



DSD Business Systems

Sage 100 Enhancements

ARMU

Multi-Company A/R Invoice Entry

Version 6.00



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Multi-Company A/R Invoice Entry User's Manual
Version 6.00

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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*

ARMU Multi-Company A/R Invoice Entry:

<http://www.dsdinc.com/enhancement/multi-company-ar-invoice-entry-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.

Multi-Company A/R Invoice Entry Features

ARMU has been designed to allow a managing company to process **A/R Invoice Entry** transactions for **Miscellaneous Item Code** lines for an unlimited number of "subsidiary" companies.

Invoice lines with a Miscellaneous Item Code entered, may be distributed to other companies that have the same existing Miscellaneous Item Code. Each line item entry of an Invoice contains a new Company Code field that is **only enabled if the user selects a Miscellaneous Item Code**. This new field defaults to the Current Company. It may be changed to any other company that has been setup for Inter-company processing.

When an Inter-company Distribution is made, the Open Invoice is entered into the Current Company's Aging. A General Ledger transaction is written to the other company's Daily Transaction File, containing a credit to that other company's revenue account, and a debit to the predefined Inter-company Allocation account. A pair of Inter-company Allocation Accounts must be set up for each company, which has been setup for Inter-company processing.

During line entry for an Inter-company Allocation, the General Ledger Account Format, and the ALE <F2> List Mode feature reflects the Chart of Accounts and the number format for the other company.

Reports

ARMU changes these reports:

- ◆ **Inter-company Account Listing:** This new report is available through the **Inter-company Account Maintenance Screen**, and lists each of the companies' setup for Inter-company Allocations, and the two G/L allocation accounts for each.
- ◆ **A/R Sales Journal:** This existing report has been modified to include the Company Code for each line item.
- ◆ **A/R Sales Journal Recap:** This existing report has been modified to include G/L Inter-company postings, and to sort and subtotal those transactions by Company Code.

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/R	Y	6.00

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.

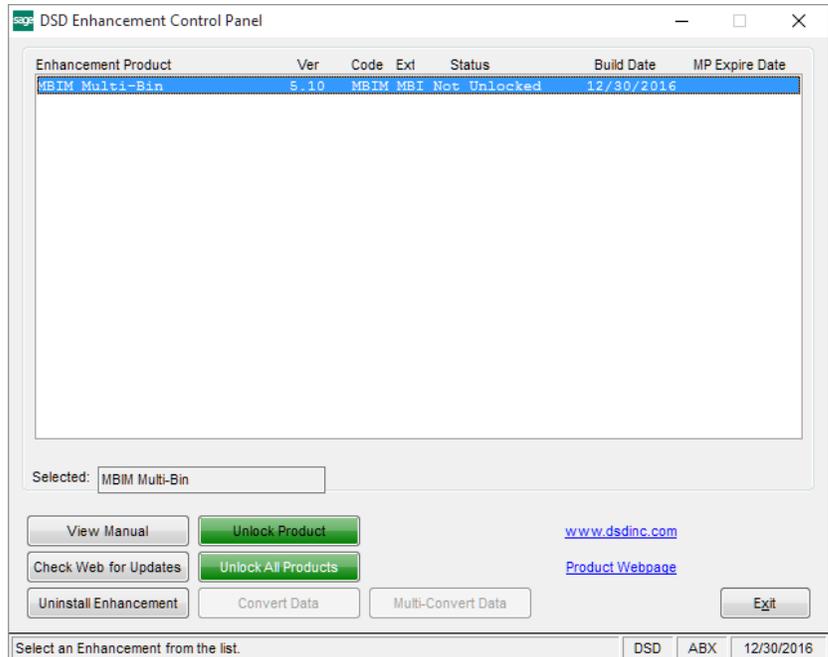
View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

