



# Sales Order Import For Sage 100 ERP

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## Installation Instructions and Cautions

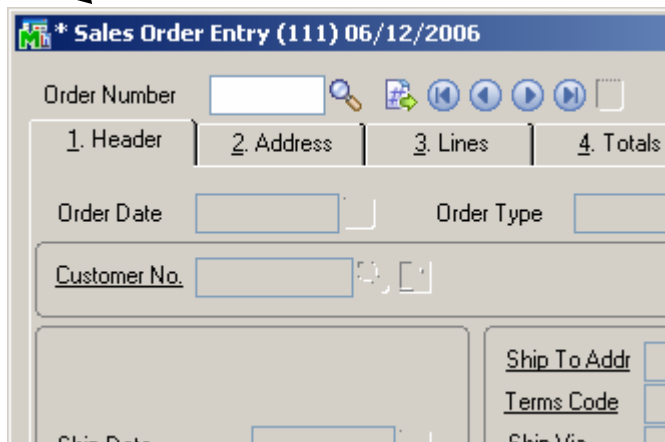
**PLEASE NOTE: SAGE 100 ERP** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

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 **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 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 Name	4.50		AAAAAAAAAAAAAAAAAAAA	BBBBBB

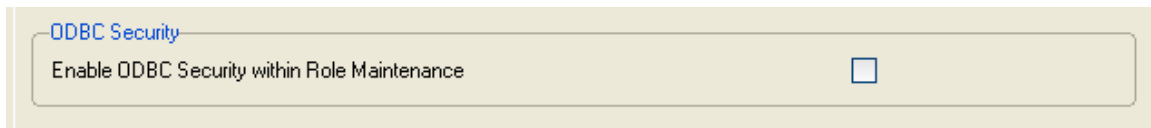
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

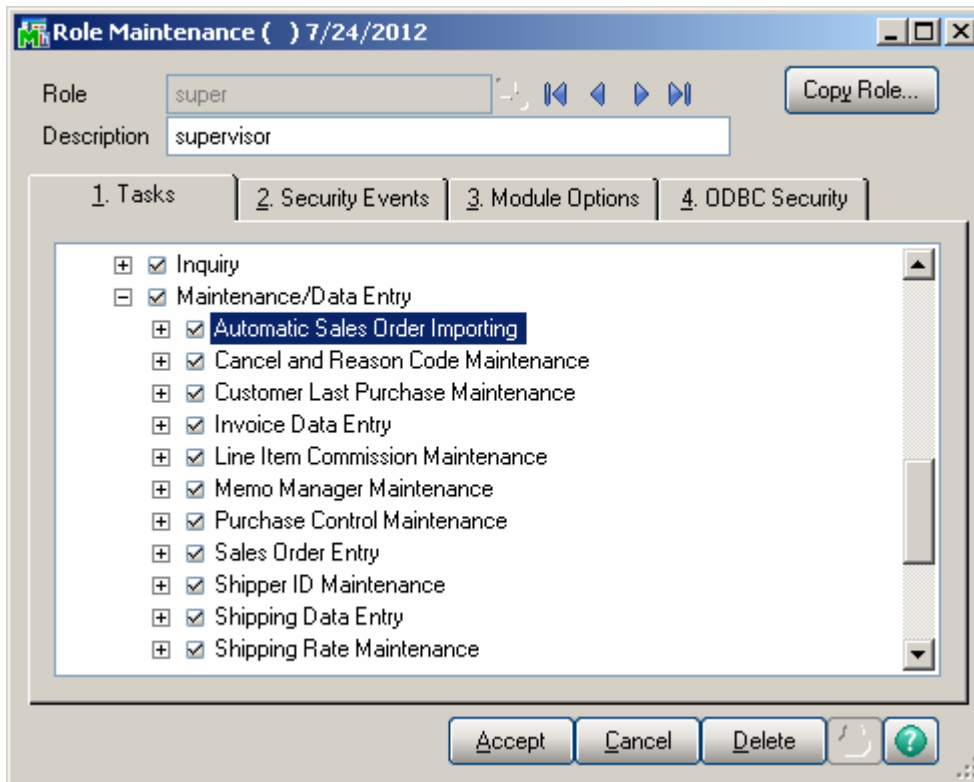
## ODBC Security

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 Importer** is an automatic import program to receive orders from third party systems and import into MAS90. The program will validate 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**.

