DSD Business Systems

Sage 100 Enhancements

APMR

Multi-Company Reporting

Version 5.30

Information in this document is subject to change without notice.

Multi-Company Reporting User's Manual
Version 5.30

9 July, 2016

DSD Business Systems
8787 Complex Drive
Suite 400
San Diego, CA 92123
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

Table of Contents

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 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

APMR Multi-Company Reporting:

http://www.dsdinc.com/enh/pages/APMR.htm

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.

Multi-Company Reporting Features

This enhancement to the Accounts Payable module adds a new Multi-Company Reports menu item to Accounts Payable. The new Multi-Company Aged Invoice, Trial Balance, Payment History, Monthly Purchase, Cash Requirement and Vendor Purchase Analysis Reports will have the following modifications:

- An Additional range of Company Codes to the Selection criteria
- A new Company Code field to the work files.

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	5.30

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.

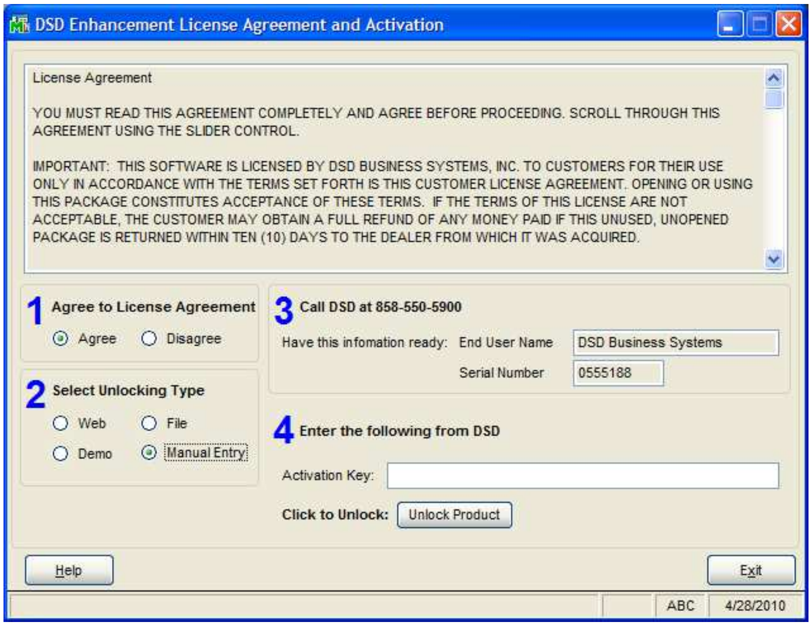
   After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

   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.*

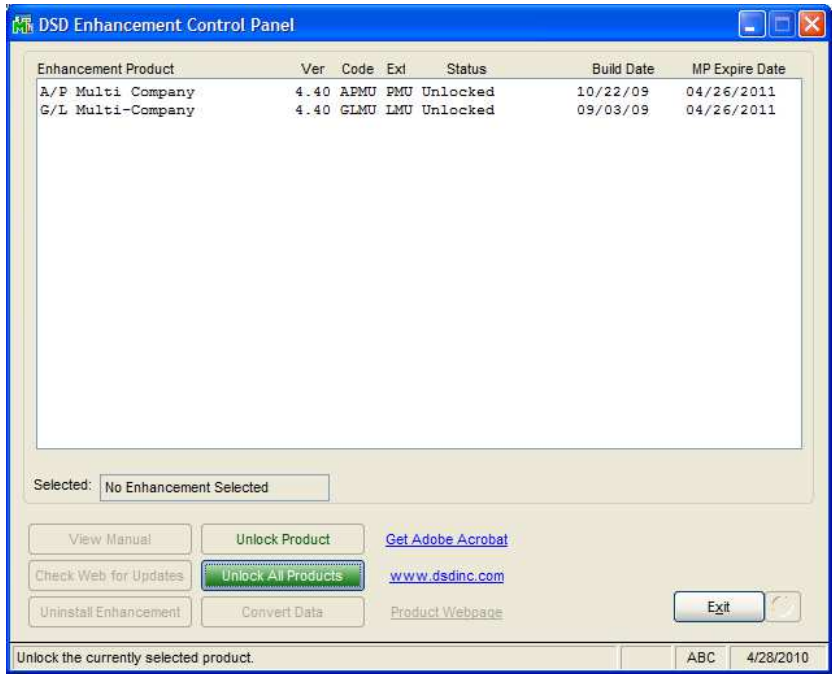
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

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.*

7. **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 3.61, 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 FTP web 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.*

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 Enhancements 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.

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.

