DSD Business Systems

Sage 100 Enhancements

SOAT

S/O Audit Tracking

Version 6.10

Information in this document is subject to change without notice.

SO Audit Tracking User's Manual
Version 6.10

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

Web Resources

DSD web site: **http://www.dsdinc.com**

The Enhancement page contains:

> *Current Release Schedule*
> *Purchasing Information*
> *Installation Instructions*
> *Product Support*
> *Enhancement Links*

SOAT SO Audit Tracking:

http://www.dsdinc.com/enh/pages/SOAT.htm

The product web page contains:

> *Product Description*
> *Web Links*
> *Current Product Version Table*
> *Product Installation File Download*
> *Product Manual in .pdf Format*
> *Revision History*
> *FAQ*

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

> *Error number.*
> *Program name.*
> *Line number.*
> *Program version.*
> *Exact sequence that caused the error, including menus and menu selections.*
> *Other pertinent information.*

If leaving a message or faxing, please include:

Your name.
Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system remotely or by some other to duplicate the system.

S/O Audit Tracking Features

The SO Audit Tracking (SOAT) Enhancement from DSD Business Systems provides detailed audit tracking for the Sales Order module. Each field in Sales Order (Header and Lines) is tracked to show the original field value, the new field value, when the change was made and the user who made the change. Users can select to track Additions, Changes, Deletions or All changes to Sales Orders. Additionally, the enhancement will also track which program the change originated from.

Section B: Getting Started

CAUTION

•**If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**

•Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.

• **Check with DSD before installing more than one Enhancement.**

Required Levels

Sage 100 Module	Module Required	Required Level
S/O	**Y**	6.10

Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. *Run Enhancement Setup Program:* Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. *Send your Sage Serial Number to your DSD Representative:* Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. *Unlock the Enhancement:* DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

   Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

   After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

   File Unlock: After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.*

Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

*Note: You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.*

7. **Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

Convert Data: After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.
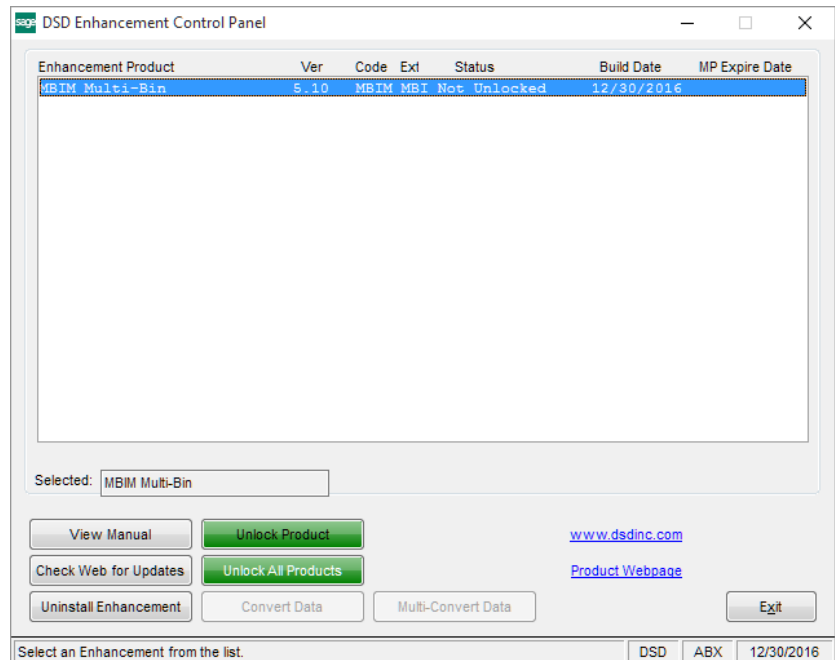
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.*)

Help: The Help button, located at the bottom right of the window, opens an HTML help file.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see Uninstall DSD Enhancements)

Section C: Setup

After installation, you must access Sales Order Options to enable the SO Audit Tracking Feature. New options have been added to the History tab.

Sales Order Changes To Track:

- Select **All** to retain an audit trail of all changes, deletions, and additions made to the SO Sales Order Header and Detail files.
- Select **None** if you do not want to track these changes.
- Select **Deletions** to track deletions only.
- Select **Additions** to track additions only.
- Select **Changes** to track data field changes only.

