



Bill Of Lading For Sage 100 ERP

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Installation Instructions and Cautions

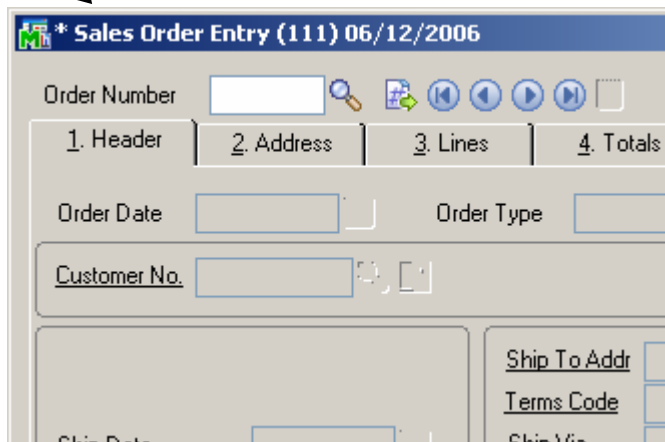
PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

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

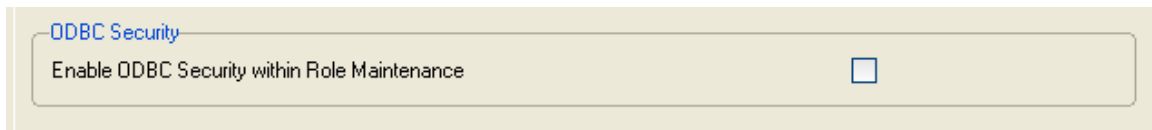
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

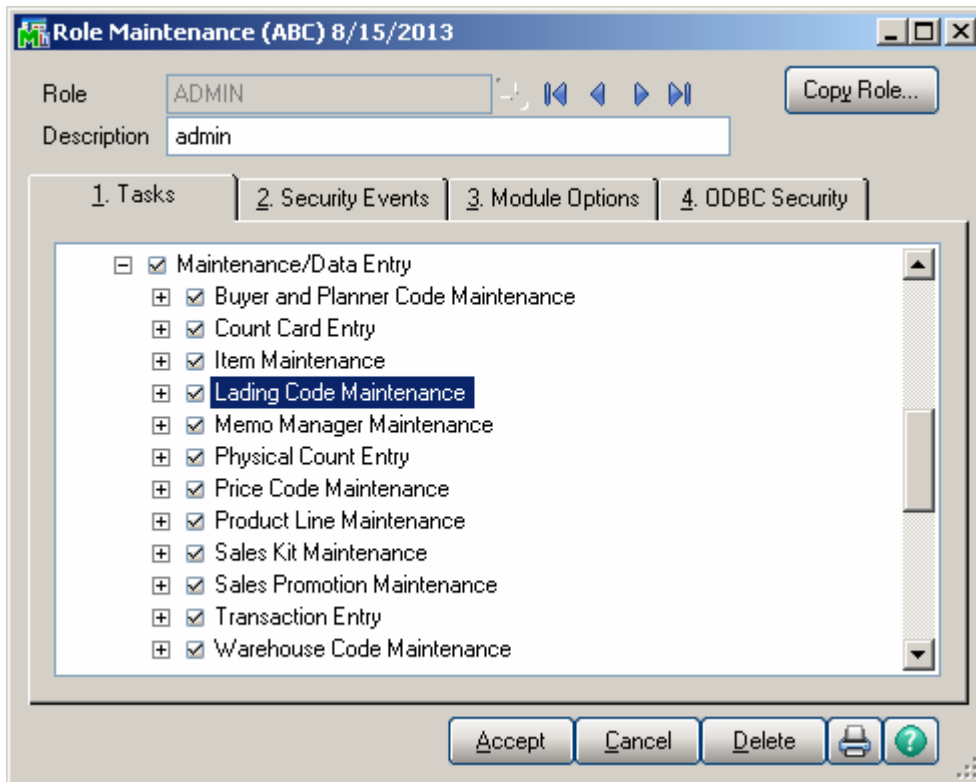
ODBC Security

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

Bill Of Lading enhancement enables printing of Bill of Lading report for sales orders according to the lading codes.

