



# **DSD Business Systems**

Sage 100 Enhancements

**A073**

**Multiple Company Check Processing**

**AP-1073**

**Version 5.40**



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Multiple Company Check Processing User's Manual  
Version 5.40

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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*

A073 Multiple Company Check Processing:

<http://www.dsdinc.com/enhancement/multi-company-check-processing-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 Company Check Processing Features***

This DSD Extended Solution allows you to perform individual company Accounts Payable check processing for multiple companies from one company code.

The bank code used for check printing must exist in all companies selected for multiple company check processing.

Additional functionality is available if AP-1016, *Multiple Divisions/Companies on Checks* and/or AP-1094, *Due To/Due From Accounts* are installed and enabled.

## 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	5.40

### 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.

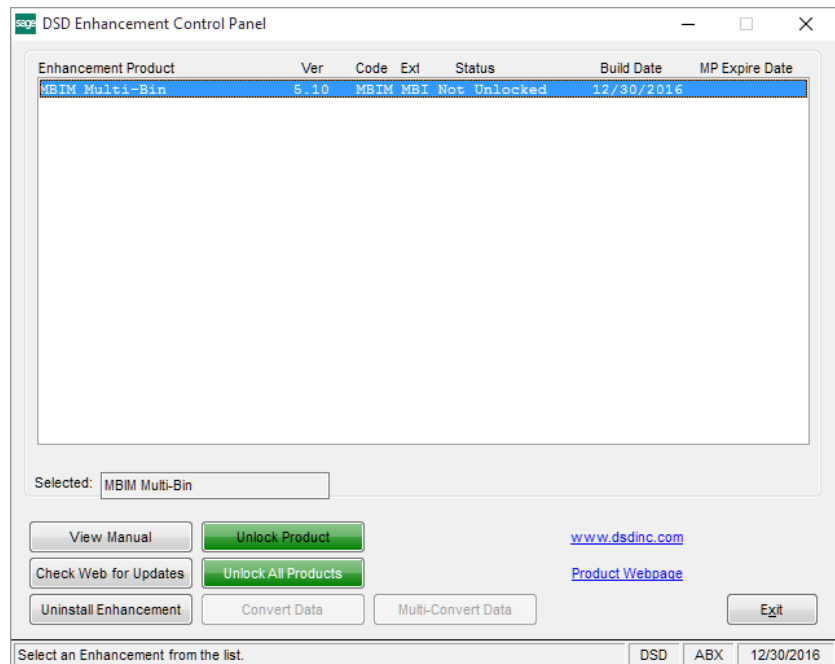
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

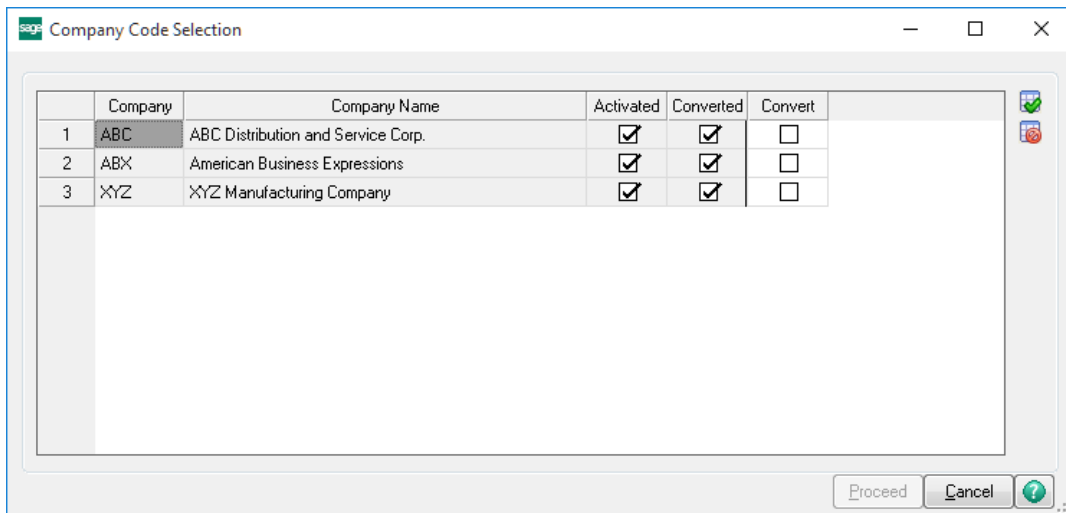
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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 Extended Solution' box to activate this Extended Solution.

