



Common Information Overview Document

for Sage 100 ERP

©2012 Sage Software, Inc. All rights reserved. Sage Software, Sage Software logos, and the Sage Software product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc., or its affiliated entities. All other trademarks are the property of their respective owners.

Table Of Contents

Introduction.....	1
Main Menu.....	2
Bank Code Maintenance.....	2
Miscellaneous Item Maintenance.....	3
Memo Manager Maintenance.....	4
Sales Tax Account Maintenance.....	5
Inactive Reason Code Maintenance.....	6
Reports Menu.....	7
Miscellaneous Item Listing.....	7
Miscellaneous Item History by Period.....	8
Miscellaneous Item Detail Transaction.....	9
Setup Menu.....	10
Common Information Options.....	10
Unit of Measure Conversion Maintenance.....	11
Utilities Menu.....	12
Purge Obsolete Extended Descriptions.....	12
Purge Item History.....	13
Recalculate Item History.....	14

Introduction

This document includes overview information about each task in the Common Information 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

Bank Code Maintenance

Navigation

Access this window using one of the following methods:

- Select Common Information Main menu > Bank Code Maintenance.
- Select Accounts Payable Setup menu > Bank Code Maintenance.
- Select Accounts Receivable Setup menu > Bank Code Maintenance.
- Select Bank Reconciliation Main menu > Bank Code Maintenance.
- Select Payroll Setup menu > Bank Code Maintenance.

Overview

Use Bank Code Maintenance to establish multiple cash accounts to which receipts can be deposited. For each company, you can set up multiple bank codes, each representing a separate bank account. The bank code is identified by a letter (A through Z) or a number (0 through 9), allowing up to 36 bank codes for each company.

Information maintained for each bank account also includes a description, bank identification number, and the general ledger cash account to debit when receipts are deposited. You can also select default forms to use for printing Accounts Payable checks for each bank code.

You can also maintain separate accounts and specify which account will be used when performing Payroll Data Entry and Check Printing. You can select a specific account by selecting the appropriate bank code.

Miscellaneous Item Maintenance

Navigation

Access this window using one of the following methods:

- Select Common Information Main menu > Miscellaneous Item Maintenance.
- Select Accounts Receivable Setup menu > Miscellaneous Item Maintenance.
- Select Sales Order Setup menu > Miscellaneous Item Maintenance.
- Select Purchase Order Setup menu > Miscellaneous Item Maintenance.
- Select Bill of Materials Setup menu > Miscellaneous Item Maintenance.

Overview

Use Miscellaneous Item Maintenance to add, view, or maintain miscellaneous items, charges, and comment items.

An item code can be a product part number, an abbreviation, or any other code identifying your products or services. The general ledger account number for sales, cost of goods sold, purchases, inventory, and manufacturing cost postings can be defined for item codes. You can determine whether items are posted to a particular account number, or to a substituted account number where a subaccount serves as a segment substitution.

You can also use Miscellaneous Item Maintenance to establish charge and miscellaneous items if you routinely bill customers for services that are not inventory items.

You can type standardized comment lines. Comment item codes allow you to print comments on sales orders, invoices, purchase orders, receipts, returns, material requisition issues, and bill of materials component lists.

If the eBusiness Manager module is installed and set up for the current company, you can set up and enable access to your eBusiness Manager Web pages for miscellaneous items and charge codes.

NOTE Inventory item types can be maintained in Item Maintenance.

Memo Manager Maintenance

Navigation

Access this window using one of the following methods:

- From the applicable module Setup menu, select Memo Manager Maintenance.
- Select Common Information Main menu > Memo Manager Maintenance.

Overview

Use Memo Manager Maintenance to view, maintain, and manage memos system-wide. In Memo Manager Maintenance, you can define where memos can be displayed or maintained within the software. You can also specify a default setting for the automatic display of memos when accessing certain tasks. Multiple types of memos can be defined per module.

NOTE The auto-display settings defined in Memo Manager Maintenance for the Default role can be overridden for individual memos in Override Auto Display Settings. After a memo is created, any changes made to the auto-display settings for a memo type do not affect the existing memo.

NOTE Memos for modules not listed in the Memo Manager Maintenance window in the Module field are maintained in their applicable modules' Memo Maintenance window.

