



G/L Posting by Department For Sage 100 ERP 2014

457 Palm Drive
Glendale, CA 91202
818-956-3744
818-956-3746
sales@iigservices.com

www.iigservices.com



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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

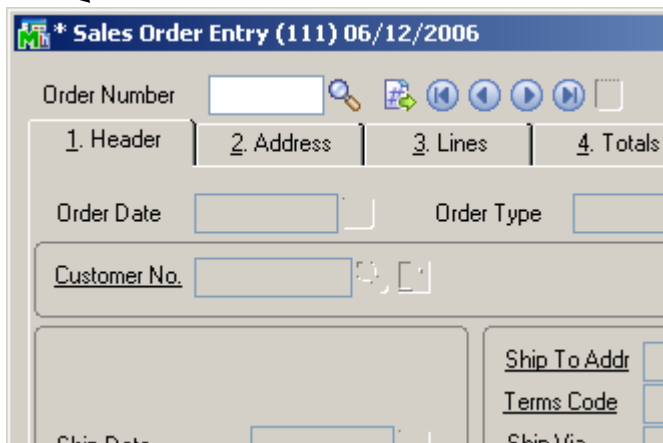
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 ERP 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 **Customize 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 ERP.

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**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.10		AAAAAAAAAAAAAAAA	BBBBB

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.

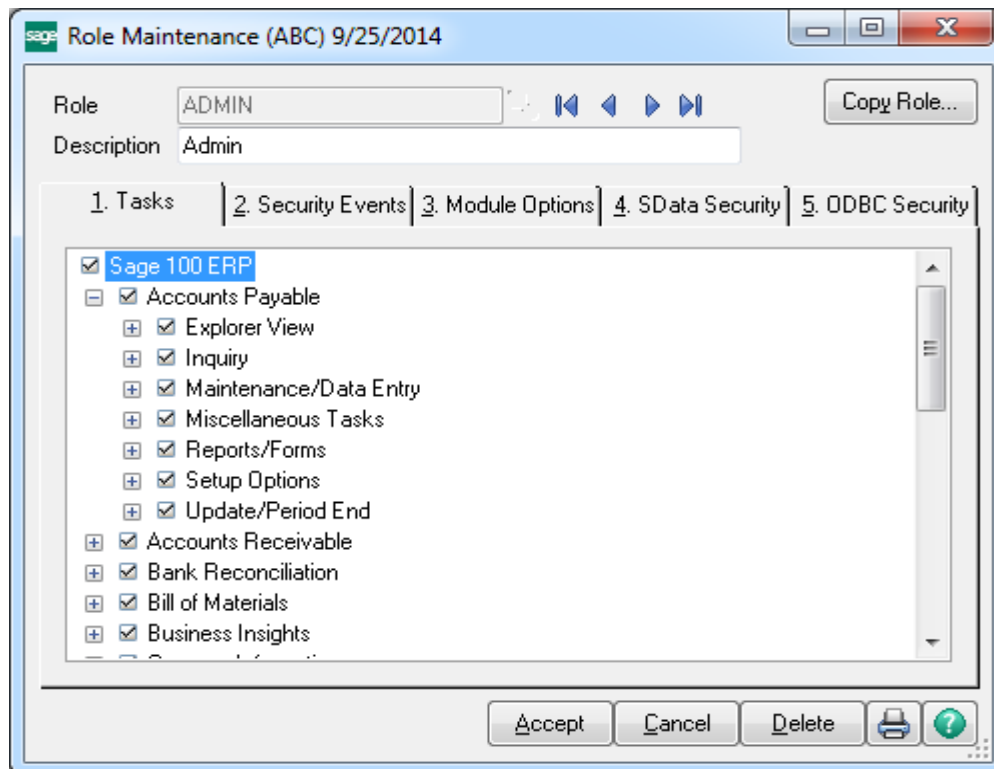
ODBC Security

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

This enhancement allows for tracking sales and cost of goods sold for several departments by G/L level.

The GPD enhancement provides respective G/L Segment Substitution in Sales Order and S/O Invoice Data Entries based on the Department Code assigned to the user creating Sales Order/Invoice.

