



DSD Business Systems

Sage 100 Enhancements

GLDE

General Ledger Detail Editor

Version 7.20



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General Ledger Detail Editor User's Manual
Version 7.20

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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*

GLDE General Ledger Detail Editor:

<http://www.dsdinc.com/enhancement/posted-detail-editor-3>

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.

General Ledger Detail Editor Features

The **General Ledger Detail Editor** for **Sage 100** allows the G/L user to:

1. Edit posted General Ledger transactions (in GL_DETAILPOSTING.M4T file). The Account Number, Posting Date, Posting Remark and Posting Amount may be changed for any transaction. If the Posting Date, Account Number, or Posting Amount are modified, appropriate changes are made to the Chart of Accounts Master File. When the Detail file is changed, the GL Period Summary file is also updated.
2. A unique search capability has been incorporated into the Editor, in order to allow the user to quickly locate posted transactions.
3. Posted transactions may be deleted. Corresponding changes are made to the Chart of Accounts Master File, in order to ensure that the Detail Posting file is always in balance with the Chart of Accounts Master File.
4. New transactions may be added. They are added simultaneously to the appropriate period's activity in the Chart of Accounts Master File. The Editor does not force a balancing entry to be made, and, for this reason, the Editor must be used with care in order to ensure that the General Ledger is not placed out of balance.
5. The Editor constantly displays a BATCH BALANCE, in order to assist the user in constructing one-sided ledger entries which do not cause an out of balance condition in the General Ledger.
6. All transactions are posted in "real time". That is, once the changes have been accepted by the user for each transaction, the General Ledger files are updated immediately.
7. Each addition, deletion or transaction edit is written to a special holding file. When the Editor is exited, the user may elect to print the Transaction Edit Listing, or not. The user decides whether to keep or erase this special holding file.

Section B: Getting Started



- **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
G/L	Y	7.20

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 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.

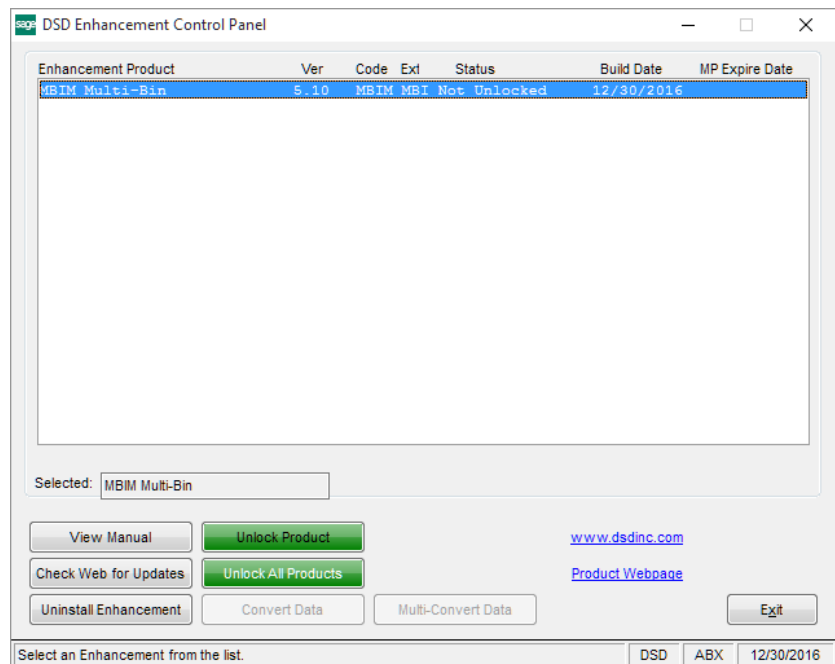
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

