



DSD Business Systems

MAS 90 Enhancements

GLCN General Ledger Financial Consolidation

Version 3.71



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APCB A/P Cash Basis User's Manual
Version 3.71
21 March, 2003

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SECTION A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90. For instructions on using MAS 90, refer to the appropriate MAS 90 manual, or call your MAS 90 reseller. DSD Business Systems offers excellent MAS 90 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

GLCN G/L Financial Consolidation: <http://www.dsdinc.com/enh/pages/glcfn.htm>

The product web page contains:

- Product Description*
- Adobe Acrobat Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in Word 97 and Adobe Acrobat Formats*
- Revision History*
- FAQ*

Support

DSD provides product support through MAS 90 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is 619/683-9900. Fax: 619/683-9975.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*



*Exact sequence that caused the error, including menus and menu selections.
Other pertinent information.*

If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

Features

GLCN allows the **General Ledger** user to combine any number of companies' General Ledger data into one consolidation company, for the purpose of printing combined Financial Statements. This is extremely useful for the following reasons:

- After this utility has been used to combine the various companies' data, the **Standard Financial Statements** may be run for the consolidation company. The alternative would be the creation of a **Custom Financial** that combines the companies within the **Custom Report** format. The **Custom Financial** is difficult to create, it must be maintained on an ongoing basis when accounts are added or removed from any of the consolidating companies, and the **Custom Financial Statement Update** takes much longer to run than does this utility.
- Another use of GLCN is to consolidate to one company, for reporting purposes, and then to use custom financials. This can simplify the process of creating and maintaining custom financials.
- If a complex set of relationships exist among all of the companies, it is easy to create a number of "imaginary" companies strictly for the purposes of consolidating General Ledger data, and reporting various combinations of them in different ways, without creating Custom Financials.

SECTION B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the MAS 90 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Master Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**
- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

MAS 90 Module	Module Required	Required Level
G/L	Y	3.71

Installation

The following instructions are for installing to Windows. For UNIX instructions see the "INSTALL.HTM" HTML file on the CD-ROM (you can use a Windows machine to view it.) It will guide you in mounting the CD-ROM on the UNIX file system and running a UNIX installation script.

1. **Back-up:** Exit all MAS 90 / MAS 200 sessions. Back-up existing MAS 90 / MAS 200 data.
2. **Check Levels:** MAS 90 / MAS 200 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Insert the installation CD-ROM. The installation will normally run automatically, otherwise, run SETUP.EXE on the CD-ROM. This can be run from the server or a workstation. Follow on-screen instructions. *If installing from an e-mail message or from a Web download, run the program sent to you (or downloaded). This will self-extract and run same Setup program.*
4. **Re-Start MAS 90 / MAS 200:** MAS 90 / MAS 200 will be updated.
5. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are Normal, Demo and Web.

Normal Unlock: You will need to unlock the Enhancement by calling DSD during business hours (8am to 5pm PST) at **619-683-9900**.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.*
- *The MAS 90 / MAS 200 system that is being used must have web access for this option to be available.*
- *You can get a WebUnlock Code from your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web access and/or an WebUnlock code. Later, you can unlock the product fully, during business hours.*

Note: You can also unlock a DSD Enhancement through the DSD Utility Suite window. This is accessed at the bottom of the Library Master Utility menu. In the DSD Utility Suite window, click the **DSD Enhancement Control Panel** button on the bottom of the window. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

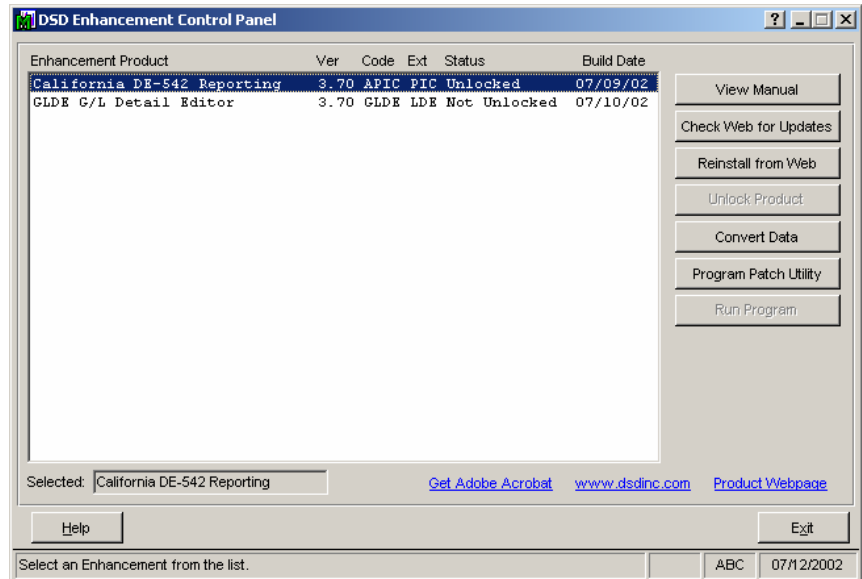
6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