The screenshot shows a dialog box titled "AP-1073 Setup Options" with a subtitle "AP-1073 Multi Comp Chk Proc". The dialog contains the following options, all of which are checked:

- Enable DSD Extended Solution?  Level 5.40
- Vary Bank Information by Company
- Use Vendor Information from Source Company

At the bottom right of the dialog are "Accept" and "Cancel" buttons. The status bar at the bottom of the dialog displays "DSD ABC 11/2/2016".

Answer the following prompts:

**Vary Bank Information By Company:** Check this box to use the bank name, address, MICR information, and check number from each ancillary company. Leave unchecked to use the source company's bank information on all checks.

**Use Vendor Information from Source Company:** Check this box to print the source company's vendor masterfile and vendor remit to information on checks.

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:

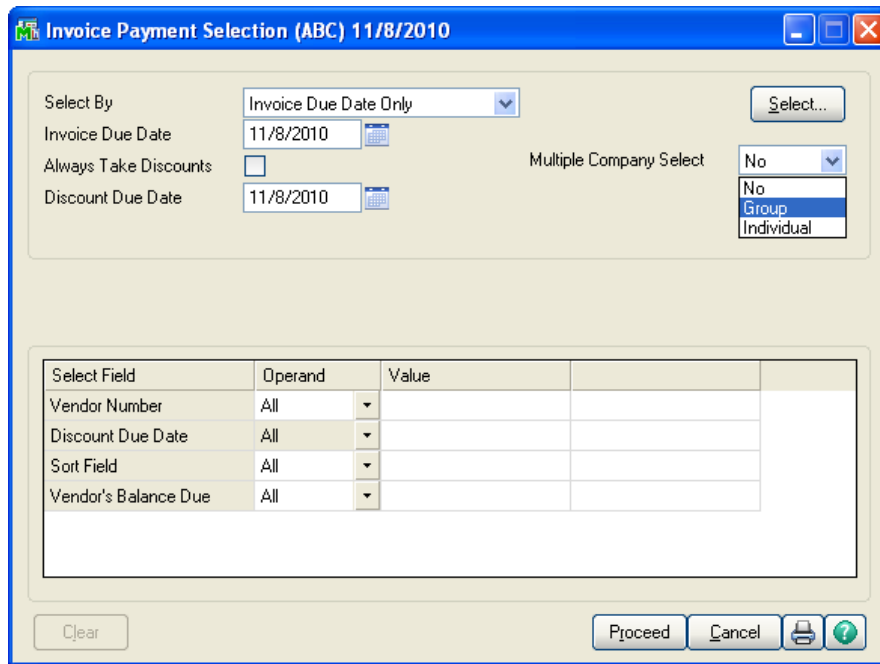
- Extended Solutions Setup

Please review your security setup in Role Maintenance and make appropriate changes.