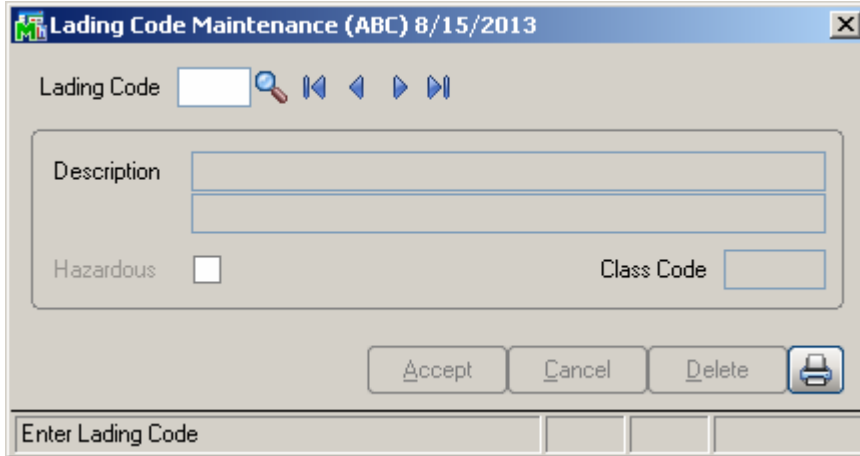
Lading Codes are specified for inventory items with additional Class Codes.

The **Bill of Lading Report** enables printing of selected sales order lines grouped by Lading and Class Codes.

The user can select the Unit of measure for the Bills to be printed.

Lading Code Maintenance

Select the **Lading Code Maintenance** program under the **Inventory Management Setup** menu.



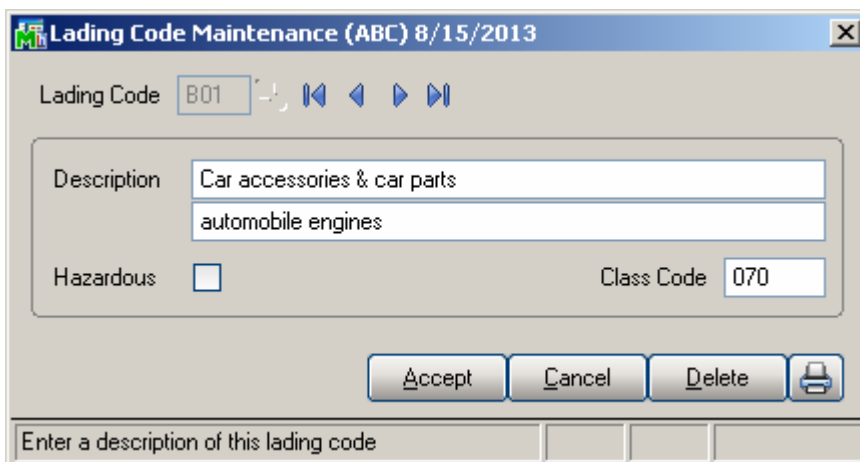
Enter a **Lading Code**. The Lading Code field supports up to three alphanumeric characters.

Enter **Description** for the code in two lines.

Check the **Hazardous** box if the material being shipped is classified as hazardous.

Enter **Class Code**. This code can be up to three digits long and must be numeric.

Click the **Accept** button to save the entered code information.



Inventory Maintenance

Select the **Item Maintenance** program from the **Inventory Management Main** menu.

Select the item for which you want to set a lading code, and go to the **Options** tab.

Item Maintenance (ABC) 8/15/2013

Item Code: D1000-RHRET
Description: RIGHT-HAND RETURN FOR D1000

1. Main | 2. Additional | 3. Quantity | 4. History | 5. Transactions | 6. Orders | 7. Cost Detail

Confirm Cost Increase in Receipt of Goods:
Print Receipt Labels: Yes
Explode Kit Items: Prompt
Next Lot/Serial Number:

Commission Method: Standard
Commission Rate: 0.000%
Base Commission: .00

Allow Returns:
Restocking Charge Method: None
Restocking Charge Rate: .000%

Sales Tax Class: TX
Purchases Tax Class: TX

Routing No.: Internet Enabled:
Buyer Code:
Planner Code:
Image:

Lading Code: B01 Class Code: 070

Categories:
COLOR:
SIZE:
STYLE:
CATALOGUE REF#:

Accept Cancel Delete

Enter the **Lading Code** or select it from the Lookup list.

The **Class Code** field displays the code set for the selected Lading Code in the Lading Code Maintenance screen. You can change it for the current item.

Inventory Inquiry

The **Landing Code** and **Class Code** fields have been added to the **Additional** tab of the **Inventory Inquiry**.

