator Changes

Data Dictionary Listing

File information for the Accounts Payable module is no longer included on the Data Dictionary Listing. To obtain file information for these modules, on the Desktop, access the Resources page and click the File Layouts and Program Information link. You must re-create Visual Integrator jobs for Accounts Payable.

Import Job Maintenance

If you select an Accounts Payable table for a new job in the V/I Import Job Selection window, corresponding tables are available for selection at the Table Name field in the Import Job Maintenance window. If a table from any other module is selected in the V/I Import Job Selection window, corresponding files from Accounts Payable are available for selection at the File Name field in the Import Job Maintenance window.

Retired Modules

The FAS Select module was retired.

Workflow Changes in 4.10

This chapter describes the workflow changes incorporated in the product for the 4.10 release that you should be aware of. Installation and global changes are listed first followed by module retirements.

Accounts Receivable Changes

Global Changes

● Aging for all customers is now recalculated using the system date during the conversion of version 4.10 or higher data.

● The updating of files is now based on the posting date. Previously, the General Ledger fiscal year was used to determine the period and year.

● You can modify the history data by clicking the Fix button on the Customer Maintenance History tab. This button is only available when security is enabled and the Allow Editing of History Data in Customer Maintenance security event is selected in Role Maintenance.

● Previously, the historical data was stored by period to date (PTD), year to date (YTD), last year, and future period. Accounts Receivable customer sales history is now stored by period by year. The conversion for customer sales history is now performed as follows:

  ● The PTD record is converted to the current period.

  ● The YTD record is converted to the period before the current period (for example, if the current period is June, then the total YTD amount should be in May).

  ● The prior year record is converted to the last fiscal period of the prior year.

Period End Processing

● The Salesperson Commission Purge task, previously on the Period End menu, has been moved to the Utilities menu.

● Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

● Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

  ● The Only Remove Temporary Customers with Zero Balances option has been replaced by the Remove Temporary Customers task.

  ● The Only Remove Invoices with Zero Balances option has been replaced by the Remove Zero Balance Invoices task.

- The Only Purge Sales Tax History File option has been replaced by the Purge Sales Tax History task.

- The Only Clear Invoice/Shipping History File option has been replaced by the Purge Accounts Receivable History task.

- The Only Recalculate Customer High Balances option has been replaced by the Recalculate Customer High Balances task.

Renamed, Removed, or Moved Tasks

- Information that was previously on the Customer Maintenance History tab has been moved to the Customer Maintenance Statistics and Summary tabs. History information is now maintained using period-sensitive data which removes the requirement for future buckets and mandatory module closing.

- The following tasks previously on the Setup menu have been moved to the Utilities menu: Global Customer Field Change, Sales Tax Calculation, and Internet Customers Enable/Purge.

- The Delete/Renumber/Merge task previously on the Setup menu has been moved to the Utilities menu and renamed Delete and Change Customers.

Business Insights Changes

Renamed, Removed, or Moved Tasks

The Business Insights tasks are now on a separate module menu. Previously, the Business Insights tasks were located in a menu under the Library Master module. Business Insights is now organized on two submenus: Dashboard and Reporter.

Common Information Changes

Miscellaneous Item Maintenance

- Sales codes and miscellaneous items, part of the Accounts Receivable and Sales Order modules, are now referred to as Miscellaneous items and are stored in a common file shared by both modules.

- Miscellaneous items are now designated by the following item types: Miscellaneous items, Charge items, and Comment items. Comment codes are now referred to as Comment items and Miscellaneous Charges are now referred to as Charge items.

Customizer Changes

Global Changes

- When upgrading from Level 3.7x, customized libraries for the Accounts Receivable, Bank Reconciliation, General Ledger, eBusiness Manager, Return Merchandise Authorization, and Sales Order modules will not be migrated and must be re-created after the migration process.

- After upgrading to Version 4.10, data entry UDFs must be re-created in User-Defined Field and Table Maintenance. After re-creating UDFs, you must map the UDFs to their respective history files. For more information, see Map User-Defined Fields (UDFs) in the Help system.

- The link between the AR Invoice and Job Cost Header entity in Job Billing Entry has been replaced by a link between the Job Cost Billing entity and the Job Cost Header entity.

- The Accounts Receivable and Sales Order Invoice Data Entry UDFs for both header and lines will need to be recreated in UDF and Table Maintenance. After these UDFs have been established and updated, it is necessary to map the invoice entry UDFs to their respective history files.

- Job Cost Job Billing Entry has a new Job Cost Billing UDF that replaces the Accounts Receivable Invoice UDF. The Job Invoice UDF file is now the history file for Job Billing Entry's Job Cost Billing UDF. The Accounts Receivable Invoice UDF is no longer available in Job Billing Entry. The ARI Entity UDF that exists on a customized lib and is migrated or converted to 4.10 will have to be manually removed from the 4.10 lib.

- The Inventory Master file UDF has been merged into the CI_Item file. Use the Common Item File in User-Defined Field and Table Maintenance to create UDFs and maintain existing UDFs. The IM_90 file is no longer available. SAP Crystal Reports that previously used the IM_90 file should be modified to use the CI_Item file. The IM_90 UDF will need to be manually removed from the Inventory Maintenance .lib file.

- In User-Defined Field Maintenance, pound signs (###) previously used in the Mask field for a String data type UDF are now invalid. When editing an existing UDF with a mask, the pound signs will be replaced with Z.s and any separators will need to be retyped. Pound signs are only valid for Numeric data type UDFs. For more information, see Format Masks in the Customizer Help system.

- Previously, separators used in UDFs were saved to the applicable data files. In Version 4.10, separators are not saved. After upgrading to Version 4.10, use SAP Crystal Reports to reformat UDF data on custom reports.

