Multiple Company Accounts Payable
AP-1027

Overview

This Extended Solution to the Accounts Payable module adds the concept of multiple Subsidiary companies for a single Agent company. You can perform Invoicing, Manual Check Entry, Invoice Payment selection, and G/L postings to Subsidiary companies concurrently with the Agent company. The Check History, Monthly Purchase, and Purchase Analysis Reports have been enhanced to report on Subsidiary company activity.

When integrated with the Job Cost module you can post to the subsidiary company Jobs via A/P Invoice Register Update and Manual Check Update.

This Extended Solution is *not* compatible with AP-1006: *Accounts Payable History Posting and Cash Basis Accounting*.

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.

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.

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
- 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:

SPECIFY VALID SUBSIDIARY COMPANY CODES: Check this box to specify which company codes will be defined as Subsidiary companies through the 'G/L Account by Company Maintenance' program (see Operation section). Leave the box unchecked if you want to use all company codes as subsidiaries.

OFFSET G/L ACCOUNT FOR AGENT: Specify the G/L account number to be used in the Agent company to balance against the Accounts Payable postings.

OFFSET G/L ACCOUNT FOR SUBSIDIARY: Specify the G/L account number to be used in the Subsidiary companies to balance against the expense distribution postings.

This G/L Account Number must exist in all subsidiary companies.

UPDATE SUBSIDIARY COMPANY VENDOR INFO: Check this box to have the Vendor Totals information (Purchases, Payments, Last Purchase Date, Last Payment Date, Last Check Number, and Last Check Amount on the Statistics, Summary, and History tabs in Vendor Inquiry) updated to the Subsidiary companies. If you check this box, each Subsidiary company must have an active Accounts Payable with the appropriate vendor number(s) defined. No update will occur to the Subsidiary Vendor's 1099 file.

FILL INVOICE COMMENT: Select 'With Default Company Code' if you want to default the first 3 characters of the invoice comment to the Default Company Code. Select 'With Current Company Code & Invoice Number' if you want to default the invoice comment to the current Company Code and Invoice Number. Select 'No' if you do not want to use this option.

CHECK FOR DUPLICATE INVOICE NUMBERS: Check this box if you want to check for duplicate Invoice Numbers. You will be warned if a duplicate invoice number is found in any of the Subsidiary Companies. Leave this box unchecked if you do not want to use this option. If you check this box, each Subsidiary company must have an active Accounts Payable with the appropriate vendor number(s) defined.

INVOICE INQUIRY: Select 'Enhanced' if you want a Company Code column added to Vendor Invoice Inquiry. Select 'Prompt' if you want to be prompted to select Standard Invoice Inquiry or Enhanced Invoice Inquiry. Select 'Standard' if you do not want the Company Code column.

DEFAULT DISTRIBUTION COMPANY FROM PRIOR ROW: Check this box to have the company code in Invoice Data Entry or Manual Check Entry default from the last valid company code entered during the current data entry session.

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

The person performing any AP-1027 related data entry in the Agent company must also be authorized to perform that same function via Roles Maintenance in each of the subsidiary companies.

Only enable this Extended Solution for the Agent company. The Agent company is where all processing occurs.

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:
* G/L Account by Company Maintenance

Users who are authorized to run any of the above should be granted permissions for the prospective tasks and security events. Please review your security setup in Role Maintenance and make appropriate changes.

Operation

G/L Account By Company Maintenance
This program can be found on the A/P Setup menu. It allows you to set up alternate Due To/Due From G/L account numbers by company code if the ones on the setup screen do not apply to all companies (Figure 2). Additionally, if you elected to 'Specify Valid Subsidiary Company Codes' in Setup, only the company codes entered here can be used as subsidiaries during Invoice data entry.

Figure 2

Once a Company Code has been entered, you will be prompted for a Company Name; this will default to the Company Code's standard Company Name but can be overridden. Enter the G/L account numbers to be used for offset postings to the Agent and Subsidiary company's G/L. If you leave either account number blank, the corresponding offset account specified on the Setup screen will be used. You can print a listing (Figure 3).

