

Multiple Company Check Processing

AP-1073

Overview

This Extended Solution allows you to perform individual company Accounts Payable check processing for multiple companies from one company code.



The bank code used for check printing must exist in all companies selected for multiple company check processing.



Additional functionality is available if AP-1016, *Multiple Divisions/Companies on Checks* and/or AP-1094, *Due To/Due From Accounts* are installed and enabled.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows

From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals

Extended Solutions

- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

Custom Office

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

Setup

Upon completion of software installation, you will need to access Extended Solutions Setup from the Accounts Payable Setup menu. Select this part number and the Setup screen for this Extended Solution will appear (Figure 1). Check the 'Enable Extended Solution' box to activate this Extended Solution. The manual for this Extended Solution can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

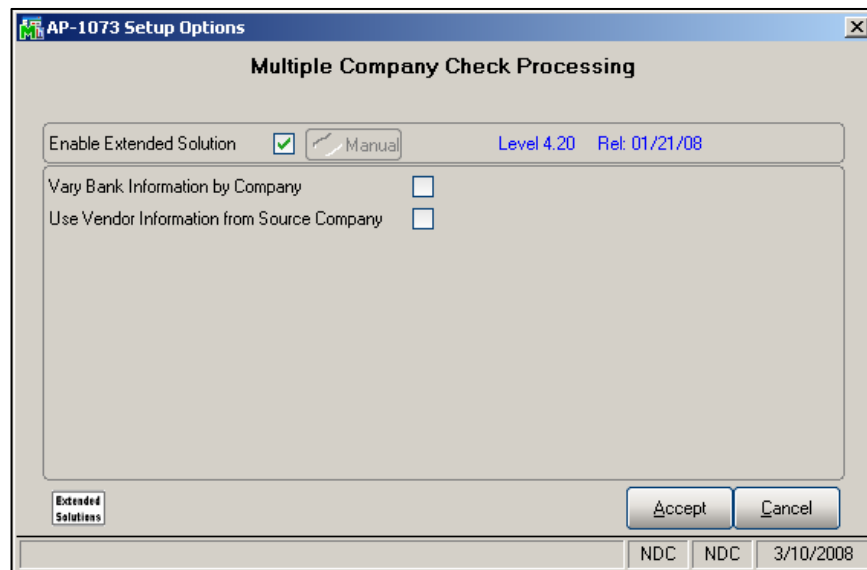


Figure 1

Answer the following prompts:

VARY BANK INFORMATION BY COMPANY: Check this box to use the bank name, address, MICR information, and check number from each ancillary company. Leave unchecked to use the source company's bank information on all checks.

USE VENDOR INFORMATION FROM SOURCE COMPANY: Check this box to print the source company's vendor masterfile and vendor remit to information on checks.

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You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Role Maintenance

The following Task has been added to Accounts Payable, Setup Options:

- Extended Solutions Setup

Please review your security setup in Role Maintenance and make appropriate changes.

Operation

Invoice Payment Selection

Invoice Payment Selection has been modified with a 'Multiple Company Select' field (Figure 2). Your options are 'Group' or 'Individual'.

| Select Field | Operand | Value |
|----------------------|---------|-------|
| Vendor Number | All | |
| Discount Due Date | All | |
| Sort Field | All | |
| Vendor's Balance Due | All | |
| Company Code | All | |

Figure 2

If 'Group' is selected, then a 'Multi Company' button will be available. When you click the 'Multi Company' button, you will be presented with the Multiple Company Selection screen (Figure 3). Enter ranges of MAS 90 MAS 200 Company Codes to include in the selection. You may revisit the selection range multiple times, compiling the collection of selected companies.

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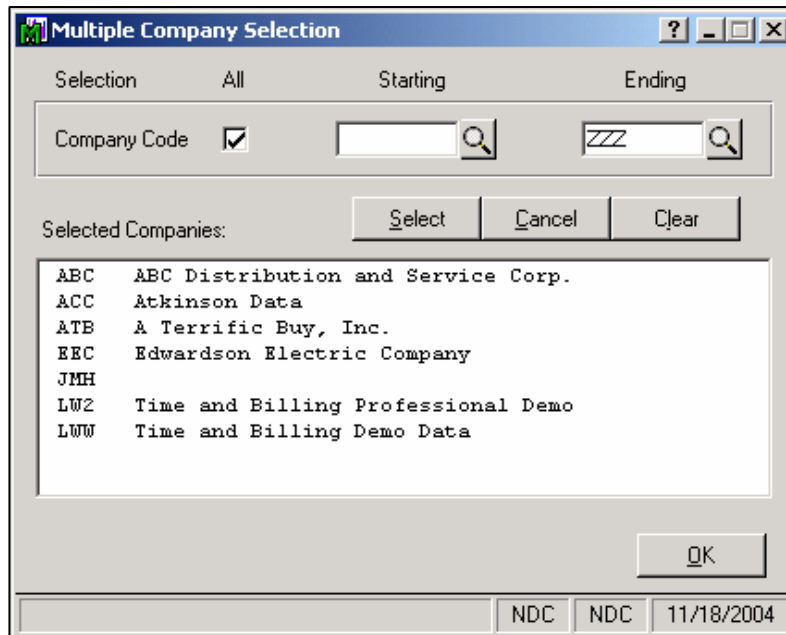


Figure 3

You can remove a company code from the list by double-clicking on the entry in the list (Figure 4). You will be asked if you want to remove the company from the list (Figure 5).

