DSD Business Systems

Sage 100 Enhancements

BRMC

Bank Reconciliation Multi-Currency

Version 7.40

Information in this document is subject to change without notice.

Bank Reconciliation Multi-Currency User's Manual
Version 7.40

11 June, 2025

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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 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*

BRMC Bank Reconciliation Multi-Currency:

http://www.dsdinc.com/enhancement/multi-currency-bank-reconciliation-4/

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.

How the Multi-Currency B/R Module Works

The **Multi-Currency Bank Reconciliation** enhancement provides the **Sage 100** user with the ability to reconcile bank accounts in their original currency. Checks, deposits and adjustments posted from the Accounts Payable, Accounts Receivable and General Ledger modules are stored in the Bank's Currency. This allows the user to reconcile bank accounts easily and accurately.

Bank Reconciliation Multi-Currency Features

- **Bank Accounts in Foreign Currencies:** A currency is defined for each Bank Account.

- **Checks, Deposits and Adjustments in Bank Currency:** Checks, Deposits, and Adjustments from Accounts Payable, Accounts Receivable, and General Ledger are posted in the Bank's Currency for easy reconciliation.

- **Edit Checks, Deposits and Adjustment:** You may modify the Entry Currency Code, Entry Currency Amount, and Base Currency Amount of any Check, Deposit or Adjustment.

- **Bank Register in Bank Currency:** Print the Bank Reconciliation Register in each Bank's Currency for easy and accurate reconciliation.

- **Bank Recap Report in Bank Currency:** Print the Recap Report in each Bank's Currency.

Reports

The following reports have been modified for the Multi-Currency Bank Reconciliation module:
- Bank Reconciliation Register
- Bank Transaction Register

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
B/R	**Y**	7.40
CUMC	**Y**	7.40

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.*

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
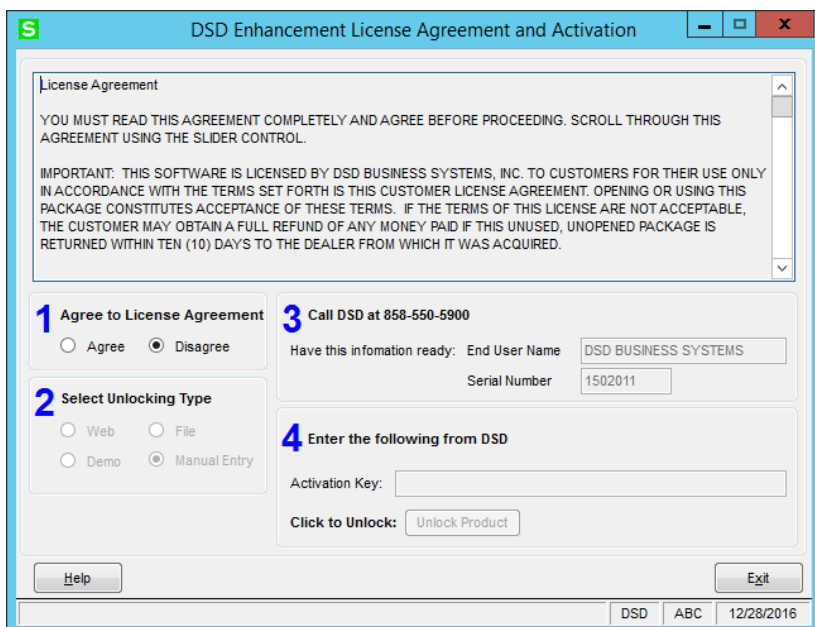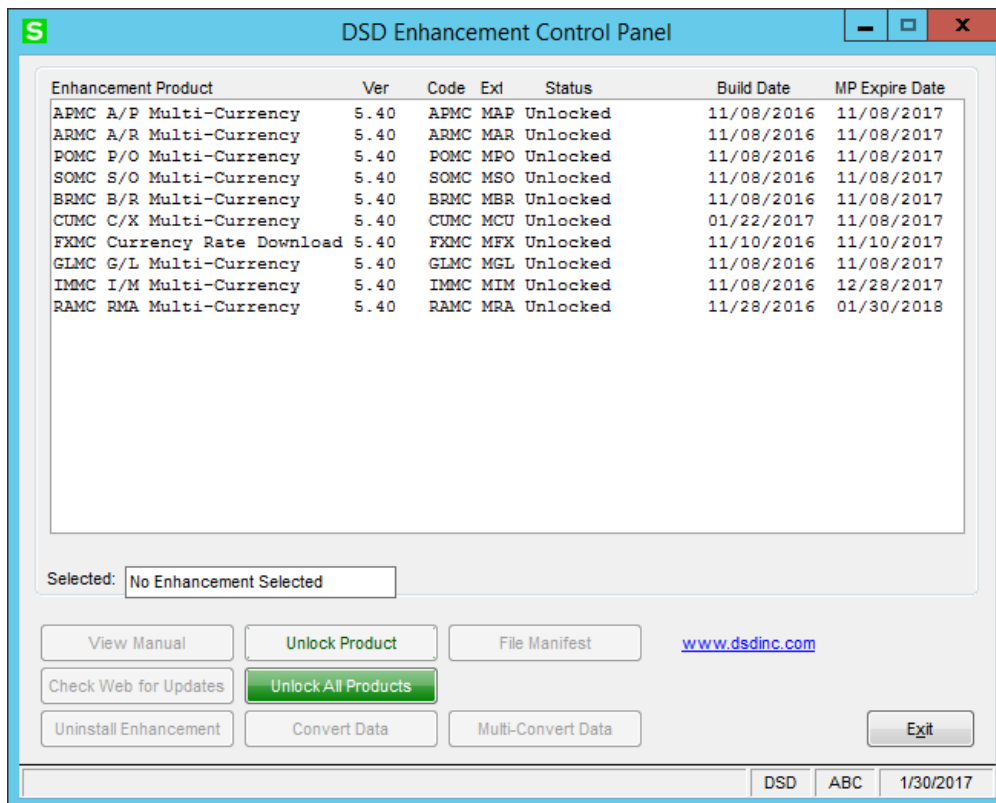
described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