If you checked 'Default Distribution Company from Prior Row' in Setup, the company code in Invoice Data Entry or Manual Check Entry will default from the last valid company code entered during the current data entry session.

```
Multi-Company Offset Account Listing

                                                              ABC Distribution and Service Corp. (ABC)

Company        AAA        AAA copy of CAB
Agent Offset Account          960-00-00                       Agent Offset
Subsidiary Offset Account     960-00-04                       Subsidiary Offset

Company        ABC        ABC Distribution and Service Corp.
Agent Offset Account
Subsidiary Offset Account

Company        ABX        American Business Expressions
Agent Offset Account          960-00-00                       Agent Offset
Subsidiary Offset Account     79000-01-000-000-000            Subsidiary Offset

Company        BCA        BCA Subsidiary
Agent Offset Account          960-00-00                       Agent Offset
Subsidiary Offset Account     960-00-04                       Subsidiary Offset

Company        CAB        CAB Subsidiary
Agent Offset Account          960-00-00                       Agent Offset
Subsidiary Offset Account     960-00-04                       Subsidiary Offset

Company        CBA        CBA Subsidiary
Agent Offset Account          960-00-00                       Agent Offset
Subsidiary Offset Account     960-00-04                       Subsidiary Offset
```

Figure 3

Invoice Entry and Repetitive Invoice Entry
If you have batch processing enabled you will be prompted to enter a company code in the
Batch Entry window via a pop up (Figure 5). The field will default to the agent company code
and will become the default invoice header company code for each invoice entered within
this batch. Your only access to this field will be via the pop up each time you access batch
processing.

Invoice Entry, Repetitive Invoice Entry have been modified with a 'Company' button at the
bottom of the screen (Figure 4).

Figure 4

Click the 'Comp' button to access the default header company code of this invoice (Figure 5). This field defaults from the company code specified on the batch processing screen or to the agent company code if batch processing is not enabled.

Figure 5

If you specified to 'Fill Invoice Comment' in Setup, then the Invoice Header Comment field will be set to the header Company Code or the header Company Code & Invoice Number as you leave the header tab and the comment field is blank. The program will not overwrite the header comment if it contains a value.

If you checked the 'Check for Duplicate Invoice Numbers' option in Setup, all valid subsidiary companies will have their Open Invoice File, and the un-updated entries in Invoice Entry and Manual Check Entry files scanned for any duplicate invoice numbers for that same vendor. If a duplicate invoice exists, a pop-up window will appear, displaying the company codes with duplicate invoices (Figure 6).
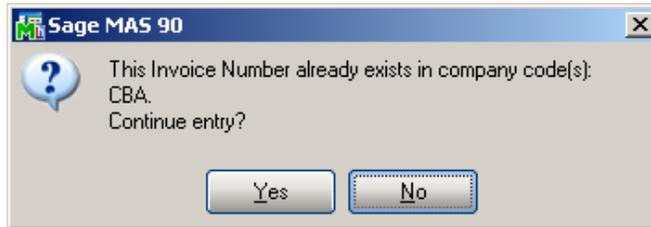
Figure 6

You can click either on 'Yes' to proceed or 'No' if you want to reenter the invoice number.

This Extended Solution does not create invoices in Subsidiary companies. The only time a duplicate invoice would be found is if data entry was performed in another company.

The distribution grid on the Lines tab has also been modified with a Company field (Figure 7). Each line will default from the Company Code on the header screen, but can be overridden. Once a line is entered you cannot change the Company Code on that line; you will need to delete the line and enter a new one if the Company Code is incorrect. The G/L Account on the initial row will default from the Vendor masterfile of the company associated with the row. If the subsidiary is blank, then it will default from the Vendor in the Agent Company Code. If that account is not valid in the subsidiary, then the G/L Account will default to blank.

If you specified to allow only valid company codes, then only those companies with a record in G/L Account By Company Maintenance will be allowed in the header or line Company Code fields.

