



# Sales Order Import For Sage 100 2018

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## Installation Instructions and Cautions

**PLEASE NOTE: SAGE 100** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

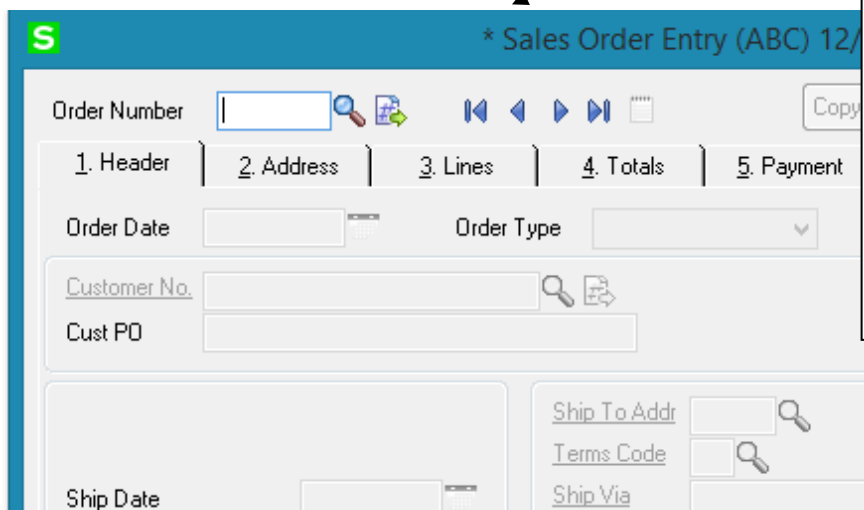
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**THIS IS AN IMPORTANT CAUTION:** If you have Custom Office installed, **and** if you have modified any SAGE 100 screens, you must run **Customizer Update** after you do an enhancement installation.

**But wait! BEFORE** you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



## Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' window. The 'Registered Customer' field is filled with 'IIG - Glendale'. The 'Registration Information' section includes the following fields:

- Reseller Name: (empty)
- Serial Number: 1111111
- Customer Number: 222222222
- User Key: 3333333333333333
- Product Key: 55555 55555 55555 55555 55555

Below the registration information is a table with the following data:

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	6.00		AAAAAAAAAAAAAAAAAAAA	BBBBB

At the bottom of the window, there is a 'Print Registration Form' button and 'Close' and 'Print' buttons. The status bar at the bottom right shows 'IIG', 'ABC', and '12/16/2016'.

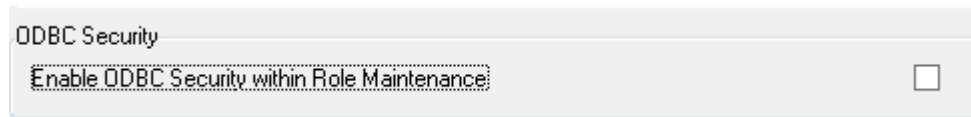
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

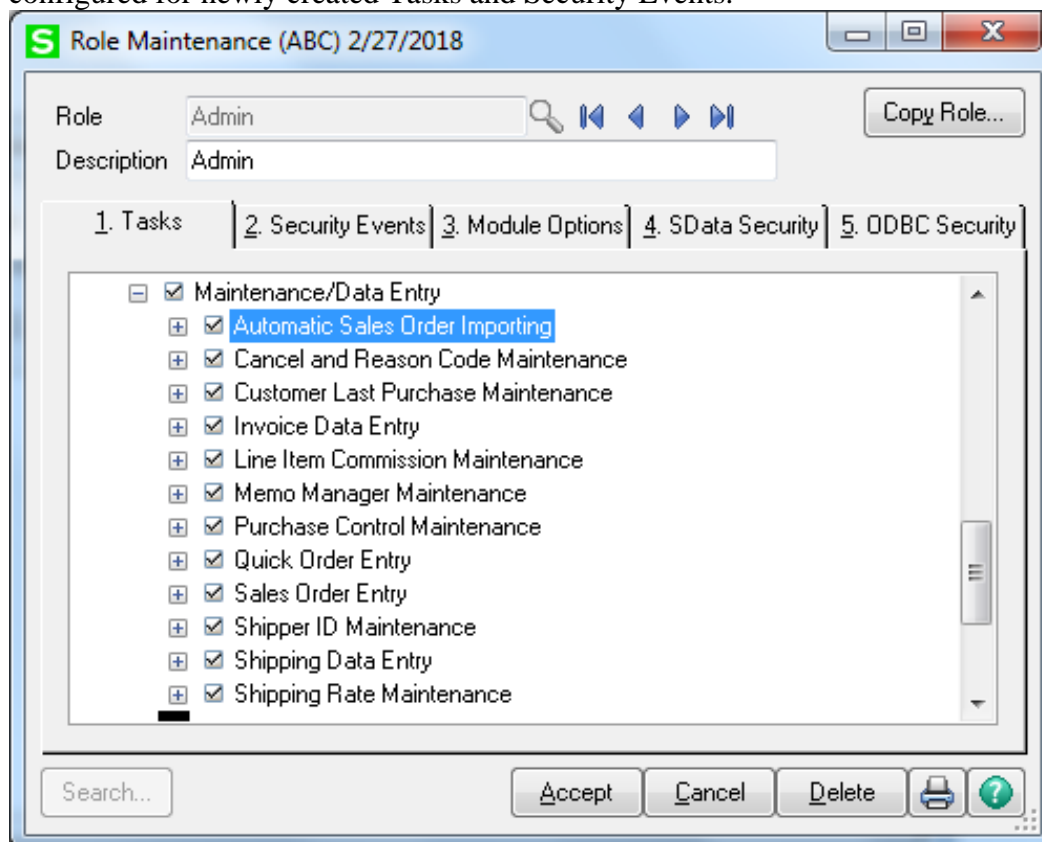
## ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



## Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



## Introduction

**Sales Order Import** is an automatic import program to receive orders from third party systems and import into Sage 100 system. The program validates the data imported. Certain minimum criteria must be met before an order will be imported. Invalid data is rejected and printed on the import error log. Orders that meet the minimum criteria for import, but have other data problems, will be placed on hold and reported on the import error log. The program can optionally explode imported kits.

This program operates in either single session or continuous mode. In continuous (automatic) mode, the program will scan the import directory every “x periods”, where x is a number, and periods are one of seconds, minutes, or hours. This allows the program to work unsupervised for automatic operation. A sequential log file of all activity can optionally be kept.

## Sales Order Options

The **Explode Imported Kits** option has been added on the **Main** tab of the **Sales Order Options**.

Sales Order Options (ABC) 2/27/2018

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. Quick Print | 7. History | 8. Job Cost

Enable Shipping

Post Sales to General Ledger by Division Yes

Post Customer Deposits by Division

Post Deposits in Detail

Calendar Month

Current Calendar Year 2018

Current Period 02

Integrate with

General Ledger

Inventory Management

Job Cost

**Explode Imported Kits**

Default General Ledger Accounts

Customer Deposits	201-00-00		Customer Deposits
Special Item Sales	400-01-01		Distribution sales - East
Special Item COGS	450-10-00		Cost of Goods Sold
Special Item Purchases	450-01-00		Purchases

Accept Cancel

If the check box is cleared, the importer will treat kits as regular items during import.

If the **Explode Imported Kits** box is checked, the program will check to see if the item being imported is kit, and will explode it to components lines in the generated sales order.

For Lot/serial items the distribution import is available if the **Lot/Serial Distribution in Sales Order Entry** option is enabled in the Sales Order Options.

If the **Require Lines to be Fully Distributed** flag is on, the Order being imported should have the Lot/Serial line fully distributed.



## Automatic Order Importer

The **IIG S/O Automatic Order Importer** program has been added under the **Sales Order Main** menu.

The screenshot shows the 'IIG S/O Automatic Order Importer (ABC) 2/27/2018' window. It features a grid of settings:

Process Cycle	Automatic	Log to file?	<input checked="" type="checkbox"/>
Scan Cycle Units	Seconds	Detail Logging?	<input checked="" type="checkbox"/>
Scan cycle period	2	Use Imported Price?	<input checked="" type="checkbox"/>
File Trigger Suffix	txt	Add New Customers?	<input checked="" type="checkbox"/>
Next Order Number	W000037	Add New Ship-To?	<input checked="" type="checkbox"/>
Default State Code	CA	Match on Phone Number?	<input checked="" type="checkbox"/>
Default Payment Type	NONE		
Reference Number			

Below the grid are two text boxes for 'Input Directory' (d:\MAS\MAS600\SOI\MAS90\SOI\_IN\) and 'Output Directory' (d:\MAS\MAS600\SOI\MAS90\SOI\_ARC\), each with a browse button. A 'Start' button is at the bottom right.

**Process Cycle** can be set to **Manual** or **Automatic**.

**Manual** processes all files with the correct File Trigger Suffix in the specified Input Directory, and exit.

**Automatic** processes all files in the directory like the **Manual** option does, then waits the number of Scan Cycle Units and scans the directory again. This cycle will continue until the program is interrupted.

**Scan Cycle Units** can be set to Seconds, Minutes, or Hours. This field is available along with the **Scan cycle period** only in the **Automatic** mode.

**File Trigger Suffix** is the file extension that the program will scan for. This setting is case sensitive. Cannot be set to one of the following: *OLD, ERR, REJ, IIG*.