- Conversion with AP Invoices in AP Invoice Data Entry will leave orphan records in the AP_95 that are assigned the invoice data entry sequence number. These records need to be manually removed using the Data File Display and Maintenance task. To identify orphan records, the sequence number in the key field for invoices removed during conversion will start with a 99900001, etc.

- RA_91 UDFs will be added only to the Receipts History Header table. You will need to create new UDFs for the Receipts Header table, then go into the history table and map the new UDF to the existing UDF which was migrated.

- RA_96 UDFs will be added only to the Receipts History Detail table. You will need to create new UDFs for the Receipts Detail table, then go into the history table and map the new UDF to the existing UDF which was migrated.

- Pound signs (###) which were allowed for masking a String data type UDF are no longer allowed in Version 4.10 as this is an invalid format for a string (for more information, see String Format Table in the Help system). In Version 4.10, when editing a UDF with a Mask of #'s, the #'s are changed to Z's. The separator will need to be re-added. Pound signs (###) are only allowed on Numeric data type UDFs.

- For modules upgrading to 4.10, some modules wrote the Mask separator to the UDF data file. UDF values for 4.x modules are written without the separator. During the 4.10 conversion, separators included in the UDF records in the UDF data file will be removed. This will only occur for String data type UDFs.

- When upgrading from a previous Version of 4.x, the following list of UDFs are updated to specific tables:

  - Accounts Receivable Invoice UDFs are updated to the AR Invoice History Header table.

  - Accounts Receivable Invoice Line UDFs are updated to the AR Invoice History Detail table.

  - The Sales Order Entry UDFs are updated to the SO Sales Order Header and the SO Sales Order History Header tables.

  - The Sales Order Detail UDFs are updated to the SO Sales Order Detail and the SO Sales Order History Detail tables.

  - The Return Merchandise Authorization Receipt Entry/History Header UDFs are updated to the RA Receipts History Header table.

  - The Return Merchandise Authorization Receipt Entry/History Lines UDFs are updated to the RA Receipts History Detail table.

- The eBusiness Manager Customer UDFs are updated to the IT Shopping Cart Header and IT UID Customer Change tables.

- The eBusiness Manager Shopping Cart Item UDFs are updated to the IT Shopping Cart Item and IT Shopping Cart Items Selected tables.

eBusiness Manager Changes

Global Changes

- The Microsoft Web Publishing Wizard is no longer installed or supported. You must now publish eBusiness Manager images, JavaScripts, and style sheets to the Internet Information Server (IIS) using your own FTP software. For more information, see Publish Files to the Internet in the eBusiness Manager Help system.

- The Publish Files to Web task, which was located on the Setup menu, has been removed as it used the Microsoft Web Publishing Wizard which is no longer supported.

- The polling process that formerly performed the real-time automatic updates for user IDs, customers, and sales orders from the Sage Web Engine has been removed. The options that controlled how often the polling process polled for shopping cart entries and customer/user ID changes have therefore also been removed from IT Options.

- You can no longer enter the SMTP server address in IT Options. It must be entered in Company Maintenance in the Library Master module before you can generate e-mail in eBusiness Manager.

Return Merchandise Authorization Changes

Renamed, Removed, or Moved Tasks

Various options previously included in the RMA Utilities task have been moved to the Utilities menu as follows:

- The Purge Expired RMAs option has been replaced by the Purge Expired RMA task.

- The Purge Return Reason Detail option has been replaced by the Purge Return Reason Detail task.

- The Purge RMA Receipts History option has been replaced by the Purge RMA Receipts History task.

- The Create Customer Invoice Search Records option has been replaced by the Create Customer Invoice Search Records task.

Sales Order Changes

Global Changes

If the Inventory Management module is integrated with Sales Order, you can now retain a customer's last purchase price information for both inventory items and miscellaneous items. Previously, you could retain the last purchase price information for inventory items only.

Sales History

- Previously, sales history was saved by period and month. With version 4.10 and higher, sales history is now continuously saved by invoice date and posting date.

- With version 4.10 and higher, you must retain at least two years of sales history at the Years to Retain Sales History field in the Sales Order Options window, with the option to retain up to 99 years.

- Because of the new method for saving history, the Enter Customer Sales History Option by Customer Type check box and the Customer Type/Option fields in Sales Order Options have been removed.

Sales History Reports

Because sales history is now saved by invoice date and posting date, four new reports, Sales Recap by Division, Sales Recap by Product Line, Sales Recap by Warehouse, and Sales Recap by Warehouse and Product Line replace the Monthly Recap by Division, Monthly Recap by Product Line, Monthly Recap by Warehouse, and Monthly Recap by Warehouse and Product Line reports. After upgrading to version 4.10 or higher, if you need to reference the Monthly Recap reports or the previous Customer Sales History report, select File > Run and type the following in the Run Program window:

- **SOWRJA** to access the Monthly Recap by Product Line report

- **SOWRKA** to access the Monthly Recap by Warehouse/Product Line report

- **SOWRLA** to access the Monthly Recap by Warehouse report

- **SOWRMA** to access the Monthly Recap by Division report

- **SOWRNA** to access the Customer Sales History report

> 🖉 **NOTE**
> These reports contain data as of the date of the conversion to 4.10 or higher.

Period End Processing

Only full period-end processing can be performed in the Period End Processing task accessed from the Period End menu.

Various fields previously included in the Period End Processing window have been moved to the Utilities menu as follows:

- The Purge Sales Order History option has been replaced by the Purge Order/Quote History task.

- The Purge Expired Master/Repeating Orders and Purge Expired Price Quotes options have been replaced by the Purge Expired Orders/Quotes task.

- The Purge Sales Order Recap option has been replaced by the Purge Sales Order Recap task.

Job Cost Integration

Because the Job Cost module can now be integrated with Sales Order, the way that job costs are posted can affect statements of profitability. If you are upgrading from version 4.05 or prior, make sure you plan how to post job costs before upgrading.

