



DSD Business Systems

Sage 100 Enhancements

GLAC

General Ledger Account Copy by Company

Version 5.30



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General Ledger Account Copy by Company User's Manual
Version 5.30

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DSD Business Systems
5120 Shoreham Place
Suite 280
San Diego, CA 92122
858/550-5900 8:00am to 5:00pm PST
858/550-4900 Fax

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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*

GLAC General Ledger Account Copy by Company:

<http://www.dsdinc.com/enhancement/gl-account-copy-by-company-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 Account Copy by Company Features

GLAC allows the **General Ledger** user to add new GL Accounts in Account Maintenance, and to automatically copy those new accounts to other company's G/L Account file.

A new **Company Synchronization Maintenance** menu item has been added to the Library Master Setup Menu that allows selection of Company Codes for automatic copy of G/L Account additions. There is a checkbox option to allow G/L Account changes to also update other companies.

There is also a checkbox option to have a user prompted when an account is added or changed, and the user may change the companies to be updated, and save the selections by company.

The user also has the ability to do Segment Substitution of accounts when copying to other company codes.

NOTE: This enhancement requires that ALL companies have the same Account Structure / Mask.

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
G/L	Y	5.30

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.

DSD Enhancement License Agreement and Activation

License Agreement

YOU MUST READ THIS AGREEMENT COMPLETELY AND AGREE BEFORE PROCEEDING. SCROLL THROUGH THIS AGREEMENT USING THE SLIDER CONTROL.

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1 Agree to License Agreement
 Agree Disagree

2 Select Unlocking Type
 Web File
 Demo Manual Entry

3 Call DSD at 858-550-5900
 Have this information ready: End User Name
 Serial Number

4 Enter the following from DSD
 Activation Key:
 Click to Unlock:

ABC 4/28/2010

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 registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.

DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

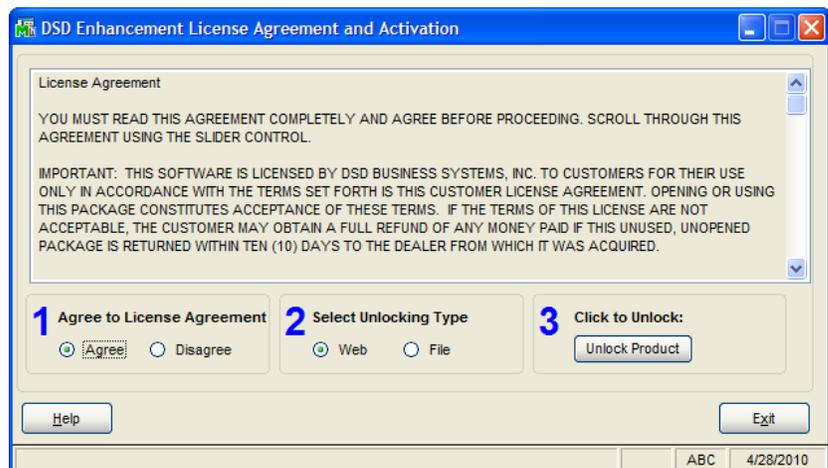
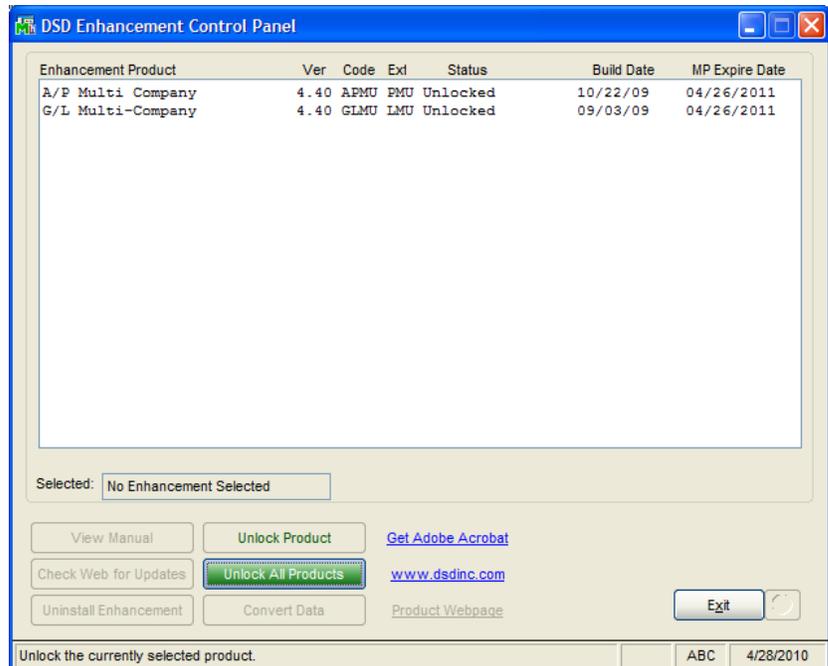
The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