**Next Order Number** is the next sales order number the importer will use if no order number is assigned in the import file. The program defaults to "W000001" so that it is unlikely to intersperse imported orders into normally entered orders. This simplifies finding imported versus manually entered orders.

**Default State Code** indicates what state the business is in. Orders received with a Ship To State Code that do not match this value will use the code of OS (Out of State) for the sales tax code. Orders that do match this value will use this code for the sales tax code.

- This should be the sales tax code the business uses for it's own location, since Internet shipments are normally treated as sold from your location. Consult with a tax attorney that is familiar with your state's laws.
- You must set up these codes in your Sales Tax Maintenance. Consult your Best Library Master manual, ask your reseller, or contact IIG for training in our Authorized Training Center if you feel you need assistance on Sales Tax processing.

If there is no **Default State Code** specified, the import program will load the Sales Tax code value from the import file (column 27).

**Default Payment type** - this drop down is intended for importing Deposit Amount (column "46" in the import file). It is populated with Payment Type records from AR Payment Type Maintenance having "Other" Payment method assigned.

Default value is None. If there is no Payment Type specified the import program will use the customer's default payment type if it is setup as "Other" Payment method. If there is no Default Payment type assigned to the Customer or its Payment Method is not "Other", the order is not imported with respective reason printed in the error log.

If there is Default Payment Type selected and the import file has Deposit Amount entered, the Order will be imported with Deposit Amount and the selected Payment type assigned.

**Reference Number** - is the reference number for the specified Payment Type. If no reference number is entered

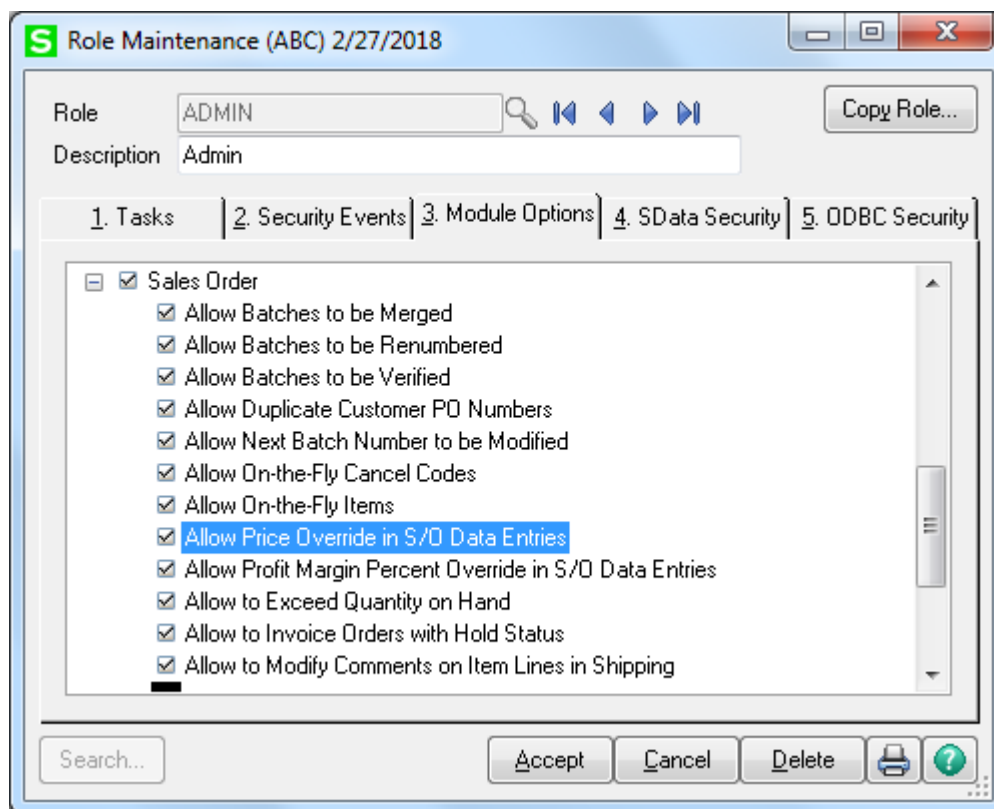
for the selected Payment Type the Deposit Amount will be imported with “**WebDep**” Reference Number assigned to the Order.

**Log to File** means the program will keep a log file in the Textout directory under the Home directory of MAS90 (.\MAS90\Home\TextOut\). The file name will be “IMPRT” plus “\_” plus the company code and “.log” (example: IMPRT\_ABC.LOG).

**Detail Logging** means a message for every action is recorded in the log, and on all reports. If turned off, the program will only record that the file was processed, with a brief summary of total orders processed, rejected, and total deposit (if the IIG Credit Card package is installed). Error messages are always recorded.

**Use imported price** option overrides the MAS90 price with the price from the imported file. It is ignored on zero price lines.