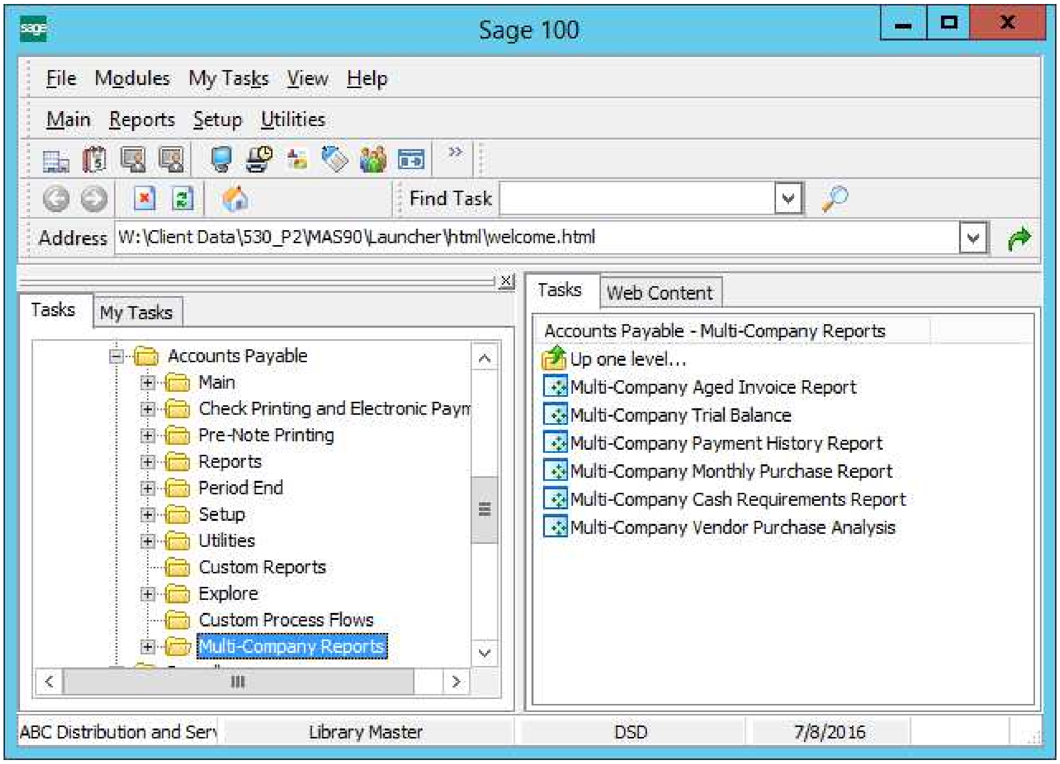
Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system.

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

Section C: Setup

Role Maintenance

The following Tasks have been added to Accounts Payable, Reports/Forms:



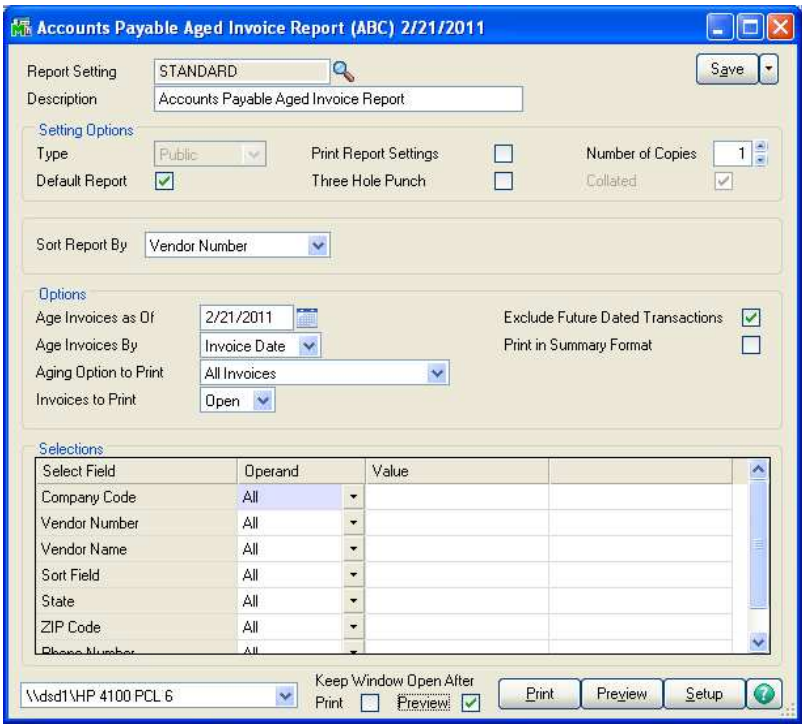
Please review your security setup in Role Maintenance and make appropriate changes.

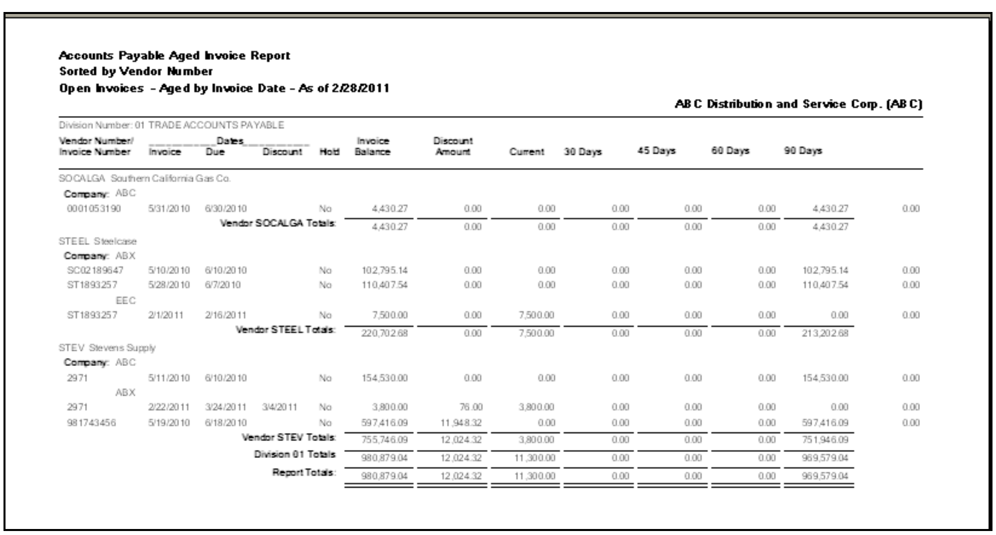
Section D: System Operations

A range of Company Codes has been added to the Selection criteria of all six new reports.