- If job costs are posted from the Accounts Payable or Purchase Order module, do not select the Post Invoice Costs to Job Cost check box in the Sales Order Options window. If this check box is selected, costs can potentially be posted to the Job Cost module from more than one module, resulting in an understatement of profitability.

- If the Accounts Payable or Purchase Order modules are not integrated with Job Cost, select the Post Invoice Costs to Job Cost check box in the Sales Order Options window. If this check box is not selected, costs may not be posted to the Job Cost module at all, resulting in an overstatement of profitability.

Visual Integrator Changes

Data Dictionaries

After installing Version 4.10, before you use the Visual Integrator module, select Visual Integrator Main menu > Export Job Maintenance. This executes the necessary update of the Data Dictionaries so that you can successfully create Visual Integrator jobs.

Data Dictionary Listing

File information for the Accounts Receivable, Bank Reconciliation, eBusiness Manager, Return Merchandise Authorization, and Sales Order modules is no longer included on the Data Dictionary Listing. To obtain file information for these modules, on the Desktop, access the Resources page and click the File Layouts and Program Information link. You must re-create Visual Integrator jobs for these modules.

Import Job Maintenance

When you select Visual Integrator Main menu > Import Job Maintenance, the new window, V/I Import Job Selection appears. In the V/I Import Job Selection window, you can enter a new job name or select an existing job. For new jobs, you must select the table (previously referred to as File Name) for which the import will be prepared. After a table is selected, the Import Job Maintenance window appears. If an Accounts Receivable, Bank Reconciliation, Common Information, eBusiness Manager, Return Merchandise Authorization, or Sales Order table is selected in the V/I Import Job Selection window, only these tables are available for selection at the Table Name field (previously called File Name field) in the Import Job Maintenance window. If a table from a module other than Accounts Receivable, Bank Reconciliation, Common Information, eBusiness Manager, Return Merchandise Authorization, or Sales Order is selected in the V/I Import Job Selection window, files from any other module are available at the File Name field in the Import Job Maintenance window.

Workflow Changes in 4.00

This chapter describes the workflow changes incorporated in the product for the 4.00 release that you should be aware of. Installation and global changes are listed first followed by module retirements.

Installation Changes

🖉 **NOTE**
Remote administration of the Application Server can be performed using a Terminal Services session because this functionality is not part of the Application Server.

- The Sage 100 Advanced Host and Host Enterprise Manager are no longer used for the Sage 100 Advanced installation and are replaced by the Sage 100 Advanced Application Server. For more information, refer to your *Installation and System Administrator's Guide*.

- If you are upgrading from version 4.00,you must perform an in-place upgrade.

Global Changes

Advanced Lookup Engine (ALE)

You can now resize ALE windows.

Sage 100Desktop

The Launcher has been renamed Business Desktop.

Help System and Online Manuals

The Help system has been expanded and updated to provide immediate access to all of the information previously found in the online PDF manuals.

Upgrading Level 3.x Data

The new file structures in versions 4.x provide flexibility for both Sage and development partners to make enhancements for you in the future. As a result, some steps must be taken to prepare your Level 3.x or 4.x data for migration to version 4.40.

- During the migration process, user codes with leading blanks or special characters will not be migrated. You will need to re-create these user codes after the migration process. After upgrading your data, print and review the System Conversion log.

Module and Accounting Dates

- The Library Master module now uses the Windows system date.

- Your date formats are now based on the Windows Regional Settings from your workstation for consistency across your entire desktop. Therefore, the default settings for Year Display Format and Year 2000 Default have been removed. The software does not support the "year first" Windows date format. If you enter a two-digit year, the century is determined by the century preferences setting in the Windows Regional Settings for your workstation.

- The F6 functionality which allowed you to toggle between a 2-digit year (05/31/10) and a 4-digit year (05/31/2010) has been removed to accommodate the Windows Regional Settings.

Registering Your Modules

You now have 45 days to access unregistered modules. Previously, you could access the module 40 times only.

Security

⚠ **WARNING**
After security is enabled, it cannot be disabled.

Version 4.00 introduced a new security model, which is role based rather than menu based. Security in your Level 3.x software will not be migrated to your version 4.40 software; however, you can choose to migrate users from your Level 3.x software to your version 4.40 software, if you select the Standard Security option during installation. To enable security, refer to your *Installation and System Administrator's Guide.*

When All is selected at the Operand field, the operand now changes automatically based on the Value fields entered. If you enter the first Value field only, the operand changes to Equal to, then if you enter the second Value field, the operand changes to Range.

Library Master Changes

Changed Tasks

- Reports, registers, and journals in the General Ledger, Library Master, and Customizer modules and the Daily Transaction Register from subsidiary modules except for Job Cost, Material Requirements Planning, Payroll, and Work Order are now SAP Crystal Reports files. As a result, printers defined in Device Configurator no longer apply to printing these documents. Use a Windows printer for printing the documents.

- The Data File Display and Maintenance task has been enhanced with a new program. The new program determines if data is for Level 3.x or version 4.x. A new field lists the different secondary keys available and sorts the records in the file being displayed according to the key selected.

Companies

A Copy button has been added to Company Maintenance, allowing you to copy data and forms from an existing company. As a result, the SVFCPY and SVDATA utilities have been removed.

Renamed, Removed, or Moved Tasks

- Information from the Preferences task has been moved to the User Maintenance, Company Maintenance, and System Configuration tasks. As a result, the Preferences task has been removed.

- Information from the Alternate Directory Maintenance task has been moved to the Change Data Location dialog box, which is accessed by clicking Change Data Location on the Company Maintenance Preferences tab. As a result, the Alternate Directory Maintenance task has been removed.

- The Role Maintenance task replaces the Menu Security Maintenance task.

