



# DSD Business Systems

**Sage 100 Enhancements**

**A016**

**Multiple Divisions/Companies on Checks**

**AP-1016**

**Version 6.00**



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Multiple Divisions/Companies on Checks User's Manual  
Version 6.00

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## Section A: Introduction

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This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 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*

A016 Multiple Divisions/Companies on Checks:

<http://www.dsdinc.com/enhancement/multiple-divisionscompanies-on-checks-2/>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

### Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

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.

### ***Multiple Divisions/Companies on Checks Features***

This DSD Extended Solution allows a single Accounts Payable check to be generated to pay on file invoices for the same Vendor number across multiple divisions and/or multiple company codes.

## Section B: Getting Started

### CAUTION

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage 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.**

### Required Levels

Sage 100 Module	Module Required	Required Level
A/P	Y	6.00

### Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **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 File, Web, Demo and Manual Entry.

**File Unlock:** After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

**Web Unlock:** If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file*.

- *The Sage 100 system that is being used must have web access for this option to be effective.*
- *You can send your Sage Serial Number to 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 or email access. Later, you can unlock the product fully, during business hours.*

**Manual Entry Unlock:** If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

**Note:** *You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. 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.*

- Convert Data:** After unlocking, the DSD Conversion Wizard 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 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel is accessed from the Library Master Utilities menu.**

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 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.

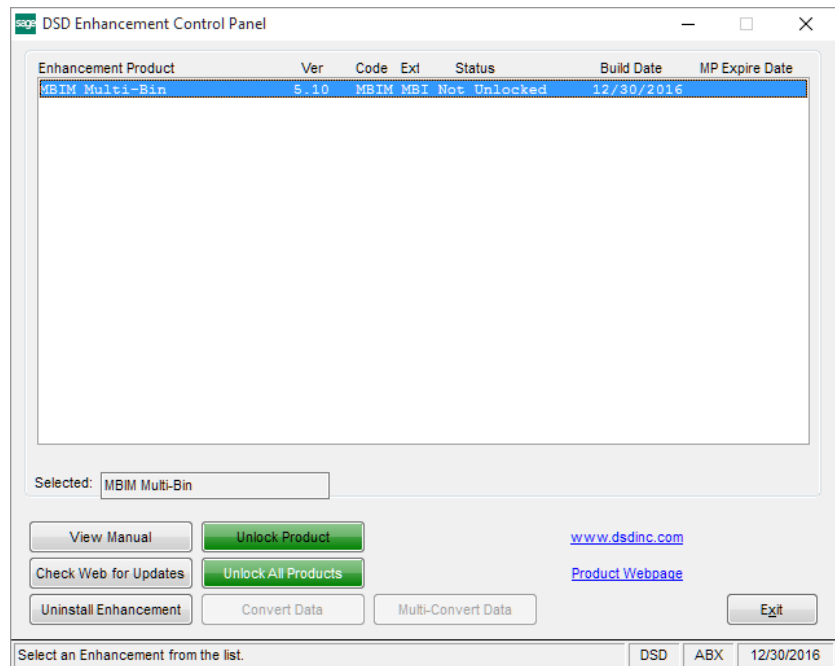
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct 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 an internet connection on the Sage 100 system.*

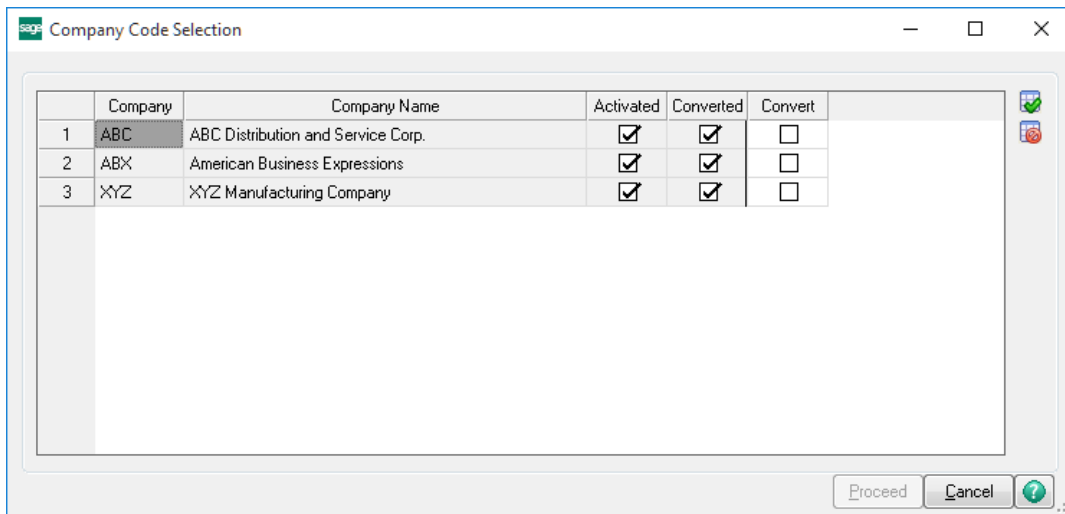
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**Convert Data:** After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