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 unlocking, if Conversion has not been done, the Convert Data button can be pushed and the Enhancement data conversion program will run. Data conversion is *non-destructive*, and may be triggered any number of times. **However, this must be completed before any Multi-Currency processing is allowed in the respective module.** *Sometimes this is required to fix data records imported or updated from a non-enhancement installation.* This
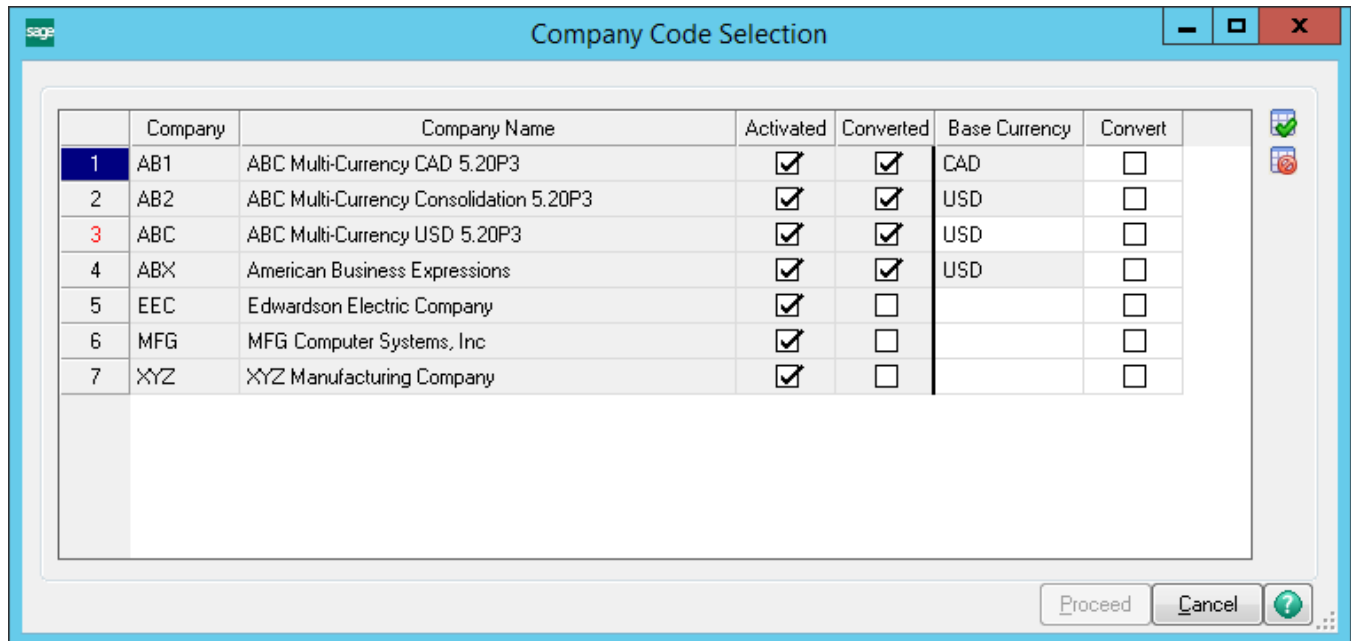
conversion can also be triggered by launching a task in any Multi-Currency module that has not been previously converted. Conversions for more than one company at a time can be done using Multi-Convert Data below.
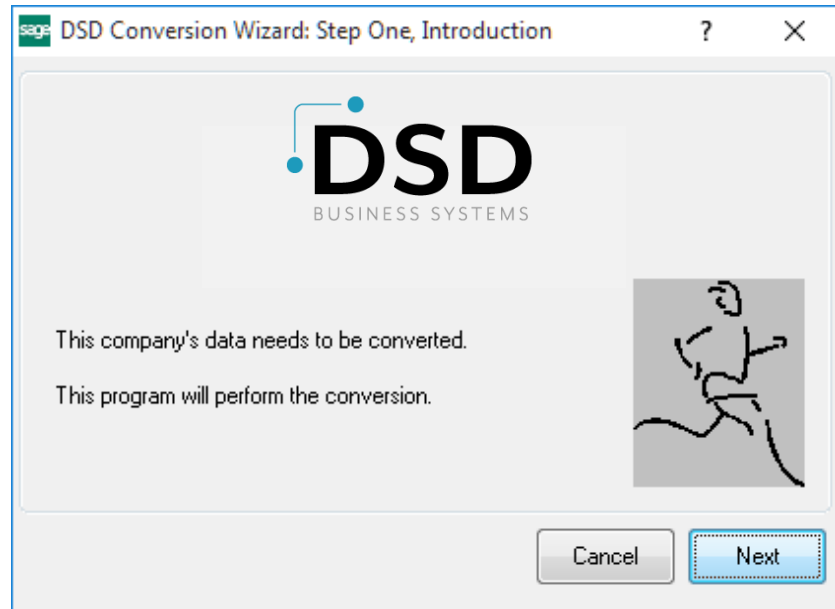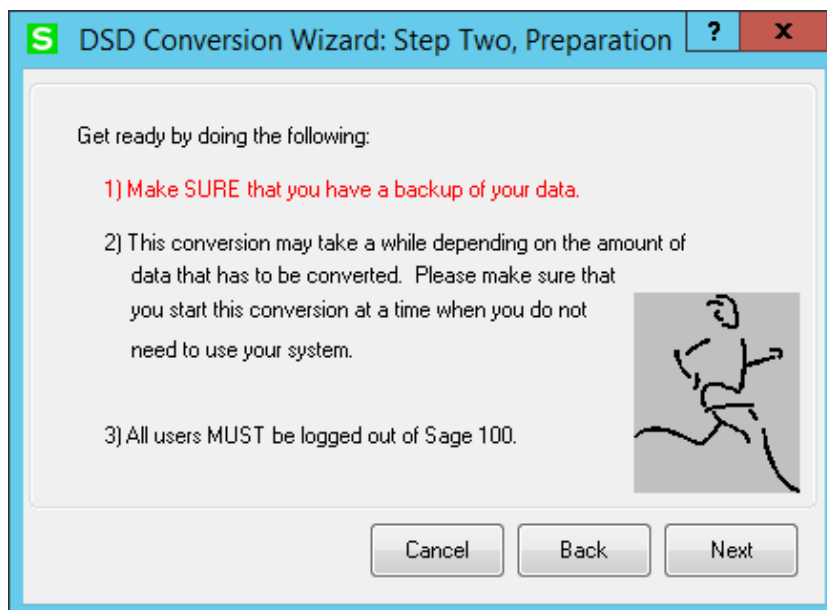
Multi-Convert Data: Multiple Companies can be converted at the same time for a given Enhancement. If a Base Currency Code has not been assigned, it must be entered here before the Conversion is allowed. (*If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory 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.