Figure 7

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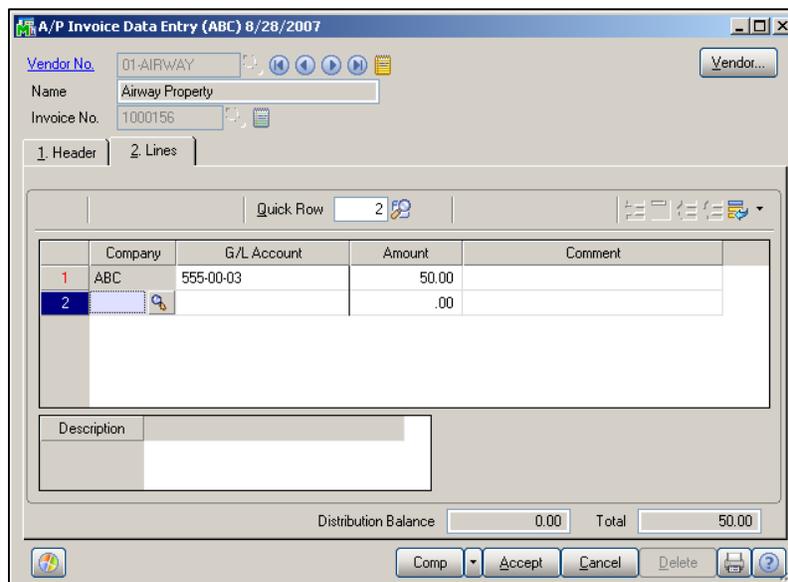
If Job Cost is integrated with Accounts Payable in the Agent Company, the Job related fields will be available (Figure 8) but only when the company on the line has their Accounts Payable integrated with Job Cost.   The Job Number, Cost Code, and Cost Types will validate according to the data files of the company code on the line. The initial row's retention rate will default from the vendor masterfile of the subsidiary company on the row.

Figure 8

Manual Check Entry

Like Invoice Entry, Manual Check Entry has been modified with a 'Company' button at the bottom of the screen (Figure 9) and a Company Code on the line of the General Ledger Distribution screen when invoices are being entered on the fly (Figure 10). Even though you have access to the 'Comp' button on the header tab prior to defining a Vendor, the Vendor Number on the header is still referring to the Agent Company's vendor.

Figure 9

Figure 10

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Job Cost is supported in the same manner discussed above (Figure 11). The Check Entry Header Comment will be defaulted in accordance with how you answered the Setup option Fill Invoice Comment. If an Invoice is created on the fly, the Invoice Comment will not be defaulted like it is in Invoice Entry.
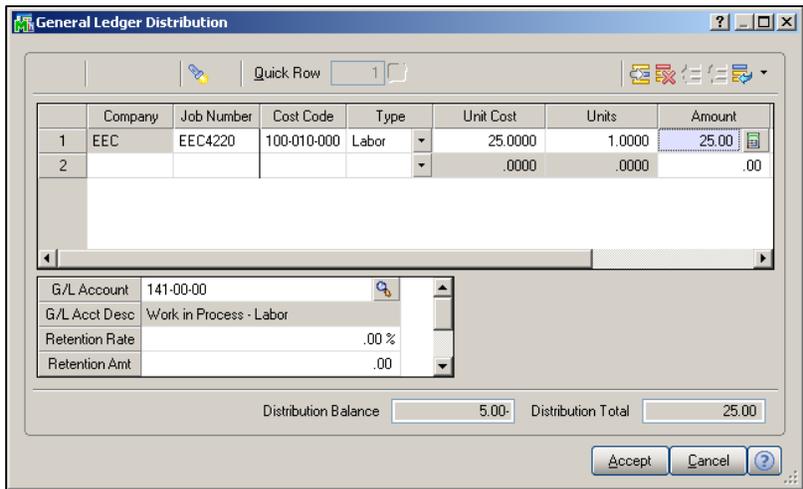
Figure 11

Invoice Register and Manual Check Register
The line company code will be included in the account description on the A/P Invoice Register (Figure 12). A/P Invoice Register Recap by Division (Figure 13) and Manual Check Register Recap by Division include the company code.