The screenshot shows a software window titled "Item Inquiry (ABC) 8/20/2013". At the top, there are fields for "Item Code" (D1000-RHRET) and "Description" (RIGHT-HAND RETURN FOR D1000). Below these are navigation tabs: 1. Main, 2. Additional (selected), 3. Quantity, 4. History, 5. Transactions, 6. Orders, and 7. Cost Detail. The "Additional" tab contains several sections of fields:

- Confirm Cost Increase in Receipt of Goods:
- Print Receipt Labels: Yes (dropdown)
- Explode Kit Items: Prompt (dropdown)
- Next Lot/Serial Number: [text box]
- Commission Method: Standard (dropdown)
- Commission Rate: 0.000%
- Base Commission: .00
- Allow Returns:
- Restocking Charge Method: None (dropdown)
- Restocking Charge Rate: .000%
- Sales Tax Class: TX
- Purchases Tax Class: TX
- Routing No.: [text box]
- Internet Enabled:
- Buyer Code: [text box]
- Planner Code: [text box]
- Image: [text box]
- Landing Code: B01** (highlighted with a blue box)
- Class Code: 070** (highlighted with a blue box)
- Categories: COLOR, SIZE, STYLE, CATALOGUE REF# (each with a text box)

At the bottom right, there are buttons for "OK", a printer icon, and a help icon.

Bill Of Lading Printing

Select the **Bill Of Lading Printing** program from the **Sales Order Report** menu.

The screenshot shows a software window titled "Bill Of Lading Report (ABC) 8/20/2013". The interface includes the following sections:

- Report Setting:** A dropdown menu set to "STANDARD" and a "Save" button.
- Description:** A text field containing "Bill Of Lading Report".
- Setting Options:**
 - Type: "Public" (dropdown)
 - Print Report Settings:
 - Number of Copies: "1" (spinner)
 - Default Report:
 - Three Hole Punch:
 - Collated:
- Sales Order Types to Print:**
 - All Types: Back Orders: Master Orders: Internet Orders:
 - Standard Orders: Price Quotes: Repeating Orders: RMA Orders:
- UOM:** A text field and a "Sum Up Lines" checkbox.
- Selections:** A table with columns "Select Field", "Operand", and "Value". The first row shows "Order Number" with "All" in the "Operand" column. A "Load Selections" button is to the right.
- Selected Orders:** A table with columns "Order Number", "Order Date", "Order Type", "Customer Number", "Bill to Name", and "Select". The "Select" column has a checkbox.
- Footer:** "Adobe PDF" (dropdown), "Keep Window Open After:" (Print Preview), and "Print", "Preview", "Setup" buttons.

Select **Unit of Measure** to be displayed in the printout.

