

# **Core Processing For Sage 100 2015**

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

Development Partner

www.iigservices.com

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## **Table of Contents**

Installation Instructions and Cautions	3
Wait! Before You Install - Do You Use CUSTOM OFFICE?	
Core Processing Setup	6
Inventory Management Options	6
Product Line Maintenance	8
AR Division Maintenance	9
Item Maintenance	10
Customer Maintenance	
Core Processing	
Sales Order Entry	13
Invoice Data Entry	15
Invoice Printing	
Receipt of Cores Data Entry	
Core Bank Receipts	
Core Processing Inquiry Tools	25
Customer Maintenance / Inquiry	25
Item Maintenance / Inquiry	27
Reports	29

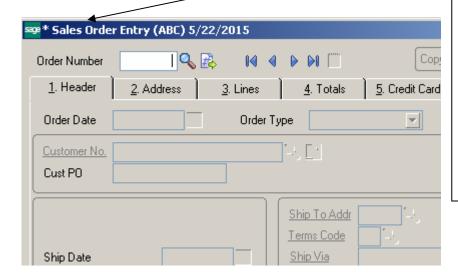
#### Installation Instructions and Cautions

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.

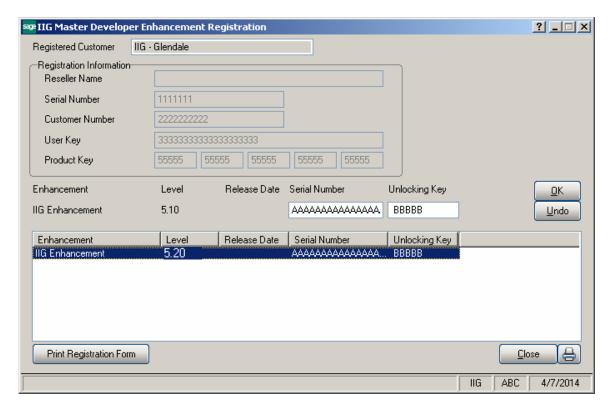
Follow all the instructions on this page before you run Customizer Update!

## 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**.



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.

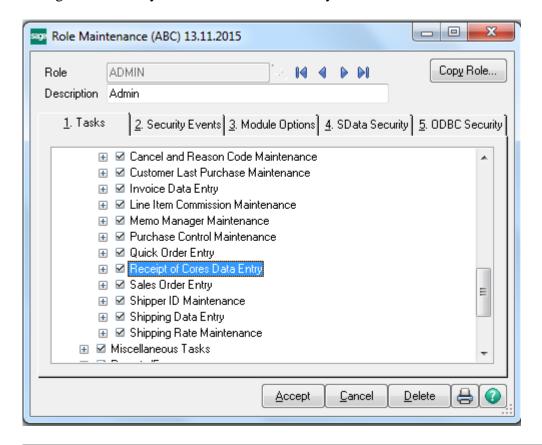
## **ODBC Security**

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**

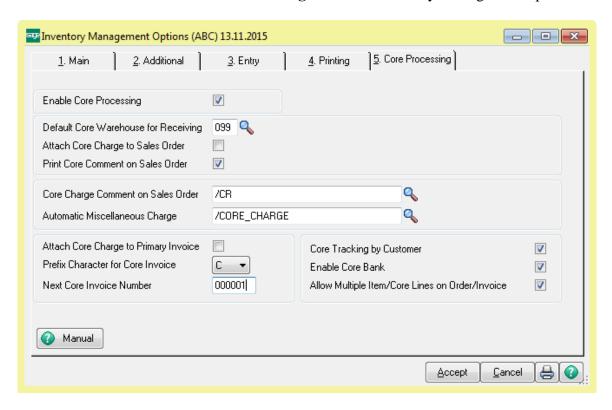
After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



# **Core Processing Setup**

## Inventory Management Options

This enhancement adds the **Core Processing** tab to the Inventory Management options:



**Enable Core Processing:** Toggle to turn the enhancement on / off. If you attempt to turn the enhancement off while active core charge invoices exist the following warning will display:



**Default Core Warehouse for Receiving:** Default warehouse for Receipt of Cores Data Entry and Core Bank Receipt Entry.

**Attach Core Charge to Sales Order:** If checked, the core charge will display on the Sales Order and the Invoice. If unchecked, the core charge will only display on the Invoice. This option cannot be changed if there is unposted Core Charge/ Invoice.

**Core Charge Comment on Sales Order:** Default comment code that will append to any sales order that has a core charged.

