



# DSD Business Systems

**Sage 100 Enhancements**

**GLCN**

**Multi-Company Financial Consolidation**

**Version 6.00**



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Multi-Company Financial Consolidation 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*

GLCN Multi-Company Financial Consolidation:

<http://www.dsdinc.com/enhancement/multi-company-financial-consolidation-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 Financial Consolidation Features***

**GLCN** allows the **General Ledger** user to combine any number of companies' General Ledger data into one consolidation company, for the purpose of printing combined Financial Statements. This is extremely useful for the following reasons:

- After this utility has been used to combine the various companies' data, many of the GL Reports, including the **Financial Reports**, may be run for the consolidation company. The alternative would be the creation of a **Custom Financial** or using **FRx** to combine the companies. The **Custom Financial** is difficult to create, it must be maintained on an ongoing basis when accounts are added or removed from any of the consolidating companies, and the **Custom Financial Statement Update** takes much longer to run than does this utility.
- Another use of GLCN is to consolidate to one company, for reporting purposes, and then to use custom financials. This can simplify the process of creating and maintaining custom financials.
- If a complex set of relationships exist among all of the companies, it is easy to create a number of "imaginary" companies strictly for the purposes of consolidating General Ledger data, and reporting various combinations of them in different ways, without creating Custom Financials.

## 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	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

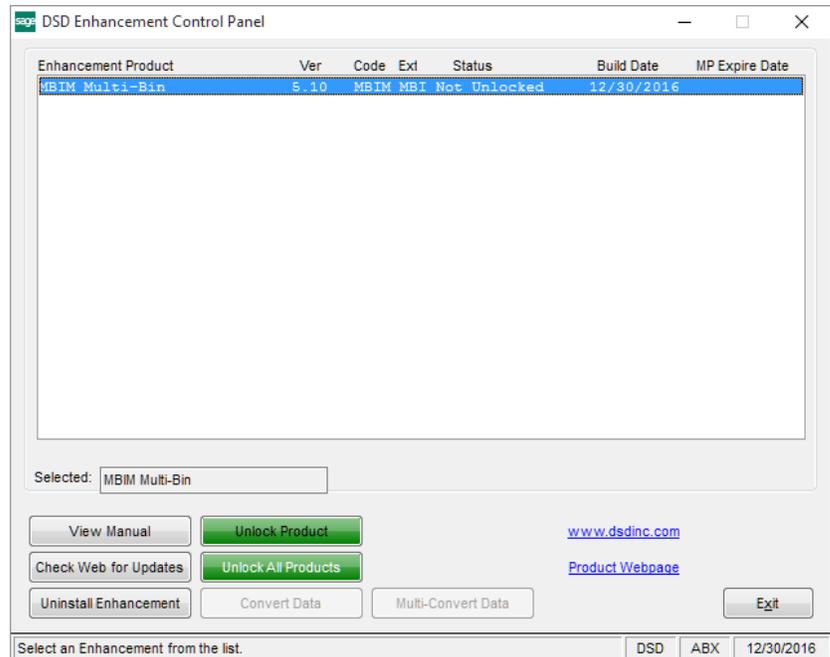
present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