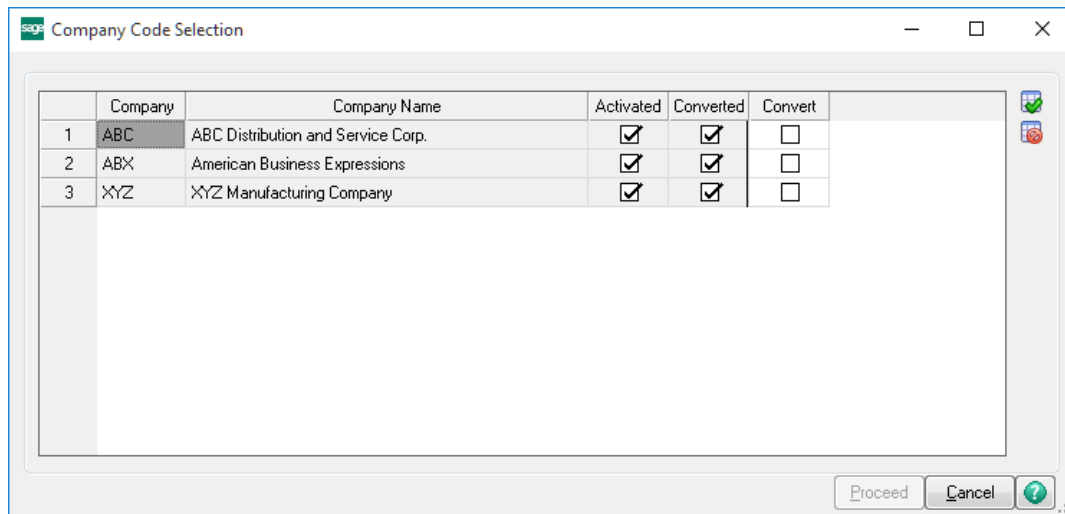
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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: System Operations

The General Ledger Detail Editor is accessed from the General Ledger Utilities sub-menu.

Using the Detail Editor

The screen has two groups of entry fields, the **Record Search** group and the **Record Edit** group.

The operation of this screen has two modes, **Record Search** entry mode and **Record Edit** entry mode. You will first use the Record Search mode to select a G/L Detail Record. When a record has been selected, the Record Search group is disabled and the Record Edit group is enabled (Record Edit mode is enabled) and you can then edit or delete the selected record.

When you are done editing, the program will allow you to print a General Ledger Detail Editor Listing and then will ask whether to erase the Transaction Edit Listing File. It is recommended that you do not erase this file if there is a Batch Total balance (*See Batch Total at the end of this Section*).

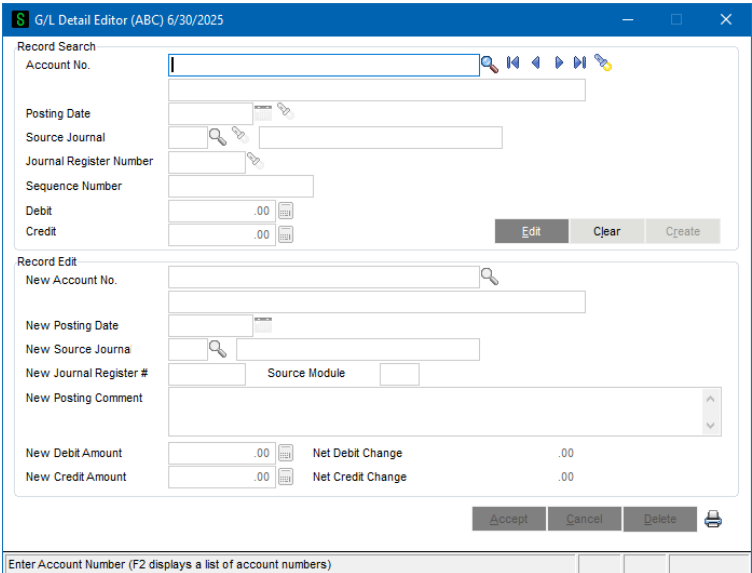


Figure 1: GUI G/L Detail Edit Screen (Shown in Record Search Mode)

Record Search Mode

The fields in the Record Search group are the components of the Record Key. In order to Edit or Delete a detail record, the Key Fields (in the Record Search group) must be specified to refer exactly to the record in question. **All** of the Key Fields must be specified in order to locate any existing detail record. In order to Add a detail record, **all** of the Key Fields must be specified. The program provides a Search Button to help locate a record. The Key Fields are: Account No., Posting Date, Source Journal, Journal Register Number, and Sequence Number – See “Record Key Fields” section below.