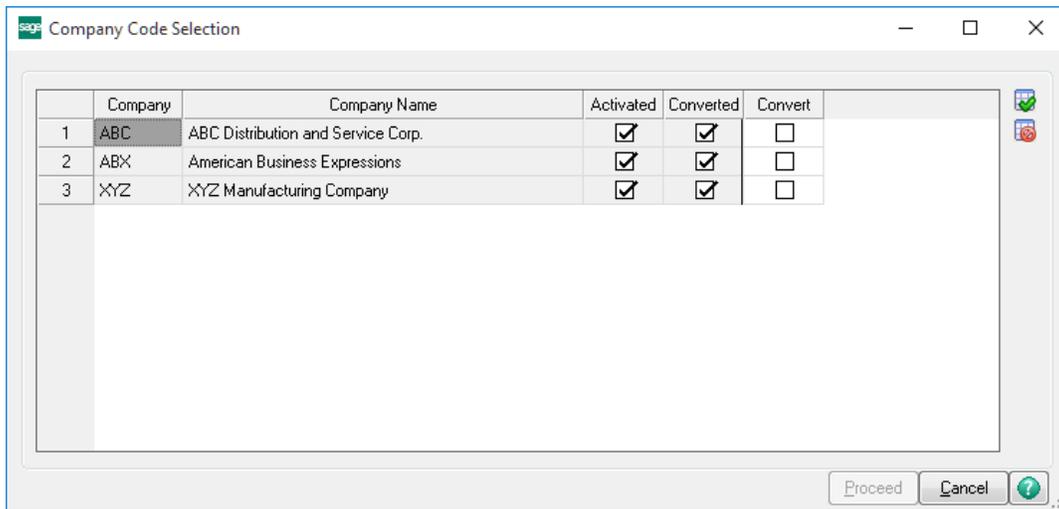
Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

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

ARMU Multi-Company Options

Select this menu item to pop-up the **Multi-Company Options** panel.

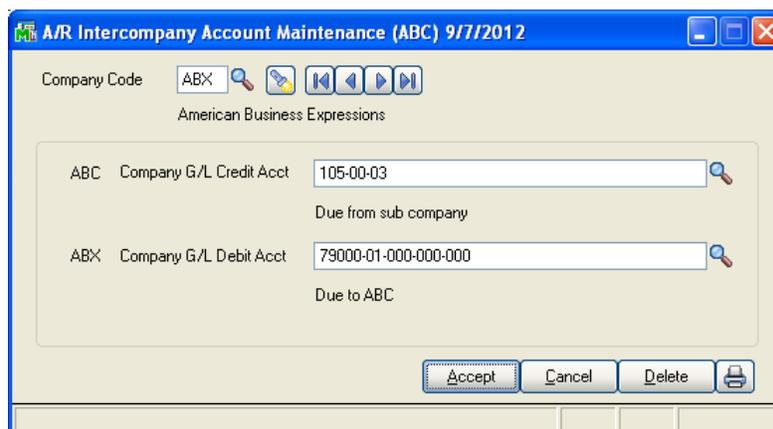


Allow Inter-company Postings: Selecting this option causes the new **Company Code** field to appear on each line item of **A/R Invoice Data Entry**. To process Inter-company Receivables, each company must be setup in the new **Inter-company Maintenance Screen**, which is described in this section.

Post Inter-Company Postings in Detail: Selecting this option posts inter-company postings to the General Ledger in Detail. Clearing this option posts inter-company postings to the General Ledger in Summary.

Inter-company Account Maintenance

The **Inter-company Account Maintenance** window has been created to allow the various companies on the system to be accessed during **A/R Invoice Data Entry**. These companies must have Miscellaneous Items set up in **A/R setup**, and a General Ledger and Chart of Accounts.



For each company activated, the User must define a **G/L Credit Account for the Parent company** and a **G/L Debit Account for the Subsidiary company**.

The G/L revenue posting to the Parent Company will be the Parent **Company G/L Credit (“Due From”) Account**. There will be NO Inventory or COGS postings for the Parent Company for an A/R Invoice Multi-Company line.

The G/L revenue posting to the Subsidiary Company will be the **Sales Account** for that company’s Item Codes’ Sales Account found in Miscellaneous Item Maintenance. The G/L revenue offset posting to the Subsidiary Company will be the **Company G/L Debit (“Due To”) Account**. There will be NO Inventory or COGS postings for the Subsidiary Company for an A/R Invoice Multi-Company line.