**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.*

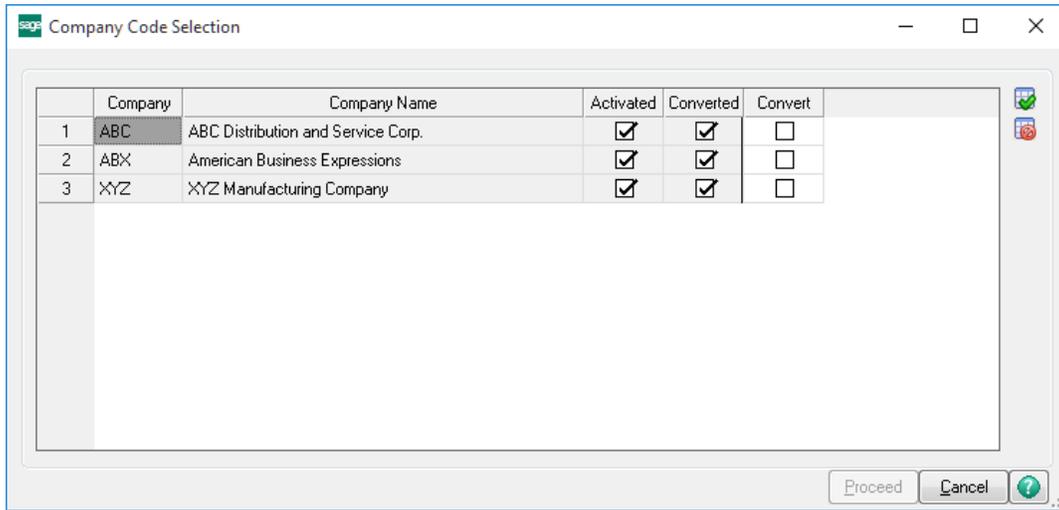
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**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: Operations

### *Using the Multi-Company Consolidation Program*

The menu entry for the **Multi-Company Consolidation** is added to the bottom on the **Utilities** menu in **General Ledger**.

This new menu option need only be accessed from one of the consolidation companies. In other words, if you are combining companies **001**, **002**, and **003** into the **999** consolidation company, the **Multi-Company Consolidation Utility** should only be accessed and used from the **999** company.

**Note: Do NOT use this utility on a non-Consolidation Company Code. This utility backs-up, then erases the GL Data Files prior to consolidation, so running this utility from a non-Consolidation Company Code may cause data loss. If you accidentally do this on the wrong company, please contact DSD Enhancement Support immediately.**

**Note: You may only consolidate companies that have the same:**

1. GL Account Structure (i.e. G/L Account Mask) as the consolidation company. For example, if you have set up the Consolidation Company to have an Account Structure of **12345-67-890**, then the companies to consolidate must have this same account mask.
2. Fiscal Year Setup. This utility combines fiscal year setups, so if one company has a year-end of 12/31 and another company has a year-end of 03/30, then the consolidation will have unexpected results.

### *Setting Up the Consolidation Company*

There are 2 ways to setup a new Consolidation Company Code:

1. Create the Consolidation Company from Company Maintenance, activate the G/L Module, and setup the G/L Data from scratch. This includes setting up the account structure and source journals.
2. Create the Consolidation Company from Company Maintenance and use the **Copy Button** in Company Maintenance to copy the data from another company. This option tends to be quicker setup.

### *Multi-Company Consolidation Panel*

The menu entry for the **Multi-Company Consolidation** is added to the bottom on the **Utilities** menu in **General Ledger**.

This program is used to setup the list of companies that are to be consolidated into the current company.

**Note: ONLY use this program on a Consolidation Company Code. This utility backs-up, then erases the GL Data Files prior to consolidation, so running this utility from a non-Consolidation Company Code may cause data loss.**

For each company being consolidated, the user is given the opportunity to define the **beginning** and **ending General Ledger** accounts that are to be brought in. **Please note that this utility does not check (or care) whether the consolidated General Ledger is in balance!** If you plan to print a consolidated **Balance Sheet**, it is suggested that all accounts be brought in from the consolidating companies. If, however, you only plan to print Income Statements, or non-financial reports, it would be acceptable to import just a range of accounts.

	Company	Beginning Account	Ending Account	Budget
1	ABC	100-00-00	990-00-00	Both
2	ABB	100-00-00	990-00-00	Actual
3				

Transaction Date  01/01/1900  01/01/2999  Erase Existing Detail

Buttons: Clear, Save, Proceed, Delayed, Cancel, ?

### Company Code Entry

When the **Company Code** is entered, the consolidating company's **General Ledger** data is immediately checked to make sure the companies Account Structure matches the Consolidation Company and an error message will appear if the Account Structure is not the same.

An **<F2> Lookup** is available for displaying a list of all existing company codes. This display lists all companies, regardless of the existence of General Ledger data for each. The current Company Code may not be entered as one of the consolidating companies.

