

DSD Business Systems

Sage 100 Enhancements

GLMU

General Ledger Multi-Company

Version 5.40





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General Ledger Multi-Company User's Manual Version 5.40

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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

GLMU General Ledger Multi-Company:

http://www.dsdinc.com/enhancement/multi-company-general-ledger-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
FAO

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 Multi-Company Features

The **GLMU** enhancement has been designed to allow a managing company to process **G/L** transactions for an unlimited number of "subsidiary" companies.

G/L transactions may be distributed directly to other companies that have a **Sage 100** General Ledger database. Each line item entry contains a new Company Code field. This new field defaults to the Current Company. It may be changed to any other company that has been setup for intercompany processing.

When an inter-company distribution is made, a transaction is written to the other company's GL Detail Posting File. For each transaction distributed to another company, a corresponding amount is posted to both companies' Inter-company Offset Accounts, in order to keep each of those General Ledgers in balance. A pair of Inter-company Offset Accounts must be set up in advance for each company that will have inter-company processing.

During line entry for an inter-company distribution, the General Ledger Account format, and the **ALE Lookup** feature reflects the Chart of Accounts and the number format for the subsidiary company.

Inter-company Allocations are available in General Journal Entry, Recurring Journal Entry, Transaction Journal Entry, Allocation Entry and in Standard Journals.

Reports

The Multi-Company General Ledger module adds or modifies the following reports:

- ♦ Inter-company Maintenance Listing: This new report is available through the Inter-company Maintenance screen, and lists each of the companies setup for Inter-company distributions, and their inter-company parameters.
- General Journal: This existing report has been modified to include the Company Code for each line item. The Error Log has been modified to display the Company Code for each invalid account detected.
- ◆ Recurring Journal and Listing: These existing reports have been modified to include the Company Code for each line item.

- ◆ Transaction Journal: This existing report has been modified to include the Company Code for each line item. The Error Log has been modified to display the Company Code for each invalid account detected.
- ◆ Allocation Listing: This existing report has been modified to include the Company Code for each line item.

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	Required
Module	Required	Level
G/L	Υ	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.

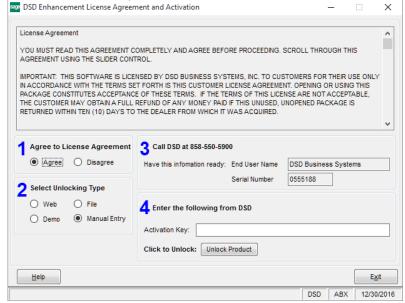
Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from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

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.

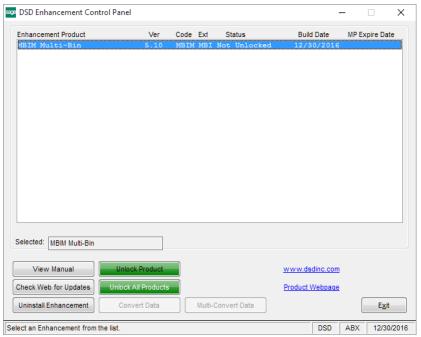


DSD Enhancement Control Panel

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.

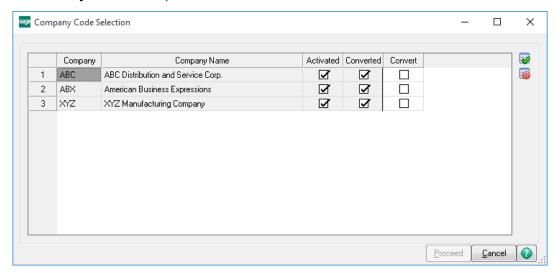
Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. This requires an internet connection on the Sage 100 system.

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.

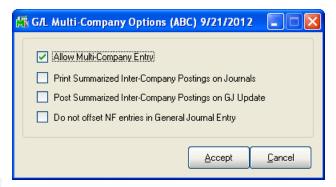
Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see <u>Uninstall DSD</u> <u>Enhancements</u>)

Section C: Setup

Multi-Company Options

This menu option has been added to the General Ledger Setup Menu.

