

Orchid

Training Guide:

Work Smarter with Orchid

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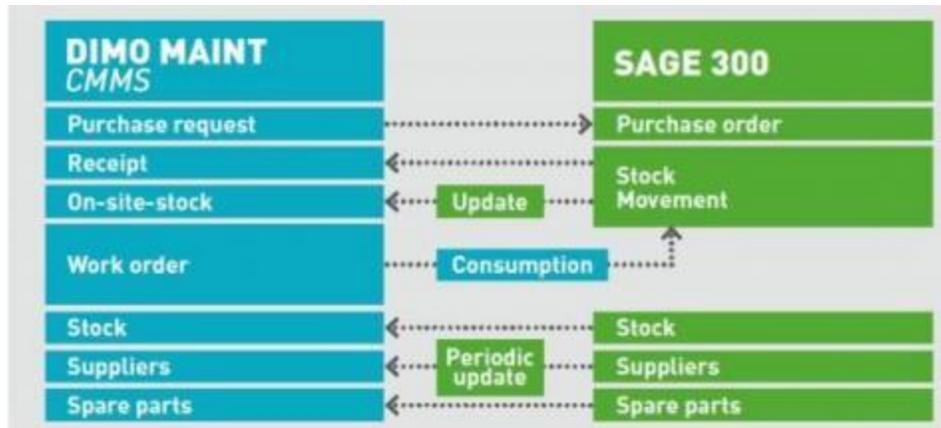
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Overview of functionality

DIMO Maint Connector is an Extender application to integrate Sage 300 and DIMO Maint.

DIMO Maint CMMS (Computerized Maintenance Management System) is designed to maintain, manage and control assets efficiently and economically.



Here is how DIMO Maint describe the role of the connector:

CMMS is used to maximize the performance of assets, while measuring and optimizing their costs of ownership in internal structured procedures. The point of contact between CMMS and financial management occurs when there are purchase and supply problems, and the aim in these situations is to optimize maintenance costs. For example, the need to replace a damaged machine part will create a pick ticket in the CMMS. This means drawing from existing stock or ordering the part to be purchased.

This is when a financial data management solution like Sage 300 takes over, generating the order and paying the bill before contacting the CMMS to update the stock and synchronize the data repositories. By integrating the CMMS process, Sage 300 provides the finance departments with a global overview of cost measures and controls.

At an operational level, an automated connection between the CMMS solution and Sage 300 can maximize an asset's availability and performance by minimizing the processing time related to the maintenance task. At an organizational level, it saves time by reducing administrative overheads, and increases reliability by reducing duplication of data and the risk of input errors.

FROM SAGE 300 TO DIMO MAINT

Master Records can be uploaded from Sage 300 to DIMO Maint as a one off export for take on.

On an ongoing basis, when fields configured for integration on master records are added/updated in Sage 300, records will be added to the relevant CSV file.

This applies to the following Sage 300 records

- IC Stock Movements
- IC Unit of Measure
- IC Items
- IC Locations
- AP Vendor Groups
- AP Vendors
- AP Vendor Contacts
- IC Vendor Details
- IC Location Details – Stock on hand
- PO Purchase Request/Purchase Order status

DETAILS OF FIELDS EXPORTED

You can refer to the following articles to view details:

View Events, Scripts and WF setup for DimoMaint connector on page 32

PO and StateOrder file on page 38

If you have a license for Extender Configurator, Customizer or Developer Edition, you can go to View Events, Scripts and WF screen in Extender Setup to view the fields that trigger the export.

If you have a license for Extender Customizer or Developer Edition, you can view the file name for each Sage 300 view on the Scripts Tab.

IMPORTING FROM DIMO MAINT TO SAGE 300

You can import Internal Usage and Purchase Requisitions into Sage 300.

To import from DIMO Maint into Sage 300, you need to periodically click the “import DIMOMAIN Internal Usage” option and the “import DIMOMAIN Purchase Requisitions” option.

Note: To run the Import of Internal Issues and Purchase Requests on a timed basis, you can optionally purchase Process Scheduler Level 1 to schedule the import scripts.

SUPPORTED VERSIONS

The Connector is supported for all supported versions of Sage 300 and the latest product update of Extender.

The connector has originally released using Sage 300 versions 2016, 2017 and 2018 with the latest product updates as of March 2018.

Export from Sage 300 to DIMO Maint

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TAKE ON OF SAGE 300 DATA INTO DIMO MAINT

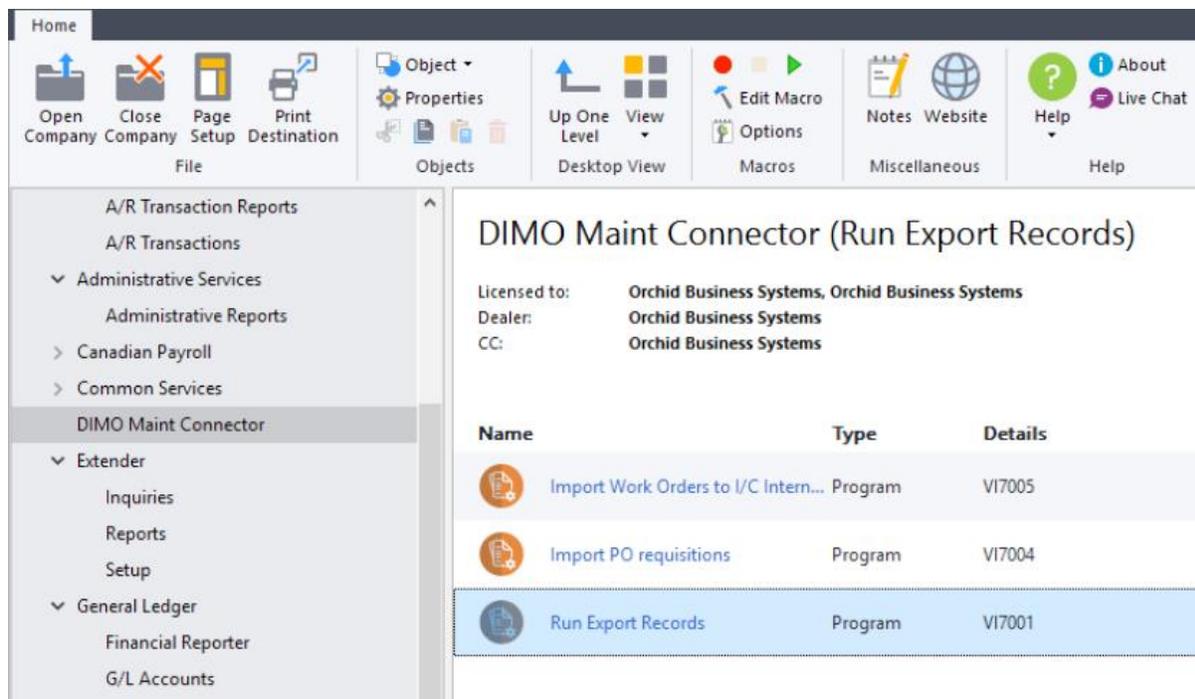
In Sage 300, DimoMaint Connector, select Run Export Records.

This will create master files that can be imported into DIMO Maint.

Note:

File path configured in the custom Extender table.

Extender script = RunBulkExport



The following files will be created:

File name	Description
cc.csv	Cost Centre
ICSTOCK.csv	I/C Location Details – Stock on hand
MVTS.csv	I/C Stock Movements (not included in bulk export)

ORDERUNIT.csv	I/C Unit of measures
PARTS.csv	I/C Items
PARTSUP.csv	I/C Vendor Details
SUPCONTACT.csv	AP Vendor contacts
SUPPLIER.csv	AP Vendors
WH.csv	I/C Locations (Excludes logical locations in Sage 300)
STATEORDER.csv	PO Purchase Request/Purchase Order status, only created/updated when PO requisitions and P/O Orders are updated in Sage 300. State: 1 = In progress, 2 = complete, 3 = cancelled

ONGOING EXPORT OF DATA

When fields configured in Extender > View Events and Scripts are updated, the export files are updated automatically.

Refer to diagram in the Diagram of Sage 300 : DIMO Maint integration on page 30.

For example, when Purchase Orders are updated (directly using the P/O Screen or when a P/O Receipt is posted), the stateOrder.csv is created or updated.

Note:

You can refer to the following articles to view details:

View Events, Scripts and WF setup for DimoMaint connector on page 32

PO and StateOrder file on page 38

If you have a license for Extender Configurator, Customizer or Developer Edition, you can go to View Events, Scripts and WF screen in Extender Setup to view the fields that trigger the export.

If you have a license for Extender Customizer or Developer Edition, you can view the file name for each Sage 300 view on the Scripts Tab.

Import from DimoMaint to Sage 300

You can import records from DimoMaint Works Order to I/C Internal usage requests and P/O Requisitions. The files need to be exported from DimoMaint in the configured folder.

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MANUAL IMPORT

Click the "import DIMOMAIN Internal Usage" option and the "import DIMOMAIN Purchase Requisitions" option.

This will import the PR.CSV and WO.CSV files saved in the configured folder.

SCHEDULING IMPORTS FROM DIMO MAINT TO SAGE 300

Go to Process Scheduler, find the DIMOIMPORT schedule and click Run

Note: Note: the schedule can be scheduled in Windows Task Scheduler for fully automated process. See details in the Installation section below.

ERROR PROCESSING DURING THE IMPORT

When the file is imported successfully, the file is moved to the Archive folder.

When there is an error, the error messages and the error file are emailed to the default email address configured in DIMOMAIN integration parameters table.

The error file is called errWO.csv and errPR.csv.

Errors are appended to the error file until the file is updated / details in Sage 300 updated if required.

The error file can be renamed and reprocessed as required.

Install Connector – Key Steps

PREREQUISITES – SETUP OPTIONAL FIELDS

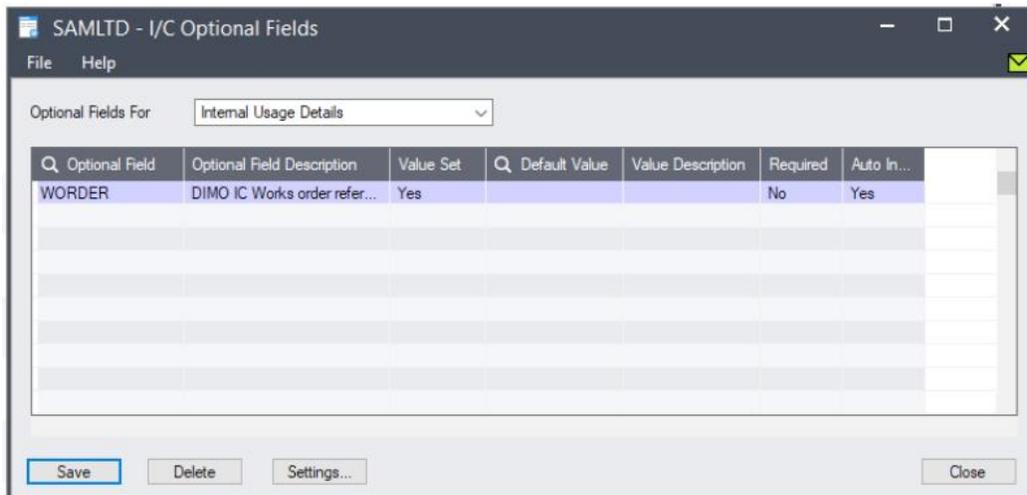
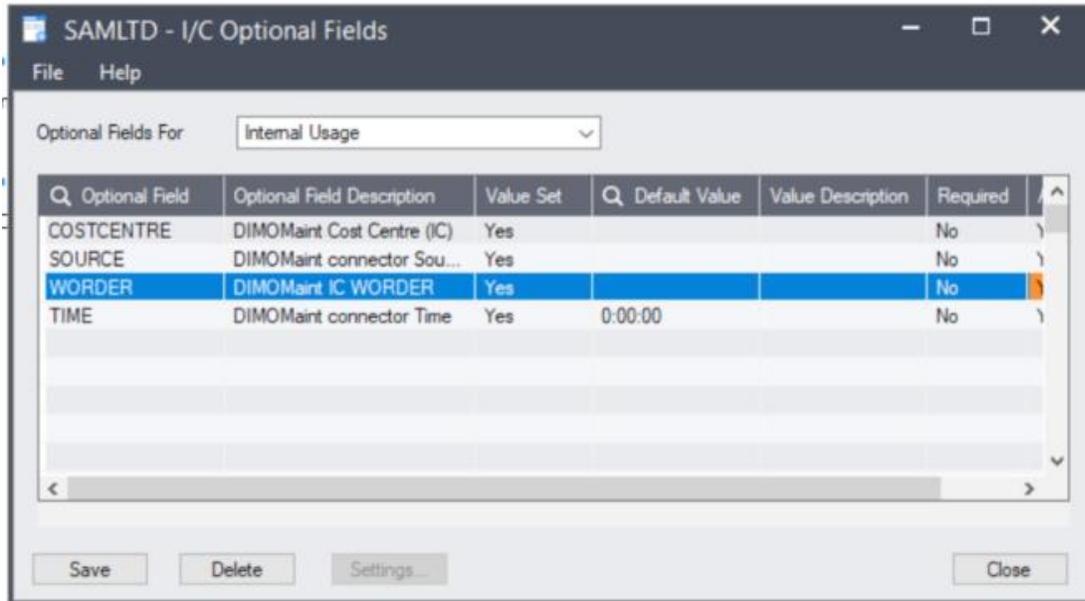
The following optional fields are required before running imports from DIMO Maint to Sage 300. Note that the optional field names are configurable in the DIMO Maint parameter table.

