

Orchid

Training Guide:



Optional Tables

Work Smarter with Orchid

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Information Manager - Overview

Information Manager provides relevant information from Sage 300 when you need it, how you need it and where you need it through a comprehensive suite of modules.

- Document Management Link: allows you to attach multiple files and documents to Sage 300 fields by drag and drop from within Sage 300, saved to either Microsoft SharePoint or an accessible file server. Users can also use Email SmartLink features.
- Notes: Context sensitive pop-up notes from any Sage 300 screen.
- Optional Tables (Previously Supplementary Data): Create your own data structures to store information which is normally held outside of Sage 300. Use the Spreadsheet Add-in to dynamically link spreadsheets to Optional Table - with Read and Write Back capabilities.
- Data Views: Turn Sage 300 's Optional Fields into columns to simplify and accelerate reporting.
- Report Runner: Easy to use, security driven Crystal and General Ledger Financial Report Launcher.

In addition, Information Manager can be used with other Orchid modules to enhance further the business information used in Sage 300.

- Orchid Info-Explorer: Analyze and "slice and dice" your Sage 300 data, identifying trends and drill down into the detail where you need to.
- Process Scheduler: Schedule Cube and Report extracts to optimize system usage.
- Orchid Extender module to generate content to display in Information Manager Notes. (for example Conditional Notes and dynamically retrieve data to display as Notes).

INSTALLING INFORMATION MANAGER

This topic applies to all Orchid modules that are part of the Information Manager Suite: Notes, Document Management Link, Report Runner, Optional Tables and Data Views.

The activation code determines what features are available.

Installation Steps

Information Manager is installed by executing the EXE program downloaded for installation. InstallShield will execute and guide you through the installation steps, including whether to install documentation.

Before you Start

- Download the program installer for the version of Sage 300 you are running (only available in the Partner area of the Orchid website).
- Before installing Information Manager, ensure that all users have logged out of Sage 300.

Installing the files

- Log on to the server where Sage 300 is installed as a user with full administrator rights.
- Run the previously downloaded InstallShield for the module.
- If prompted to re-boot, then do so.

Tip:

Programs are installed in the Sage 300 program folder, in the EBXXA subfolder, where EB is the 2-letter code for the Orchid module and XX depends on the Sage 300 version you are running:

Example: EB68A for Information Manager version 2021, EB69A for Version 2022, EB72A for Version 2025.

Note: REGACC is run automatically as part of the installation process. If some files are locked during the installation, the re-boot is required to unlock all files and complete the installation.

Important! If you install Sage 300 on each workstation, as well as the server, then you must do the same with Information Manager. In this case, repeat the above steps for each workstation.

Activate Information Manager

Activate Information Manager in Sage 300 Administrative Services > Data Activation.

For details on activating modules, refer to the Sage 300 System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

License Details

To start using Information Manager, you need a valid serial number and license file.

If you don't have a valid license for Information Manager, you only see the License screen.

Enter License Details

The installation doesn't require a serial number anymore. You enter the serial number and activation code in the License screen.

Note: This applies to Sage 300 versions 2019 and above. You need a serial number to install an older version.

After you install the software, you need to activate Information Manager in one company using Sage 300 Administrative Services > Data Activation.

There are two options to enter the license details:

USE A 30 DAY TRIAL LICENSE FILE

To generate a 30-day trial license file, enter the serial number provided for your module and Save the details.

AFTER PURCHASING A SUBSCRIPTION OR A PERPETUAL LICENSE

If you have purchased the module, enter the serial number and activation code provided by your Sage 300 business partner.

Note: The license applies to all the Sage 300 databases for the same installation. You only need to enter the license details in one company.

Refer to Information Manager License Screen on the facing page for details on entering Activation Code.

Tip: If installing with a 30 day grace period, additional re-installations will not extend the grace period.

Upgrading from a prior version.

1. Download the new version install program from the Orchid website (Business Partner access only)
2. Obtain the serial number and activation code for the new version
3. Backup your existing database and programs as per Sage Upgrade guidelines
4. Execute the EXE program downloaded (as above for a new install).
5. In Sage 300 / Administrative Services / Data Activation, Activate Information Manager
6. Enter serial number and activation code in the Information Manager License screen. (as above)

Minimum Requirements

You need to use the same version for the core Sage 300 modules and Information Manager. For example, Information Manager version 2025 requires Sage 300 System Manager version 2025.

Additional specific Sage 300 modules may be required to enable all functionality. Refer to Orchid Systems's website for details (<https://www.orchid.systems>).

INFORMATION MANAGER LICENSE SCREEN

To start using Information Manager, you need a valid serial number and license file.

If you don't have a valid license for Information Manager, you only see the License screen.

Note:

If you have activated Information Manager without a serial number and activation code in a database where Extender is activated with a valid license code, you also have access to I/M Options, where you can configure the tray to display Extender Log and Workflow icons.

For details, refer to Extender Workflow- Notes/DML/Extender Tray

License screen

You use the Information Manager license screen to enter serial number and activation code.

When to use:

- After a new installation or an upgrade to a newer version of Sage 300.
- After a subscription renewal, enter the activation code with the new expiry date.
- View the components of the Orchid module you are licensed for.

How to use:

- Enter the license details, click the **Add** button to create the license file.
- Restart the Sage desktop to enable the new license.

Note: If you have multiple Sage 300 databases, you only need to enter the activation code details in one company. When the licence details are entered on the first company, Information Manager creates the EB65A.lic file, which can then be read by all other companies configured on the same server.

DML Users

If you are using Document Management Link, you can view the Sage 300 users logged on and configured as a "DML User". You cannot setup users from this screen.

To setup a DML User, refer to Configure Tray for DML User

30-day Trial Licence

If you don't have an activation code for Information Manager, you can create a 30-day trial license.

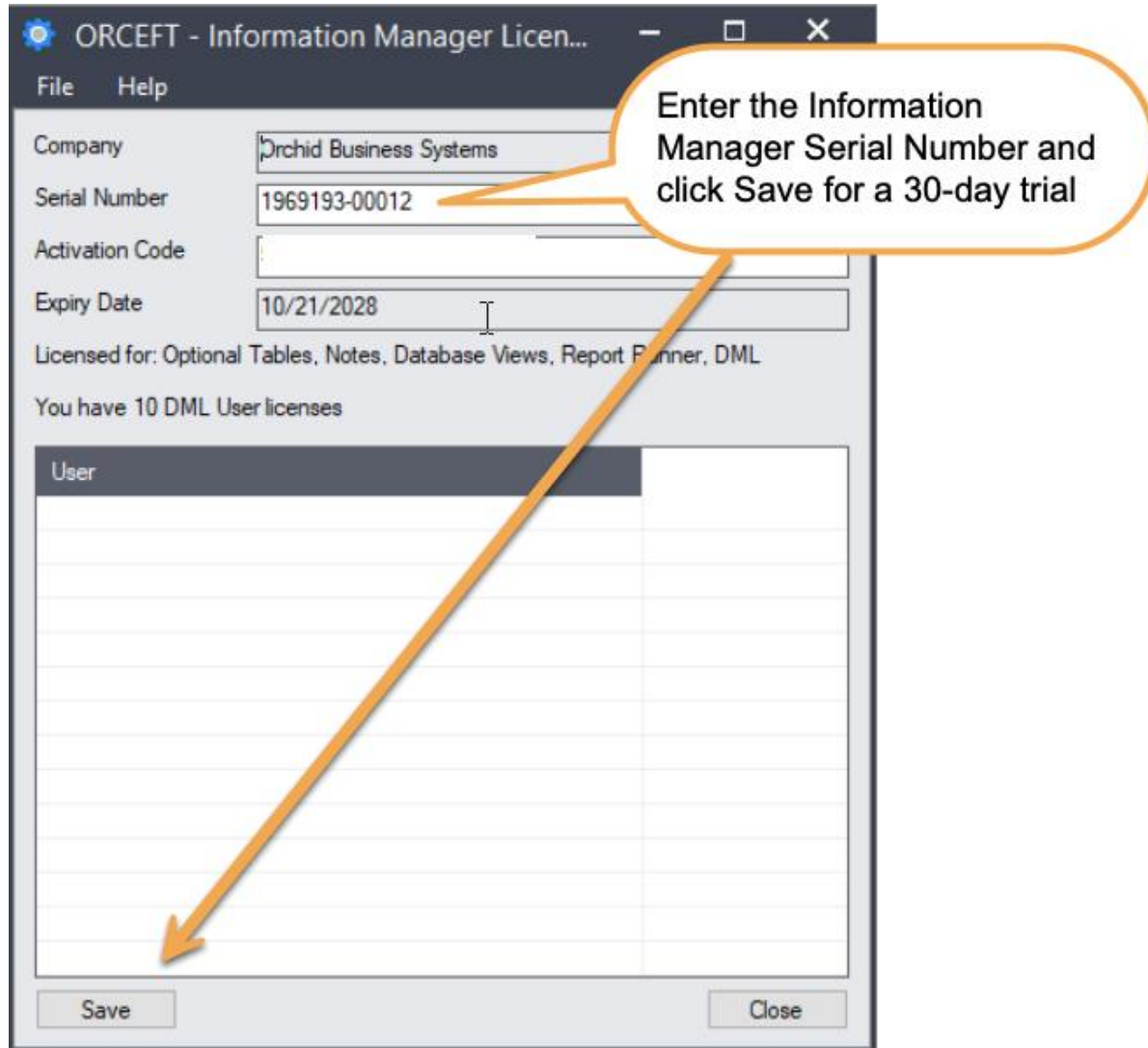
In the License screen, enter a serial number for the module, Sage 300 version and edition you are running.

Click the Add button. This create a 30-day trial license.

Optional Tables

Tip: If you install a 30-day trial, enter a valid activation code before the trial expiry date to continue using the application.

CLICK AND EXPAND FOR AN EXAMPLE SCREENSHOT



Subscription Licenses Expiry Date

You can check the subscription expiry date and enter a new activation code after a subscription renewal is processed.

Subscription licenses have an expiry date. To continue using Information Manager, you will need to renew the subscription and enter a new Activation code in the module License screen before the expiry date.

Contact your Sage 300 Business Partner for details.

Note: In the four weeks before the expiry date, users receive a warning message when logging into Sage 300 (weekly for the first three weeks and daily in the last week). If you don't renew before the expiry date, the software will become read-only.

Troubleshooting Activation Code

When saving the license information, the following problems may be encountered:

Activation code Invalid – verify the registered company name (displayed during installation) and serial number entered match the details supplied to Orchid Systems when an activation code was requested.

Invalid serial number – the entered serial number is not valid for this product, Sage 300 version and edition.

Important! If the Sage 300 Version or Edition change, a new Serial Number and activation code must be requested from Orchid Systems.

If the company name registered with Sage changes, a new Activation Code must be requested from Orchid Systems.

Refer to detailed troubleshooting tips in [Troubleshooting Activation Code](#),

Activation code and available functionality

Depending on the components you are licensed to use, some features described here may not be available for you to use. Some functionality of Information Manager is only active if you have purchased the required module component.

The license screen displays what components of the Information Manager module are included in the activation code.

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Setup Optional Tables

The setup steps are described in the Visual Process Flow (VPF) below followed by detailed steps. To assign VPF, see Assigning Visual Process Flows



If you need to record extra information in a structured format, analyze your Sage 300 data or prepare forecasts or budgets, Orchid Information Manager Optional Tables lets you create new fields (facts) in any module of Sage 300 (including third party modules developed in the SDK) and link them through to multiple Sage 300 master files (dimensions) and gives you the power to use this information in many ways.

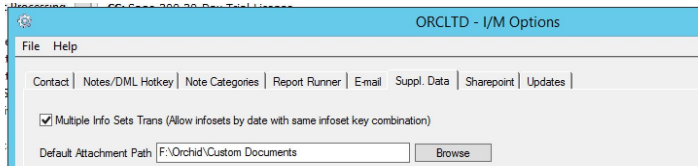
1. Store structured data in Optional Tables against any Sage 300 View which does not already have Optional Tables (eg Sales Person) for use in Information Manager Notes or in reporting (eg Info Explorer or Crystal Reports, using I/M Data views to simplify the optional field reporting)
2. Store budget data for any Sage 300 View / combination of views (for example a customer and item budget) for use in Information Manager Notes or in reporting. This is generally entered in the Grid or the Excel Addin and used in reports.

You are creating custom data structures within your Sage 300 database (stored in Optional Tables /Infosets).

- Manage KPIs, budgets, forecasts, actual results and non-financial data at any level.
- Report at the level you define with the combination of dimensions and facts you specify, using financial, non-financial and your own custom data.