Figure 12

```
Accounts Payable Invoice Register – Recap By Division
Journal Posting Date: 5/1/2010
Register Number: AP-000004
                                                                    Edwardson Electric Company (EEC)

Division Number: 01 Subcontractors
  G/L Account              Description                              Debit              Credit
Company:   ABC
  165-00-00                Office and computer equipment             15.00
  990-01-00                Offset Account                                              15.00
                                               Company ABC Total:    15.00             15.00
Company:   EEC
  120-00-00                Prepaid Insurance                         40.00
  201-00-00                Accounts Payable                                            55.00
  720-01-00                Offset Account                            15.00
                                               Company EEC Total:    55.00             55.00
                                                Division 01 Total:   70.00             70.00
```

Figure 13

Invoice Register Update and Manual Check Register Update
During A/P Invoice and Manual Check Update, the invoice detail lines will be posted to the
specified company codes and their accounts. Rather than a debit to Accounts Payable, each
subsidiary company will have a debit to their specified Subsidiary G/L Offset Account. This
will be the account noted in Setup or G/L Account by Company Code Maintenance. The
agent company will have a debit to its Accounts Payable account for the entire register and
rather than expenses, will have posting(s) to the specified Agent Offset Account(s). This will
be the account noted in Setup or G/L Account by Company Code Maintenance.

The Agent company's source journal number will be used for all postings. Any taxes will post
to the Agent Company.

Upon Register update, the Invoice recorded in the Open Invoice, Transaction Payment
History, and History Header tables will retain the company code entered on the Invoice
Header. If you want to change the company code for that invoice, an Adjustment specifying
a new company code can be made.

If 'Update Subsidiary Company Vendor Info' was specified in Setup, the Purchases,
Payments, Last Purchase Date, Last Payment Date, Last Check Number, and Last Check
Amount fields will be updated in the vendor file of the subsidiary company for each
distribution line in addition to the update of the full invoice amount to the agent vendor.

Your accounting periods should remain consistent within company codes. If a prior posting
period is encountered in a subsidiary company then you will receive an Error log during the
Agent company's Invoice Register printing (Figure 14).

Accounts Payable Invoice Register Error Log
Register Number: 000005

Edwardson Electric Company (EEC)

Error Description

Posting Date falls into prior GL period in ABC

Figure 14

Job Cost Daily Job Transaction Register
If any subsidiary company references a Job Number on a line you will be prompted to print the Multi-Company Job Transaction Register. Answer yes to access the selection screen (Figure 15).

Figure 15

The window will be preloaded in the 'Company to Update' section with each subsidiary company that had an entry in the Manual Check Register or A/P Invoice Register referencing a Job Number. You can select/deselect companies from within this pop-up. When you click 'Proceed,' the program will print each of the Job DTRs as if they were being printed from within that Company Code from the A/P module. If you are not authorized to update the daily transaction register in the JC module in a company, that company will be listed in red and cannot be moved to the 'Company to Update' list.

💡 Once you have clicked 'Proceed,' the program will lock A/P Invoice Register update and Manual Check Register update for all of the Company codes that will have a Job DTR printed.

After the registers have printed, you will see the prompt: 'Do you want to update?' If you say 'Yes,' the program will update all of the Job DTRs from each of the companies from which a register printed, and the file locks will be removed.