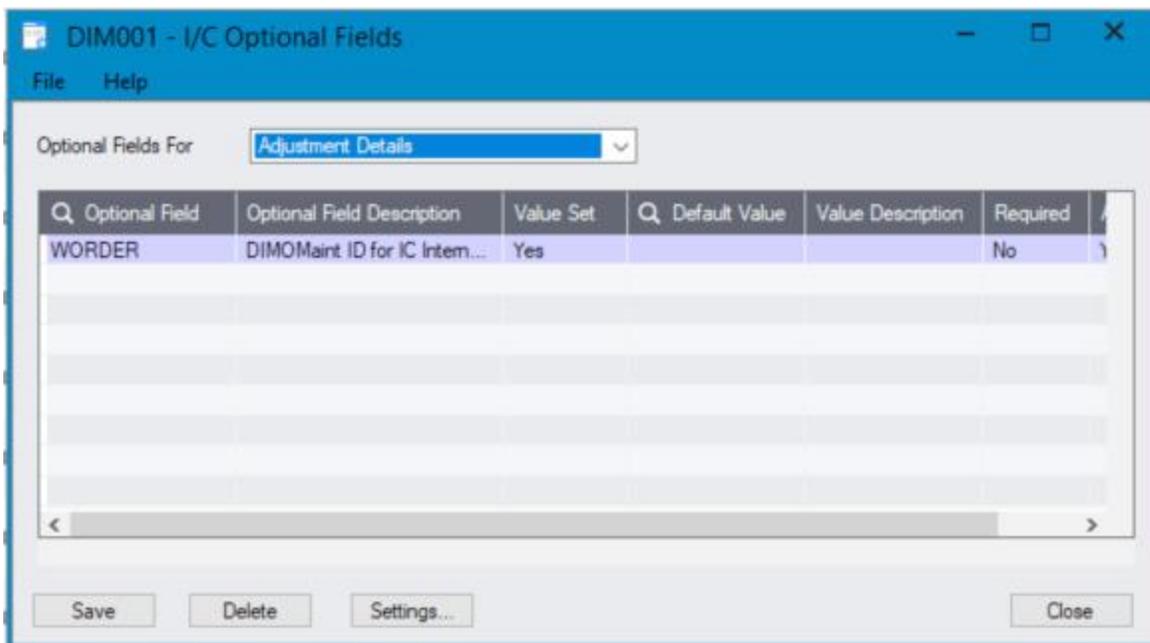
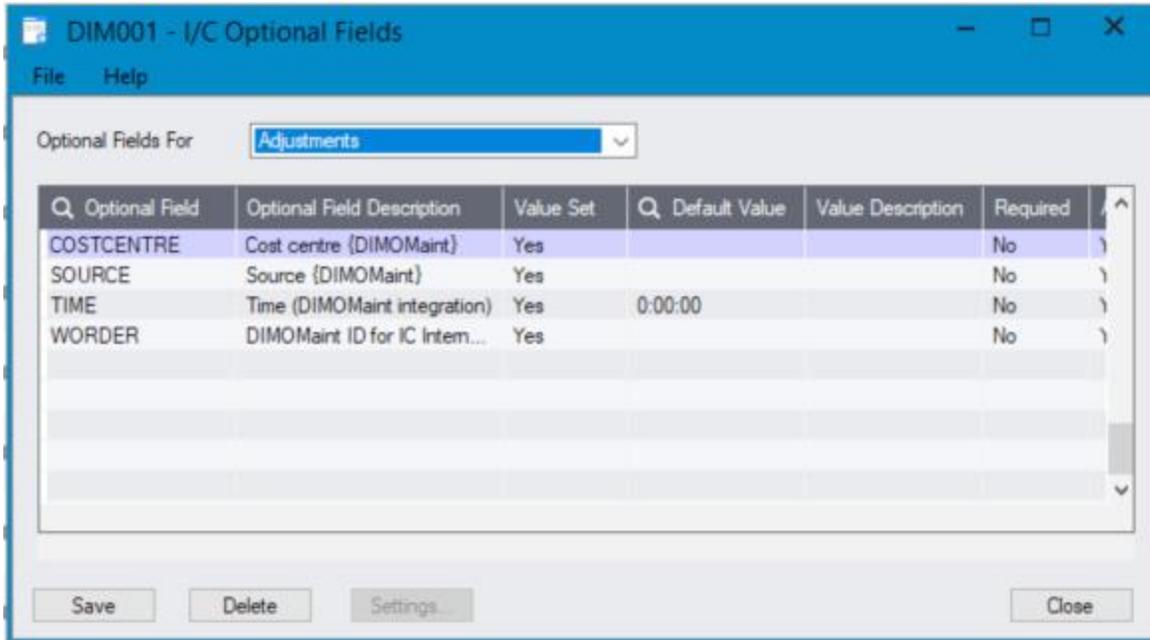
Tip: Although they are not used in any exports, it is suggested you also add the PO Header and Detail optional fields to P/O Receipts and P/O Invoices as they may be used in subsequent reporting.

Optional Field name	Type	Sage 300 module
---------------------	------	-----------------

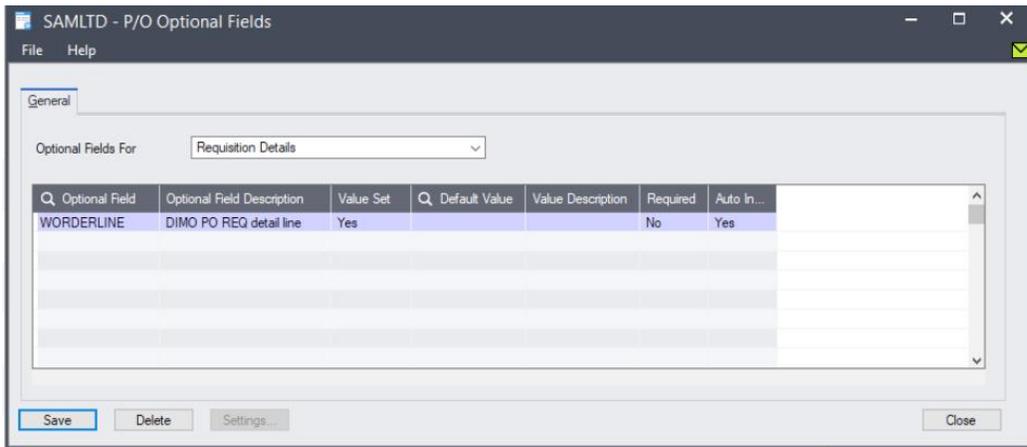
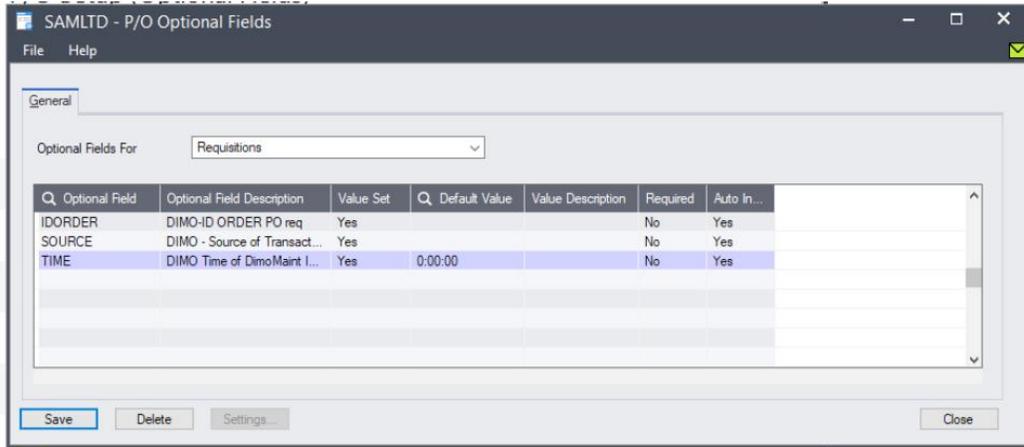
TIME	Time	I/C Internal usage header I/C Adjustments header PO Requisition header PO Purchase Order Header PO Receipt Header PO Invoice Header I/C Internal usage header I/C Adjustments header PO Requisition header PO Purchase Order Header PO Receipt Header PO Invoice Header
SOURCE	Text	I/C Internal usage header I/C Adjustments header PO Requisition header PO Purchase Order Header PO Receipt Header PO Invoice Header
COSTCENTRE	Text 60	I/C Internal usage header I/C Adjustments header PO Requisition header PO Purchase Orders Header PO Receipt Header PO Invoice Header
IDORDER	Text 60	PO Requisition detail line PO Purchase Order line PO Receipt Line PO Invoice Line
WORDERLINE	Text 60	I/C Internal usage Header and detail I/C Adjustment Header and detail
WORDER	Text 60	

I/C OPTIONAL FIELDS SETUP

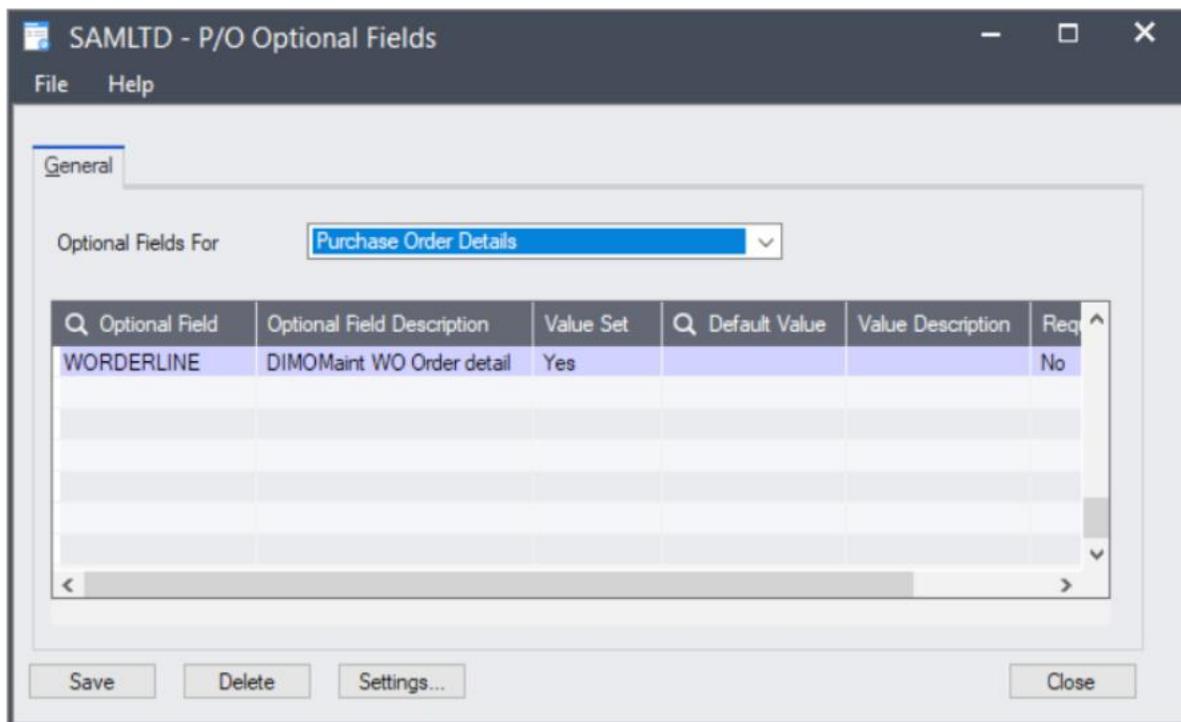
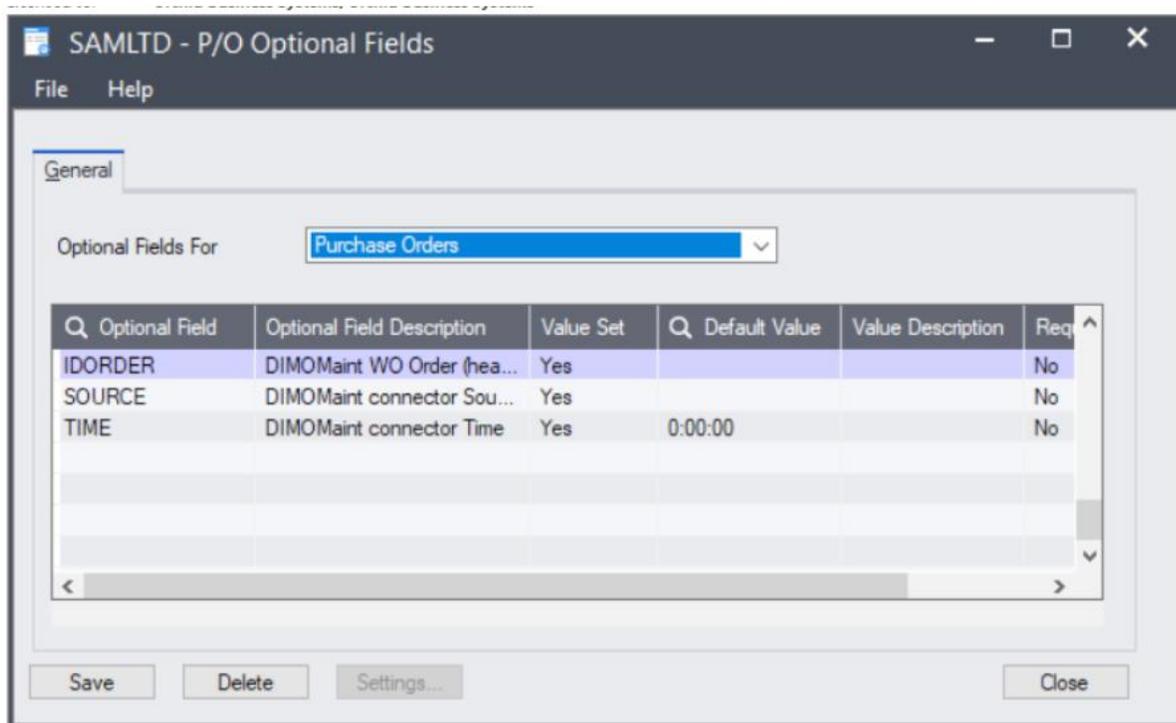