**Print Core Comment on Sales Order:** Only available if a Core Charge Comment is assigned. If checked, the Comment line will print on the Sales Order. If unchecked, the Comment will not print on the Sales Order.

**Automatic Miscellaneous Charge**: If a Miscellaneous Charge Code is assigned here, the system will automatically assign an additional Miscellaneous Charge whenever a Core Charge is assigned.

Attach Core Charge to Primary Invoice: If checked, the Core Charge is added to the Original invoice. The Core Charge uses the standard Accounts Receivable account assigned in Division Maintenance as well as the standard Purchases Clearing and Sales accounts assigned in Product Line Maintenance for GL Posting. If unchecked, a Core Invoice is automatically created with an alpha prefix (see below) that lists the core charge (and a Miscellaneous Charge Code if applicable). The Core Invoices uses the Core Receivables account assigned in Division Maintenance as well as the Core Clearing and Core Sales / Returns accounts assigned in Product Line Maintenance for GL Posting. This option cannot be changed until there is unposted Core Charge/ Invoice.

**Prefix Character for Core Invoice:** If Attach Core Charge to Primary Invoice is unchecked, assign the alpha character to precede all Core Invoice Numbers (for example, the core invoice number will be C000001).

**Next Core Invoice Number:** Enter the next invoice number to assign when using the Core Invoice Number feature.

**Core Tracking by Customer:** If checked, Core Eligibility is assigned in Customer Maintenance on a customer by customer basis. If unchecked, all customers are eligible to return Cores.

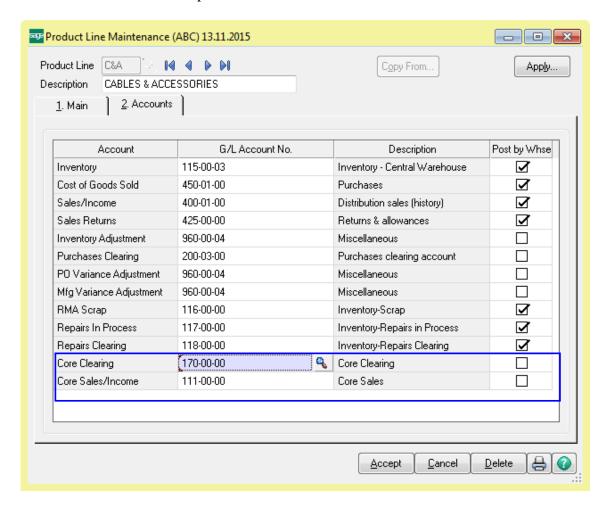
**Enable Core Bank:** If checked, Core Bank Functionality is turned on. If unchecked, Core Bank Functionality is turned off.

**Allow Multiple Item/Core Lines on Order/Invoice:** If checked, multiple items with Cores attached can be entered onto one Sales Order and / or Invoice. If unchecked, only one item with a Core attached can be entered per Sales Order and / or Invoice.

#### Product Line Maintenance

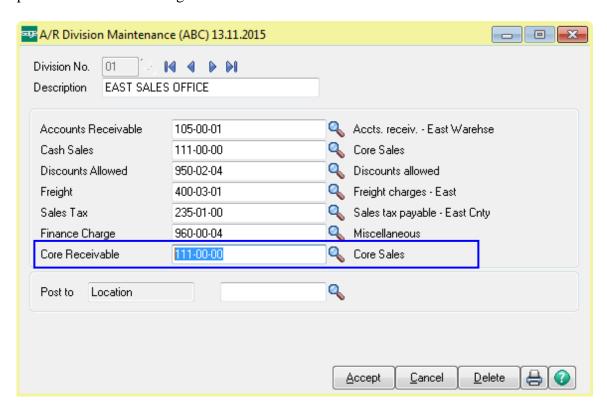
**Core Clearing:** Enter account to be credited when a Core Invoice is updated with a positive value Core Charge; debited when a Receipt of Core is processed with a positive value Core Charge; or debited when a Cash Receipt is processed on a Core Invoice if Allow Multiple Item/Core on Order/Invoice is not checked.

**Core Sales/Income:** Enter account to be credited when a Cash Receipt is processed on a Core Invoice if Allow Multiple Item/Core on Order/Invoice is not checked.



#### AR Division Maintenance

**Core Receivable:** Enter account to be debited when a Core Invoice is updated with a positive value Core Charge and credited when a Receipt of Core is processed with a positive value Core Charge.