If you select 'No' for either question, you can invoke the pop-up via an additional Multiple Company Job Daily Transaction Register menu option. No company codes will be preloaded when you select this menu option (Figure 16).
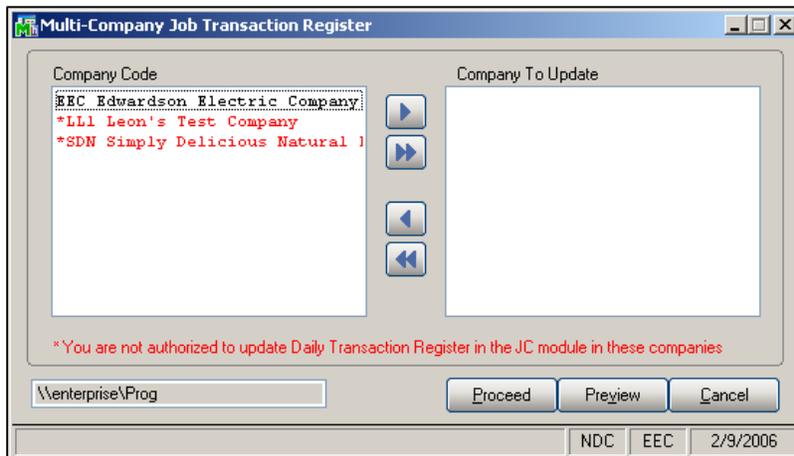
Figure 16

Credit Card Transfers
The 'Transfer' function is supported in Invoice Data Entry and Manual Check Entry. This can be a transfer from an Invoice which exists in a subsidiary company which is then paid by the agent company's credit card vendor or this can be a standard transfer from an on file invoice in the Agent's accounts payable to an agent credit card vendor.

When transferring from another company code's open payable, the transfer is always between the agent company and the company specified on the invoice line. The company code entered on the header has no effect on the transfer. Credit Card Payment Transfer Details has been modified to display the Company Code associated with the credit card vendor who will be transferred this payment (Figure 17).

Figure 17

The Accounts Payable Invoice Register has been modified to print the company code of the originating invoice next to the Vendor Name (Figure 18).

Figure 18

Invoice Payment Selection
The Invoice Payment Selection screen has been enhanced to include a range of company codes (Figure 19). This refers to the Company Code on the header of the invoice for invoices in the Agent Company.

Figure 19

Invoice Payment Selection Register
A Company Code field has been added to the Invoice Payment Selection workfile.

Check Register and Update
If 'Check Register in Detail' is checked in A/P Options, the A/P check register will reflect the company code associated with each G/L distribution (Figure 20).

Figure 20

If 'Update Subsidiary Company Vendor Info' was specified in Setup, Payments, Last Payment Date, Last Check Number, and Last Check Amount fields will be updated to the vendor of the

company code on the Invoice header. Any Discounts Earned or Lost as well as 1099 payment data will post to the agent vendor.

Reports
The Check History Report, Vendor Purchase Analysis Report, Monthly Purchase Report (Figure 21), Aged Invoice Report, A/P Trial Balance Report, and Cash Requirement Report have 'Company Code' added as a select field. This will select for the invoice header company code in the agent company only.
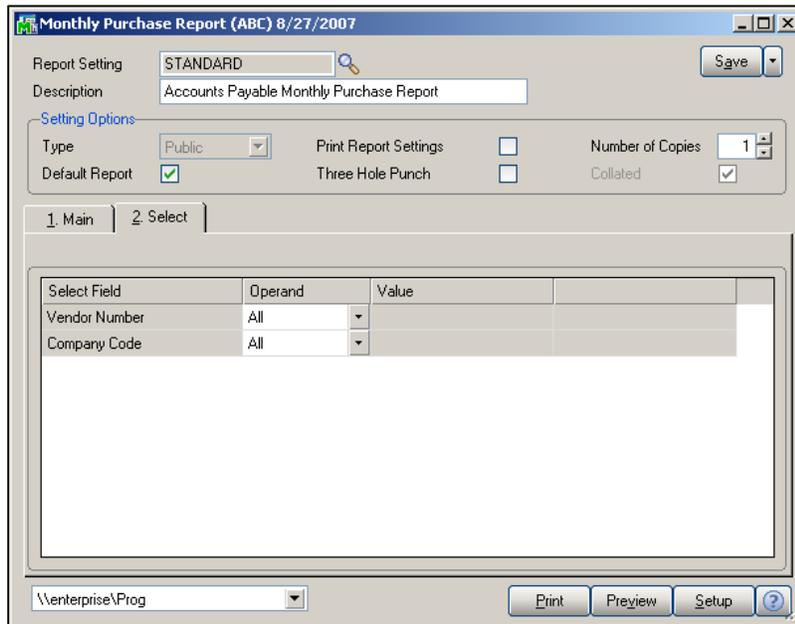
Figure 21

A Company Code field has been added to the work table files of all of these reports.