DSD Enhancement Control Panel

Starting with version 3.70, all DSD Enhancement products include DSD's Utility Suite menu and DSD's Enhancement Control Panel. The **DSD Utility Suite is accessed from the Library Master Utilities menu**. The **DSD Enhancement Control Panel** is accessed from a **button on the bottom of the DSD Utility Suite window**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the “MAS90/PDF” folder in the MAS 90 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the “MAS90/PDF” folder and then displayed.



Check the Web for Updates:

This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires a web connection on the MAS 90 / MAS 200 system.*

Reinstall from Web: After a verify dialog, this will automatically download and reinstall the selected Enhancement from the DSD website. *This requires a web connection on the MAS 90 / MAS 200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Convert Data: After verification, the selected Enhancements data conversion program will run.

Program Patch Utility: Only use this option under the guidance of a DSD Enhancement Technician. That person will guide you in its use.

Run Program: This button is enabled for certain DSD Utility programs only.

Additional Controls

Help: The Help button, located at the bottom left of the window, opens an HTML help file similar to the above.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

There are also links to the DSD website and the Enhancement page on that site.

SECTION C: System Operations

Using the Multi-company Financial Consolidation Program

The menu entry for GLCN is added to the bottom on the **Xchange** menu in **G/L**.

This new menu option need only be accessed from one of the consolidation companies. In other words, if you are combining companies **001**, **002**, and **003** into the **999** consolidation company, the **Company Consolidation Utility** need only be accessed and used from the **999** company.

Consolidation Maintenance Screen

This screen is used for the creation of the list of companies that are to be consolidated into the current company. For each company being consolidated, the user is given the opportunity to define the **beginning** and **ending General Ledger** accounts that are to be brought in. **Please note that this utility**

does not check (or care) whether the consolidated General Ledger is in balance! If you plan to print a consolidated **Balance Sheet**, it is suggested that all accounts be brought in from the consolidating companies. If, however, you only plan to print Income Statements, or non-financial reports, it would be acceptable to import just a range of accounts.

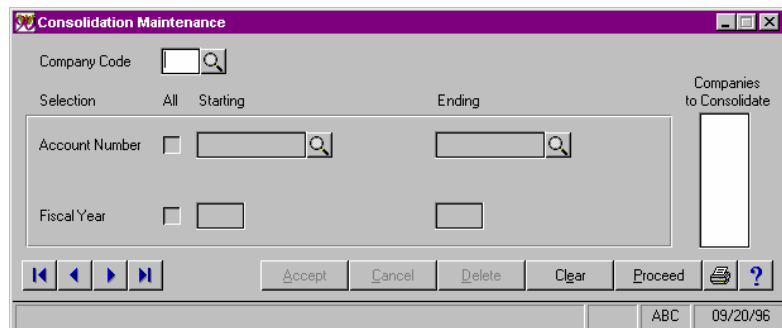


Figure 1: GUI Interface Consolidation Maintenance Screen

Company Code Entry

When the **Company Code** is entered, the consolidating company's **General Ledger** data is immediately checked for version number, and an error message will appear if the version is not compatible with this software. This is unlikely to happen if all companies' General Ledger data was converted to the new version of General Ledger, the last time that G/L was updated. The format of the Account Number is also checked, and if it is not the same as the current company, a warning message will be displayed. The user may elect to proceed, or not.

The **<F2> Listmode** is available for displaying a list of all existing company codes. This display lists all companies, regardless of the existence of General Ledger data for each. If a company not having a full General Ledger is selected, an error message will be

displayed, and the Company Code must be reentered. The current Company Code may not be entered as one of the consolidating companies.

Entering General Ledger Accounts

The user may elect to import only a range of General Ledger accounts from the consolidating company. When the company is entered, the G/L Account Number range will default to **All Accounts**, and may be changed by the user. **<F2>** Listmode is available at the **Starting** and **Ending Account No** fields.

Additionally, the user may specify a "masked" Account Number, by using one or more "*" characters in place of the Account Numbers. For instance, if only Department 300 is to be consolidated, from all of the consolidating companies, the user would enter "****-300" into the **Starting Account No** field. The **Ending Account No** field is skipped if masking is used. If only Revenues for Department 300 are required, the user might enter "4***-300".

Mask characters may be used at any location in the Account Number. Entering "****_***" is, of course, equivalent to entering Starting and Ending Account Numbers of "**<blank>**" through "**ZZZZ-ZZZ**", respectively.