This option is applicable only if the **Allow Price Override in S/O Data Entries** option is turned on for the Role assigned to current user.



The **Quantity Ordered** is always imported from the file based on the “**Allow To Exceed Quantity on Hand**” option as follows:

If the “**Allow To Exceed Quantity on Hand**” option is turned On, the quantity specified in the import file is loaded as the **Qty Ordered** even if it is greater than the quantity available. If the “**Allow To Exceed Quantity on Hand**” option is not selected and the **Qty Ordered** being imported is greater than the **Qty Available** in current warehouse, the quantity exceeding available is automatically backordered.

**Add new customers** option allows the program to add customers on the fly. The rules the program will use to add customers (if this option is selected) are the following:

- The program will first determine if this customer is on file using the customer number from the import file.
- The program will then optionally try to match on phone number and or credit card (see **Match on...** further down). The zip code must also match for this to be accepted.

- If customer is not found, the program will add the customer on the fly, providing both the division and customer number supplied in the file, based on A/R division options.
- The division and customer number must be present or the program will reject the order.

**Add new Ship-To** automatically adds new ship to addresses for this customer. Not recommended if your customers will order from you regularly. The program does not attempt to see if the ship to is already on file. Potentially, you may have hundreds of the same ship to addresses for the same customer.

**Match on Phone Number?** If the customer number is not supplied for the import, then the program attempts to match on the phone number and the zip code. If there is a match, the program will record this and use the customer that it matched. Will not match on blank telephone numbers.

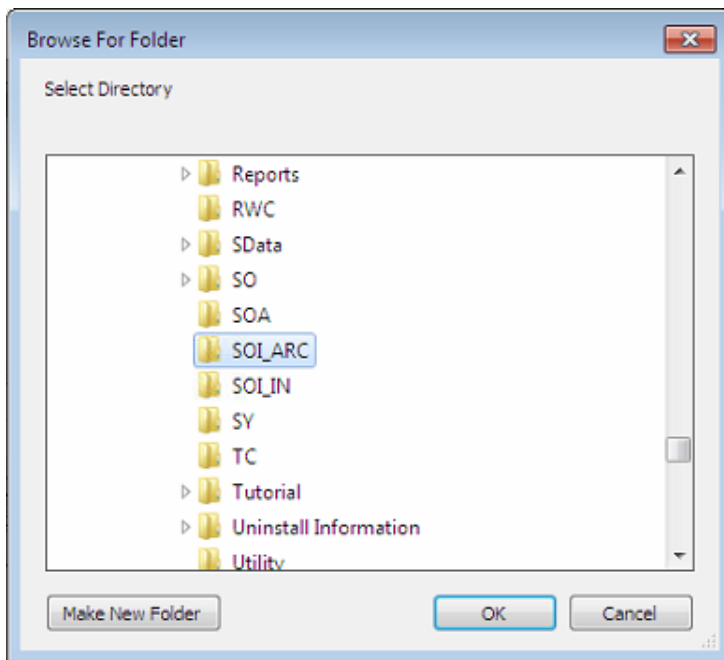
**Match on CC Number?** - this checkbox becomes visible if the IIG Credit Card Package is installed. If a customer credit card is supplied, and this checkbox is selected the program will attempt to locate the customer by credit card number and zip code. If there is a match, the program will record this and use the customer that it matched. Will not match on blank credit card numbers.

*A Note on the Match On features above: Both telephone and credit cards can be re-assigned after being discontinued in only thirty (30) days. That is why we also require the zip code to match. However, this is not 100%, so pay particular attention to those records the program listed as matched on telephone number or credit card number. You know your business, so you have a better idea of the turnover of such numbers in your market than we will. This is designed to help reduce your workload, but with any feature it may do just the opposite. Review the program logs regularly to get a good feel on your market.*

The **Input Directory** is the folder where the import program expects to find the files to be imported.

The **Output Directory** is the folder where the import program will put the processed file when import is completed.

If using Sage 100, both Directories are to be selected on the computer running Sage 100 server. The Drives available and folders listed are drives and folders of the server.



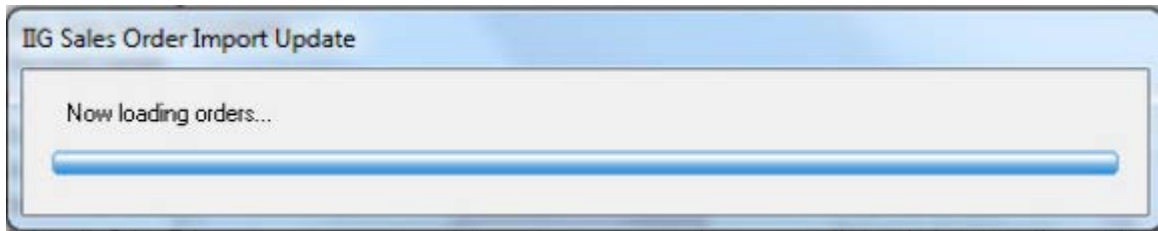
Clicking the **Start** button starts the program to scan the directory.