The Aging Method, Aging Categories, Current Period/Year, and any other relevant 'time' data used in calculating the Aging are determined by the A/P Setup of the Company Code from which the report is being generated. The report output will print for all selected Vendors across all selected Company codes.

If the same Invoice Number exists for the same Vendor Number in different Company Codes, then each will be represented with its own line on the reports, this enhancement does not combine like Invoice Numbers.



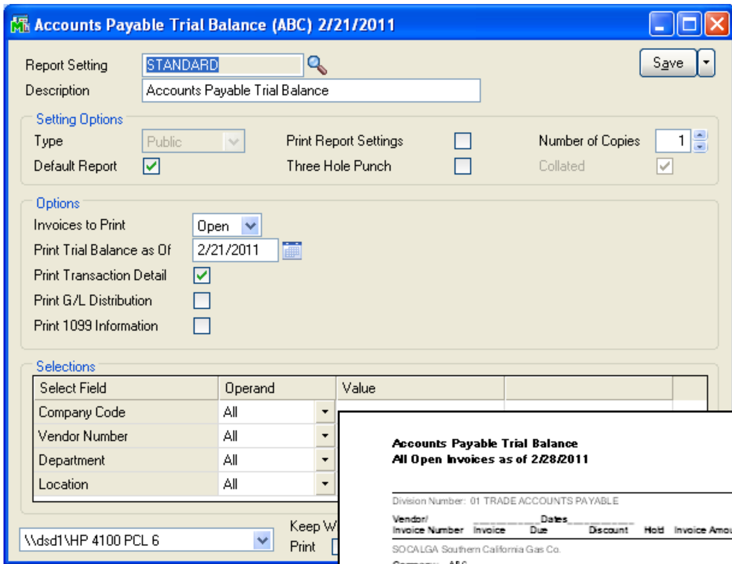


Accounts Payable Aged Invoice Report
Sorted by Vendor Number
Open Invoices - Aged by Invoice Date - As of 2/28/2011

ABC Distribution and Service Corp. (ABC)

Division Number: 01 TRADE ACCOUNTS PAYABLE

Vendor Number/ Invoice Number	Dates Invoice	Due	Discount	Hold	Invoice Balance	Discount Amount	Current	30 Days	45 Days	60 Days	90 Days	
SOCALGA Southern California Gas Co.												
Company: ABC												
0001053190	5/31/2010	6/30/2010		No	4,430.27	0.00	0.00	0.00	0.00	0.00	4,430.27	0.00
		Vendor SOCALGA Totals:			4,430.27	0.00	0.00	0.00	0.00	0.00	4,430.27	
STEEL Steelcase												
Company: ABX												
SC02189647	5/10/2010	6/10/2010		No	102,795.14	0.00	0.00	0.00	0.00	0.00	102,795.14	0.00
ST1893257	5/28/2010	6/7/2010		No	110,407.54	0.00	0.00	0.00	0.00	0.00	110,407.54	0.00
EEC												
ST1893257	2/1/2011	2/16/2011		No	7,500.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00
		Vendor STEEL Totals:			220,702.68	0.00	7,500.00	0.00	0.00	0.00	213,202.68	
STEV Stevens Supply												
Company: ABC												
2971	5/11/2010	6/10/2010		No	154,530.00	0.00	0.00	0.00	0.00	0.00	154,530.00	0.00
ABX												
2971	2/22/2011	3/24/2011	3/4/2011	No	3,800.00	76.00	3,800.00	0.00	0.00	0.00	0.00	0.00
981743456	5/19/2010	6/18/2010		No	597,416.09	11,948.32	0.00	0.00	0.00	0.00	597,416.09	0.00
		Vendor STEV Totals:			755,746.09	12,024.32	3,800.00	0.00	0.00	0.00	751,946.09	
		Division 01 Totals			980,879.04	12,024.32	11,300.00	0.00	0.00	0.00	969,579.04	
		Report Totals:			980,879.04	12,024.32	11,300.00	0.00	0.00	0.00	969,579.04	

