

# Sage Accpac ERP 5.6A

## Update Notice



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# Sage Accpac ERP

## Version 5.6 Update Notice

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This Update Notice provides instructions for upgrading Sage Accpac System Manager and Sage Accpac applications to version 5.6 from earlier versions of Sage Accpac ERP. You should review the following sections carefully to ensure that the upgrade proceeds smoothly:

- "Minimum System Requirements," on page 3.
- "Version Compatibility," on page 6.
- "Upgrading from Version 5.2, or Earlier Versions," on page 7.
- "Applying for Activation Codes," on page 8.
- "Before Upgrading to Version 5.6," on page 8.
- "Upgrade Steps," on page 13.
- "After Activating," on page 18.

You should refer to the Sage Accpac ERP readme on the Sage Accpac ERP 5.6 DVD for supplementary information and for information that was not available when this *Update Notice* was published.

For information on the changes and new features in version 5.6, see the What's New topic in each application's help. (This topic is listed on the Contents tab in help.)

## Package Contents

The Sage Accpac ERP 5.6 DVD includes the following products.

- Sage Accpac ERP 5.6, which includes:
  - Multicurrency Accounting
  - Transaction Analysis and Optional Field Creator
  - LanPak
  - Sample data (SAMLTD, SAMINC, and SAMSYS):
    - Installed into the \SAMPLE folder, for Pervasive.SQL databases.

- Installed into the \SAMDATA folder (in Database Load format), for Oracle and MS SQL databases.
- General Ledger
- G/L Consolidations
- Accounts Receivable
- Accounts Payable
- Intercompany Transactions
- Inventory Control
- Order Entry
- Purchase Orders
- Project and Job Costing
- Payroll:
  - US Payroll
  - Canadian Payroll
  - EFT Direct Payroll, US and Canadian
- Fixed Assets (FAS) Integration (with FAS version 2009.1)
- Sage Accpac Intelligence
- Account Code changers
- SageCRM 6.2 for Sage Accpac ERP Integration.
- Additional products, which include:
  - Return Material Authorization (RMA)
  - Insight Integration
  - HRMS Integration (with HRMS version 8.6)
  - ACCPAC Alerts
  - Uni Sales Analysis
  - Ops Inquiry
- Microsoft SQL Server (if you purchased the bundle that includes it).

## Minimum System Requirements

The information in this section was current when we released version 5.6a. If you do not find the information you need (for example, up-to-date information on compatibility with Windows 7), check the *Version 5.6 Compatibility Guide* in the Support section of the Sage Accpac Web site, at:

<http://www.sageaccpac.com/products/systemrequirements>

### Server Requirements

#### Microsoft SQL Server Requirements

Accpac now requires the SQL Server Native Client ODBC Driver. It no longer supports the standard SQL Server ODBC Driver.

#### Pervasive.SQL Server Requirements

If you are using Pervasive.SQL, you must have Pervasive.SQL 9.7, or higher, for Microsoft Windows or Linux.

#### Oracle Server Requirements

If you are using an Oracle server, you require Oracle 10g or 11g Enterprise Edition, Standard Edition, and Standard Edition One for Microsoft Windows or Linux.

### Microsoft SQL, Pervasive.SQL, and Oracle Workstation Requirements

Client workstations require:

- Microsoft Windows XP Professional or Windows Vista (Home Premium, Business, or Ultimate Editions).
- Workstation component of Microsoft SQL Server, Pervasive.SQL, or Oracle.
- Microsoft Excel 2003/2007, for financial reports. (Sage Accpac no longer supports Excel 97/2000/XP.)
- Internet Explorer 6.0, or higher, for Web deployment.

## Creating DSNs for Sage Accpac Data on 64-Bit Windows

If you are using a 64-bit Windows system, the default ODBC Data Source Administrator (available from the Administrative Tools menu) lets you configure only 64-bit data sources.

However, Sage Accpac is a 32-bit application. To create data sources for Sage Accpac, you need to browse for the 32-bit version of the ODBC Administrator. You can find the 32-bit ODBC Administrator in the following location:

C:\WINDOWS\SysWOW64\odbcad32.exe

## Optional System Requirements

### Web Deployment

#### Reporting server

If you plan to deploy Sage Accpac over the Web, you must use Sage Accpac Web Reporting by Crystal as the reporting server.

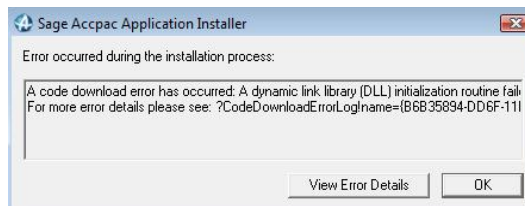
#### Web deployment on 64-bit Windows

If you are setting up Web deployment on 64-bit Windows, you must first enable 32-bit application support in Internet Information Services (IIS). Refer to the following Microsoft article on the steps to do this before setting up Web deployment.

- <http://technet2.microsoft.com/windowsserver/en/library/36f8964c-cf86-44cf-94a4-2873ad0d175f1033.mspx?mfr=true>

#### Web deployment with Windows Vista clients

If you use Windows Vista machines as clients for Web deployment, you may encounter the following error the first time you access the Web desktop when the system is trying to install the Microsoft XML Parser:



You need to update your client system with Microsoft SqlXml 3.0 Service Pack 3:

- <http://www.microsoft.com/downloads/details.aspx?familyid=51D4A154-8E23-47D2-A033-764259CFB53B&displaylang=en>

The Web-desktop should perform correctly once this update is applied.

#### Web deployment under Windows 7

If you are using Windows 7, note that you cannot print reports for Web-deployed Sage Accpac under Windows 7. However, you can still print reports from the Sage Accpac desktop.