Setup

Sales Order Options

The **Segment Substitution** field added to the **Main** tab of **Sales Order Options** screen represents the segment of Sales account that can be substituted while entering **Sales Order** and **S/O Invoice** lines. The following options are available for **G/L Segment for Department Postings** dropdown:

- None – no substitution will take place
- Segment1 – Segment 1 of the G/L Account number will be substituted
- Segment2 – Segment 2 of the G/L Account number will be substituted

In order the substitution to take place it is necessary to have the G/L Account Number, being formed in a result of substitution, already setup in the system.

The screenshot shows the 'Sales Order Options (ABC) 4/10/2015' window. The 'Main' tab is selected. The 'Segment Substitution' section is expanded, showing a dropdown menu for 'G/L Segment for Department Postings' with options: None, Segment 1, and Segment 2. A blue arrow points to the 'GPD Manual' button at the bottom left of the window.

The Manual button allows for viewing GPD enhancement document in a PDF format

Department Code Maintenance

The **Department Code Maintenance** program added under the Sales Order Setup menu allows for setup of Department Codes with respective Post To option.

Depending on which option has been selected from the G/L Segment for Postings drop-down list in the Sales Order Options, corresponding segment (“Segment1” or “Segment2”) will be shown in the Department Code Maintenance screen.

Department Code Maintenance (ABC) 10/31/2014

Department Code:

Description:

Post to Segment 1:

User Logon	User Name

Accept Cancel Delete

The **Department Code** lookup lists all Department Codes setup in the system:

Department Code List

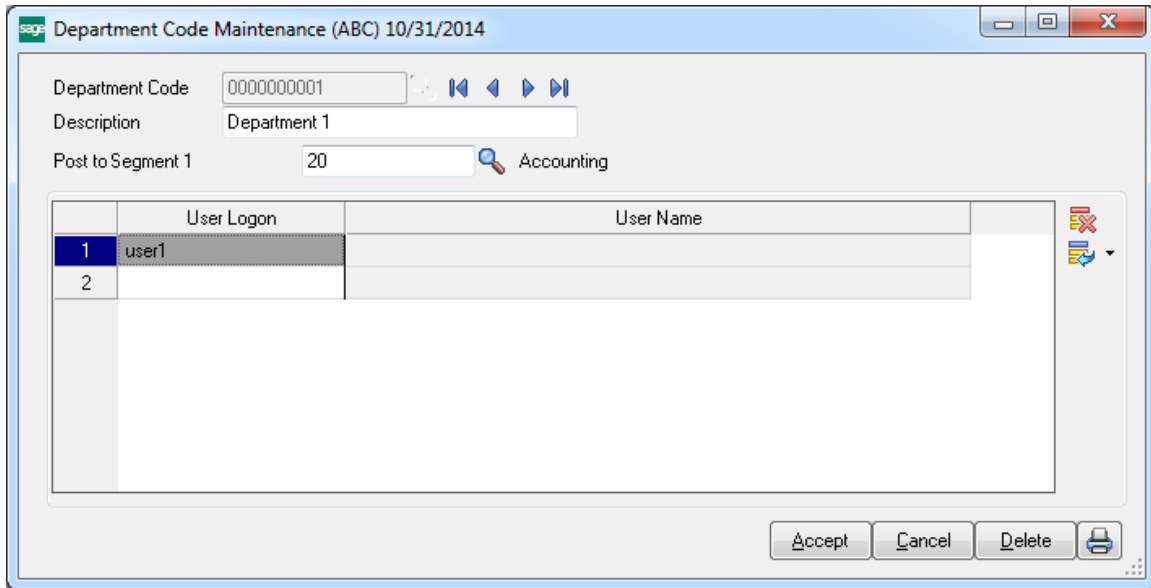
DepartmentCode	DepartmentCodeDesc
0000000000	Head Department
0000000001	Department 1
0000000002	Department 2
0000000003	Department 3
0000000004	Department 4