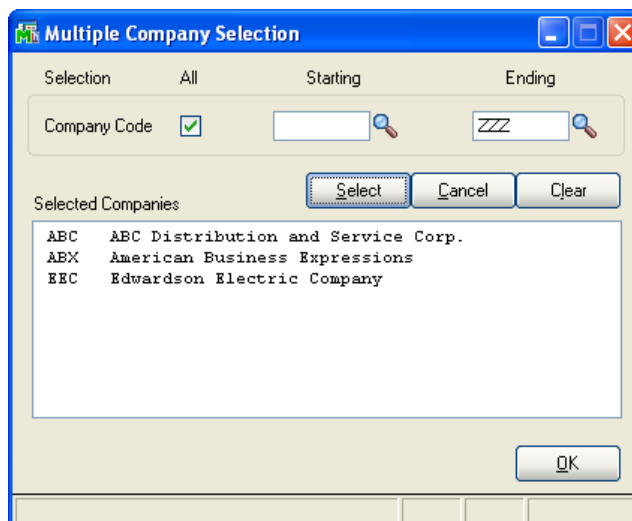
## Section D: System Operations

### Invoice Payment Selection

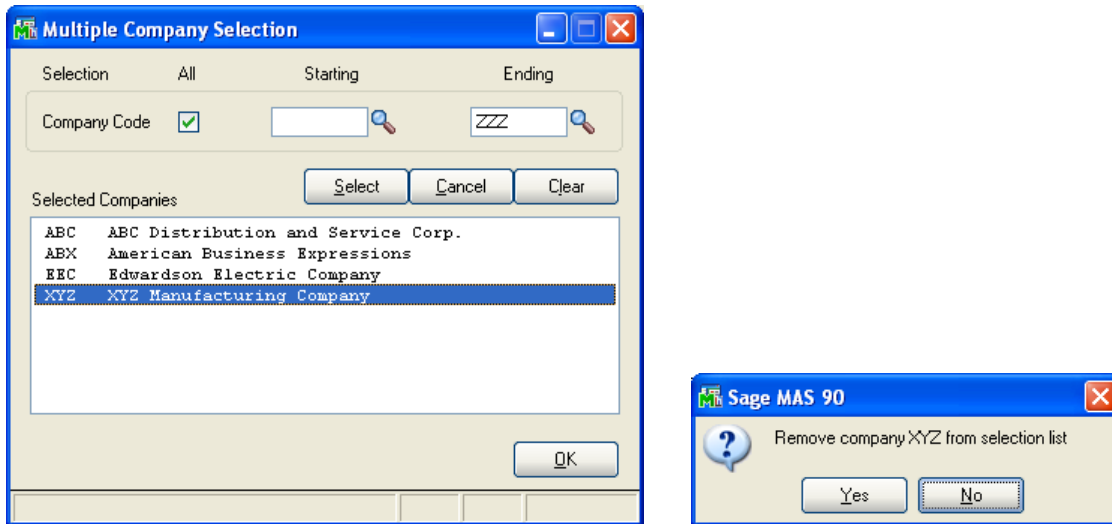
Invoice Payment Selection has been modified with a 'Multiple Company Select' field. Your options are 'No', 'Group' or 'Individual'.