### Running Web-deployed G/L Statement Designer

If you are using Web deployment with .NET Remoting, the G/L Statement Designer can fail with an "Initializing FR Error (30): Fail in starting Statement Designer" error when you try to run the Statement Designer from a browser client.

This problem occurs because Microsoft Excel is loading an incorrect version of the Microsoft .NET Framework. You should install the Update for Office 2003 as outlined in the Microsoft Knowledge Base article KB907417. The update must be installed on the browser client machine.

### Visual Basic for Applications (VBA)

System Manager 5.6A installs and uses Microsoft VBA 6.4. This version is compatible with macros created using prior versions of VBA.

### Sage Accpac .NET Libraries

If you have version 5.5A or earlier of the Sage Accpac .NET Libraries, you must uninstall them before installing System Manager 5.6A. If you used Web deployment in version 5.5A or earlier, you must uninstall the Sage Accpac .NET Libraries on client workstations *before* connecting to the version 5.6A Sage Accpac server.

Note that the Sage Accpac .NET Libraries program files are always installed in "c:\Program Files\Common Files\Sage\Sage Accpac". In version 5.3 and earlier, the location varied depending on whether Sage Accpac was installed to a local path or on a remote server.

### Sage Accpac Dashboard

If you plan to install Sage Accpac Dashboard, you need to:

- Install Internet Information Services (IIS) before installing System Manager. (IIS comes with Windows.)
- Download Adobe Flash Player from <http://get.adobe.com/flashplayer/>.

### Sage Accpac Intelligence

Sage Accpac Intelligence is compatible with Microsoft SQL and Pervasive.SQL.

## Databases and Operating Systems No Longer Supported

Note that Sage Accpac 5.6 does not support the following operating systems and servers:

- Windows 2000 Pro
- Windows Server 2000 SP4

Also, Sage Accpac no longer supports the following databases:

- Microsoft SQL Server 2000
- Pervasive SQL 9.6 (32-bit and 64-bit)
- IBM DB2

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**Note:** If you are currently using Sage Accpac with DB2, contact your Sage Solution Provider (business partner), or call 1-800-945-8007 to speak with a Sage Customer Account Manager for details about the IBM DB2 Migration Offering.

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## Recommended Setup on Windows Vista, Windows 2008, and Windows 7

If you are using Windows Vista, Windows 2008, or Windows 7, you must install Sage Accpac ERP outside the default path (C:\Program Files\Sage\Sage Accpac).

**Vista security issue** If you install to the default path, you may have problems with security because these operating systems do not allow more than one user to open Sage Accpac ERP.

**Recommendation** We recommend changing the Program and Shared Data directories to locations other than the default. For example:

**Programs**

- For Programs, install to: **C:\Sage Accpac.**

**Shared Data**

- For Shared Data, install to: **C:\AccpacData.**

## Version Compatibility

You must upgrade all Sage Accpac ERP programs to version 5.6 at the same time. Sage Accpac version 5.6 programs do not work with programs from earlier versions.

In addition, note that:

- You must upgrade all Extended Enterprise products that you have been using to compatible versions.
- If you have been using Sage Accpac Options (UniDevCo) products for version 5.4, or earlier, you must deactivate them before you install System Manager 5.6, as described under "Deactivate Sage Accpac Options (UniDevCo) Products," later in this *Update Notice*.

- If you are using Sage CRM with Sage Accpac, see the Sage CRM Integration *Update Notice* for important information about version compatibility.

## Upgrading from Version 5.2, or Earlier Versions

If you are using Sage Accpac version 5.2, or earlier versions, note that you cannot upgrade your data directly to version 5.6.

You must upgrade your database to an intermediate version (version 5.3, 5.4, or 5.5) *before you install System Manager version 5.6*. See the *Update Notice* for the intermediate version for information about upgrading to that version.

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**WARNING:** You cannot use version 5.6 of System Manager to upgrade Sage Accpac programs from version 5.2, or earlier. Attempting to do so will cause your system to crash, and will corrupt your data.

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### No Conversion from ACCPAC Plus

Sage Accpac ERP has not supported conversion from ACCPAC Plus since version 5.5. If you want to convert your ACCPAC Plus data to Sage Accpac ERP, you must convert it to version 5.3 or version 5.4 using the ACCPAC Plus Conversion icon. Use the instructions that come with version 5.3 or 5.4 to convert your data to that version *before you install System Manager version 5.6*.

Once you have converted all your ACCPAC Plus data to the intermediate version of Sage Accpac ERP, you can upgrade to version 5.6 in the manner described in this *Update Notice*.

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**WARNING:** Don't install System Manager version 5.6 over the intermediate version, and then try to use the conversion icon to convert your ACCPAC Plus data directly to version 5.6. Attempting to do so will cause your system to crash, and will corrupt your data.

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## Alert when Running Help under Windows 2003

If you run Windows 2003 with your browser security set to High, you may receive the following message about Web page security when you try to open Sage Accpac Help:



To accept Sage Accpac Help as a trusted site, click the Add button.

## Applying for Activation Codes

### Activation code

You need activation codes to use Sage Accpac ERP products, including upgrades. However, you can run Sage Accpac ERP for up to 30 days while you await your activation codes.

To apply for an activation code, submit the online activation request form found at: <http://support.accpac.com/registration/>.

### Serialized Inventory and Lot Tracking

If you have been using Serialized Inventory and Lot Tracking, note that these functions are now fully integrated into Sage Accpac core programs. You need only one license to use both Serialized Inventory and Lot Tracking in version 5.6.

### Ops Inquiry

If you plan to use Ops Inquiry in version 5.6, note that you no longer require an activation code to use the program.