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

Section C: Setup

Data You Need

The best choice is to do all conversions in the **DSD Enhancement Control Panel**, **as in the previous page above.**

Before beginning the Multi-Currency Startup process, you should have the following information assembled and available for use:

- List of Bank Accounts used including its Currency Code.
- List of outstanding Checks as of the last reconciled statement including Check Number, Date, Payee Name, Base Currency Amount, and Entry Currency Amount.
- List of outstanding Deposits as of the last reconciled statement including Deposit Number, Date, Reference, Base Currency Amount and Entry Currency Amount.
- List of outstanding Adjustments as of the last reconciled statement including Adjustment Number, Date, Reference, Base Currency Amount and Entry Currency Amount.
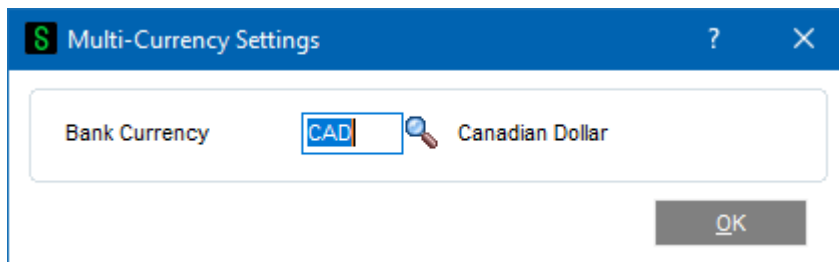
A **Currency Button** is available in any screen modified by **BRMC**. Select this button to access the Multi-Currency Settings Panel.