- The functionality of the Resize Data Files task has been incorporated into the Rebuild Application Key Files task. As a result, the Resize Data Files task has been removed.

- The System Activity Log has been renamed Activity Log.

- The Uninstall Modules task has been added to the System Configuration task.

- The Chat functionality has been removed from the Master Console task.

- The functionality of the Visual Explorer task has been added to the right-click menu accessed from the Sage 100 Desktop Tree View. As a result, the Visual Explorer task has been removed. For more information, see Open a Task in a Secondary Company in the Help system.

- Registration information from the Product Registration Maintenance task has been moved to the System Configuration task. As a result, the Product Registration Maintenance task has been removed.

- The Installed Modules Listing on the Library Master Reports menu replaces the *part utility.

- The following Library Master tasks have been removed because they are no longer needed:

  - Convert Evolution/2 Data Files

  - Data Dictionary Transfer

  - Maintain Explorer Menu

- Rebuild Alternate Directory Pointers

- Task Menu Maintenance

- SVMUPD, SVFCPY, and SVDATA utilities

Business Insights Changes

Business Insights Reporter

The Business Insights Reporter menu includes the tasks, Business Insights Reporter, and Business Insights Reporter Listing. You can use Business Insights Reporter to create SAP Crystal Reports forms and reports for all modules. These reports can optionally be added to the Custom Reports menu for a specified module.

Customizer Changes

Global Changes

- When upgrading to Version 4.00, General Ledger user-defined fields will be updated to the GL_Account data file; however, General Ledger library customizations will not be migrated and must be re-created after the migration process.

- The PostMaster Conversion Utility previously accessed from the Customizer Main menu has been removed because the PostMaster module has been retired.

General Ledger Changes

Accounts

The ability to have a general ledger account number of up to 32 characters and 10 segments means that the way in which accounts are maintained has changed. The main account (also known as the natural account) is now maintained separately from the other individual segments. As a result, the system has changed in the following ways:

- The copy function is no longer available in Account Maintenance. The copy function is now available in Main Account Maintenance and Sub Account Maintenance.

- The process for creating new accounts in Account Maintenance has changed. To create an account in Account Maintenance, you must enter a valid combination of an existing main account and sub accounts. For more information, see Create and Maintain Accounts in Account Maintenance in the Help system.

● Options that control how general ledger accounts can be created and added on the fly have changed in General Ledger Options. The Add new accounts from data entry check box has been removed and replaced with the Auto Create when all Segments are Valid field, Add Main Accounts in General Ledger check box, and Add Sub Accounts in General Ledger check box. For more information about these fields, see General Ledger Options in the Help system.

Allocations

To support new features in allocations, as well as to make the terminology more intuitive, the following changes were made in the system:

● The Allocation Maintenance task has been renamed Allocation Entry. The Allocation Entry task is accessed by selecting General Ledger Main menu > Allocation Entry.

● The Allocation Entry task has been renamed Manual Allocation Entry. The Manual Allocation Entry task is accessed by selecting General Ledger Main menu > General Journal Entry. In the General Journal Entry window, click Copy From. In the Copy From window, select the Allocation option and click OK.

● The method of calculating masked allocation distributions has changed. The allocation is now calculated first, then the total amount is distributed to all the accounts that match the masked account. Previously, the allocation percent/quantity entered was distributed to each account that matched the masked account.

● The activity or balance for Period, Quarterly, and Annual allocation cycles is now allocated based on the entire selected cycle rather than just the period ending that cycle. For example, now a quarterly allocation distributes the activity for the entire quarter. Previously, quarterly and annual allocations used the activity for the current period as the allocation amount. For example, previously a quarterly allocation generated at the end of the third period used only the activity for period 3, not the activity for periods 1, 2, and 3.

● In Allocation Selection, there are now separate allocation totals for financial and nonfinancial allocations.

Custom Financials

In order to have maximum flexibility and customization capabilities, you should use Sage Management Intelligence (SMI) for your custom financial reporting needs; however, Sage recognizes that you may have expended considerable time and effort in creating custom financial reports and want to continue using them. Although the Custom Financials menu has been removed, it can still be accessed by using a hidden utility, as long as you do not expand your general ledger account beyond nine characters and three segments.

- You can access the Custom Financials menu and tasks by selecting File > Run and typing ***unhidegl** in the Run Program window.

- The Custom Financials tasks can only be accessed if you have general ledger account numbers with nine or fewer characters and three or fewer segments.

Standard Financials

The Standard Financial Statements have been renamed Financial Reports and have been enhanced to include the former Monthly Trend Report.

Data Entry

- The system now calculates beginning balances for each fiscal year based on prior year data. As a result, the Beginning Balance (BB) source journal has been removed. To post beginning balances for a new company, you must enter them as journal entries to your general ledger accounts and update them.

- In Transaction Journal Entry, the logic for the offset postings has changed. The Debit/Credit field has been renamed Offset field. During conversion, the source journal orientation will be changed to Credit if it was previously Debit, and it will be changed to Debit if it was previously Credit. Previously, the value selected at the Debit/Credit field determined the orientation of the lines. Now the value selected at the Offset field determines the orientation of the offset only.

- When you use General Ledger Exchange to import transactions into the General Ledger module, transactions now import to the General Journal Entry files. Previously, transactions were imported directly to the history files. This change was made because of the large number of inter-related tables that must be updated and linked when each transaction is posted. After the import is complete, the General Journal must be printed and updated.

Period End Processing

Many of the functions previously found in Period End Processing have been moved. Only full period-end processing can be performed from this task. In addition, to support the reopening and closing of periods, the Fiscal Year Consolidation and Consolidate Detail Records logic has been removed. Previously, you could perform the following tasks from Period End Processing:

● Full period-end processing

● Consolidate General Ledger Detail Records

● Purge Transaction Detail History

● Purge Period Summary History

The new location of various functions follows:

● The Clear Next Year Current Budgets logic is now performed in Budget Maintenance.