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

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

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Unlock All Products: This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*



Convert Data: After verification, the selected Enhancements 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.

Help: The Help button, located at the bottom right of the window, opens an HTML help file .

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

Uninstall Enhancement If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system.

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

Section C: Setup

Setup for the Account Copy by Company Program

This enhancement allows the user to add new GL Accounts to Account Maintenance and automatically copy the new accounts to other company codes. Account changes can also be set to auto-copy.

To set up the auto-copy companies, access the menu entry for **Company Synchronization Maintenance** has been added to the bottom of the **Setup** menu in **Library Master**.

This new menu option need only be accessed from one of the companies.

Note: You may only copy to companies that have the same GL Account Structure (i.e. G/L Account Mask). For example, if you have set up an Account Structure of 12345-67-890, then the auto-copy companies must have this same account mask.

Company Synchronization Maintenance Panel

When the user selects this menu option, all company codes will be displayed in the Grid selection, and the user will be able to select those companies to be included in the auto-copy.

The screenshot shows a window titled "Company Synchronization Maintenance". It contains a table with the following data:

	Company	Company Name	G/L Account	Segment	Segment Value
1	ABC	ABC Distribution and Service Corp.	<input checked="" type="checkbox"/>	Department	00
2	ABX	American Business Expressions	<input type="checkbox"/>		
3	EEC	Edwardson Electric Company	<input checked="" type="checkbox"/>	Department	01
4	XYZ	XYZ Manufacturing Company	<input type="checkbox"/>		
5	MFG	MFG Computer Systems, Inc	<input type="checkbox"/>		

Below the table are several configuration options:

- Prompt During Data Entry
- Copy for Account Changes
- Password
- Retain Last Company Selection
- Only display companies that need to be updated

At the bottom right, there are buttons for "Accept", "Cancel", and a printer icon.

You also have the option to do Segment Substitution when copying the account to other companies. If you want the accounts to be copied to other companies using the same Account Number, then do not enter values for the Segment or Segment Value. If you do want the an account segment to

change as the account is copied to each company, simply select the Segment to be substituted, and then select the Segment Value to be substituted.

Below the Grid Entry, there will be a field called “**Prompt During Data Entry**“. Check this box to allow users to override the selections in G/L Account Maintenance.

To the right of the “Prompt During Data Entry” will be a field called “**Copy for Account Changes**“. Check this box to allow the Account changes (such as Account Description, Type, etc.) to existing G/L Accounts to be copied to the other companies.

An entry in the “**Password**” field will require the user to enter a password to override the company settings in G/L Account Maintenance.

To the right of the “Password” will be a field called “**Retain Last Company Selection**“. Check this box to retain the last “Included” selections by company instead of using one selection globally.

Check the “**Only display companies that need to be updated**” checkbox to only display companies that need updating. If the G/L Account entered is a **new** account, then only those companies that do NOT have the account already setup will be displayed. If the G/L Account is **changed**, then only those companies where the account exists, and the account data is different, will be changed.