### ***Entering General Ledger Accounts***

The user may elect to import only a range of General Ledger accounts from the consolidating company. If you want to consolidate ALL accounts for this company, you must still select the first account as the Beginning Account and the last account as the Ending Account. An **<F2> Lookup** is available for the **Beginning** and **Ending Account** fields.

### ***Budgets vs. Actual***

The user may select from **three** options:

**Actual** – The consolidation process will only bring in G/L Detail and Summary, and NOT Budgets.

**Budget** – The consolidation process will only bring in Budget data, and NOT G/L Detail or Summary.

**Both** - The consolidation process will bring in BOTH Budget data, G/L Detail, and Summary.

### ***Transaction Date Range***

This option allows users to NOT erase existing Consolidation Company Data, and to pull in a specific Date Range of activity. This is useful for users that do consolidations, followed by adjusting entries into the Consolidation Company.

**Erase Existing Detail:** Uncheck this checkbox if you do NOT want to erase existing G/L Detail in the Consolidation Company. This is only available if the Transaction Date All checkbox is unchecked.

Select the **Save Button** to save the companies entered.

Select the **Clear Button** to clear the companies entered.

Select the **Printer Button** to print a listing of the companies and associated account ranges entered.

### ***Performing the Consolidation Process Immediately***

Select the **Proceed Button** to immediately consolidate the companies into the current company. As the consolidation process takes place, the user will see the following phases:

1. **Backup / Clear Phase** – this phase backs up the data files that are about to be cleared, and then clears those files.
2. **Phase 1** – this phase consolidates the setup files, such as Account Structure, Account Groups, Account Categories, Main Accounts, Sub Accounts.
3. **Phase 2** – this phase consolidates the G/L Chart of Accounts.
4. **Phase 3** – this phase consolidates the G/L Detail Postings.
5. **Phase 4** - this phase consolidates the G/L Budgets.

6. **Account Balance Recalculation** – this phase recalculates the Account Balances from the G/L Detail Postings.

When the consolidation process is completed, the user will be brought back to the menu.

Based on the number of companies to consolidate, and the amount of GL data in each company, it is possible that the consolidation may take a long time to execute. Specifically, **Phase 3** and the **Account Balance Recalculation Phase** may take an extended amount of time. Due to this possibility, there are **Delayed Execution** features.

### ***Delaying the Consolidation Process***

Instead of selecting the **Proceed Button**, select the **Delayed Button** to delay the consolidation process.

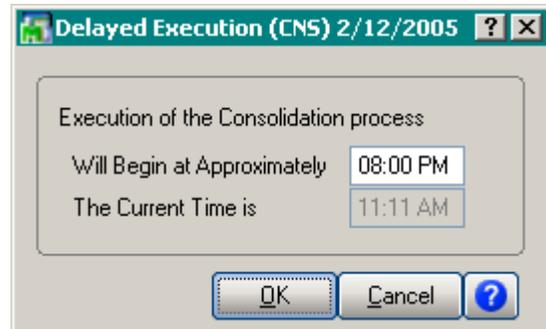
On this panel, select the time of day to execute the consolidation process, using military time. If you want to run the consolidation at 8:00PM, then enter in 20:00. The program will then convert that time entered into 8:00PM.

Select the OK Button to trigger the timer.

Select the Cancel Button to exit the Delayed Execution.

If you want to delay the execution of the consolidation process, ***you must leave the Delayed Execution panel open in Sage 100, which means that you must leave Sage 100 open.***

When the consolidation process is completed, the user will be brought back to the menu.