Search Button

The G/L Detail Editor offers a powerful search tool to aid you in selecting a record to edit. Enter what you know of the Key Fields and then use the search button to display a list of matching G/L Detail records.

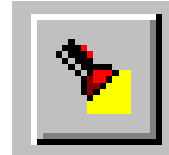


Figure 2: Search Button

When pressed, the program assembles the largest portion of a Record Key possible from the fields that have data entered and displays a list of only those records that match this portion of a Record Key. Note that the Key portion is assembled in order from the first field to the last field and no blank fields can be left in the middle of the key. So, if you enter an Account Number, Transaction Date and Batch Number, the list of matches will contain records that contain the Account Number and Transaction Date (the Batch Number is ignored because the program would not find records with a blank Source Journal in the key).

After you have selected a record, you can then use the **Edit** button to edit the record.

The short-cut key for the Search button is **<Alt-L>**.

Edit Button

At the bottom of the Record Search region of the screen is the Record Search button group. The Edit button is in this group. Also in the same button group with the Clear and Create buttons, the Edit button is used to change to Record Edit mode so the indicated Detail Record can be edited.

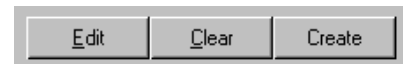


Figure 3: Record Selection Button Group

If there is more than one match to the entered Record Key, a list of matching records will be displayed from which you can select a particular record to edit.

Clear Button

When pressed, this button clears the Record Key input fields. Use the Clear button to erase the contents of the Record Key entry fields to enter a new key.

Create Button

Next to the Clear button, at the bottom of the Record Key group, there is a **Create** button. This button can be used to create a new Detail record.

First, enter a complete Record Key for the new record. Then, press the Create button. The program will determine whether the record you have defined exists and, if not, it will create the record and proceed to Record Edit mode.

If the record already exists, the program will ask if you would like to edit the existing record. If you answer Yes, the program will proceed to Record Edit mode.

Record Key Fields

As described previously, the program has two modes Record Search entry mode and Record Edit entry mode. When in Record Search entry mode, you are asked to select the Record Key for the record you would like to edit. The following fields are in the Record Key group and the elements that make up the Record Key.

Account Number

This is the General Ledger Chart of Account Number. You can use the List Button to display a list of existing accounts.

Nonexistent accounts **may not** be entered "on-the-fly". Only valid Account Numbers will be accepted.

Note if you enter an Account Number and then press the Search button, (described above) the program will display a list of only those records that contain the specified Account Number.

The shortcut key for the List Button is the <F2> function key.

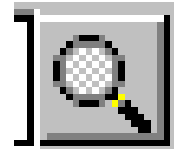


Figure 4: Account Number List Button

Posting Date

This is the System Date for the detail record. This date will govern the accounting period that is affected by the addition, deletion, or editing of any detail records. Only dates for the current and future fiscal years will be accepted. If a date in the past is entered, an error message will be displayed, and the date must be reentered.

If a date for a prior accounting period (in the current year) is entered, a warning message to that effect will be displayed, and the user may proceed.

Source Journal

This is the Journal Code (CD, PR, GJ, etc..) for the detail record. Only valid codes may be entered for this field. As with the Account Number field, the Source Journal field has a List Button that can be used to display a list of Journal Codes.

The shortcut key for the List Button is the <F2> function key.

Journal Register Number

In combination with the Journal Code, this number uniquely defines a group of General Ledger postings which should be in balance. If the General Ledger Source Journal Report is run, the total Debits and Credits for each batch of transactions should be in balance. This is a very useful aid in validating any work done with this utility. In order to preserve the highest level of integrity with the General Ledger database:

1. The entire General Ledger should be in balance, and each account's transactions should balance with the period totals stored in the Chart of Accounts Master File. These aspects are best reported via the General Ledger Detail Report.
2. Each Period's transactions should be fully in balance as reported by the Financials, and Trial Balance.

3. Each Batch's transactions should be in balance as reported by the Source Journal Report.

Sequence Number

This number uniquely identifies each individual transaction in the batch, and cannot be edited.