## Before Upgrading to Version 5.6

You must perform the following steps, in order, before upgrading to Sage Accpac ERP 5.6. If you don't take these steps, you will not be able to activate version 5.6.

For instructions on steps to take after upgrading, see "After Activating," on page 18 of this notice.

## Step 1: Make Sure You Have Version 5.6 for All Programs

Make sure you have version 5.6, or compatible versions, of all Sage Accpac programs and other programs you use with Sage Accpac ERP.

**WARNING!**

You must upgrade all Sage Accpac ERP programs at the same time.

## Step 2: Post Transactions in Project and Job Costing

**If you are upgrading from version 5.3 or version 5.4 of Project and Job Costing**, you must post the following transactions (if any are not posted) in Project and Job Costing before you activate version 5.6 of any other Sage Accpac programs:

- Material usage
- Material returns
- Material allocation
- Adjustments
- Revise estimates
- Billing worksheets

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**Note:** You cannot post billing worksheets created with Project and Job Costing 5.4, or earlier, to Accounts Receivable 5.6. If you have already activated Accounts Receivable 5.6, you must delete any unposted billing worksheets, and create them again after activating Project and Job Costing 5.6.

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However, you do not need to create billing worksheets before upgrading to the new version. You can create them using version 5.6, after activation.

## Step 3: Run Day End Processing

Run Day End Processing in Inventory Control or, if you have a standalone Purchase Orders system, run Day End Processing in Purchase Orders.

## Step 4: Post Batches in Accounts Receivable and Accounts Payable

You must post all open batches in Accounts Receivable and in Accounts Payable.

## Step 5: Post Bank Reconciliations and Create a G/L Batch in Bank Services

### Before activating Bank Services 5.6A:

- Post any unposted deposits created in Accounts Receivable or in other programs that create deposits for Bank Services.
  - Post any bank reconciliations that include any of the following transactions:
    - Deposits and withdrawals resulting from transactions reconciled with bank errors. If there are any, you must clear them, and post the reconciliation. (You cannot upgrade your data to Bank Services version 5.6 if it contains any uncleared bank errors.)
    - Unposted bank entries, deposits, and withdrawals entered manually in Bank Services. If there are any, you must post the reconciliation.
    - Withdrawals that were cleared with credit card charges. If there are any, you must either reset their status to Outstanding or another status, or post the reconciliation.
    - Withdrawals, deposits, or bank transfers with negative amounts. You must clear them, and post the reconciliation.
    - Returned customer receipts (NSF). You must clear them, and post the reconciliation.
    - Deposits that have the following reconciliation statuses:
      - Void
      - Cleared
      - Cleared with Bank Error
      - Cleared with Write Off
      - Cleared with Credit Card Charges
      - Cleared with Exchange Rate Difference
- You must clear void deposits, and post the reconciliation. However, you can reset the other deposit statuses to In Transit, if you want.
- Print the reconciliation posting journals.
  - Create a G/L batch in Bank Services.
  - Clear the reconciliation posting journals.

## Step 6: Deactivate Sage Accpac Options (UniDevCo) Products

If you have been using Sage Accpac Options (UniDevCo) products for version 5.4, or earlier, you must:

- **Before you install System Manager 5.6**, deactivate version 5.4 or earlier versions of Sage Accpac Options (UniDevCo) products.

### WARNING!

You must deactivate all UniDevCo products before you install System Manager version 5.6. Once you upgrade to System Manager 5.6, you cannot run the UniDevCo deactivation program.

- **After installing System Manager**, use the Sage Accpac 5.6 UniDelete macro to remove certain indexes and fields that are incompatible with Sage Accpac 5.6 programs, and would cause problems during activation.

### To deactivate the earlier version of AR Inquiry:

1. Open your company in the earlier version of Sage Accpac.
2. In the Administrative Services folder, open Options Services.
3. Double-click the Deactivate icon.

The following form appears.

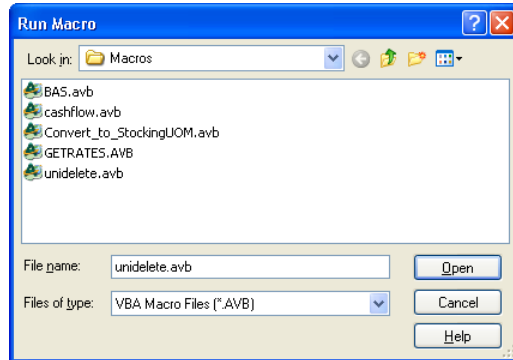
Mark	Company ID	Company Name	Product Prefix	Product Name	Version
>	LOCLTD	LOCLTD	UZ	Admin Services	54A
>	LOCLTD	LOCLTD	UR	AR Inquiry	54A
>	LOCLTD	LOCLTD	UD	AR Link	54A
>	LOCLTD	LOCLTD	UQ	OE Link	54A
>	LOCLTD	LOCLTD	UQ	Ops Inquiry	54A
>	LOCLTD	LOCLTD	UB	PO Link	54A
>	LOCLTD	LOCLTD	UX	Uni Sales Analysis	54A

4. On the Options Services Deactivate form:
  - a. In the Product field, select All.
  - b. In the Company options group, select This Company.
  - c. For each product, double-click in the Mark column to change the entry to On.
5. Click Deactivate.