Search: DepartmentCode Begins with Find

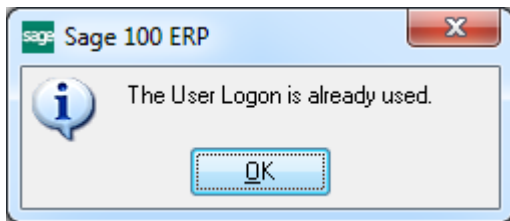
Filters... Custom... Select Cancel

Found 5 records

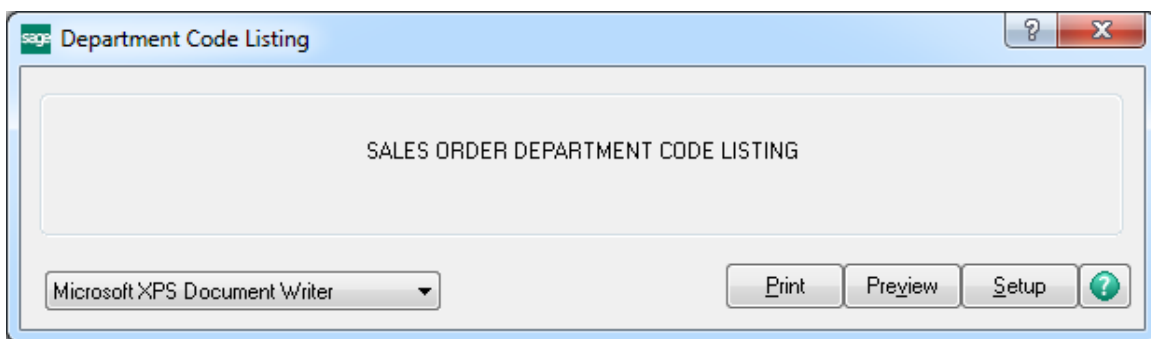
Users are assigned to each Department Code.



More than one users may be assigned to the same **Department Code** but the same user can't be assigned to different Departments. The following message is displayed when trying to assign the same user to different Departments:



The Print button allows for printing the Department Code listing:



Department Code	Description	Username	Post to Department
000000000	HeadDepartment	USERIIG	10 Sales & Marketing