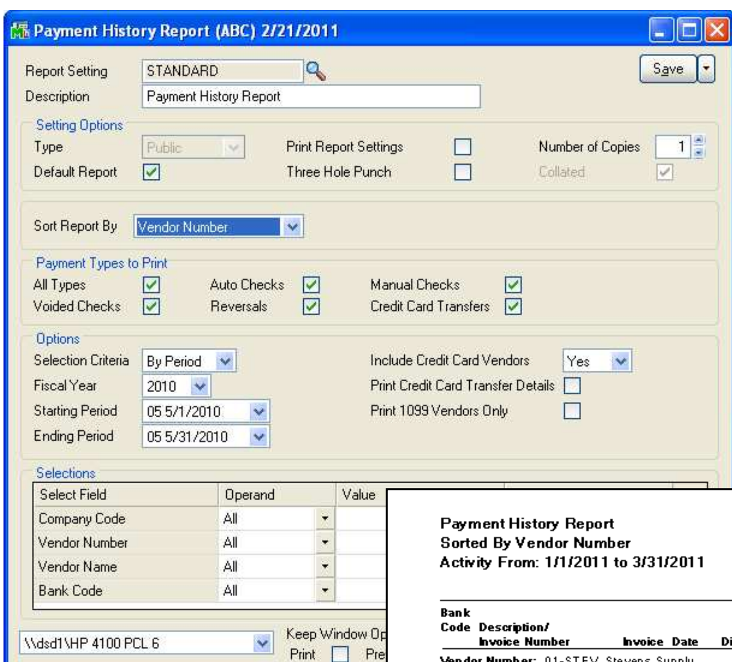


Accounts Payable Trial Balance
All Open Invoices as of 2/28/2011

ABC Distribution and Service Corp. (ABC)

Division Number: 01 TRADE ACCOUNTS PAYABLE

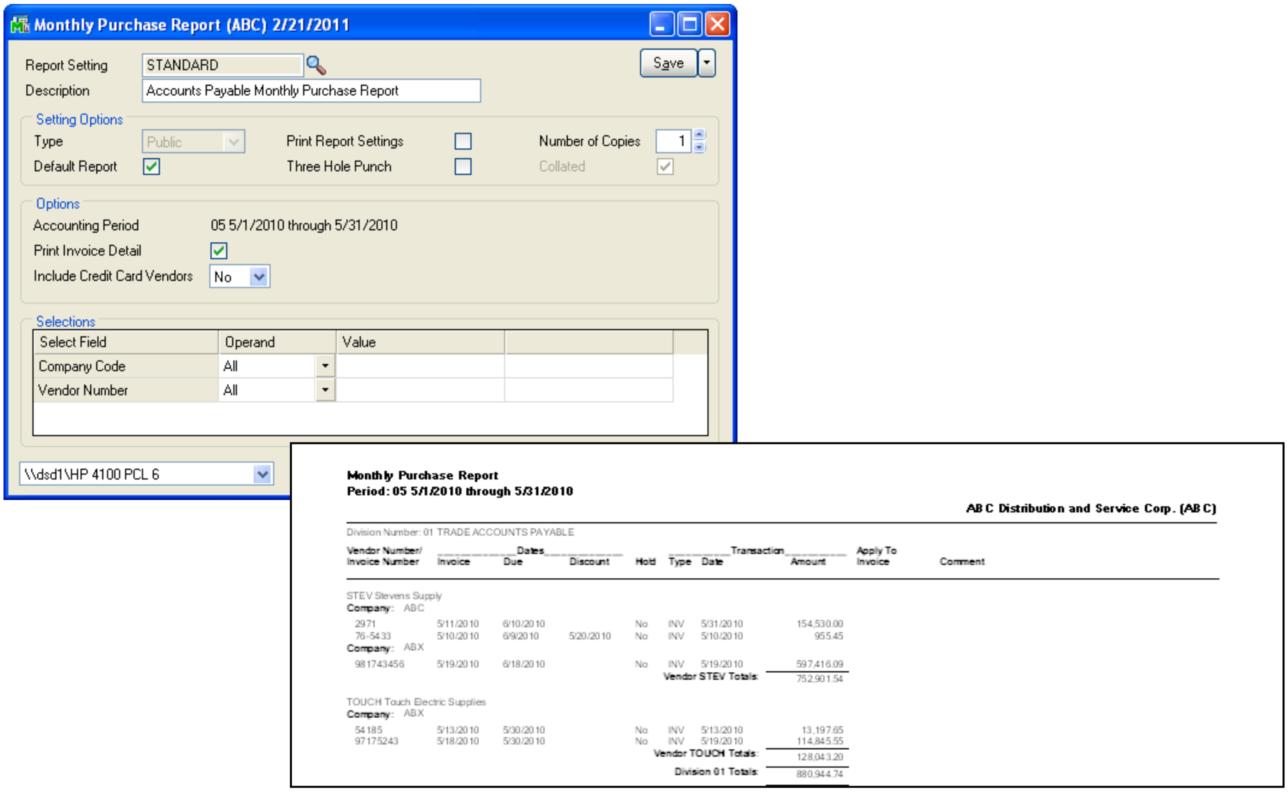
Vendor/ Invoice Number	Dates Invoice	Dates Due	Dates Discount	Hold	Invoice Amount	Discount Amount	Invoice Balance	Transaction Type	Transaction Date	Transaction Amount	Check Number	Check Date
SOCALGA Southern California Gas Co.												
Company: ABC												
0001053190	5/31/2010	6/30/2010		No	4,430.27	0.00	4,430.27	INV	5/31/2010	4,430.27		
		Vendor SOCALGA Totals:			4,430.27	0.00	4,430.27			4,430.27		
STEEL Steelcase												
Company: ABX												
SC02189647	5/10/2010	6/10/2010		No	102,795.14	0.00	102,795.14	INV	5/13/2010	102,795.14		
ST1893257	5/28/2010	6/7/2010		No	110,407.54	0.00	110,407.54	INV	5/28/2010	110,407.54		
Company: EEC												
ST1893257	2/1/2011	2/16/2011		No	7,500.00	0.00	7,500.00	INV	2/22/2011	7,500.00		
		Vendor STEEL Totals:			220,702.68	0.00	220,702.68			220,702.68		
STEV Stevens Supply												
Company: ABC												
2971	5/11/2010	6/10/2010		No	154,530.00	0.00	154,530.00	INV	5/31/2010	154,530.00		
Company: ABX												
2971	2/22/2011	3/24/2011	3/4/2011	No	3,800.00	76.00	3,800.00	INV	2/22/2011	3,800.00		
981743456	5/19/2010	6/18/2010		No	597,416.09	11,948.32	597,416.09	INV	5/19/2010	597,416.09		
		Vendor STEV Totals:			755,746.09	12,024.32	755,746.09			755,746.09		
		Division 01 Totals:			980,879.04	12,024.32	980,879.04			980,879.04		
		Report Totals:			980,879.04	12,024.32	980,879.04			980,879.04		