P/O OPTIONAL FIELDS SETUP

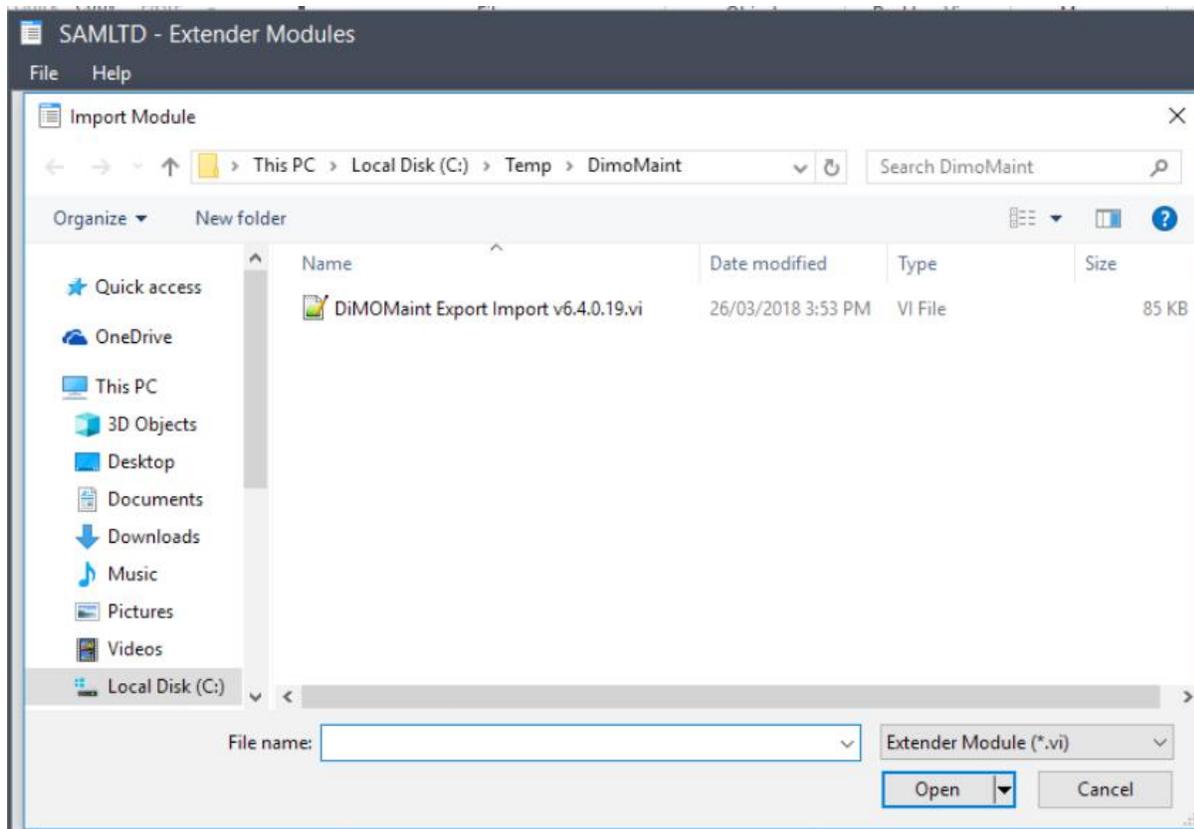


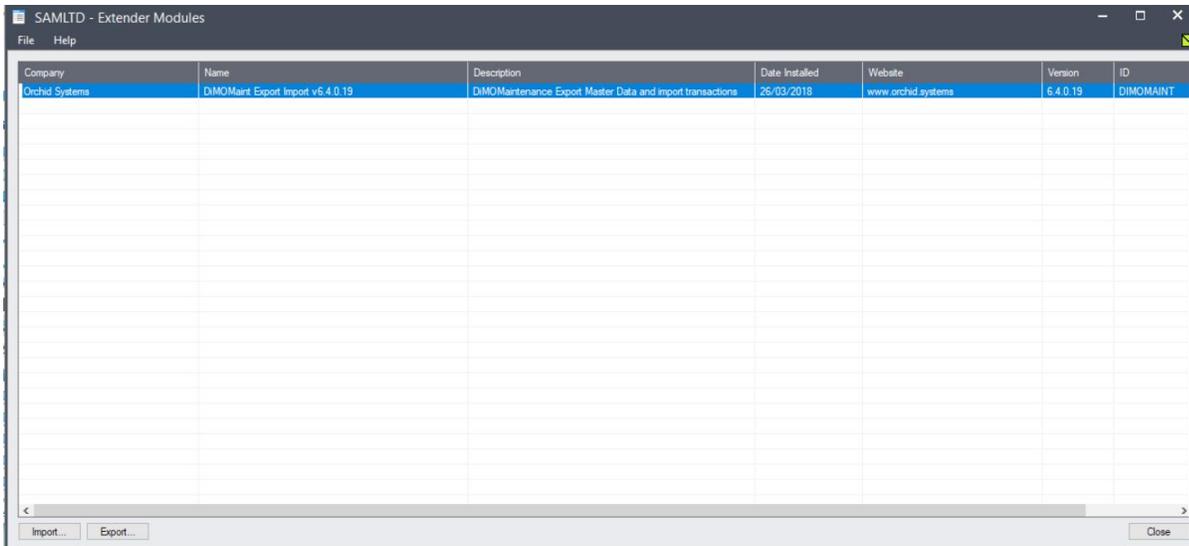
DimoMaint Connector



INSTALL AND ACTIVATE EXTENDER

- Install Extender
- Activate Extender in the Sage 300 database.
- In Extender Setup > Options > Email, enter details of the SMTP server to enable sending emails on error.
- Import the DIMO Maint module in Extender Setup > Modules

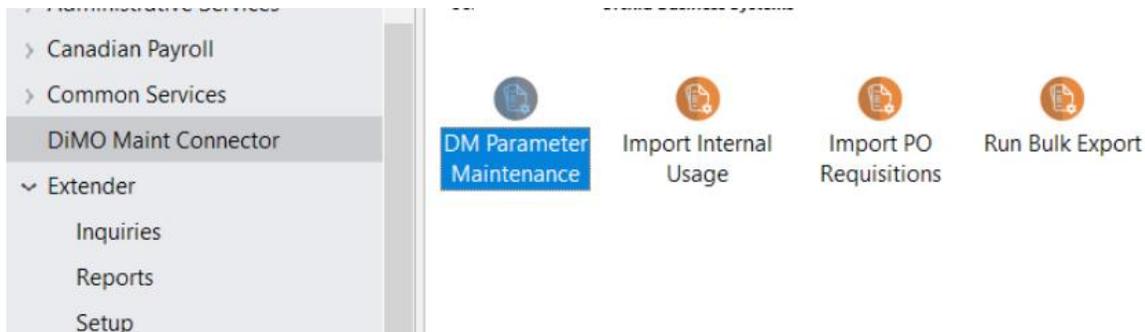




Restart the Sage desktop for Extender setup to take effect as requested on the screen.

CONFIGURE CONNECTOR

Navigate to the DIMO Maint connector menu



CONFIGURE PARAMETERS IN DIMO MAINT CONNECTOR > DM PARAMETER MAINTENANCE

Parameter	Description
Record ID	Required by Extender – Set it to 1
Path for files to S300	Full path where the files exported from DIMOMaint will be saved. Use UNC File path Users who will run the imports will need access to this folder. This includes the user configured in Task Scheduler if using Process Scheduler to import files.
Path for files to DM	Full path where the files created by Sage 300 exports will be saved. Use UNC File path and ensure all users running Sage 300 and

	updating details that are exported have access to the folder.
Archive path for Files to S300	Typically this is an ARCHIVE subfolder within the Path for files to S300 folder.
Email address on Error	Used when there is an error importing files from DIMOMaint
Autopost	If ticked, I/C Internal usage records are posted. PO Requisitions are posted on creation
Unknown Item Code	Used when importing PO Requisition, if the item in the file doesn't exist in Sage 300. Note: If the Works order file includes items that don't exist in I/C, the import will return an error.
Cost Centre segment	GL segment that needs to be exported to track the cost centre. Example 000002 if you are using GL Segment 2 for the cost centre
PO Requisition filename	PO.csv – Update if the DIMOMaint export changes the filename
Works Order filename	WO.csv– Update if the DIMOMaint export changes the filename
I/C Opt Field Works Order	Optional field name to store the DIMO Maint Works order number from the import file
I/C Opt Field Time	Optional field name to store the time from the DIMO Maint import
I/C Opt Field Source	Optional field name to store the source for transactions created by the DIMO Maint Import
I/C Opt Field Cost Center	Optional field name to store the Cost Centre from the import file
PO Opt Field ID Order	Optional field name to store Work order number from Import file on the PO Requisition Header
PO Detail Opt Field Lineno	Optional field name to store Work order line number from import file on the PO Requisition detail line
PO Opt Field Time	Optional field name to store PO requisition time from import file
PO Opt Field Source	Optional field name to store PO Requisition header source from import file

EXAMPLE PARAMETERS

DimoMaint Connector

SAMLTD - Maintain: DiMOMaint DM Integration Params

File Help

Record ID: 1

Path for files to S300: c:\temp\DiMOMaint\FilesToS300

Path for files to DM: c:\temp\DiMOMaint\FilesToDM

Archive Path for files to S300: c:\temp\DiMOMaint\FilesToS300\Archive

Email Address on Error: bill.bhaisson@samplecompany.ltd

Autopost Internal Usage imports

Unknown Item Code: S1-300/Y Curved Screen 5'H x 6'W

Cost Center Segment: 000002

PO Requisition filename: PR.csv

Works Order filename: WO.csv

IC Opt Field Works Order Number: WORDER DIMOMaint IC WORDER

IC Opt Field Time: TIME DIMOMaint connector Time

IC Opt Field Source: SOURCE DIMOMaint connector Source (IC/PO)

IC Opt Field Cost Center: COSTCENTRE DIMOMaint Cost Centre (IC)

PO Opt Field ID Order: IDORDER DIMOMaint WO Order (header)

PO Detail Opt Field Line Order: WORDERLINE DIMOMaint WO Order detail

PO Opt Field Time: TIME DIMOMaint connector Time

PO Opt Field Source: SOURCE DIMOMaint connector Source (IC/PO)

Save Delete... Close

Configure Process Scheduler to import from DimoMaint automatically

If using Process Scheduler to automatically import Internal Usage and PO Requisitions from DimoMaint to Sage 300, install and configure Process Scheduler. Refer to Process Scheduler Getting Started Guide for details.

Requirement! Process Scheduler Level 1 is the minimum required to run Extender Scripts. Level 2 and Level 3 will work too.

Optional - Configure Process Scheduler if required	19
Process Scheduler > Setup > Schedules >	20
Run Schedule in Process Scheduler to test	24
Task Scheduler	24

OPTIONAL - CONFIGURE PROCESS SCHEDULER IF REQUIRED

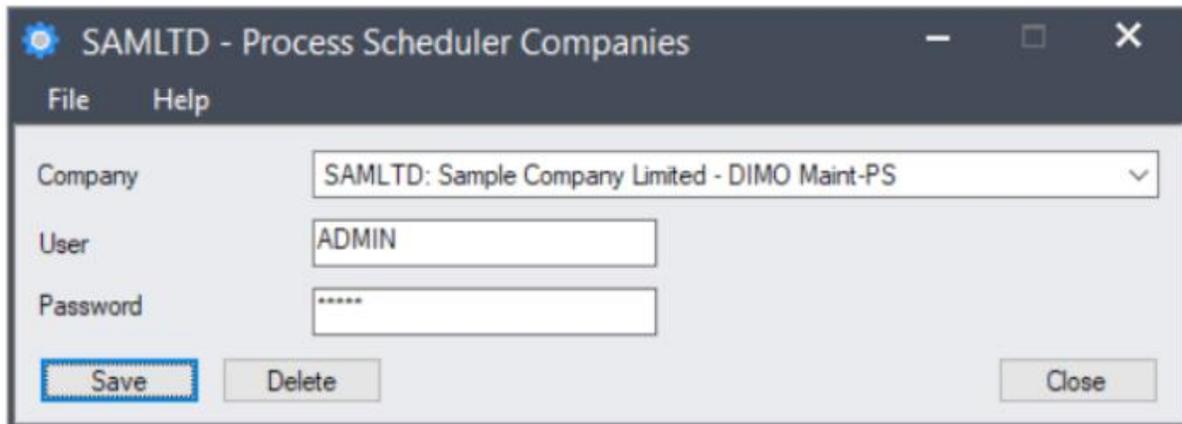
Install and activate Process Scheduler (Level 1 is the minimum required).

Process Scheduler Setup > Options > enter Sage 300 logon details

Process Scheduler Setup > Options > Email > enter SMTP details to send emails when imports are run.

PS Setup > Companies > Enter Sage 300 logon details for all companies that you want to run a script in.

Tip: Even if you only have one company, you need to enter details of a Sage 300 user who has security rights to perform the required tasks in Sage 300.



PS Setup > Email messages > create/import Email messages

One when schedule has errors connecting

One when the detail step is run

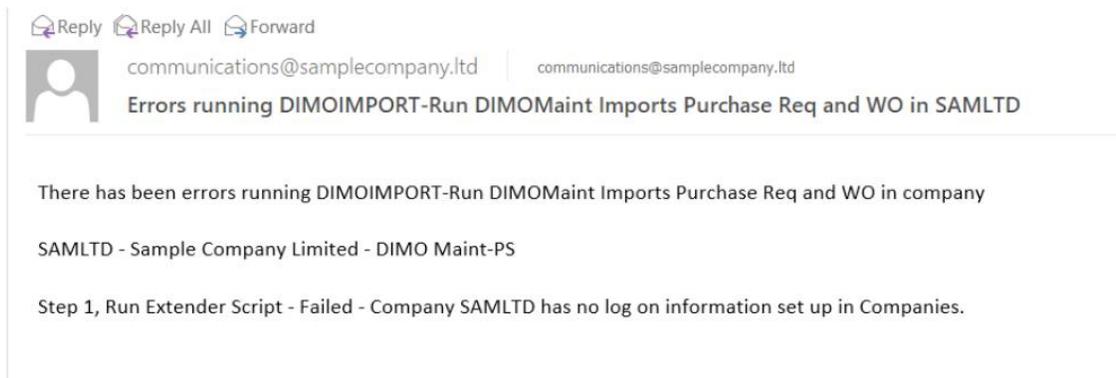
Refer to Process Scheduler help for details.