Allow Multi-Company Entry: Selecting this option causes the new Company Code field to appear on each line item of General Journal Entry, Transaction Data Entry, and Recurring Journal Entry. To process Inter-company Postings, each company must be setup in the new Inter-company Maintenance Screen, which is described in this section.



NOTE: This field is disabled (grayed-out) while

General Journal Entry or Transaction Data Entry are in progress. Those journals must first be printed and updated before the Inter-company Posting flag can be changed.

Print Summarized Inter-Company Postings on Journals: Selecting this option causes the Inter-Company Postings to print on the Journals for Allocation Entry, General Journal Entry, Recurring Journal Entry and Transaction Journal Entry.

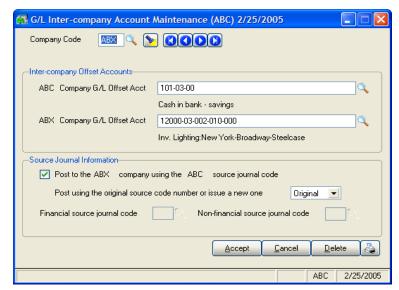
Print Summarized Inter-Company Postings on GJ Update: Selecting this option causes the like Inter-Company Postings to be summarized when the General Journal is updated.

Do not offset NF entries in General Journal Entry: Selecting this option disables postings to the company Offset Accounts, if the General Journal Account posted to is a NonFinancial Account.

Inter-company Maintenance

The Inter-company Maintenance screen has been created to allow various companies on the system to be accessed during data entry. These companies must have a Chart of Accounts.

For each company activated, the user must define two **G/L OFFSET ACCOUNTS**. When an entry is made into the **ABC Company**, which is to be distributed to the **ABX Company**, the ABX Company's transaction is posted as is to the ABX GL Detail File, along with an offset transaction, in the same amount, to the Offset Account defined in the screen above.



The offset transaction must be created in order to keep the ABX Company's General Ledger in balance. A corresponding posting will be made, also for the same amount, to the ABC Company's Offset Account.

In addition to the two offset accounts, some additional journal parameters must be defined. The first and most important of these is the **POST TO 'ABC' COMPANY USING THE 'ABX' SOURCE JOURNAL CODE** field. "ABC" and "ABX" are, of course, replaced by the user's company codes. If this box is checked, then the journal code from the originating company ("CD" or "JE" for example) will be used when transactions are posted to the subsidiary company. If this box is not checked, then the user must define the journal code to be used, in the following fields.

NOTE: This field refers only to the Journal Code, and not to the Journal Number!

If the previous box is checked then the next field **USE THE ORIGINAL JOURNAL NUMBER OR ISSUE A NEW ONE** is accessible, and the last two fields on the screen, described below, are disabled. If this box is checked then the original Journal Code and Journal Number will be used when posting transactions to all subsidiary companies. For example, if the current company's transactions are being entered into Journal CD-0017, all inter-company postings, to all other subsidiary companies, will also be identified as CD-0017.

This has its advantages and disadvantages. On the plus side, subsidiary transactions are more easily identifiable and traceable if they keep their originating journal's ID. The disadvantage is that if you use the originating company's journal code and number, there is the possibility that transactions could be posted in the subsidiary company to a duplicate journal number. In other words, if there was already a set of transactions posted as CD-0017 in the ABX company, then the transactions also identified as CD-0017, coming over from the ABC company as an inter-company posting, would add to that same journal number. That could cause serious trace-ability problems in the ABX company's journals.

The last two screen fields are only enabled if the user has opted **not** to use the originating company's source journal code. In that case, the user must define the two source journal codes that will be used for all inter-company postings. A financial journal code must be defined, as well as a non-financial code. Journal numbers will be issued consecutively for these Journals, using the sequence stored in the subsidiary company. For instance, if the user has defined the **IF** Journal Code to be used for both the ABX company and the XYZ companies, the inter-company postings from ABC might be saved as IF-0005 in the ABX Company, and as IF-0017 in the XYZ Company.