● The Purge Transaction Detail History task has been renamed Purge General Ledger History and is now accessible from the General Ledger Utilities menu.

● Journal and register numbers are now reset separately based on the selections at the Reset Journal Numbers During and Reset Register Numbers During fields in the General Ledger Options window.

The following changes have been made to year-end processing:

● The Years to Retain General Ledger History field in the General Ledger Options window now applies to both summary and detail history information. As a result, the Number of Years to Retain Summary History field in the General Ledger Options window has been removed.

● The Posting to Retained Earnings and Updating Beginning Balances logic has been removed as this is now done through the data entry update routines and the Daily Transaction Register. If the next fiscal year has not been created, year-end processing will create the next fiscal year and recalculate beginning balances.

● Zero budget accounts are now removed from the Period Budget Detail file when all periods for any year are zero.

● The Copy Budget at Year End option has been modified to use the new Copy Actual to Default Budget at Year End check box in the General Ledger Options window.

Reports

- The Budget and History Report has been separated into two reports, the Budget and History Report and the Budget and History Report by Period.

- The Standard Financial Statements have been renamed Financial Reports. The Financial Reports now include the former Monthly Trend Report.

Renamed and Removed Tasks

- To provide more flexibility in giving users access to tasks, the Account Inquiry task is now a security event. To give users access to Account Inquiry, use Library Master Role Maintenance to set up users with View Only access to Account Maintenance.

- The Account Maintenance task has been removed from all subsidiary modules because all installations require the General Ledger module.

- The Account Group Maintenance task replaces the Account Break Maintenance task. In Version 4.00, the term account group is now used in place of account break.

- The Sub Account Maintenance task replaces the Department Maintenance task.

Visual Integrator Changes

Data Dictionaries

After installing Version 4.00, before you use the Visual Integrator module, select Visual Integrator Main menu > Export Job Maintenance. This executes the necessary update of the Data Dictionaries so that you can successfully create Visual Integrator jobs.

Data Dictionary Listing

General Ledger files are no longer available in the Data Dictionary Listing (Visual Integrator Main menu > Data Dictionary Listing). Instead, use the Technical Reference and Support Guide (TRSG) for a listing of General Ledger files.

Import Job Maintenance

- When you select Visual Integrator Main menu > Import Job Maintenance, the new window, V/I Import Job Selection appears. In the V/I Import Job Selection window, you can enter a new job name or select an existing job. For new jobs, you must select the table (previously referred to as File Name) for which the import will be prepared. After a table is selected, the Import Job Maintenance window appears. If a General Ledger table is selected in the V/I Import

Job Selection window, only General Ledger tables are available for selection at the Table Name field (previously called File Name field) in the Import Job Maintenance window. If a table from a module other than General Ledger is selected in the V/I Import Job Selection window, files from all modules other than General Ledger are available at the File Name field in the Import Job Maintenance window.

- In the Import Job Maintenance window, when you create a General Ledger job the Records tab is no longer available because there are no record types in General Ledger. Also, the Validation tab is no longer available because validation is done by the system. When you create a job for a module other than General Ledger in the Import Job Maintenance window, the Records tab and Validation tab are available.

- In the Import Job Maintenance window, when you create a General Ledger job, you cannot test or execute the import job until your system administrator gives you the rights to execute the job in Role Maintenance. Previously, system security did not prevent you from immediately executing General Ledger jobs.

Export Jobs

You can no longer export General Ledger jobs using Export Job Maintenance. Instead, select General Ledger Utilities menu > General Ledger Exchange to export General Ledger jobs. You can still export jobs from any module other than General Ledger using Export Job Maintenance.

Retired Modules

The following modules were retired:

- Client Write-Up (If you need Client Write-Up functionality, contact your Sage business partner)
- Import Master
- PostMaster
- TimeSlips Link
- Visual PostMaster

Checklists

Before beginning the installation, test and validate all the hardware and network configurations using the following:

● The *Installation and System Administrator's Guide,* which can be found by selecting a product from the installation Autorun screen, and then clicking Documentation on the product screen. The guide is in Adobe Acrobat (PDF) format.

● The Supported Platform Matrix, which can be found in the Sage Knowledgebase at support.na.sage.com. See article ID 47649.

● The current support library for any pertinent information, particularly the Hot Pre-Installation Information page, which can be found on the Support page on the Sage Customer Portal at: https://customers.sagenorthamerica.com

Upgrade and Conversion Process

The upgrade process consists of three steps:

1   Preparing your data for upgrading

2   Upgrading your data to version 2016

3   Converting your data to version 2016

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 2015 to Version 2016

When upgrading to version 2016, 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 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.

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 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 31. For more information on the utilities, see the help system.

5____ 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.

6____ Print all customized form definitions.

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

8____ 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 130, you are now ready to migrate your data to your version 2016 system.

1____ If you are upgrading Sage 100 Standard or Advanced, 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 2016 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 2016. The person running the Migration Wizard must have rights to the following administrative share: \\{sourceserver-name}\c$

⚠ **WARNING**
If you are migrating data for Sage 100 Premium, you must have administrator rights for the server with the installation you are migrating from and the server with your version 2016 installation.

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 2016 SQL Server instance is installed.

2____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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 on the Custom toolbar.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 130 and the Upgrade Checklist on page 131, you are now ready to convert your data to version 2016.

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

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2016. 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 31.

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

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

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2016. 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.

5____ If you synchronize payroll data between Sage Payroll Services and your general ledger, 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.

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 81.

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

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

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

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

10____ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2016.

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

12____ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2016 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 195.

13____ If dictionary changes were made to any files used for import and export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

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

14____ 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.

15____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

16____ 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.

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

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

19____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

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

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

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

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

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

Upgrading from Version 2014 to Version 2016

When upgrading to version 2016, 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 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

For more information on retaining history, see Purchase Order History on page 31. For more information on the utilities, see the help system.