Steps for Setting Up Process Scheduler

PROCESS SCHEDULER > SETUP > SCHEDULES >

Create a new schedule

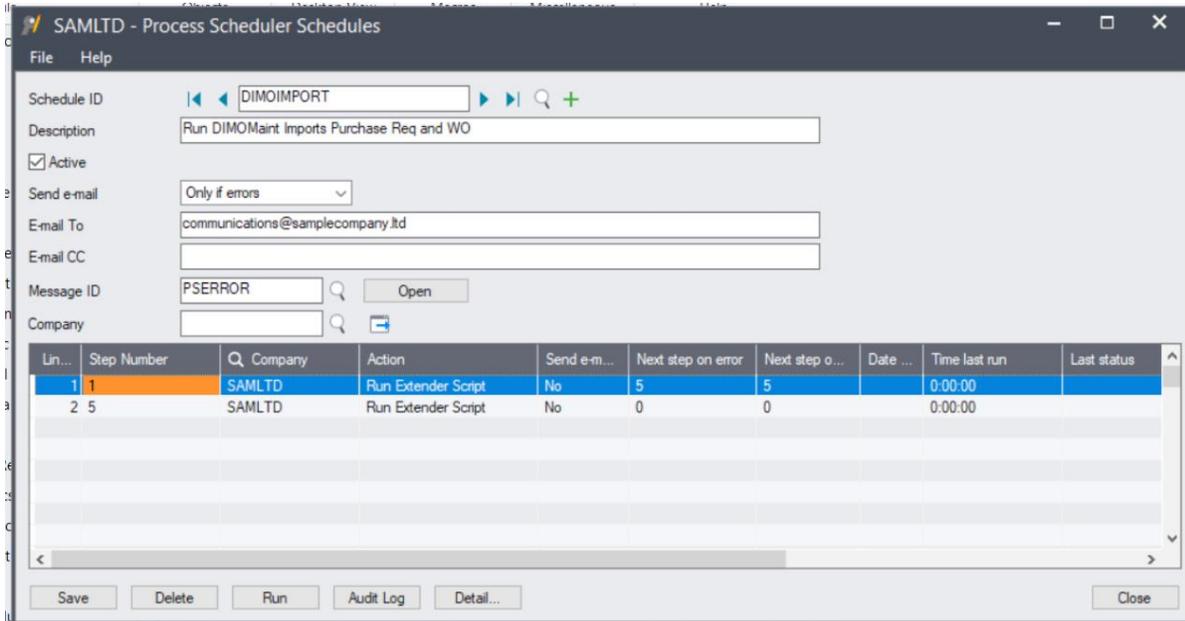
Choose Send email only if error – You will get an email if there is an error running the schedule (e.g. connecting to the database example below).



Add 2 "Run Extender script" steps: one to run the Import WO into Internal Usage and one to run the Import PO Requisition.

Tip:

To receive an email with the import results, choose Send e-mail Always and select a Message ID. If you only want to receive a notification on error, do not send email on error in Process Scheduler as the script sends an email with the error file anyway.



Details ✕

Line ◀ ◁ [] ▷ ▶ ▶+ See 'Example Extender Script.py' for an example script.

Step Number

Action

Send e-mail on error

Company

Script

Parameters

Next step on error Send email

Next step on success Send email

Date last run

Time last run

Last status

Number of errors

Last log

Details [Close]

Line: [Navigation icons] See 'Example Extender Script.py' for an example script.

Step Number: [5]

Action: [Run Extender Script]

Send e-mail on error: [No]

Company: [SAMLTD] [Search]

Script: [DIMOMAINT.POReqImport] [Search]

Parameters: [FULL]

Next step on error: [0] Send email: [] [Search]

Next step on success: [0] Send email: [DIMOIMPORT] [Search]

Date last run: [/ /]

Time last run: [00:00:00]

Last status: []

Number of errors: [0]

Last log: [] [Open]

[Save] [Delete] [Close]

Note:

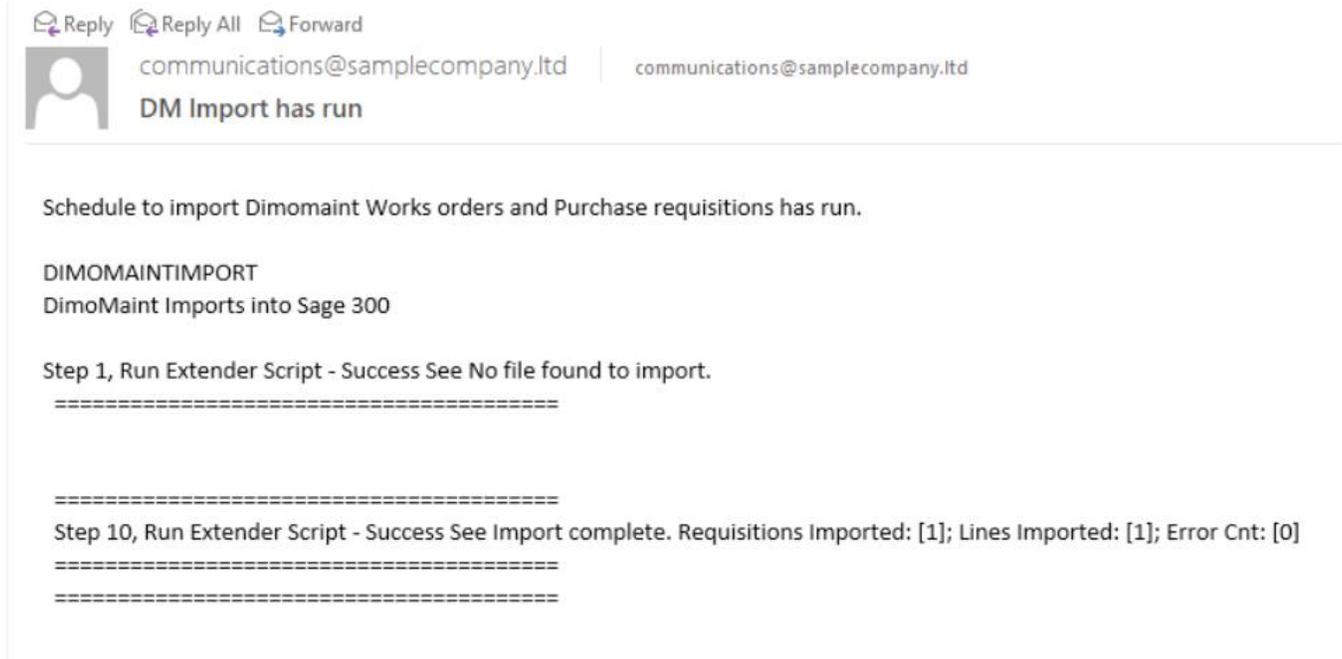
You can also create one schedule for each import.

You can then create a third schedule to run all schedules so that you can create a single task in Task Scheduler.

Or you can create multiple tasks in Task scheduler if you want to schedule the 2 imports at different times/schedules.

RUN SCHEDULE IN PROCESS SCHEDULER TO TEST

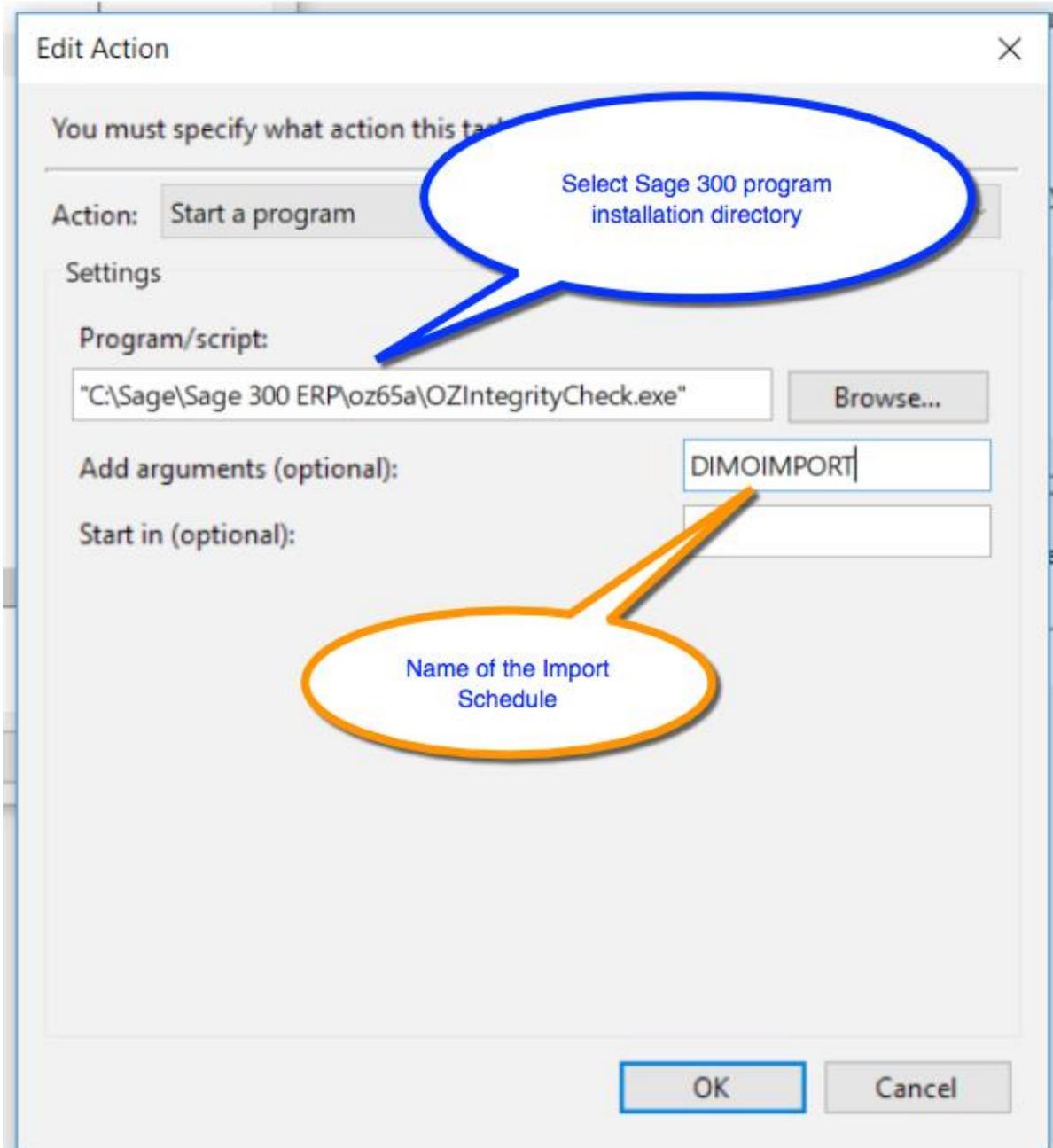
If you have configured Process Scheduler to send an email "Always", you will receive an email similar to the one below.



TASK SCHEDULER

Configure Task Scheduler to run the import.

Refer to Process Scheduler documentation for more details.

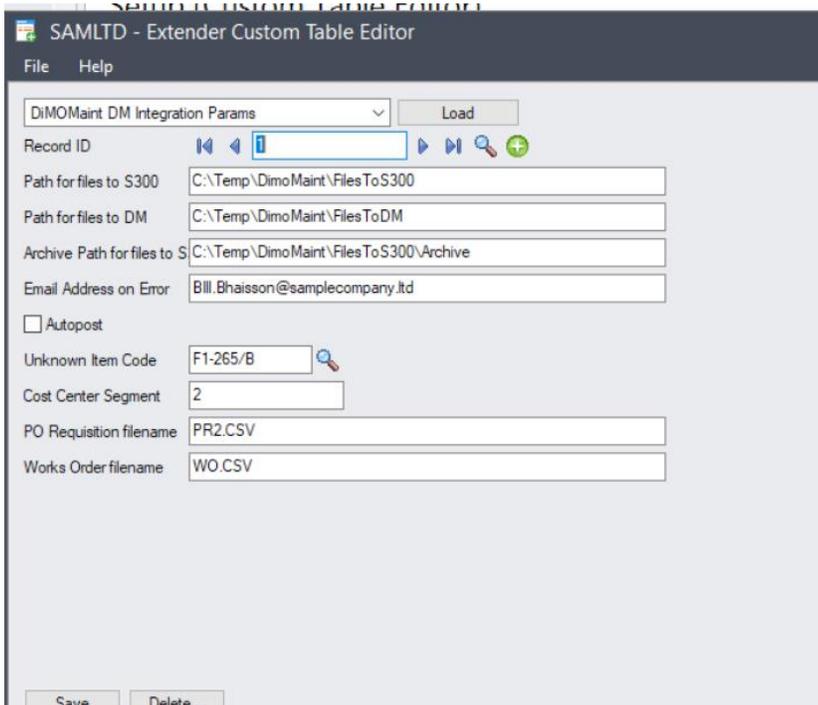
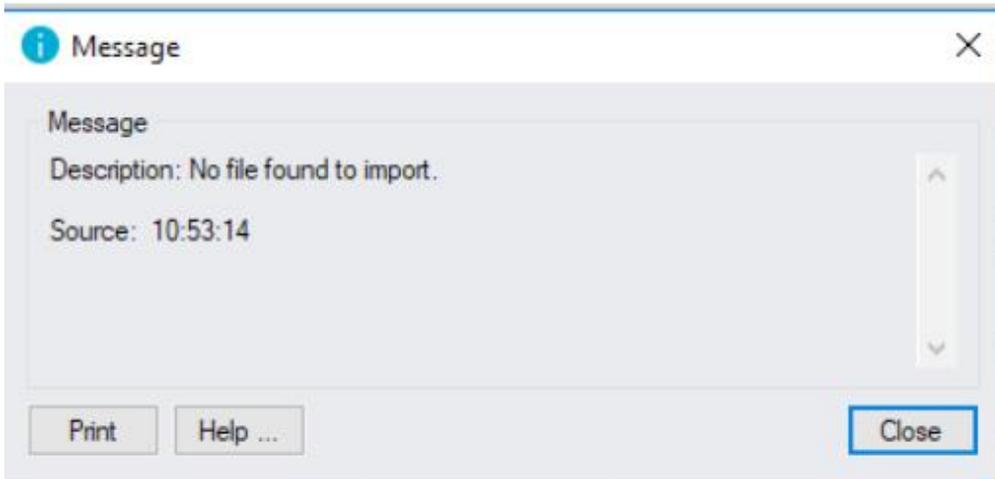


Troubleshooting Imports with the connector

When importing, if you get this error "No file found to import"

Check that there is a file in the folder configured under "Path for files to S300"

Check the actual file name against the filenames configured in PO Requisition Filename (PO Requisition) and Works Order filename (Internal Usage import).

