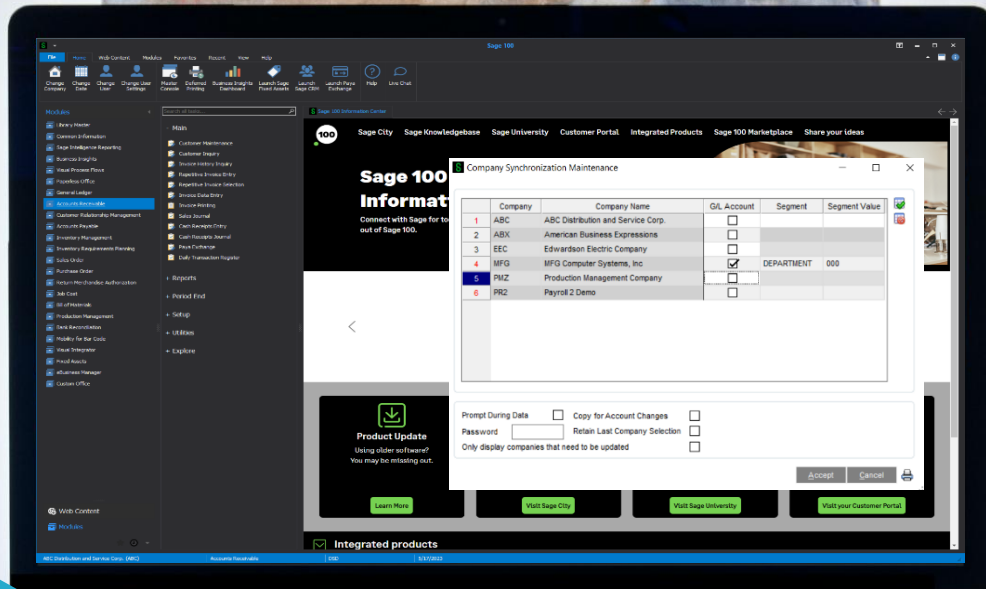


Sage



DSD BUSINESS SYSTEMS

SAGE 100 ENHANCEMENTS

GLAC

GENERAL LEDGER ACCOUNT COPY BY COMPANY

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General Ledger Account Copy by Company

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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.

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.



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

Section B: Getting Started



Important – Read this section prior to installing this enhancement.

Updated Modules

This enhancement modifies several Sage 100 modules. If you reinstall one of the Sage 100 modules listed in the following table, you must also reinstall this enhancement. **Enhancements from different Sage Tech Partners may not be designed to work together.**

Module	GLAC
General Ledger	✓
Library Master	✓

If you are upgrading Sage 100 with a Product Update, check the DSD website for compatibility before upgrading. A new version of the enhancement may be required.

If you are upgrading Sage 100 to a new version (e.g., 2021 to 2023), you must obtain the latest compatible release from the DSD website prior to installing and converting.

Ensure the compatibility of all enhancements with the version being upgraded to prior to starting the installation process. Work with your reseller to ensure that enhancements are compatible with each other and note the proper order in which they should be installed.

Installation

Back-up: Exit all Sage 100 sessions. Back-up existing Sage 100 data.

Check Levels: Sage 100 module levels must match those listed above.

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.

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.

Re-Start Sage 100: Sage 100 will be updated.

Update Security: After installation, you may not see the modules you installed on the Launcher menu. You will need to update all your security Roles to include access to the newly installed modules. Make sure your user has sufficient rights to modify Role Maintenance and add access to the new DSD enhancements to the appropriate Roles.



If this is your first DSD enhancement, make sure to add the DSD Enhancement Control Panel in the Library Master module to an appropriate Role.

Run the DSD Enhancement Control Panel: Run the DSD Enhancement Control Panel from the Library Master module under the Utilities menu.

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.