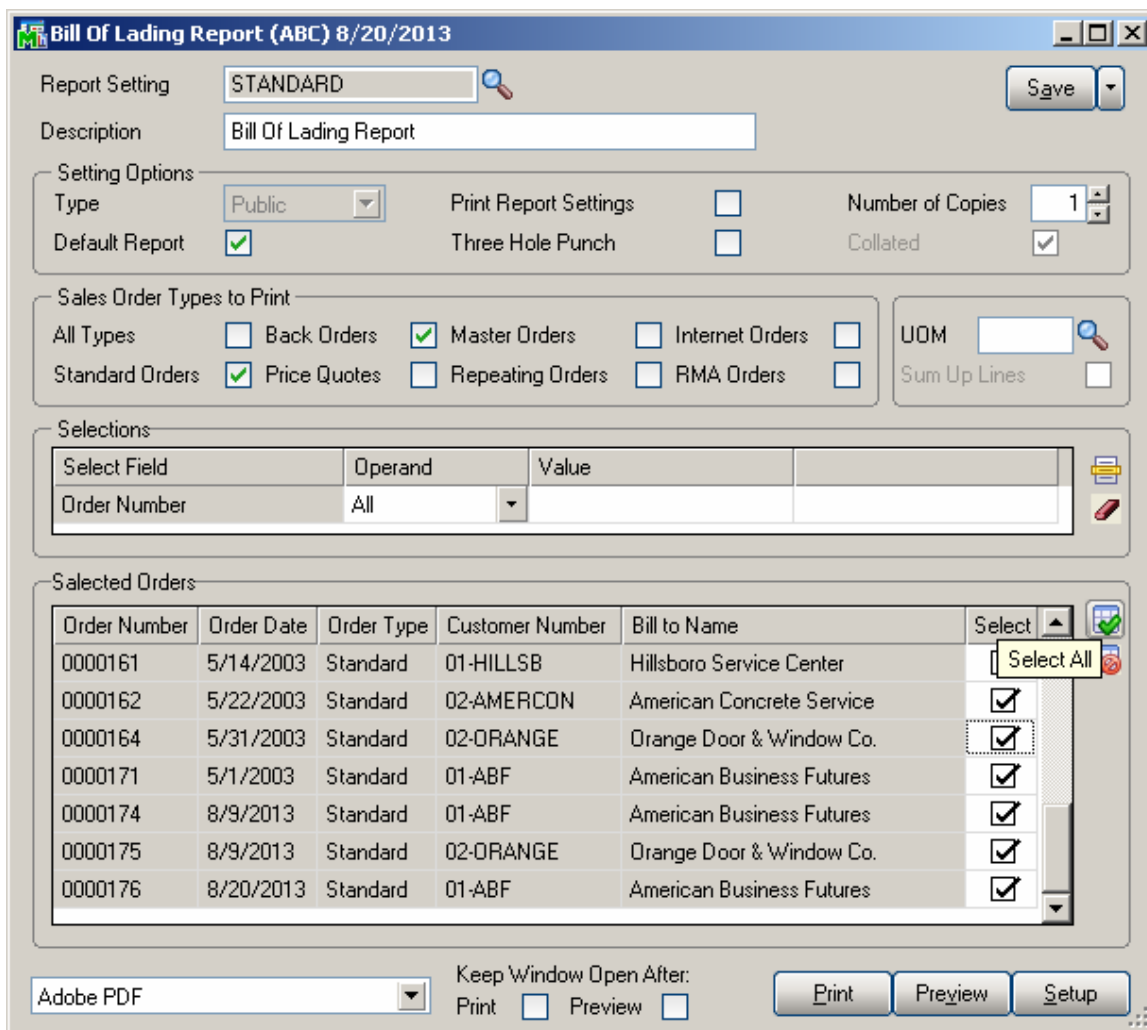
Sum up lines is available only if **Unit of Measure** is selected. When this box is checked, quantities of the Sales Order lines with the same Lading and Class Codes will be summed up, and then the resulting quantity will be converted to the selected **Unit of Measure**. Thus, the quantities on the Bill of Lading Printing will be the least possible quantities for the selected Unit of Measure. When the **Sum up lines** box is not checked, quantities of the Sales Order lines will be converted to the selected **Unit of Measure** separately for each line, and then already

converted quantities will be summed up to be displayed in the printing.

Select the **Order types** to print. Only the selected order types from the specified range of Order Numbers will be loaded in the list box upon clicking the **Load Selections** button.

The Order number selection is defaulted to **All**. Upon clicking on the **Load Selections** button all orders of the selected type are loaded in the grid.

Use the **Clear Selections** button to remove the Orders loaded in the grid.



Use the **Select All** button to select all Order numbers at once. Use the **Clear All** button to reset the selection.

Here is an example of printout:

View Bill Of Lading Report

BusinessObjects

Preview

Bill Of Lading Report

ABC Distribution and Service Corp

8/20/2013

Bill Number 0000071

Customer Number 01-ABF
Customer P. O.

Quantity	Lading Code	UOM	Hazardous	Weight	Sales Orders
10.00		EACH	No	0	0000174,0000176,
13.00	1	EACH	No	455	0000171,0000174,
7.00	B	EACH	No	0	0000174,
5.00	B01	EACH	No	0	0000176,

If the **Unit of Measure** on the **Bill of Lading Printing** screen is set so that some items are not convertible to it, such items are printed in the Unit of Measure set in the Sales Order, in separate lines.

The **Bill of Lading Number** is assigned separately for each customer. The items in different orders are summed up. If Bills of Lading are only **Previewed**, but not really printed, the current number of Bill is not increased. When the Bills are printed using the **Print** button, the **Next Automatic Bill of Lading Number** is increased.

Next Automatic Bill of Lading Number

The **Next Automatic Bill of Lading Number** can be changed manually on the **Entry** tab of the **Sales Order Options** screen:

Sales Order Options (ABC) 8/21/2013

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

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	<input type="checkbox"/>	00001

Commissions

Split Commissions Between Salespersons

Customer Split Commission to Override Ship-To Salesperson

Default Warehouse for Order/Invoice Header 001

Use Shipping Code to Calculate Freight Actual

Next Automatic Sales Order Number 0000187

Next Automatic Invoice/Shipping Number 0100059

Files to Check for Duplicate Customer PO Numbers

- Check Sales Order Entry
- Check Sales Order Invoice Data Entry
- Check Sales Order History
- Check Accounts Receivable Invoice Data Entry
- Check Accounts Receivable Invoice History