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

**Uninstall Enhancement** If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

## Section C: Setup

Upon completion of software installation, you will need to access DSD Extended Solutions Setup from the Accounts Payable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

The screenshot shows a software dialog box titled "AP-1016 Setup Options". Inside, there is a section titled "AP-1016 Multi Div/Comp Check". The first option is "Enable DSD Extended Solution" with a checked checkbox and "Level 6.00" displayed next to it. Below this are three unchecked checkboxes: "Consolidate Bank Reconciliation Entries", "Include Negative Check Entries For Consolidation", and "Consolidate ACH Entries by Division". At the bottom right of the dialog are "Accept" and "Cancel" buttons. A status bar at the bottom of the dialog displays "DSD", "ABC", and "11/2/2017".

Answer the following prompts:

**Consolidate Bank Reconciliation Entries:** This question only affects postings when consolidating by Division, not when you are consolidating by Company Code.

Check this box to create a single consolidated entry in B/R for the total check amount. The posting comment will contain the register number + Vendor Name. Leave blank to create multiple B/R entries for the same check number, one for each Division/Vendor with that Vendor's portion of the actual check.

**Include Negative Check Entries for Consolidation:** Check this box to include negative check entries for consolidation.

If you use the 'Include Negative Check Entries For Consolidation' option and you plan to consolidate checks by company, you must enable this Extended Solution in your primary company and all other companies whose checks will be consolidated into the primary company and have this option checked in those companies as well. Otherwise negative checks from those companies will not be updated correctly.

If you do not use the 'Include Negative Check Entries For Consolidation' option or you do not plan to consolidate checks by company, you should enable this Extended Solution in you primary company only.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

***Role Maintenance***

The following Task has been added to Accounts Payable, Setup Options: **DSD Extended Solutions Setup**

## Section D: System Operations

### Vendor Maintenance Note:

Regardless of consolidation method, the vendors for which the consolidation will be performed must be on file in Division 00 in the company from which you are printing consolidated checks. It is the constant data for the vendor in this division which prints on the vendor's check. It is not necessary for any invoices to be on file for this vendor in Division 00; it is only necessary that constant data is recorded there.

### Invoice Selection

The invoice selection process must be performed in each company to be included in the consolidation. During Invoice Payment Register Printing, after you select a printer Consolidate by Divisions/Companies selection window will appear.

**Consolidate Checks By Divisions:** Select this option to combine invoices for like vendors across all divisions into one entry within the company code, regardless of division.

**Consolidate Checks By Companies:** Select this option to combine invoices for like vendors across all company codes or the five specific companies, into one entry.

Check both to combine all invoices for like vendors across all divisions of all of the companies specified into one entry.

When 'Include Negative Check Entries for Consolidation' is checked in Setup, the 'All Companies' check box refers to all companies with AP-1016 enabled. If this option was unchecked it refers to all companies with the A/P module activated.

If you elected to include negative checks, negative checks will be included on a consolidated check only if the resulting check has a positive amount.

Consolidated checks are not created at this point. You must still perform check consolidation during check printing.

If the same vendor across different divisions is using the same invoice numbers the invoice payment selection register may not pick up duplicate invoices. To fix this, modify the invoice payment selection listing as follows:

1. Un-suppress the details section.
2. Move all the invoice fields from the 'Group header #4 section' to the details section.
3. Suppress the 'Group header #4' section.

### Check Printing

Consolidated check printing may be performed in any company which has AP-1016 enabled. A/P Check Printing has been modified with a 'Consolidate' button. Click this button to access the Consolidate by Divisions/Companies window.

Bank Code: Wells Fargo Checking  
 Form Code: STANDARD  
 Description: Plain

Multi-Part Form Enabled:  Multi Part...

Check Date: 12/17/2010  
 Starting Check Number: 000013  
 Check Form Type: Stub, Check

Print Remit To Information:   
 Print Checks Already Printed:   
 Print G/L Distribution:   
 Print in ANSI Format:

Check Message:   
 Stub Message:   
 Stub Lines: 19

Extended Stub...