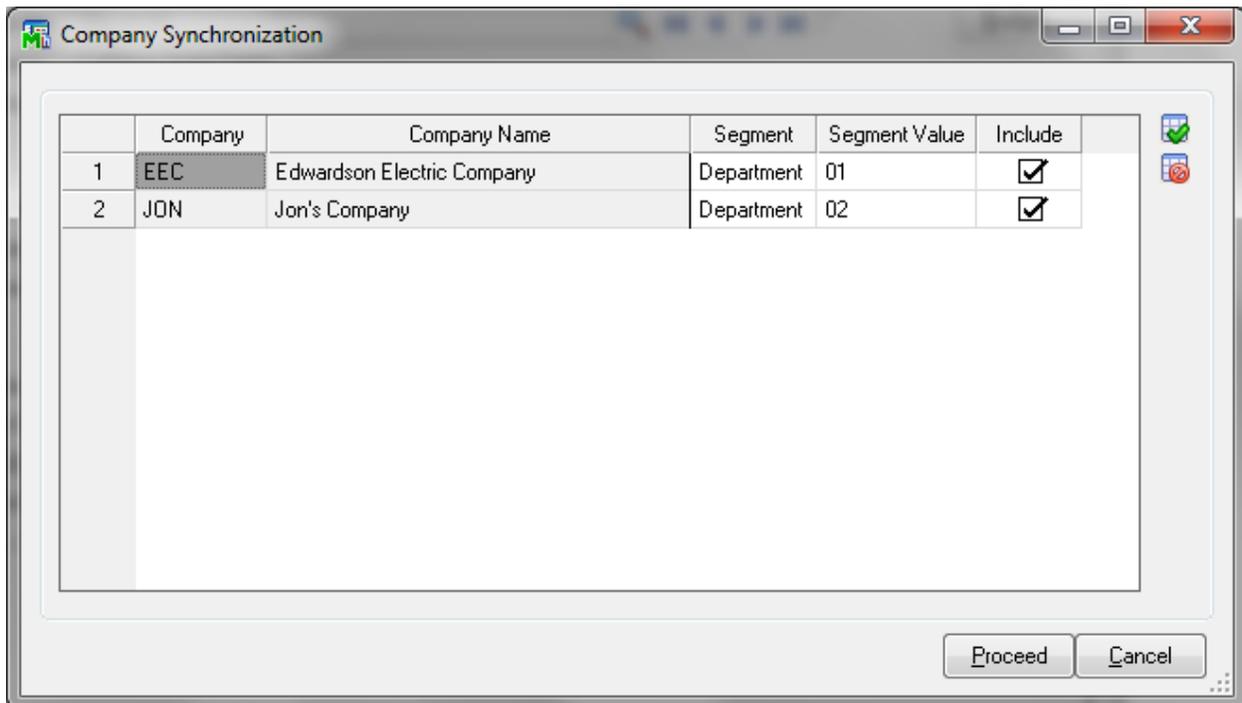
Select the **Accept** button to save the company entries, **Cancel** to void changes, and the **Printer** button to print a listing of the companies and associated “Include” setting.

Section D: System Operations

Using the G/L Account Copy by Company Program

When a new G/L account is entered, and the “Accept” button is pushed, a new “Company Synchronization” Panel will be displayed if the “**Prompt During Data Entry**” check box in Company Synchronization Maintenance is checked.

If the field is **not** checked, then the user will **not** be prompted with the “Company Synchronization” Panel. The program will just copy the account to the other companies without user interface.