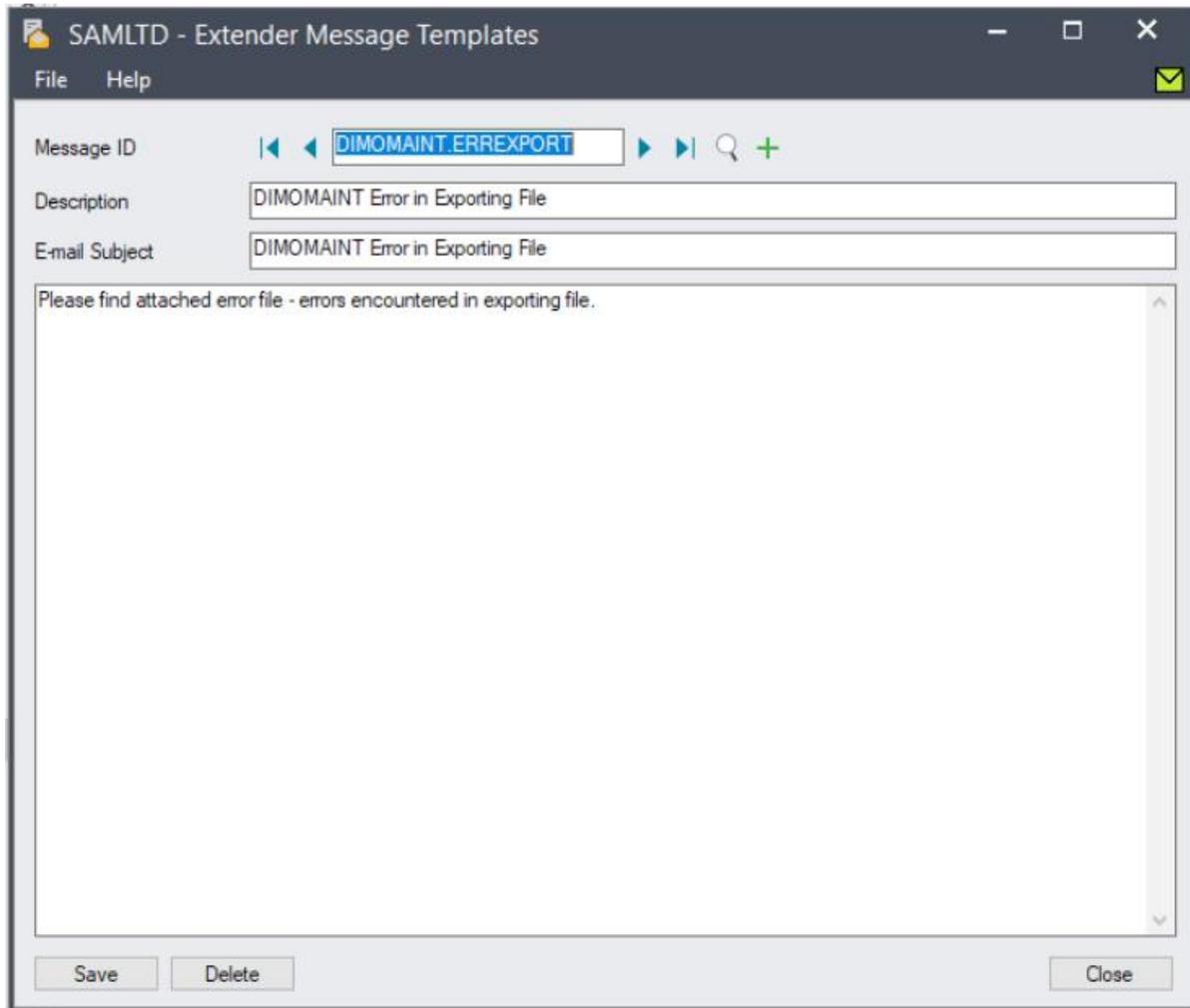


Modifying the connector (Advanced functionality).

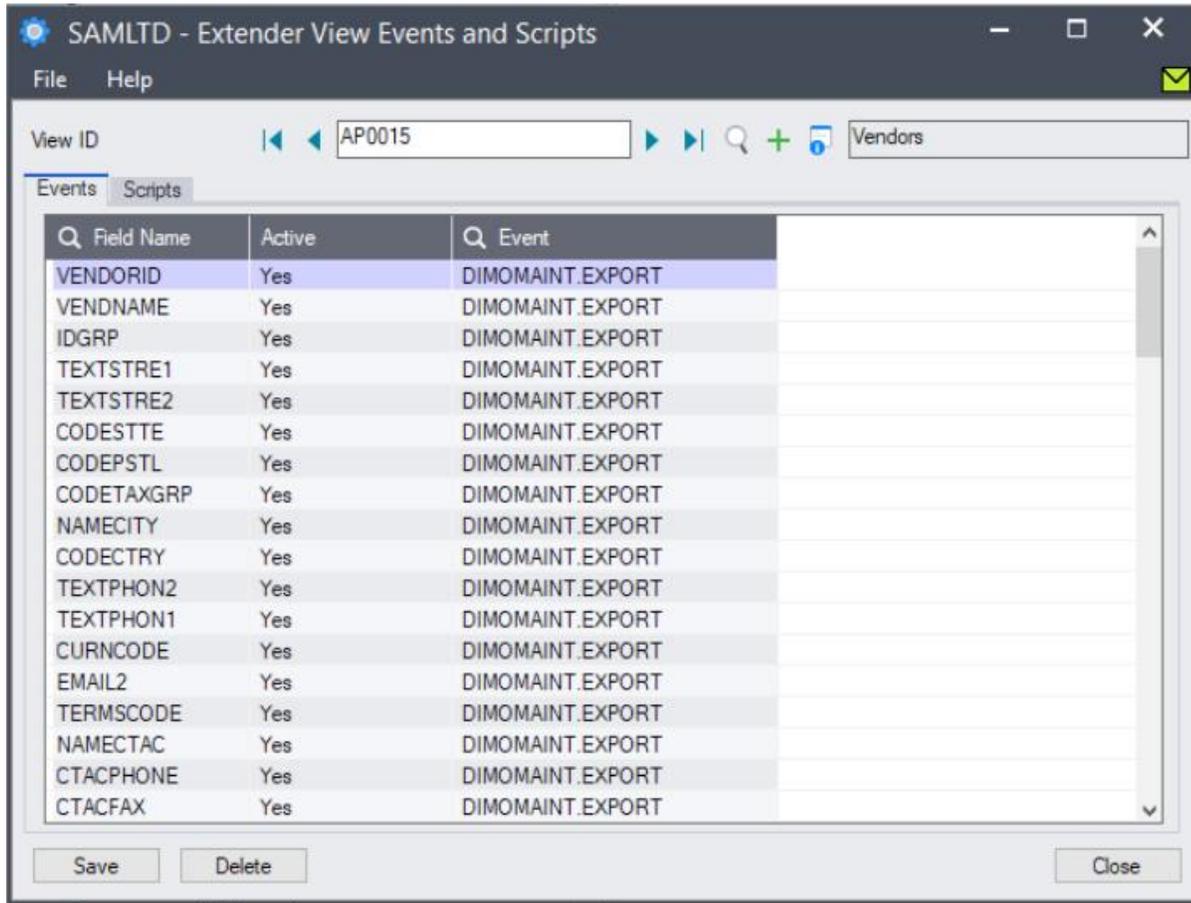
If you need to modify the connector, you need to have a valid licence for Extender Configurator, Customizer or Developer Edition. The level of licence required depends on what changes you need to do.

AMENDING EMAIL TEMPLATE

In Extender Setup > Email Templates, you can amend the email message sent when there is an error exporting file.



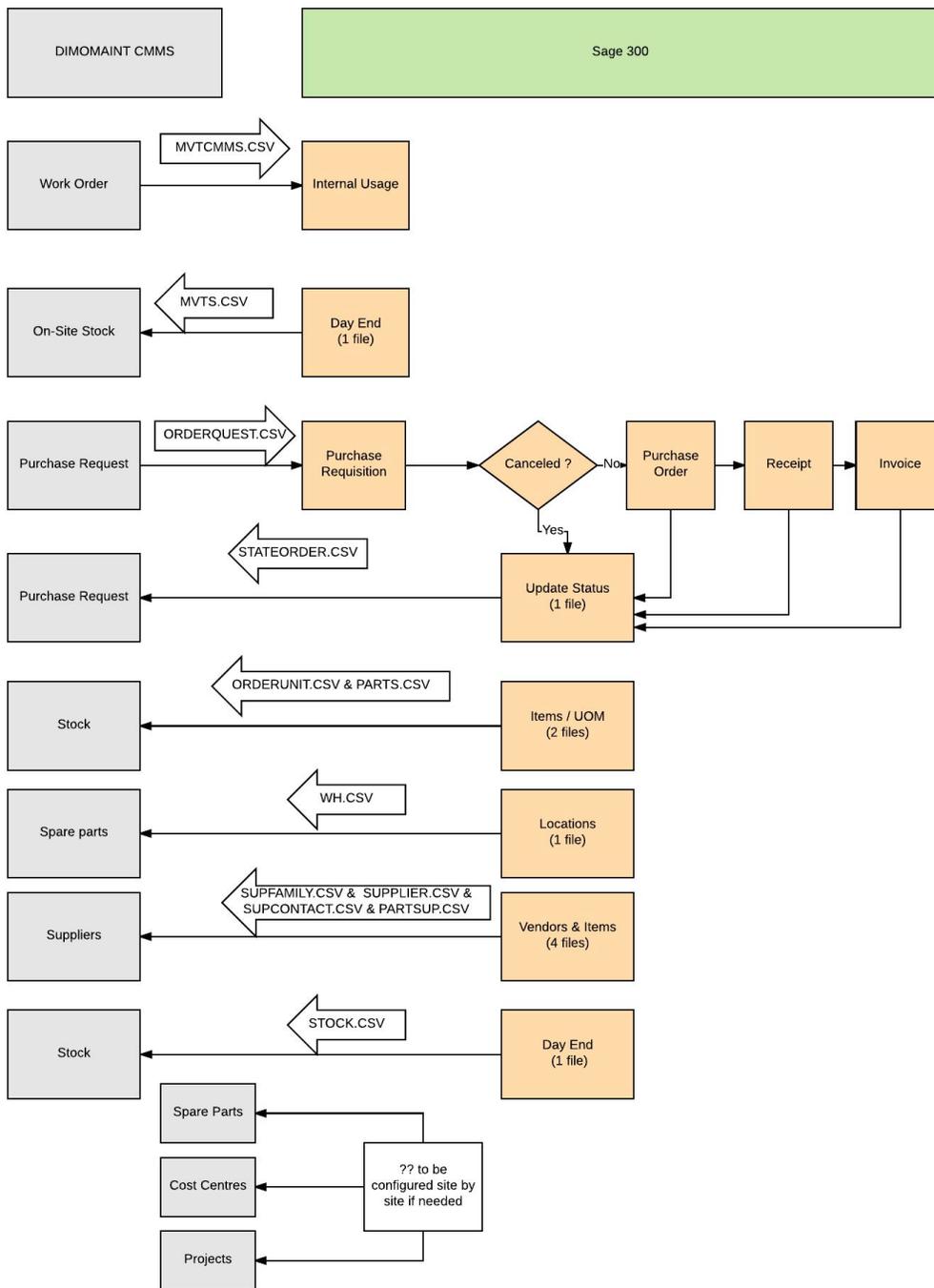
ADDING/REMOVING FIELDS TO THE EXPORT



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DIAGRAM OF SAGE 300 : DIMO MAINT INTEGRATION



EXPORTS FROM SAGE 300 TO DIMOMAIN

File name	Description
-----------	-------------

CC.csv	Cost Centre
ICSTOCK.csv	I/C Location Details – Stock on hand
MVTS.csv	I/C Stock Movements (not included in bulk export)
ORDERUNIT.csv	I/C Unit of measures
PARTS.csv	I/C Items
PARTSUP.csv	I/C Vendor Details
SUPCONTACT.csv	AP Vendor contacts
SUPPLIER.csv	AP Vendors
WH.csv	I/C Locations (Excludes logical locations in Sage 300)
STATEORDER.csv	PO Purchase Request/Purchase Order status, only created/updated when PO requisitions and P/O Orders are updated in Sage 300. State: 1 = In progress, 2 = complete, 3 = cancelled

Local Disk (C:) > Temp > DIMOMaint > FilesToDM

Name	Date modified	T
 CC	5/04/2018 4:03 PM	M
 ICSTOCK	5/04/2018 4:03 PM	M
 MVTS	5/04/2018 4:03 PM	M
 ORDERUNIT	5/04/2018 4:03 PM	M
 PARTS	5/04/2018 4:03 PM	M
 PARTSUP	5/04/2018 4:03 PM	M
 SUPCONTACT	5/04/2018 4:03 PM	M
 SUPPLIER	5/04/2018 4:03 PM	M
 WH	5/04/2018 4:03 PM	M

VIEW EVENTS, SCRIPTS AND WF SETUP FOR DIMOMAINIT CONNECTOR

Scripts can have up to 4 parameters.

