



Library Master Overview Document

for Sage 100 ERP

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Introduction

This document includes overview information about each task in the Library Master module that is accessible from the menus. You can print this document to use as an offline reference.

The information in this document is also available in the Help system in the overview Help topics.

For additional information about the software, refer to the Help system, which also includes the following:

- Overview information for windows that cannot be accessed directly from menus
- Procedures that guide you step-by-step through common activities
- Explanations of important concepts
- Field descriptions
- Flowcharts
- FAQs

Main Menu

Company Maintenance

Navigation

Select Library Master Main menu > Company Maintenance.

Overview

Use Company Maintenance to create companies, set company-wide preferences, and define settings for credit card processing, e-mailing, and faxing. Each company is identified using a three-character company code. You can also use this task to activate modules and convert company data to the current level after performing an upgrade.

Role Maintenance

Navigation

Access this window using one of the following methods:

- Select Library Master Main menu > Role Maintenance.
- If you are set up as the Administrator, when logging on to the software, the Administrative Tools screen appears. Click Role Maintenance.

Overview

Use Role Maintenance to define and maintain functional roles. Roles reflect functions within an organization, such as AP Clerk, AR Clerk, and Warehouse Staff. Permissions for all security events (such as one-sided journal entries) can also be assigned to roles.

When defining roles, access to modules, tasks, data tables, and fields can be allowed or restricted. For some modules, security can be further refined by assigning Create, Modify, Remove, or View permissions to maintenance tasks, or by setting Update or Print Only permissions to update tasks. Additionally, some module options, such as allowing batches to be merged, can be allowed or restricted. When assigning security for the SData Provider, some data tables can be assigned Create, Read, Update, and Delete permissions.

NOTE Subsidiary windows within a task inherit the permissions assigned to the primary task window.

Before defining roles, make sure you understand the concepts in Security FAQs.

User Maintenance

Navigation

Access this window using one of the following methods:

- Select Library Master Main menu > User Maintenance.
- Log on to Sage 100 ERP using the Administrator account. In the Administrative Tools window, click User Maintenance.

NOTE This task is available only if you are logged on as the Administrator or have the appropriate security set up.

Overview

Use User Maintenance to create users and assign roles to users. One or more roles can be assigned to each user. User-specific preferences can also be set, including the following:

- Automatically logging off a user after a certain number of minutes of inactivity
- Setting the number of implied decimals allowed
- Setting the maximum number of records to load when performing a lookup
- Setting the default zoom level when viewing reports

This task can also be used to set an expiration date for user accounts and user roles.

Before creating users and assigning roles, make sure you understand the concepts presented in Security FAQs.

User Lookup Wizard

Navigation

Select Library Master Main menu > User Lookup Maintenance.

NOTE This task is not available for Sage 100 ERP Online.

Overview

Use the User Lookup Wizard to create custom lookups based on existing lookups. The wizard allows you to add, remove, or modify columns and filters based on company code and user code, or you can make changes for all companies and all users.

Module Date Maintenance

Navigation

Select Library Master Main menu > Module Date Maintenance.

Overview

Use Module Date Maintenance to view or edit the last accounting dates for the modules that the currently logged on user has accessed.

Automatic Update

Navigation

Select Library Master Main menu > Automatic Update.

NOTE This task is not available for Sage 100 Premium ERP or Sage 100 ERP Online.

Overview

Use Automatic Update to automatically start the update or posting process of journals and registers. You can choose any number of journals or registers to update in advance. This task scans the chosen journals and updates them in a logical order. The time at which this process begins can be entered in advance.

NOTE This task does not apply to the General Ledger module. It is recommended that you print the Auto Update File Report prior to performing the Automatic Update. Click the Print button to generate the list. This can be used to compare selected updates to those completed when you run the Automatic Update Log File Report.

Automatic Update uses the accounting date of the user running Automatic Update. When updating registers and journals, caution must be exercised when flagging individual program files for update in the Maintain Auto Update task. The accounting date of each update program should be verified prior to selecting the program for update. You can modify the application system date as needed before running and initiating the automatic update program.