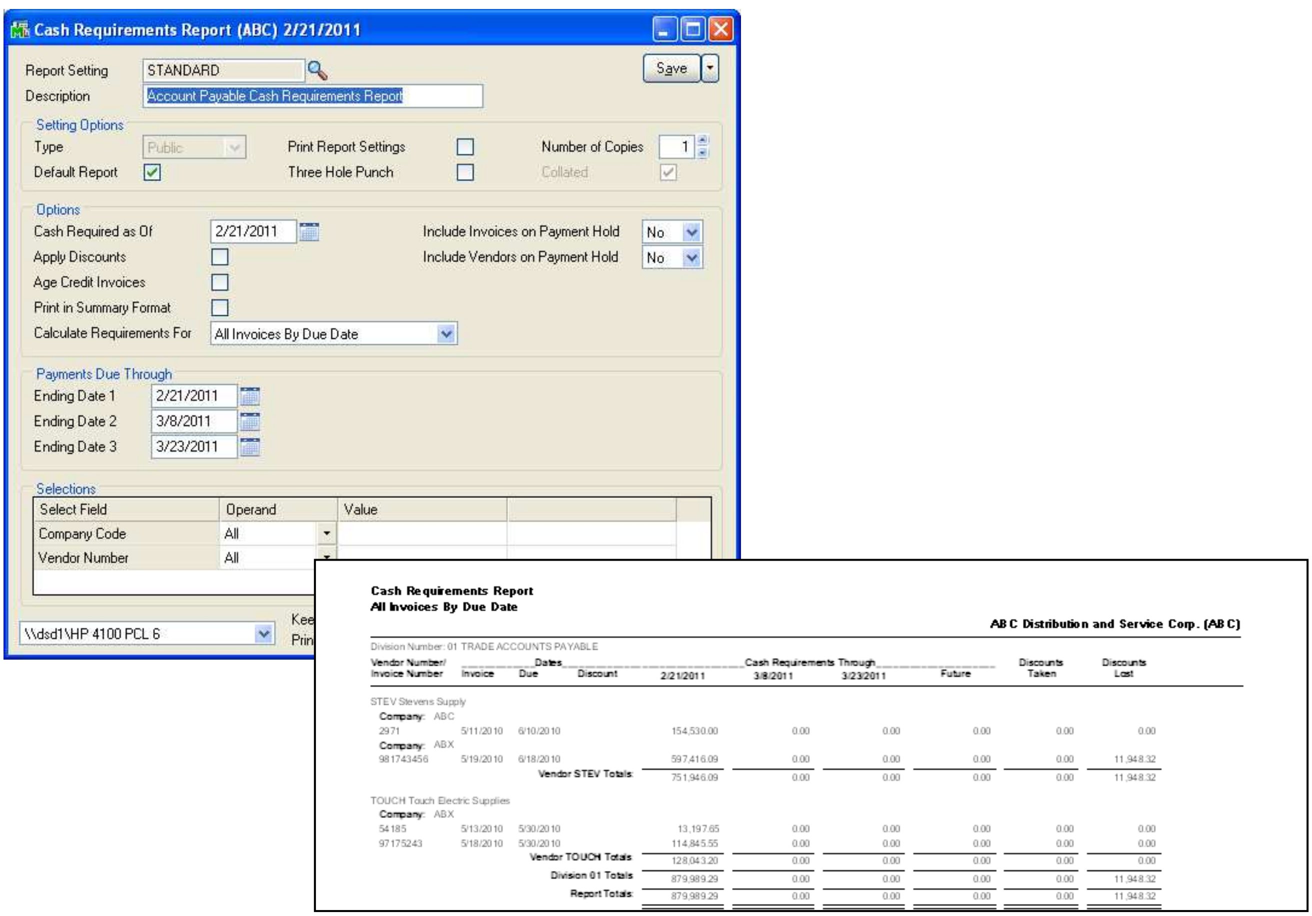


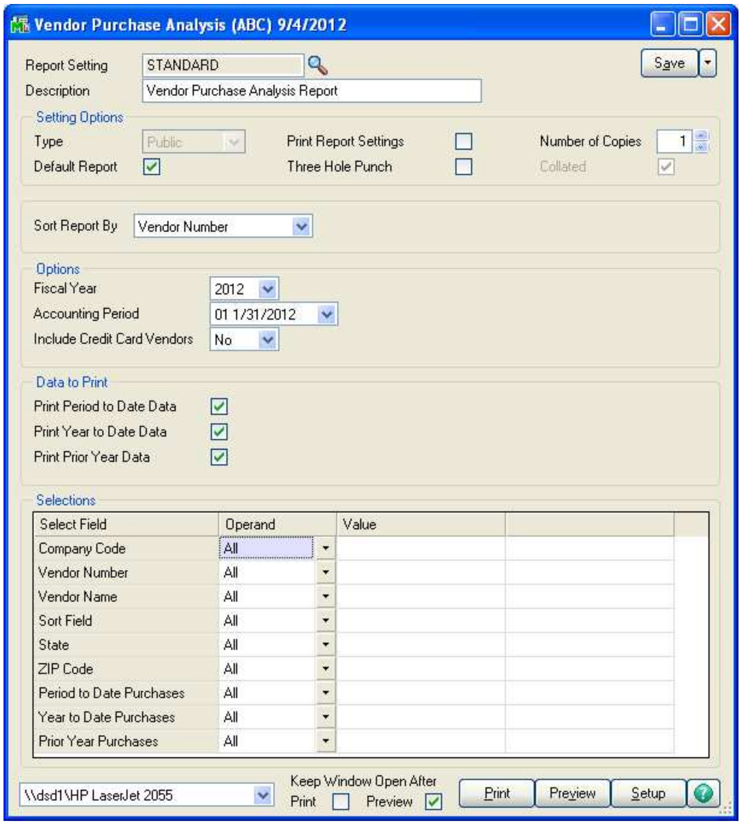
Payment History Report
Sorted By Vendor Number
Activity From: 1/1/2011 to 3/31/2011

ABC Distribution and Service Corp. (ABC)

Bank Code	Description/ Invoice Number	Invoice Date	Discount Amount	Check Number	Check Date / Invoice Amount	Check Amount	Check Type
Vendor Number: 01-STEV Stevens Supply							
Company: ABX							
A	Wells Fargo Bank - Checking			000001	2/15/2011	25,000.00	Auto
	981743456	5/19/2010	11,948.32		36,948.32		
Company: ABC							
D	Wells Fargo Checking			000001	2/21/2011	50,000.00	Auto
	2971	5/11/2010	0.00		50,000.00		
					Vendor 01-STEV Total:	75,000.00	
					Report Total:	75,000.00	


Monthly Purchase Report (ABC) 2/21/2011
Report Setting STANDARD
Save
Description Accounts Payable Monthly Purchase Report
Setting Options
Type Public
Print Report Settings
Number of Copies 1
Default Report
Three Hole Punch
Collated
Options
Accounting Period 05 5/1/2010 through 5/31/2010
Print Invoice Detail
Include Credit Card Vendors No
Selections
Select Field Operand Value
Company Code All
Vendor Number All
\\dsd1\HP 4100 PCL 6
Monthly Purchase Report
Period: 05 5/1/2010 through 5/31/2010
ABC Distribution and Service Corp. (ABC)
Division Number: 01 TRADE ACCOUNTS PAYABLE
Vendor Number/ Invoice Number | Dates: Invoice Due Discount | Hold | Transaction: Type Date Amount | Apply To Invoice | Comment
STEV Stevens Supply
Company: ABC
2971 5/11/2010 6/10/2010 No INV 5/31/2010 154,530.00
76-5433 5/10/2010 6/9/2010 5/20/2010 No INV 5/10/2010 955.45
Company: ABX
981743456 5/19/2010 6/18/2010 No INV 5/19/2010 597,416.09
Vendor STEV Totals: 752,901.54
TOUCH Touch Electric Supplies
Company: ABX