Select Field	Operand	Value
Vendor Number	All	
Check Entry Number	All	

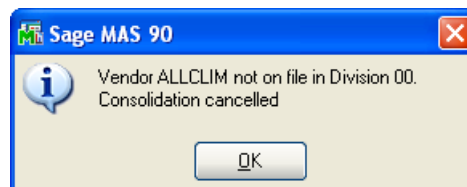
Printer: \\dsd1\HP 4100 PCL 6

Buttons: Alignment, Print, Preview, Setup

You should make the same selections here that you made in Invoice Selection.

Only check entry number '001' for each vendor is consolidated. Entry numbers other than '001' are printed using the original vendor number's constant data.

During the consolidated check printing process if a vendor is encountered which is not on file in Division 00 of the resident company code, the consolidation process is halted and the following message will appear:



Add the missing vendor to Division 00 in this company code then restart the consolidated check printing.

For consolidation by company only, the vendors must be on file in the company from which you are printing checks. The constant data is pulled from there. If they are not on file, you will receive a message similar to the one above. At this time you must add the vendor to the company from which you are working.

When both options are selected, one Accounts Payable check is printed for the selected Vendor's invoices in the specified companies, regardless of division.

### Extended Stub Printing

A 'Consolidate' button has been added to the Extended Stub Report selection screen. Click this button to access the Consolidate by Divisions/Companies window and make the appropriate selections.

Select Field	Operand	Value
Vendor Number	All	
Check Entry Number	All	

One extended stub will be printed for each individual vendor whose invoices were consolidated during the check printing.

If the same vendor across different divisions is using the same invoice numbers you will need to modify the check stub reports in Formula Workshop – Formula Editor as follows:

1. Create a new formula: formula = {AP\_CheckStubWrk.OrigCompany\_001} + {AP\_CheckStubWrk.InvoiceNo}
2. In Group Expert, remove InvoiceNo and use the new formula.

### Check Register Printing and Update

When consolidating across divisions, the check number will be repeated under each vendor number whose invoices were consolidated. The check amount will reflect only the amount paid for that vendor.

**When consolidating across companies, you will need to print and update your register from each company which contained activity.** Like vendors across the same companies will reflect the same check numbers but the check amount will reflect only the amount paid for that vendor.

No changes have been made to the update process, except those noted in Setup regarding the posting to the B/R module.

If you use the 'Include Negative Check Entries For Consolidation' option, you will not receive the 'Checks Must Be Printed' warning during Check Register Printing. All checks not printed will simply be skipped during Check Register Printing and Update.

### ODBC Dictionary

The files listed below have been added or changed in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Fields:</i>
AP_CheckStubWrk	OrigCompany_001 OrigDivision_001 OrigCheckEntryNo_001
AP_ExtendedStubWrk	OrigCompany_001 OrigDivision_001 OrigCheckEntryNo_001
AP_InvoicePaymentListWrk	OrigCompany_001 OrigDivision_001 OrigCheckEntryNo_001

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

### Helpful Hints

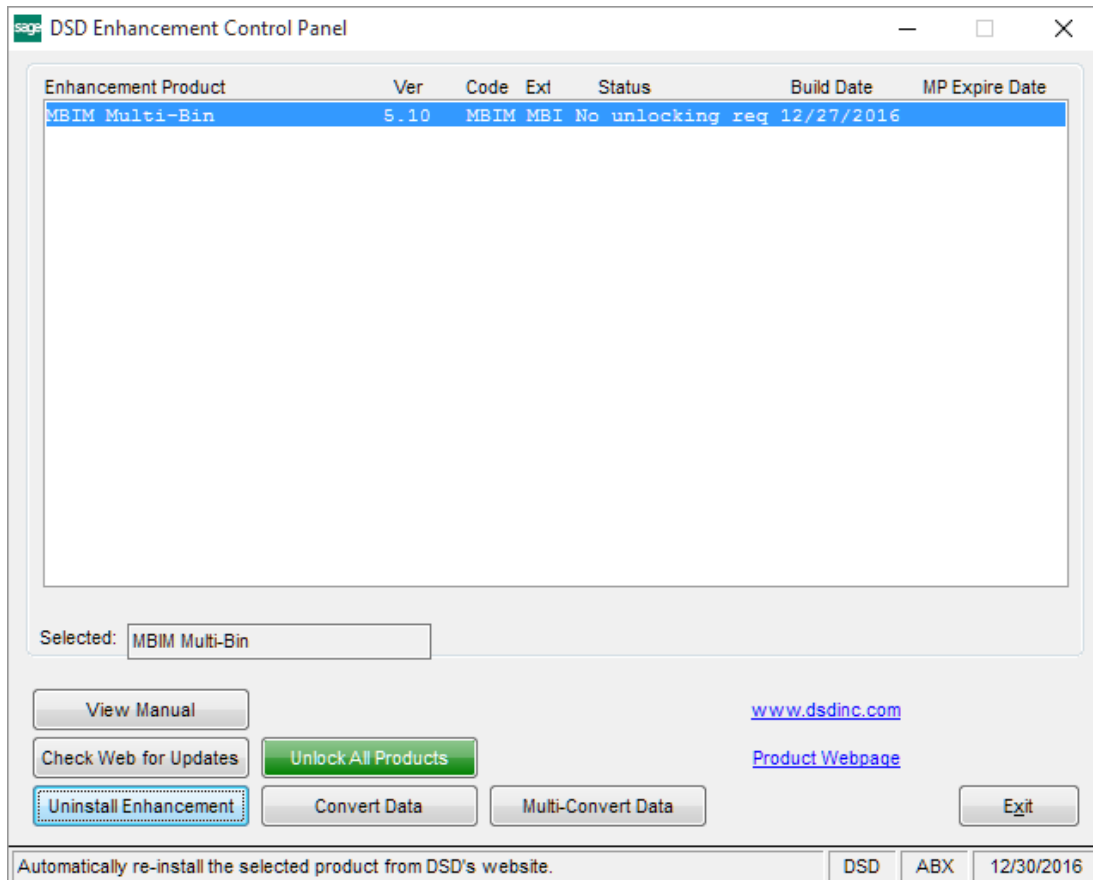
- When consolidating checks by company codes, the Bank Code must exist in all the companies.