KEY STEPS TO SETUP OPTIONAL TABLES

1. Create Optional Fields in Sage 300 Common Services, appropriate to the information you need to track in Optional Tables
2. Use I/M Setup \ Options \ Options Form - Suppl. Data Tab on page 22 to configure Optional tables. Options Form - Suppl. Data Tab on page 22



3. Use I/M Setup\ Optional Tables - Info set Codes Setup Overview on page 15 to create the required optional tables, linked to the Sage 300 Screens/View(s) and Optional Fields.

Example: To store information (text or numeric values) for Customer and Item combination, create an Info set linked to AR Customer and I/C Item, and attach optional fields for each value you want to store per Customer and Item combination (eg Budget Value, Budget Cost, Budget Margin).

USING OPTIONAL TABLES INFORMATION

4. To display the Optional Tables details in a Note for a Sage 300 Screen, you need to configure Information Manager Notes I/M Setup / Options / Notes/DML/Extender Tray tab .

See Info set details and Notes on page 51

5. Optionally, you can use Information Manager Data Views to include the Optional Tables details in your reporting tool more easily (for example, custom Crystal Reports or Orchid Info Explorer).

See Data Views on page 37

5. Enter, import or update Optional Tables Data.

See Information Entry - Overview on page 25

See Information Entry Grid on page 26

See Information Entry from Excel on page 27

6. Using Optional Tables data in Orchid Info Explorer

See InfoSet Codes - Cube Query on page 16

See InfoSet Codes - Database Connection on page 21

INFORMATION MANAGER - TUTORIAL

The setup steps are described in the Visual Process Flow (VPF) below followed by detailed steps. To assign VPF, see Assigning Visual Process Flows



How do I?	Level	Steps
Store a source document holding relationships between GL accounts and Parent Company account?	InfoSet Code Setup	<ul style="list-style-type: none"> Choose Setup / InfoSet Code Setup a new InfoSet Code called GLACCOUNT Enter a Description for example Parent Company Holding Relationships Do not tick Multiple Info Sets Trans as this data is not "date Driven" In InfoSet Viewtypes, choose GLACCOUNT as the view type Click "refresh" to set the keys for this InfoSet Add/Save
	Information Entry	<ul style="list-style-type: none"> Choose I/M Transactions / Information Entry Click New select GLACCOUNT as the InfoSet Code choose the GL account required. On the Desc/Ref/Comments tab attach the

Optional Tables

		required document.
Track sales forecasts in dollar value and in quantity by customer and item category	Infoaset Code Setup	<ul style="list-style-type: none"> Choose Setup / Infoaset Codes Setup a new Infoaset Code called CUSTCATEG Enter a Description for the Infoaset code or example Customer & Category Forecast Tick Multiple Info Sets Trans as you require "date driven" data - a forecast per date if required In Infoaset Viewtypes, choose CUSTOMER as the view type Insert a new line and add ITEMCATG as the 2nd view type Click "refresh" to set the keys for this Infoaset In Infoaset Optional Fields Tab, add the optional fields required (BudQty and BudSales). These optional fields must have previously been created in Common Services\Optional fields Add/Save
	Information Entry Grid	<ul style="list-style-type: none"> Choose I/M Transactions / Information Entry Grid Click new Select CUSTCATEG as the Infoaset Code choose the customer and category required. Click the go button Add the date required and data values for BudQty and BudSales
Store contract with sales forecasts discussed with a particular customer	Infoaset Code Setup	<ul style="list-style-type: none"> Choose Setup / Infoaset Codes Setup a new Infoaset Code called CUSTOMER Enter a Description for the Infoaset code or example Customer Contracts Tick Multiple Info Sets Trans as you might require "date driven" data - a contract per year In Infoaset Viewtypes, choose CUSTOMER as the view type Click "refresh" to set the keys for this Infoaset Add/Save
Enter my customer forecast in Excel	Information Entry from Excel	
View my customer fore-	Infoaset Codes	

cast with InfoSetViewer		
	InfoSetViewer	

OPTIONAL TABLES - INFOSET CODES SETUP OVERVIEW

An information set is made up of the Sage 300 fields you want to store the information against and the optional fields you want to store data against. In addition, the information set contains information regarding

- queries required for the InfoSetViewer
- database connection details
- view definition if a database view is to be generated from the information set code.

Use the InfoSet Codes setup to create new infoSet codes

To set up an Information Set Code

Enter a code and a Information set Description

Enter if the Information set has been locked (ie no more changes can be made). Click Lock / Unlock to lock / unlock budgets.

InfoSet Details

Use this tab to enter the viewtypes to which the infoSet will be attached. For example ARCUSTOMER and ICITEM.

Enter if the infoSet is locked (no further updates allowed) or not

Enter if the infoSet is date driven - i.e. multiple infoSet records allowed by date for the same key combination

InfoSet Optional Fields

Choose the optional fields you want to budget for / enter information against

Important! Fields must have been already created in Common Services / Optional fields

Cube Query

Define and create multiple SQL Queries for running with Orchid Info Explorer

Database View

Define and create SQL statements to assist in creating views in the underlying database. Views greatly simplify Crystal reports when using optional fields

Database Connection

Optional Tables

Define the connection string for connecting to the database to create views or execute SQL queries

INFOSET CODES - CUBE QUERY

InfoSet Optional Fields

Optional Field - select optional field to attach to this infoSet

Optional Field Description - displayed

Value Set

Default Value - enter a default value if required

Value Description

Required - Enter "Yes" if this is a mandatory optional field

Auto Insert - enter "Yes" if this optional field is to be created when an InfoSet Record is created

Note: The query is limited to 2500 characters - so keep dimension names and fact names relatively short

Example: by clicking the GO >> button, the following MS-SQL query would be generated for a Information set called "Budget" with three optional fields attached, BUDCOST, BUDQTY, BUDVALUE. The two key values to the infoSet are ARCCUSTOMER and ICITEM

Budget InfoSet Query

```
select rTrim(ebinfo.field1)
+ ' - ' + rTrim(ARCUS_Customer.[NAMECUST]) as Customer,
rTrim(ebinfo.field2)
+ ' - ' + rTrim(ICITEM_Item.[DESC]) as Item,
cast(left(cast(ebinfo.infodate
as nvarchar), 4) + '/' + substring(cast(ebinfo.infodate as nvarchar),5,2)
+ '/' + right(cast(ebinfo.infodate as nvarchar),2) as DateTime) as Infodate,

cast(BUDCOST.value
as real) as BUDCOST,
cast(BUDQTY.value
as real) as BUDQTY,
cast(BUDVALUE.value
as real) as BUDVALUE
```

```

from
  ebinfo left outer join ebinfoo as BUDCOST on ebinfo.infokey = BUDCOST.infokey
  and BUDCOST.optfield = 'BUDCOST'
left
  outer join ebinfoo as BUDQTY on ebinfo.infokey = BUDQTY.infokey and BUDQTY.optfield
  = 'BUDQTY'
left
  outer join ebinfoo as BUDVALUE on ebinfo.infokey = BUDVALUE.infokey and
  BUDVALUE.optfield = 'BUDVALUE',
ARCUS
  as ARCUS_Customer,
ICITEM
  as ICITEM_Item
where
  ebinfo.infoset = 'BUDGET' and ebinfo.field1 = ARCUS_Customer.IDCUST and
  ebinfo.field2 = ICITEM_Item.ITEMNO

```

Actual vs Budget Reporting

Example using Order Entry

To report on Budget vs Actual using the example infoset described above (ie both sets of data in the cube at the same time),

a) put a place holder in the first query for the cost (ACTCOST), quantity (ACTQTY) and value (ACTVALUE) to be returned

Budget Query

```

SELECT rTrim(ebinfo.field1)
  + ' - ' + rTrim(ARCUS_Customer.[NAMECUST]) as Customer,
rTrim(ebinfo.field2)
  + ' - ' + rTrim(ICITEM_Item.[DESC]) as Item,
cast(left(cast(ebinfo.infodate
  as nvarchar), 4) + '/' + substring(cast(ebinfo.infodate as nvarchar),5,2)
  + '/' + right(cast(ebinfo.infodate as nvarchar),2) as DateTime) as Infodate,
cast(BUDCOST.value as real) as BUDCOST,
cast(BUDQTY.value as real) as BUDQTY,
cast(BUDVALUE.value as real) as BUDVALUE
FROM
  ebinfo left outer join ebinfoo as BUDCOST on ebinfo.infokey = BUDCOST.infokey
  and BUDCOST.optfield = 'BUDCOST'
left outer join ebinfoo as BUDQTY on ebinfo.infokey = BUDQTY.infokey and BUDQTY.optfield
  = 'BUDQTY'
left outer join ebinfoo as BUDVALUE on ebinfo.infokey = BUDVALUE.infokey and
  BUDVALUE.optfield = 'BUDVALUE',
ARCUS as ARCUS_Customer,
ICITEM as ICITEM_Item
WHERE
  ebinfo.infoset = 'BUDGET' and ebinfo.field1 = ARCUS_Customer.IDCUST and
  ebinfo.field2 = ICITEM_Item.ITEMNO

```

b) use SQL Server Management Studio to write a query to summarise the actuals to the same level, insert the budget place holders and union the result to the budget result,

Budget UNION Actual Query

```
--Budget from Info Manager Optional Tables (as above)
SELECT
  rtrim(ebinfo.field1) + ' - ' + rtrim(ARCUS_Customer.[NAMECUST]) as Customer,
  rtrim(ebinfo.field2)
  + ' - ' + rtrim(ICITEM_Item.[DESC]) as Item,
  cast(left(cast(ebinfo.infodate
    as nvarchar), 4) + '/' + substring(cast(ebinfo.infodate as nvarchar),5,2)
    + '/' + right(cast(ebinfo.infodate as nvarchar),2) as DateTime) as Infodate,
  cast(BUDCOST.value
    as real) as BUDCOST, cast(BUDQTY.value as real) as BUDQTY, cast(BUDVALUE.value
    as real) as BUDVALUE, 0 as ACTCOST, 0 AS ACTQTY, 0 AS ACTVALUE
FROM
  ebinfo
  left outer join ebinfo as BUDCOST on ebinfo.infokey = BUDCOST.infokey
  and BUDCOST.optfield = 'BUDCOST'
  left outer join ebinfo as BUDQTY on ebinfo.infokey = BUDQTY.infokey and BUDQTY.optfield
    = 'BUDQTY'
  left outer join ebinfo as BUDVALUE on ebinfo.infokey = BUDVALUE.infokey and
    BUDVALUE.optfield = 'BUDVALUE',
  ARCUS as ARCUS_Customer, ICITEM as ICITEM_Item
WHERE
  ebinfo.infoset = 'BUDGET' and ebinfo.field1 = ARCUS_Customer.IDCUST and
  ebinfo.field2 = ICITEM_Item.ITEMNO

UNION ALL
-- Actual
SELECT
  rtrim(customer) + ' - ' + rtrim(max(arcus.namecust)),
  rtrim(item) + ' - ' + rtrim(max(icitem.[desc])),
  cast(left(cast(trandate as nvarchar), 4) + '/' + substring(cast(trandate as
    nvarchar),5,2)+ '/'
    + right(cast(trandate as nvarchar),2) as datetime),
  0, 0, 0,
  sum(fcstsales), sum(qtysold), sum(famtsales)-sum(fretsales)
FROM
  OESHDT, ARCUS, ICITEM
  WHERE OESHDT.CUSTOMER = ARCUS.IDCUST AND OESHDT.ITEM = ICITEM.ITEMNO
GROUP BY CUSTOMER, ITEM, TRANDATE
```

c) add the ACTCOST, ACTQTY, ACTVALUE to the fact list and save the query

Example using General Ledger

Step 1: Create an infoset called FORECAST

It has one viewtype called GLACCOUNT, and one optional field called BUDVALUE.

Clicking the query GO (>>) button gives you the following query. It results in a cube with one dimension for the full account, budget values only.