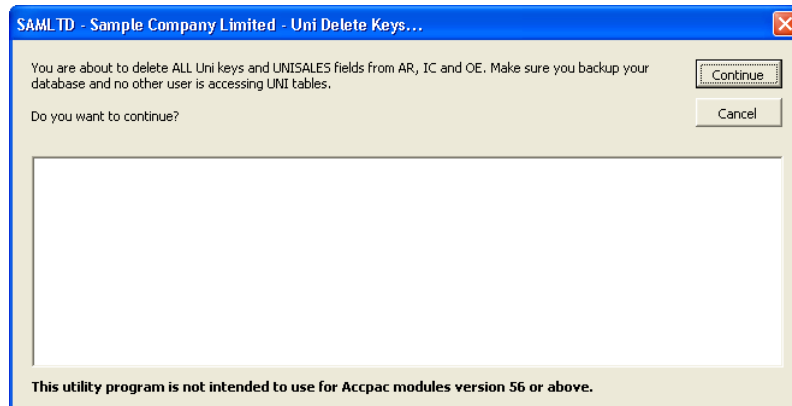
**To clean your database:**

1. Install System Manager version 5.6, as described in the section "Upgrade Steps," later in this *Update Notice*.
2. Open your company in Sage Accpac.
3. On the Sage Accpac desktop menu, click Macro, and then click Run.

The following form appears:



4. Select unidelete.avb, and then click Open.
5. When the macro prompts you to enter a password, enter the administrator's password, and then click OK. The following screen appears.



6. Click Continue.
7. When the macro has finished, click Done.



## Step 7: Perform Database Dumps of IBM DB2 Data

**WARNING!**

If you were using IBM DB2 with Sage Accpac, use the Database Dump program in Administrative Services to back up all your system and company databases *before you install System Manager version 5.6*.

***Sage Accpac version 5.6 will not read your DB2 files.***

After you have installed Sage Accpac 5.6 and set up new Microsoft SQL or Pervasive.SQL databases, use the Database Load program to restore your data.

## Upgrade Steps

Before you proceed with the steps in this section, we recommend that you:

- Check data integrity in your previous version, and correct any errors.
- Back up your data.

## Uninstall the Previous Version of System Manager

We strongly recommend that you uninstall System Manager version 5.5, or earlier, before installing version 5.6 to ensure a clean installation of the new version.

Previous versions of Sage Accpac ERP included the Sage Desktop, which is no longer compatible with Sage Accpac 5.6.

**WARNING!**

*If you do not uninstall System Manager 5.5 first, make sure that you do not open Sage Accpac through the Sage desktop before activating version 5.6.*

## Step 1: Install Sage Accpac Programs

After you have performed the steps described in the previous section, you install Sage Accpac System Manager, System Manager Components, and Sage Accpac applications from the DVD.

You now install all Sage Accpac programs in one process from the Sage Accpac installation DVD, as follows:

1. Insert the Sage Accpac ERP installation DVD into your DVD drive.

*If the installation screen does not appear automatically, go to the DVD's root directory (for example, d:\), and run LAUNCH.EXE.*

2. On the installation screen, click Sage Accpac ERP.

3. On the Welcome screen, click Next.
4. Click the option to accept the license agreement, and then click Next.
5. Click the geographical region where you are installing the software, and then click Next.
6. For the client information, enter the 7-digit or 10-digit client ID and the company name to use for registration, and then click Next.
7. The fields on the next screen let you provide additional, optional information for registration. Enter the names of the company contact, software dealer, and certified consultant, and then click Next.
8. If the next screen asks you to allow us to collect anonymous data, click Yes or No, as you prefer, and then click Next.
9. Select the edition of Sage Accpac ERP you require, and then click Next.
10. Specify the names and locations of your program and data folders, and then click Next.

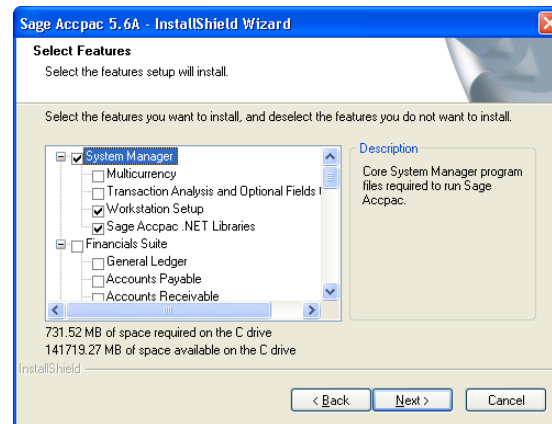
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**Note:** If you are using Windows Vista, Windows 2008, or Windows 7, be sure to install Sage Accpac ERP outside the default path (C:\Program Files\Sage\Sage Accpac). See the section "Recommended Setup on Windows Vista, Windows 2008, and Windows 7," for more information.

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**All-in-one  
installation  
process in  
Sage Accpac  
version 5.6**

The Select Features screen appears, as follows:



11. On the Select Features screen, select the applications you want to install at this time.

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**Program dependencies**

Keep in mind that most of the applications require you to install others, and all of the applications require core System Manager files. The following list shows any additional requirements in parentheses for each application:

- Bank Services (Tax Services)

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**Note:** You now select Bank Services, Tax Services, and G/L Subledger Services separately from System Manager. In earlier versions, these programs were installed together with System Manager.