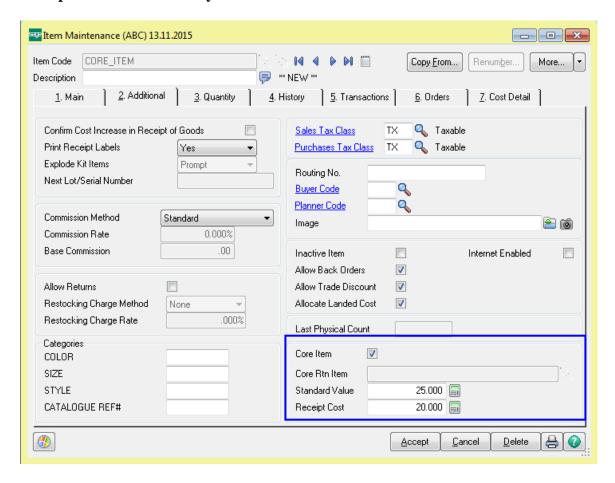
#### Item Maintenance

**Core Item:** If checked, this inventory item is a Core Item and is available to attach to a parent item. If unchecked, this inventory item is not a Core Item.

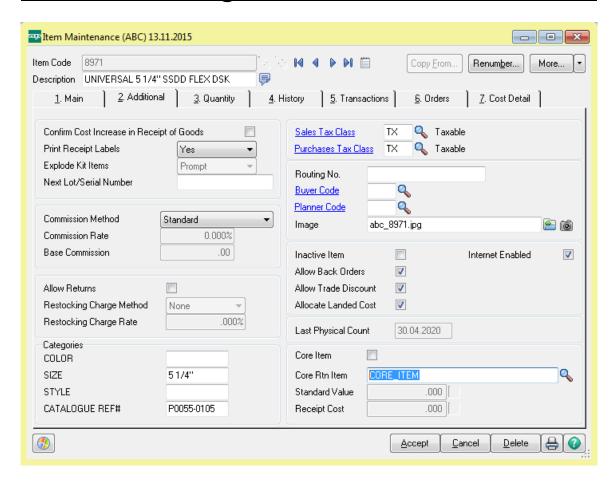
**Core Rtn Item No.:** Select the Core Item Number to be assigned to the Parent Item. Only Core Items can be assigned in this field.

**Standard Value:** Enter the Standard Core Charge.

**Receipt Cost** – this is the Cost applied when creating Core Receipt through the S/O Receipt of Cores Data Entry.

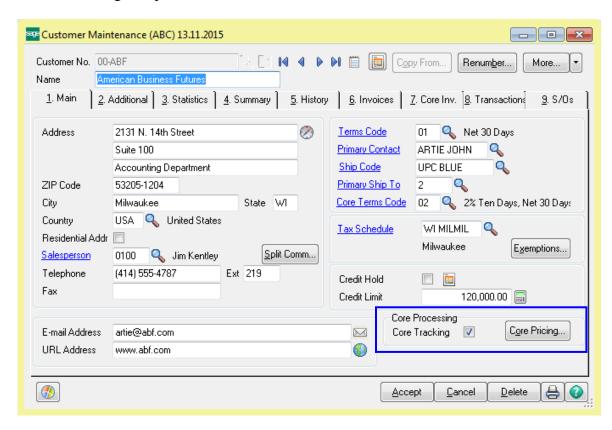


Lot/Serial Item cannot be flagged as Core Item.

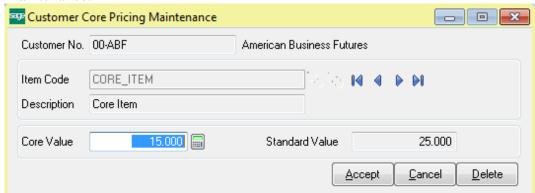


#### Customer Maintenance

**Core Tracking**: If checked, customer is eligible for Core Processing. If unchecked, customer is ineligible for Core Processing and will not have access to any of the Core Processing features. This field is only available if Core Tracking by Customer checked in Core Processing Setup.



**Customer Core Pricing**: Click on the button to access Customer Core Pricing Maintenance.



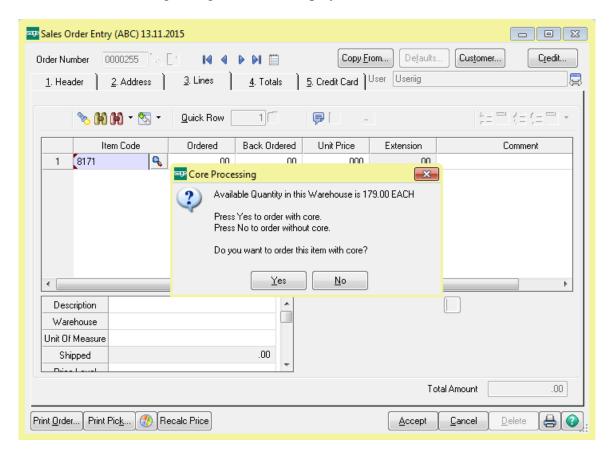
**Item No.:** Enter Core Item Number.