Track Additions in Detail: Select this check box to track additions to the SO Audit file by detail. Clear this check box to track additions in summary format. This field is available only if All or Additions is selected in the Sales Order Changes to Track field.

Section D: System Operations

Use the Sales Order Audit Report to track changes, deletions, and additions to **sales order** information. This report prints changes made to data fields and notes the date and user code. You can enter a selection of user logons and transaction dates. By entering these selections, you can obtain a report that allows you to identify pertinent information.

If you do not purge the Sales Order Audit file after printing the Customer Audit Report, the transaction information remains in the file and is available for future reporting needs.

Note: This report is not available if None is selected in the Sales Order Changes to Tack field in the Sales Order Options window.

Because sales orders may be modified or created by means other than Sales Order Entry, the SO Audit file also contains the Program Name. This Program Name identifies the Sage 100 task that the user was in when the change was made. This field is not on the standard report however, it can be added using the Crystal Reports Designer if desired.

Sales Order Audit Report
Sorted by User Logon
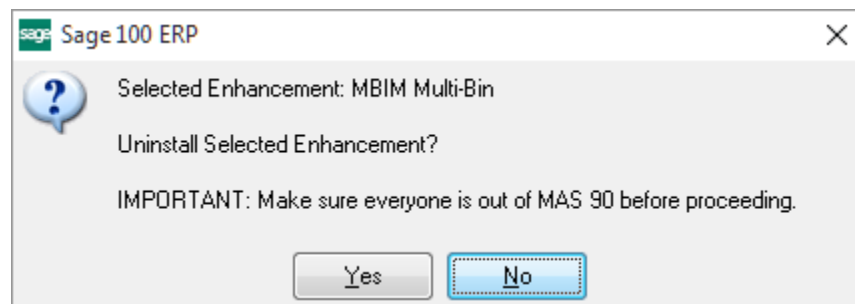
ABC Distribution and Service Corp. (ABC)

Transaction Type	Sales Order No / Line Key / Item Code	Field Name	Original Field Value	New Field Value
User Logon: DSD				
Transaction Date: 11/14/2017				
Added	0000177 / 000001 / 1001-HON-H252			
Added	0000177 / 000002 / 1001-HON-H252LK			
Added	0000177			
Changed	0000177 / 000001 / 1001-HON-H252	Has Price Been Overridden	N	Y
Changed	0000177 / 000001 / 1001-HON-H252	Unit Price	78.120	40.000
Changed	0000177 / 000001 / 1001-HON-H252	Extension Amount	781.20	400.00
Changed	0000177 / 000002 / 1001-HON-H252LK	Has Price Been Overridden	N	Y
Changed	0000177 / 000002 / 1001-HON-H252LK	Unit Price	80.910	50.000
Changed	0000177 / 000002 / 1001-HON-H252LK	Extension Amount	809.10	500.00
Changed	0000177	Non-Taxable Subject To Discount	1,590.30	900.00
Changed	0000177	Non-Taxable Amount	1,590.30	900.00
Added	0000178 / 000001 / 1001-HON-H252			
Added	0000178			
Added	0000179 / 000001 / 1001-HON-H252			
Added	0000179			
Changed	0000179 / 000001 / 1001-HON-H252	Purchase Order Number		0010029
Changed	0000179 / 000001 / 1001-HON-H252	Purchase Order Required Date		20171114
Changed	0000111	Last Invoice Order Date	20200505	20171114
Changed	0000111	Last Invoice Order Number	0100004	0100058
Changed	0000111	Current Invoice Number	0100058	
Deleted	0000111 / 000001 / GB-EL04MS-25			

Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.
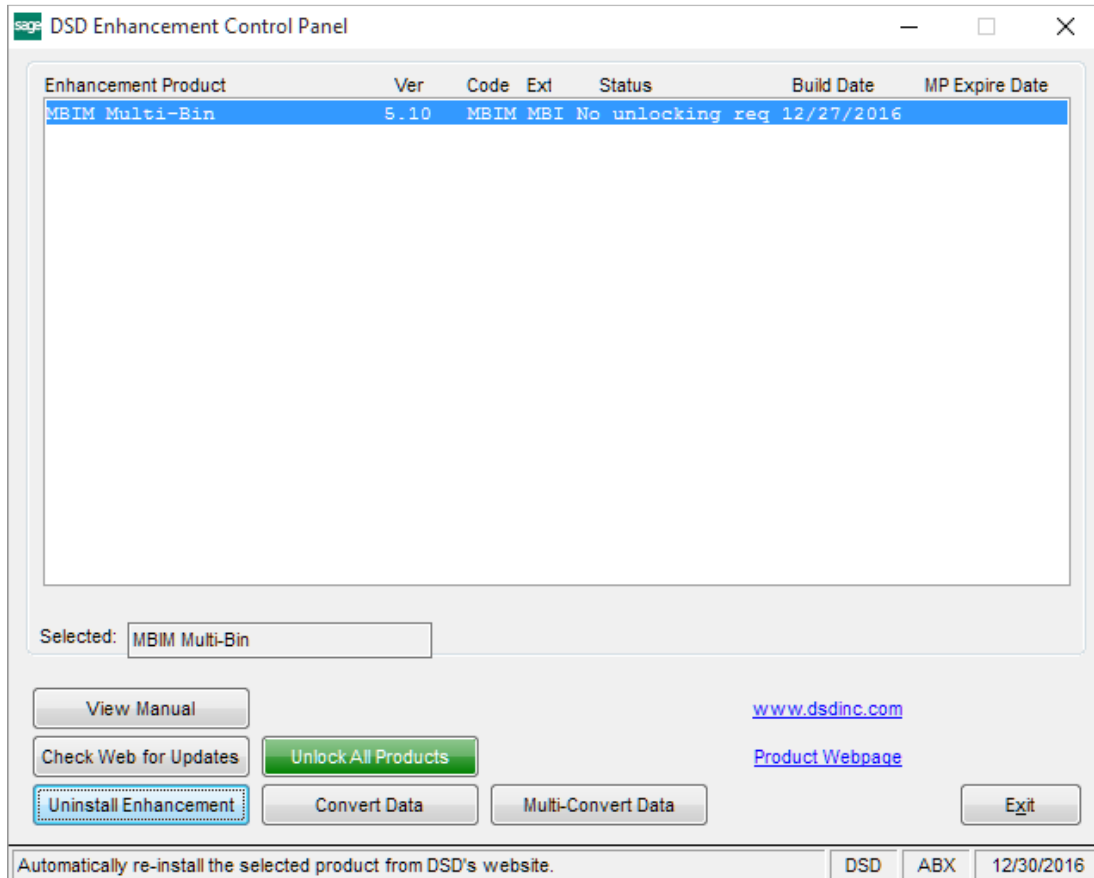

When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.
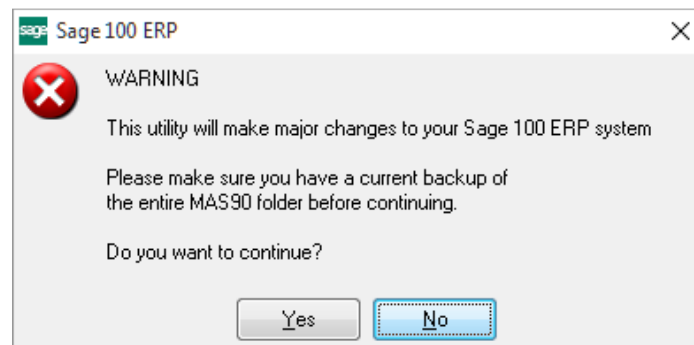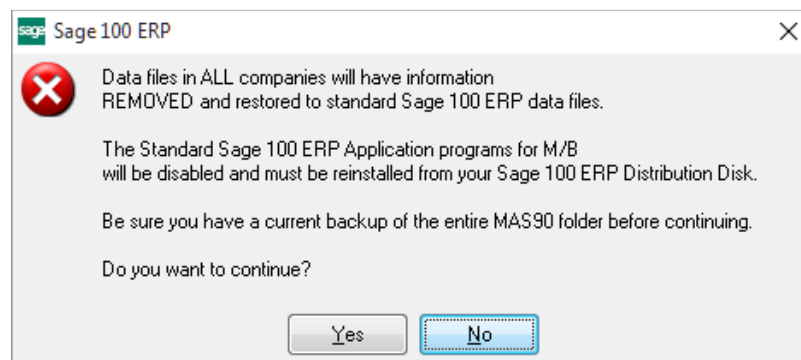

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.

Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).