



# DSD Business Systems

**Sage 100 Enhancements**

**BR02**

**Multiple Company Bank Reconciliation**

**BR-1002**

**Version 6.00**



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Multiple Company Bank Reconciliation User's Manual  
Version 6.00

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## Section A: Introduction

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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*

BR02 Multiple Company Bank Reconciliation:

<http://www.dsdinc.com/enhancement/multiple-company-bank-reconciliation-2/>

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.

### **Multiple Company Bank Reconciliation Features**

This DSD Extended Solution modifies reconciliation to consolidate like records across multiple company codes into a single entry in the company code in which the Extended Solution is enabled. Checks will always be consolidated. Check consolidation criteria are: same check number, date, type and source module. Deposits and adjustments can be consolidated, or left as individual records. Criteria for consolidation of deposits and adjustments are same adjustment type and date.

The records will be cleared from the source companies as the consolidation is performed.

## 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	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.

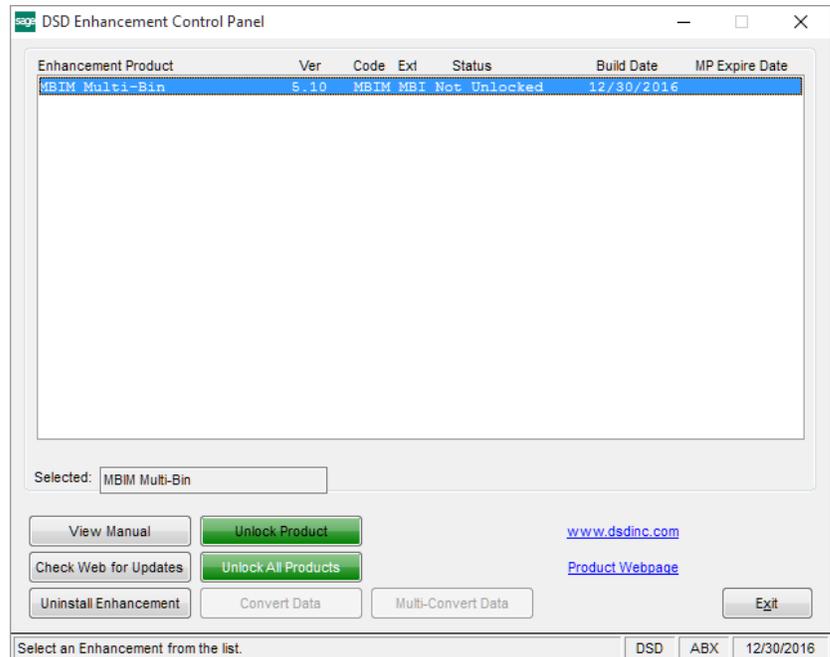
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct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

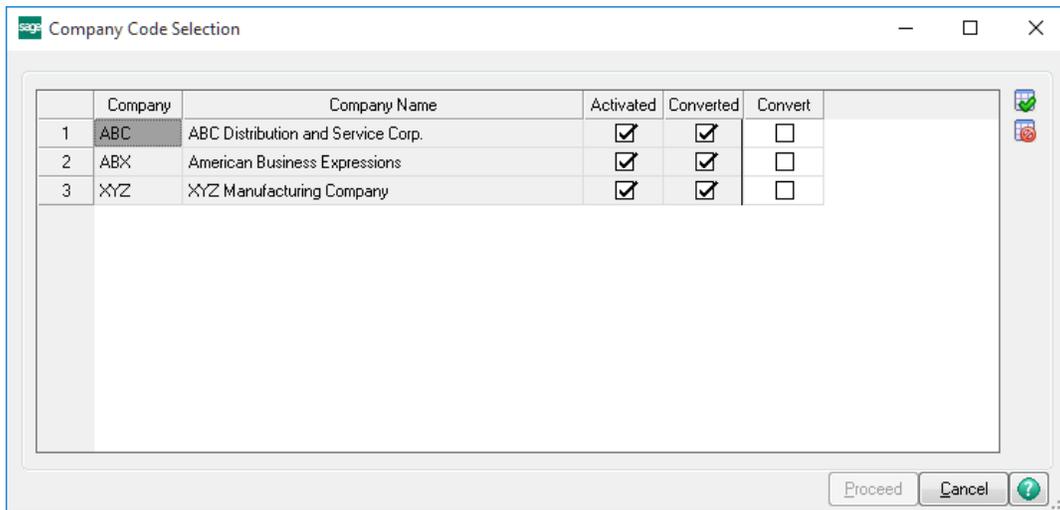
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Bank Reconciliation Main menu. Select this part number, and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.