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- Accounts Payable (Bank Services, Tax Services)
- Accounts Receivable (Bank Services, Tax Services)
- Canadian/US Payroll (G/L Subledger Services, Bank Services)
- Inventory Control (G/L Subledger Services)
- Order Entry (Accounts Receivable, Inventory Control, Tax Services)
- Purchase Orders (Accounts Payable, Inventory Control, Tax Services)
- Project and Job Costing (G/L Subledger Services, Accounts Payable, Accounts Receivable, Tax Services)
- Return Material Authorizations (Accounts Receivable, Inventory Control, Order Entry)
- G/L Consolidations (General Ledger)
- Intercompany Transactions (General Ledger)

**Install LanPak**


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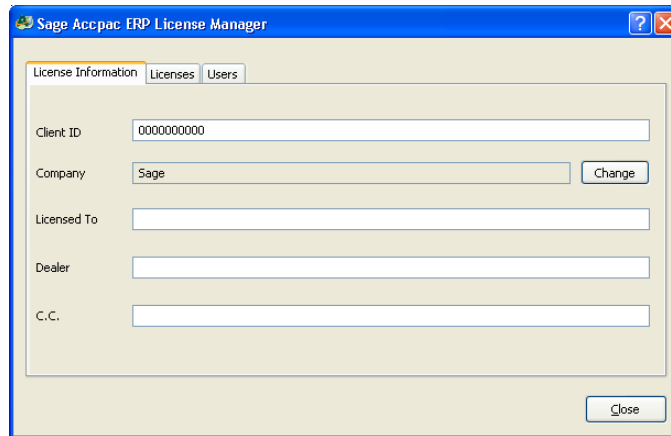
**Note:** You must install at least one LanPak 5.6, or Sage Accpac ERP will not open.

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12. After you select the programs and features you need, click Next.
13. On the next screen, in the Program Folder field, type the location on the Start menu where you want Sage Accpac to appear, and then click Next.
14. Click Install.

**Enter activation codes**

Once installation has finished, the Sage Accpac ERP License Manager appears.



The License Information tab is filled in with information you entered during installation.

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**Note:** Do not change the company name unless you need to change the business entity to which the programs are registered.

If you change the company name, the licenses will appear Unauthorized, until you apply for and enter new activation codes.

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- a. If you have activation codes for your Sage Accpac programs, click the Licenses tab, then, for each Sage Accpac program:
  - i. Double-click in the Serial Number column, and then type the serial number.
  - ii. Double-click in the Activation Code column, the activation code in that order.

If you don't yet have activation codes, you can use the 30-day temporary licenses created during installation, and record the permanent code later.
- b. If you installed Sage Accpac Intelligence Analysis or Sage Accpac Intelligence Connector, enter their activation codes on the Licenses tab.

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**Note:** The Analysis and Connector programs are not available with a 30-day license. You must have a permanent license to use them.

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- c. Click the Users tab, and then, for each LanPak you have installed, double-click in the associated column and enter, in the following order, the:
  - i. License Type for the database format you use.

- ii. Count. (This is the number of users who require Sage Accpac access for this installation.)
- iii. Serial Number (for the LanPak product).
- iv. Activation Code (supplied by Sage).

If no LanPaks are listed on the tab, click in the blank space to create a new line for a temporary license, and then enter the license type, followed by the count.

#### LanPak

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**IMPORTANT:** You must record at least one LanPak 5.6 license to use Sage Accpac ERP.

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For Sage Accpac Intelligence, one Report Manager license for one user is free with Sage Accpac ERP. If you have additional licenses for Sage Accpac Intelligence Report Manager and Sage Accpac Intelligence Report Viewer, enter their activation codes in the Activation Code column.

- d. Click Close.
- e. Click Finish to close the Installation wizard.

## Step 2: Activate Your Data for Version 5.6 Applications

In version 5.6, you can activate all the Sage Accpac ERP applications you use at one time, as follows:

1. In the Administrative Services folder, double-click the Data Activation icon.
2. When asked whether you are ready to proceed with activation, click Yes.
3. In the Data Activation form that appears, select the check box for each application for which you want to activate data.

The activation program automatically selects any applications that must be activated first, and then checks your data to ensure that it can activate them.

Most Sage Accpac applications are interdependent. If you clear the selection for an application that others require, the activation program also clears the selection for the dependent applications. For example, if you clear the selection for Accounts Payable, but Purchase Orders and Project and Job Costing are selected, the program also clears the selections for Purchase Orders and Project and Job Costing. (See "Step 1: Install Sage Accpac Programs" for information about dependencies.)

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**Note:** Sage Accpac Options products are not part of the multi-application data activation. If you select Uni Sales Analysis, Ops Inquiry, or a number change program, you are prompted to activate that program immediately.

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4. If you receive a message saying that you cannot activate an application at this time:
  - a. Close the Data Activation form.
  - b. Correct the problems described in the error message.
  - c. Reopen the Data Activation form, and continue the process.
5. Once you have finished selecting applications and entering required information, click the Activate button.

## After Activating

After activating applications, you should check data integrity for each application to ensure that the upgraded data contains no errors.

Database and  
report changes

If you want information about the latest database and report changes for any application, check the TECHINFO and FORMS documents on our Web site at the following URL:

<http://community.sageaccpac.com/resources/>

In addition, you must perform the tasks described in the following sections.

### Bank Services Update Notes

If the data integrity check found errors for Bank Services (for example, if an unposted bank reconciliation existed when you activated version 5.6), you must refresh transactions for the affected banks, as follows:

1. Open the Reconcile Statements form.
2. For each affected bank:
  - a. In the Bank Code field, type the bank code or use the Finder or the navigation buttons to display it.
  - b. Click Calculate.
3. Check data integrity for Bank Services, again.

## General Ledger Update Notes

If you activate Accounts Payable or Accounts Receivable without activating General Ledger, Sage Accpac ERP creates an empty GLAMF table. When you activate General Ledger, the program replaces this empty table with a new GLAMF table.

### If You are Upgrading from Version 5.4, or Earlier

Note that:

- We have dropped support for CA-BLE based financial reports.
- We have dropped the Retrieve ACCPAC Plus G/L Batch function.

## Accounts Payable Update Notes

### When upgrading from Accounts Payable 5.4:

Check the default selections for these new fields on the Options forms:

- Default Posting Date (for invoices).
- Default Posting Date (for payments).
- Default Detail Tax Class To 1.