The screenshot shows the 'Sales Order Options (ABC) 7/24/2012' dialog box. It has a tabbed interface with tabs for '1. Main', '2. Entry', '3. Line Entry', '4. Forms', '5. Printing', '6. Quick Print', '7. History', and '8. Job Cost'. The 'Main' tab is active. The dialog contains several sections of options:

- Enable Shipping:**
- Post Sales to General Ledger by Division:** Yes (dropdown)
- Post Customer Deposits by Division:**
- Post Deposits in Detail:**
- Calendar Month:** Current Calendar Year: 2012, Current Period: 07
- 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

At the bottom, there are buttons for 'Accept', 'Cancel', a printer icon, and a help icon.

If the check box is cleared, the importer will not differentiate kits from 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.

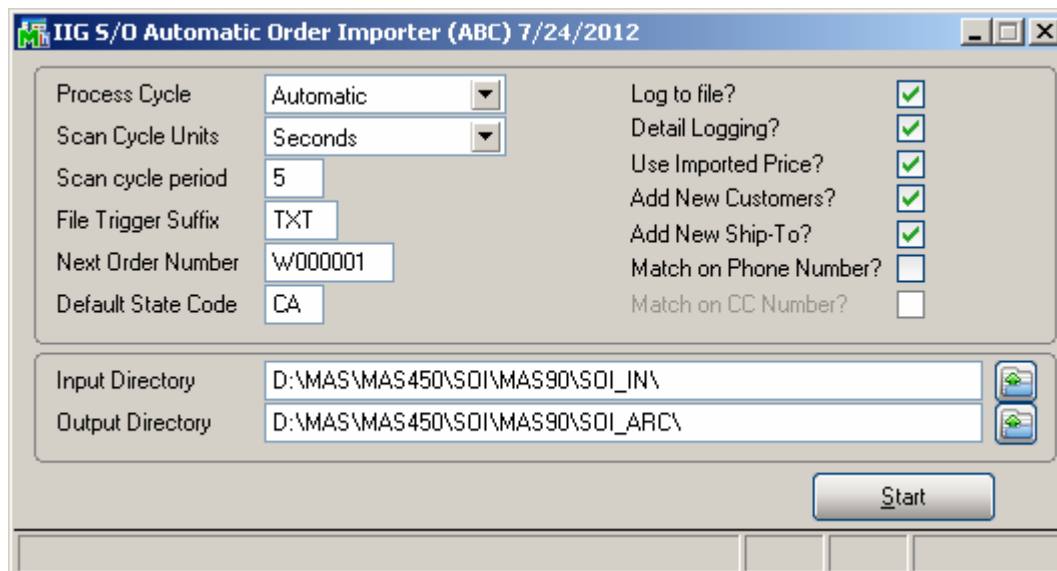
For Lot/serial items the distribution import is available if the **Lot/Serial Distribution in Sales Order Entry** option is enabled in the Sales Order Options.

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.



**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. 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.

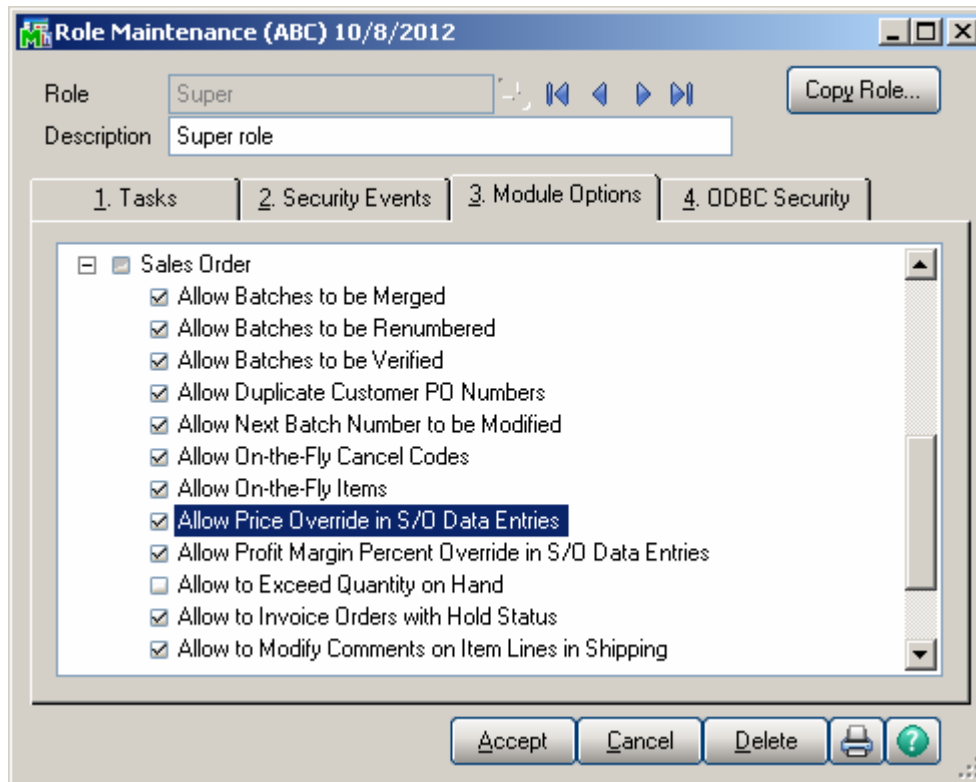
- This should be the sales tax code the business uses for it's own location, since Internet shipments are normally treated as sold from your location. Consult with a tax attorney that is familiar with your state's laws.
- You must set up these codes in your Sales Tax Maintenance. Consult your Best Library 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.