If you select the Check to Print to Deferred Printing check box, the Delayed Execution window appears after you print the log file report.

Task Scheduler

Navigation

Select Library Master Main menu > Task Scheduler.

NOTE This task is available only for some modules.

NOTE This task is not available for Sage 100 ERP Online.

Overview

Use Task Scheduler to schedule tasks to be processed unattended. You can create multiple scheduling jobs to process different tasks by different schedules automatically.

Tasks can be scheduled to run once, daily, weekly, or monthly.

Master Console

Navigation

Access this window using one of the following methods:

- Select Library Master Main menu > Master Console.
- Select File menu > Master Console.
- On the Toolbar, click the Master Console button.

NOTE This task is not available for Sage 100 ERP Online.

Overview

Use Master Console to view a continuously updated list of all currently logged-in users. The list includes data on each workstation, the module and task being accessed, and the accounting date for each user.

If the appropriate security is set up, you can broadcast a message to all users who are currently logged in or shut down the system for all users. A confirmation message appears before the system is shut down.

Reports Menu

User Report

Navigation

Access this window using one of the following methods:

- Select Library Master Reports menu > User Report.
- Select Library Master Main menu > User Maintenance. In the User Maintenance window, click the Print button.

Overview

Use User Report to print role and task detail information.

Role Report

Navigation

Access this window using one of the following methods:

- Select Library Master Reports menu > Role Report.
- Select Library Master Main menu > Role Maintenance. In the Role Maintenance window, click the Print button.

Overview

Use the Role Report to print role information. You can choose to print only role information, task permission detail, or users by role.

Activity Log

Navigation

Access this window using one of the following methods:

- Select Library Master Reports menu > Activity Log.
- Select eBusiness Manager Main menu > Web Error Log.

NOTE This task is not available for Sage 100 ERP Online.

Overview

Use Activity Log to view a continuous record of significant operating events (for example, installing applications, or performing system startup, file maintenance, or period end processing). This log also lists any error conditions that have occurred.

Use Web Error Log to view a continuous record of significant Web Engine error events.

The log prints up to the last 999 events, deleting the oldest activity from the list as each new activity is added. The log can be used by Sage Customer Support when solving any system problems you may encounter.

Setup Menu

System Configuration

Navigation

Access this window using one of the following methods:

- Select Library Master Setup menu > System Configuration.
- When logging on to the software as the Administrator, the Administrative Tools window appears. Click System Configuration.

Overview

Use System Configuration to set preferences for unified logon or internal security, to view or uninstall modules, and to view or modify registration information.

- You can edit registration information such as your registration ID, serial number, user key, product key, and the name of your Sage business partner. You can also reflect the changes in your new user key entries.
- You can enable eBusiness Web Services for Sage 100 Standard and Advanced ERP if the eBusiness Web Services module is installed.
- You can enable the Client/Server ODBC driver for Sage 100 Advanced ERP, which improves performance in a wide-area network (WAN).
- You can enable the Native SData Provider to request data through a URL using a Web browser.

Sales Tax Class Maintenance

Navigation

Select Library Master Setup menu > Sales Tax Class Maintenance.

Overview

Use Sales Tax Class Maintenance to define different types of tax classifications. During System Startup, the following three tax classes are defined automatically and cannot be deleted.

Nontaxable (NT)

Taxable (TX)

Taxable Freight (TF)

Each sales code, inventory item, and miscellaneous charge code is assigned a sales tax class using the Inventory Management, Sales Order, Purchase Order, Accounts Payable, and Accounts Receivable modules. When the item code is entered during data entry, the tax class is defaulted. Tax is then calculated based on how the tax class is set up within the tax code used for this source document. A tax class must be defined for each classification of goods and services that are taxed at different rates.

NOTE The codes set up using this option are not company specific and are available to all companies.

Sales Tax Code Maintenance

Navigation

Select Library Master Setup menu > Sales Tax Code Maintenance.