A 'Consolidate Across Companies' checkbox has been added to the Vendor Purchase Analysis Report (Figure 22).

Figure 22

When checked, each vendor's data will be the sum across all company codes selected. The Days to Pay/Days Over column will reflect data from the company code for which the report is generated. The PTD Purchases/YTD Purchases/PY Purchases selections will look at the total of all company codes (not each company code) to determine if a vendor should be included. If vendor numbers exist in other company codes but not in the one for which the report is generated, they will not be included in the report.

If the 'Consolidate Across Companies' option is unchecked, the report will print one entry per vendor/company code.

Accounts Payable Vendor Inquiry
A Company Code selection field has been added to the Statistics (Figure 23), Summary (Figure 24), and History (Figure 25) tabs. Only the data relating to the company code noted in this field will be displayed. It defaults to the agent company. Changing the company code on any of these tabs will change it on the other tabs.
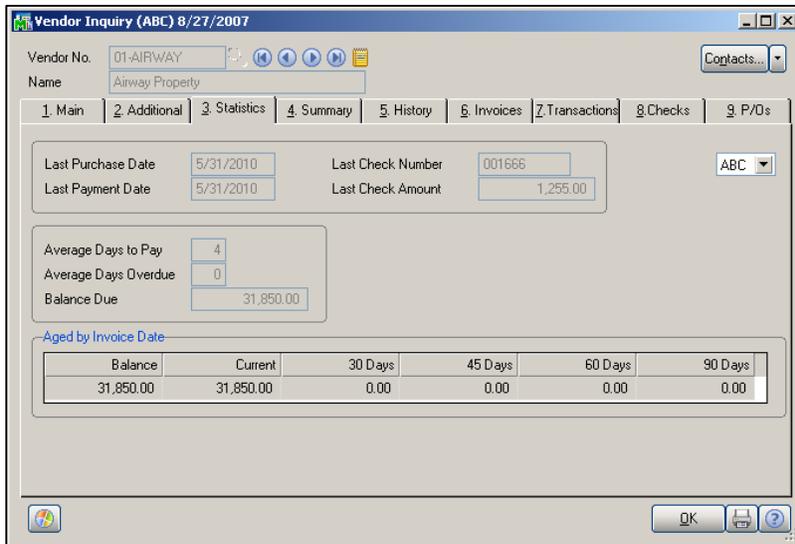
Figure 23
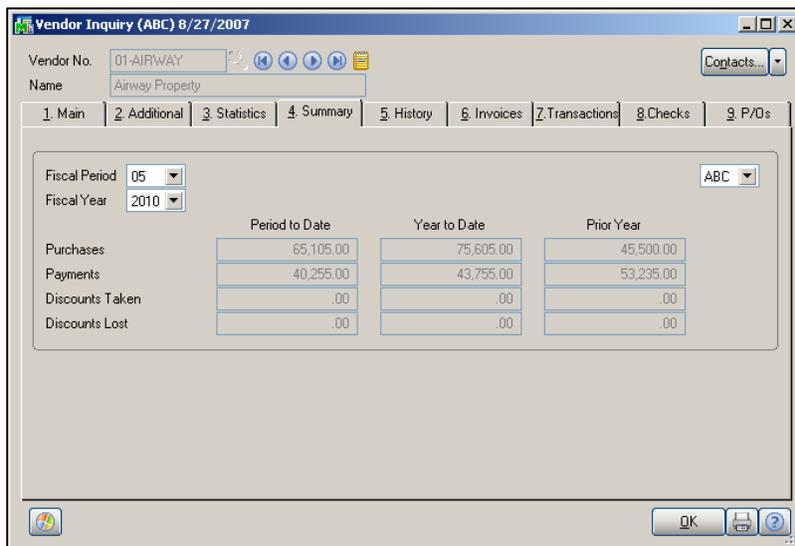
Figure 24
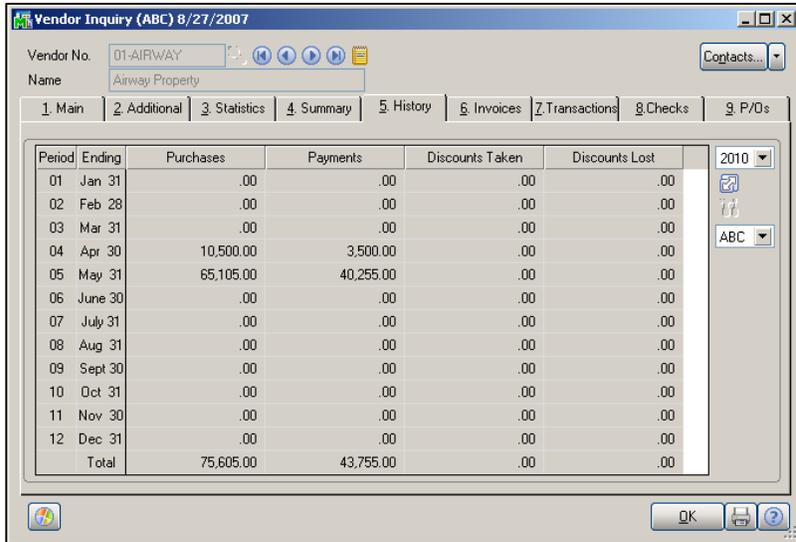
Figure 25