**Core Value:** Enter Customer Specific Core Charge. If 0.00, the Standard Value will be used.

# **Core Processing**

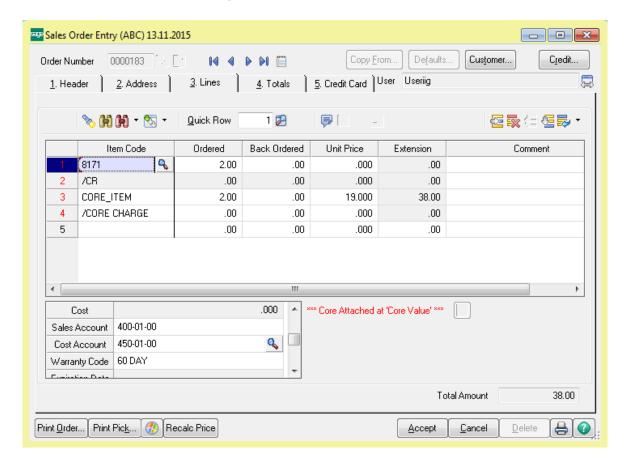
## Sales Order Entry

During Sales Order Entry, begin to enter a standard Sales Order for a customer that is Eligible for Core Processing. On the Lines tab, add an Inventory Item with a Core Item attached. The following dialogue box will display:



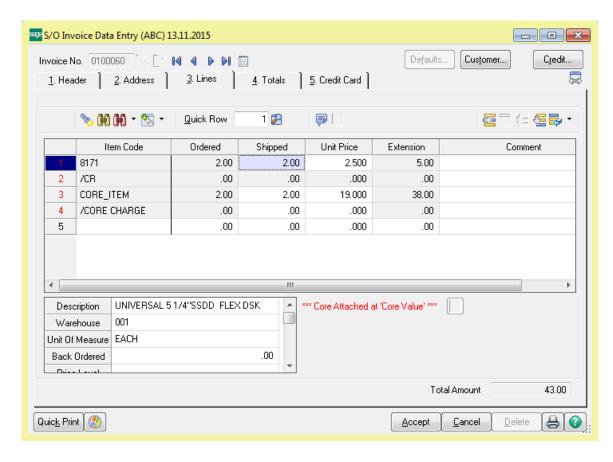
Click yes to enable the Core Processing functionality. Click No to enter a standard Sage 100 Sales Order without the Core Processing functionality.

Enter your order quantity and unit price. The \*\*\*Core Attached at 'Core Value'\*\*\* message will be displayed when highlighting a line item that has a Core Item Attached. (Please Note, if you selected yes to Attach Core Charge to Sales Order, the Core Charge will be added on the next line when you click OK on the Parent Item.) Complete the Sales Order and click Accept.



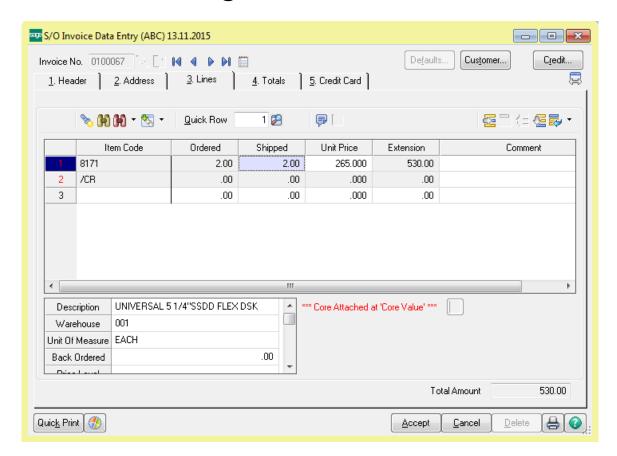
#### Invoice Data Entry

During Invoice Data Entry, select the Sales Order created with the Core Item Attached. Enter Invoice and ship the Parent Item with the Core Item attached. The \*\*\*Core Attached\*\*\* message will be displayed when highlighting a line item that has a Core Item Attached.