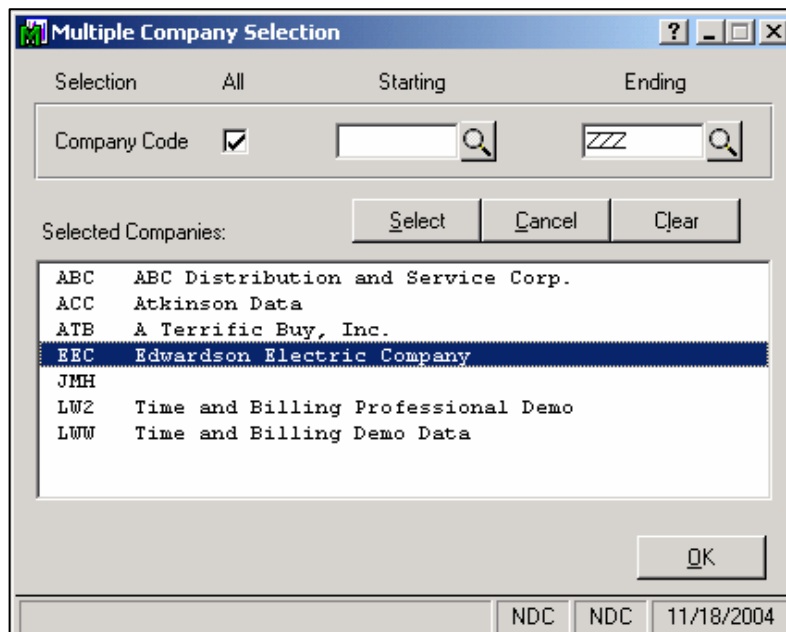


Figure 4

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Figure 5

If you've selected 'Individual' in the 'Multiple Company Select' drop box (Figure 6), a company code field will be added to the invoice selection window behind the 'Select' button (Figure 7). This allows for the selection of individual invoices within each company code.