Clearing the Consolidation List

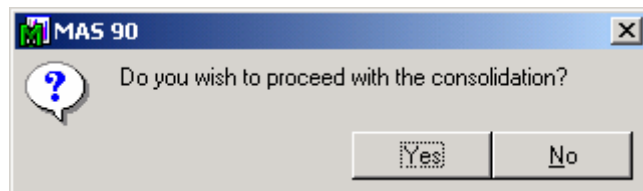
If the user presses **<F3>** at the **Company Code** field, a confirmation prompt will be displayed, and if answered **YES**, the entire list of companies to consolidate will be erased. This function does not affect any file other than the Consolidation Masterfile for the current company.

Printing the Consolidation List

If the user presses **<F4>** at the **Company Code** field, a listing of the Consolidation Masterfile, containing Company Codes and Names, and the Beginning and Ending G/L Accounts, will be printed to the selected print device.

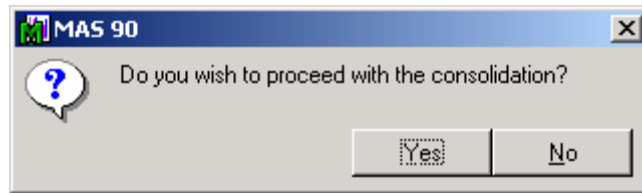
Performing the Consolidation

The consolidation process is initiated by pressing the **Proceed Button**. The following prompt will appear:



Select **Yes** to proceed with the consolidation process or **No** to exit the program.

Next, the following prompt will appear:



If you answer **Yes** to this option, then all of the existing budget records in the G/L Account Summary file for the Consolidated Company are erased and recompiled from subsidiary budgets. This functionality is for those companies that want to consolidate subsidiary budgets.

If you answer **No** to this option, then all of the existing budget records in the G/L Account Summary file for the Consolidated Company are NOT erased and the subsidiary companies' budgets are NOY compiled in. This functionality is for those companies that want to enter consolidated budgets directly into the Consolidation Company and not erased.

It is suggested that the consolidation process be completely understood before it is used. This process affects the **current** consolidation company's General Ledger in the following way (each of the consolidating companies' G/L data is completely unaffected by this process):

1. All **Yearly Posting Detail** for the current company will be erased. The system will check to see if detail exists, and if so, the user will be prompted whether to proceed.
2. Each of the consolidating companies will be checked for unposted **Daily Transaction Detail**. If such data is detected, the user will be prompted to proceed or not.
3. The **entire Chart of Accounts**, account balances, budgetary numbers and history will be deleted in its entirety for the **current** consolidation company. If there is consolidation data in the files from last period, it will be replaced in its entirety by the new consolidation data.

NOTE: *It is strongly suggested that the consolidation process not be performed until all companies' General Ledger and subsidiary ledgers have been closed for the period, in order to ensure the printing of accurate financial information. This utility cannot check for this condition, because it is possible that one or more of the consolidating companies operates on a different fiscal period than the current company. Manual controls should be put into place that prevents consolidation until all data is accurate.*

4. Each company is scanned, and for the range of accounts specified by the user, each account is pulled into the current company's General Ledger. If

an Account Number already exists (in other words, it exists in a company which has already been imported), the two accounts' balances are accumulated. If the account is a new one, it is added to the **GL1** (Chart of Accounts), **GL8** (Budget and History), and **GLY** (Account Sort) files.

Once the consolidation has been completed, the user may print Standard or Custom Financials for the current company. They will reflect the updated balances.

Please note that there is nothing preventing the creation and printing of Custom Financials for the consolidated data. The Consolidation process does not erase or in any way change Custom Financial Statement detail for the consolidation company. This has been done deliberately, to allow for this option, but care must be taken to ensure that the Custom Statement formats are compatible with the consolidated Chart of Accounts. The Custom Financial Update process must still be performed for the consolidation company, after the consolidation process has been performed.

SECTION D: What's New?

Version 3.61

A new prompt has been added to the consolidation process: **Do you wish to consolidate subsidiary budgets?**

If you answer **Yes** to this option, then all of the existing budget records in the G/L Account Summary file for the Consolidated Company are erased and recompiled from subsidiary budgets. This functionality is for those companies that want to consolidate subsidiary budgets.

If you answer **No** to this option, then all of the existing budget records in the G/L Account Summary file for the Consolidated Company are NOT erased and the subsidiary companies' budgets are NOY compiled in. This functionality is for those companies that want to enter consolidated budgets directly into the Consolidation Company and not erased.

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Fax Transmittal Form

To:	<i>DSD Business Systems Customer Service</i>		Fax:	<i>619/683-9975</i>
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>GLCN G/L Multi-Company Consolidation</i>		Version:	<i>3.71</i>

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