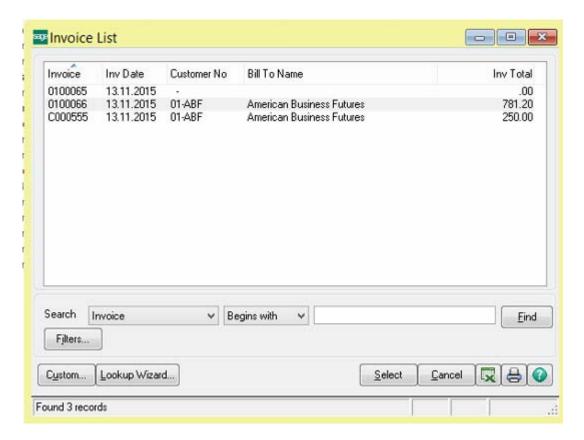
If the **Attach Core Charge to Primary Invoice** option is turned **ON** in the **I/M Options**, the Core Charge will be added.

If the Attach Core Charge to Primary Invoice option is turned OFF in the Inventory Management Options, the Core Charge is not added in the lines and a new invoice is created for core charge upon accepting current invoice:

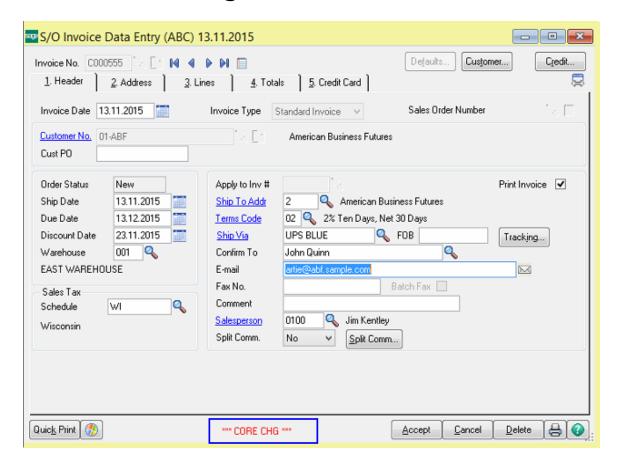


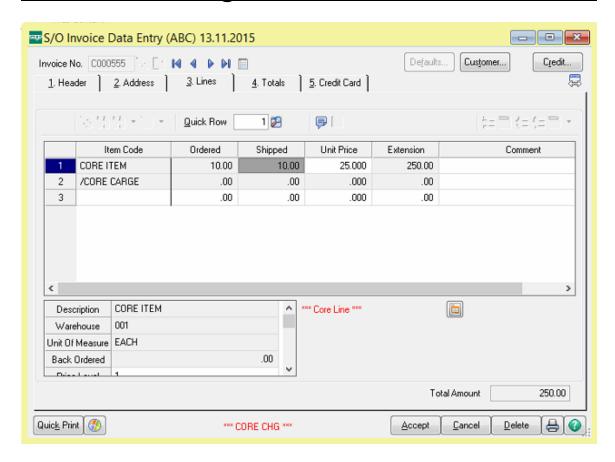
Use the lookup at the Invoice Number field.

There are now 2 invoices, the second with the prefix defined in setup (i.e. 'C'). The second invoice is the core charge.



Here is the Core Invoice created upon accepting the primary Invoice:





You are now able to print and update Invoices.

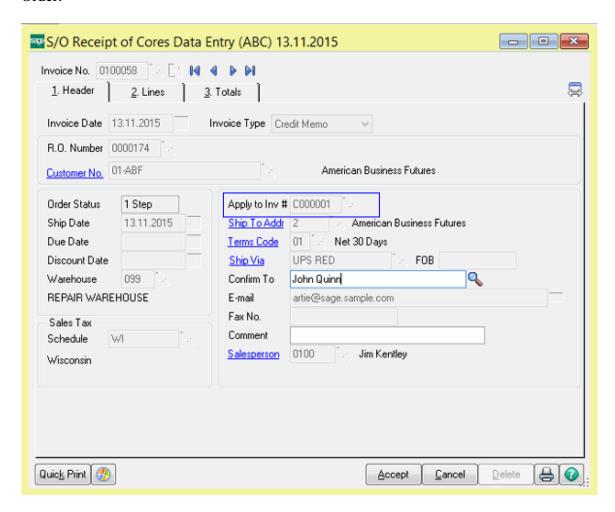
## **Invoice Printing**

If you want to have the original order number printed for Core Invoices it's necessary to add a Crystal formula. Core Invoice is determined based on the following condition: SO068\_CRPCoreInvoiceAttached\$=isNO\$ AND NOT(NUL(SO068\_CRPLinkedCoreInvoiceNo\$)) AND NOT(NUL(SO068\_CRPCoreSalesOrderNo\$)).