NOTE: If the **IF** Journal Code does not exist in the ABX Company (for example), it will be created automatically during the ABC Company General Ledger update. The Journal Codes entered into these fields are not validated, and need not exist in either the ABC Company, or in the subsidiary company. As previously discussed, using these two fields allows the user to segregate and control the inter-company postings, however the ability to trace the inter-company postings back to the originating company's journal, is more difficult.

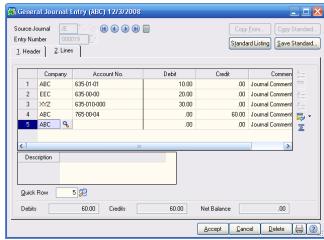
A sample Inter-company Maintenance Listing is shown below:

				ABC Distribution and Service Corp. (ABC)		
Company Code	Debit Transfer Account	Credit Transfer Account	Post Using Source Company Journal	Financial Journal Code	Non Financial Journal Code	Use Original Journal Numbe
ABX	12000-03-002-010-000	101-03-00	Y			Υ

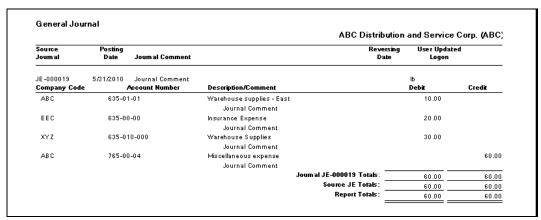
Section D: System Operations

General Journal Entry

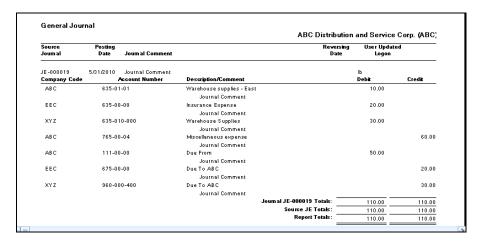
If Inter-company processing has been selected, a new Company column will appear just before the Account No in the Line Entry portion of the General Journal Entry screen. This field will at first default to the current company, and if overridden, to the Company Code most recently entered. The Company Code value is ignored when comments are entered, and that field may be set to any valid value.



The General Journal has been modified to include the new Company Code field, as shown below:



If the new **Print Summarized Inter-Company Postings** checkbox has been checked, the General Journal will also print those postings, as shown below:

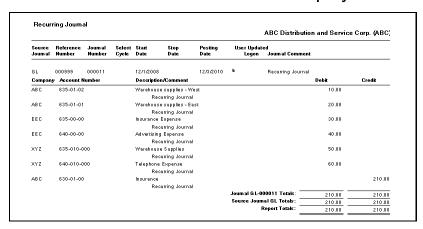


Recurring Journal Entry

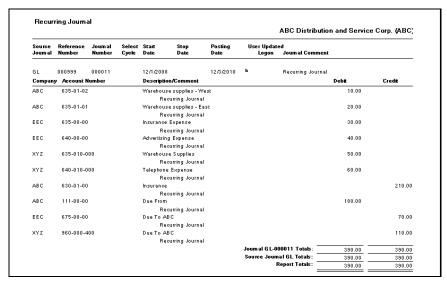
If Inter-company processing has been selected, a new **Company** column will appear just before the **Account No** in the Line Entry portion of the Recurring Journal Entry screen. This field will at first default to the current company, and if overridden, to the Company Code most recently entered.



The Recurring Journal has been modified to include the new Company field as shown below:

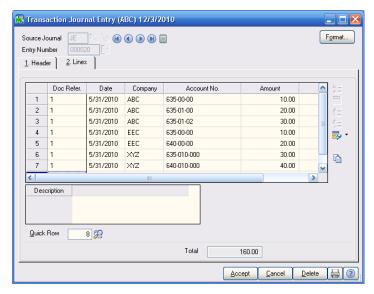


If the new **Print Summarized Inter-Company Postings** check box has been checked, those postings will also print, as shown below:

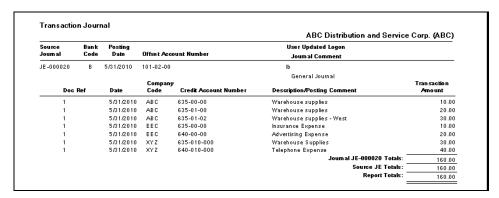


Transaction Journal Entry

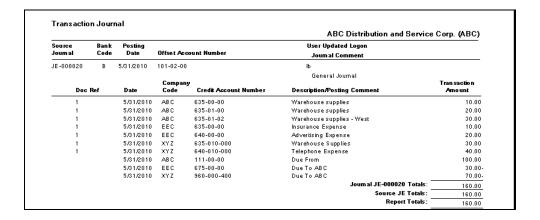
If Inter-company processing has been selected, a new **Company** column will appear just before the **Account No** in the Line Entry portion of the Transaction Journal Entry screen. This field will at first default to the current company, and if overridden, to the Company Code most recently entered.



The Transaction Journal has been modified to include the new **Company Code** field as shown below:



If the new **Print Summarized Inter-Company Transactions** check box has been checked, those postings will also print, as shown below:



Transaction Journal Entry - Bank Transfers

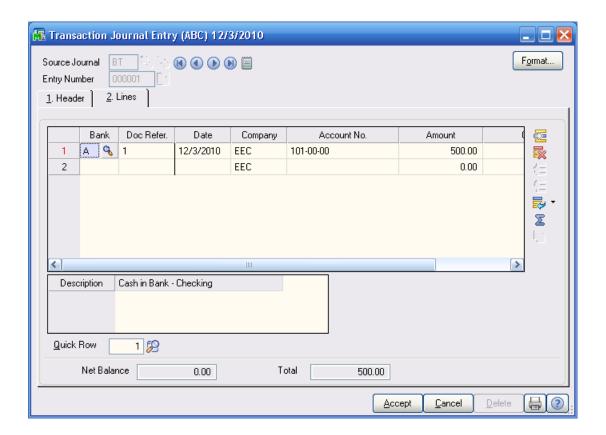
The 4.xx versions of General Ledger now allows the user to do a Bank Transfer from one Bank to another, while updating BOTH General Ledger Cash Accounts and BOTH Bank Code's Bank Reconciliation (if the B/R module is installed) with one transaction in Transaction Entry.

With DSD's GLMU Multi-Company enhancement, you now have the additional capability of transferring cash from one company's Bank to another Company's bank!

Note: It is important for the user to understand how to do a Bank transfer in Standard Sage 100, without going from one company to another. Please refer to the 4.xx General Ledger User Manual for Sage 100 to learn how to do this.

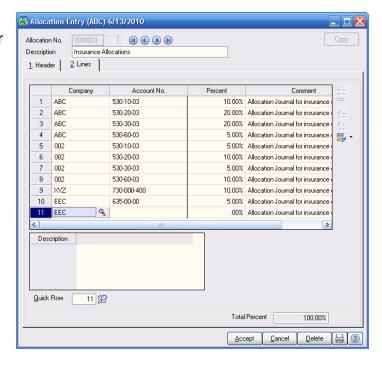
In the screen example below, the Main (or Parent) Company is ABC and the Subsidiary Company is EEC. The Bank Code ALE Lookup and validation is set to the ABC company once you go to the Lines Panel. When you change the Company Code on the line, such as the EEC Company Code, the Bank Code field is reset to <black> and the Bank Code ALE Lookup and validation is changed to the EEC company. You may then select the EEC Bank Code to Transfer To/From.

Note: The Main (or Parent) Company's Source Journal Format must be changed to be a "Bank Transfer" format, and the Debit/Credit setting dictates if the Subsidiary Company is transferred FROM or TO.