Sales Tax Account Maintenance

Navigation

Access this window using one of the following methods:

- Select Common Information Main menu > Sales Tax Account Maintenance.
- Select Accounts Receivable Setup menu > Sales Tax Account Maintenance.
- Select Accounts Payable Setup menu > Sales Tax Account Maintenance.

This task is available only if the Sales Tax Reporting check box is selected in the Accounts Payable Options or Accounts Receivable Options window.

Overview

Use Sales Tax Account Maintenance to set up registration numbers, exemption numbers, and general ledger account numbers for your business. The sales tax and nontaxable sales amounts are reflected on the Sales Tax Report or can be viewed by clicking Sales or Purchases, as applicable.

Enter your company-specific registration numbers and exemption numbers for each tax code, if required. Entering a general ledger account for the tax code overrides the sales tax code in Division Maintenance.

Inactive Reason Code Maintenance

Navigation

Access this window using one of the following methods:

- Select Common Information Main menu > Inactive Reason Code Maintenance.
- Select Accounts Receivable Setup menu > Inactive Reason Code Maintenance.
- Select Accounts Payable Setup menu > Inactive Reason Code Maintenance.

Overview

Use Inactive Reason Code Maintenance to set up the reasons customers or vendors are inactive. The inactive reason codes can be used in Customer Maintenance and Vendor Maintenance.

Inactive reason codes are printed on the Customer Audit Report and Vendor Audit Report, and they can be viewed in Customer Inquiry and Vendor Inquiry.

Reports Menu

Miscellaneous Item Listing

Navigation

Access this window using one of the following methods:

- Select Common Information Reports menu > Miscellaneous Item Listing.
- Select Common Information Main menu > Miscellaneous Item Maintenance. In the Miscellaneous Item Maintenance window, click the Print button.
- Select Accounts Receivable Setup menu > Miscellaneous Item Maintenance. In the Miscellaneous Item Maintenance window, click the Print button.
- Select Bill of Materials Setup menu > Miscellaneous Item Maintenance. In the Miscellaneous Item Maintenance window, click the Print button.
- Select Purchase Order Setup menu > Miscellaneous Item Maintenance. In the Miscellaneous Item Maintenance window, click the Print button.
- Select Sales Order Setup menu > Miscellaneous Item Maintenance. In the Miscellaneous Item Maintenance window, click the Print button.

Overview

Use Miscellaneous Item Listing to provide a list of miscellaneous item, charge, and comment code information. When printing miscellaneous items and charge items, you can also select to print the general ledger accounts, internet item information, and historical information. The history information can be printed for a particular fiscal year and accounting period and includes period-to-date, year-to-date, and prior year sales and/or purchases information.

When printing comment code information, you can select to print partial or full comment text, or no comment text at all. You can sort the report by item code or item description. You can select all modules or any combination of modules to provide a listing of miscellaneous items, charges, and comment codes that are allowed to be used in that particular module, and select to print only internet items. You can also enter a selection of item codes, item descriptions, and user-defined fields (UDFs) to print. By entering these selections, you can obtain a list of items that allows you to identify pertinent information.

Miscellaneous Item History by Period

Navigation

Select Common Information Reports menu > Miscellaneous Item History by Period.

Overview

Use Miscellaneous Item History by Period to print miscellaneous item history by period for a specified fiscal year. You can sort the report by item code, total dollars sold, total gross profit amount, total gross profit percentage, and total cost of goods. A total column, which is the total of all periods, prints after the last period for each item selected to print.

You can enter a selection of item codes, total quantity sold, total dollars sold, total gross profit amount, total gross profit percent, total quantity received, and total cost of goods to print. You can also print prior year data on the report if it exists and each item code on a separate page.

Miscellaneous Item Detail Transaction

Navigation

Select Common Information Reports menu > Miscellaneous Item Detail Transaction.

Overview

Use Miscellaneous Item Detail Transaction to print a detailed listing of miscellaneous, charge, and special items. All sales, receipts, issues, adjustments, and transfers are shown. This report can be sorted by item code or item description. You can select to print all item types, or a combination of charge, miscellaneous, or special items.