5____ 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.

6____ Print all customized form definitions.

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

8____ 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 136, you are now ready to migrate your data to your version 2016 system.

1____ If you are upgrading Sage 100 Standard or Advanced, 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 2016 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 2016. The person running the Migration Wizard must have rights to the following administrative share: \\{sourceserver-name}\c$

⚠ **WARNING**
If you are migrating data for Sage 100 Premium, you must have administrator rights for the server with the installation you are migrating from and the server with your version 2016 installation.

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 2016 SQL Server instance is installed.

2____   After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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 on the Custom toolbar.

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 2016.

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

2____   Select Library Master Main menu > Company Maintenance to convert your data to version 2016. 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 31.

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

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

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2016. 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.

5____ 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 81.

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

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

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

9____ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2016.

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

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

NOTE
Before modifying the graphical forms or reports found on the Custom Reports menu, you must be proficient in the use of SAP Crystal Reports.
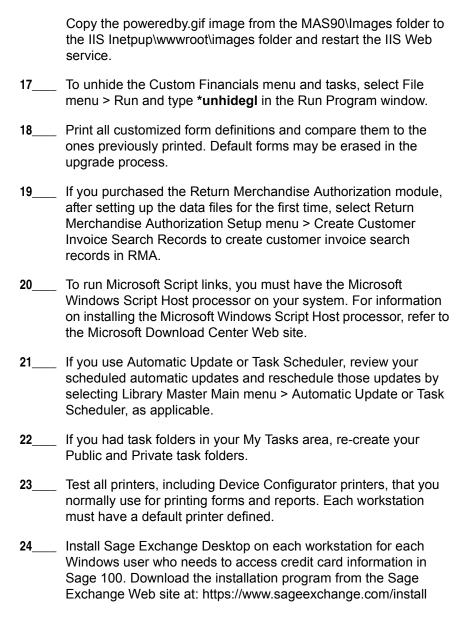
If you are using Sage 100 Standard or Sage 100 Advanced, use the Crystal Reports Conversion Wizard to convert your Crystal reports and forms. For more information, see SAP Crystal Reports FAQs in the Help system. If you do not run the wizard now, it will automatically run the first time that someone 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.

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 2016 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 195.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 2013 to Version 2016

When upgrading to version 2016, 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____   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.

5____   Print all customized form definitions.

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

7____   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 142, you are now ready to migrate your data to your version 2016 system.

1____ If you are upgrading Sage 100 Standard or Advanced, select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to migrate your data.
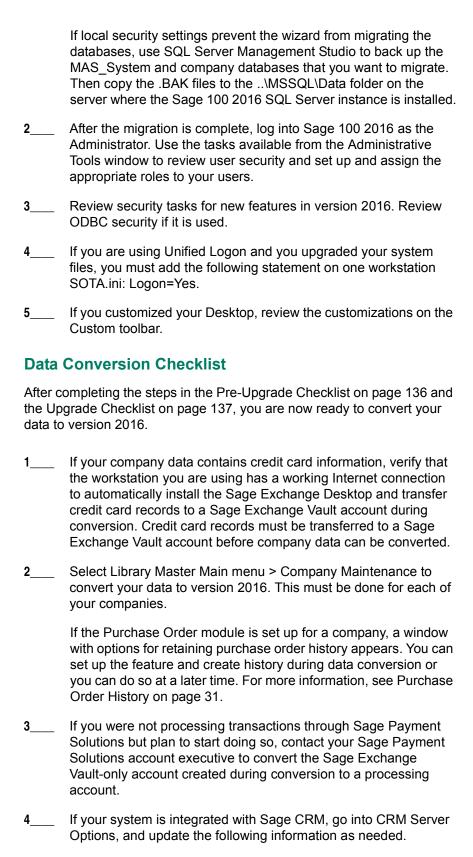
If you are upgrading Sage 100 Premium, start the Parallel Migration Wizard using one of the methods below, and follow the steps in the Wizard.

- 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 2016 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 2016. 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 2016 SQL Server instance is installed.

2____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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 on the Custom toolbar.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 142 and the Upgrade Checklist on page 143, you are now ready to convert your data to version 2016.

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

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2016. This must be done for each of your companies.

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

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

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2016. 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.

5____ 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 81.

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

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

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

9____ Test your customized Crystal reports and forms.

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2016.

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.

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 2016 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 195.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 4.50 to Version 2016

When upgrading to version 2016, 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 4.50 data for upgrading. This should be done for each company you plan to upgrade.

1____   Process all pending credit card transactions.

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

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

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

5____   Rebuild all data files.

- If you are upgrading from Sage 100 Standard or Advanced, 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.

6____   Print all customized form definitions.

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

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

8____ 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 148, you are now ready to migrate your data to your version 2016 system.

1____ If you are upgrading Sage 100 Standard or Advanced, 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 2016 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 2016. 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 2016 SQL Server instance is installed.

2____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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 on the Custom toolbar.

⚠ **WARNING**
If you are migrating data for Sage 100 Premium, you must have administrator rights for the server with the installation you are migrating from and the server with your version 2016 installation.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 148 and the Upgrade Checklist on page 149, you are now ready to convert your data to version 2016.

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

2____   Select Library Master Main menu > Company Maintenance to convert your data to version 2016. This must be done for each of your companies.

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

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

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

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

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

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

- Integration server port ID

- Sage CRM SQL server name

● Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2016. 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.

5___ 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 81.

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

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

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

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

10___ 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 2016.

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

12____ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2016 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 195.

13____ If dictionary changes were made to any files used for import and export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

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

14____ 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.

15____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

16____ 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.

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

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

19____ If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 4.45 to Sage 100 Premium version 2016

Before upgrading your data to version 2016, 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.