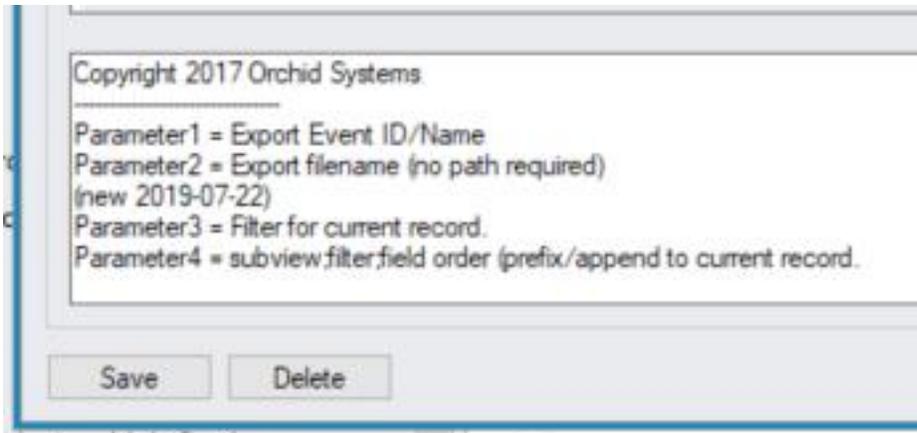
Parameter 1 is the Extender Event

Parameter 2 is the export filename.

Parameter 3 is used to filter records that shouldn't be exported.

Parameter 4 is used when details from separate Sage 300 Views need to be included in the same file.

All views that include DIMOMAINIT.RecordExport script will be included in the bulk export.



You can refer to the following articles to view details:

View Events, Scripts and WF setup for DimoMaint connector on the previous page

PO and StateOrder file on page 38

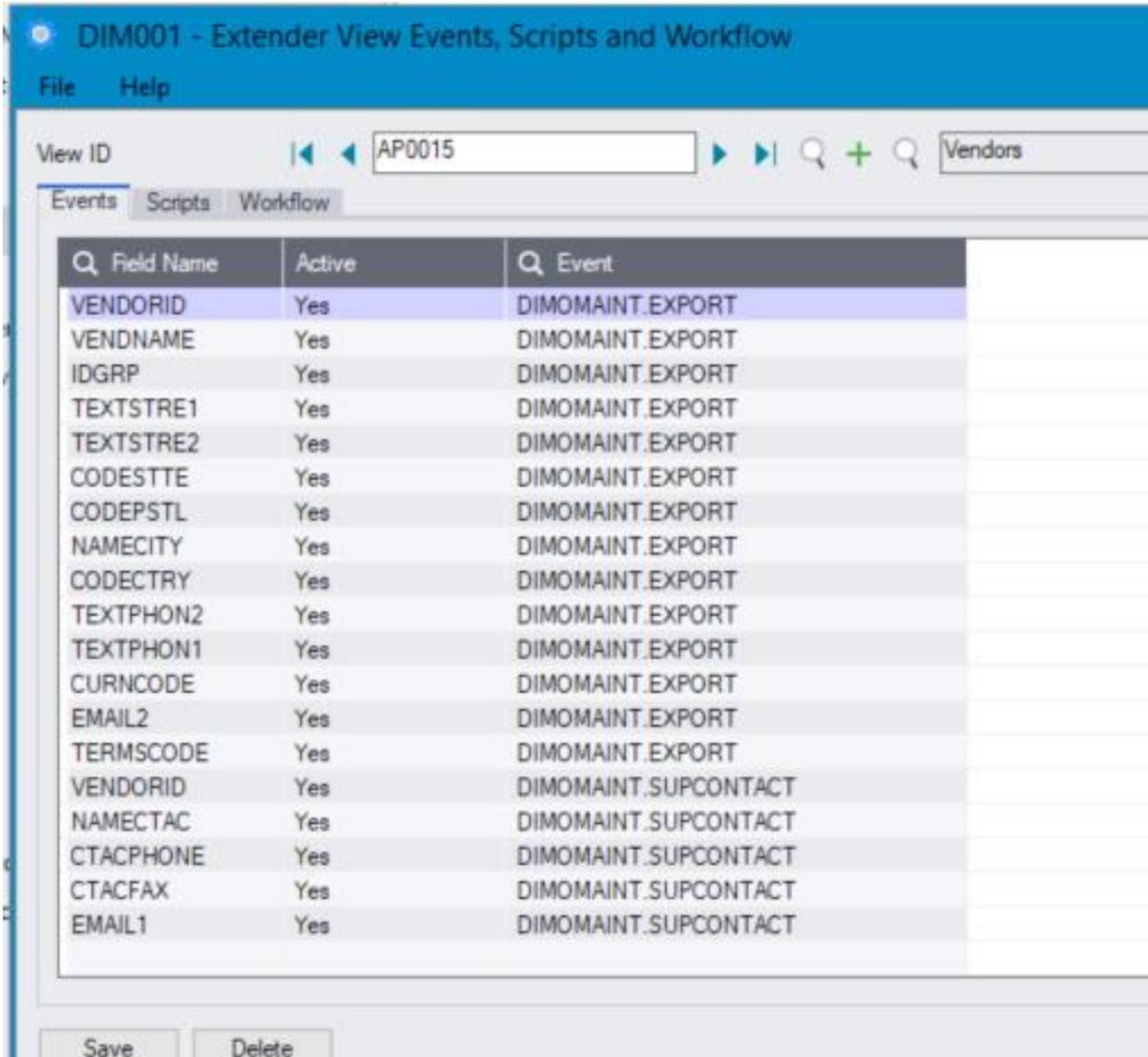
If you have a license for Extender Configurator, Customizer or Developer Edition, you can go to View Events, Scripts and WF screen in Extender Setup to view the fields that trigger the export.

If you have a license for Extender Customizer or Developer Edition, you can view the file name for each Sage 300 view on the Scripts Tab.

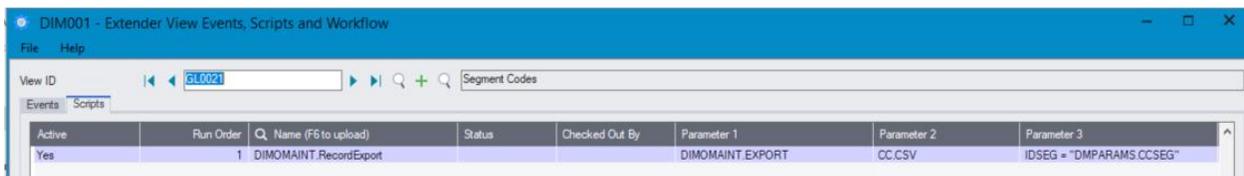
For details of the setup for each view,

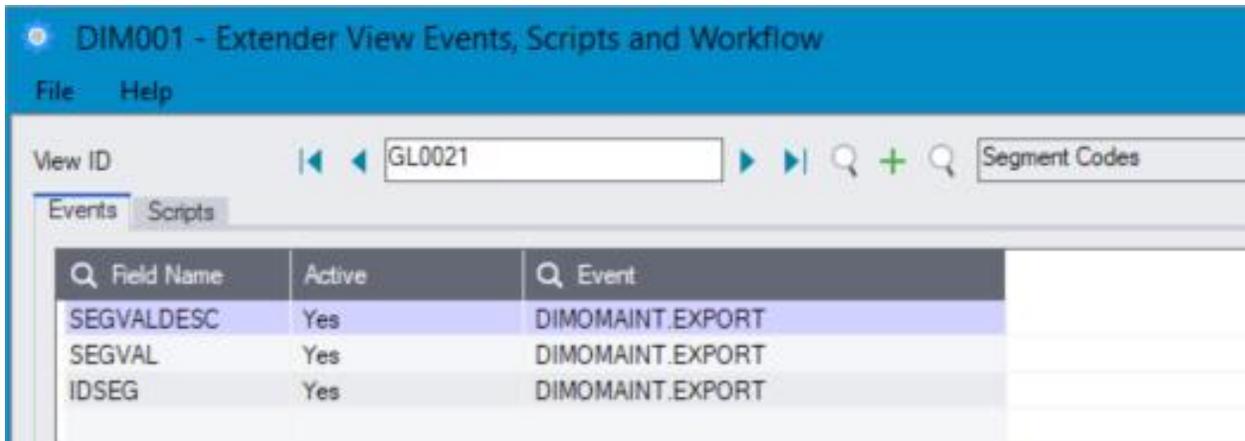
A/P VENDORS AP0015 – SUPPLIER.CSV AND SUPCONTACT.CSV

Active	Run Order	Name (F6 to upload)	Status	Checked Out By	Parameter 1	Parameter 2
Yes	0	DIMOMAIN.Export			DIMOMAIN.SUPCONTACT	SUPCONTACT.CSV
Yes	0	DIMOMAIN.RecordExport			DIMOMAIN.EXPORT	SUPPLIER.CSV

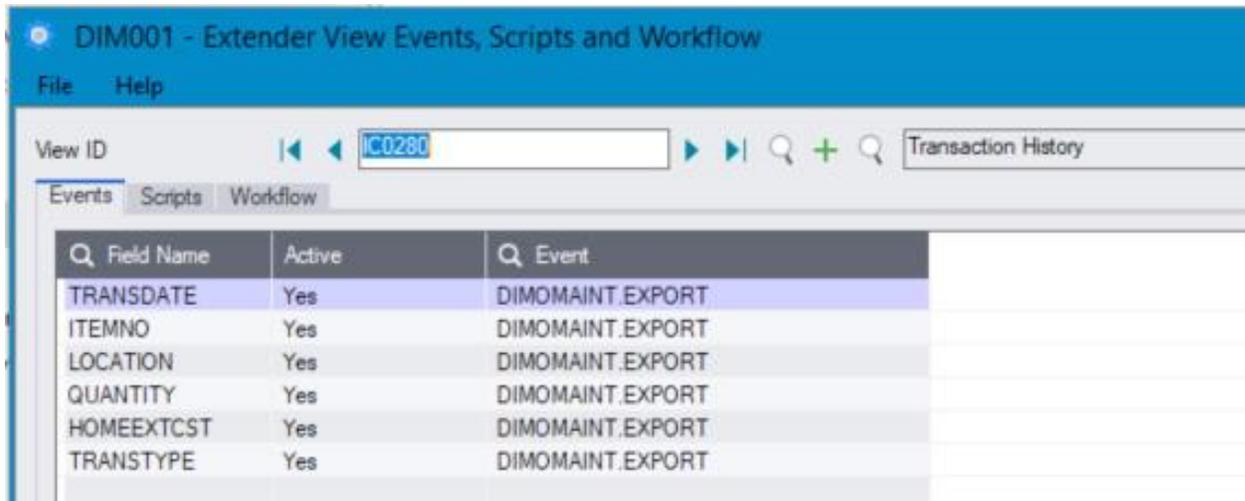
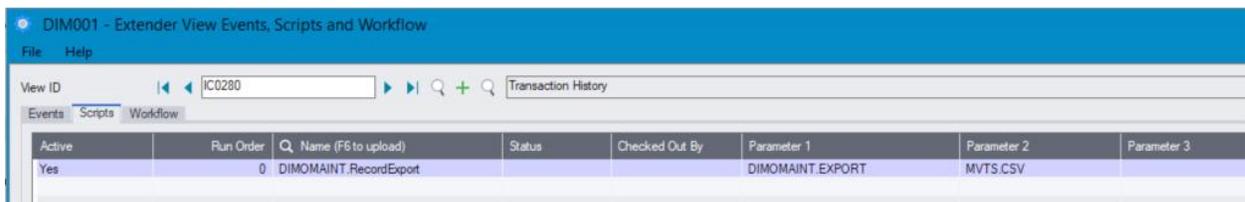