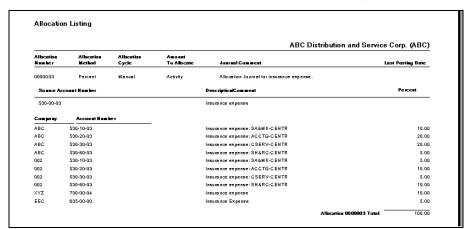


Allocation Entry

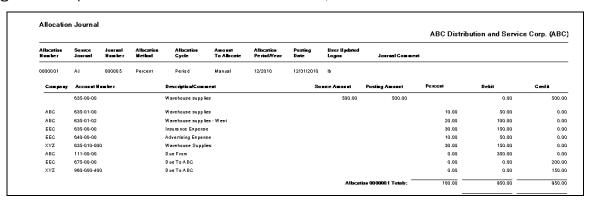
If Inter-company processing has been selected, a new **Company** column will appear just before the **Account No** in the Line Entry portion of the Allocation Entry screen. This field will at first default to the current company, and if overridden, to the Company Code most recently entered.



The Allocation Listing has been modified to include the new Company Code field as shown below:



If the new **Print Summarized Inter-Company Transactions** check box has been checked, those postings will also print on the Period Allocation Journal, as shown below:



Daily Transaction Registers – What's Different?

The 4.xx versions of DSD's GLMU Multi-Company enhancement is different than the 3.xx versions.

In the 3.xx versions of GLMU, the General Journal Update, Transaction Journal Update, and Recurring Journal Update programs posted to the G/L Daily Posting (GL4) files of the subsidiary companies, which then required the user to print and update the Daily Transaction Register in each subsidiary company to post to the G/L Detail (GL5) and G/L Summary (Gl8) files.

The 4.xx versions of GLMU has been enhanced so that the General Journal Update, Transaction Journal Update, and Recurring Journal Update programs **no longer post to the Daily Posting file of the subsidiary** companies, but instead post to the GL Detail and Summary Files directly, thus saving the user additional steps.

4.50.PU3 Data Dictionary change

The 4.50.PU3 and up versions of DSD's GLMU Multi-Company enhancement have an additional data dictionary field to the GL_DetailPosting file:

OriginatingCompanyCode - 3-char.

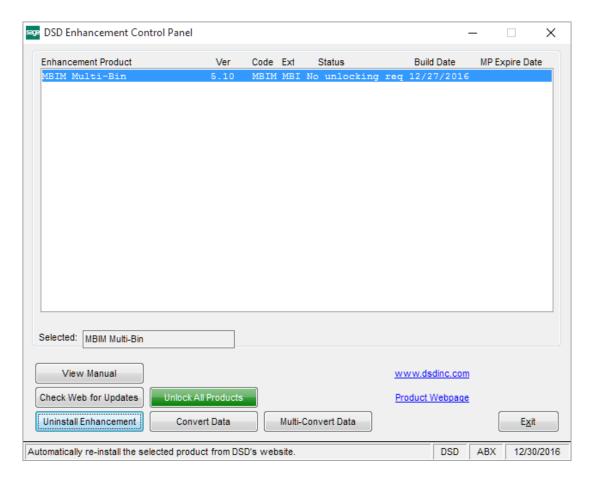
The General Journal Update, Transaction Journal Update, Allocation Update, and Recurring Journal Update programs will be modified to post to the new OriginatingCompanyCode field with the Company Code doing the update.

Visual Integrator Setup

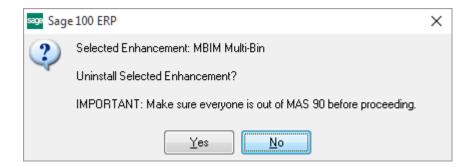
When importing data using Visual Integrator, it's important to set up the Import Job so that the Company Code field exists above the Account field on the Data tab. This is critical for G/L Account validations by company code.

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.



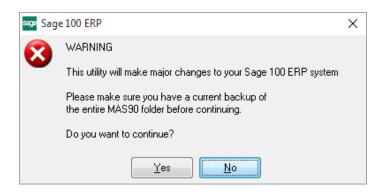
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.

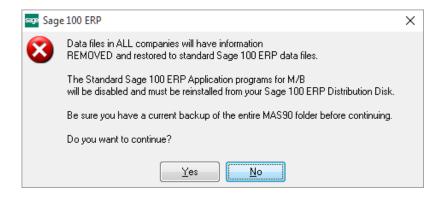
After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.

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).