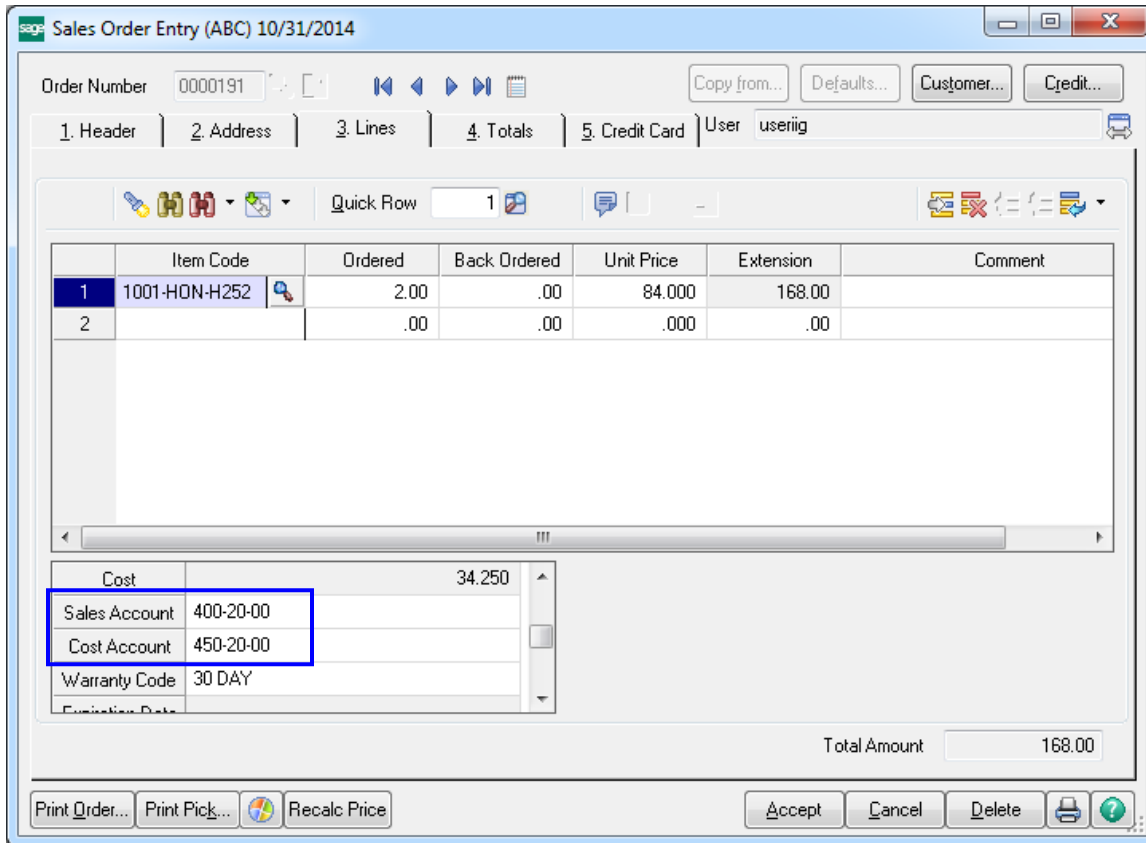
Processing

Sales Order Entry

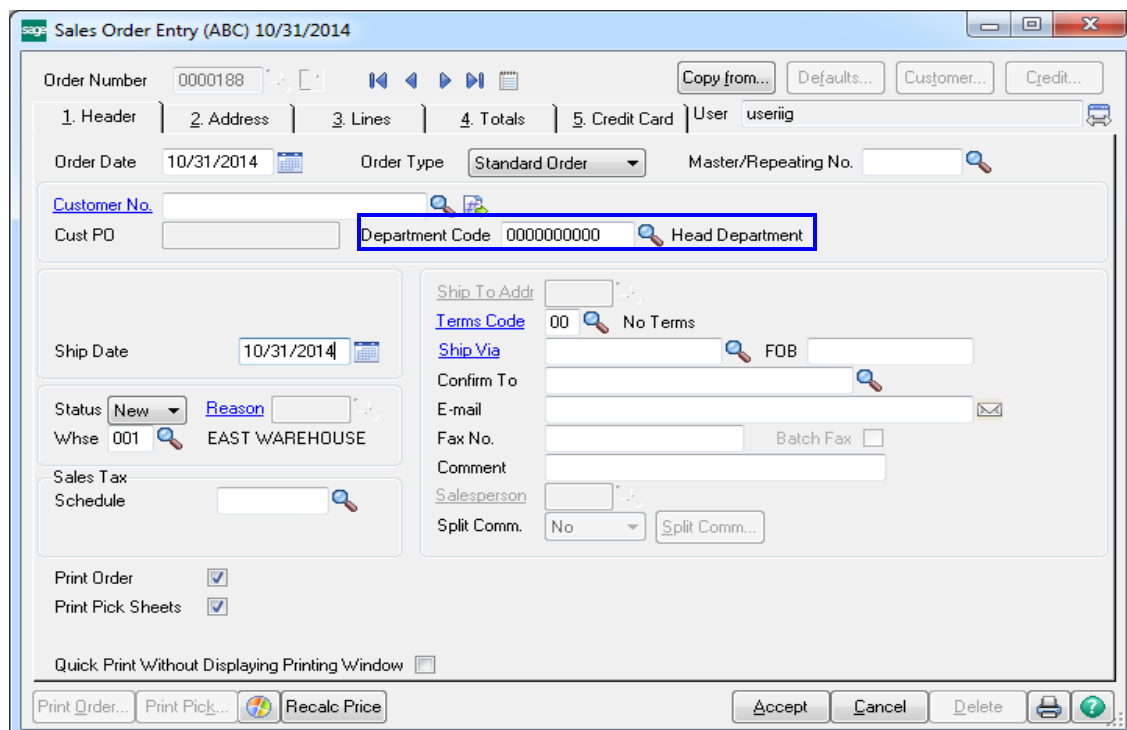
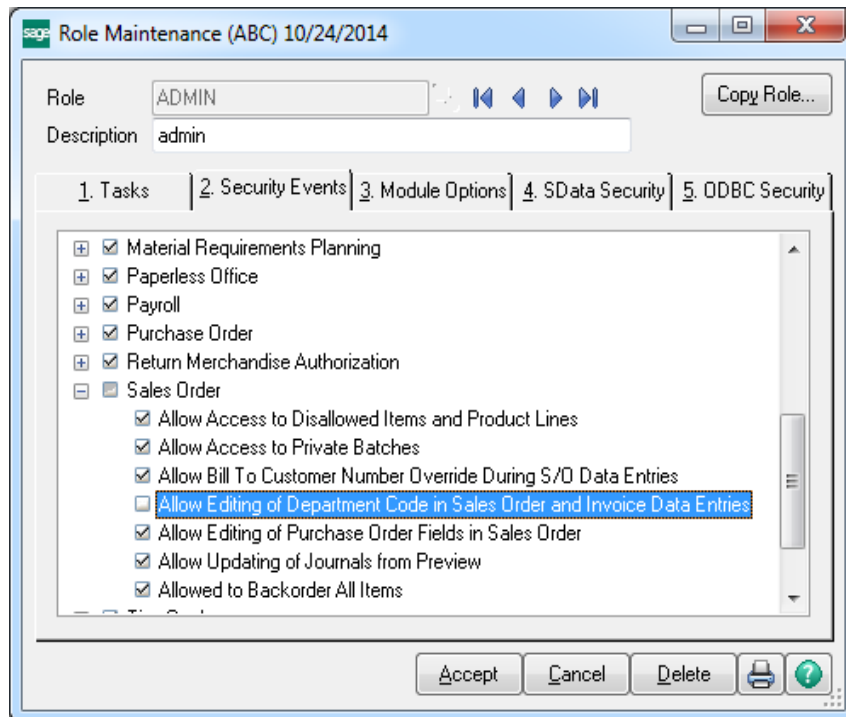
Select the Sales Order Entry program in the Sales Order Main menu. The **Department Code** field added to the Header tab of Sales Order is defaulted to the Department Code assigned to the user making the entry. By default the Department Code field is disabled.