54185 5/13/2010 5/30/2010 No INV 5/13/2010 13,197.65
97175243 5/18/2010 5/30/2010 No INV 5/19/2010 114,845.55
Vendor TOUCH Totals: 128,043.20
Division 01 Totals: 880,944.74


Cash Requirements Report (ABC) 2/21/2011
Report Setting STANDARD
Save
Description Account Payable Cash Requirements Report
Setting Options
Type Public
Print Report Settings
Number of Copies 1
Default Report
Three Hole Punch
Collated
Options
Cash Required as Of 2/21/2011
Include Invoices on Payment Hold No
Include Vendors on Payment Hold No
Apply Discounts
Age Credit Invoices
Print in Summary Format
Calculate Requirements For All Invoices By Due Date
Payments Due Through
Ending Date 1 2/21/2011
Ending Date 2 3/8/2011
Ending Date 3 3/23/2011
Selections
Select Field Operand Value
Company Code All
Vendor Number All
\\dsd1\HP 4100 PCL 6
Cash Requirements Report
All Invoices By Due Date
ABC Distribution and Service Corp. (ABC)
Division Number: 01 TRADE ACCOUNTS PAYABLE
Vendor Number/ Invoice Number | Dates: Invoice Due Discount | Cash Requirements Through: 2/21/2011 3/8/2011 3/23/2011 Future | Discounts Taken | Discounts Lost
STEV Stevens Supply
Company: ABC
2971 5/11/2010 6/10/2010 154,530.00 0.00 0.00 0.00 0.00 0.00
Company: ABX
981743456 5/19/2010 6/18/2010 597,416.09 0.00 0.00 0.00 0.00 11,948.32
Vendor STEV Totals: 751,946.09 0.00 0.00 0.00 0.00 11,948.32
TOUCH Touch Electric Supplies
Company: ABX
54185 5/13/2010 5/30/2010 13,197.65 0.00 0.00 0.00 0.00 0.00
97175243 5/18/2010 5/30/2010 114,845.55 0.00 0.00 0.00 0.00 0.00
Vendor TOUCH Totals: 128,043.20 0.00 0.00 0.00 0.00 0.00
Division 01 Totals: 879,989.29 0.00 0.00 0.00 0.00 11,948.32
Report Totals: 879,989.29 0.00 0.00 0.00 0.00 11,948.32