The program will display a progress bar indicating what it is currently doing. When a file is located and is being processed, its name will be displayed.

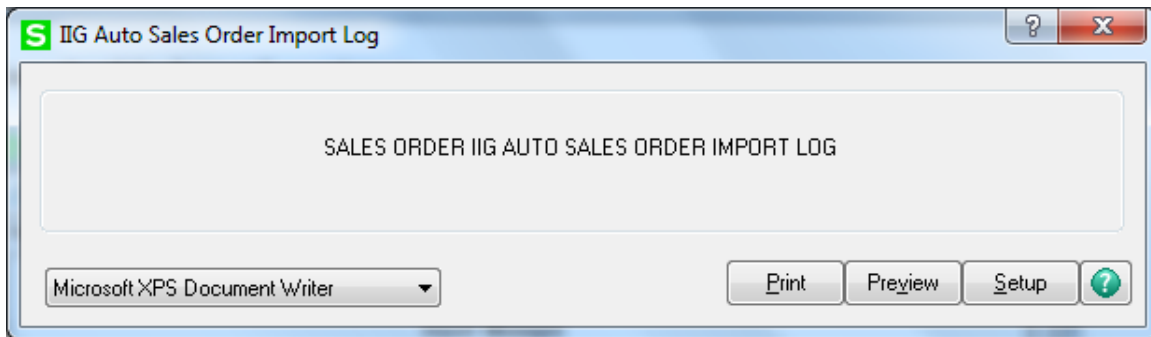
As each step in the import is completed, the message box will update to display that information.

When the import is finished, or the program timer is cancelled, the program will ask the operator to print the import log.

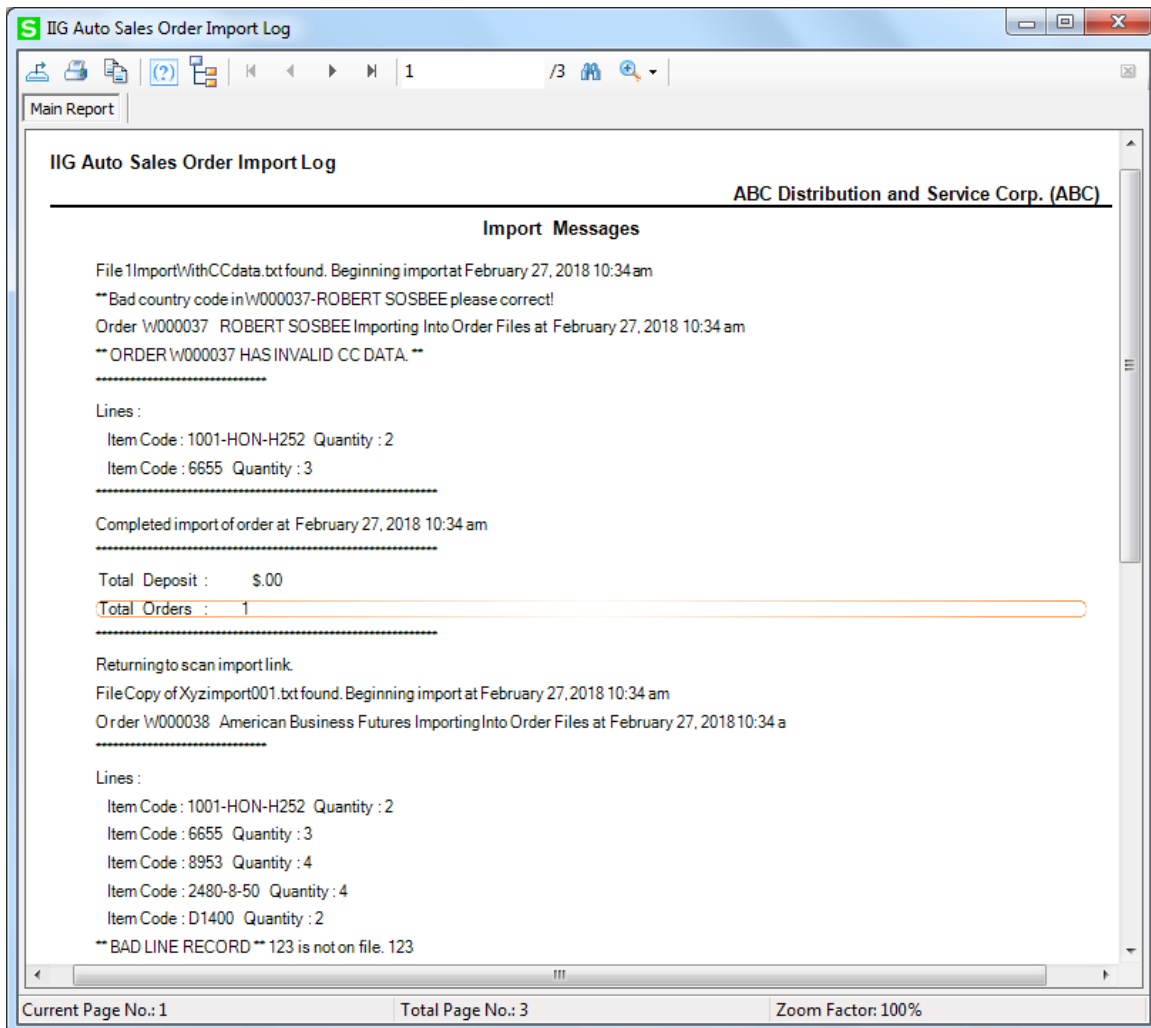
If the program is in automatic mode, the timing screen will be displayed when waiting for the next processing cycle.