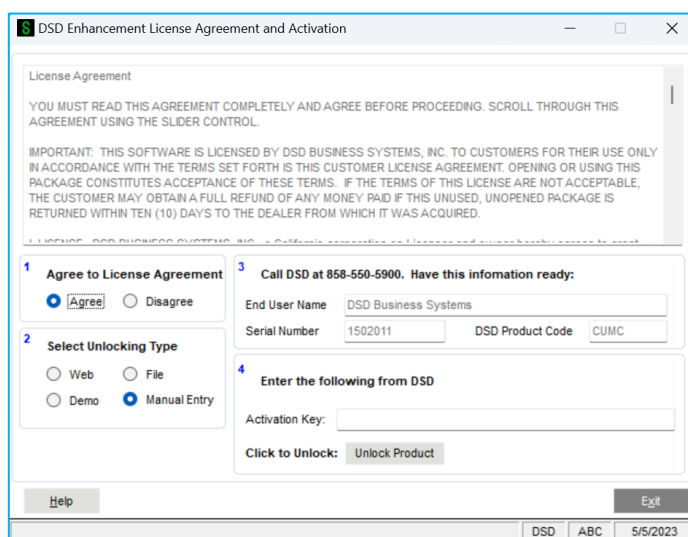
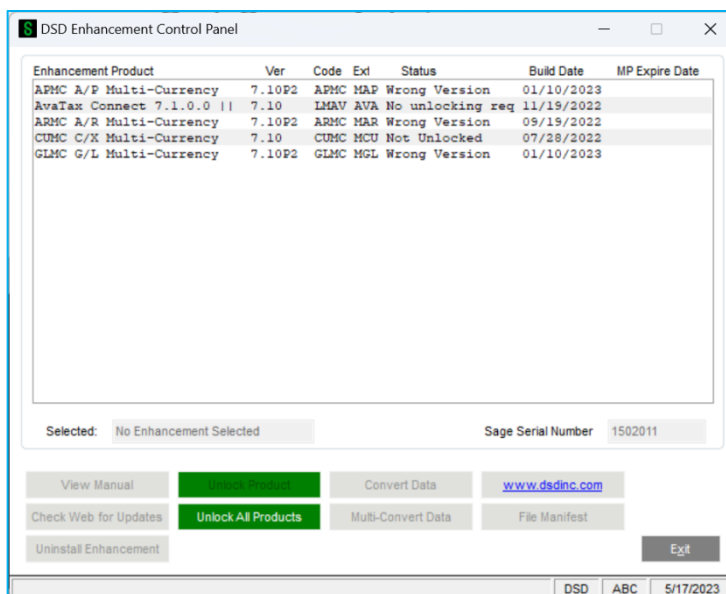
Check the Web for Updates: This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

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

Agree to the License Agreement: On the DSD Enhancement License Agreement and Activation window, click on the Agree button to accept the DSD License Agreement. 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 licensing program will attempt to download encrypted serial number key file from DSD **and then proceed to unlock all enhancements contained in the file.**

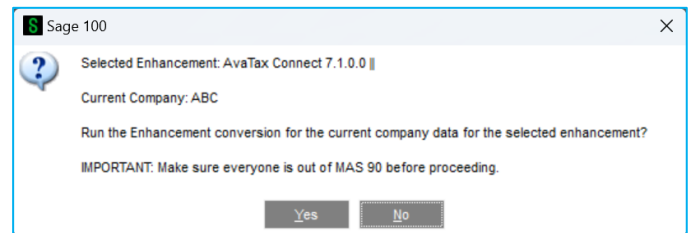
Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

 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.