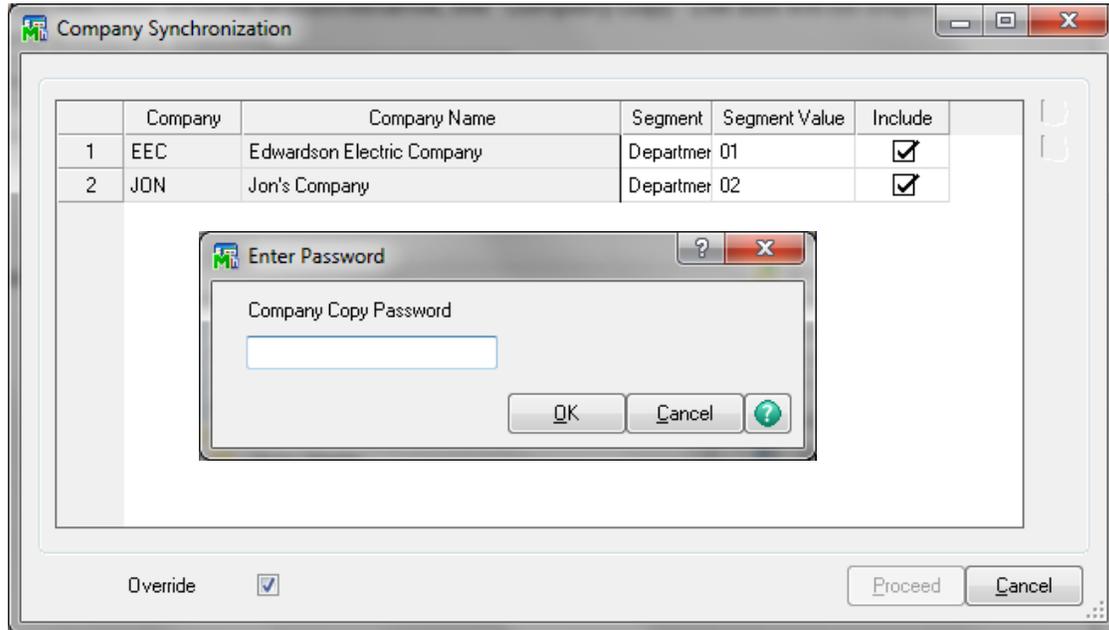


The Grid Panel will only show companies that have the “G/L Account” checkbox field selected in **Company Synchronization Maintenance**, and the “Include” field will be defaulted to “Y”.

If the “**Retain Last Company Selection**” option has been checked, the “Include” selections will be saved by company.

If there is no Password entered in **Company Synchronization Maintenance**, the user will be allowed to clear the “Include” checkbox field.

If a password has been entered in **Company Synchronization Maintenance**, the “Company Synchronization” Panel will be displayed with the Include checkboxes disabled.



When the correct password is entered, the Include checkboxes will be enabled and the user will be able to select/clear any of the selections.

Once the user selects Accept to the Company Copy panel, the new GL Account will be updated to the other company's GL Account file.

The Main Account will also be copied over, if it doesn't exist.

As noted previously, if the “Prompt During Data Entry” checkbox in Company Synchronization Maintenance is NOT checked, then the user will not be prompted with the “Company Synchronization” Panel. The program will just copy the account to the other companies without user interface.

If the Account already exists in the other company, the user will be prompted “This Account already exists in Company XXX” (where XXX is the company that the account is copied to).

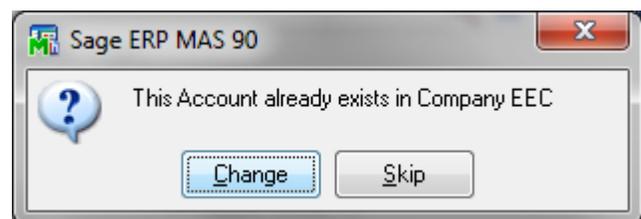
There will be two buttons that the user can select:

Change – if the user selects this, then the account will be copied over anyways.

Skip – if the user selects this, then that company copy will be skipped.

This same prompt may occur multiple times if the account already exists in multiple companies.

If the “Copy for Account Changes” check box in Company Synchronization Maintenance is checked, then the same copy functionality will occur when a user changes a field for an existing G/L account, such as the Account Description.



Section E: New Features

Version 4.05

This enhancement is in its first release as of Version 4.05.

Version 4.10

A new feature to “**Retain the Last Selection**” of “Included” companies, by company, has been added to this enhancement.

Version 4.20/4.30

No new features have been added to this enhancement.