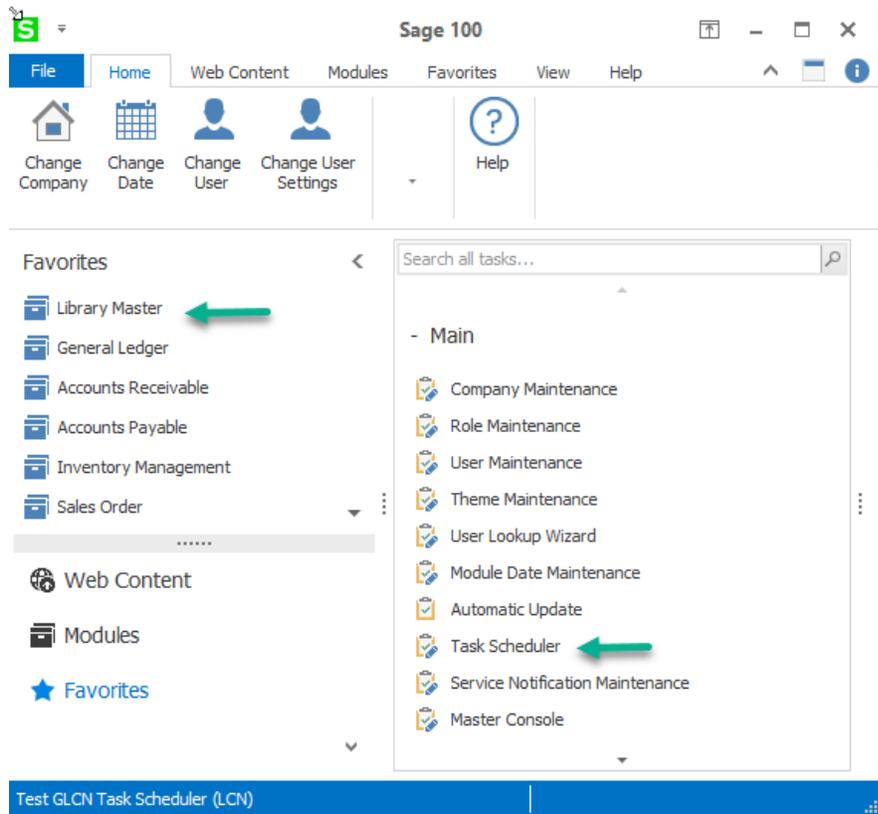


**Using the Sage 100 Task Scheduler**

Instead of using the **Delayed Button** feature to delay the consolidation process, one can use the Task Scheduler on the Library Master Main Menu.

**Note:** An advantage of using this instead of **Delayed Button** is that no Sage 100 session be left open.

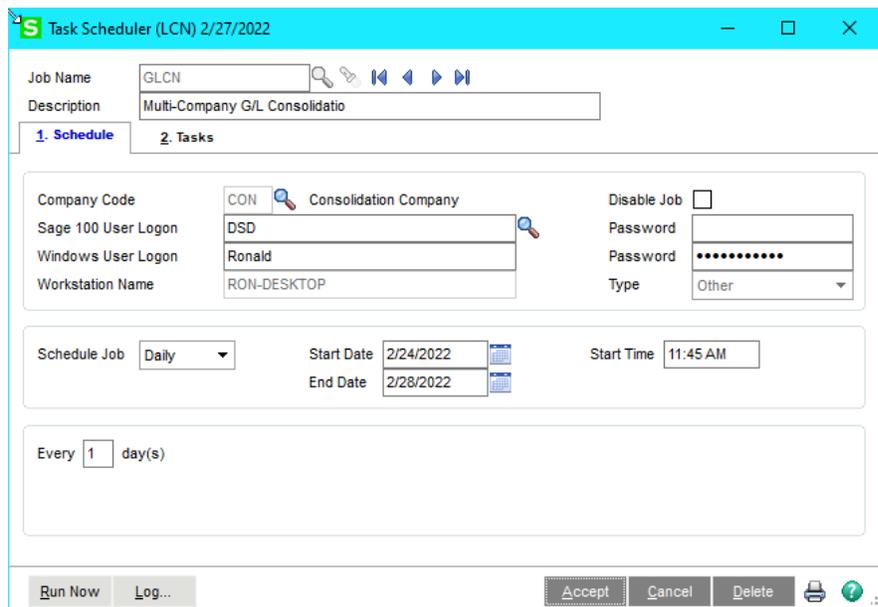
**Note:** Make sure you have Saved the choices in *Multi-Company Consolidation Maintenance*.