Vendor Purchase Analysis Report
Sorted by Vendor Number
For Period Ending 5/31/2010

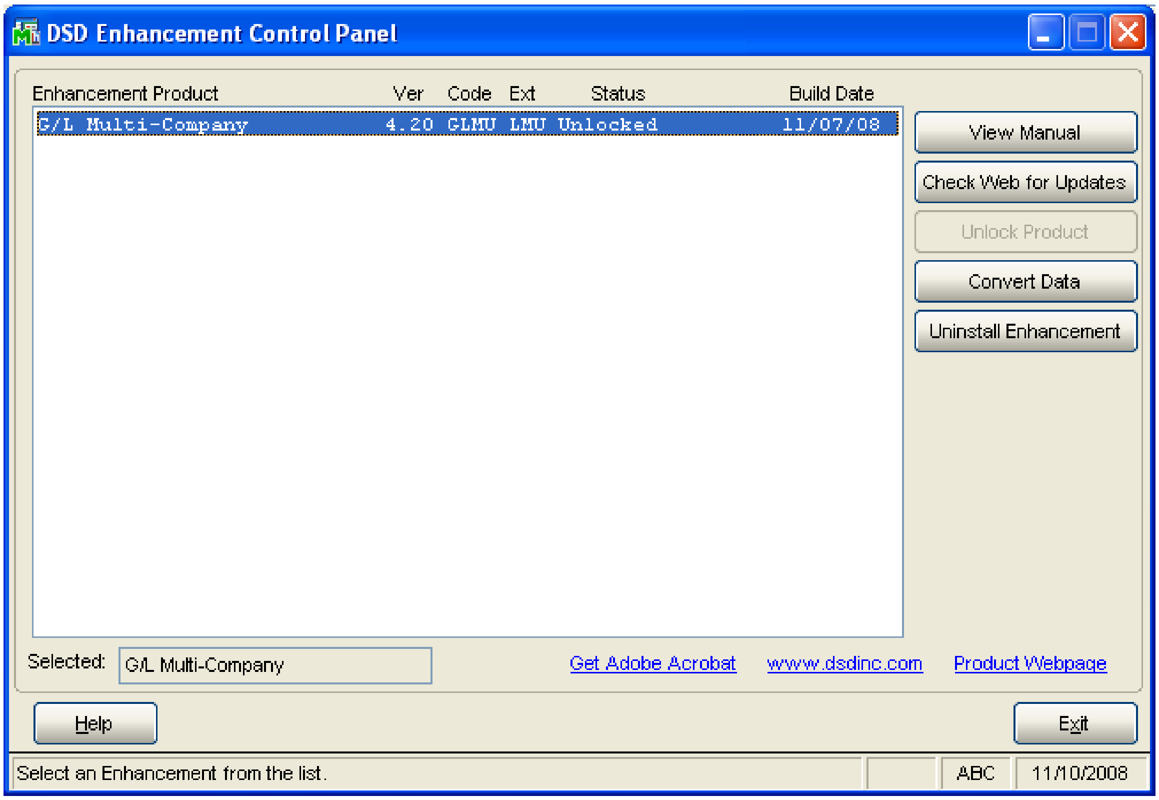
ABC Distribution and Service Corp. (ABC)

Division Number: 01 TRADE ACCOUNTS PAYABLE

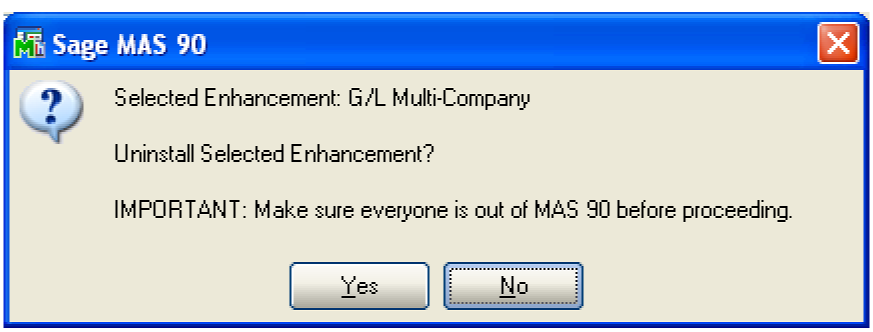
Vendor Number	Name	Days Pay	Days Overdue		Purchases	Payments	Discounts Taken	Discounts Lost
SOCALGA	Southern California Gas Co.	584	554					
Company:	ABC							
				Period to Date:	4,430.27	6,175.54	0.00	0.00
				Year to Date:	15,711.33	11,281.06	0.00	0.00
				Prior Year:	61,982.64	72,519.69	0.00	0.00
STEEL	Steelcase	596	576					
Company:	ABX							
				Period to Date:	209,919.46	0.00	0.00	0.00
				Year to Date:	209,919.46	0.00	0.00	0.00
				Prior Year:	0.00	0.00	0.00	0.00
STEV	Stevens Supply	604	574					
Company:	ABC							
				Period to Date:	155,485.45	936.34	19.11	0.00
				Year to Date:	159,260.69	4,711.58	19.11	75.50
				Prior Year:	24,539.06	28,710.70	0.00	490.75
Company:	ABX							
				Period to Date:	555,165.87	0.00	0.00	0.00
				Year to Date:	555,165.87	0.00	0.00	0.00
				Prior Year:	0.00	0.00	0.00	0.00
Company:	MFG							
				Period to Date:	950.00	750.00	0.00	0.00
				Year to Date:	16,097.25	10,897.25	0.00	0.00
				Prior Year:	0.00	0.00	0.00	0.00
			Division 01 Totals -	**Period to Date:**	925,951.05	7,861.88	19.11	0.00
				Year to Date:	956,154.60	26,889.89	19.11	75.50
				Prior Year:	86,521.70	101,230.39	0.00	490.75