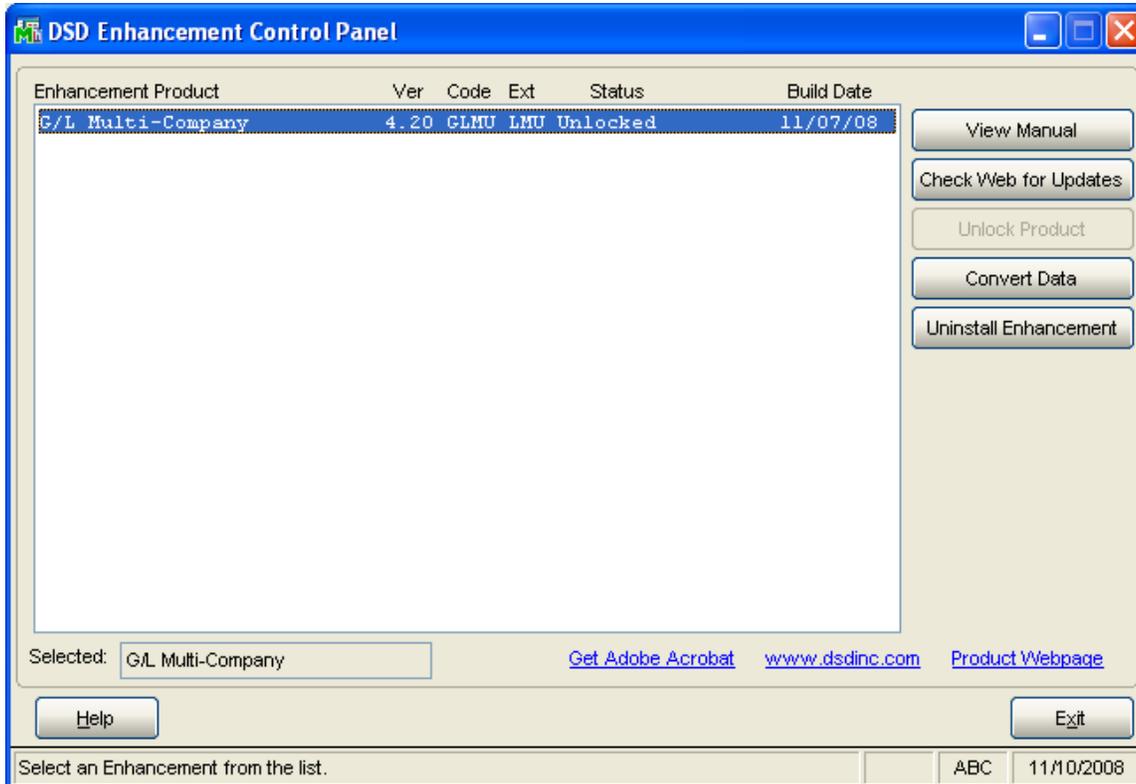
Version 4.40/4.50/5.00/5.30

The “**Only display companies that need to be updated**” checkbox has been added to Company Synchronization Maintenance. The Rollup Code file is also updated when required.

The “Company Consolidation Maintenance” menu item has been changed to “Company Synchronization Maintenance”, and not uses grid entry instead of List Box. The user now has the ability to do Segment Substitution when copying G/L Accounts.

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.

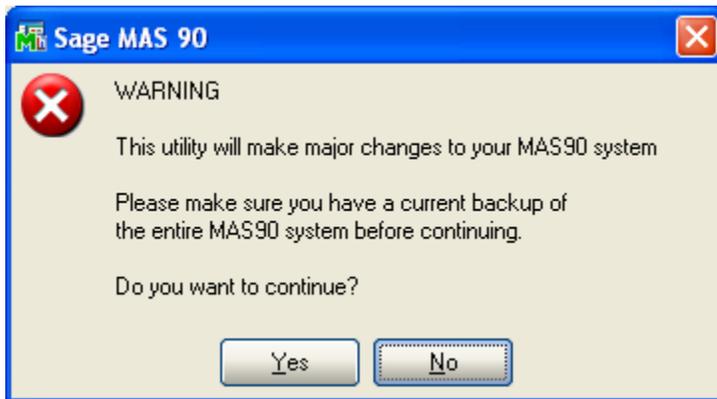


When accessing the **DSD Utility Suite**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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