GL Budget Infoset query

```
SELECT
  rtrim(ebinfo.field1) + ' - ' + rtrim(GLAMF_GLAaccount.[ACCTDESC]) as GLAccount,
  cast(left(cast(ebinfo.infodate as nvarchar), 4) + '/' + substring(cast(ebinfo.infodate as
nvarchar),5,2)
  + '/' + right(cast(ebinfo.infodate as nvarchar),2) as DateTime) as Infodate,
  cast(BUDVALUE.value as real) as BUDVALUE
FROM
  ebinfo
  left outer join ebinfo as BUDVALUE on ebinfo.infokey = BUDVALUE.infokey
  and BUDVALUE.optfield = 'BUDVALUE', GLAMF as GLAMF_GLAaccount
WHERE
  ebinfo.infoset = 'FORECAST' and ebinfo.field1 = GLAMF_GLAaccount.ACCTID
```

Step 2: Add a field for each G/L Account segment

To have a dimension for the 3 segments of the account, replace the query with the following. This splits the account into the 3 segments - account, division and region, and gets the associated descriptions and puts a placeholder for the actual values as 0

GL Query with segments as fields

```
SELECT
  rtrim(ACSEGVAL01) + ' - ' + rtrim(naccount.acctdesc) as Account,
  rtrim(ACSEGVAL02) + ' - ' + rtrim(division.segvaldesc) as Division,
  rtrim(ACSEGVAL03) + ' - ' + rtrim(region.segvaldesc) as Region,
  cast(left(cast(ebinfo.infodate as nvarchar), 4) + '/' + substring(cast(ebinfo.infodate as
nvarchar),5,2)
  + '/' + right(cast(ebinfo.infodate as nvarchar),2) as DateTime) as Infodate,
  cast(BUDVALUE.value as real) as BUDVALUE, 0.00 as ACTVALUE
FROM
  ebinfo left outer join ebinfo as BUDVALUE on ebinfo.infokey = BUDVALUE.infokey
  and BUDVALUE.optfield = 'BUDVALUE',
  GLAMF as naccount LEFT OUTER JOIN GLASV as division ON ACSEGVAL02 = division.SEGVAL
  AND DIVISION.IDSEG = '000002'
  LEFT OUTER JOIN GLASV as REGION ON ACSEGVAL03 = DIVISION.SEGVAL AND DIVISION.IDSEG
  = '000003'
WHERE
  ebinfo.field1 = naccount.ACCTID and ebinfo.infoset = 'FORECAST'
```

Step 3: UNION ALL to add Actual Data from GLPOST table

Tip: multiply "i" income accounts by -1 to show a positive number in the cube

UNION Budget and Actual Query

```

SELECT rtrim(ACSEGVAL01) + ' - ' + rtrim(naccount.acctdesc) as Account,
rtrim(ACSEGVAL02) + ' - ' + rtrim(division.segvaldesc) as Division,
rtrim(ACSEGVAL03) + ' - ' + rtrim(region.segvaldesc) as Region,
cast(left(cast(ebinfo.infodate as nvarchar), 4) + '/' + substring(cast(ebinfo.infodate as
nvarchar),5,2)
+ '/' + right(cast(ebinfo.infodate as nvarchar),2) as DateTime) as Infodate,
cast(BUDVALUE.value as real) as BUDVALUE, 0.00 as ACTVALUE
FROM
    ebinfo left outer join ebinfoo as BUDVALUE on ebinfo.infokey = BUDVALUE.infokey
    and BUDVALUE.optfield = 'BUDVALUE',
GLAMF
    AS naccount LEFT OUTER JOIN GLASV AS division ON ACSEGVAL02 = division.SEGVAL
    AND DIVISION.IDSEG = '000002'
LEFT
    OUTER JOIN GLASV AS REGION ON ACSEGVAL03 = DIVISION.SEGVAL AND DIVISION.IDSEG
    = '000003'
WHERE
    ebinfo.field1 = naccount.ACCTID and ebinfo.infoset = 'FORECAST'

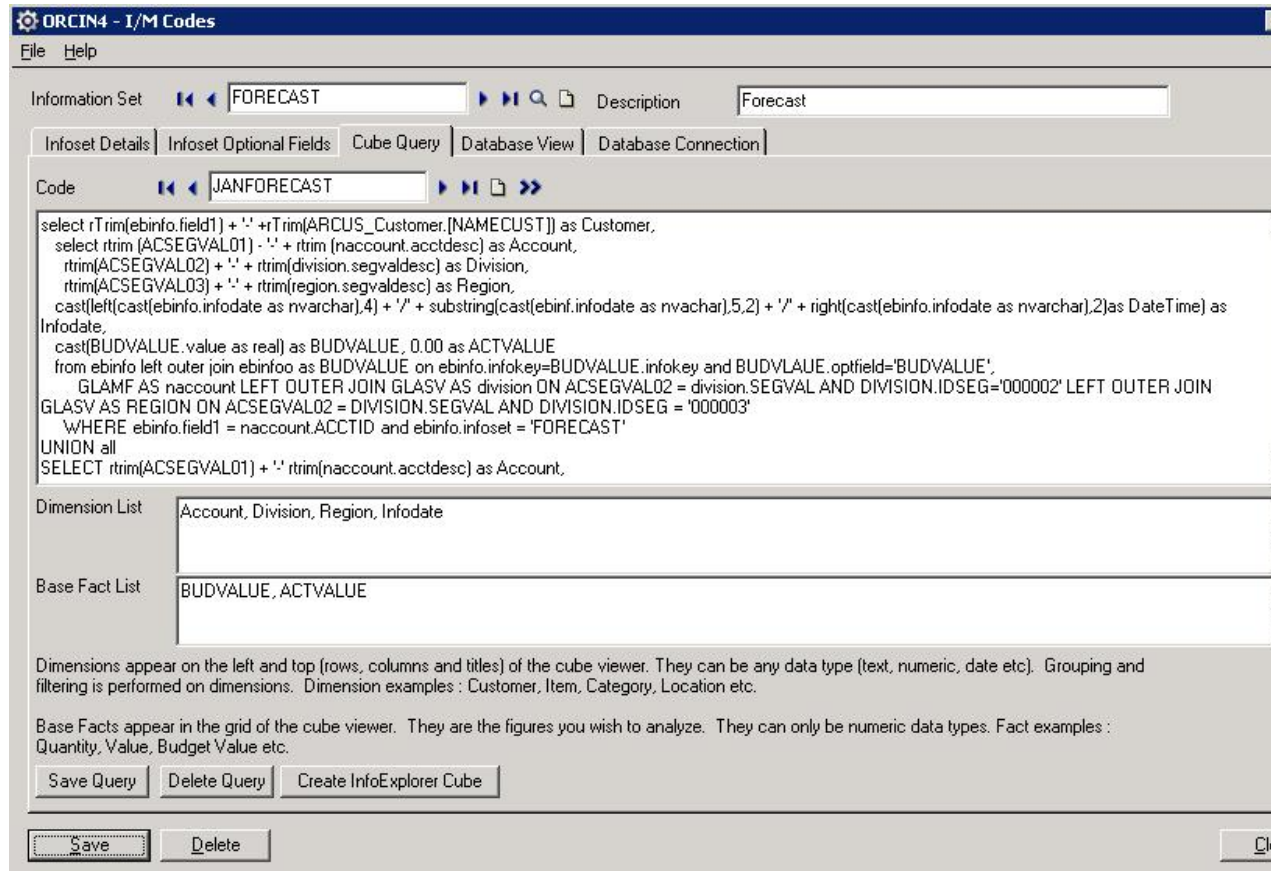
UNION ALL

SELECT rtrim(ACSEGVAL01) + ' - ' + rtrim(naccount.acctdesc) as Account,
rtrim(ACSEGVAL02) + ' - ' + rtrim(division.segvaldesc) as Division,
rtrim(ACSEGVAL03) + ' - ' + rtrim(region.segvaldesc) as Region,
cast(left(cast([JRNLDATE] as nvarchar), 4) + '/' + substring(cast([JRNLDATE] as nvarchar),5,2)
+
    '/' + right(cast([JRNLDATE] as nvarchar),2) as DateTime) as Infodate,
0.00 AS BUDVALUE,
case naccount.acctbal when 2 then (cast(transamt as real) * -1) else cast(transamt
as real) end as ACTVALUE
from
    glpost,
GLAMF
    AS naccount LEFT OUTER JOIN GLASV AS division ON ACSEGVAL02 = division.SEGVAL
    AND DIVISION.IDSEG = '000002'
LEFT
    OUTER JOIN GLASV AS REGION ON ACSEGVAL03 = DIVISION.SEGVAL AND DIVISION.IDSEG
    = '000003'
WHERE GLPOST.ACCTID = naccount.ACCTID

```

Step 4: And add the new dimensions Account, Division, Region, Infodate as show below

Step 5: Ensure the facts are BUDVALUE and ACTVALUE as shown below



INFOSET CODES - DATABASE CONNECTION

Database Connection

This is where you setup the database connection.

The user id & password is the DATABASE username & password, not the Sage 300 one.

E.g.

- For a MS-SQL you need to specify the user ID & password.

SAMINC

Server – SQL server name

The screenshot shows a software interface with five tabs: 'InfoSet Details', 'InfoSet Optional Fields', 'Cube Query', 'Database View', and 'Database Connection'. The 'Database Connection' tab is selected. It contains four text input fields: 'User ID' with the value 'administrator', 'Password' with masked characters 'XXXXXXXX', 'Database' with the value 'SAMINC', and 'Server / Datasource' with the value 'SAMINC'. A 'Test Connection' button is located to the right of the 'User ID' field.

OPTIONS FORM - SUPPL. DATA TAB

FIELDS AND CONTROLS

USE THE SUPPL. DATA TAB TO CHOOSE WHETHER YOUR INFORMATION MANAGER SYSTEM WILL:

Multiple Info Sets transactions per information set.

Tick to allow multiple infoSets by date with the same infoSet key combination

Example: You should tick this option if you want to keep a date driven data set - for example budgets per fiscal period or week or day. For details, see Multiple Budgets.

DEFAULT ATTACHMENT PATH

Use this tab to specify a default path for InfoSet attachments.

If you are using the ability to store document attachment links in your InfoSet, then you can specify a default directory for the documents in the I/M options to assist in organising the location of the data.

SETUP INFOSET VIEW TYPES

In most instances, you will not need to setup InfoSet View types. The views have been preset by the developers.

Information Manager comes with 20 predefined Sage 300 views that can be budgeted against. These fields are all key fields from the main Sage 300 Master files.

- Customer
- Customer Group
- National Account
- Customer Account Set
- Item
- Item Category
- Item Account Set
- Item segment 1 to 10
- Location
- Sales Person
- GL Account
- GL segments 1 to 10
- Vendor
- Vendor Group
- Vendor Account Set
- Currency
- Job
- Phase
- Category
- Employee
- Optional Fields
- Job category
- Project Category
- Other

To define other views, you need to enter

View type - the code by which you will access the view type details

Description - the description you want for this view type

Label - the default label you want to use for the field.

View ID - the view ID can be found in the Sage 300 SDK for the Sage 300 Master file you want to report on (e.g. IC0310)

Sort Order - select the sort order by which the view will be accessed

Display field - select the field to be displayed back once the key is entered. For example for vendor this would be VENDNAME

If you wish to generate a database view from this view type (in order to assist with Crystal reporting), you must complete the following two fields :

Composed with view - select the main view to which the view type view is composed

Master Optional Field Detail View - enter the view id of the optional fields view to be flattened against the master view

If you need to add other fields to Information Manager (from Sage 300 third party modules developed using the Sage 300 SDK, such as MIsys or Service Manager), we recommend that you contact your Sage 300 Solution Provider or <https://www.orchid.systems> for assistance in setting up the view types.

Using Optional Tables

You can use optional tables to enter budget information in Sage 300 for fields or combination that do not have budget information in the core modules.

You can also display content of Optional Tables in Information Manager Notes.

For details

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Configure how the Notes will be displayed in the Alert Tray.	35

INFORMATION ENTRY - OVERVIEW

Use the Information Entry form to:

- Enter / update Infoset values by date and key fields defined in Infoset Code Setup Screen.
- Enter / update Infoset values by key fields defined in Infoset Code Setup Screen

The headings in the Detail Data entry grid are set up in the Infoset Code Setup Section by attaching optional fields to the Infoset Code.

Type or use the calendar to select a date for the first detail line, and enter the values for the optional fields selected.

If the "Multiple Infoset Trans" Option is turned on in the Information Manager Options and in the Infoset Code Setup section, you can enter multiple lines for the same combination of key fields, but each with a different date.

For details, refer to Information Entry - Field List

INFORMATION ENTRY GRID

Use this entry form if you need to maintain multiple InfoSet Records - driven by date - for one InfoSet code key combination.

For example, to maintain all the budget information (all periods) for the Customer and Item budget.

The headings in the Detail Data entry grid reflect the optional fields attached to the InfoSet Code.

Type or use the calendar to select a date for the first detail line, and enter the values for the optional fields selected.

If the "Multiple InfoSet Trans" Option is turned on in the Information Manager Options and in the InfoSet Code Setup section, you can enter multiple lines for the same combination of key fields, but each with a different date.

FIELDS AND CONTROLS

Infokey - use the navigation and/or finder buttons to find the appropriate InfoSet code record or click New for a new InfoSet code record

Information Set Code - select the appropriate InfoSet code.