Record Edit Mode

After a record is selected and the user has pressed the **Edit** button in the Record Search group, the program enters Record Edit mode. The Record Search group of fields is then disabled and the Record Edit group of field is enabled.

In Record Edit mode, the user can change the record and then press a button to indicate what to do with the record. The Record Edit button group is located on the bottom of the screen, on the right side.



Figure 5: Record Edit Button Group

Accept Button

When pressed, the **Accept** button accepts the changes to the record, writing the record to disk and then returning to Record Search mode.

Buttons in the Record Edit group are available when in Record Search mode (and are disabled when in Record Edit mode).

Cancel Button

When pressed, the **Cancel** button abandons any changes to the record and returns to Record Search mode.

Delete Button

When pressed, the **Delete** button causes the record being edited to be deleted. The program then returns to Record Search mode.

Record Edit Fields

New Account Number

This field is available for editing existing record only, and not for adding new records. As with the Account Number Key Field, a List button is available, only valid accounts may be entered, and on-the-fly creation is not allowed.

The shortcut key for the List Button is the <F2> function key.

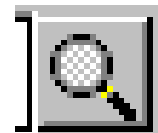


Figure 6: New Account Number List Button

New Posting Date

You may select a new Posting Date.

New Source Journal

The Source System generally reflects the **Sage 100** module from which the transaction originated. A list button is provided. There is no validation on this field.

The shortcut key for the List Button is the <F2> function key

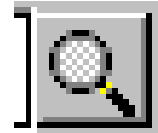


Figure 7: New
Source Journal
List Button

New Journal Register Number

There is no validation on this field.

New Posting Comment

You may change the entire Posting Comment.

New Debit and Credit Amounts

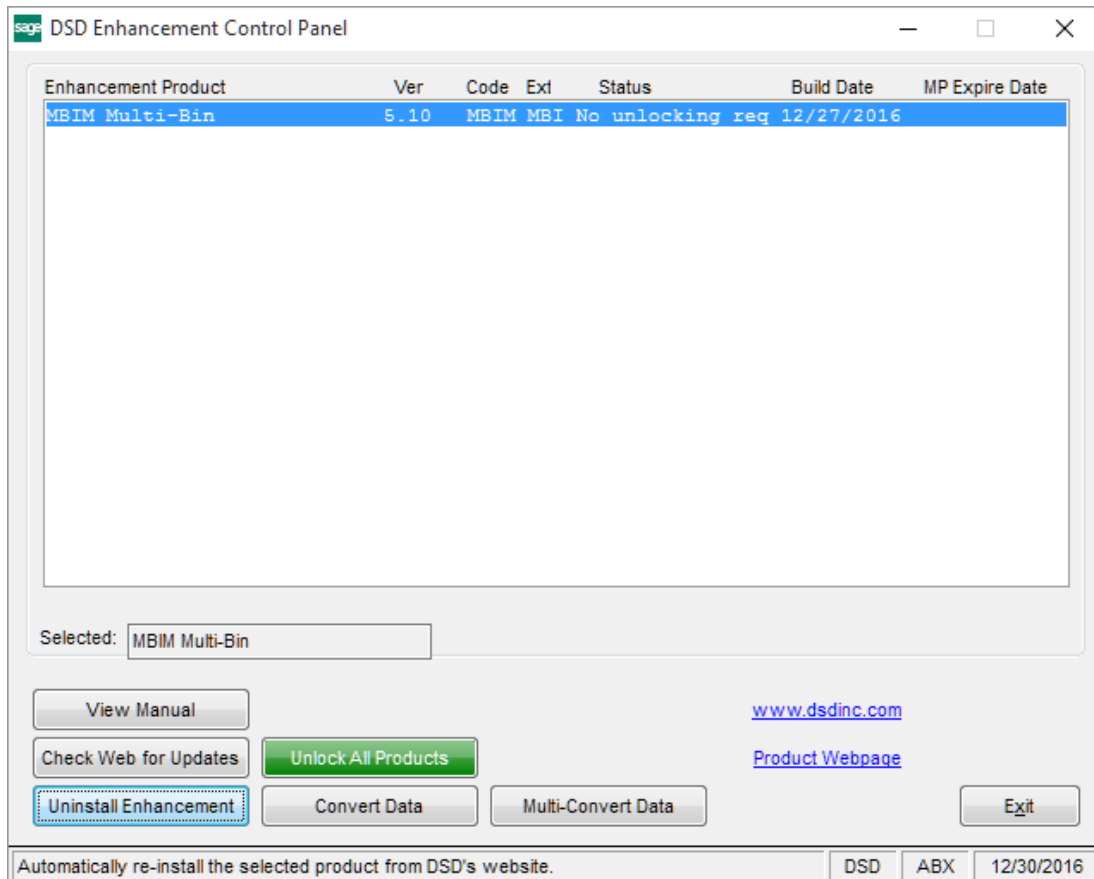
The New Debit and Credit Amount values entered by the user will completely replace the previous value, and the difference will be reflected in the Net Change fields.