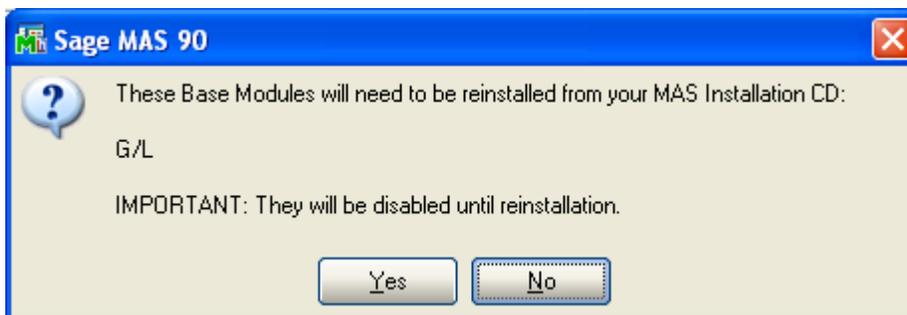
The following message box will appear, to remind you that a complete backup of your entire MAS90 system should be completed prior to uninstalling a DSD product.



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

After the Uninstall of the DSD Enhancement, you **MUST** reinstall certain standard Sage 100 modules, followed by reinstallation of MAS Service Packs / Updates, if applicable.

The following message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

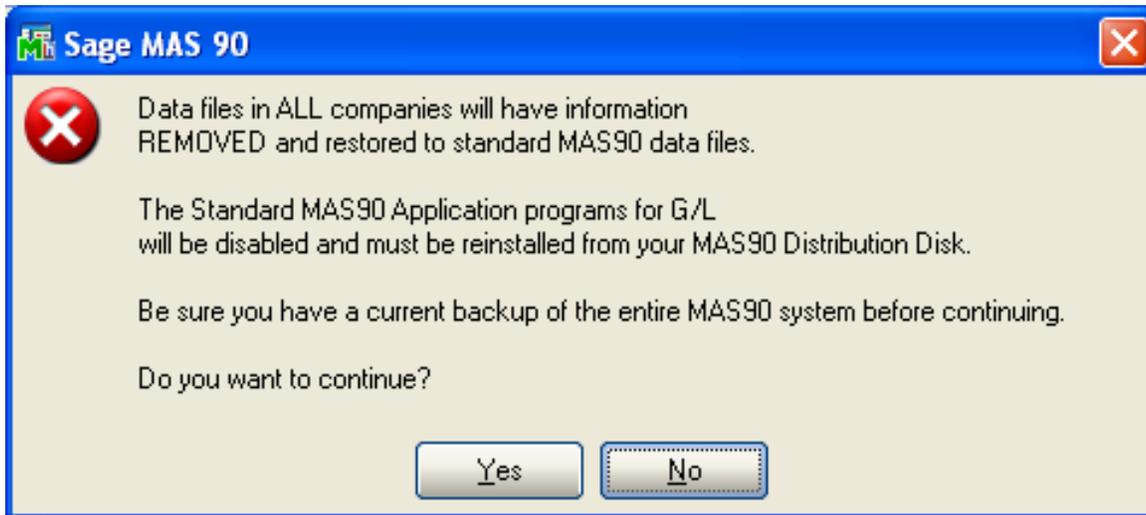


Select **No** to exit the Uninstall Process.
Select **Yes** to continue with the Uninstall Process.

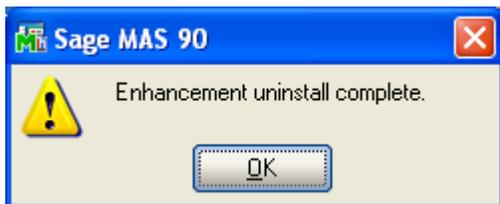
The following message box will appear, displaying the final warning message.

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).

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Fax Transmittal Form

To:	<i>DSD Business Systems Customer Service</i>		Fax:	<i>858/550-4900</i>
From:	Name:		Phone:	
	Company:		Fax:	
Date:	/ /	# Pgs Including this Page:		
Subject:	Check One: <input type="checkbox"/> Product Problem <input type="checkbox"/> Suggestions			
Product:	<i>GLAC General Ledger Account Copy by Company</i>		Version:	<i>5.30</i>

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