Field1 to Field10 - Depending on the view types activated for the selected InfoSet code, the appropriate fields (field1..10) will be activated with the appropriately associated labels and finder.

Click the Go button to refresh the data grid

InfoSet Record Date - enter the required date for the optional fields to be entered. If "multiple infoSet trans" has not be activated for the selected InfoSet code, this field is not required but may be used

Fiscal Year - defaults to fiscal year of infoSet record date, but may be over typed

Fiscal Period - defaults to fiscal period of infoSet record date, but may be over typed

Optional Field Columns - the optional fields attached to the InfoSetCode will be displayed (if set up to "auto insert") or can be attached to the InfoSet record

Reference - Type an optional reference for the Information set.

Description - Type an optional description for the Information set.

Attachment -Type an optional attachment for the Information Set.

Choose Browse to find the file in Windows Explorer.

Choose View to view the details. If the attachment file extension is a known type on your workstation, the attachment will open.

Comment - Type an optional comment for the Information Set, using up to 250 characters, then press Tab to add the comment to the Information Set. Note: if you do not press Tab, your comment

will not be saved. You can either let the program assign the line breaks or assign them yourself, by pressing the Ctrl and Enter keys together each time you want to start a new line.

Category. The category will default to the "Default Category" as defined on the InfoSet, but may be changed in order for these notes to display in a different colour.

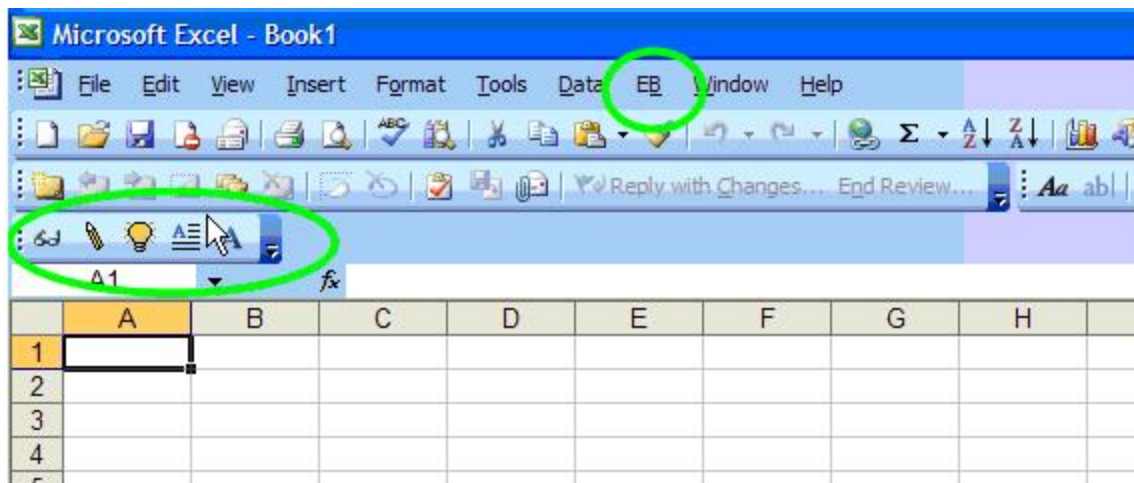
Note: Reference, Description and Comment can be displayed in Notes.

INFORMATION ENTRY FROM EXCEL

Choose this icon to read values maintained in Information Manager into Excel and write the data back into Microsoft Excel.

Microsoft Excel will start with an Excel EB Add-in to read the data, read the descriptions of the key fields entered and write the data back to Sage 300 Information Manager.

In Excel you will have the EB menu and EB Toolbar



The EB menu has the following items



Which can be accessed from the EB Toolbar

Optional Tables



To read information you click EB\Read Budget Info

To Write information you click EB\Write Budget Info

To use the wizard to assist in pasting a formula, you click EB\Formula Wizard

To get a list of codes from Sage 300 , you use EB\Pick Codes

To get a description (name) of a code, you use EB\Description Wizard

Explanation of the formulas :

Read / Write formula

```
=eb(G6,"BUDVALUE","BUDGET",A6,D6,U$4,G$3,G$4)
```

EB is a read or write from the Accpac database

Source/Destination (G6)

The result will either be read from Accpac and put in G6 if reading, or read from G6 and written to the database

Optional Value "BUDVALUE"

The optional value key is BUDVALUE but could be in a cell reference for eg \$g\$1

Information Code "BUDGET"

The information code is "BUDGET" in this example but could be in a cell reference

Information Key Values A6 and D6

Then follows the number of keys which are active for this Information code – in our example 2 values, A6 which is the customer code and D6 which is the item code.

Info date in U\$4, Fiscal Year G\$3 and Fiscal Period G\$4

The final three parameters are the info date, fiscal year and fiscal period. If they are not being used in a information set, then these three parameters should read 0 and 0 and 0 as follows. IE they are mandatory entries. Info Date, Fiscal Year and Fiscal Period must be strings.

```
=eb(G6,$G$1,"CI",A6,D6,"0","0","0")
```

The info date format must be YYYYMMDD

The fiscal year format must be YYYY

The Fiscal Period format must be PP

You could also do a formula without cell references as follows

```
=eb(G6,"BUDVALUE","BUDGET","1200","A11030","20101010","2010","01")
```

Description Formula

`=eb($B6,"ARCUSTOMER",$A6)`

Source/Destination (\$B6)

The result will either be read from Accpac and put in B6

VIEW TYPE "ARCUSTOMER"

The view type from which the add in will read the data

View Key \$A6

The key to the view you want to read – in this case the customer number

The formula is equivalent to :

`=eb($B6,"ARCUSTOMER","1100")`

The description wizard will assist you in pasting in this formula into the excel spreadsheet :

This would paste the formula : `=eb(B6,"ARCUSTOMER","1100")`

Into the current active cell

You can use the cell navigation buttons to move the active cell and do another selection

Optional Tables

The Pick wizard will enable you to select all codes from a view type – for example all customer codes :

A13100	Halogen Desk Light	100	2,000	4,000	5,000	7,000	9,000	1,000	12,000	900	800	9,000	1,600
A13200	50W/12V Halogen Bulb	1,250	25,000	50,000	62,500	87,500	112,500	12,500	150,000	11,250	10,000	112,500	20,000
A14000	Desk Note Book	10	200	400	500	700	900	100	1,200	90	80	900	160
A14500	Bulletin Board	100	2,000	4,000	5,000	7,000	9,000	1,000	12,000	900	800	9,000	1,600
A11030	Fluorescent Desk Lamp	1,250	25,000	50,000	62,500	87,500	112,500	12,500	150,000	11,250	10,000	112,500	20,000
A13100	Halogen Desk Light	10											160
A13200	50W/12V Halogen Bulb	100											1,600
A14000	Desk Note Book	1,250											20,000
A14500	Bulletin Board	10											160
Total		5,640											87,040

Paste View Codes

View Type Code

ARCUSTOMER

From

Customer

1100

Bargain Mart - San Diego

To

Customer

ZZMEM

Cash Sale Memeber

Paste Orientation (from Active Cell)

☒ Vertical
 ☐ Horizontal

Active Cell Navigation

Column:

Row:

←

→

↑

↓

Paste

Close

Help

When you click past, then all customer codes from 1100 to ZZMEM would be pasted into the currently active cell = shown by the box on the spreadsheet (E20)

INFOSET DETAILS AND NOTES

WHEN TO USE:

Configure Notes/DML/Extender Tray to display structured notes in the Alert Tray.

InfoSet Notes Setup - Notes/DML/Extender Tray Tab (I/M Options)

Select **InfoSet** Alert Type -Alert Based on structured data / Optional fields setup in Information Manager Optional Tables / Setup / InfoSet Codes.

Requirement! Requires Sage 300 Optional Field module and Orchid Optional Tables.

Example with one Field - LOCATION

Example with Customer Number and Item Number

Optional Tables

Field	Value
Line Number	3
Type	Infoset
RotolD	
Field label - {value}	CUSTOMER NUMBER
Second Field label - {value2}	ITEM NUMBER
Infoset/Note Type	BUDGET
Open with	Information Entry Grid
Open Attachment	No
Notification Method	None
Show alert	Show alert
Alert content	Show Comment and Description
Heading	Customer Item Budget

AUTOMATICALLY START THE NOTES/DML

Select "Yes" for the "Automatically Start Notes/DML Tray" option

The Tray will automatically start for all Sage 300 users, using their currently logged on credentials.

In order for Notes or Documents to be displayed for the user, the tray icon needs to be running while the user is active in Sage 300 .

Note: Individual Users can overwrite the Notes setup in the IM Transactions / Notes User Options. See details in Notes User Options

DISPLAY ORDER (IM OPTIONS / NOTES/DML HOTKEY TAB)

Enter a number from zero to 9999 to indicate the display order for this note. If you have two or more notes configured around the same screen then the notes will be displayed in this order where zero is first, one is second, etc.

Display Order is updated in the Grid view (and not the Details View).

Configure which Sage 300 Fields/Screens display the Optional Table/InfoSet content in the Alert Box.

ROTOID

RotolD - unique id for each screen - Optional

RotolD is the Sage 300 unique screen ID for the Desktop screen. You only need to enter it if you want to restrict the Document/Notes to one particular Sage 300 Screen.

Leave the RotolD field blank If you want the note / Document to trigger for all Sage 300 forms which have the Field label specified. The alert will show as per its configuration.

Example: For example, if you want Vendor Invoices only to show on the Vendor Activity screen, you would fill in the RotolD of AP1500.

For details on finding the RotolD, refer to How to find the RotolD of a Sage 300 screen

FIELD LABEL

Enter the field label from the Sage 300 screen which is to trigger the display of the Optional Table - InfoSet icons.

If the Field Label is entered with quotes, e.g. "PY", Information Manager will use the hard coded value in addition to the value set in the Second Field Label.

Important!

1. The same field may have different labels on different screens. See Example 1 below
2. The same field label may be used on the Header and Grid component of the same screen. See Example 2 below. Adding "F." to the field label forces it to use the field control and "G." forces it to use the grid control.

Examples:

1. In AR Receipt Entry there are two Document Number fields - one on the header and one in the grid. To force the tray to use the correct one, you should use "F.DOCUMENT NUMBER" for the screen label or "G.DOCUMENT NUMBER" for the grid field label. .

2. If you want the same list of documents to show on both the AR Customer Screen and the AR Customer Inquiry, you need to add two rows in the IM Setup\Options on the Notes/DML/Extender Tray tab. One for the Field Label "CUSTOMER NUMBER" and one for the Field Label "CUSTOMER NO."

SECOND FIELD LABEL

Enter the second field label from the Sage 300 screen which is to trigger the display of the Optional Table - InfoSet icons. If entered, then the document list will displayed for Field 1 = Field label and Field 2 = Second Field Label.

Second Field Label is optional and is configured in the same manner as the Field Label.

INFOSET TYPE

Infosets allow you to add and display structured data in the Sage 300 screens, enabling you to add Optional Fields to any Sage 300 screens.

Select the required InfoSet which holds the definition of the required optional fields for the notes.

Infosets are created in Optional Tables - InfoSet Codes Setup Overview on page 15 (InfoSet Type)

Only applies if you have selected InfoSet in the NoteType field

OPEN WITH

When you click "edit" to insert/amend an existing InfoSet note you can optionally open the Information Entry screen or Information Entry Grid screen to do your editing.

If you are storing multiple records against one key combination (for example budget records) then select "Information Entry Grid" Screen.

If you are storing a single record per key combination (for example you have an InfoSet to store the link to the item picture), then select "Information Entry" Screen

Applies to InfoSet notes only.

OPEN ATTACHMENT

Applies to InfoSet notes only. Select Yes or No to open an attachment linked to the configured InfoSet Note.

You can only store one document against each infoSet record. It can be set to auto open in the alert box – but then it always opens. If you do not auto open you need to click "edit" on the Alert box, and then you need to click F6 to open the document.

Configure how the Notes will be displayed in the Alert Tray.

Tip: The most common setup for Notes and Documents is Notification Method = None and Show Alert = Show Alert.



NOTIFICATION METHOD

This option refers to the Information Manager Tray icon in the System Tray.

It is configured in I/M Setup > I/M Options > Notes/DML/Extender Tray Tab.

Select one of the following notification methods for the user to be notified if a note exists :

- **None** – Choose if you want to use the alert box only
- **Change Tray Icon** – to force the tray icon to go red if notes exist for the screen.

If there are any notes in the system relating to the open screen  will display as 

- **Blink Tray Icon** – to force the tray icon to go red and blink if notes exist for the screen
- **Automatically pop up** - to force the entry screen to open automatically . When used with an Info-set Note type, Open the associated data entry screen "Information Entry Grid" or "Information Entry" screen as configured in the "Open With Column".