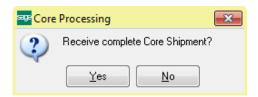
## Receipt of Cores Data Entry

Receipt of Cores Data Entry is found on the Sales Order Shipping Menu.

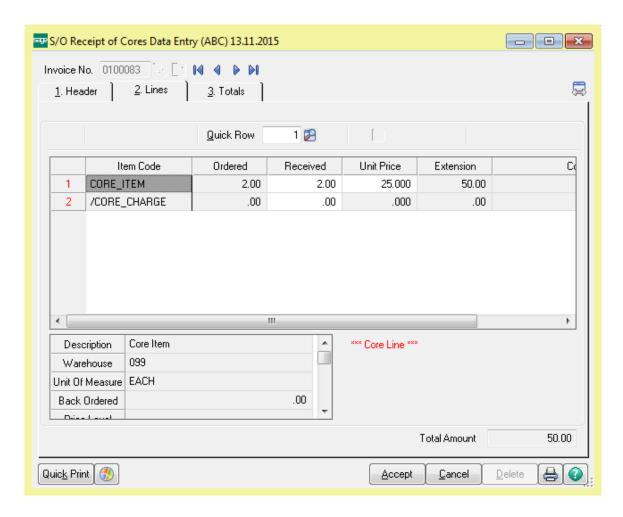
Enter the next Invoice Number. From the R.O. Number Lookup list select the Return Order.



The details of the original Core Charge invoice will populate. Go to the Lines tab. The following dialogue box will appear:

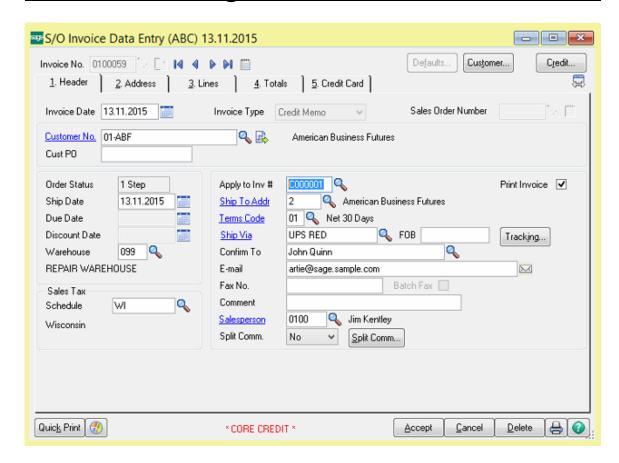


To receive all Core Charges on the Core Invoice click Yes. Otherwise Click No and manually key in the quantity received.



Click on the Totals tab and click Accept.

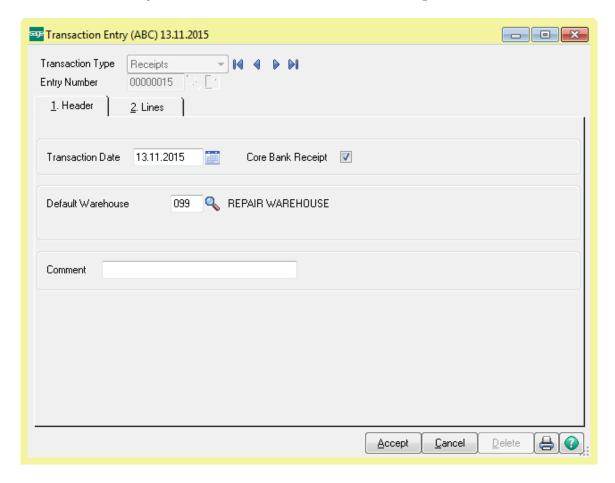
The Receipt of Cores Data Entry has now generated a Credit Memo for the Core Charge. Print and Update the Credit Memo on the Sales Order Main menu.