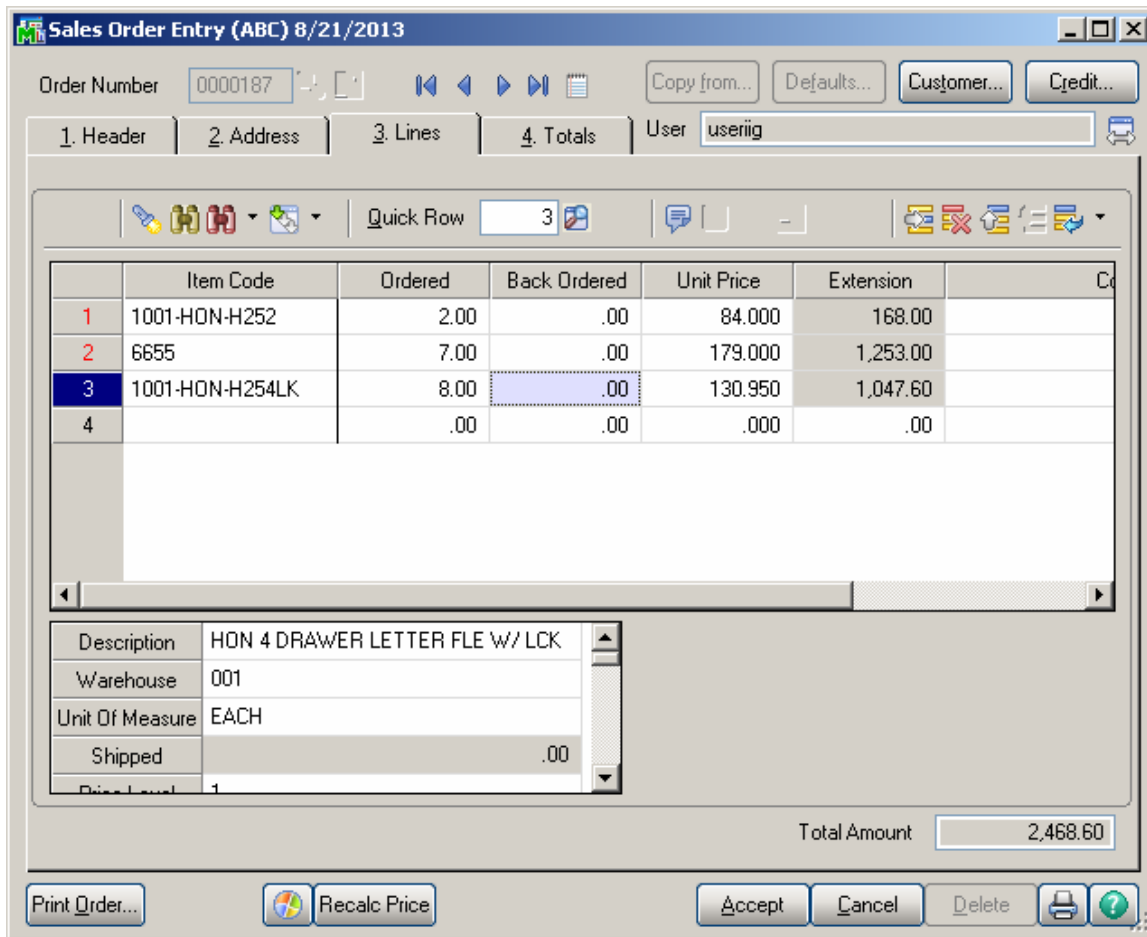
Next Automatic Bill of Lading Number 000001

Accept Cancel

Sum up lines example

Here is an example of applying the **Sum up lines** check box.

There are three lines in the following Sales Order with items of the same Lading and Class Codes.



The quantities are 2 PKG, 7 EACH, and 8 EACH.

One PKG (package) equals to 6 EACH.