Note: If the note/document is not configured to Automatically Popup, you can use the Hotkey (F11 by default) to bring up the Alert Box to view / add notes and documents for the field/screen selected.

SHOW ALERT

This option refers to the Alert Box that opens next to the Sage 300 screen.

Do not show alert : no alert box will be shown

Show Alert and fade out : the alert box will be shown on the screen for approximately 5 seconds and then fade out

Show Alert : the alert box will be shown on the screen until the user clicks "close" to close the Alert box

ALERT CONTENT

Applies to InfoSet notes only. Select what content is to be displayed. See "InfoSet Entry" for more details on these fields.

Optional Tables

- Show Comment
- Show Description
- Show Comment and Description
- Show Reference
- Show Comment and Reference
- Show Description and Reference
- Show Comment, Description and reference

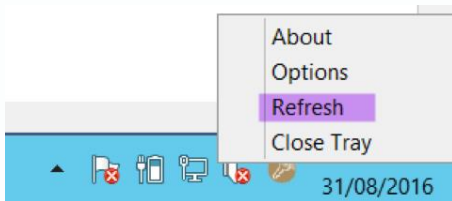
Alert Box Heading

Type the description you want to see before the values.

Note: This setting exists only in Sage 300 v 2016 and above.

Note: The Sage 300 ORGID and screen name are automatically included in the Alert Box heading.

Refresh the Tray icon if you have made any changes on the IM Setup>Options in the current session as the Tray icon reads the current setup when the company is first opened.



Tip: If you have multiple Tray icons, Close the Sage 300 desktop and re-open to refresh the configuration.

Data Views

Information Manager Data Views can be used to simplify the Sage 300 optional field database structure for use in reports.

For example where the AR Customer table is ARCUS, the optional fields are stored in ARCUSO. If you have 6 optional fields – to report on them all in one report against the ARCUS table in Crystal Reports, you would need 6 outer joins to the ARCUSO table or 6 subreports to pick up the data.

Writing a database view to join the ARCUS and ARCUSO tables into one view, you can simplify the Crystal report by including only the view (for example EBCUS) in the Crystal Report.

See InfoSet Codes - InfoSet Database View below

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INFOSET CODES - INFOSET DATABASE VIEW

InfoSet Database View

Code - enter a code to identify the view

Go Button - click go for the system to default the view from the infoSet code setup

View - update / amend the view as required

Save View - save the text of the view in the Sage 300 database

Delete View - click to delete the text of the view from the Sage 300 database

Create View - click to create a database view in the database, based on the view

Drop View - click to drop (delete) the database view from the database

Note : the view is limited to 2500 characters - so keep optional field names relatively short

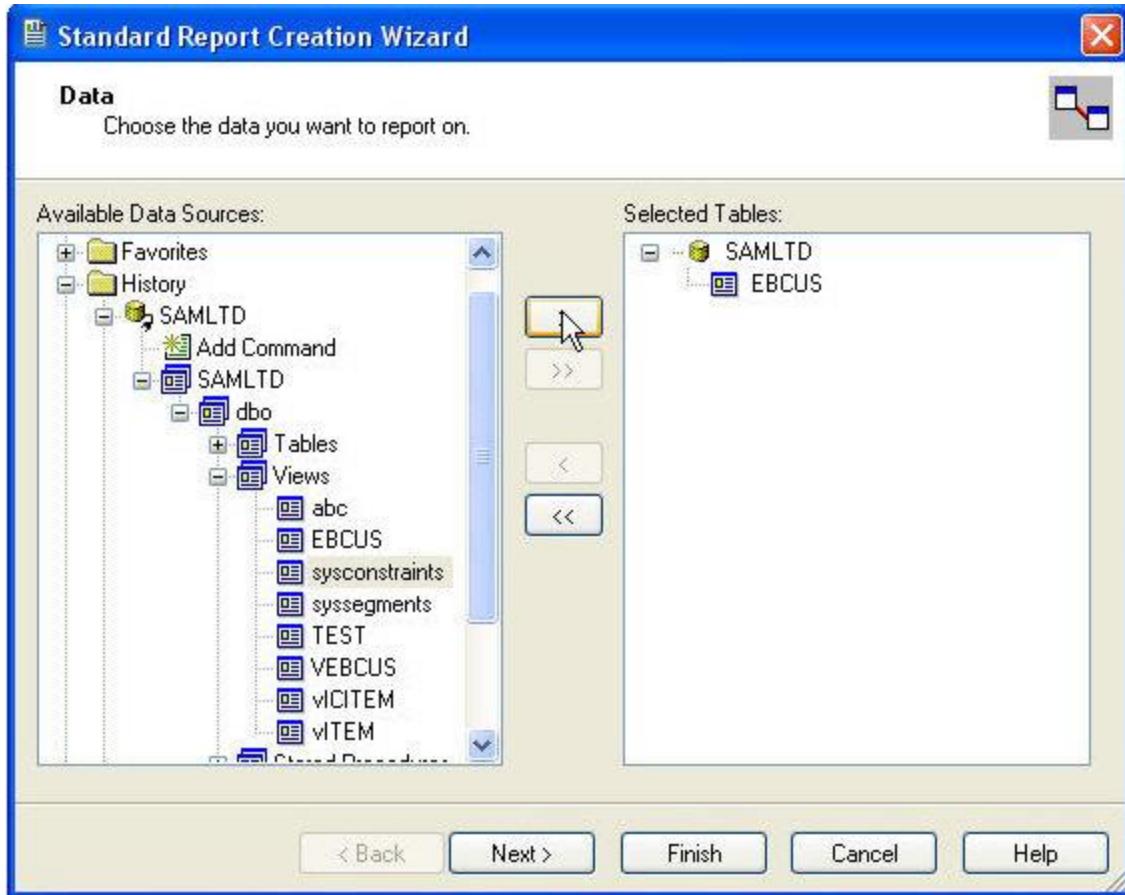
For example, setting up EBCUS as an infoSet on ARCUSTOMER would result in the following view being created when you click the GO (>>) button

```
CREATE VIEW EBCUS as SELECT ARCUS.*, [AC].value as [AC], [ARCNTCTTYPE].value as
[ARCNTCTTYPE], [CREDITWARNING].value as [CREDITWARNING], [DISCNTGRACE].value as
[DISCNTGRACE], [DUEDATEPRD].value as [DUEDATEPRD], [LEASEDATE].value as [LEASEDATE],
[LEASEEXPIRY].value as [LEASEEXPIRY], [LEASEPERIOD].value as [LEASEPERIOD],
```


Optional Tables

[MAXORDER].value as [MAXORDER], [MINORDER].value as [MINORDER], [NOTE].value as [NOTE], [PREFERCUST].value as [PREFERCUST], [PROSPECT].value as [PROSPECT], [RENTCUSTOMER].value as [RENTCUSTOMER], [SICCODE].value as [SICCODE], [TEMPCUSTOMER].value as [TEMPCUSTOMER] FROM ARCUS left outer join ARCUSO as [AC] on ARCUS.IDCUST = [AC].IDCUST and [AC].optfield = 'AC' left outer join ARCUSO as [ARCNTCTTYPE] on ARCUS.IDCUST = [ARCNTCTTYPE].IDCUST and [ARCNTCTTYPE].optfield = 'ARCNTCTTYPE' left outer join ARCUSO as [CREDITWARNING] on ARCUS.IDCUST = [CREDITWARNING].IDCUST and [CREDITWARNING].optfield = 'CREDITWARNING' left outer join ARCUSO as [DISCNTGRACE] on ARCUS.IDCUST = [DISCNTGRACE].IDCUST and [DISCNTGRACE].optfield = 'DISCNTGRACE' left outer join ARCUSO as [DUEDATEPRD] on ARCUS.IDCUST = [DUEDATEPRD].IDCUST and [DUEDATEPRD].optfield = 'DUEDATEPRD' left outer join ARCUSO as [LEASEDATE] on ARCUS.IDCUST = [LEASEDATE].IDCUST and [LEASEDATE].optfield = 'LEASEDATE' left outer join ARCUSO as [LEASEEXPIRY] on ARCUS.IDCUST = [LEASEEXPIRY].IDCUST and [LEASEEXPIRY].optfield = 'LEASEEXPIRY' left outer join ARCUSO as [LEASEPERIOD] on ARCUS.IDCUST = [LEASEPERIOD].IDCUST and [LEASEPERIOD].optfield = 'LEASEPERIOD' left outer join ARCUSO as [MAXORDER] on ARCUS.IDCUST = [MAXORDER].IDCUST and [MAXORDER].optfield = 'MAXORDER' left outer join ARCUSO as [MINORDER] on ARCUS.IDCUST = [MINORDER].IDCUST and [MINORDER].optfield = 'MINORDER' left outer join ARCUSO as [NOTE] on ARCUS.IDCUST = [NOTE].IDCUST and [NOTE].optfield = 'NOTE' left outer join ARCUSO as [PREFERCUST] on ARCUS.IDCUST = [PREFERCUST].IDCUST and [PREFERCUST].optfield = 'PREFERCUST' left outer join ARCUSO as [PROSPECT] on ARCUS.IDCUST = [PROSPECT].IDCUST and [PROSPECT].optfield = 'PROSPECT' left outer join ARCUSO as [RENTCUSTOMER] on ARCUS.IDCUST = [RENTCUSTOMER].IDCUST and [RENTCUSTOMER].optfield = 'RENTCUSTOMER' left outer join ARCUSO as [SICCODE] on ARCUS.IDCUST = [SICCODE].IDCUST and [SICCODE].optfield = 'SICCODE' left outer join ARCUSO as [TEMPCUSTOMER] on ARCUS.IDCUST = [TEMPCUSTOMER].IDCUST and [TEMPCUSTOMER].optfield = 'TEMPCUSTOMER'

Which would appear in Crystal as a single table :

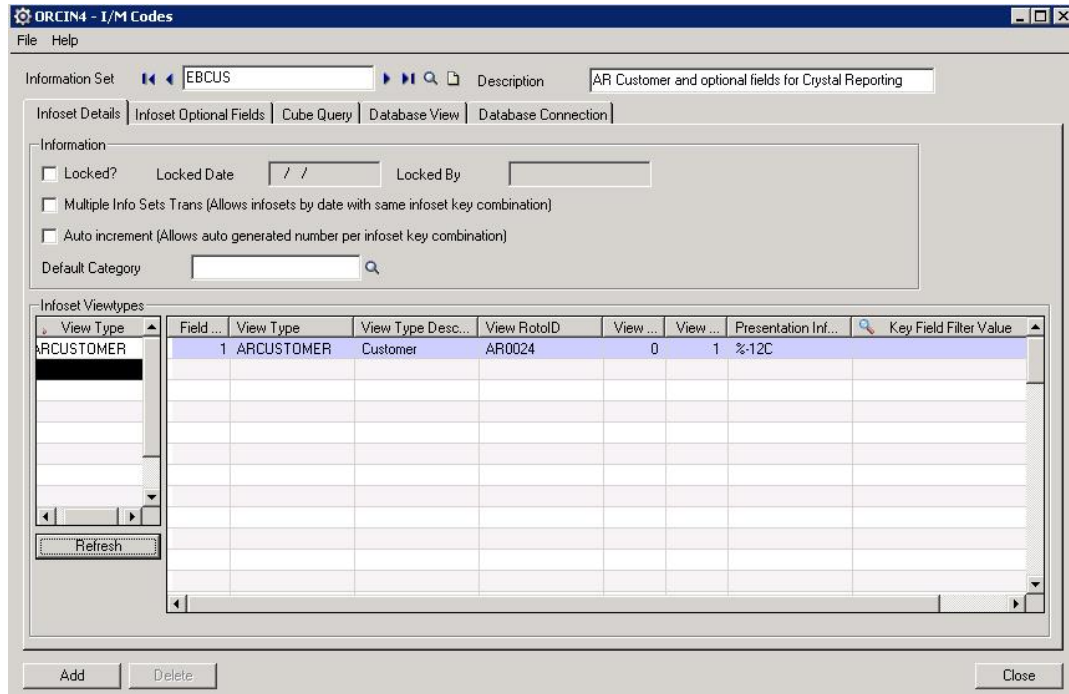


With the following fields. IE there is no need to use subreports / joins etc to access optional fields