G/L SEGMENTS CODES – GL0021 – CC.CSV

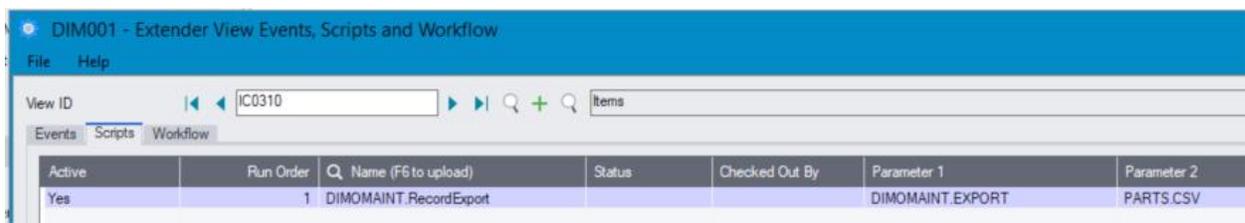


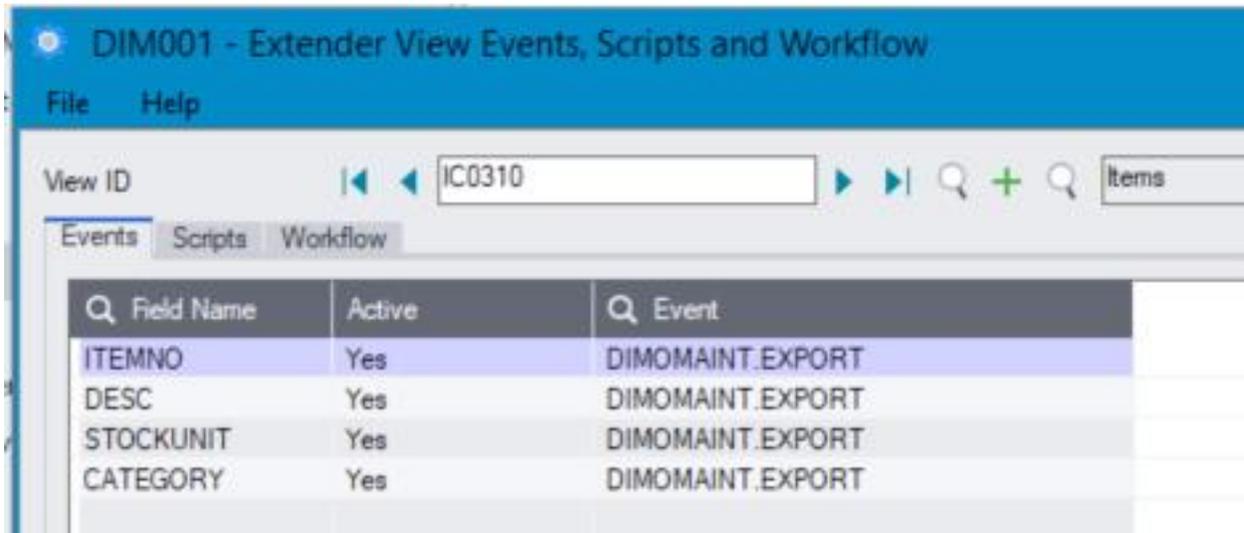


I/C TRANSATIONS HISTORY IC0280 / MVTS.CSV

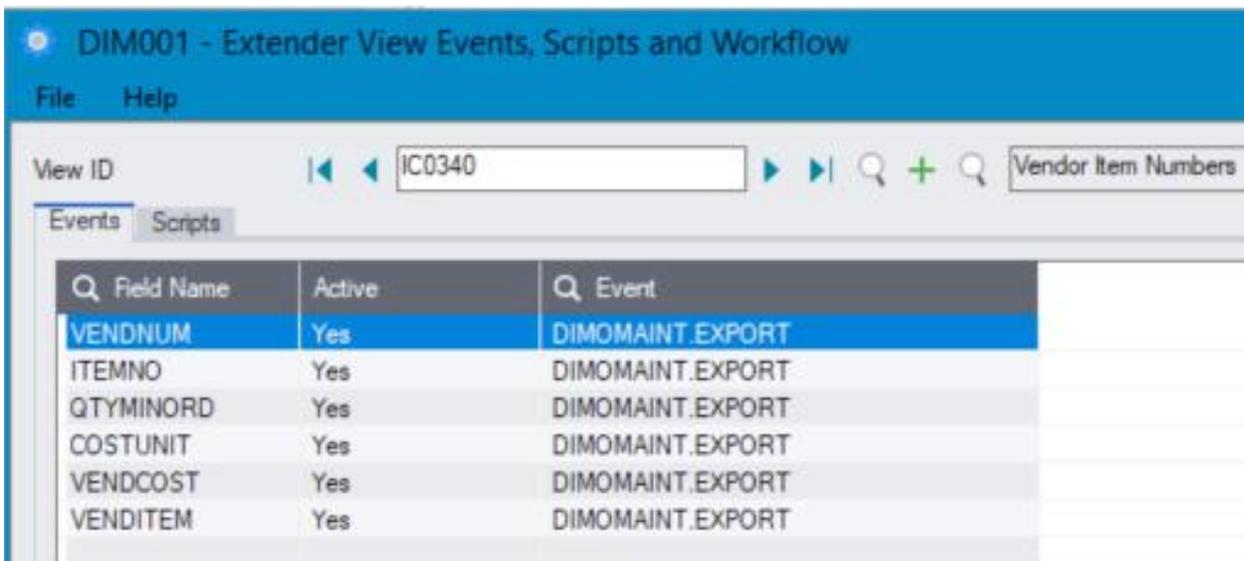
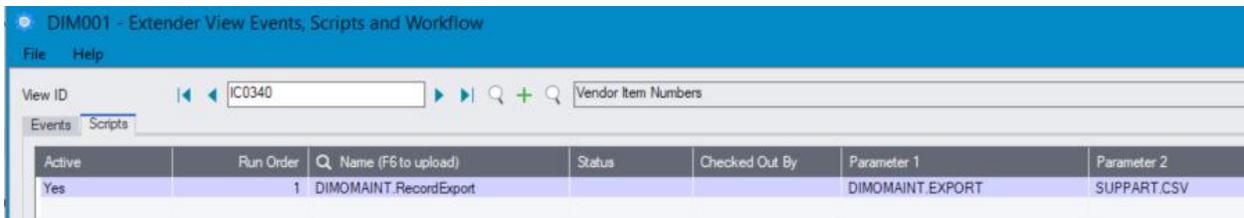


I/C ITEMS - IC0310 / PARTS.CSV



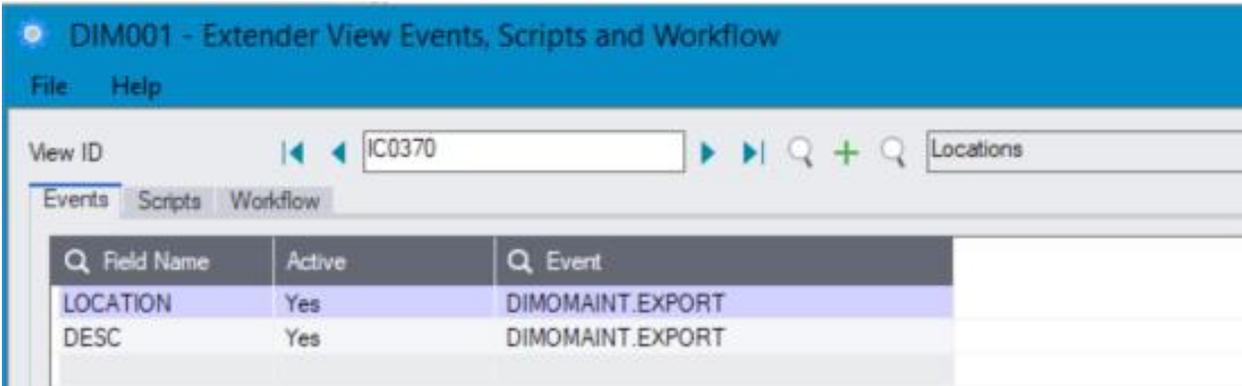
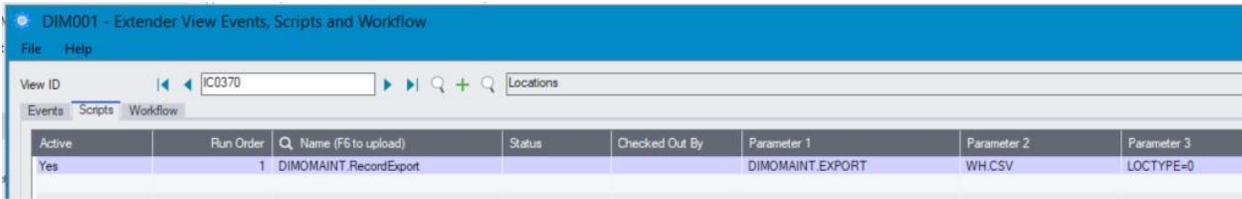


VENDOR ITEM NUMBERS – IC0340 – SUPPART.CSV



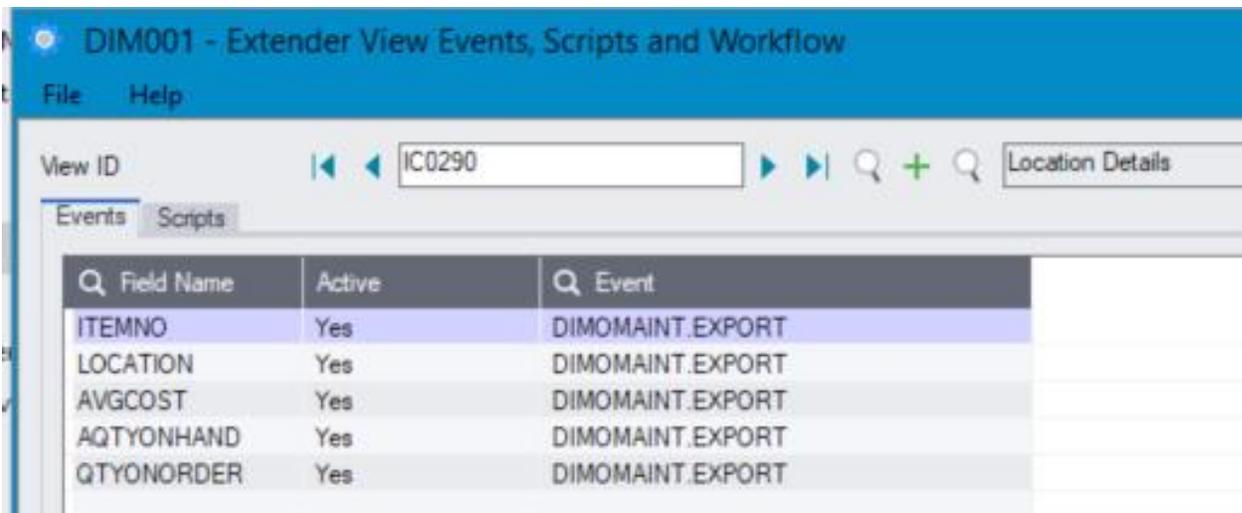
I/C LOCATIONS – WH.CSV

Excludes logical locations

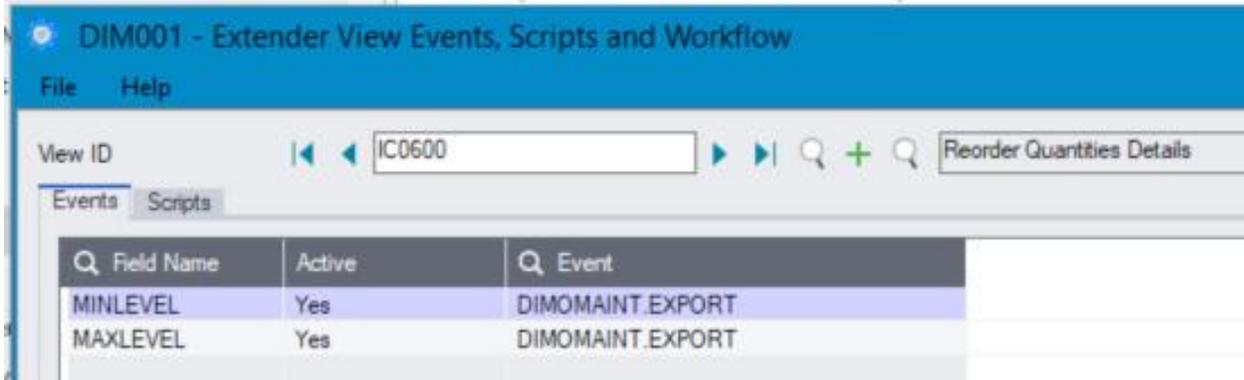


ITEM DETAILS – ICSTOCK.CSV

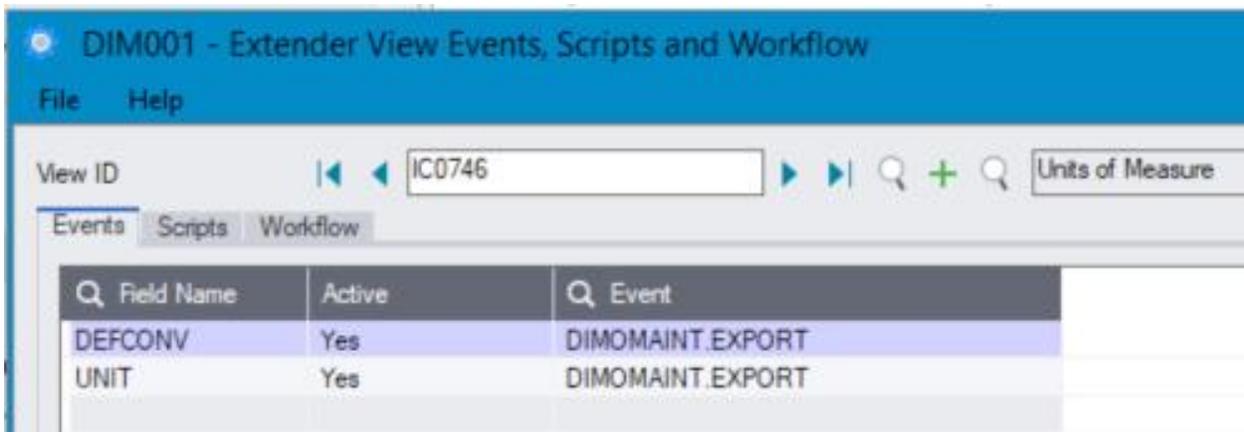
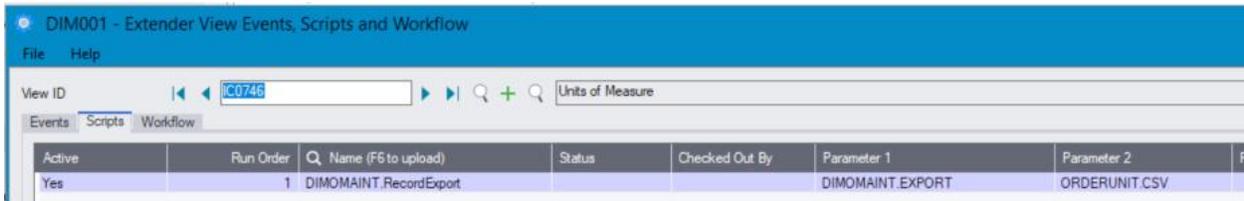
I/C Location Details – IC0290 and I/C Reorder Quantity Details (IC0600)



Reorder Quantity



UNITS OF MEASURE



PO AND STATEORDER FILE

The StateOrder.csv file includes details about Purchase Orders.