The screenshot shows a software dialog box titled "BR-1002 Setup Options". The main heading inside is "BR-1002 Multi Comp Bank Recon". There are two checked checkboxes: "Enable DSD Extended Solution" and "Consolidate Deposits and Adjustments". The "Level 5.40" is displayed in blue text. At the bottom right are "Accept" and "Cancel" buttons. At the bottom left, there is a footer area with the text "Check this box to consolidate deposits and adjustments" and three small boxes containing "DSD", "ABC", and "11/3/2016".

Answer the following prompt:

**Consolidate Deposits and Adjustments:** Check this box to consolidate deposit and adjustment transactions. If unchecked, each company's deposits and adjustments will be written as individual records.

Extended Solutions will be added to the Bank Reconciliation Main menu as a Setup Option task. Please review your security setup in Role Maintenance and make appropriate changes.

## Section D: System Operations

Bank Reconciliation, Bank Code Maintenance

Bank Code Maintenance has been modified with a Merge button. Clicking this button will present you with the Multi Company Merge Options.

The screenshot shows two overlapping windows. The background window is titled "Bank Code Maintenance (ABC) 3/11/2011". It contains a "Merge" button at the top right. Below it, there are fields for "Bank Code" (A), "Description" (Security Pacific Checking), "Cash Account Number" (101-01-00), "Bank Account Number" (123-456789), "Next Check Number" (001731), and "Current Balance" (6,384.50). There are also fields for "Address", "Country", "Contact", "Telephone", "Fax", "ZIP Code", "City", "State", "E-mail Address", and "URL Address". At the bottom are "Accept", "Cancel", and "Delete" buttons.

The foreground window is titled "Multi-Company Merge Options". It has a checkbox for "Clear Existing Records Before Merge" (unchecked). Below it is a "Company Code" field with a search icon. There are "Add", "Clear", and "Delete" buttons, and a "Select All" button. A list box contains the company codes "BEC" and "ABX". At the bottom are "Proceed" and "Cancel" buttons.

**Clear Existing Records Before Merge** Check this box to delete all existing records for this company code bank code prior to performing the consolidation. This would be checked if the company code under which you are performing the consolidation is not used to process any banking activities. Leave it unchecked to merge the incoming records with the existing records.

**Company Codes To Merge** Enter an unlimited number of company codes to be included, clicking the Add button after each entry or click the Select All button to include all company codes. (You will not be able to enter the company code in which you are performing the merge). Only company codes which

have Bank Reconciliation installed

do not have BR-1002 enabled

the user code has the assigned task of 'Reconcile Bank'

will be available. Company codes can be deleted individually from the list via the Delete button, or all can be removed via the Clear button.

When the company code list has been compiled, click the Proceed button. Records in the selected company codes for this bank code will be merged with existing records. Checks will be consolidated for all transactions with the same check number, check date, check type and source module.

If you checked 'Consolidate Deposits and Adjustments' in setup, the merge processing will consolidate all like deposit and adjustment transactions from the other company codes for this Bank Code.

Deposits and adjustments will be consolidated by date.

### *Reconcile Bank*

A Source Company column has been added to both tabs of Reconcile Bank. It will contain the Company Code from the first record consolidated. It will be blank if the record existed only in the current company code. Below is an example from the Checks tab and the Deposits/Adjustments tab.