The **Cancel** button allows you stop the scanning.  
The program will ask to print the import log.



Example of the Import Log printout:



Here are several rules used during sales order import:

- If the salesperson number in the file is not on file or is blank, the program will assume the salesperson code is "0000" for that division and set up the customer with that salesperson ID. Please make sure this salesperson number exists for all divisions in the Salesperson Master File Maintenance.
- If terms code is blank, then terms code "00" will be used. Please make sure that this terms code exists in the Accounts Receivable Terms Code Maintenance.
- If new customer information has critical blank fields (such as name, address, zip, or phone), the program will reject the record.



- Special order items are automatically set up as “Drop Ship.”
- The default warehouse specified in the Sales Order Options will be used if the warehouse code is not specified or is invalid.

## Purge Unshipped Sales Orders

The **Purge Unshipped Sales Orders** program has been added to the **Sales Order Utilities** menu to allow removing sales orders that have not been shipped.

The **Select Orders on Hold** option is additional filter applied to the selection.

Select Field	Operand	Value
Sales Order Number	All	
Sales Order Date	All	
Customer Number	All	

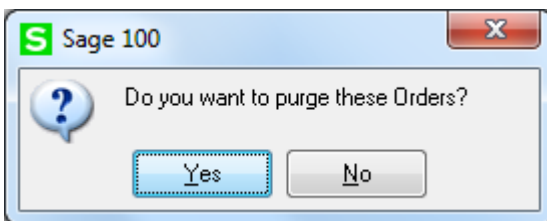
Press **Proceed** to load the Sales Orders meeting current selection criteria:

Select Field	Operand	Value
Sales Order Number	All	
Sales Order Date	All	
Customer Number	All	

After the records are selected, press **Print** button to print/preview the list of orders to be removed.

Purge Selection Listing					
ABC Distribution and Service Corp. (ABC)					
Order Number	Order Date	Customer Number	Name	Deposit Amount	Order Amount
0000111	5/1/2020	02-JELCO	Jelco Packing	0.00	6,937.03
0000112	5/3/2020	02-CUSTOM	Custom Craft Products	0.00	4,558.88
0000115	5/18/2020	01-ABF	American Business Futures	0.00	7,856.10
0000116	5/19/2020	01-BRESLIN	Breslin Parts Supply	0.00	3,378.80
0000143	5/15/2020	02-ALLENAP	Allen's Appliance Repair	0.00	9,984.21
0000149	5/23/2020	02-AMERCON	American Concrete Service	0.00	3,054.28
0000152	5/11/2020	01-BRESLIN	Breslin Parts Supply	0.00	432.80
0000153	5/11/2020	01-ABF	American Business Futures	0.00	485.06
0000156	5/15/2020	02-ATOZ	A To Z Carpet Supply	0.00	169.18
0000157	5/15/2020	02-CUSTOM	Custom Craft Products	0.00	741.26
0000158	5/15/2020	02-AUTOCR	Autocraft Accessories	0.00	1,908.00
0000159	5/18/2020	02-GREALAR	Greater Alarm Company	0.00	3,153.50
0000160	5/18/2020	01-RSSUPPL	R & S Supply Corp.	0.00	2,375.00
0000161	5/14/2020	01-HILLSB	Hillsboro Service Center	0.00	71.62
0000162	5/22/2020	02-AMERCON	American Concrete Service	0.00	592.43
0000164	5/31/2020	02-ORANGE	Orange Door & Window Co.	0.00	220.15
0000171	5/1/2020	01-ABF	American Business Futures	0.00	81.48
W000001	4/10/2002	01-ABF	American Business Futures	0.00	306,919.00
W000002	4/10/2002	01-ABF	American Business Futures	0.00	306,919.00
W000003	4/10/2002	01-ABF	American Business Futures	0.00	306,919.00
W000004	4/10/2002	01-ABF	American Business Futures	0.00	306,919.00
W000005	4/10/2002	01-ABF1	ROBERT SOSBEE	0.00	675.15
W000006	4/10/2002	01-ABF	American Business Futures	0.00	2,731.15
W000007	4/10/2002	01-ABF9	ROBERT SOSBEE	0.00	679.97
W000008	4/10/2002	01-ABF9	ROBERT SOSBEE	0.00	696.15
W000009	4/15/2004	01-ABF9	ROBERT SOSBEE	0.00	1,148.38
W000010	4/10/2012	01-ABF1	ROBERT SOSBEE	0.00	2,565.55
W000011	4/10/2002	01-ABF9	ROBERT SOSBEE	0.00	696.15
W000012	4/15/2004	01-ABF9	ROBERT SOSBEE	0.00	1,148.38
W000013	4/10/2012	01-ABF1	ROBERT SOSBEE	0.00	2,565.55
W000014	4/10/2002	01-ABF1	ROBERT SOSBEE	0.00	675.15