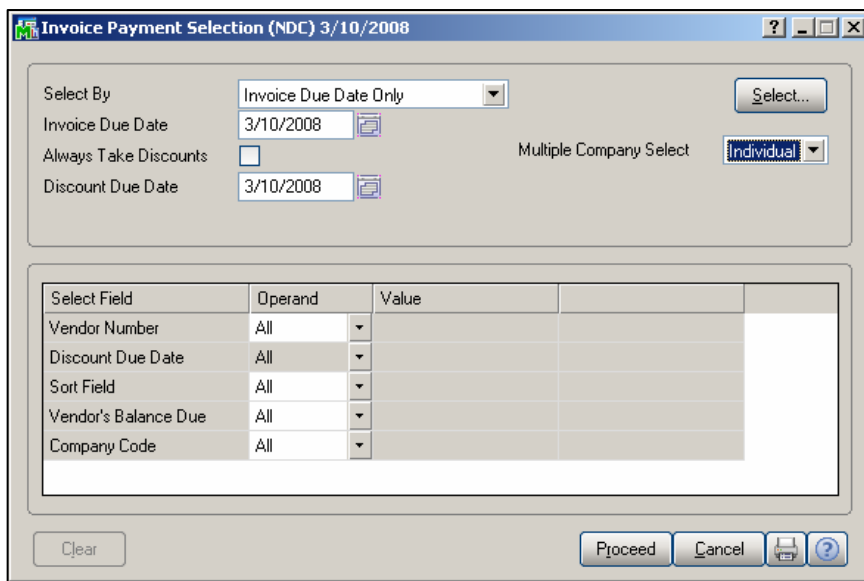


Figure 6

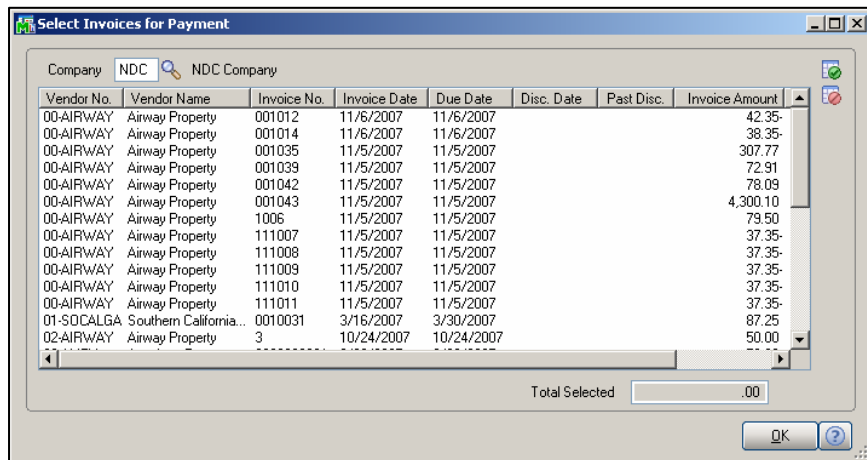


Figure 7

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Specify the company code, and then perform standard selection processing for the invoices to pay. Repeat this process for as many company codes as necessary then close this window to exit.

You cannot use both selection methods in the same selection batch. The 'Clear' button will clear check selections in all selected companies.

Invoice Payment Selection Register

If multiple companies are selected, one Payment Selection Register will be printed for each company code. You will not be able to print the Payment Selection Register for a single company or range of companies if multiple companies have been selected. It will always print for all selected companies.

Check Maintenance

There is no provision for performing check maintenance for multiple companies from the source company. If check maintenance in an ancillary company is required, you will need to access check maintenance in the desired company codes to make the changes.

Check and Extended Stub Printing

When multiple companies have been selected, a warning 'Multiple Company Invoice Payment Selection in Process' will be displayed on the selection screen (Figures 8 and 8a). All selection ranges on the 'Select' tab will be disabled. You will not have the ability to print checks or extended stubs for a single company or range of companies.

Figure 8

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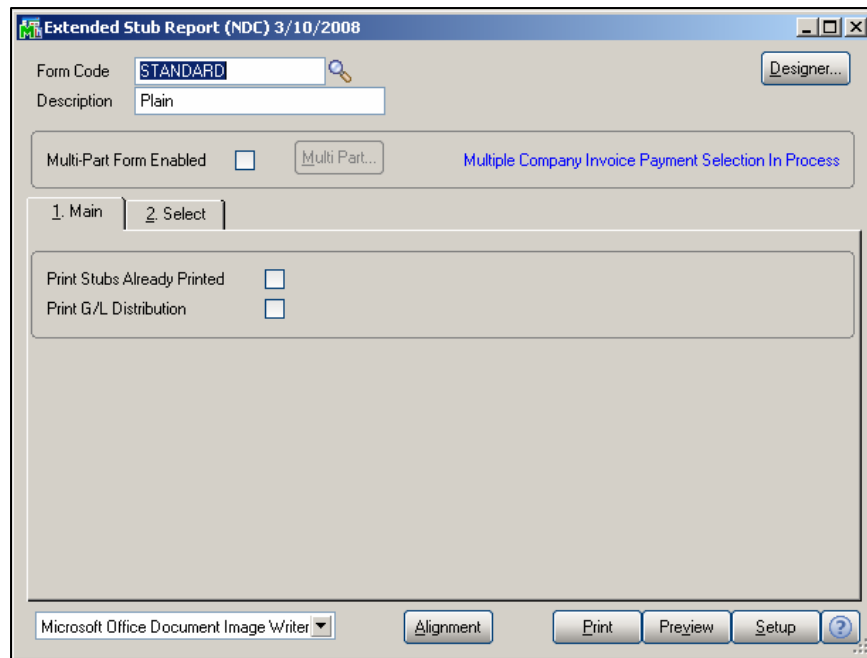


Figure 8a

If the Setup option 'Use Vendor Information from Source Company' is checked and the vendor number in the ancillary company exists in the source company, vendor masterfile and remit-to information from the source company will be used.

If setup option 'Vary Bank Information by Company' is checked, bank address, check MICR information and check number series from each ancillary company will be used. Therefore, the value in the Check Number field that appears on screen will only be relevant for checks in the source company. The bank code record in the ancillary companies will be locked during check printing and the next check number field will be updated after check printing. The last check number that appears in the pop-up dialogue after check printing will be the last check number printed in the last company code.

If setup option 'Vary Bank Information by Company' is not checked, bank address, check MICR information and check number series from the source company will be used. The bank code record in the ancillary companies will not be locked nor updated.