Overview

Use Sales Tax Code Maintenance to define an unlimited number of tax jurisdictions, their tax limits, and whether they are subject to "tax on tax" calculations. In addition, you will specify taxable or nontaxable and a tax rate for each tax class.

You will also need to set up a tax code for every tax jurisdiction (such as state, county, local, or province) used by your business. Examples of tax codes include CA (California), OC (Ocean County), WI (Wisconsin), and ON (Ontario). Tax codes are grouped together using Sales Tax Schedule Maintenance.

NOTE If you set up a different tax class, that same tax class must exist for every tax code that belongs to the schedule.

If your tax jurisdiction charges tax on freight, you must set up a tax rate for the TF tax class in each applicable tax code. TF cannot be assigned to sales codes, inventory items, or miscellaneous charge codes. The TF tax class cannot be entered on a line.

NOTE The codes set up using this option are not company specific and are available to all companies.

Sales Tax Schedule Maintenance

Navigation

Select Library Master Setup menu > Sales Tax Schedule Maintenance.

Overview

Use Sales Tax Schedule Maintenance to group tax codes for assignment to customers, and establish whether tax detail will print on sales orders and invoices.

NOTE The schedules set up using this task are not company specific and are available to all companies.

The sequence in which the tax codes are entered is very important because of "tax on tax" calculations and the establishment of the primary tax code. The first tax code entered is used as the primary tax code, and is used during the calculation of taxable and nontaxable amounts on each invoice and printing and updating of sales tax history.

You can assign sales tax schedules to ZIP Code(s) by creating a ZIP Code Cross Reference table. When a ZIP Code is entered, the assigned tax schedule is used. If a ZIP Code is assigned to multiple tax schedules, you can select which schedule to use.

If the eBusiness Manager module is installed, for .store customers you can also assign sales tax schedules to a state by creating a State Cross Reference table.

During System Setup, a nontaxable tax schedule is defined automatically; this schedule cannot be modified or deleted.

ZIP Code Maintenance

Navigation

Select Library Master Setup menu > Zip Code Maintenance.

Overview

Use ZIP Code Maintenance to add, modify, or delete ZIP Codes. When a ZIP Code is entered in a maintenance task, the associated city, state, and country of the ZIP Code appear automatically.

NOTE All ZIP Codes added or modified are retained.

The software is preloaded with existing U.S. ZIP Codes. Any user-defined ZIP Codes in the database will not be overwritten.

Country Code Maintenance

Navigation

Select Library Master Setup menu > Country Code Maintenance.

Overview

Use Country Code Maintenance to create country codes.

Printer Preferences

Navigation

Select Library Master Setup menu > Printer Preferences.

NOTE This task is not available for Sage 100 Premium ERP or Sage 100 ERP Online.

Overview

Use Printer Preferences to define the properties for each printer available for the workstation.

Device Configurator

Navigation

Select Library Master Setup menu > Device Configurator.

NOTE This task is not available for Sage 100 Premium ERP or Sage 100 ERP Online.

Overview

Use Device Configurator to define printers and other devices for use by character-based modules. You can also use Device Configurator to modify printer configuration or to add additional printers to your system. Printers that are defined in the workstation's Windows environment (not the server's Windows environment) are used. Before adding a printer to the Device Configurator, that printer must already be installed in the workstation's Windows operating system.

This task is not used for Windows programs. If you are operating in a multi-user environment, this task can be used to add spooled printers. Other multi-user maintenance functions include assigning local printers to their respective workstations. Device Configurator must be used for printing in the following situations:

- When printing bar codes on your nongraphical forms and/or inventory labels.
- When printing and aligning 1099 laser forms using Windows in the Accounts Payable and Library Master modules.

After entering all information for the printers, click Accept to save changes, and close the window. A message appears prompting you to update the configuration file with the changes. Click Yes to update the MAS90.INI file with the changes you made. Click No to disregard all changes and additions made in this Device Configurator session.