## Core Bank Receipts

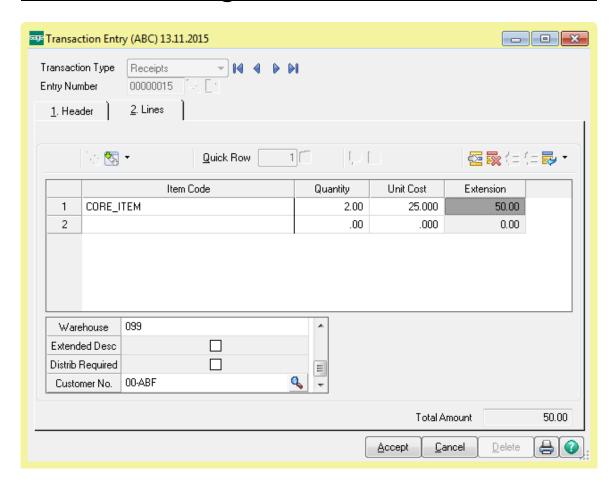
**Core Bank Receipt** checkbox added on the **Header** tab of the Transaction Entry allows indicating the **Receipts Transaction** as **Core Bank Receipt.** 

Select the next Entry Number and check the **Core Bank Receipt** checkbox.



Enter the Transaction Date, Default Warehouse and a Comment for the transaction. Go to the Lines tab.

Enter the Core Item Number and the Customer Number. Enter the Quantity. The U/M and Whse default from Item Maintenance, you can override this detail if necessary. The Unit Cost is populated with **Standard Value** from **Item Maintenance**.



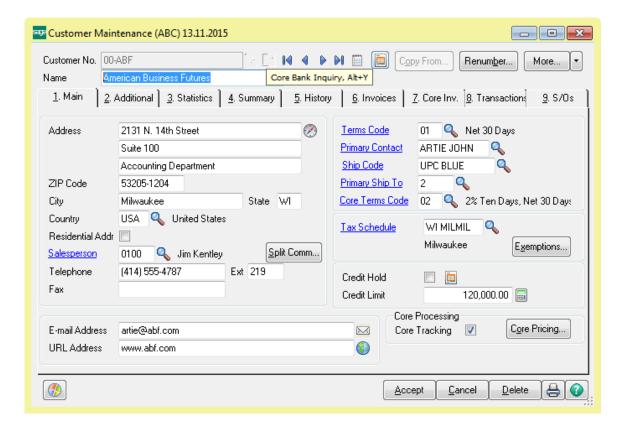
Print the Transaction Journal and Update the Transaction. The Core Bank Receipt will be reflected in the Customer Core Bank as well as in Item Inquiry for the Core Item.

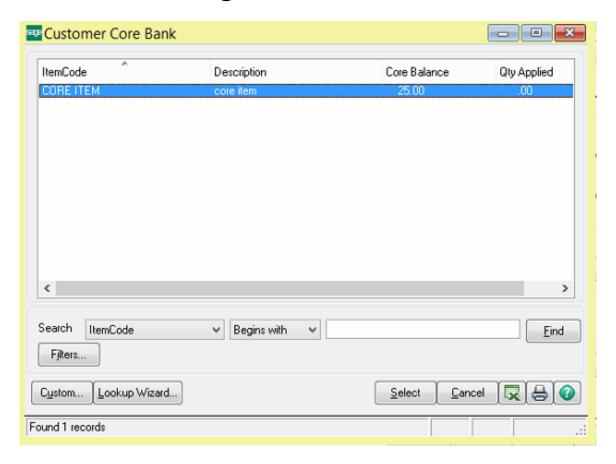
# **Core Processing Inquiry Tools**

## Customer Maintenance / Inquiry

#### **Customer Core Bank:**

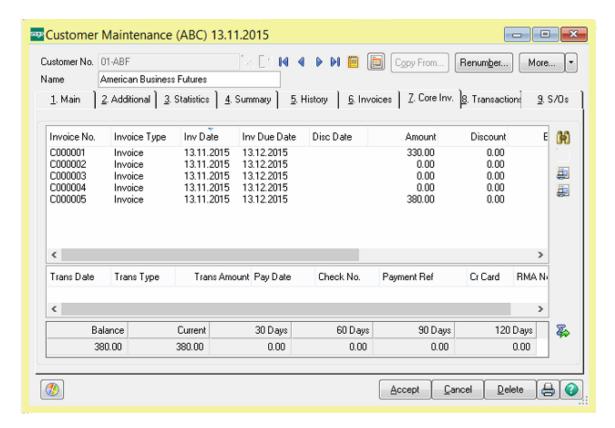
Click the **Core Bank Inquiry** button (is available if the Enable Core Bank option is selected in the I/M Options) near the top right hand corner of Customer Maintenance to access the Core Bank. The Customer Core Bank lists all core items specific to the customer that were returned prior to any Core Charges being invoiced to that customer. The Core Items are received into Inventory using a Core Bank Receipt transaction. Core items are stored in the bank to be utilized on future core transactions prior to invoicing the customer for any new Core Charges.