Section D: System Operations

A/R Invoice Data Entry

If Inter-company processing has been selected, a new **Company Code** field will appear just after the Item Code on the Lines panel. This field will default to the current company, but has an ALE Lookup to the ARMU Company Code file. It will **only be enabled** if the user chooses a **Miscellaneous Item**.

Invoice Number: 0100060-IN Batch: 00003

1. Header 2. Lines 3. Totals

Quick Row: 8

	Item Code	Company Code	Quantity	Price	Amount	Comment
3	100-AA	EEC	20.000	150.000	3,000.00	
4	200-DA	ABC	10.000	88.000	880.00	
5	200-DA	ABX	15.000	88.000	1,320.00	
6	CHARGE	ABC	.000	.000	500.00	
7	/C1	ABC	.000	.000	.00	PLEASE SEND TO TH...
8			.000	.000	.00	

Net Invoice: 9,325.00

If that Miscellaneous Item Code does NOT exist in the other Company, the user will be prompted:



And the Company Code will revert to the current company.

A/R Sales Journal and Sales Journal Recap

The Company Code has been added to the A/R Sales Journal. A sample Sales Journal is shown below.

Accounts Receivable Sales Journal										
Journal Posting Date: 9/10/2012										
Register Number: AR-000007										
Batch Number: 00003										
ABC Distribution and Service Corp. (ABC)										
Division Number: 01 EAST SALES OFFICE										
Invoice Number/ Customer Number	Invoice Date	Terms Code	Sales Person	Tax Schedule	Batch Number	Taxable Sales Amount	Nontaxable Sales Amount	Freight Amount	Sales Tax	Invoice Total
Item Code/ Comment	G/L Account		Distribution Amount							
0100060-IN	9/10/2012	01	0100	WI MILMIL	00003	0.00	9,325.00	0.00	0.00	9,325.00
ABF American Business Futures										
Comment:										
ABC	100-AA		400-01-00			1,450.00				
ABX	100-AA		40000-01-000-000-000			2,175.00				
EEC	100-AA		402-00-00			3,000.00				
ABC	200-DA		400-01-00			880.00				
ABX	200-DA		40200-01-000-000-000			1,320.00				
ABC	CHARGE		400-01-02			500.00				
PLEASE SEND TO THE ATTENTION OF WAREHOUSE.										
Division 01 Total - Cash Sales:						0.00	0.00	0.00	0.00	0.00
A/R Sales:						9,325.00	0.00	9,325.00	0.00	9,325.00
Total Sales:						9,325.00	0.00	9,325.00	0.00	9,325.00
Report Total - Cash Sales:						0.00	0.00	0.00	0.00	0.00
A/R Sales:						9,325.00	0.00	9,325.00	0.00	9,325.00
Total Sales:						9,325.00	0.00	9,325.00	0.00	9,325.00

When the Sales Journal is finished, the A/R Sales Journal Recap is run automatically. If Inter-company processing is not being used, then this report will be sorted and subtotaled by Division, as before. If Inter-company processing has been selected, then this report will sort and subtotal by Company Code, as shown below:

Accounts Receivable Sales Journal - Recap By Division										
Journal Posting Date: 9/10/2012										
Register Number: AR-000007										
Batch Number: 00003										
ABC Distribution and Service Corp. (ABC)										
ABC										
Division Number: 01 EAST SALES OFFICE										
G/L Account	Description	Debit	Credit							
105-00-01	Accts. receiv. - East Warehse	9,325.00								
105-00-03	Due from sub company		6,495.00							
115-00-01	Inventory - East Warehouse		910.00							
400-01-00	Distribution sales (history)		2,330.00							
400-01-02	Distribution sales - West		500.00							
450-10-00	Cost of Goods Sold	910.00								
Division 01 Total:		10,235.00	10,235.00							
ABX										
Division Number: 01 EAST SALES OFFICE										
G/L Account	Description	Debit	Credit							
40000-01-000-000-000	Desk Sales:Irvine-Main		2,175.00							
40200-01-000-000-000	Chair Sales:Irvine-Main		1,320.00							
79000-01-000-000-000	Due to ABC	3,495.00								
Division 01 Total:		3,495.00	3,495.00							
EEC										
Division Number: 01 EAST SALES OFFICE										
G/L Account	Description	Debit	Credit							
402-00-00	Revenue - Time & Materials		3,000.00							
675-00-00	Due to ABC	3,000.00								
Division 01 Total:		3,000.00	3,000.00							