**Reconcile Bank (ABC) 3/16/2011**

Bank Code: A | Description: Security Pacific Checking | Statement Ending Balance: .00 | Out of Balance By: .00

1. Checks | 2. Dep/Adjust

Check No.	Check Date	Reference	Payee Name	Amount	Clear	Module	Comment	Source Company
1	000001	3/11/2011	01DENNICK	Dennick Concrete	214,242.68	<input type="checkbox"/>	A/P	EEC
2	000002	3/11/2011	01J&J	J & J Construction	597,858.53	<input type="checkbox"/>	A/P	EEC
3	000003	3/11/2011	01WHOLE	South Coast Wholesale Sup	128,154.20	<input type="checkbox"/>	A/P	EEC
4	000004	3/11/2011	02AVID	Avid Ergonomics	69,386.85	<input type="checkbox"/>	A/P	ABX
5	000005	3/11/2011	02MCS	MCS Long Lines	5,000.00	<input type="checkbox"/>	A/P	ABX
6	001729	5/5/2010	01ANDERS	Anders Auto Repair	3,540.50	<input type="checkbox"/>	A/P	
7	001730	5/5/2010	02ARROW	Arrowsmith Drinking Water	75.00	<input type="checkbox"/>	A/P	
8	SVCCHG	5/31/2010		Service Charges	65.00	<input checked="" type="checkbox"/>	G/L	

Add Check...

Bank Recap Report... | B/R Trans Register... | Accept | Cancel

**Reconcile Bank (ABC) 3/16/2011**

Bank Code: A | Description: Security Pacific Checking | Statement Ending Balance: 2,998,022.76 | Out of Balance By: .00

1. Checks | 2. Dep/Adjust

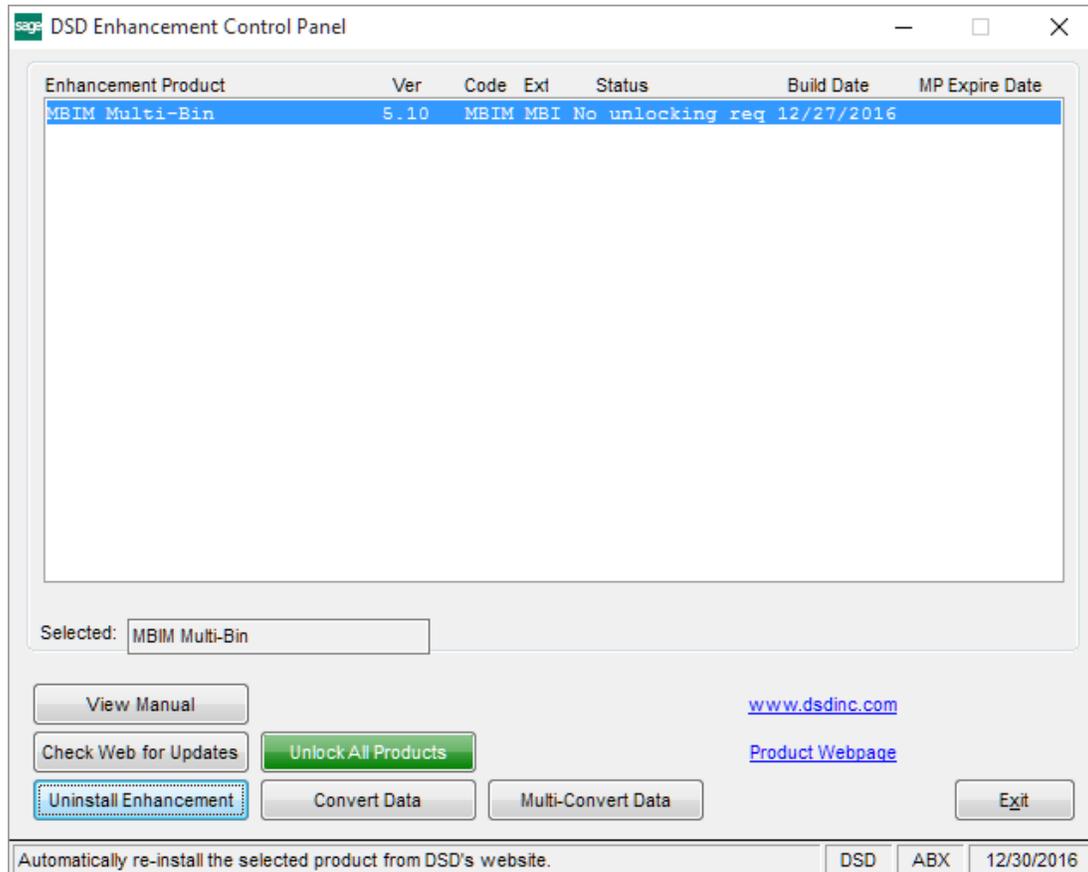
Document Date	Adjustment Type	Reference	Amount	Clear	Module	Comment	Source Company
1	2/1/2011	Deposit	DEPOSIT	5,000.00	<input type="checkbox"/>	B/R	
2	2/3/2011	Deposit	DEPOSIT	1,050.00	<input type="checkbox"/>	B/R	ABX
3	2/5/2011	Deposit	DEPOSIT	1,000.00	<input type="checkbox"/>	B/R	EEC
4	2/15/2011	Deposit	DEPOSIT	3,000.00	<input type="checkbox"/>	B/R	
5	2/20/2011	Adjustment	ADJUSTMENT	50.00	<input type="checkbox"/>	B/R	EEC
6	2/25/2011	Deposit	DEPOSIT	3,000.00	<input type="checkbox"/>	B/R	EEC
7	2/28/2011	Adjustment	ADJUSTMENT	200.00	<input type="checkbox"/>	B/R	
8	3/1/2011	Deposit	DEPOSIT	2,500.00	<input type="checkbox"/>	B/R	
9	3/5/2011	Deposit	DEPOSIT	10,000.00	<input type="checkbox"/>	B/R	ABX