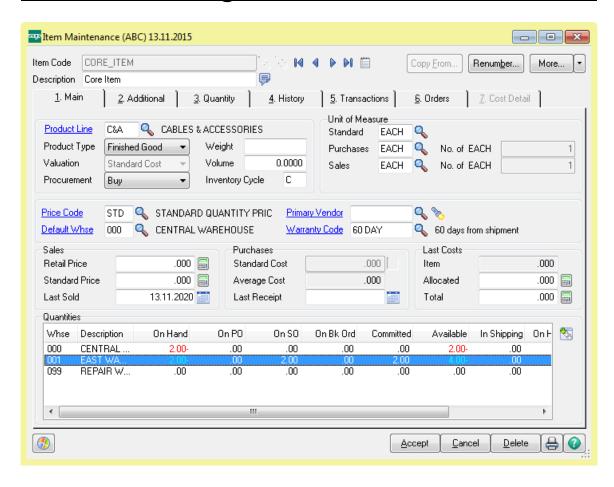
#### **Customer Core Invoices:**

Click on the **Core Invoices** tab to view only Core Invoice transactions. This option is only available if No is selected at Attach Core Charge to Primary Invoice in Core Processing Setup.

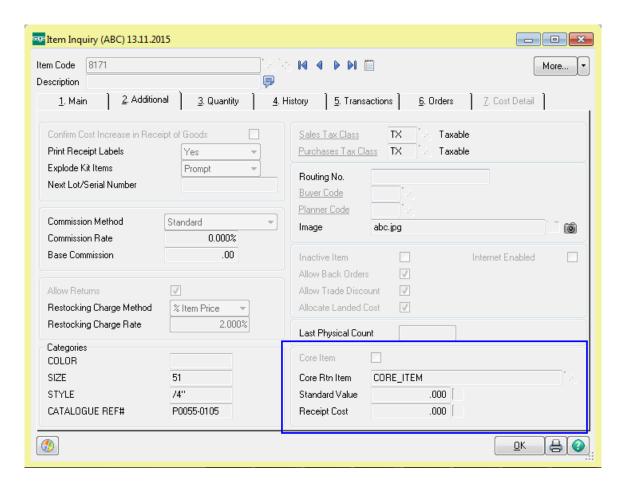


## Item Maintenance / Inquiry

Item Inquiry for Core Items will display the quantity On Hand, On PO, On SO, On BO, Committed, On WO and Qty Available.



Item Inquiry for Parent Items will display the Core Item Attached.

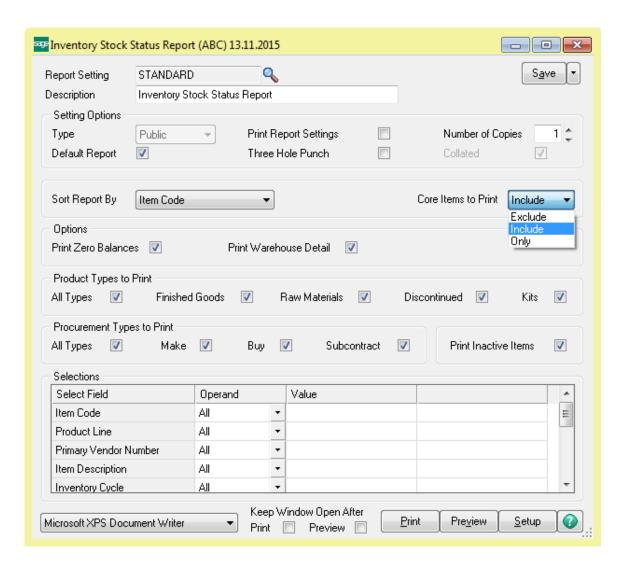


**Delete and Change Items** utility has been modified to respectively update the **Core Rtn Item** attached to Parent Item.

## Reports

The following Sage 100 Standard Reports have been modified to Include, Exclude or show both for Core Items or Core Invoices.

Inventory Stock Status Report
Inventory Valuation Report
Inventory Valuation Report by Period
AR Aged Invoice Report\*
AR Trial Balance\*
AR Cash Expectation Report\*
Customer Sales Analysis\*
Monthly Sales Report\*



<sup>\*</sup>Only applicable if No is selected at Attach Core Charge to Primary Invoice in Core Processing Setup.