A/R Invoice History Inquiry

The A/R Invoice History Inquiry may be modified to include the Company Code associated with each Miscellaneous Item Code Distribution through Custom Office.

The screenshot shows the 'A/R Invoice History Inquiry (ABC) 9/10/2012' window. The 'Invoice No.' is 0100060, 'Type' is INV, 'Date' is 9/10/2012, and 'Source' is A/R. The window contains a table with the following data:

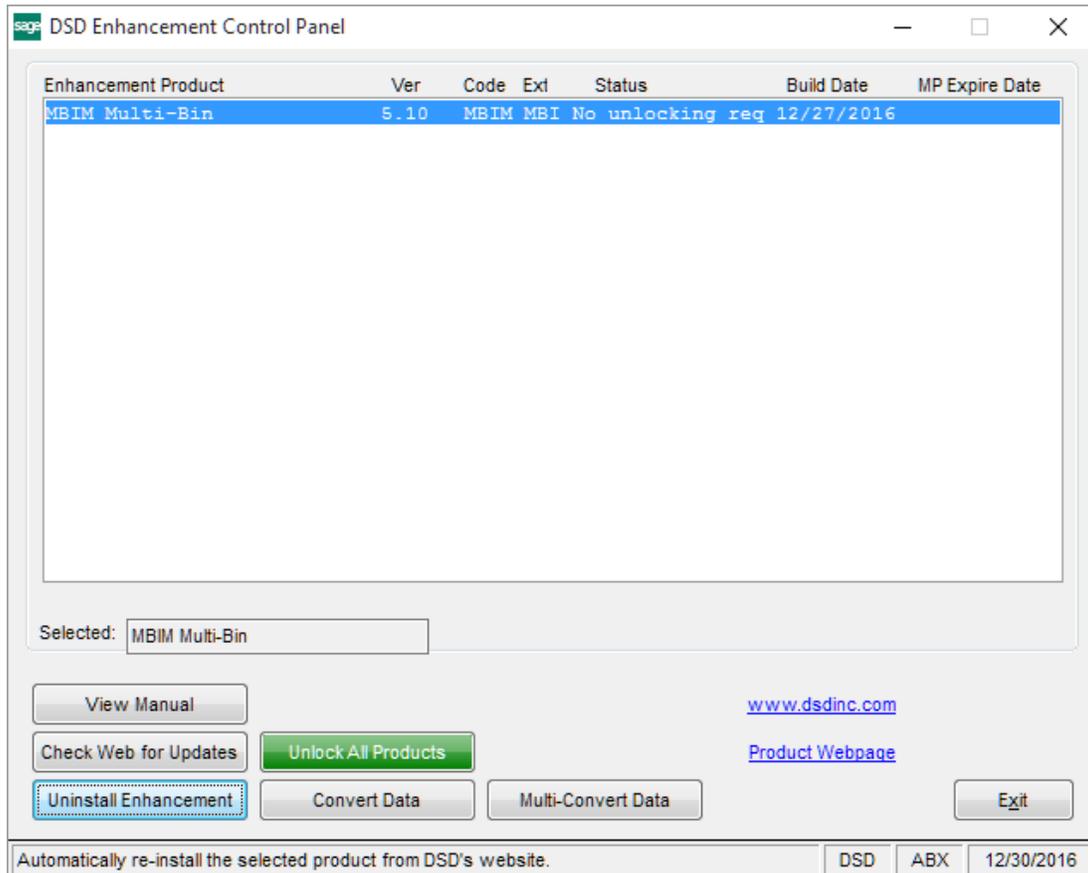
Line No.	Item Code	Item Description	Quantity	Unit Price	Extension	Unit Cost	Inter-Company Code
1	100-AA	Standard Gadget	10.00	145.000	1,450.00	66.000	ABC
2	100-AA	Standard Gadget	15.00	145.000	2,175.00	66.000	ABX
3	100-AA	Standard Gadget	20.00	150.000	3,000.00	66.000	EEC
4	200-DA	22" Widget with Hinges	10.00	88.000	880.00	25.000	ABC
5	200-DA	22" Widget with Hinges	15.00	88.000	1,320.00	25.000	ABX
6	CHARGE	Charge			500.00		ABC
7	/C1						ABC