If you use multicurrency, add a rounding account to each account set that does not use your functional currency. (The rounding account is used to track differences that arise when rounding multicurrency transactions.)

### When upgrading from Accounts Payable 5.3:

On the A/P Options form, check the Transactions tab to ensure that the selection for the Default Tax Reporting option is the one you want to use.

On the G/L Integration form, use the Transactions tab to specify the type of Accounts Payable data to include with transactions you send to General Ledger. You can change the data used for the entry description, detail description, detail reference, and detail comment for each type of transaction.

## Accounts Receivable Update Notes

### When upgrading from Accounts Receivable 5.4:

Check the default selections for these new fields on the Options forms, and change them, as necessary:

- Default Posting Date (for invoices).

- Default Posting Date (for receipts).
- Default Detail Tax Class To 1.

If you use multicurrency, add a rounding account to each account set that does not use your functional currency. (The rounding account is used to track differences that arise when rounding multicurrency transactions.)

If you use Order Entry, specify in your customer records:

- Whether Order Entry displays a warning, an error message, or no message when you process an order or a standalone shipment that uses the same purchase order number as an existing order or shipment for the customer.
- Whether to allow backordered quantities when you cannot fully ship an order.

### **When upgrading from Accounts Receivable 5.3:**

On the A/R Options form, accept or change the selections for the following options:

- Default Invoice Type.
- Calculate Tax Reporting Amounts Automatically.
- Create Deposit Slip When Receipt Batch Is Created.
- Include Pending (AR/OE/Other) Transactions in Credit Check.
- Check for Duplicate Checks (refund option).
- Allow Edit After Receipt Printed.

On the G/L Integration form, use the Transactions tab to specify the type of Accounts Receivable data to include with transactions you send to General Ledger. You can change the data used for the entry description, detail description, detail reference, and detail comment for each type of transaction.

### **When upgrading from Accounts Receivable 5.5, or earlier**

- If you modified your statement form(s) to print customer optional fields, previously, you must update the forms before they will work with Accounts Receivable 5.6. The sample statement form that ships with Accounts Receivable (ARSTMT10.RPT) shows how to print customer optional fields using Accounts Receivable 5.4/5.5/5.6.
- Note that you can now have only one incomplete statement run outstanding at a time. You must finish the previous statement run before beginning another one.



### If You Have Been Using AR Inquiry

If you used an older version of AR Inquiry, you must run the AR Inquiry Migration Tool to:

- Convert comment type codes to the format required by version 5.6. (Accounts Receivable 5.6 accepts only alphanumeric comment type codes, whereas there were no restrictions in earlier versions of AR Inquiry.)
- Transfer AR Inquiry setup options to Accounts Receivable version 5.6.
- Deactivate version 5.5 of AR Inquiry for the company.

The tool does not *deactivate* AR Inquiry data from versions earlier than version 5.5. If you are upgrading from Accounts Receivable version 5.3 or version 5.4, you must deactivate the earlier versions of UniDevCo's AR Inquiry product before you activate Accounts Receivable 5.6 and run the AR Inquiry Migration Tool.

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**Note:** You must have administrator rights for Sage Accpac ERP to run the AR Inquiry Migration Tool.

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#### Tip

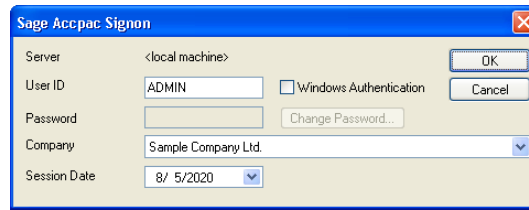
#### If you are upgrading Sage Accpac by using Database Dump to copy Pervasive.SQL or Microsoft SQL Server data to a new location:

- For a Pervasive.SQL database, copy the Uni folder from the old company data folder into the new company folder after loading the database in version 5.6.
- For a Microsoft SQL database:
  - a. Back up your UNI database from the old location and server.
  - b. Create a UNI database in the new location and server.
  - c. Restore the UNI database, keeping the UNI database name consistent with the Sage Accpac name. (That is, if your Sage Accpac company name in SQL server is SAMLTD, name the UNI database SAMLTDUNI.)

#### To run the AR Inquiry Migration Tool:

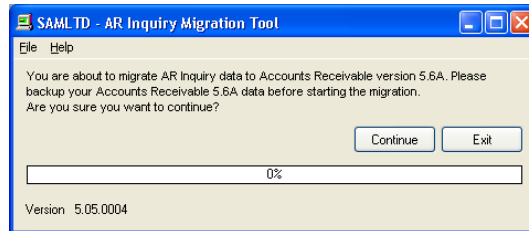
1. On the Windows Start menu, click Run.
2. Click Browse, and then navigate to the Sage Accpac\AR56A folder where you installed Accounts Receivable 5.6.
3. Double-click OptURMT.exe.

The Accpac Signon form appears.



4. Sign on to your company using your Sage Accpac Administrator account.

The following form appears:



5. Click Continue.
6. In the form that appears, specify where you want to save the migration log file, and then click OK.

## Inventory Control Update Notes

If you are upgrading from Inventory Control version 5.3, you need to add a couple of accounts to your General Ledger chart of account and to the I/C account sets when you upgrade to Inventory Control version 5.6.

Credit/Debit Note  
Clearing Account

- **Credit/Debit Note Clearing account.** When Order Entry sends returns to Accounts Receivable, it debits this clearing account, rather than the Inventory Control account or the Damaged Goods account. The general ledger transaction credits the clearing account instead of the Cost of Goods Sold and the Receivables Control accounts.

Physical Inventory  
Adjustment  
Account

- **Physical Inventory Adjustment account.** This expense account is used for the change in inventory value when you adjust inventory quantities after making a physical inventory count.