Upgrade Checklist

After completing the Pre-Upgrade Checklist on this page, you are now ready to migrate your data to your version 2016 system.

⚠ **WARNING**
You must have administrator rights for the server with the installation you are migrating from and the server with your version 2016 installation.

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 2016 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 2016. 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 2016 SQL Server instance is installed.

2____   After the migration is complete, log into Sage 100 2016 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 2016.

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 on the Custom toolbar.

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 154 and the Upgrade Checklist on page 154, you are now ready to convert your data to version 2016.

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

2____   Select Library Master Main menu > Company Maintenance to convert your data to version 2016. 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 81.

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

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

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

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

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

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

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

10____ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2016 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 195.

11____ 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.

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

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

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

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

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

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

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 4.40 to Version 2016

When upgrading to version 2016, 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 4.40 data for upgrading. This should be done for each company you plan to upgrade.

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

1____ Process all pending credit card transactions.

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

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

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

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

6____ Print all customized form definitions.

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

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 159, you are now ready to migrate your data to your version 2016 system.

1_____ From your version 2016 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.40 system. Run the reports and utilities that appear.

It is critical that you address everything listed in the Pre Migration window before you proceed to the next step. If nothing appears, no action is required.

2_____ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to upgrade your data.

3_____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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

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

Data Conversion Checklist

After completing the steps in the Pre-Upgrade Checklist on page 159 and the Upgrade Checklist on page 160, you are now ready to convert your data to version 2016.

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

2_____ Select Library Master Main menu > Company Maintenance to convert your data to version 2016. This must be done for each of your companies.

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

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

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

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

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

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

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

- Integration server port ID

- Sage CRM SQL server name

- Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2016. 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.

5____ 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 81.

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

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

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

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

10____ Test your customized Crystal reports and forms.

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.
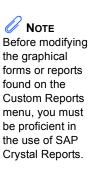
If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2016.
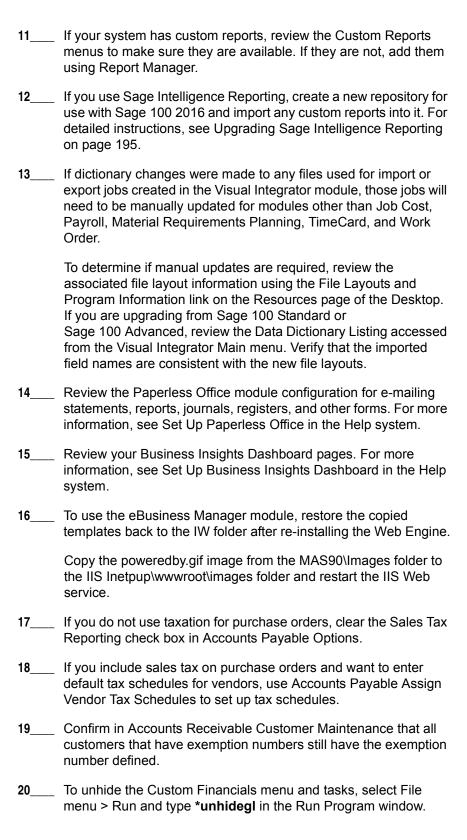
To run the utility, select File menu > Run, and then type **SYWFCU**. The utility tells you which tables, if any, have been added to a report or form. It does not provide information about formatting changes, such as those affecting fonts, logos, and so forth.

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

12____ If you use Sage Intelligence Reporting, create a new repository for use with Sage 100 2016 and import any custom reports into it. For detailed instructions, see Upgrading Sage Intelligence Reporting on page 195.

13____ If dictionary changes were made to any files used for import or export jobs created in the Visual Integrator module, those jobs will need to be manually updated for modules other than Job Cost, Payroll, Material Requirements Planning, TimeCard, and Work Order.

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

14____ 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.

15____ Review your Business Insights Dashboard pages. For more information, see Set Up Business Insights Dashboard in the Help system.

16____ 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.

17____ If you do not use taxation for purchase orders, clear the Sales Tax Reporting check box in Accounts Payable Options.

18____ 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.

19____ Confirm in Accounts Receivable Customer Maintenance that all customers that have exemption numbers still have the exemption number defined.

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 4.30 to Version 2016

When upgrading to version 2016, 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 4.30 data for upgrading. This should be done for each company you plan to upgrade.

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

1____   Process all pending credit card transactions.

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

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

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

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

6____   Print all customized form definitions.

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

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

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

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

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

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

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 165, you are now ready to migrate your data to your version 2016 system.

1____ From your version 2016 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.30 system. Run the reports and utilities that appear.

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

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

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

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

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

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

> 📎 **NOTE**
> The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2016.

c Select Inventory Balancing Utility to balance your inventory quantities.

- Run this utility for each warehouse.

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

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

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

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

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

2____ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to upgrade your data.

3____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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

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

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 165 and the Upgrade Checklist on page 166, you are now ready to convert your data to version 2016.

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

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2016. This must be done for each of your companies.

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

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

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

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

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

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

- Integration server port ID

- Sage CRM SQL server name

● Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2016. 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.

5____ 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 81.

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

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

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

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

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

🖉 **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 2016.

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

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

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

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

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

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

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

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

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

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

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

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

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

22____   Compare the following version 4.30 and 2016 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.

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

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 4.20 to Version 2016

When upgrading to version 2016, 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 4.20 data for upgrading. This should be done for each company you plan to upgrade.

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

1____ Process all pending credit card transactions.

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

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

4____ If you plan to use Federal and State eFiling and Reporting for the 1099 forms, W-2 forms, 941 forms, and governmental reports, perform the conversion to version 2015 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some data may require editing.

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

6____ Print all customized form definitions.

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

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

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

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

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

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

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 173, you are now ready to migrate your data to your version 2016 system.

1___ From your version 2016 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.20 system. Run the reports and utilities that appear.