Report Manager

Navigation

Select Library Master Setup menu > Report Manager.

Overview

Use Report Manager to manage all forms and reports. You can search for forms or reports and select the form or report to customize using Crystal Designer. You can also add and delete custom reports. The Report Manager window displays all modules that have forms and/or reports in a tree view. Expand the module to select the available forms, reports, and custom reports. All forms, reports, and custom reports are listed in alphabetical order.

NOTE Form codes and report settings must be created in the form or report window.

Report Format Maintenance

Navigation

Select Library Master Setup menu > Report Format Maintenance.

NOTE This task is not available for Sage 100 Premium ERP or Sage 100 ERP Online.

Overview

Use Report Format Maintenance to specify the fonts, style, and data elements to print on the header and footer sections of graphical reports. Custom reports created using Crystal Reports do not use the report format defined using this task. This task is used only for standard reports.

Changes made using this task are company code specific.

The preview window displays a sample layout of a report based on the current selections. The report layout consists of the header, body, and footer. These areas can be modified by double-clicking the area or by selecting Header, Footer, Body, or Bitmaps from the Report Format Maintenance menu bar.

Dot-matrix printers are not supported in this task.

NOTE This task applies only to some modules.

URL Maintenance

Navigation

Select Library Master Setup menu > URL Maintenance.

Overview

Use URL Maintenance to view, maintain, and enter URL and Proxy server information. The default and unremovable URLs are Sage Payroll Services, Social Security Administration (SSA), Internal Revenue Service Web sites, Product Enhancement Program (PEP), and Automatic Update.

Sage Payroll Services synchronization is performed using the Sage Payroll Services Synchronization Wizard on the General Ledger Payroll Services menu. Synchronization server URL information is provided by Sage Payroll Services, and is required to upload and download data from the Sage Payroll Services Web application. The default SAGEPAY URL is the URL normally used to connect to the synchronization server. It is a permanent record and cannot be deleted. The URL will not change unless the Sage Payroll Services system experiences a problem. Use this window to enter an alternate URL if Sage Payroll Services notifies you that it is necessary.

To comply with new regulations regarding the submission of W2 and 1099 files electronically, URL Maintenance is used to maintain the Web addresses of government agencies. Two URL codes, SSA BSO and IRS Online, are available for accessing the Social Security Administration (SSA) and Internal Revenue Service Web sites. These codes cannot be deleted.

The Product Enhancement Program (PEP) and Automatic Update are Sage proprietary services that are available on demand through a network. PEP is used for uploading data collected during normal use of the system. Automatic Update is used to check if new software updates are available for download. These codes cannot be deleted.

If you use a proxy server, you can also enter the proxy server URL, user ID, and password in this window.

Utilities Menu

Data File Display and Maintenance

Navigation

Select Library Master Utilities menu > Data File Display and Maintenance.

Overview

Use Data File Display and Maintenance to view and modify records in the data files. Modifying data files in this manner may damage data files and make them unusable.

NOTE You cannot use this utility to access tables in the SQL database.

WARNING This utility should be used only under the direction of a qualified Sage Customer Support Representative.

NOTE For more information on this utility, refer to the Technical & Troubleshooting Guides available on the Sage Online Web site.

Rebuild Sort Files

Navigation

Select Library Master Utilities menu > Rebuild Sort Files.

Overview

Use Rebuild Sort Files to rebuild the application sort files, which can affect queries, lists, and selection boxes. Rebuilding sort files will not correct data corruption errors in data files.

While using the Rebuild Sort Files utility, the following modules have additional procedures that can be performed.

- Select Accounts Payable to have the option to recalculate the vendor balances in the Vendor file.
- Select Accounts Receivable to have the option to recalculate the aging categories and the open order amount in the Customer file.
- Select Bill of Materials to have the option to recalculate the Where Used file in the Bill of Materials file.
- Select Inventory Management to have the option to recalculate committed lot and serial quantities in the Inventory file.
- Select Purchase Order to have the option to recalculate the open order information contained in the Inventory file.
- Select Sales Order to have the option to recalculate open order information contained in the Inventory file.

