
Rapid Manual Check Entry for Multi Companies

AP-1096

Overview

This Extended Solution to the Accounts Payable module allows for fast manual check entry to multiple Company Codes via one screen.



This Extended Solution is not company specific; once it is enabled, it is enabled for all companies.

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

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- 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).

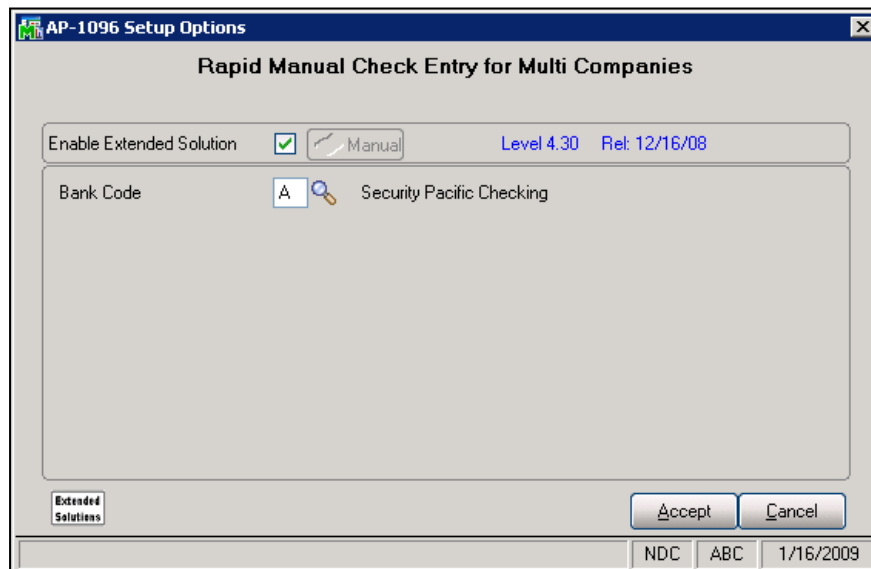


Figure 1

BANK CODE: Enter the Bank Code you want to use as the default for Multi Company Manual Check Entry. This bank code should be set up in all companies.

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

The following Task has been added to Accounts Payable, Maintenance/Data Entry:

- Mutli-Company Manual Check Entry

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The following Task has been added Accounts Payable, Update/Period End:

- Multi-Company Manual CheckEntry Report

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

Operation

This Extended Solution adds a new menu option to the AP Main menu for Multi Company Manual Check Entry. When you access this option, you will be prompted for (Figure 2):

- COMPANY CODE**
- CHECK NUMBER**
- CHECK DATE** (this will default to the Accounting Date)
- AMOUNT**
- VENDOR**
- COMMENT**
- TAX SCHEDULE / TAX CLASS / USE TAX** (if 'Sales Tax Calculation in A/P Invoice Entry' is checked)
- G/L ACCOUNTS + DISTRIBUTION AMOUNT**

Multi-Company Manual Check Entry (ABC) 1/16/2009

Company: NDC NDC Company

Check No: 123456 Check Date: 1/16/2009 Amount: 100.00

Vendor No: 01-AIRWAY Vendor Name: Airway Property Schedule: CA

Comment: Tax Class: TX Use Tax:

Quick Row: 1

	G/L Account	Amount	Comment
1	555-00-03	94.34	
2		.00	

Description:

Distribution Balance: .00 Tax Amt: 5.66

Accept Cancel Delete

Figure 2

All entries via this front end will assume 'G/L Distribution Only.'
No other fields found in standard Manual Check Entry will be available.

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You will have access to all company codes from Manual Check Entry, regardless of which Company Code you are logged into.

Once the Company Code has been defined, all other data entry is as if you were in that Company Code. Check Number, GL Account information, etc., will validate against that company code's A/P Check History and G/L Account Maintenance.



Note that when voiding a check, you must click the 'Accept' button to be prompted 'Is this a void check?' per standard MAS 90 MAS 200 processing.

When you have completed making your entries, you can click the printer button to print out a report listing all of the data. It will sort in Company Code, then Check Number order (Figure 3).

Multi-Company Manual Check Entry Report				ABC Distribution and Service Corp. (ABC)	
Company:	ABC	ABC Distribution and Service Corp.			
Check No:	000098	Date:	1/16/2009	Vendor:	Amount: 0.00
	VOID	Comment:			
				Company ABC Total:	0.00
Company:	NDC	NDC Company			
Check No:	001665	Date:	5/31/2010	Vendor:	01-AIRWAY Airway Property
	REV	Comment:			Amount: -1,255.00
	555-00-03		Rent		-1,183.96
			Sales Tax		-71.04
Check No:	123456	Date:	1/16/2009	Vendor:	01-AIRWAY Airway Property
		Comment:			Amount: 100.00
	180-00-00		Rent deposits		94.34
			Sales Tax		5.66
				Company NDC Total:	-1,155.00
				Report Total:	-1,155.00

Figure 3

After the report prints, you will be prompted to load each company's Manual Check files (Figure 4). You will then need to proceed to each Company Code to update the Manual Checks.

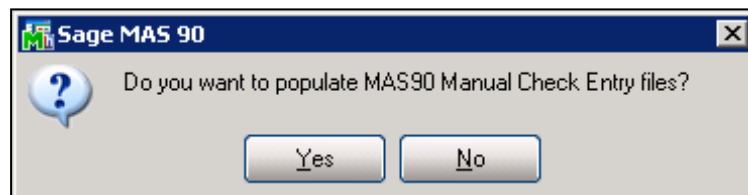


Figure 4

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If AP-1097, *Multi Company Manual Company Update*, is installed and enabled, Multi-Company Manual Check Update will be launched with your company codes already loaded. See AP-1097 for more details.



You will be prevented from running the Change Accounts, Delete Accounts, and Vendor Delete/Renumber/Merge utilities in a company if there are data entry records for that company in the multi-company manual check entry file.



Multi-company manual check entry will accept a company code only if you have rights to A/P manual check entry in that company. The multi-company manual check entry report and the file population process will also honor the same rights setup in role maintenance.

ODBC Dictionary

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

<i>File:</i>	<i>Field:</i>
SY_MultiCompManualCheck001_Wrk	All
SY_MultiCompManualCheckDtl_001	All
SY_MultiCompManualCheckHdr_001	All

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 01-19-09 release:

- Converted to business framework

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

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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 its 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.

Acknowledgments

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