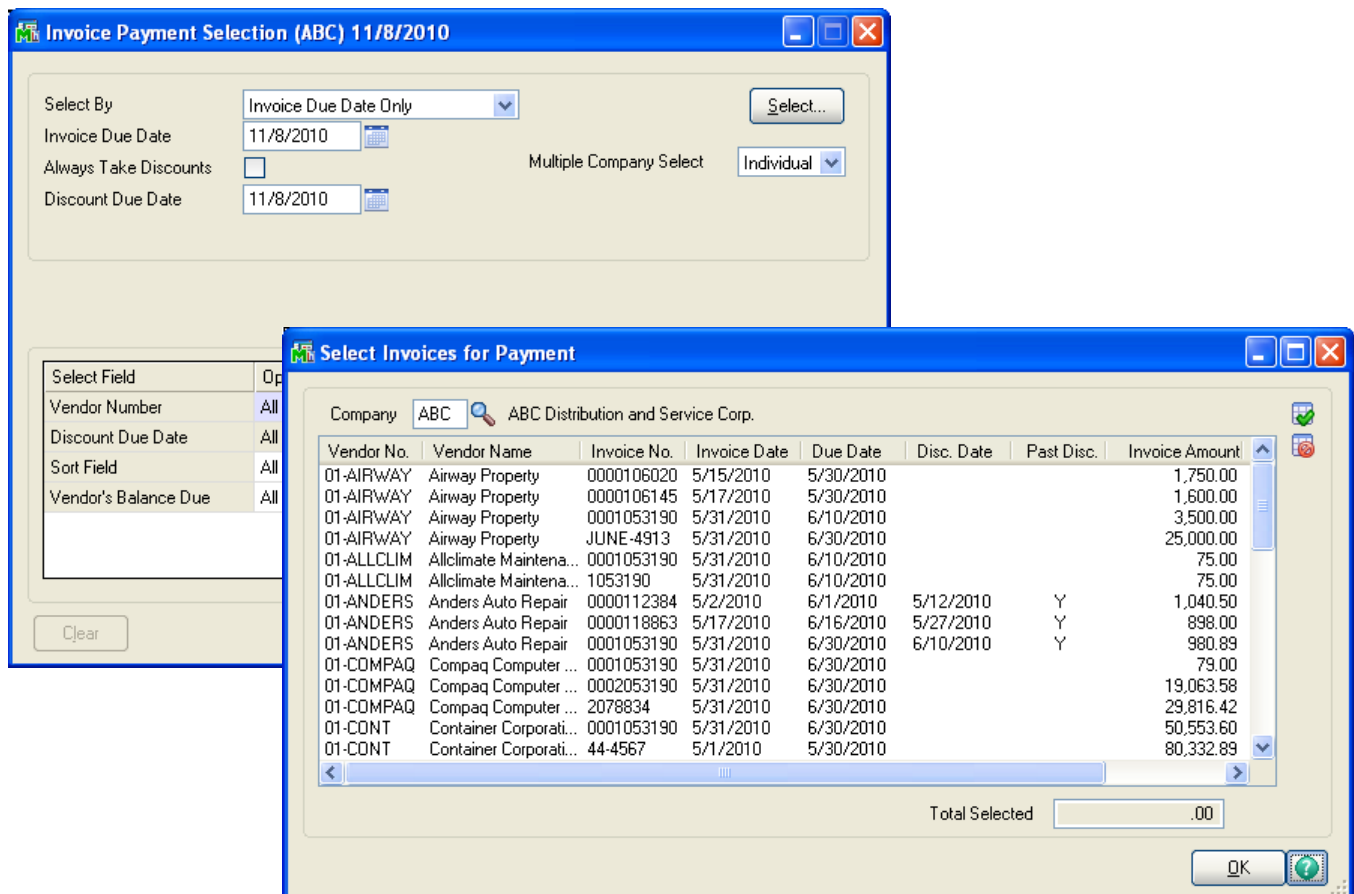
If 'Group' is selected, then a 'Multi Company' button will be available. When you click the 'Multi Company' button, you will be presented with the Multiple Company Selection screen. Enter ranges of Sage 100 Company Codes to include in the selection. You may revisit the selection range multiple times, compiling the collection of selected companies.



You can remove a company code from the list by double-clicking on the entry in the list. You will be asked if you want to remove the company from the list.



If you've selected 'Individual' in the 'Multiple Company Select' drop box, a company code field will be added to the invoice selection window behind the 'Select' button. This allows for the selection of individual invoices within each company code.



Specify the company code, and then perform standard selection processing for the invoices to pay. Repeat this process for as many company codes as necessary then close this window to exit. You cannot use both selection methods in the same selection batch. The 'Clear' button will clear check selections in all selected companies.

**Invoice Payment Selection Register**

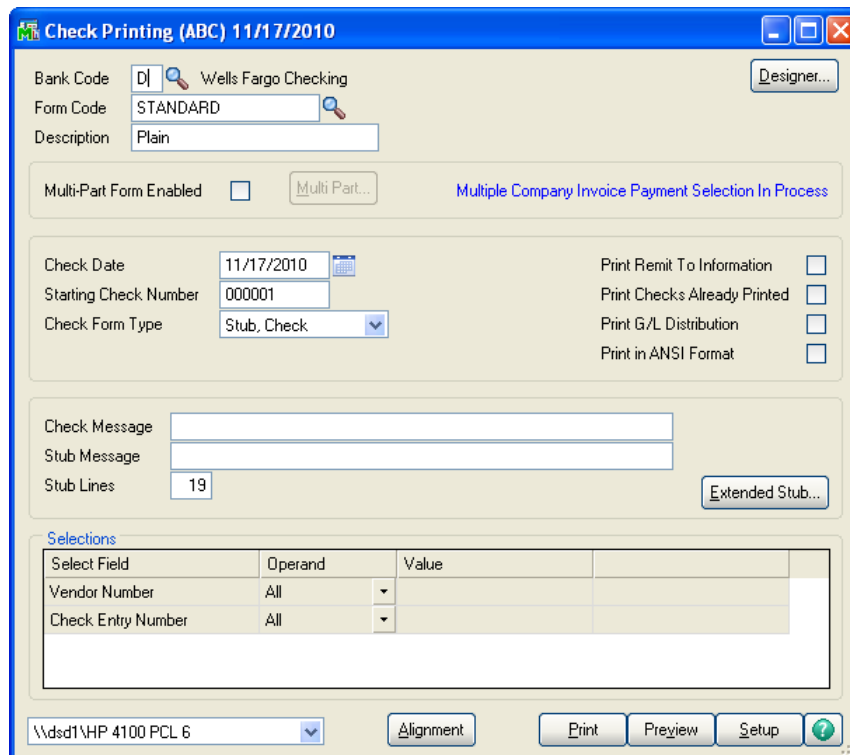
If multiple companies are selected, one Payment Selection Register will be printed for each company code. You will not be able to print the Payment Selection Register for a single company or range of companies if multiple companies have been selected. It will always print for all selected companies.