After printing the list of Orders a prompt appears allowing the user to confirm the deletion of records:



At the end of the process a message appears with information about the number of records removed:



## Appendix

### File Formats

The program uses ASCII comma delimited record files for import.

Field format is Quote Comma Delimited (e.g.: "fld1","fld2") and null fields are reported as null fields. Example: "fld1","","fld3"

Quotation marks cannot be used inside fields.

Below are listed several formats of files. You can select one of these and notify IIG which one you wish to use. The programs are optimized for processing each type.

File formats supported by special order:

- Fulfillment “Single Line” records. This format puts the entire order on one line, with up to nine (9) items ordered with quantities. For speed and volume processing, this form assumes that the price in MAS90 (as the each price) is the price of each item in the order. No price breaking is done or assumed. The order totals are verified against the order total from import record. No other price verification is done. Known in the industry as the “Smart Inventions” format.
- Fulfillment DPI format. This is a multi-record format used by Data Processor Incorporated in the fulfillment industry. Detailed format containing marketing data, check data, credit card data, and ship to data. Available from most telemarketing firms such as West Telemedia, Media Source, Inc. and others.
- Fixed record layout. Similar to the variable record layout, the records are fixed length and fields are at set positions in the record.
- Custom layouts. Consult with your IIG Account Executive on any special formats that you need.

Optional record separators supported by special order:

- BDF (Bar Delimited Format). Common on Unix systems, fields are separated by a vertical bar “|” character. Any quotes in the record are included in the data unless otherwise programmed.
- TDF (Tab Delimited Format). Seen mostly on legacy systems and some web sites. Uses an ASCII “tab” character (hex 09 or \$09\$) between fields. Any character that is not a tab character is included in the data unless otherwise programmed.

### Import file definition

```

RECORD NO: 1 - HEADER RECORD (ONE PER ORDER)
-----
FIELD DESCRIPTION                                TYPE  START  LENGTH  MASK  KEY
-----
01 HEADER FLAG "H" ..... UPPR    1     1
02 ORDER NUMBER ..... ACNT    1     7
** If blank, will use next avail order#
03 ORDER DATE ..... STR    1     8
** Formats: mm/dd/yy, mmdyy, or
**          mmdccyy
04 DIVISION NUMBER ..... ZERO    1     2
05 CUSTOMER NUMBER ..... ACNT    1     7
** Program can assign next available customer number.
** Division number is required. (00 is default).
06 CUSTOMER NAME ..... STR    1    30
07 ADDRESS 1 ..... STR    1    30
08 ADDRESS 2 ..... STR    1    30
09 ADDRESS 3 ..... STR    1    30
10 CITY ..... STR    1    20
11 STATE/PROVINCE ..... UPPR    1     2