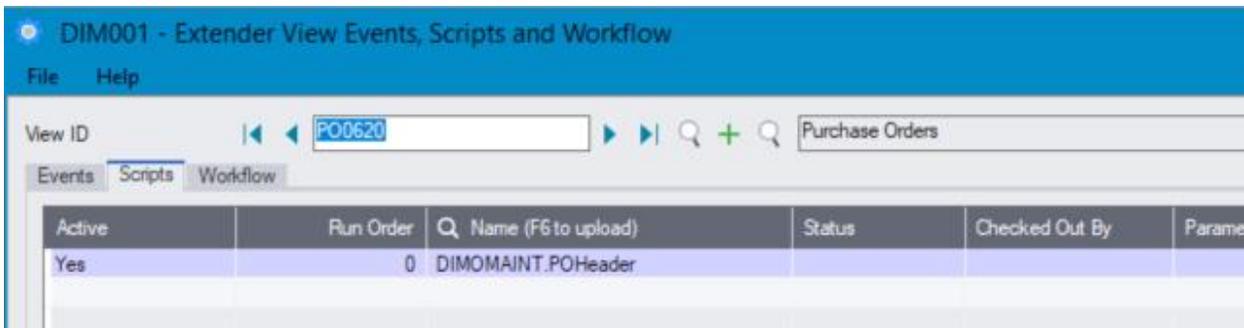
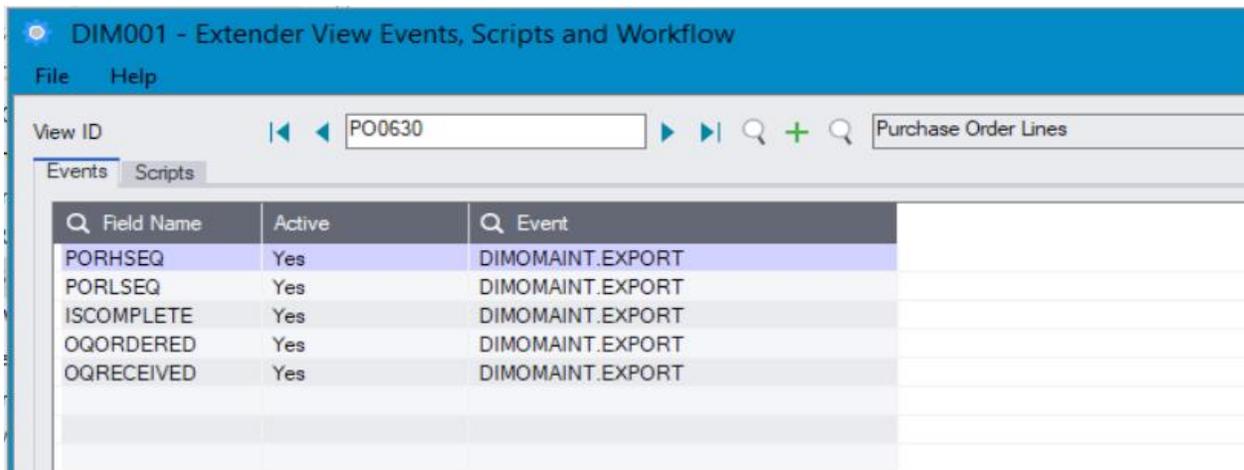
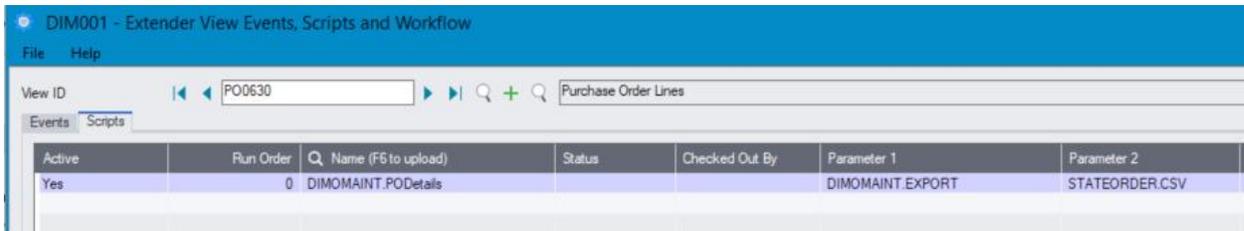
Depending on the P/O Status, the following values are used for the State column.

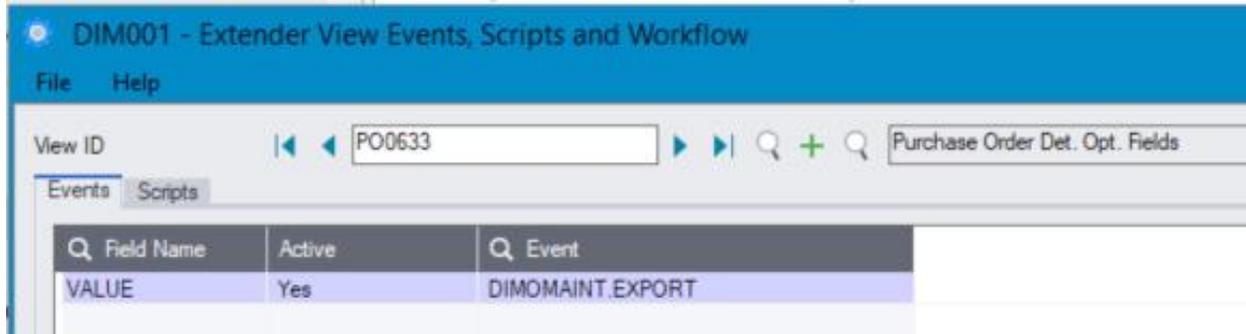
- 1= PO in progress
- 2 = PO Complete
- 3 = PO Cancelled

Important! The quantity in the file is the cumulative Quantity Received to date for each line. When a PO Requisition is inserted, the quantity received is 0.

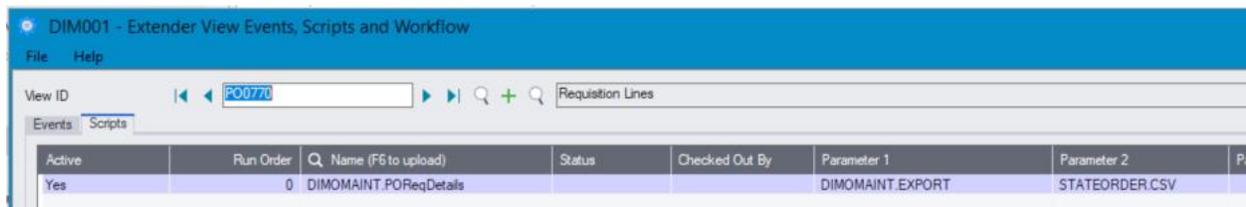
PURCHASE ORDER – HEADER AND DETAILS FOR STATEORDER.CSV FILE

Script is attached to the PO Header to ensure that the lines are only exported when the PO is posted. Also triggers when the PO is deleted

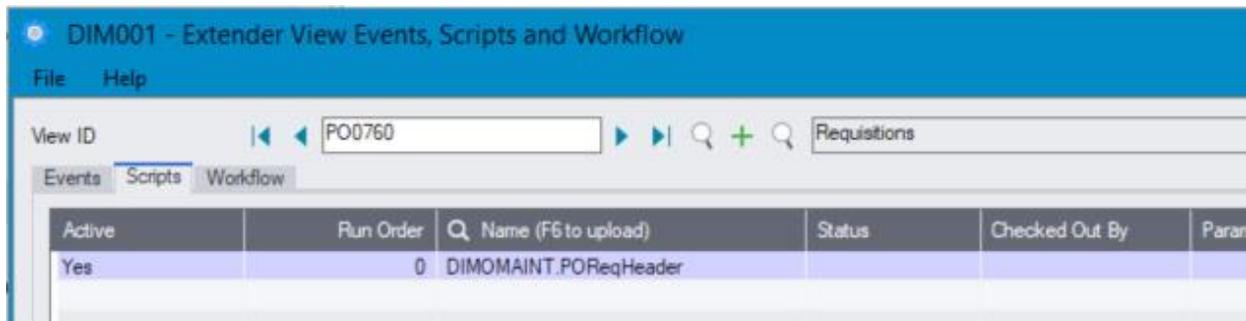




PO Requisition header - Details



Script attached to PO requisition header to trigger the export of details lines of PO requisitions when the PO Requisition is posted.



Examples:

If We Have A Po File With A Quantity Of 3, This Is What You Would Get With A Standard Sage Process.

ID Order; State; Qty

6;1;0.0000; //PO requisition imported into Sage, qty received = 0

6;1;0.0000; //PO Order created in Sage from PO requisition, qty received = 0

6;1;2.0000; //PO Received, qty 2 in the Order UOM, receipt doesn't complete the line, so the PO is still in progress

6;2;3.0000; //PO received, qty 1 in the order UOM, Receipt flags the line as completed , state = 2 / complete, qty = cumulative qty received on PO

If We Have A Po File With A Quantity Of 5, And The PO Is Completed With A Total Receipt Of 3, The File Would Look The Same.

ID Order; State; Qty

6;1;0.0000; //PO requisition imported into Sage, qty received = 0

6;1;0.0000; //PO Order created in Sage from PO requisition, qty received = 0

6;1;2.0000; //PO Received, qty 2 in the Order UOM, receipt doesn't complete the line, so the PO is still in progress

6;2;3.0000; //PO received, qty 1 in the order UOM, Receipt flags the line as completed , state = 2 / complete, qty = cumulative qty received on PO

In Sage 300, you can only delete a PO or a PO line if it has not been received yet, so you would receive a file like the below.

4;1;0.0000 //PO requisition imported into Sage

4;1;0.0000 //PO created from requisition

4;3;0.0000 //PO deleted before any receipt.

IMPORTS FROM DIMOMAIN

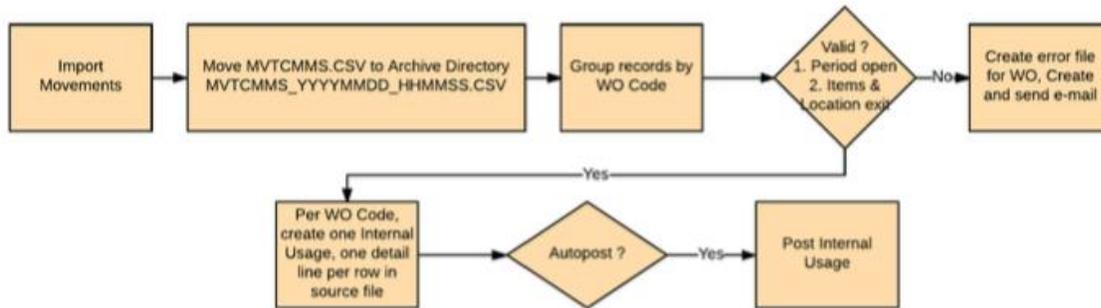
Imports from DIMO Maint to Sage 300 - Mapping

Works order from DimoMaint to I/C Internal Usage Requests and Adjustments

if the quantity in the file is negative, the parts are used. The connector creates I/C Internal Usage records for the absolute value of the quantity in the file.

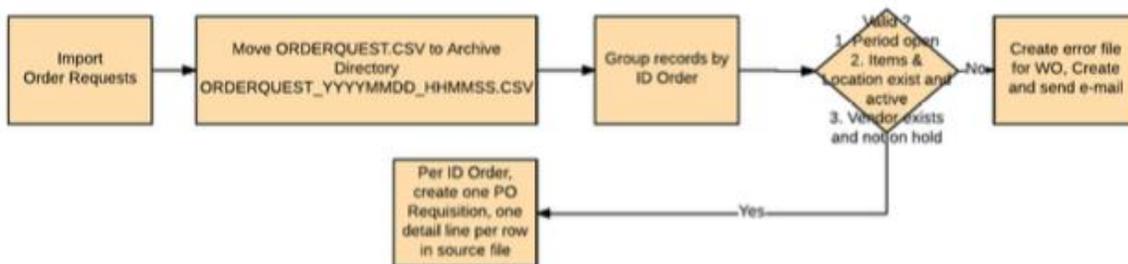
If the quantity in the file is positive, it is an entry movement in DimoMaint. The connector creates I/C Adjustments of type "Both Increase", using the default cost in Sage 300. In case the cost in Sage 300 is zero, the I/C Adjustment is Quantity Only.

indice	Data	Data Example	Sage 300 View	Sage 300 View Field
1	Part Code	A11030	IC0286	ITEMNO
2	WH Code	1	IC0286	LOCATION
3	Qty	10	IC0286	QUANTITY
4	Stock Unit	Ea.	IC0286	UNIT
5	Price U	7.98		
6	Date	03/04/2020	IC0288	TRANSDATE
7	Time	12:10:56	IC0288	OPTFIELD Time
8	Code CC	CC1	IC0288	OPTFIELD CostCentre
9	WO Code	BT_1402	IC0288	REFERENCE AND OPTFIELD WORDER
	Additional Field Set		IC0288	OPTFIELD SOURCE = DIMOMAINT



PO Requisitions

indice	Data	Data Example	Sage 300 View	Sage 300 View Field
1	ID Order	O_21014-416	PO0760	REFERENCE and HEADER.OPTFIELD IDORDER
2	ID line order	129	PO0770	DETAIL.OPTFIELD=WORDERLINE
3	Part Code	10	PO0770	ITEMNO *if Part Code not known, use PARAM.MISSITEM
4	Part Name	DIMO MAINT DESC	PO0770	ITEMDESC *if PARAM.MISSITEM being used, use PART NAME not Item Description
5	Qty	10	PO0770	OQORDERED
6	Order Unit	BOX	PO0770	ORDERUNIT
7	Code CC	CC1		
8	Name User	LATOUR	PO0760	REQUESTBY
9	WH Code	1	PO0770	LOCATION AND PO0760 STCODE (first row)
10	Previous Date	10/04/2017	PO0760	DATE (Date requested)
11	Supplier Code	1200	PO0760	VDCODE
12	Date Order	04/04/2017	PO0760	DATE
13	Time Order	12:10:56	PO0760	Header.OPTFIELD TIME
	Additional fields set		PO0760	OPTFIELD SOURCE=DIMOMAIN



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