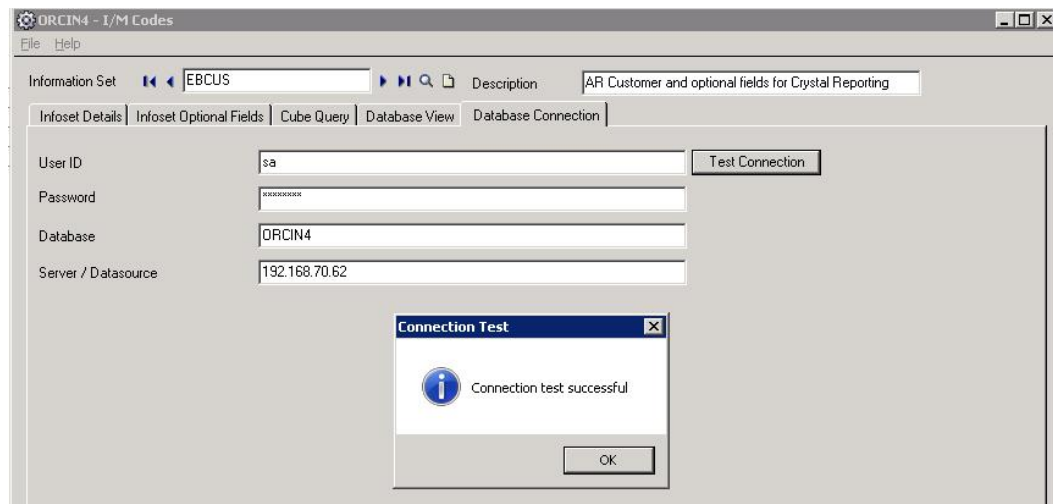


EXAMPLE USING AR CUSTOMERS

1. Setting up a database view for simplified Crystal Reports
 - a. Create a new Infest Code as follows :
 - i. Code = EBCUS
 - ii. Description = AR Customer and optional fields
 - iii. Select ARCUSTOMER as the View Type
 - iv. Click Refresh



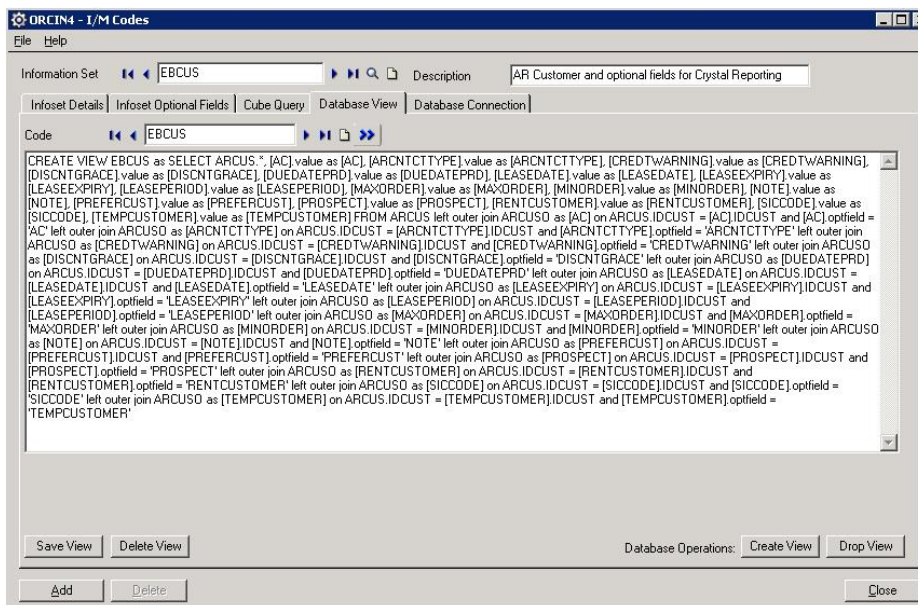
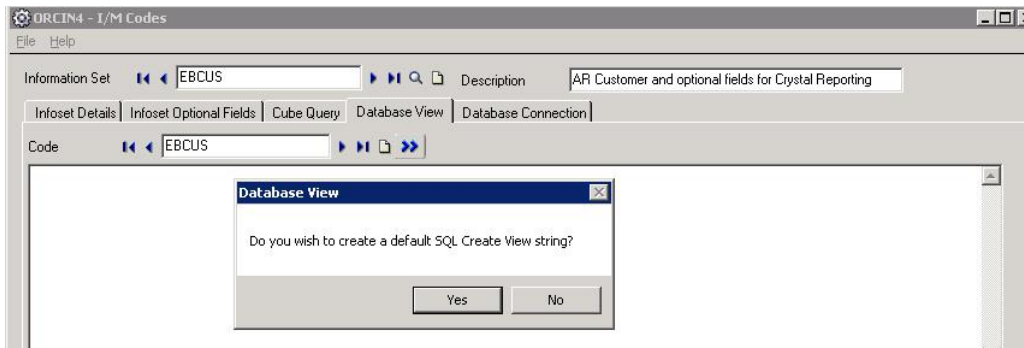
- v. Click on the Database Connection tab and enter your database connection details



- vi. Click on the Database View tab, click to create a new view, create the View code as "EBCUS" and click the go button. :

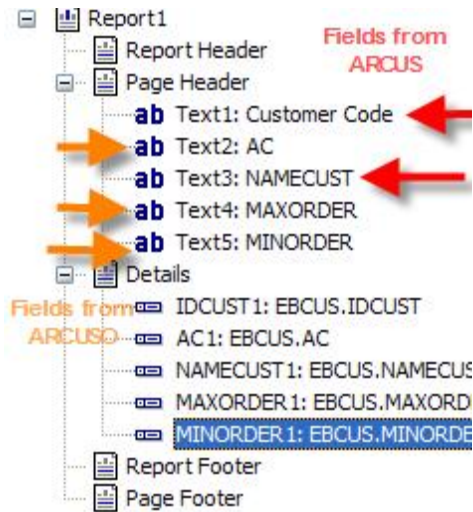
You will be prompted to create a default SQL query

Optional Tables

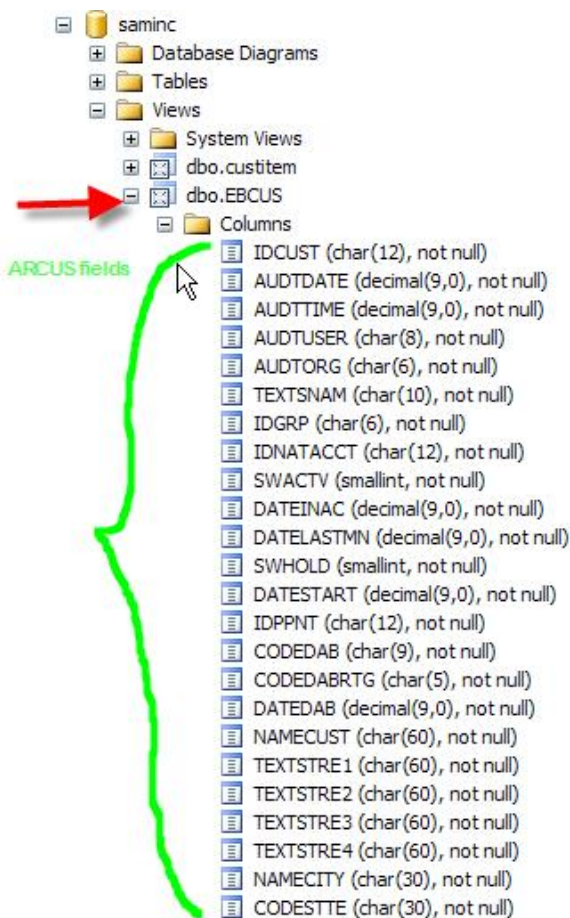


- vii. The query generated will “flatten” the AR Customer optional fields and the fields against the AR Customer table into one flat “view” which can be used for Crystal report.
- viii. To create the view click “create view”. To drop the view click “drop view”. The database connection parameters must be established (v above) prior to clicking create/drop view.

Showing the View from Crystal :



All from one view EBCUS - no joins etc.



EXAMPLE USING OE ORDER DETAILS

Using the Order Entry Detail Line optional fields against the OEORDD table :

Optional Tables

View Type

Create the following View Type

ORCIN4 - I/M Information Set View Types

File Help

View Type Code: OEORDD

Description: Order Detail

Label: ODet

View ID: OE0500

Sort Order: 0 Uniq./Line Number

Display Field: LINENUM

Composed with view: OE0501

Master Opt Field Detail View: OE0470

Location: Order Details

Save Delete Close

View Type : OEORDD

Description : Order Detail

Label: ODet

View ID OE0500

Sort Order : Uniq./Line Number

Display Field : LINENUM

Composed With View : OE0501

Master Opt Field Detail View : OE0470

Location : Select Order Details

InfoSet Code

Create the following InfoSetCode :

InfoSet Details tab

The screenshot shows the 'ORCIN4 - I/M Codes' application window. The 'InfoSet Details' tab is active, displaying the 'OEORDD' info set. The 'Description' field contains 'Order Detail Optional Fields'. Below the 'Information' section, there are checkboxes for 'Locked?', 'Multiple Info Sets Trans', and 'Auto increment', along with a 'Default Category' search field. The 'InfoSet Viewtypes' section features a table with columns: 'View Type', 'Field ...', 'View Type', 'View Type Desc...', 'View RotID', 'View ...', 'View ...', 'Presentation Inf...', and 'Key Field Filter Value'. The table contains two rows for 'OEORDD' with 'View Type' 'ODet' and 'View RotID' 'OE0500'. A 'Refresh' button is located below the table. At the bottom, there are 'Add', 'Delete', and 'Close' buttons.

View Type	Field ...	View Type	View Type Desc...	View RotID	View ...	View ...	Presentation Inf...	Key Field Filter Value
OEORDD	1	OEORDD	ODet	OE0500	0	1		
	2	OEORDD	ODet	OE0500	0	2		

InfoSet : OEORDD

Description : Order Detail Optional Fields

Enter (or find) OEORDD under VIEWTYPE

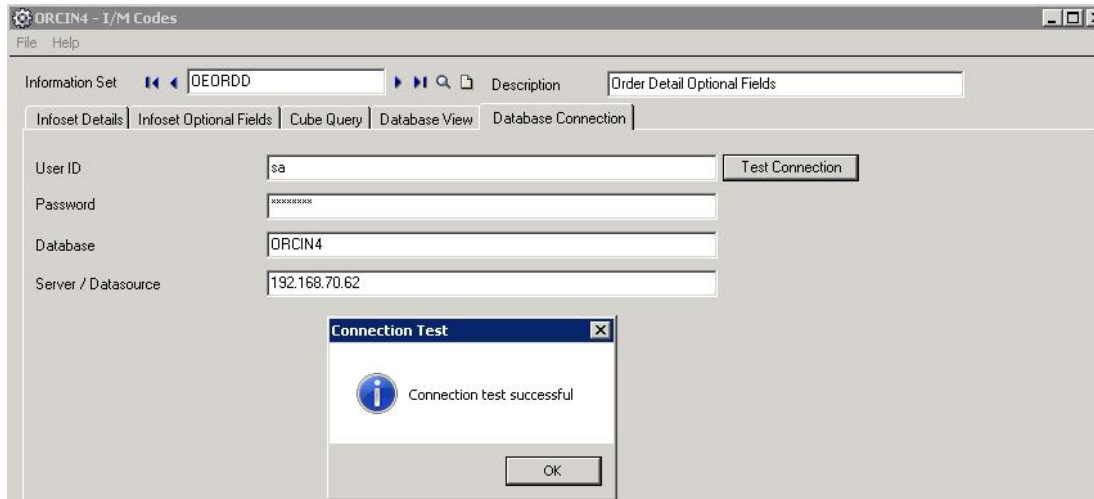
Click Refresh and the grid to the right hand side should populate

Connection tab

Go to the Connection tab and establish your MS-SQLdatabase connection details :