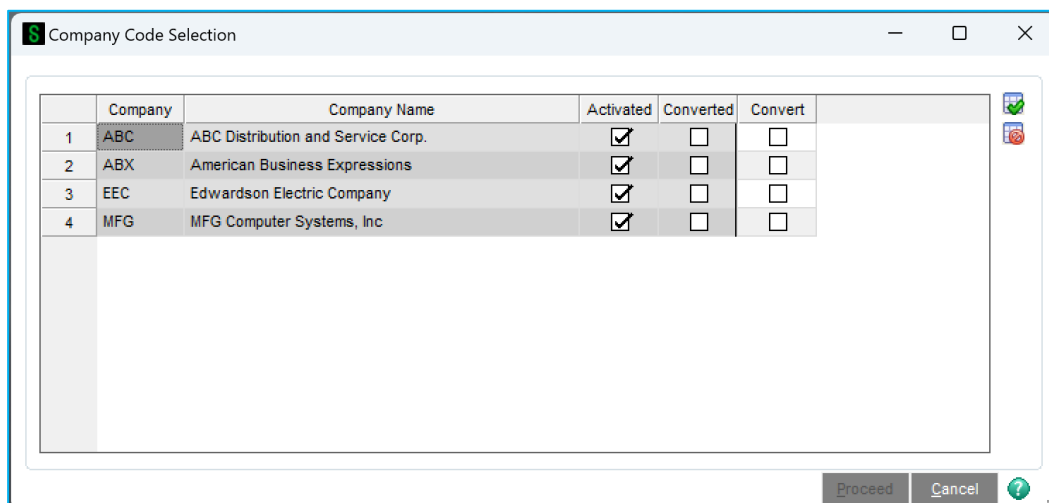
Manual Entry Unlock: If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

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

Setup for Account Copy by Company

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** located at the bottom of the **Setup** menu in **Library Master**.

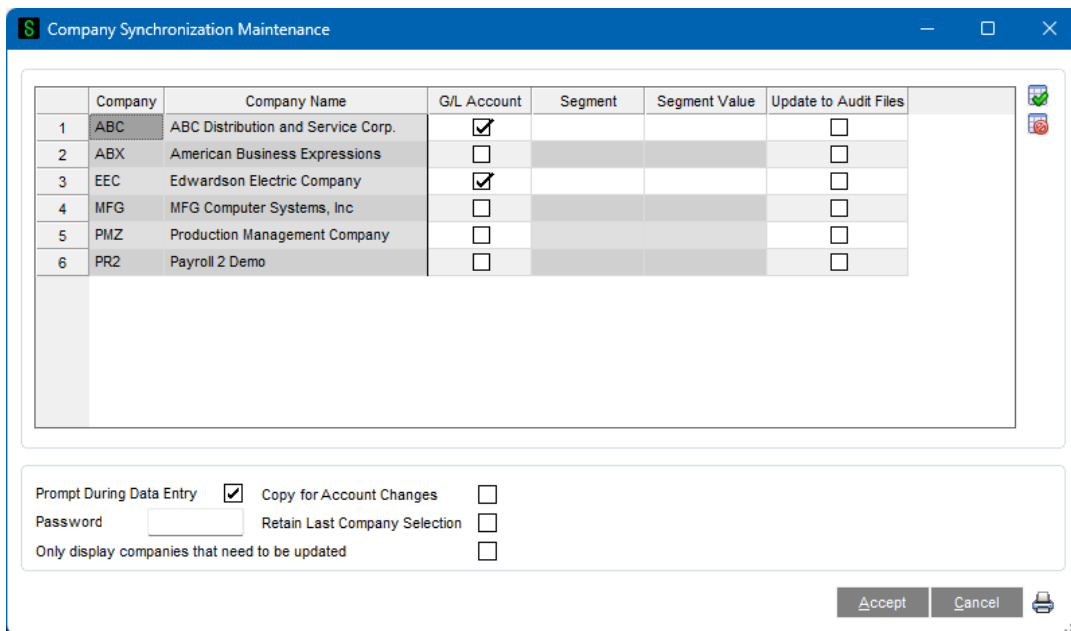
This new menu option need only be accessed from one of the companies.



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 the 'Company Synchronization Maintenance' window. It contains a table with the following columns: Company, Company Name, G/L Account, Segment, Segment Value, and Update to Audit Files. The table lists six companies: ABC Distribution and Service Corp., American Business Expressions, Edwardson Electric Company, MFG Computer Systems, Inc., Production Management Company, and Payroll 2 Demo. The 'G/L Account' column has checkboxes, with the first three checked. Below the table, there are several options: 'Prompt During Data Entry' (checked), 'Copy for Account Changes' (unchecked), 'Password' (text field), 'Retain Last Company Selection' (unchecked), and 'Only display companies that need to be updated' (unchecked). At the bottom right, there are 'Accept' and 'Cancel' buttons.