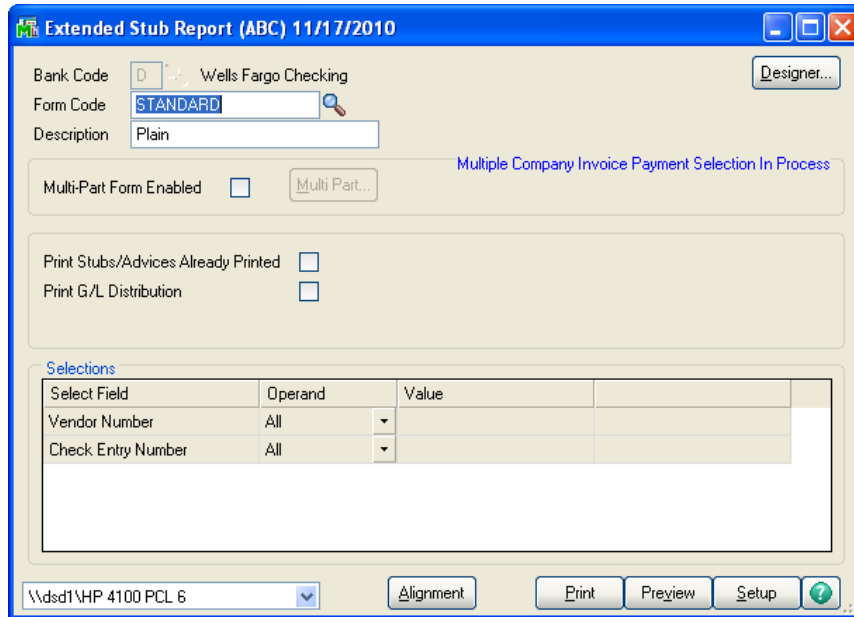
**Check Maintenance**

There is no provision for performing check maintenance for multiple companies from the source company. If check maintenance in an ancillary company is required, you will need to access check maintenance in the desired company codes to make the changes.

**Check and Extended Stub Printing**

When multiple companies have been selected, a warning 'Multiple Company Invoice Payment Selection in Process' will be displayed on the selection screen. All selection ranges on the 'Select' tab will be disabled. You will not have the ability to print checks or extended stubs for a single company or range of companies.





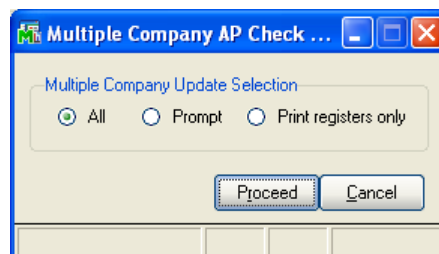
If the Setup option ‘Use Vendor Information from Source Company’ is checked and the vendor number in the ancillary company exists in the source company, vendor masterfile and remit-to information from the source company will be used.

If setup option ‘Vary Bank Information by Company’ is checked, bank address, check MICR information and check number series from each ancillary company will be used. Therefore, the value in the Check Number field that appears on screen will only be relevant for checks in the source company. The bank code record in the ancillary companies will be locked during check printing and the next check number field will be updated after check printing. The last check number that appears in the pop-up dialogue after check printing will be the last check number printed in the last company code.

If setup option ‘Vary Bank Information by Company’ is not checked, bank address, check MICR information and check number series from the source company will be used. The bank code record in the ancillary companies will not be locked nor updated.