In the Task Scheduler selection, you enter the setup for the GLCN schedule.

Enter any Job Name you desire and any Description which is included in the creation of the Log entries.

Select the Consolidation Company code, remembering the warning in [Using the Multi-Company Consolidation Program](#) regarding the Consolidation company choice.



Enter a Sage 100 User that has a Role to allow the Consolidation access, and the password for that User. Enter the Windows login and password for this User.

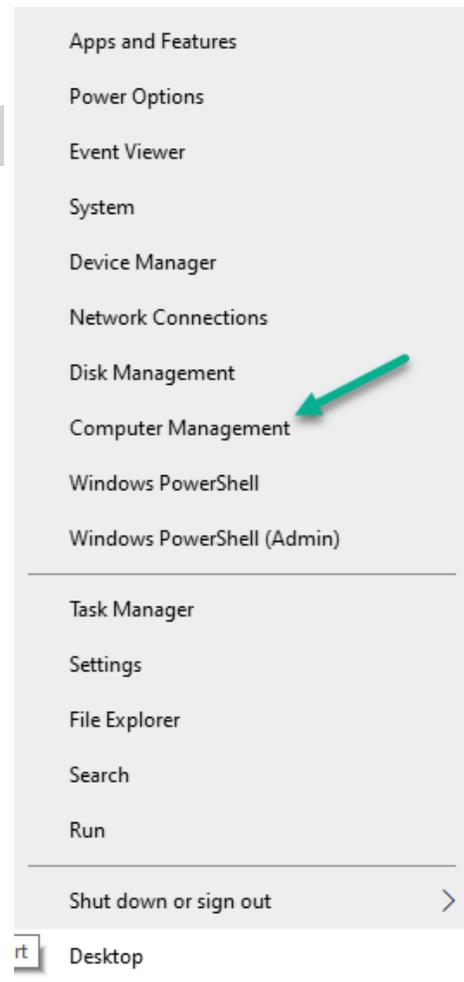
Enter the Workstation Name that is selected to have permissions to run the Consolidation on demand. Select Other as the Type.

Enter the Schedule Job selection, choices are Daily, Weekly, Monthly, or Once.

The Weekly choice allows a Day of the Week selection, the Monthly choice allows the selection of which Week and Day.

Enter the Start Date and Ending date for the Selection Job, and the Start Time. Then click Accept to save the Job. Also available here is a Run Now button, which can be used to test the process manually, and a Log button to view the past executions of the Job.

If you wish to view how the Sage 100 Task Scheduler adds the Job into the Windows Task Scheduler, right-click the Window button in the lower left corner of your screen, then select Computer Management.