**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 the company code and ".log" (example: IMPRTABC.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. 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.
- Optionally, if the IIG Auto Next Customer is installed, the program will locate the next available customer number for the division (or if no division given, the lowest or default division) and automatically assign the next customer number.

**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.

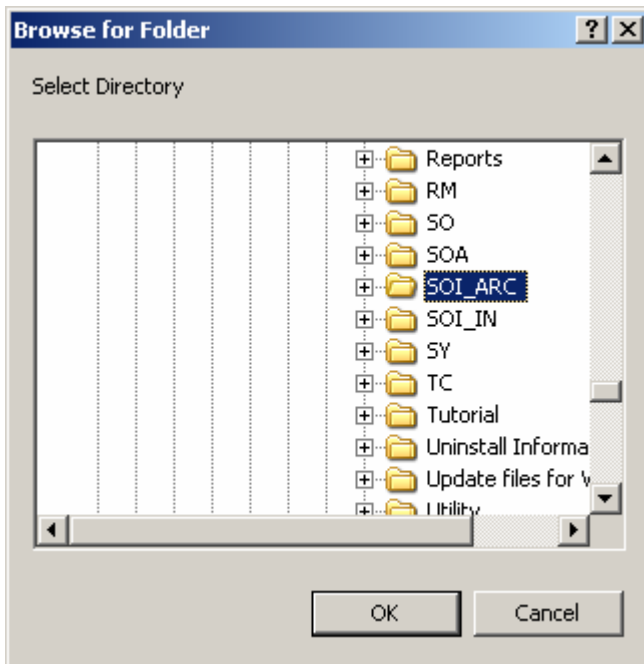
**Match on CC Number?** If a customer credit card is supplied, and the IIG Credit Card Package is installed, then the program will attempt to locate the customer by credit card number and zip code. If there is a match, the program will record this and use the customer that it matched. Will not match 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 where the import program expects to find the files to be imported.

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

If using MAS 200, both Directories are to be selected on the computer running MAS 200 server. The Drives available and folders listed are drives and folders of the server.

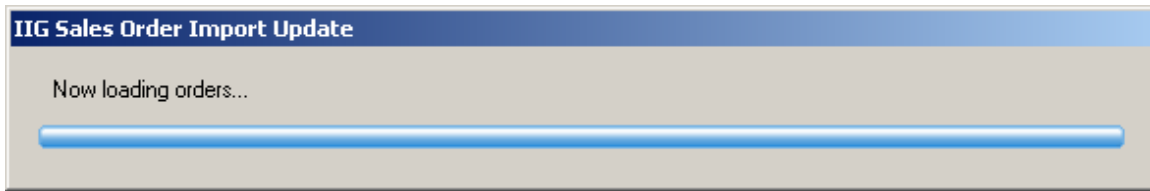


Clicking the **Start** button starts the program to scan the directory.