**Check Register**

From the initial prompt to print the Check Register, you will be presented with the Multiple Company Update Selection and three options:



**All:** Each company's check register will print and once complete the program will automatically update each company.

**Prompt:** The program will pause and prompt you to update after each individual company's check register has been printed (if printing in a spooled environment, registers may not print until afterward). You will not receive the Multiple Company Update Selection option again. For each register for which you replied 'No' to the update question, you will then need to print and update that company's check register from its respective company Code.

**Print Registers Only:** The registers for each company will be printed and no ability to update will be provided. If this option is selected, you will receive the Multiple Company Update Selection prompt the next time you print the Check Register from the originating Company.

### ***Integration with AP-1016, Multiple Divisions/Companies on Checks***

With AP-1016, the invoice payment company selection window will contain two additional check box options:

- **Consolidate Checks By Companies**
- **Consolidate Checks By Divisions**

The 'Consolidate Checks by Divisions' check box will be available only if the 'Consolidate Checks by Companies' check box is checked. You will get one consolidated invoice payment selection register and consolidated checks per AP-1016. The AP-1016 company selection window will not appear. You will get prompted to print and update AP check registers per AP-1073.

*The current company code (the one that you are in) is always included in the consolidation even when it is not selected during invoice payment selection.*

*Integration with AP-1016 is not available when you've selected 'Individual' in the 'Multiple Company Select' drop box.*

### ***Integration with AP-1094, Due To/Due From Accounts***

With AP-1094, due to/due from G/L postings can be created in the source company and ancillary companies. See AP-1094 manual for details.

### ***ODBC Dictionary***

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

***File:***

AP\_MultiCompPaymentSelect\_001  
AP\_CheckWrk

***Fields:***

All Fields  
CompanyName\_001  
CompanyAddress1\_001  
CompanyAddress2\_001  
CompanyAddress3\_001  
CompanyAddress4\_001  
CompanyPhone\_001