	Company	Company Name	G/L Account	Segment	Segment Value	Update to Audit Files
1	ABC	ABC Distribution and Service Corp.	☒			☐
2	ABX	American Business Expressions	☐			☐
3	EEC	Edwardson Electric Company	☒			☐
4	MFG	MFG Computer Systems, Inc	☐			☐
5	PMZ	Production Management Company	☐			☐
6	PR2	Payroll 2 Demo	☐			☐

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

Accept Cancel

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 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.

If the 'Update to Audit Files' checkbox is checked, changes made to the GL_Account file will be updated to the GL_Audit file.

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.

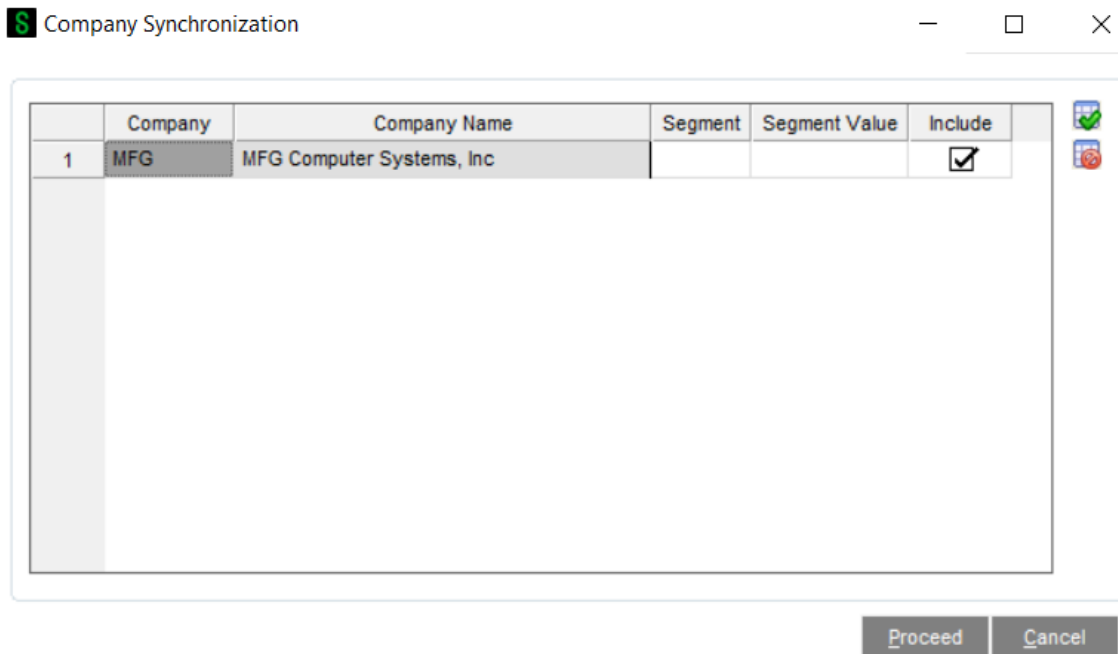
Select the **Accept** button to save the company entries, **Cancel** to void changes, and the **Printer** button to print a listing of the companies and associated "Include" setting.

Section D: System Operations

Using G/L Account Copy by Company

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.