WARNING This utility should be used only under the direction of a qualified Sage Customer Support Representative.

NOTE For more information on this utility, refer to the Technical & Troubleshooting Guides available on the Sage Online Web site.

Rebuild Key Files

Navigation

Select Library Master Utilities menu > Rebuild Key Files.

NOTE This task is not available for Sage 100 Premium ERP.

Overview

Use Rebuild Key Files to rebuild the primary module files. Rebuilding can correct many data corruption issues, but can cause data corruption if not used properly.

WARNING This utility should be used only under the direction of a qualified Sage Customer Support Representative.

NOTE For more information on this utility, refer to the Technical & Troubleshooting Guides available on the Sage Online Web site.

Analyze and Relink Files

Navigation

Select Library Master Utilities menu > Analyze and Relink Files.

NOTE This task is not available for Sage 100 Premium ERP.

Overview

Use Analyze and Relink Files to relink line detail files to their corresponding header records. Relinking can correct many data corruption issues, but can cause data corruption if not used properly.

WARNING You must have Supervisor rights to use this utility. This utility should be used only under the direction of a qualified Sage Customer Support Representative. Back up your data before running this utility.

NOTE For more information on this utility, refer to the Technical & Troubleshooting Guides available on the Sage Online Web site.

Reinitialize Data Files

Navigation

Select Library Master Utilities menu > Reinitialize Data Files.

Overview

Use Reinitialize Data Files to erase and initialize individual data files. Click Manual to manually define an individual file. Click Expand to expand the record or key size for an individual file.

WARNING You must have Supervisor rights to use this utility. This utility should be used only under the direction of a qualified Sage Customer Support Representative. Back up your data before running this utility.

NOTE For more information on this utility, refer to the Technical & Troubleshooting Guides available on the Sage Online Web site.

Rebuild Business Insights Reporter Views

Navigation

Select Library Master Utilities menu > Rebuild Business Insights Reporter Views.

NOTE This task is not available for Sage 100 Premium ERP or Sage 100 ERP Online.

Overview

Use Rebuild Business Insights Reporter Views to rebuild the views created in Business Insights Reporter if they become corrupt.

When you create a report in the Business Insights Reporter Wizard using the default view, a new view file is created; the file name is preceded with "view" (for example, view:CustomerListing). If, for some reason, the new file becomes corrupt, the Rebuild Business Insights Reporter Views utility rebuilds the view. This eliminates having to re-create the report.

NOTE This utility cannot rebuild default views.

Pre-Migration

Navigation

Select Library Master Utilities menu > Pre-Migration.

WARNING Back up your source data files in the ..\MAS90 folder before running pre-migration tasks.

NOTE This task is not available for Sage 100 Premium ERP or Sage 100 ERP Online.

Overview

Use Pre-Migration to analyze and prepare your source data files before migrating to a higher software version.

Before running any of these tasks, view the Upgrade Checklist which contains specific instructions you must perform before migrating. The pre-migration tasks that appear depend on the version of your source data.

Link Maintenance Utility

Navigation

Select Library Master Utilities menu > Link Maintenance Utility.

NOTE This task is not available for Sage 100 ERP Online.

Overview

Use Link Maintenance Utility to view or change paths of links to files on your system. You can correct or delete the links to the files, as well as view, copy, or move the files to a different location.

The System Activity Log is updated with the date, time, company code, module, user logon, and a description when changes are made using this utility.

Lookup Conversion

Navigation

Select Library Master Utilities menu > Lookup Conversion.

Overview

Use Lookup Conversion to convert all customized lookups created in previous versions of the software to the latest software level. If there are no customized lookups from a previous version of the software or you are installing the software for the first time, do not run this utility.

Click Yes to convert ALE files. When the conversion process completes, you can view and print the conversion log.

NOTE You must have ALE custom lookups on the system to run this utility.