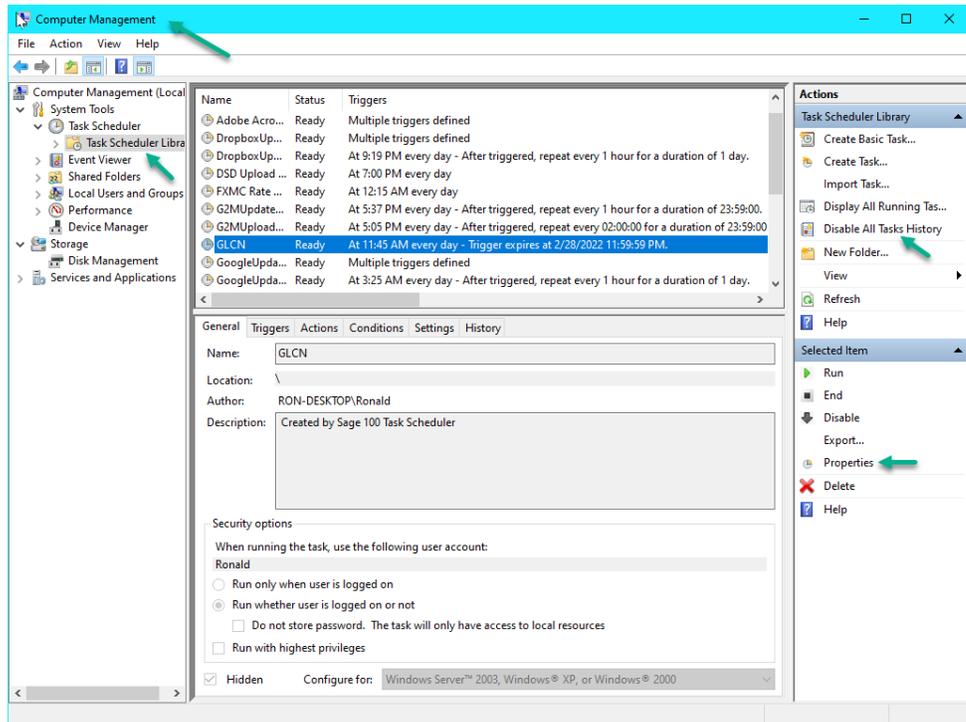


In the Computer Management window, click the Task Scheduler Library, and you will see the Job created from the Sage 100 entries.

You can view all the tabs to see how the Task was set up by Sage 100.

Click Properties if you wish to change any tab.

Click the “Disable All Tasks History” to toggle it to “Enable All Tasks History”.



Be sure to check the Consolidation Company after a Consolidation has been triggered, and view the Log entries in Sage 100 and the History entries in the Windows Task Scheduler.

## Section D: Technical Overview

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### *How does the Consolidation Program work?*

The following is a behind-the-scenes look at the consolidation process. As mentioned in **Section C: System Operations**, there are 5 steps to the process. Here is a more detailed explanation of what happens:

#### ***Backup / Clear Phase***

In this phase, certain files are backed up and then erased. Here are those files:

GL\_AccountGroup.M4T

GL\_AccountCategory.M4T

GL\_SubAccount.M4T

GL\_MainAccount.M4T

GL\_FiscalYear.M4T

GL\_FiscalYearDetail.M4T

GL\_Account.M4T

GL\_AccountHistory.M4T

GL\_AccountSegment.M4T

GL\_DetailPosting.M4T

GL\_PeriodPostingHistory.M4T

GL\_Budget.M4T

GL\_BudgetOptions.M4T

GL\_BudgetRevision.M4T

GL\_BudgetRevisionOptions.M4T

GL\_PeriodBudgetDetail.M4T

In the backup portion of this phase, the .M4T file is backed up to .OLD. If a .OLD already exists, then the .OLD is backed up to .OL1. Therefore, you may have 2 backups of each file that is to be cleared.

**The purpose of the backup process is to protect the user if they accidentally run the Consolidation Utility on a non-Consolidation, or “live”, Company Code.**

***Phase 1 – Setup file Consolidation***

In this phase, the following setup files are consolidated for the companies entered:

GL\_AccountGroup.M4T

GL\_AccountCategory.M4T

GL\_SubAccount.M4T

GL\_MainAccount.M4T

GL\_FiscalYear.M4T

GL\_FiscalYearDetail.M4T

GL\_Budget.M4T

GL\_BudgetOptions.M4T

GL\_BudgetRevisionOptions.M4T

***Phase 2 – Account Consolidation***

In this phase, the following setup files are consolidated for the companies entered:

GL\_Account.M4T

GL\_AccountHistory.M4T

***Phase 3 – G/L Detail Posting Consolidation***

In this phase, the following setup files are consolidated for the companies entered:

GL\_DetailPosting.M4T

**Note: All GL Detail for all Years are consolidated, unless a specific date range is entered.**

***Phase 4 – G/L Budget Consolidation***

In this phase, the following setup files are consolidated for the companies entered:

GL\_BudgetRevision.M4T

GL\_PeriodBudgetDetail.M4T

***Account Balance Recalculation***

In this phase, the following the **Recalculate Account Balances** is executed. This is the same **Recalculate Account Balances** utility that is on the G/L Utilities menu.