	Company	Company Name	Segment	Segment Value	Include
1	MFG	MFG Computer Systems, Inc			☒

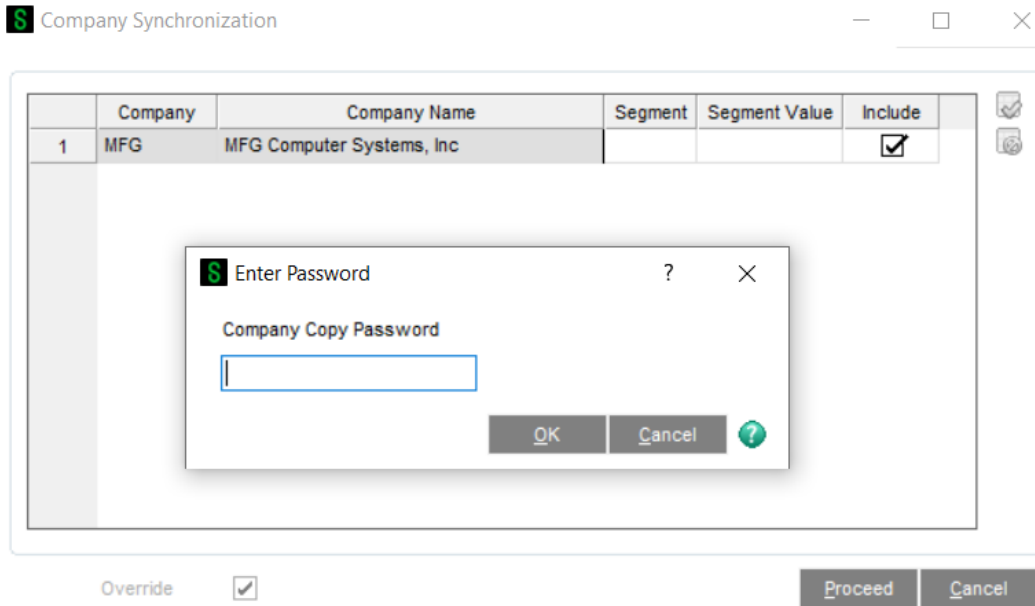
Proceed Cancel

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.



To access the "Enter Password" prompt, check the Override checkbox located in the lower-left corner.

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).

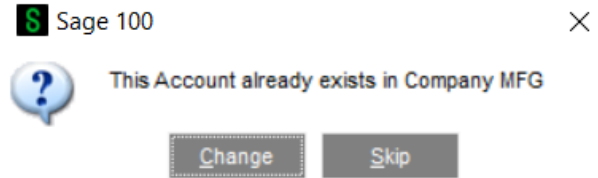
There will be two buttons that the user can select:

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.

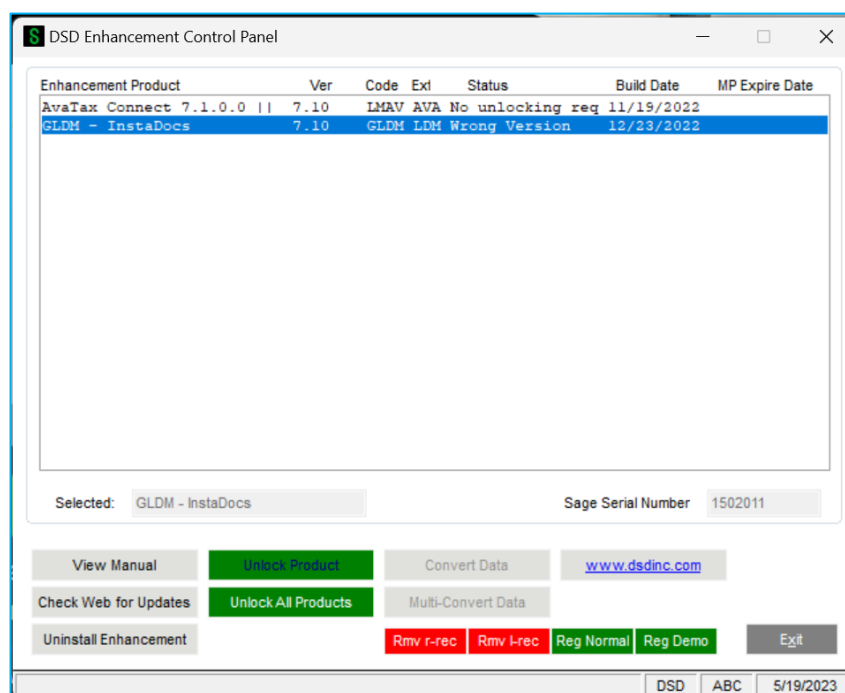
Version 4.40 through 7.40

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 uses grid entry instead of List Box. The user now has the ability to do Segment Substitution when copying G/L Accounts.