## Converting Serialized Inventory and Lot Tracking Data

Serialized  
Inventory and Lot  
Tracking

If you were using version 5.5 or 5.3B of Serialized Inventory or Lot Tracking with your previous version of Sage Accpac, you must run the Accpac SN/LT conversion program to convert the Serialized Inventory and Lot Tracking data before you can use version 5.6 programs.

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**IMPORTANT:** If you were using Return Material Authorization (RMA) 5.5, or earlier, with Serialized Inventory and Lot Tracking, you must activate RMA 5.6 *before running the SN/LT conversion program.*

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Error message if lot numbers used several times in a detail

To run the conversion program, double-click the Accpac SN/LT Data Conversion icon in the Inventory Control folder.

If the conversion program encounters a transaction where a lot number was allocated more than once in a single detail, it displays an error message saying that conversion of the transaction failed.

The conversion process continues, but the converted transaction detail will retain only one of the lot number allocations.

Although previous versions let you allocate a lot number several times in the same transaction detail, Sage Accpac now lets you allocate a lot number only once in the same detail. This change was required to permit lot tracking integration in Inventory Control 5.6.

Because this is historical data, data integrity is not affected, and you do not need to be concerned about the message.

### Checking Data Integrity

After upgrading to version 5.6A, you may receive the error "Uncosted transaction fields are not zero" when you check data integrity for Inventory Control.

The error may appear if I/C options are set to cost items during posting, but create subledger transactions during day end processing.

This error is not serious. To clear the error, run Data Integrity with the Fix Minor Error option selected.

### Printing the Item Valuation Report

The performance of this report has improved for version 5.6, but it is still a datapipe report. If you find that performance is still slow, edit sections ICVAL01 and ICVAL13 in the ICPRT.INI file to use a non-datapipe version of this report. For instructions and the required parameters to include in the .INI file, see the [Knowledgebase article KB27876](#).

## Purchase Orders Update Notes

The options Allow Serial Quantity To Be Different From The Quantity In The Entries and Allow Lot Quantity To Be Different From The Quantity In The Entries are not selected as the default setting for serialized and lotted items in version 5.6.

As a result, when checking data integrity for Purchase Orders version 5.6, you may receive error messages saying that the serial quantity or the lot quantity does not match the transaction quantity for certain items.

If you used Serialized Inventory or Lot Tracking, previously

**If you used the option Allow A Quantity In PO Or IC Receipt That Is Greater Than The Number Of Entered Serials or Allow The Transaction Quantity To Be Greater Than The Number Of Entered Lots** in your previous version of Serialized Inventory or Lot Tracking, some receipts may have a quantity received that is greater than the serial numbers or lot numbers allocated. Data Integrity will detect errors in these receipts.

Fixing data integrity errors

To correct the data integrity errors:

- Select the option Allow Serial Quantity To Be Different From The Quantity In The Entries in the item records, in Inventory Control.
- Select the option Allow Lot Quantity to be Different from the Quantity in the Entries, in Inventory Control.
- If you do not want to allow the quantities to be different in the entries, allocate serial numbers or lot numbers for any receipts where the serial or lot quantity is different from the quantity received.

If you did not use Serialized Inventory

**If you did not use Serialized Inventory, but you used the Serial Number option for some I/C items**, these items are automatically serialized when you upgrade to version 5.6.

However, the quantity received may not equal the serial numbers manually allocated in transactions that used these serialized items. Data Integrity will detect errors in:

- PO receipts that use the serialized items, if they are not yet invoiced.
- PO returns that use the serialized items, if they are not offset by credit notes.

Fixing data integrity errors

To resolve these errors:

- **If you want to serialize an item**, select the option Allow Serial Quantity To Be Different From The Quantity In The Entries in the I/C item record.

If you do not want to allow the serial quantity to be different from the quantity in the entries, allocate serial numbers in the receipts and returns that include serialized items.

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**Note:** If you do not want to serialize an item, you can clear the Serial Number option in the I/C item record, provided no serial numbers have been generated or allocated for any Inventory Control, Purchase Orders, or Order Entry transactions. If transactions exist for the item, you cannot change the option.

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The serial numbers entered with transaction details in the previous version are stored as comments for the transaction details in version 5.6

## Order Entry Update Notes

### Checking Data Integrity

“Uncosted transaction fields...” error

After upgrading to version 5.6A, you may receive the error “Uncosted transaction fields are not zero” when you check data integrity for Order Entry. The error may appear if I/C options are set to cost items during posting, but create subledger transactions during day end processing.

This error is not serious. To clear it, run Data Integrity with the Fix Minor Error option selected.

“Transaction quantity and serial/lot numbers allocated must be equal” error

The options Allow Serial Quantity To Be Different From The Quantity In The Entries and Allow Lot Quantity To Be Different From The Quantity In The Entries are not selected as default settings for serialized and lotted items in version 5.6.

As a result, when checking data integrity for Order Entry version 5.6, you may receive error messages saying that the transaction quantity and serial numbers or lot numbers allocated must be equal for certain items.

If you used Serialized Inventory or Lot Tracking, previously

**If you used the option Allow A Quantity In OE Shipment That Is Greater Than The Number Of Entered Serials or Allow The Transaction Quantity To Be Greater Than The Number Of Entered Lots** in your previous version of Serialized Inventory or Lot Tracking, some shipments may have a quantity shipped that is greater than the serial numbers or lot numbers allocated. Data Integrity will detect errors in these shipments.

Fixing data integrity errors

To correct the data integrity errors:

- Select the option Allow Serial Quantity To Be Different From The Quantity In The Entries in the item records, in Inventory Control.
- Select the option Allow Lot Quantity to be Different from the Quantity in the Entries, in Inventory Control.
- If you do not want to allow the quantities to be different in the entries, allocate serial numbers for any shipments where the number of serial quantity is different from the quantity shipped.