Most screens have been modified to display on the bottom of the panel the Currency of amounts being displayed or entered.

This program is used to set up a Currency Code for each Bank Account. This allows the user to keep bank account balances in their own currency, and facilitates bank statement reconciliation.

Bank Code Maintenance has a **Currency Button** on the Main Panel. When selecting this button, the following panel is displayed:

Bank Currency: Enter the Currency Code for this Bank Account. Select the List Mode to display a list of Currency Codes on file

Section D: System Operations

Check, Deposit and Adjustment Entry

This program is used to enter new bank transactions or edit the currency data of existing transactions.

The Check, Deposit & Adjustment Entry program has three Multi-Currency fields on the **Check and Dep/Adjustment panel**:

Entry Currency: This is the Currency Code for this transaction.

Entry Currency Amt: This is the Entry Currency Amount for this transaction, based on the Entry Currency Code.

Base Currency Amt: This is the Base Currency Amount for this transaction.

NOTE: *The "**Amount**" Column is the amount in **Bank Currency.***

NOTE: *If these three fields do not show on your panel, you may need to reset your Form by right-clicking the form, and selecting **Panel Settings / Reset Panel.***

Reconcile Bank

The **Bank Currency** is at the top of this Panel. All amounts display in the selected Bank's Currency. The Statement Balance amount must be entered in the Bank's Currency.

Bank Reconciliation Report

This register prints all amounts in each Bank's Currency. The Bank's Currency Code has been added to the Report, to the right of the Bank Code Description.

Bank Reconciliation Transaction Register

This report prints all amounts in the Base Currency.

Section E: Crystal Reports

The following Sage 100 Data Dictionaries for Crystal Reports have been updated with the Multi-Currency information:

BR_Options
BR_Transaction
BR_ReconciliationRegisterWrk
BR_TransactionRegisterWrk

NOTE: DSD Business Systems is not responsible for any problems with use of Crystal Reports. DSD is only responsible for providing the Data Dictionaries to report from.

Section F: 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.
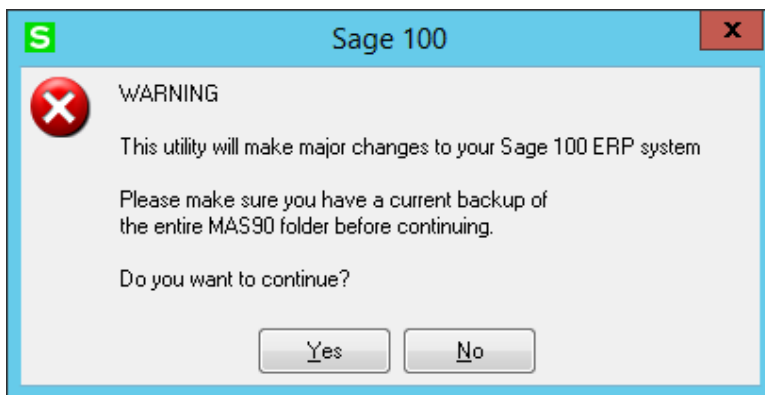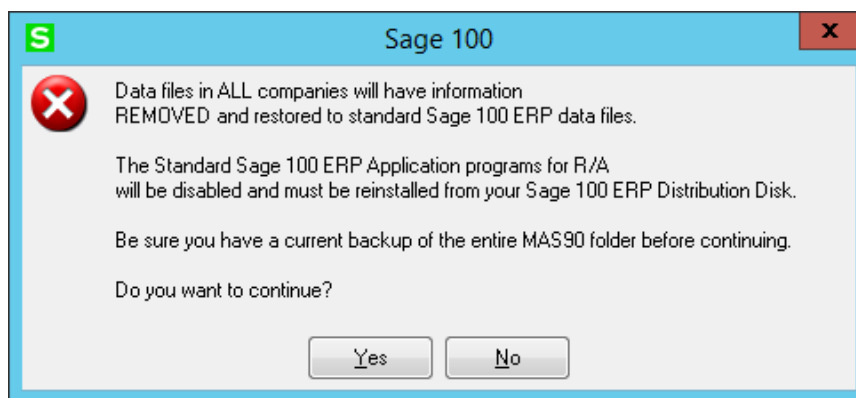

Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of 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).