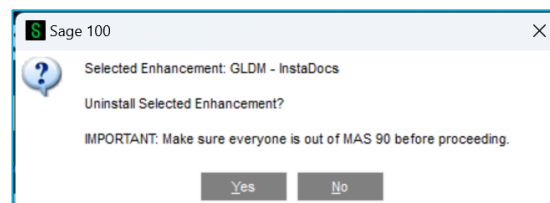
Section F: Uninstall DSD Enhancements

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.



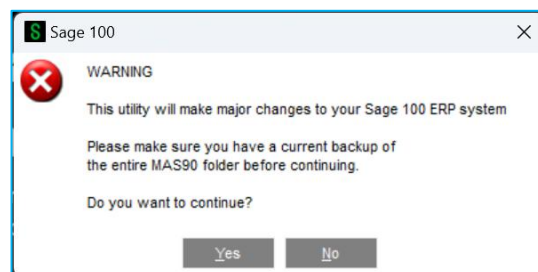
When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:

- 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.

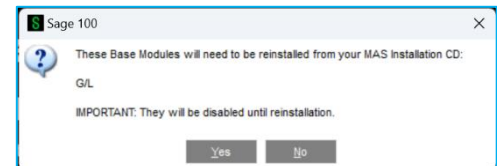
- Select **No** to exit the Uninstall Process.
- Select **Yes** to continue with the Uninstall Process.



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.

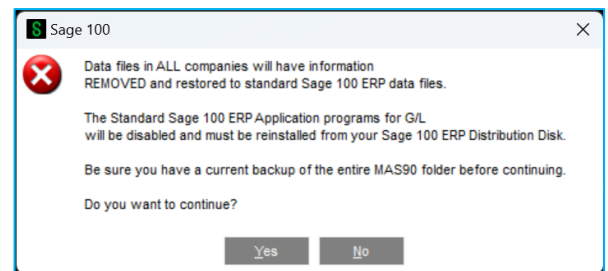
A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

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

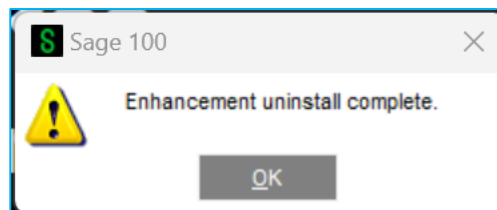


The following message box will appear, displaying the final warning message.

- 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).

Section G: Resources and Support

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule
- Purchasing Information
- Installation Instructions
- Product Support
- Enhancement Links

General Ledger Account Copy by Company:

<https://www.dsdinc.com/enhancements/marketplace/products/glac-g-l-account-copy-by-company>

The product web page contains:

- Product Description
- Web Links
- Current Product Version Table
- Product Installation File Download
- Product Manual in .pdf Format

Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate.

- Telephone: 858-550-5900
- Fax: 858-550-4900
- Email: enhancements@dsdinc.com

For a hard error, where the program displays an error dialog, report:

- Enhancement Name
- 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, faxing or email, please include:

- Your name and company
- 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 remotely or by some other to duplicate the system.



Since 1984, DSD Business Systems has been providing clients with professional business consulting services and business software solutions across the globe. Specialties include Sage Intacct, Acumatica Cloud ERP, Sage 100, Sage 300, Sage 500, Sage CRM, Sage HRMS and more.

DSD Business Systems has been a Sage Tech Partner, commonly referred to as a “Master Developer”, for over 30 years. DSD currently has over 500 Enhancements to Sage 100 and has created thousands of custom solutions for end-users around the world. We have had the privilege of working with hundreds of Sage consultants, resellers, and end-users to produce powerful custom solutions that enhance the functionality of Sage 100.

Contact DSD Enhancements



enhancements@dsdinc.com



[Enhancements Marketplace](#)



800-627-9032