### ***What General Ledger Reports may I run?***

The consolidation process combines both Summary and Detail postings for each company, so many of the G/L Reports may be run for the Consolidation Company, such as:

1. Chart of Accounts
2. General Ledger Worksheets
3. General Ledger Trial Balance
4. Financial Reports
5. General Ledger Detail Report
6. General Ledger Detail by Source Report
7. Exception Report
8. General Ledger Graphics
9. General Ledger Analysis
10. Budget and History Report
11. Budget and History Report by Period

### ***What General Ledger Data is NOT included?***

The consolidation process does not combine Budgets, Source Journals, Account Memos, Main Account Memos, or Source Journal History, so you may not print these reports:

1. Reprint Journals
2. Source Journal History Report
3. Budget and History Report
4. Budget and History Report by Period
5. Account Audit Report
6. Account Memo Printing
7. Main Account Memo Printing

### ***Can I do normal processing in the Consolidation Company?***

Yes, once the consolidation process is completed, you may add, change, or delete GL Accounts, and do General Journal or Transaction Journal Entries. Just remember though, that if you do normal processing and then re-consolidate using the same consolidation company code, then that processing will be lost, **unless** you use the date range, and set the **Erase Existing Detail** to "unchecked".

## Section E: What's New?

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### ***Version 4.00***

The GLCN enhancement was completely re-written for version 4.00, based on the overhaul of the General Ledger module. The new 4.00 version has additional features:

1. A Delayed Execution setting has been added.
2. More files are consolidated, the most important being the G/L Detail Posting file, which now allows the user to print G/L Detail Reports for the Consolidation Company.

### ***Version 4.05 – 11/7/05***

Budget Consolidation and Detail Date Range has been added as new features.

### ***Version 4.10***

The Consolidation Listing has been converted to Crystal 10.0.

### ***Version 4.40/4.50/6.00***

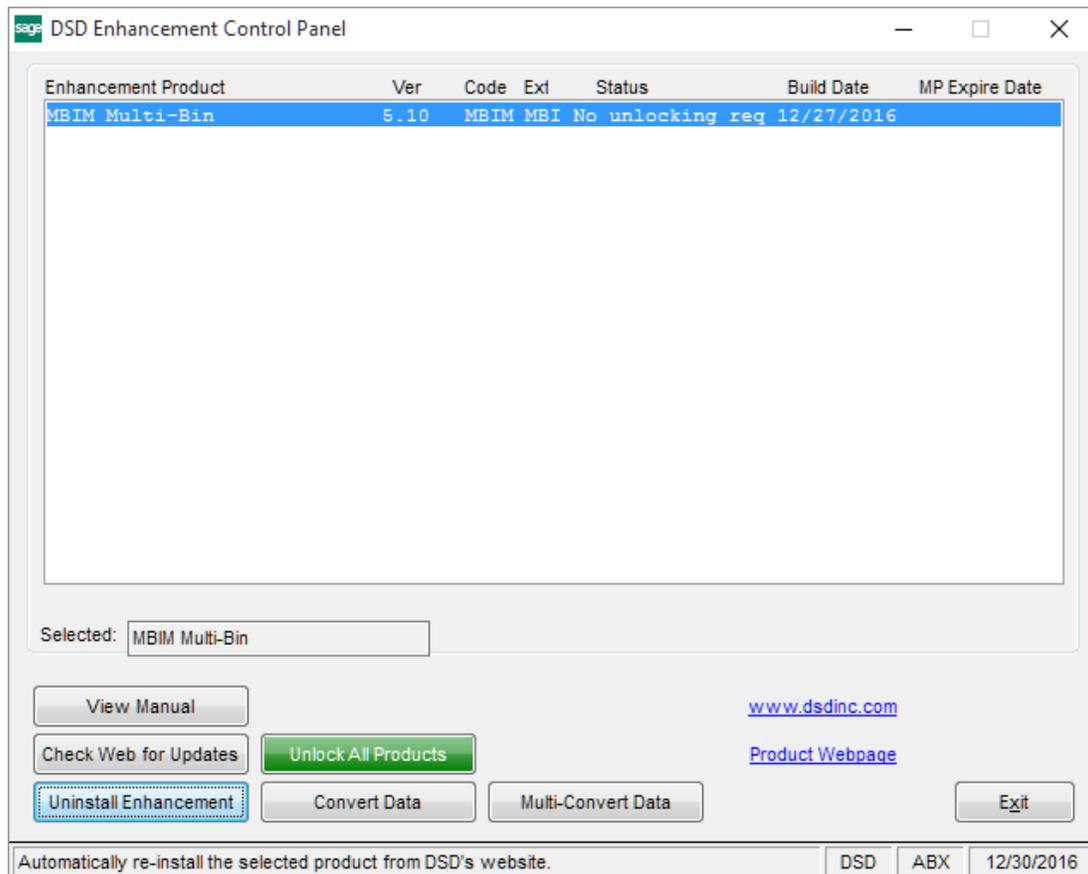
A new field OriginatingCompanyCode, has been added to the GL\_DetailPosting table. The Consolidation Company program has been modified to set the Originating (Parent) Company code into the GL\_DetailPosting of the consolidation company.