Daily Transaction Registers

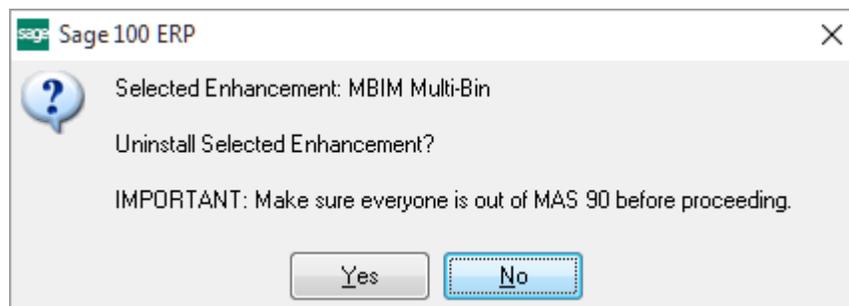
Please be aware that although the Accounts Receivable Update prompts the User to run the Daily Transaction Journal, this is the Journal for the current company only, and does not print or post to the General Ledger of another company, whether or not the User just updated inter-company distributions. In order for those inter-company transactions to be updated into the other companies' General Ledgers, **the User must access those other companies individually**, and run the Daily Transaction Register for each.

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.

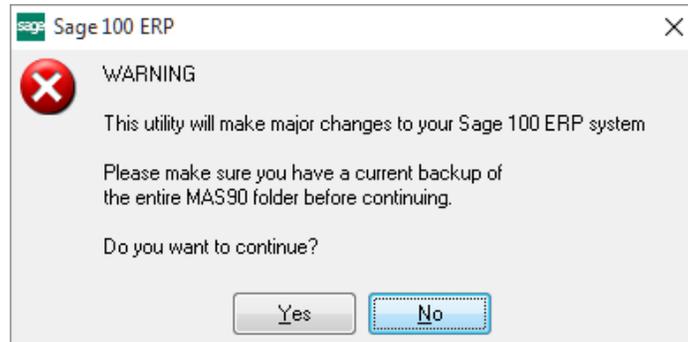


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



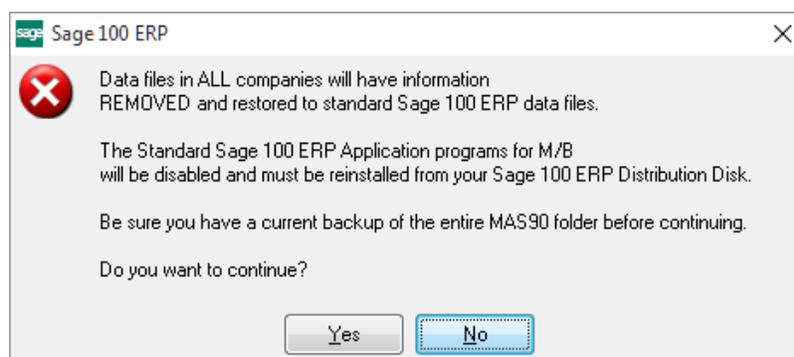
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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.

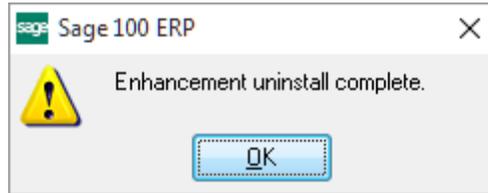
Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

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).