Information detailed on the report includes the item code, transaction date, item description, customer or vendor number, transaction type, sales unit of measure, purchase unit of measure, quantity, unit cost, extension amount, reference number, reference date, item quantity totals, item unit cost totals, and item extension totals.

You can enter a selection of item codes, item descriptions, and user-defined fields (UDFs) to print.

Setup Menu

Common Information Options

Navigation

Select Common Information Setup menu > Common Information Options.

Overview

Common Information Options presents a series of options that allow you to maintain features most appropriate for your business. Some of these options are defined during new company setup using the Common Information Setup Wizard, but can be further maintained in this window.

Unit of Measure Conversion Maintenance

Navigation

Select Common Information Setup menu > Unit of Measure Conversion Maintenance.

Overview

Use Unit of Measure Conversion Maintenance to define the relationships between various units of measure. For example, this task defines a gross as containing 12 dozen or 144 single units. For any given unit of measure, equivalent units of other measures are defined in this window. Because a gross, 12 dozen, and 144 single units all represent the same total number of items, each of these measurements is classified as equal.

You can use the conversion factors established for a unit of measure to automatically enter equivalent sales and purchase units of measure. The factors entered in this option are used in the Item Maintenance, Product Line Maintenance, and Transaction Entry tasks, as well as the Sales Order, Purchase Order, Bill of Materials, and Work Order modules.

Utilities Menu

Purge Obsolete Extended Descriptions

Navigation

Select Common Information Utilities menu > Purge Obsolete Extended Descriptions.

Overview

Use Purge Obsolete Extended Descriptions to remove obsolete extended descriptions for the selected company.

Extended descriptions are optimized to use less storage. A single copy of an extended description is stored for each item until it is edited, either in Item Maintenance or a data entry window. When an extended description is edited, a new extended description record is created. Because extended descriptions can be used by multiple tasks in multiple modules, they are not cleared during data entry updates or file purges. This may result in obsolete records. Purge Obsolete Extended Descriptions detects and removes obsolete records from the common extended description data files.

NOTE It may take several minutes to complete this process.

The Activity Log is updated with the date, time, company code, user logon, and a message that the Purge Obsolete Extended Descriptions utility was run.

Purge Item History

Navigation

Access this task using one of the following methods:

- Select Common Information Utilities menu > Purge Item History.
- Select Inventory Management Utilities menu > Purge Item History.

Overview

Use Purge Item History to remove data from miscellaneous item history. This utility can be run from the Common Information or Inventory Management module. If you have Inventory Management installed, the utility will purge both miscellaneous and inventory item history. The System Activity Log is updated with the date, time, company code, user logon, and a message that the Purge Item History utility was run.

WARNING Back up your data before performing this purge.

Recalculate Item History

Navigation

Access this task using one of the following methods:

- Select Common Information Utilities menu > Recalculate Item History.
- Select Inventory Management Utilities menu > Recalculate Item History.

Overview

Use Recalculate Item History to recalculate item history for all fiscal or calendar years (depending on the inventory period option selected in Inventory Management Options) and the beginning balances for each year. Because detail transaction history and period posting history are directly related, the Recalculate Item History utility can be used to recalculate and realign item balances based on transaction data, if for example, the period posting history table becomes damaged. The item history for each warehouse, customer, and vendor are also directly related to this transaction information and is recalculated at the same time.

If you have miscellaneous items, similar miscellaneous item transaction data is used to recalculate the miscellaneous item history information. If the Inventory Management module is installed, the item history is recalculated based on the option selected in the Base Inventory Periods On field in the Inventory Management Options window. If the Inventory Management module is not installed, item history is recalculated based on the fiscal year settings in Fiscal Year Maintenance.

WARNING Recalculating item history may affect the item quantity, sale amount, and receipt amount displayed on the Item Maintenance History tab and inventory history reports.

When this utility is run, item history information in the following tasks and reports are affected: Miscellaneous Item Maintenance, Item Maintenance, Inventory Detail Transaction Report, Item Listing with Sales History, Inventory Trial Balance, Inventory Turnover Report, Inventory Valuation Report by Period, Miscellaneous Item History by Period, and Miscellaneous Item Listing.

The System Activity Log is updated with the time, date, company code, user logon, and a message that Recalculate Item History utility was run.