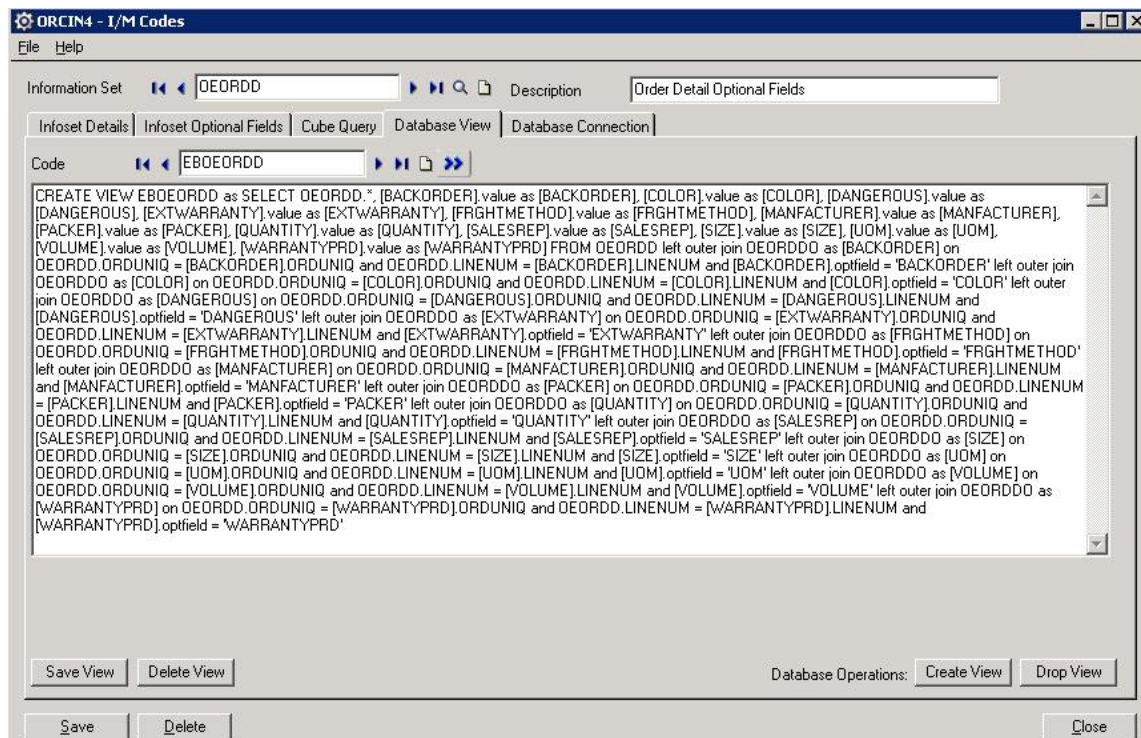
Note : this is the database user id and password – not the Sage 300 userid and password you are entering

Optional Tables



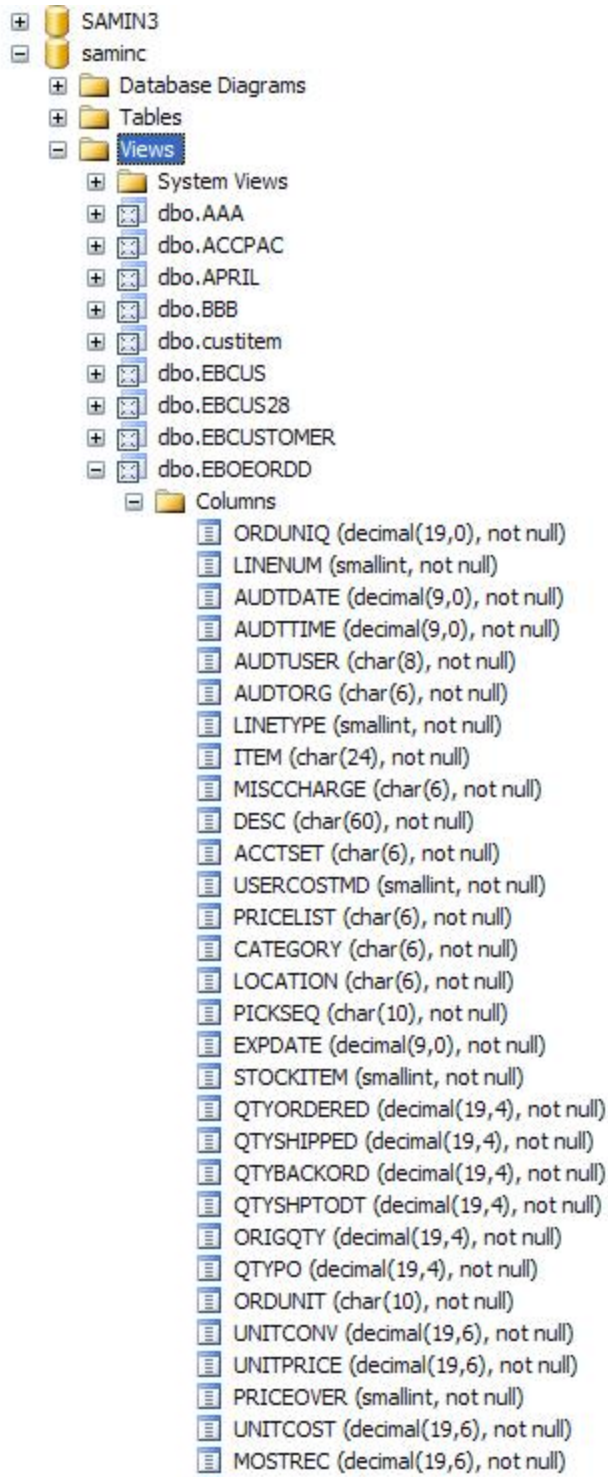
Database View tab

Go to the Database View tab and click the new query button. Then type in a name (for example EBOEORDD) and click the Go button (>>). You should get the following query for MS SQL (or the fields surrounded by quotes for Pervasive).



Click "save view" and "save" for the InfoSet.

Now click "create view". After creating the view – go to MS SQL Management Studio and you should have the following view :



Optional Tables

Etc ...

	QTYTRUECOM (decimal(19,4), not null)
	VALUES (int, not null)
	DDTLTYPE (smallint, not null)
	DDTLNO (char(6), not null)
	BUILDQTY (decimal(19,4), not null)
	BUILDUNIT (char(10), not null)
	BLDUNTCONV (decimal(19,6), not null)
	FRMNUMBER (char(22), not null)
	NEXTCMPNUM (int, not null)
	EPOSPROMID (smallint, not null)
	BASEWUNIT (char(10), not null)
	WEIGHTUNIT (char(10), not null)
	WEIGHTCONV (decimal(19,6), not null)
	PRWGHTUNIT (char(10), not null)
	PRWGHTCONV (decimal(19,6), not null)
	PRIBASWCNV (decimal(19,6), not null)
	DEFUWEIGHT (decimal(19,4), not null)
	DEFEXTWGHT (decimal(19,4), not null)
	PRPRICEBY (smallint, not null)
	NEEDPCHECK (smallint, not null)
	CAPPROVEBY (char(8), not null)
	HDRDISC (decimal(19,3), not null)
	OTRAMOUNT1 (decimal(19,3), not null)
	OTRAMOUNT2 (decimal(19,3), not null)
	OTRAMOUNT3 (decimal(19,3), not null)
	OTRAMOUNT4 (decimal(19,3), not null)
	OTRAMOUNT5 (decimal(19,3), not null)
	PSPRINTED (smallint, not null)
optional fields	BACKORDER (char(60), null)
	COLOR (char(60), null)
	DANGEROUS (char(60), null)
	EXTWARRANTY (char(60), null)
	FRGHTMETHOD (char(60), null)
	MANUFACTURER (char(60), null)
	PACKER (char(60), null)
	QUANTITY (char(60), null)
	SALESREP (char(60), null)
	SIZE (char(60), null)
	UOM (char(60), null)
	VOLUME (char(60), null)
	WARRANTYPRD (char(60), null)
	Triggers
	Indexes
	Statistics
	dbo.EBPOST
	dbo.FAN

Where the current setup of OE Optional Fields is :

ORCIN4 - O/E Optional Fields

File Help

Optional Fields For: **Order Details**

Optional Field	Optional Field Description	Value Set	Default Value	Value Description	Required	Auto In
BACKORDER	Backorder	Yes	Yes	Yes	No	Yes
COLOR	Item's Color	Yes			No	Yes
DANGEROUS	Dangerous Item	Yes	No		No	Yes
EXTWARRANTY	Extended Warranty Available	Yes	No		No	Yes
FRGHTMETHOD	Freight Method	Yes	Air	Air	No	Yes
MANUFACTURER	Manufacturer	Yes			No	Yes
PACKER	Packer	Yes			No	Yes
QUANTITY	Quantity	Yes	0		No	Yes
SALESREP	Sales Rep	Yes			No	Yes
SIZE	Item Size	Yes			No	Yes
UOM	UOM	Yes			No	Yes
VOLUME	Item Volume	Yes	0		No	No
WARRANTYPRD	Warranty Period	Yes			No	Yes

Save Delete Settings... Close

Which, when you are in Crystal, the optional fields should appear as if they were on the OE Order Detail table as follows :

Select the view EBOEORDD

Standard Report Creation Wizard

Data

Choose the data you want to report on.

Available Data Sources:

- SAMINC
 - Add Command
 - saminc
 - dbo
 - Tables
 - AAA
 - ACCPAC
 - APRIL
 - BBB
 - custitem
 - EBCUS
 - EBCUS28
 - EBCUSTOMER
 - EBOEORDD
 - EBPOST
 - FAN
 - IMCUSTOMER
 - INCUS
 - invord
 - invOrd
 - JANUARY
 - MAActual
 - MBudget
 - MELBOURNE
 - meth

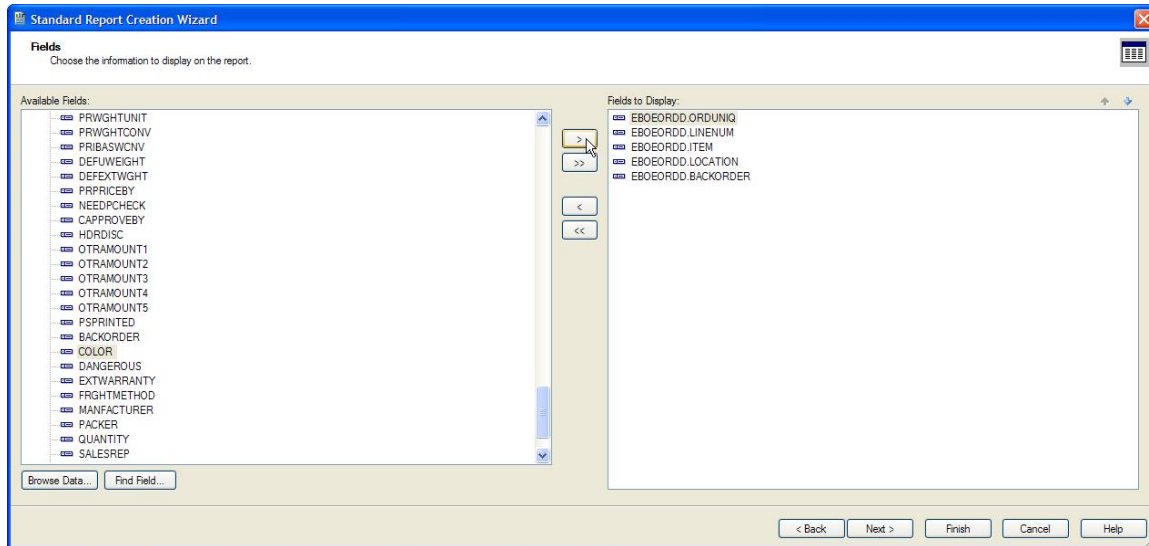
Selected Tables:

- SAMINC
 - EBOEORDD

< Back Next > Finish Cancel Help

Optional Tables

And then select the required fields, for example, line number, item, location and backorder optional field :



Infoset details and Notes

WHEN TO USE:

Configure Notes/DML/Extender Tray to display structured notes in the Alert Tray.

INFOSET NOTES SETUP - NOTES/DML/EXTENDER TRAY TAB (I/M OPTIONS)

Select **Infoset** Alert Type -Alert Based on structured data / Optional fields setup in Information Manager
Optional Tables / Setup / Infoset Codes.

Requirement! Requires Sage 300 Optional Field module and Orchid Optional Tables.

Example with one Field - LOCATION

Example with Customer Number and Item Number

Details

Line Number: 3

Type: InfoSet

RotoID:

Field label - {value}: CUSTOMER NUMBER

Second Field label - {value2}: ITEM NUMBER

InfoSet/Note Type: BUDGET

Open with: Information Entry Grid

Open Attachment: No

Notification Method: None

Show alert: Show alert

Alert content: Show Comment and Description

Heading: Customer Item Budget

Buttons: Save, Delete, Close

AUTOMATICALLY START THE NOTES/DML

Select "Yes" for the "Automatically Start Notes/DML Tray" option

The Tray will automatically start for all Sage 300 users, using their currently logged on credentials.

In order for Notes or Documents to be displayed for the user, the tray icon needs to be running while the user is active in Sage 300 .

Note: Individual Users can overwrite the Notes setup in the IM Transactions / Notes User Options. See details in Notes User Options

DISPLAY ORDER (IM OPTIONS / NOTES/DML HOTKEY TAB)

Optional Tables

Enter a number from zero to 9999 to indicate the display order for this note. If you have two or more notes configured around the same screen then the notes will be displayed in this order where zero is first, one is second, etc.

Display Order is updated in the Grid view (and not the Details View).

CONFIGURE WHICH SAGE 300 FIELDS/SCREENS DISPLAY THE OPTIONAL TABLE/INFOSET CONTENT IN THE ALERT BOX.