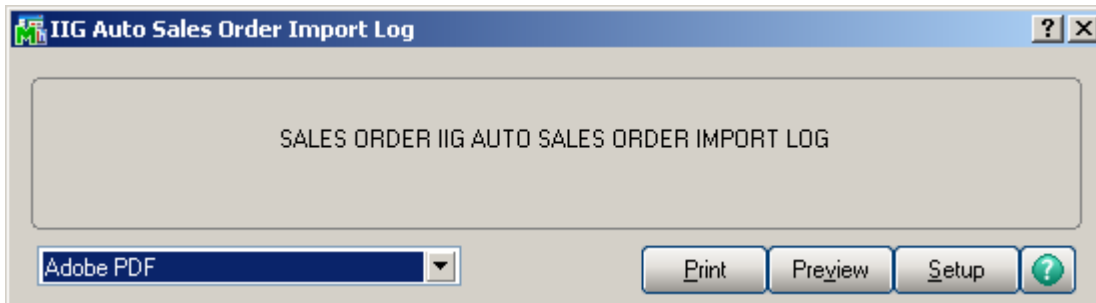
The program will display a progress bar indicating what it is currently doing. When a file is located and is being processed, its name will be displayed. As each step in the import is completed, the message box will update to display that information.

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

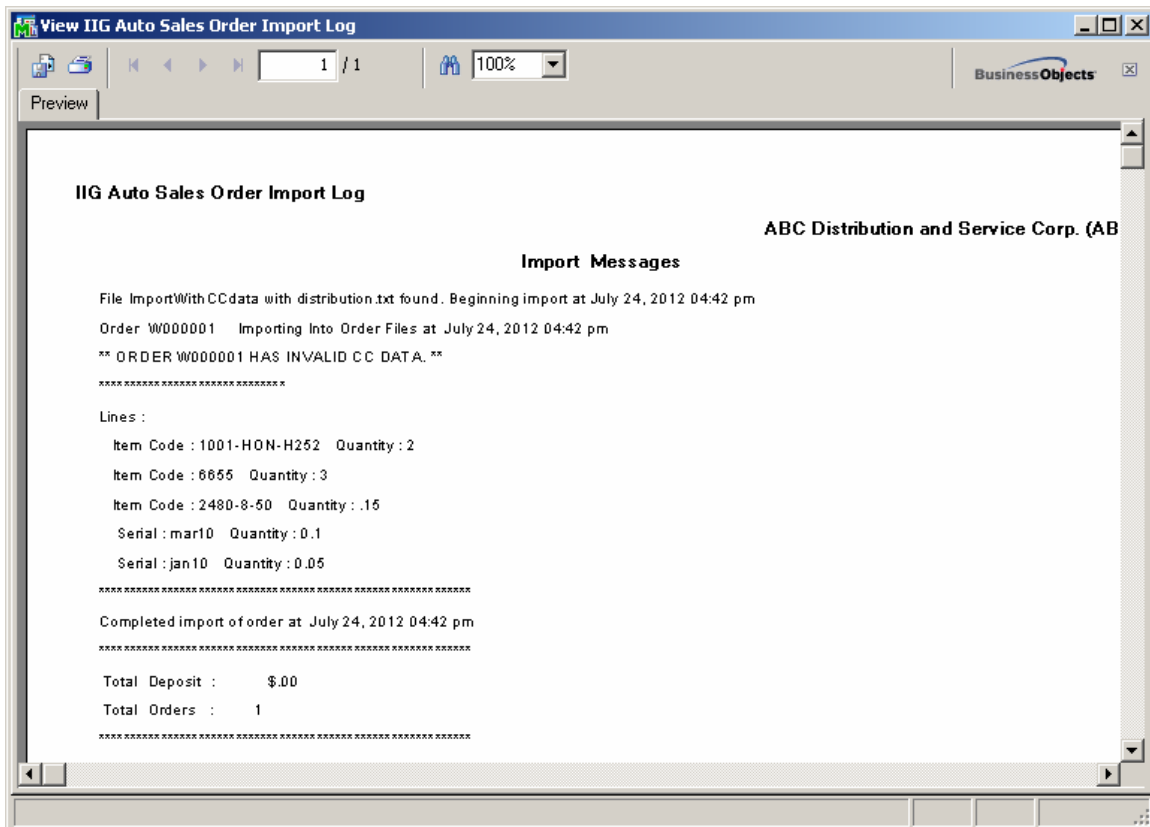
If the program is in automatic mode, the timing screen will be displayed when waiting for the next processing cycle.



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, even with auto next customer installed.
- 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.

## 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, mmddyy, or
**          mmddccyy
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, mmdyy, or
   **      mmdccyy
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.

```

----

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,