### ***Version 5.30 through 6.00***

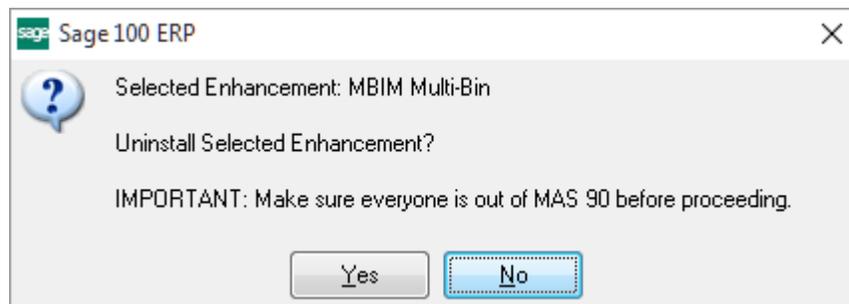
The GL234\_GLCN\_Consolidate table has been made available for Visual Integrator imports.

## 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.

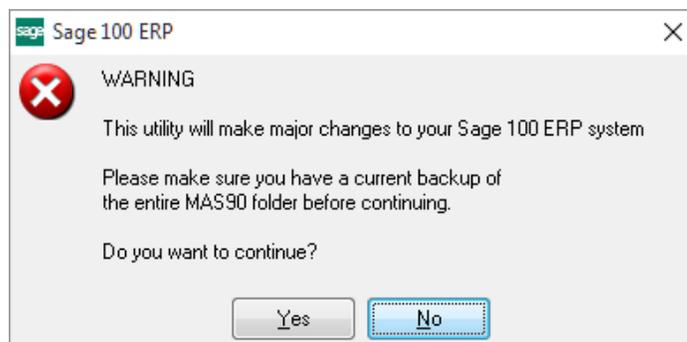


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



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.



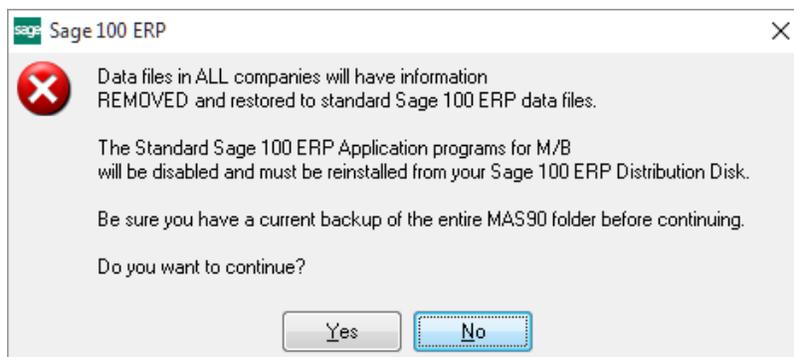
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**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).