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

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

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

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

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

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

📎 **NOTE**
The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2016.

c Select Inventory Balancing Utility to balance your inventory quantities.

● Run this utility for each warehouse.

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

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

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

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

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

2____ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to upgrade your data.

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

4____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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

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

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 173 and the Upgrade Checklist on page 174, you are now ready to convert your data to version 2016.

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

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2016. This must be done for each of your companies.

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

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

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

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

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

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

- Integration server port ID

- Sage CRM SQL server name

● Sage CRM SQL database name

The server name and database name should reference the mirror installation that you created for integration with Sage 100 2016. 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.

5____ 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 81.

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

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

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

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

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

✎ **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 2016.

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

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

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

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

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

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

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

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

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

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

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

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

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

22____ Compare the following version 4.20 and 2016 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.

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

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 4.10 to Version 2016

Prior to upgrading your version 4.10 data to version 2016, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

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

Pre-Upgrade Checklist

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

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

1____ Process all pending credit card transactions.

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

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

4____ If you plan to use Federal and State eFiling and Reporting for the 1099 forms, W-2 forms, 941 forms, and governmental reports, perform the conversion to version 2015 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some data may require editing.

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

6____ Print all customized form definitions.

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

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

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

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

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

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

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 181, you are now ready to migrate your data to your version 2016 system.

1____ From your version 2016 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.10 system. Run the reports and utilities that appear.

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

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

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

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

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

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

> 📎 **NOTE**
> The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2016.

c Select Inventory Balancing Utility to balance your inventory quantities.

- Run this utility for each warehouse.

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

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

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

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

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

2____ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to upgrade your data.

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

4____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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

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

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 181 and the Upgrade Checklist on page 182, you are now ready to convert your data to version 2016.

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

2____   Select Library Master Main menu > Company Maintenance to convert your data to version 2016. This must be done for each of your companies.

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

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

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

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

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

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

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

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

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

8____ Test your customized Crystal reports and forms.

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 2016.

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

20____ Compare the following version 4.10 and 2016 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.

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

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 on page 3.

Upgrading from Version 4.00 or 4.05 to Version 2016

Prior to upgrading your version 4.00 or 4.05 data to version 2016, you must perform a parallel installation. Use the Pre-Migration and Parallel Migration utilities from the Library Master Utilities menu to upgrade your data. For more information, consult with your Sage business partner.

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

Pre-Upgrade Checklist

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

1____ Process all pending credit card transactions.

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

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

4____ If you plan to use Federal and State eFiling and Reporting for the 1099 forms, W-2 forms, 941 forms, and governmental reports, perform the conversion to version 2015 after the quarter end and before the first payroll in the current quarter to avoid values being placed in the wrong boxes on some forms. If conversion is performed mid-quarter, some data may require editing.

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

6____ Print all customized form definitions.

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

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

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

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

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

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

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

Upgrade Checklist

After completing the Pre-Upgrade Checklist on page 188, you are now ready to migrate your data to your version 2016 system.

1___ From your version 2016 installation, select Library Master Utilities menu > Pre Migration, and then enter the source path and company code for your version 4.00 or 4.05 system. Run the reports and utilities that appear.

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

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

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

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

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

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

> **NOTE**
> The quantities in your warehouse, tier, and transaction inventory data files must match before you can upgrade your data to version 2016.

c Select Inventory Balancing Utility to balance your inventory quantities.

● Run this utility for each warehouse.

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

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

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

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

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

2____ Select Library Master Utilities menu > Parallel Migration. Follow the steps in the wizard to upgrade your data.

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

4____ After the migration is complete, log into Sage 100 2016 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 2016. Review ODBC security if it is used.

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

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

Data Conversion Checklist

After completing the Pre-Upgrade Checklist on page 188 and the Upgrade Checklist on page 189, you are now ready to convert your data to version 2016.

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

2____ Select Library Master Main menu > Company Maintenance to convert your data to version 2016. This must be done for each of your companies.

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

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

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

3____ Update customized panels by selecting Custom Office Utilities menu > Update Customized Panels to Current Level. Review the placement of all user-defined fields. For more information, See Customizer Changes on page 81.

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

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

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

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

7____   Test your customized Crystal reports and forms.

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

If you need to troubleshoot issues with customized reports and forms, run the Crystal Form Comparison Report utility to compare your customized reports and forms to the standard ones in version 2016.

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.

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

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

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

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

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

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

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

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

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

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

16___ To unhide the Custom Financials menu and tasks, select File menu > Run and type ***unhidegl** in the Run Program window. For more information, See Custom Financials on page 125.

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

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

19____ Compare the following version 4.x and 2016 reports because sales tax may be recalculated during the conversion: Accounts Receivable Sales Tax Report, Accounts Receivable Repetitive Invoice Listing, Accounts Payable Repetitive Invoice Listing, Open Sales Order Report, and Open Purchase Order Report.If you purchased the Return Merchandise Authorization module, after setting up the data files for the first time, select Return Merchandise Authorization Setup menu > Create Customer Invoice Search Records to create customer invoice search records in RMA.

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

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

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

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

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

For information on what is new in this release, see What's New in Version 2016 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 2016. 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 196

- Set Up Sage Intelligence Reporting in Sage 100 2016 on page 196

- Import Custom Reports on page 197

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 2016. You *cannot* import a report created in version 2016 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 2016.

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 2016.

Create a New Repository

Create a shared folder to use as the Sage Intelligence Reporting repository for Sage 100 2016. 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 2016

After creating the shared folder, enter its location in Sage 100 2016. If you haven't already registered your 2016 version of Sage Intelligence Reporting, you will be asked to do so.

To set up Sage Intelligence Reporting

1   In Sage 100 2016, 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.

⌀ **NOTE**
You must own the Sage 100 Intelligence Connector module to generate consolidated reports.

- 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.

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