```

```

12 ZIP CODE ..... UPPR      1      10
13 COUNTRY CODE ..... UPPR      1       3
** Must Exist In Mas90 country code list.
** Blank is acceptable. Mas90 assumes this is USA.
14 SHIP TO NAME ..... STR       1     30
15 SHIP TO ADDRESS 1 ..... STR     1     30
16 SHIP TO ADDRESS 2 ..... STR     1     30
17 SHIP TO ADDRESS 3 ..... STR     1     30
18 SHIP TO CITY ..... STR       1     20
19 SHIP TO STATE/PROVINCE ..... UPPR  1       2
20 SHIP TO ZIP CODE/POSTAL CODE ..... UPPR  1     10
21 SHIP TO COUNTRY CODE ..... UPPR  1       3
** Must exist in MAS90 country code list.
** Blank is acceptable.
22 CUSTOMER PO NUMBER ..... UPPR     1     15
23 SHIP VIA CODE ..... UPPR     1     15
** Must exist in MAS90 Ship Via list.
24 WAREHOUSE ..... ACNT       1       3
** Will use default warehouse if blank.
25 CONFIRM TO NAME ..... STR     1     30
26 COMMENT ..... STR         1     30
27 SALES TAX CODE ..... UPPR     1       9
** Can be set to OS for out of
** state customers-flag controlled.
28 TAX EXEMPTION NUMBER ..... STR     1     15
** NOT VERIFIED! **
29 TERMS CODE ..... ZERO      1       2
** Will use 00 if blank.
30 SALESPERSON ID ..... ACNT     1       4
** Will use 0000 if blank. Please set up a
** default 0000 salesperson in each division.
31 CREDIT CARD NUMBER ..... STR     1     20
** Payment Type will be checked to be in system,
** will not import missing Payment Type credit card data.
** Will be checksum validated. If fails,
** will not import invalid credit card data.
32 CARDHOLDER NAME ..... STR     1     30
33 CARD EXPIRATION DATE (YYMMDD) ..... STR  1       6
34 AUTHORIZATION CODE ..... STR     1     15
** If card charged or authorized
** outside of MAS90.
35 MERCHANT CODE (if using IIG CC) ..... STR  1       4
36 USER ID (Defaults to IMP) ..... UPPR  1       3
37 CUSTOMER EMAIL ADDRESS ..... STR     1     50
38 CUSTOMER PHONE NUMBER ..... STR     1     17

39 ORDER SUBTOTAL ..... NUM    [0]  #####.##-
40 FREIGHT AMOUNT ..... NUM    [1]  #####.##-
41 SALES TAX ..... NUM    [2]  #####.##-
42 ORDER TOTAL ..... NUM    [3]  #####.##-

43 Ship Date..... STR       1       8
   Formats: mm/dd/yy, mmddyy, or
**      mmddccyy
44 ON HOLD ..... UPPR       1       1
** Y=On hold, N=not on hold
45 ON HOLD REASON CODE ..... UPPR     1       5
** If ON HOLD REASON CODE is not blank or null,
** ON HOLD will be set to Y.
46 Deposit Amount..... NUM 1 #####.##-
47 Discount Rate ..... NUM 1  ###.##-

```

48 Discount Amount..... NUM 1 #####.##-

RECORD NO: 2 - LINE RECORD FORMAT

FIELD DESCRIPTION	TYPE	START	LENGTH	MASK	KEY
01 LINE RECORD FLAG "L" .....	UPPR	1	1		
02 ORDER NUMBER (SAME AS HEADER REC ....	ACNT	1	7		
03 ITEM NUMBER .....	UPPR	1	15		
04 ITEM DESCRIPTION .....	STR	1	30		
** Will use MAS90 description if blank.					
05 UNIT OF MEASURE .....	UPPR	1	4		
** defaults to item UOM of item if blank.					
06 PROMISE DATE MMDDYY .....	STR	1	6		
07 ALIAS ITEM NUMBER (IF USED) .....	STR	1	30		
08 QUANTITY ORDERED -#####.000 .....	STR	1	10		
09 UNIT PRICE -#####.000 .....	STR	1	11		
10 EXTENTION -#####.00 .....	STR	1	11		
11 COST (SPECIAL ORDERS) .....	STR	1	11		

RECORD NO: 3 - COMMENT RECORD

FIELD DESCRIPTION	TYPE	START	LENGTH	MASK	KEY
01 COMMENT FLAG "C" .....	UPPR	1	1		
02 ORDER NUMBER .....	UPPR	1	7		
03 COMMENT LINE 1 .....	STR	1	50		
04 COMMENT LINE 2 .....	STR	1	50		

RECORD NO: 4 - DISTRIBUTION RECORD

FIELD DESCRIPTION	TYPE	START	LENGTH	MASK	KEY
01 DISRIBUTION FLAG "D" .....	UPPR	1	1		
02 BLANK.....					
03 BLANK.....					
04 LOT NUMBER .....	UPPR	1	15		
05 QUANTITY .....	STR	1	10		

Record Sample: D,, ,MAR10,10,

*Note: When importing from a file having Discount Rate (47) and Discount Amount(48)fields defined the Discount Amount is imported and the Discount Rate is calculated in the Sales Order Entry.*

## Visual Integrator

The files listed below have been added, or changed, in the Data Dictionary by SOI enhancement for Visual Integrator purposes.

<b>Tables</b>	<b>Fields</b>
SO068_SOIPurgeOrders	All Fields

## ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this enhancement for Crystal Reports purposes.

<b>Tables</b>	<b>Fields</b>
SO068_SOIImportLogWrk	All Fields
SO068_SOIPurgeSOListingWrk	All Fields
SO_OptionsListingWrk	SO068_SOIImportedKits