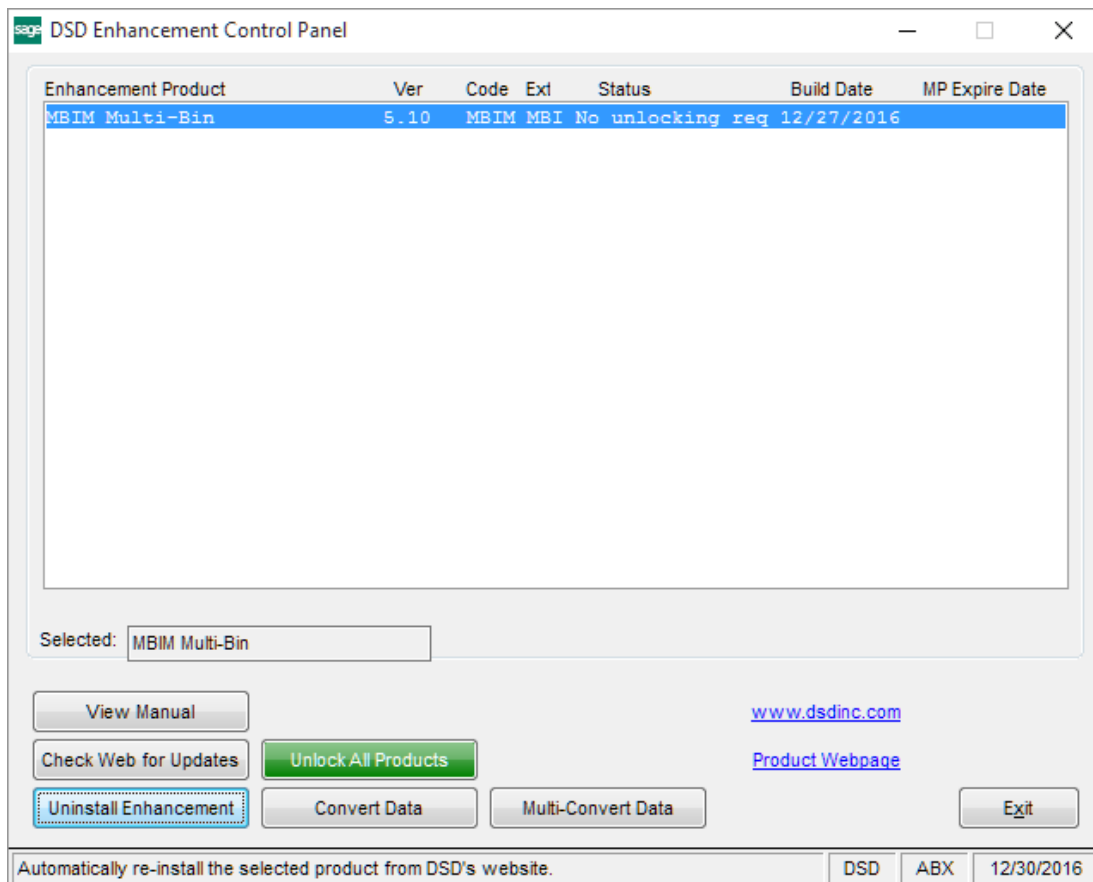


AP_CheckStubWrk	same as AP_CheckWrk
AP_ExtendedStubWrk	same as AP_CheckWrk

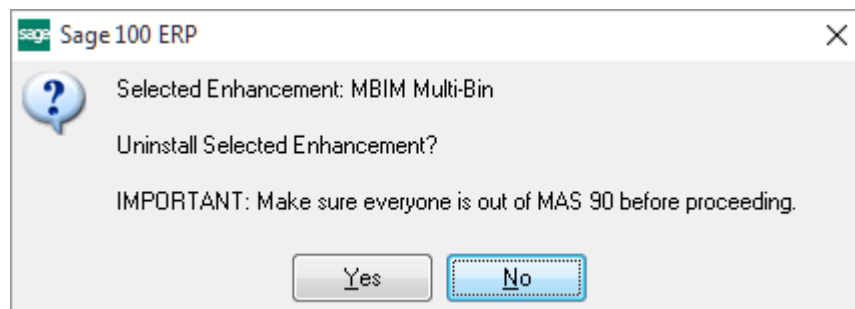
Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## 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.

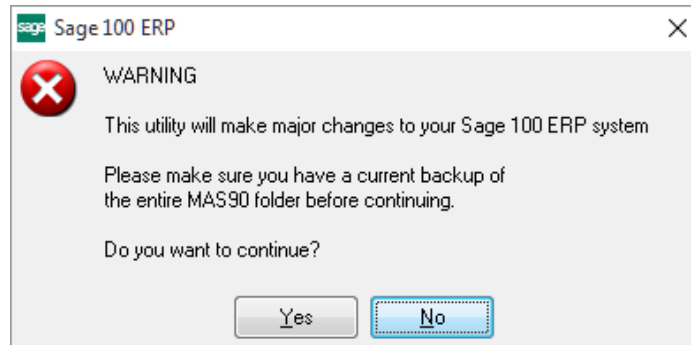


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



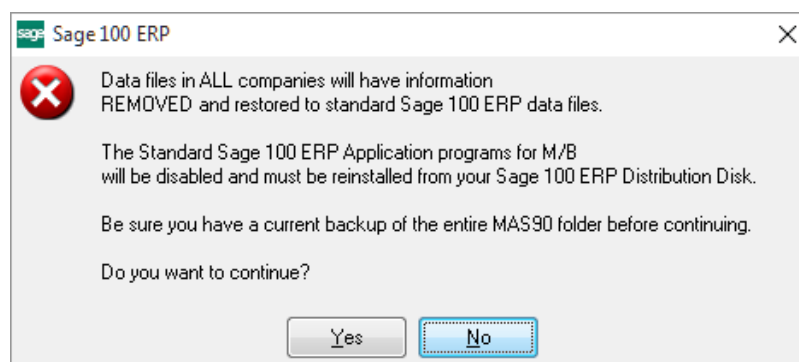
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

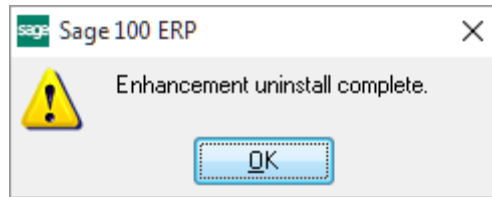
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).