Select **BOX** as **Unit of Measure** and the Order 0000185 on the **Bill of Lading Printing** screen:

Bill Of Lading Report (ABC) 8/21/2013

Report Setting: STANDARD2 [Save]

Description: Bill Of Lading Report2

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Sales Order Types to Print:

- All Types: Back Orders: Master Orders: Internet Orders:
- Standard Orders: Price Quotes: Repeating Orders: RMA Orders:

UOM: BOX [Sum Up Lines:

Selections:

Select Field	Operand	Value
Order Number	Equal to	0000187

Selected Orders:

Order Number	Order Date	Order Type	Customer Number	Bill to Name	Select
0000187	8/21/2013	Standard	01-ABF	American Business Futures	<input checked="" type="checkbox"/>

Paperless Office [Keep Window Open After: Print Preview] [Print] [Preview] [Setup]

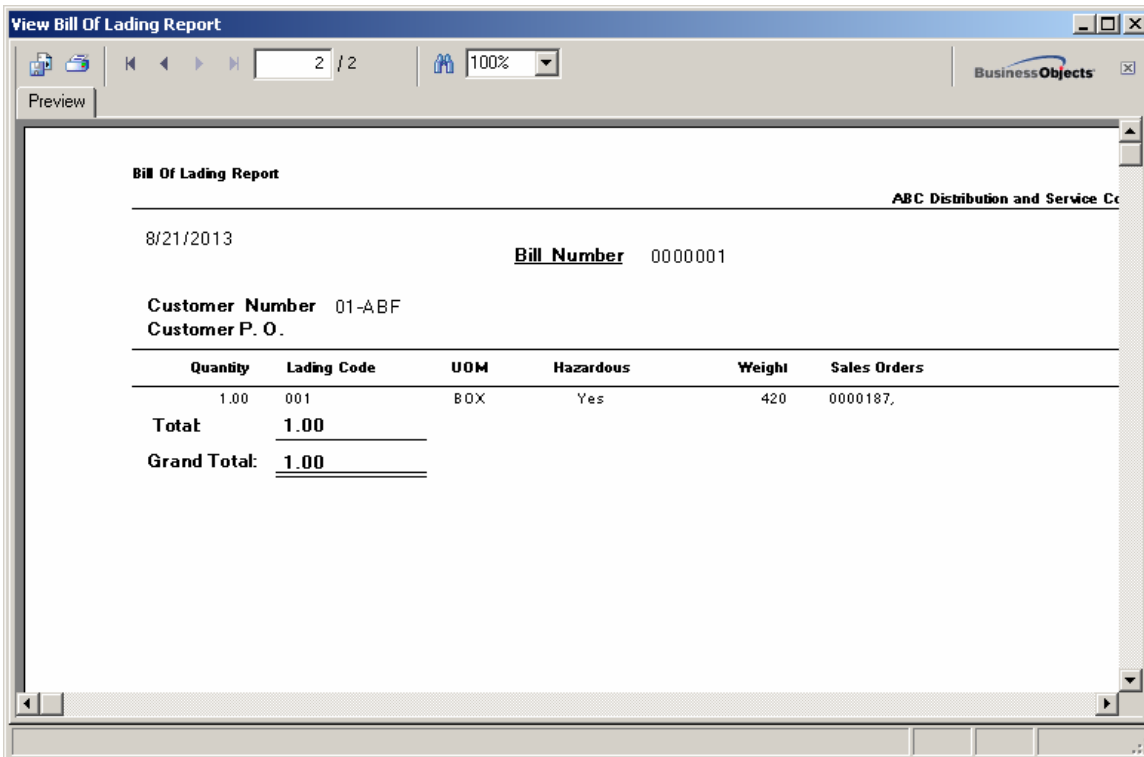
One BOX equals to 100 EACH.
 Here is how the Bill of Lading will be printed (the **Sum up lines** box is not checked):

The screenshot shows a 'View Bill Of Lading Report' window. The report title is 'Bill Of Lading Report' and it is for 'ABC Distribution and Service Co'. The date is 8/21/2013. The Bill Number is 0000001. The Customer Number is 01-ABF and the Customer P. O. is blank. A table follows with columns: Quantity, Lading Code, UOM, Hazardous, Weight, and Sales Orders. The table contains one data row and a total row. The total quantity is 3.00.

Quantity	Lading Code	UOM	Hazardous	Weight	Sales Orders
3.00	001	BOX	Yes	420	0000187,
Total	3.00				
Grand Total:	3.00				

The quantities displayed are 3 (Unit of Measure is BOX), because quantity of each Sales Order line is converted to BOX, which makes 1 BOX for each line, and only after that the quantities for all three lines are added.

Here is the result with the **Sum up lines** box checked:



The quantity displayed is 1 (U/M is BOX), because quantities of all the Sales Order lines are converted to EACH and summed up, which makes 2 PKG + 7 EACH + 8 EACH = 27 EACH, and only after that the sum quantity is converted to Unit of Measure selected on the Bill of Lading Printing screen, which makes 1 BOX.