The screenshot displays the Sage Sales Order Entry (ABC) 10/31/2014 window. The interface includes a header section with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The current user is 'useriig'. The Order Number is 0000191, and the Order Date is 10/31/2014. The Order Type is Standard Order. The Customer No. is 01-ABF, and the Department Code is 0000000000. The Ship Date is 10/31/2014. The Status is New, and the Whse is 001. The Sales Tax is WI. The Ship To Addr is 2, Terms Code is 01, and Ship Via is UPS BLUE. The Confirm To is John Quinn, and the E-mail is artie@sage.sample.com. The Salesperson is 0100, and the Split Comm. is No. There are checkboxes for Print Order, Print Pick Sheets, and Quick Print Without Displaying Printing Window. The window also has buttons for Copy from..., Defaults..., Customer..., Credit..., Print Order..., Print Pick..., Recalc Price, Accept, Cancel, and Delete.

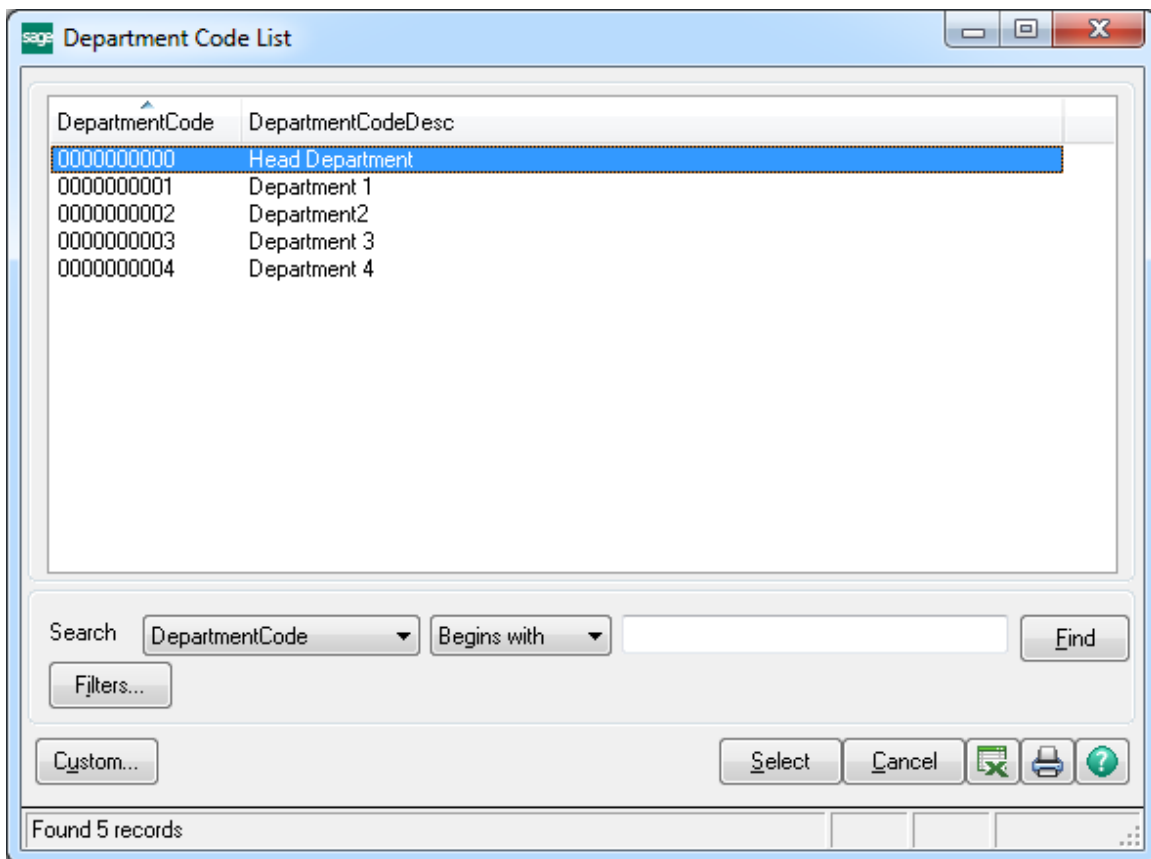
While entering lines in the **Sales Order** Lines Tab corresponding segment specified in the Department Code Maintenance will be substituted.



Only authorized users are allowed for changing the Department Code on the Sales Order Header. It is necessary to enable the **Allow Editing Department Code in Sales Order and Invoice Data security Entries** security event in the Role Maintenance to make the Department field editable.



The **Department Code** field can be change by clicking on lookup and selecting one of the Department code from the **Department Code List**.



Upon changing the **Department Code** on the Sales Order with lines already entered following message appears:

The screenshot displays the Sage 100 ERP Sales Order Entry interface for order 0000191 dated 10/31/2014. The main window shows various fields for order details, including Customer No. (01-ABF), Department Code (0000000001), and Salesperson (Jim Kentley). A modal dialog box titled "Sage 100 ERP" is overlaid on the screen, asking: "You have changed the Department Code. Do you want to update the Sales and Cost Accounts on the lines?". The dialog has "Yes" and "No" buttons.

If selecting Yes the Sales and Cost accounts segments are respectively updated with corresponding segment specified for new Department Code.

Invoice Data Entry

The G/L Segment substitution logic is applied also to the S/O Invoice Data Entry.

The screenshot displays the Sage S/O Invoice Data Entry (ABC) 10/31/2014 window. The interface includes a navigation bar with tabs for Header, Address, Lines, Totals, and Credit Card. The main form contains the following fields and values:

- Invoice No.: 0100058
- Invoice Date: 10/31/2014
- Invoice Type: Standard Invoice
- Sales Order Number: 0000188
- Customer No.: 01-ABF
- Department Code: 0000000000 (highlighted with a blue box)
- Order Status: New
- Ship Date: 10/31/2014
- Due Date: 11/30/2014
- Discount Date: 10/31/2014
- Warehouse: 001
- Sales Tax Schedule: WI
- Apply to Inv #: [blank]
- Ship To Addr: 2
- Terms Code: 01
- Ship Via: UPS BLUE
- Confirm To: John Quinn
- E-mail: artie@sage.sample.com
- Fax No.: [blank]
- Comment: [blank]
- Salesperson: 0100 Jim Kentley
- Split Comm.: No

Buttons at the bottom include Quick Print, Accept, Cancel, Delete, and a help icon.