Net Change fields

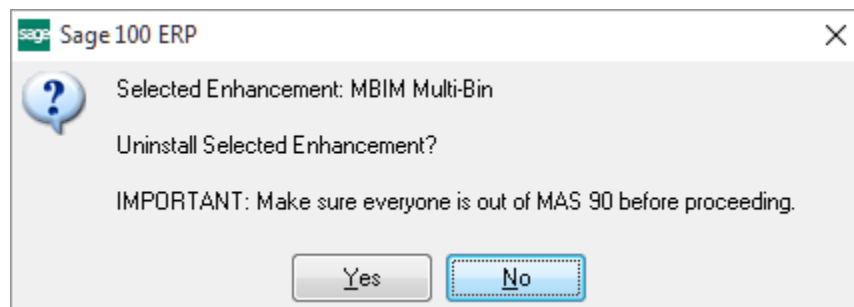
These are the total running balance of all transactions entered into the Editor, since the last time that the Transaction Edit Listing file was cleared. The Net Debit Change field should equal the Net Credit Change field after all transactions have been entered, in order to ensure that the General Ledger is still in balance (unless, of course, you are fixing an Out of Balance condition).

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.

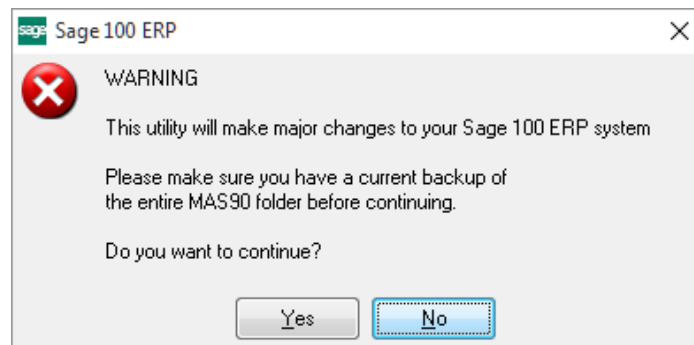


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



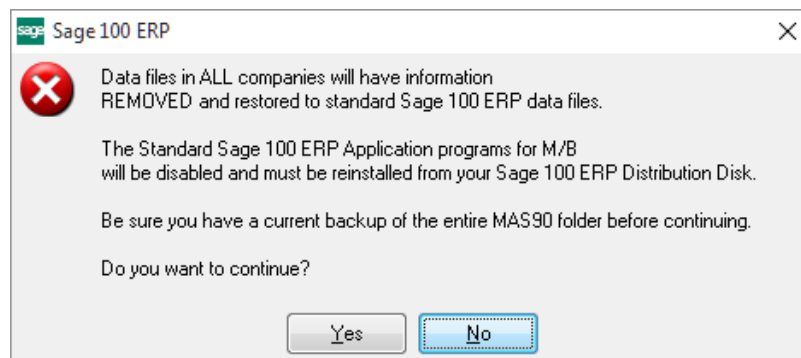
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

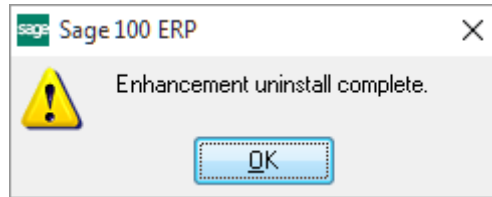
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).