Check Register

From the initial prompt to print the Check Register, you will be presented with the Multiple Company Update Selection (Figure 9) and three options:

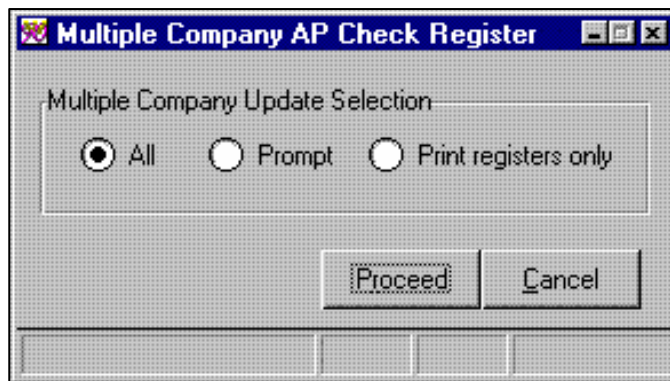


Figure 9

All: Each company's check register will print and once complete the program will automatically update each company.

Prompt: The program will pause and prompt you to update after each individual company's check register has been printed (if printing in a spooled environment, registers may not print until afterward). You will not receive the Multiple Company Update Selection option again. For each register for which you replied 'No' to the update question, you will then need to print and update that company's check register from its respective company Code.

Print Registers Only: The registers for each company will be printed and no ability to update will be provided. If this option is selected, you will receive the Multiple Company Update Selection prompt the next time you print the Check Register from the originating Company.

Integration with AP-1016, Multiple Divisions/Companies on Checks

With AP-1016, the invoice payment company selection window will contain two additional check box options (Figure 10):

- CONSOLIDATE CHECKS BY COMPANIES
- CONSOLIDATE CHECKS BY DIVISIONS

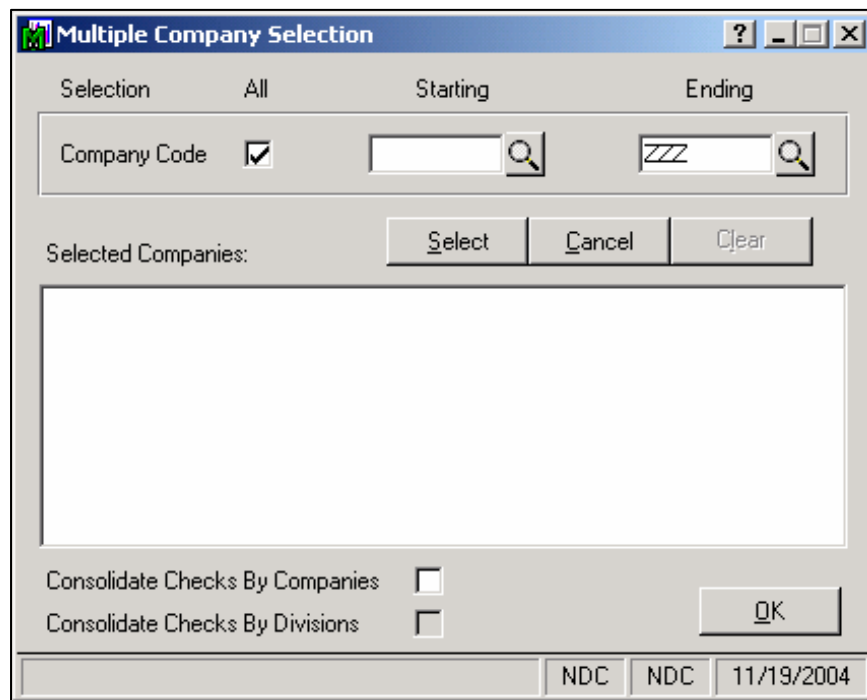


Figure 10

The 'Consolidate Checks by Divisions' check box will be available only if the 'Consolidate Checks by Companies' check box is checked. You will get one consolidated invoice payment selection register and consolidated checks per AP-1016. The AP-1016 company selection window will not appear. You will get prompted to print and update AP check registers per AP-1073.



The current company code (the one that you are in) is always included in the consolidation even when it is not selected during invoice payment selection.



Integration with AP-1016 is not available when you've selected 'Individual' in the 'Multiple Company Select' drop box.

Integration with AP-1094, Due To/Due From Accounts

With AP-1094, due to/due from G/L postings can be created in the source company and ancillary companies. See AP-1094 manual for details.

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ODBC Dictionary

The files listed below have been added, or changed, in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

File:

AP_MultiCompPaymentSelect_001
AP_CheckWrk

Fields:

All Fields
CompanyName_001
CompanyAddress1_001
CompanyAddress2_001
CompanyAddress3_001
CompanyAddress4_001
CompanyPhone_001
same as AP_CheckWrk
same as AP_CheckWrk

AP_CheckStubWrk
AP_ExtendedStubWrk

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

What's New

With the 03-10-08 release:

- Converted to the Business Framework.
- Removed 'Vary Check Information by Company' setup option and added 'Vary Bank Information by Company' and 'Use Vendor Information from Source Company' setup options

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

Documentation

Only changes made by Sage Software, Inc. to the standard operation of Sage Software, Inc. MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to their specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

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Acknowledgments

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