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.

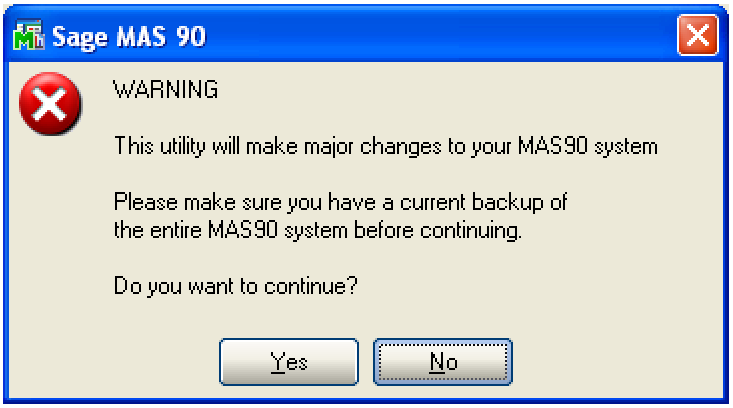


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

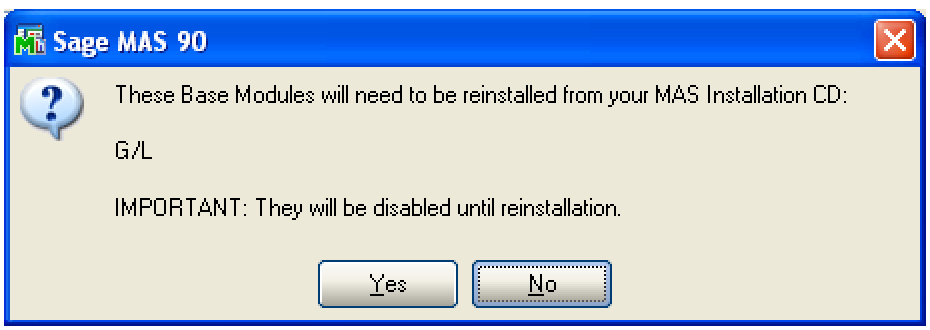
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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 MAS Service Packs / Updates, if applicable.

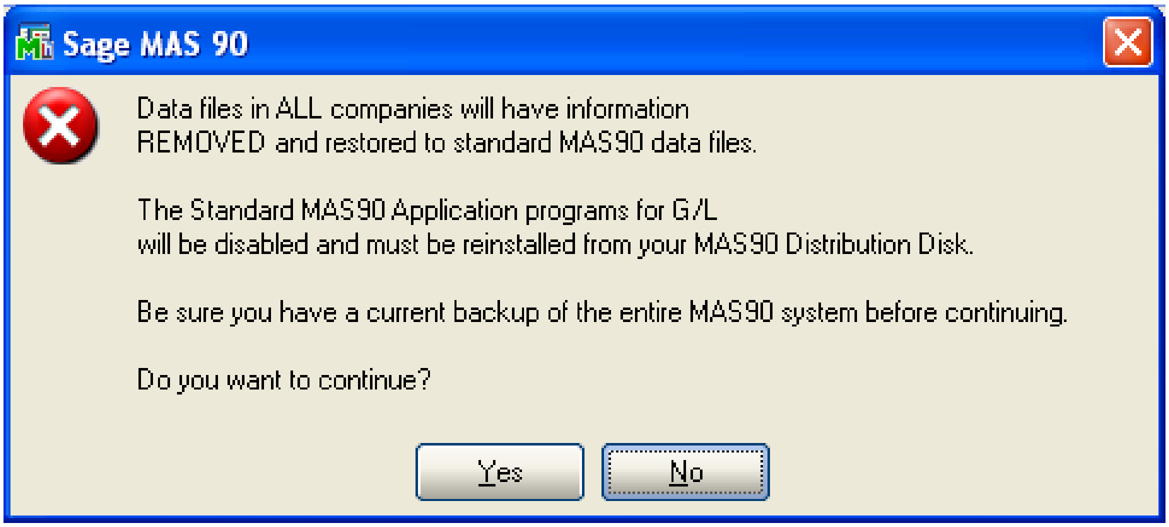
The following message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.



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).

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