If you did not use Serialized Inventory

**If you did not use Serialized Inventory, but you used the Serial Number option for some I/C items and you want to serialize the item in version 5.6,** before you can use the items in new transactions in version 5.6, you must:

1. Set up the mask structure codes that you want to use for serial numbers (using the Mask Structures form in the I/C Items setup folder.)
2. For each item you want to serialize, in the I/C Item record:
  - a. On the Items tab, select the Serial Number option.
  - b. On the Serials tab, assign a Serial Number Mask code to the item.
3. Generate new serial numbers using the I/C Receipts form.

Transactions for these items posted in earlier versions will not show these items as serialized (that is, the Serial/Lot Allocation form is not available when you view the older Order Entry transactions).

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**Note:** If you do not want to serialize an item, you can clear the Serial Number option in the I/C item record, provided no serial numbers have been generated or allocated for any Inventory Control, Purchase Orders, or Order Entry transactions. If transactions exist for the item, you cannot change the option.

---

The serial numbers entered with transaction details in the previous version are stored as comments for the transaction details in version 5.6.

## Project and Job Costing Update Notes

### Consider Running the Convert To Stocking UOM

When you post job-related material transactions in Sage Accpac 5.6, Project and Job Costing converts the quantity used in the transaction to the unit of measure for the specified project resource category. (The calculation uses the conversion factor specified for the unit of measure in the I/C item record.)

**When upgrading from version 5.4 or earlier...**

If you are upgrading from Project and Job Costing (PJC) version 5.4, or earlier, consider running the Convert To Stocking UOM macro to convert items used in contracts to the stocking unit of measure used in Inventory Control *before you begin processing transactions.*

If you consistently posted material transactions using the stocking unit of measure in previous versions of PJC and Purchase Orders, the macro will help you standardize the I/C unit of measure for project resource categories in PJC, and will not distort quantities.

If you have been posting material transactions in units other than the stocking unit of measure, or in a variety of units of measure, using the macro will not be as helpful.

You can use the Transaction History form to verify the units of measure used in posted material transactions.

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**Note:** If you do not use fractional quantities in Inventory Control (or in Purchase Orders, if you have a standalone Purchase Orders system), you should convert all resource categories to the stocking unit of measure. Otherwise, if you post units of measure that are less than the I/C unit of measure used for a resource category, the quantities shown for the resource category in Contract Maintenance are rounded to a whole number and may be misleading. For example, if you post 5 "each" in Order Entry, but PJC uses "dozen," the quantity that appears for the resource category will be 0.

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## Return Material Authorization Update Notes

If you find that you are unable to process some RMAs due to data integrity errors, contact Customer Support for assistance.

Note that RMAs that were entered in RMA Maintenance in Serialized Inventory or Lot Tracking version 5.5, and earlier, are not converted. You must create new returns in RMA 5.6.

You cannot process returns for items that use serial numbers or lot numbers on invoices created in version 5.5, or earlier. To return these items, you must issue a credit note in Order Entry. (In Credit/Debit Note Entry, delete the existing details, and then add new detail lines for items that include serials or lot numbers.)

In version 5.6, you cannot process items that used the simplified Serial Number option in older versions (without the Serialized Inventory program), unless you have a license for Serialized Inventory and Lot Tracking 5.6.

## Intercompany Transactions (ICT) Update Notes

### After Upgrading from ICT Version 5.4

#### Security

Note that in version 5.6, if users have Inquiry security authorization but no Maintenance authorization for ICT Distribution Sets, the ADMIN user must reassign Inquiry authorization.

## Sage Accpac Intelligence Update Notes

If you are using Windows Vista, Windows 2008, or Windows 7, you must log in as the Windows administrator user the first time you run Sage Accpac Intelligence (SAI).

Open any form in the Sage Accpac Intelligence folder to register the ActiveX component, SageACCBi56.exe, required by SAI. You must have Windows administrator privileges to register this component, but once it is registered, other types of users can open these forms.

## Sage Accpac HRMS Payroll Link Update Notes

If you are upgrading from AH 5.4, you must perform additional steps to ensure that your employee configuration data is correct. After activating the Sage Accpac HRMS Payroll Link for version 5.6A:

1. Open the Employee Configuration form.
2. Load all employee configuration profile data.
3. Click the Go button to refresh data mapping.
4. Save the profile.

## System Manager Update Notes

Change user options

To let users open Sage Accpac ERP using their Windows signon ID, change the authentication method for each user in the Users form.

See the System Manager help for instructions on adding users and setting up security.

See the US or Canadian Payroll help for instructions on setting up employee-level security.

## What's New in Version 5.6

Sage Accpac 5.6 delivers the enhancements that our customers have requested most often, including vastly more efficient and easier installation and activation processes, and improvements to the entire suite of programs.

You can now install, upgrade, or modify all your Sage Accpac ERP programs from one DVD in one smooth process.



Similarly, you can activate all your Sage Accpac programs in a single process. Now, you select all the programs you want to activate on the Data Activation form, and then click once to begin activation.

For detailed information about the other changes in Sage Accpac, see the What's New topic in the help for each application.

### **Streamlined Documentation and User Assistance**

Everything you need to know about using Sage Accpac ERP is contained in the help for each application. Each help system includes a "What's New" topic that highlights the new features and the changes introduced in this version.

Manuals are no longer included with the products. However, you can download all version 5.5 manuals in PDF format, as well as technical information (such as database changes) from the Sage Accpac community page on our Web site, at <http://community.sageaccpac.com/resources/>.