The Sales Journal Update Program has been modified to apply G/L substitution by department logic toward Discount Allowed account.

Daily Transaction Register		
Main Report		
115-00-03	Inventory - Central Warehouse	68.50
	American Business REF: 0100057	
115-00-03	Inventory - Central Warehouse	67.50
	American Business REF: 0100058	
115-00-03	Inventory - Central Warehouse	74.30
	American Business REF: 0100060	
115-00-03	Inventory - Central Warehouse	102.75
	American Business REF: 0100061	
115-00-03	Inventory - Central Warehouse	68.50
	American Business REF: 0100062	
400-01-00	Distribution sales (history)	270.00
	American Business REF: 0100056	
400-01-00	Distribution sales (history)	168.00
	American Business REF: 0100057	
400-01-00	Distribution sales (history)	135.00
	American Business REF: 0100058	
400-01-00	Distribution sales (history)	174.00
	American Business REF: 0100060	
400-10-00	Distribution sales (SA&MK)	164.64
	American Business REF: 0100062	
400-20-00	Distribution sales (ACCTG)	252.00
	American Business REF: 0100061	
450-01-00	Purchases	68.50
	American Business REF: 0100057	
450-01-00	Purchases	67.50
	American Business REF: 0100058	
450-01-00	Purchases	74.30
	American Business REF: 0100060	
450-10-00	Cost of Goods Sold	174.17
	American Business REF: 0100056	
450-10-00	Cost of Goods Sold	68.50
	American Business REF: 0100062	
450-20-00	Purchases ACCTG	102.75
	American Business REF: 0100061	
650-10-04	Discounts earned: SA&MK-CORP	8.23
	DIV: 01 EAST SALES OFFICE	
Journal 000007 Totals:		<u>1,719.36</u>
Source SO Totals:		<u>1,719.36</u>
10/31/2014 Totals:		<u>1,719.36</u>

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

A/R Invoice History Inquiry

The **Department Code** has been added to the Header tab of **A/R Invoice History Inquiry** to display department.

The screenshot shows the Sage A/R Invoice History Inquiry window for invoice 0100062 dated 10/31/2014. The window title is "sage A/R Invoice History Inquiry (ABC) 10/31/2014". The interface includes navigation buttons, invoice details, customer information, shipping terms, and a summary table. A red box highlights the "Department Code" field, which contains the value "000000002" and is labeled "Department2".

Category	Value
Taxable	.00
Nontaxable	164.64
Freight	.00
Sales Tax	.00
Discount	8.23
Invoice Total	156.41
Deposit	.00
Net Invoice	156.41
Balance	156.41

Sales Order Inquiry

The **Department Code** has been added to the Header tab of **Sales Order Inquiry** to display department.

The screenshot displays the Sage Sales Order Inquiry window for order ABC dated 10/31/2014. The window is divided into several sections. At the top, there are navigation buttons and a user selection dropdown. Below this, the order header information is shown, including the Order Number (0000192), Order Date (10/31/2014), Order Type (Standard Order), and Master/Repeating No. The Customer No. is 01-ABF, and the Customer Name is American Business Futures. The Department Code field is highlighted with a blue box and contains the value 0000000000. The Head Department field is also visible. The shipping information section includes Ship Date (10/31/2014), Status (New), Reason, Whse (001), EAST WAREHOUSE, Sales Tax (WI), and Wisconsin. The shipping details section includes Ship To Addr (2), American Business Futures, Terms Code (01), Net 30 Days, Ship Via (UPS BLUE), FOB, Confirm To (John Quinn), E-mail (artie@sage.sample.com), Fax No., Batch Fax, Comment, Salesperson (0100), Jim Kentley, and Split Comm. (No). At the bottom, there are buttons for Print Order, Print Pick, Recalc Price, OK, and a printer icon.

PrintingsSales Order, Invoice and Invoice History

The **Department Code** field has been added into the **Sales Order, Invoice and Invoice History** printings work tables.