**Check reversal:** You must process each vendor separately, updating after each vendor. If the vendors are in separate companies, you must reverse checks in each company for each vendor in each division.

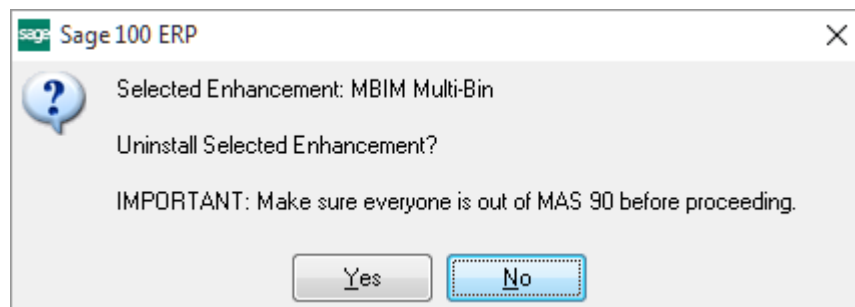


## Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

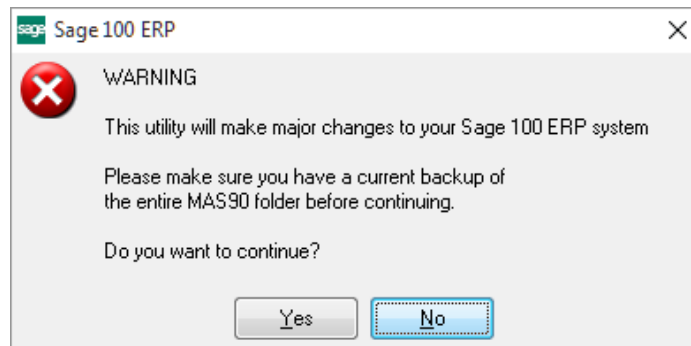


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.  
 Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



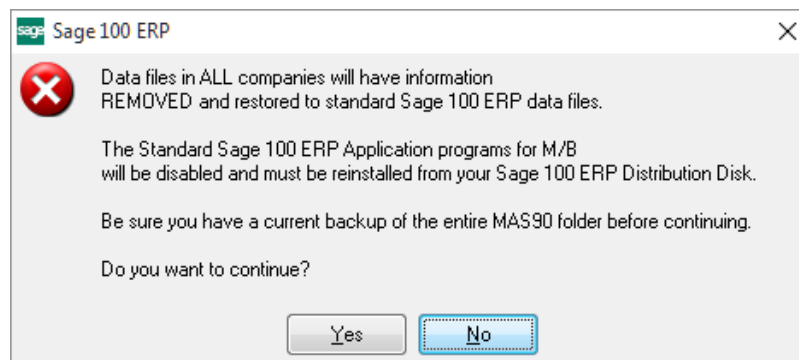
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

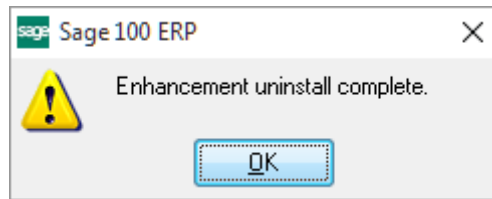
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).