ROTOID

RotolD - unique id for each screen - Optional

RotolD is the Sage 300 unique screen ID for the Desktop screen. You only need to enter it if you want to restrict the Document/Notes to one particular Sage 300 Screen.

Leave the RotolD field blank If you want the note / Document to trigger for all Sage 300 forms which have the Field label specified. The alert will show as per its configuration.

Example: For example, if you want Vendor Invoices only to show on the Vendor Activity screen, you would fill in the RotolD of AP1500.

For details on finding the RotolD, refer to How to find the RotolD of a Sage 300 screen

FIELD LABEL

Enter the field label from the Sage 300 screen which is to trigger the display of the Optional Table - InfoSet icons.

If the Field Label is entered with quotes, e.g. "PY", Information Manager will use the hard coded value in addition to the value set in the Second Field Label.

Important!

1. The same field may have different labels on different screens. See Example 1 below
2. The same field label may be used on the Header and Grid component of the same screen. See Example 2 below. Adding "F." to the field label forces it to use the field control and "G." forces it to use the grid control.

Examples:

1. In AR Receipt Entry there are two Document Number fields - one on the header and one in the grid. To force the tray to use the correct one, you should use "F.DOCUMENT NUMBER" for the screen label or "G.DOCUMENT NUMBER" for the grid field label. .
2. If you want the same list of documents to show on both the AR Customer Screen and the AR Customer Inquiry, you need to add two rows in the IM Setup\Options on the Notes/DML/Extender Tray tab. One for the Field Label "CUSTOMER NUMBER" and one for the Field Label "CUSTOMER NO."

SECOND FIELD LABEL

Enter the second field label from the Sage 300 screen which is to trigger the display of the Optional Table - InfoSet icons. If entered, then the document list will displayed for Field 1 = Field label and Field 2 = Second Field Label.

Second Field Label is optional and is configured in the same manner as the Field Label.

INFOSET TYPE

Infosets allow you to add and display structured data in the Sage 300 screens, enabling you to add Optional Fields to any Sage 300 screens.

Select the required InfoSet which holds the definition of the required optional fields for the notes.

Infosets are created in Optional Tables - InfoSet Codes Setup Overview on page 15 (InfoSet Type)

Only applies if you have selected InfoSet in the NoteType field

OPEN WITH

When you click "edit" to insert/amend an existing InfoSet note you can optionally open the Information Entry screen or Information Entry Grid screen to do your editing.

If you are storing multiple records against one key combination (for example budget records) then select "Information Entry Grid" Screen.

If you are storing a single record per key combination (for example you have an InfoSet to store the link to the item picture), then select "Information Entry" Screen

Applies to InfoSet notes only.

OPEN ATTACHMENT

Applies to InfoSet notes only. Select Yes or No to open an attachment linked to the configured InfoSet Note.

You can only store one document against each infoaset record. It can be set to auto open in the alert box – but then it always opens. If you do not auto open you need to click “edit” on the Alert box, and then you need to click F6 to open the document.

CONFIGURE HOW THE NOTES WILL BE DISPLAYED IN THE ALERT TRAY.

Tip: The most common setup for Notes and Documents is Notification Method = None and Show Alert = Show Alert.



NOTIFICATION METHOD

This option refers to the Information Manager Tray icon in the System Tray.

It is configured in I/M Setup > I/M Options > Notes/DML/Extender Tray Tab.

Select one of the following notification methods for the user to be notified if a note exists :

- **None** – Choose if you want to use the alert box only
- **Change Tray Icon** – to force the tray icon to go red if notes exist for the screen.

If there are any notes in the system relating to the open screen  will display as 

- **Blink Tray Icon** – to force the tray icon to go red and blink if notes exist for the screen
- **Automatically pop up** - to force the entry screen to open automatically . When used with an Info-set Note type, Open the associated data entry screen “Information Entry Grid” or “Information Entry” screen as configured in the “Open With Column”.

Note: If the note/document is not configured to Automatically Popup, you can use the Hotkey (F11 by default) to bring up the Alert Box to view / add notes and documents for the field/screen selected.

SHOW ALERT

This option refers to the Alert Box that opens next to the Sage 300 screen.

Do not show alert : no alert box will be shown

Show Alert and fade out : the alert box will be shown on the screen for approximately 5 seconds and then fade out

Show Alert : the alert box will be shown on the screen until the user clicks "close" to close the Alert box

ALERT CONTENT

Applies to InfoSet notes only. Select what content is to be displayed. See "InfoSet Entry" for more details on these fields.

- Show Comment
- Show Description
- Show Comment and Description
- Show Reference
- Show Comment and Reference
- Show Description and Reference
- Show Comment, Description and reference

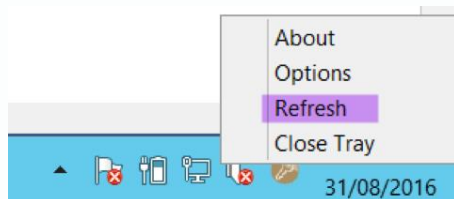
Alert Box Heading

Type the description you want to see before the values.

Note: This setting exists only in Sage 300 v 2016 and above.

Note: The Sage 300 ORGID and screen name are automatically included in the Alert Box heading.

Refresh the Tray icon if you have made any changes on the IM Setup>Options in the current session as the Tray icon reads the current setup when the company is first opened.



Tip: If you have multiple Tray icons, Close the Sage 300 desktop and re-open to refresh the configuration.

NOTIFICATION AND ALERT CONFIGURATION (NOTES/DML/EXTENDER TRAY TAB)

This applies to all Notes/DML/Extender setup types.

Depending on the configuration, the Alert box and the InfoSet Hotkey will behave differently.

Tip: Typically if you use the "Show Alert" you would have the Notification Method set as "None"

Optional Tables

Notification Method (Icon in System Tray)	None
Show Alert Box	Show alert
Heading	Customer Invoices

Notification Method (I/M Options)

This option refers to the Information Manager Tray icon in the System Tray.

It is configured in I/M Setup > I/M Options > Notes/DML/Extender Tray Tab.

Select one of the following notification methods for the user to be notified if a note exists :

- **None** – Choose if you want to use the alert box only
- **Change Tray Icon** – to force the tray icon to go red if notes exist for the screen.

If there are any notes in the system relating to the open screen



will display as



- **Blink Tray Icon** – to force the tray icon to go red and blink if notes exist for the screen
- **Automatically pop up** - to force the entry screen to open automatically . When used with an Info-set Note type, Open the associated data entry screen "Information Entry Grid" or "Information Entry" screen as configured in the "Open With Column".

Note: If the note/document is not configured to Automatically Popup, you can use the Hotkey (F11 by default) to bring up the Alert Box to view / add notes and documents for the field/screen selected.

Show Alert: Select how the alert will be shown

This option refers to the Alert Box that opens next to the Sage 300 screen.

Do not show alert : no alert box will be shown

Show Alert and fade out : the alert box will be shown on the screen for approximately 5 seconds and then fade out

Show Alert : the alert box will be shown on the screen until the user clicks "close" to close the Alert box

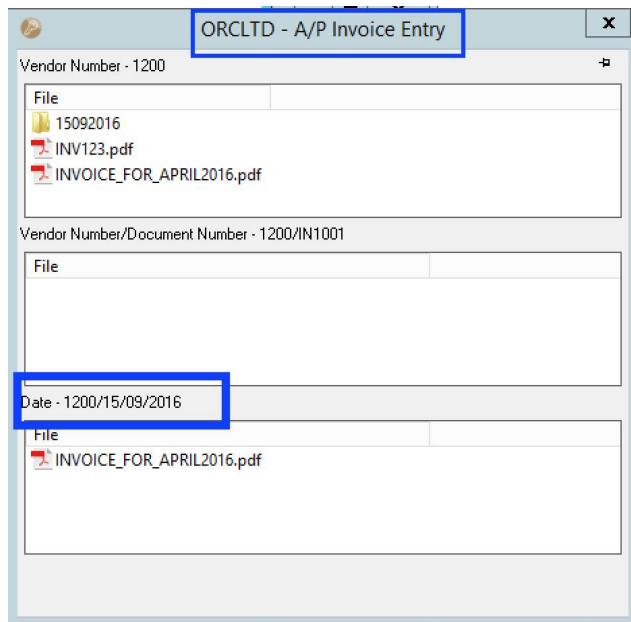
Heading

Alert Box Heading

Type the description you want to see before the values.

Note: This setting exists only in Sage 300 v 2016 and above.

Note: The Sage 300 ORCLTD and screen name are automatically included in the Alert Box heading.



IM-TRAYICON CONFIGURATION

Configure Tray Icon to display Extender Logs and Workflow

If you want to configure icons on Sage 300 screens to progress the workflow and to view workflow history, you need to configure Information Manager.

- Install and activate Information Manager for your version of Sage 300.
- Setup I/M Options for Extender Workflow. For details, Extender Workflow- Notes/DML/Extender Tray

In Information Manager, I/M Options > Notes/DML/Extender Tray



AUTOMATICALLY START THE NOTES/DML/EXTENDER

Select "Yes" for the "Automatically Start Notes/DML Tray" option

The Tray will automatically start for all Sage 300 users, using their currently logged on credentials.

In order for Notes or Documents to be displayed for the user, the tray icon needs to be running while the user is active in Sage 300 .

Optional Tables

Note: Individual Users can overwrite the Notes setup in the IM Transactions / Notes User Options. See details in Information Manager documentation

ORCLTD - I/M Options

File Help

Contact Notes/DML Hotkey Note Categories Report Runner E-mail Suppl. Data Sharepoint Update

Automatically Start Notes/DML Tray Yes

HotoID	Display Order	Field label	Second Field label
	0	CUSTOMER NO.	
	0	CUSTOMER NO.	
	3	CUSTOMER NUMBER	
	4	CUSTOMER NUMBER	
	0	CUSTOMER NUMBER	
	0	CUSTOMER NUMBER	
	0	OPTIONAL FIELD	VALUE
	0	ORDER NO.	
	1	ORDER NO.	OPTIONAL FIELD
	0	TEMPLATE CODE	
	0	TERMS CODE	
	0	VENDOR NUMBER	DOCUMENT NUMBER
AP1200	2	VENDOR NO.	
AP1200	0	VENDOR NUMBER	
AP1200	2	VENDOR NUMBER	
AP1200	3	VENDOR NUMBER	
AP1200	1	VENDOR NUMBER	
AP2000	0	VENDOR NUMBER	DOCUMENT NUMBER
AP2000	0	VENDOR NUMBER	DOCUMENT NUMBER
AP2100	1	VENDOR NUMBER	DOCUMENT NUMBER

Details Note: If you change these settings you must restart/refresh the tray Export... Import...

Save Close

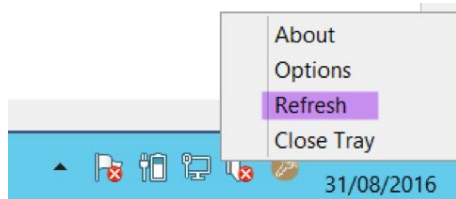
DISPLAYING THE TRAY ICON ON THE TASKBAR.

Depending on your workstation setup, you may need to customise the Notification Area Icons for the Tray icon to display on the Taskbar.

tray.exe
Information Manager - ORCLTD

Show icon and notifications

Refresh the Tray icon if you have made any changes on the IM Setup>Options in the current session as the Tray icon reads the current setup when the company is first opened.



Tip: If you have multiple Tray icons, Close the Sage 300 desktop and re-open to refresh the configuration.

Using Workflow Icons

To enable functionality in the Workflow Console, workflow icons and Extender Log icons, the logged on user needs to be set as a Workflow User.

Refer to Extender License and Workflow Users

Tip: ADMIN is automatically configured as a Workflow User.

Information Manager Hotkey Setup

The Information Manager Hotkey (F11 by default) can be used to view Document and Notes that have not been configured to popup in the Alert Box.

When clicked on any Sage 300 screen it will show which Notes or Document Management Links have been configured for the active screen.(regardless of the Notes Alert method configured).

You can view the Information Manager Hotkey by right hand mouse clicking on the Information Manager Tray Icon (the key) and select Options.



Optional Tables

Hotkey – Define the HotKey required which can be clicked on any Sage 300 screen to show which Notes or Document Management Links have been configured for the active screen. If any other key than F11 (default) is required, click on the hotkey and click on the required key. Then Save the changes.

Information Mana...

File Help

☒ Orchid User

Sharepoint

User

Password

Hotkey Alt F11

Last field

Roto ID

Field Name Vendor Number *

Save Cancel

The tray is also used when setting up Notes and DML to identify the RotoID and the Field Label used on the screen.



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