Add Dep/Adjust...

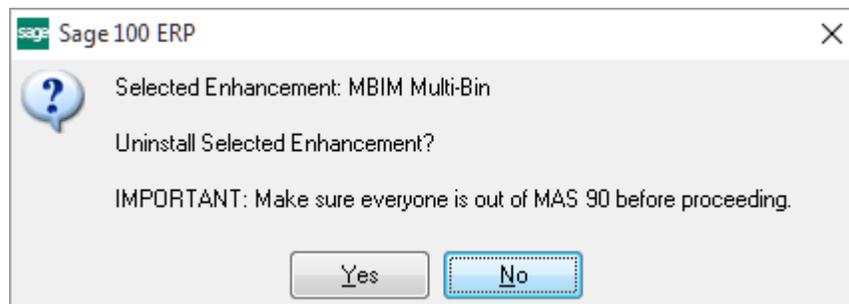
Bank Recap Report... | B/R Trans Register... | Accept | Cancel

## 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.

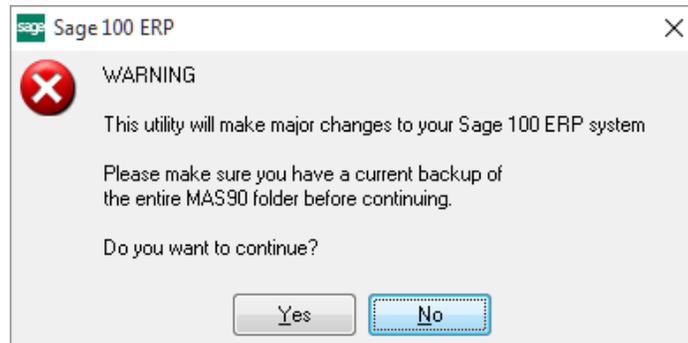


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



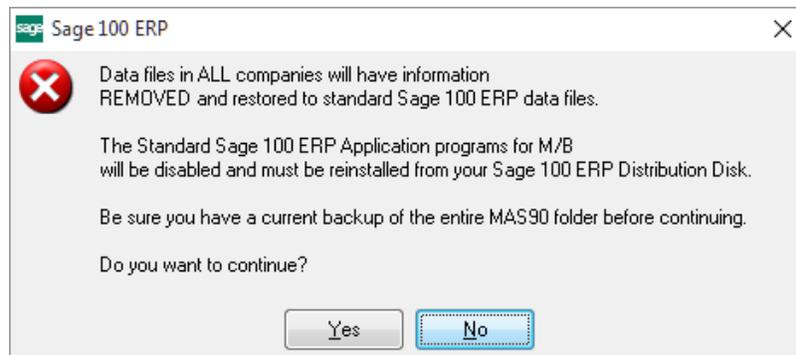
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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.

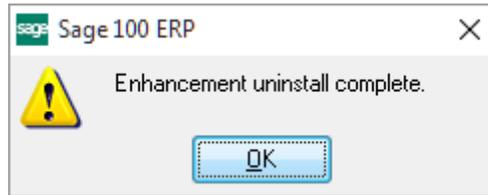
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

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).