Vendor Maintenance or Inquiry, Invoices Tab

If you choose the Enhanced Invoice Inquiry option in setup, the first column of the Invoices tab in Vendor Maintenance and Inquiry will display the company code (Figure 26). The invoices will be displayed in default invoice display order and will include on-file invoices for all subsidiary companies. The totals fields on the inquiry screen will reflect the invoice totals across all subsidiary companies.

Figure 26

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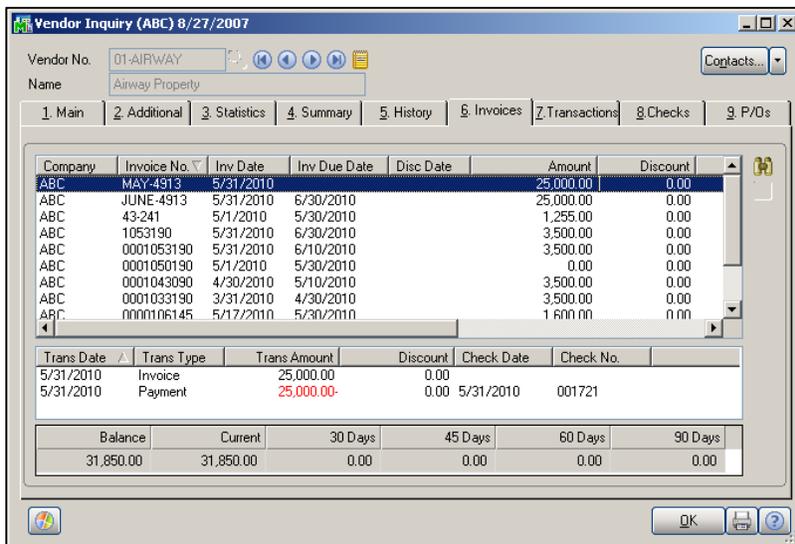
If you selected 'Prompt' for the Invoice Inquiry option, you will be prompted to display the company code version of the inquiry (Figure 27.

Figure 27

Drill into a selected invoice to see what companies were associated with each distribution line (Figure 28).
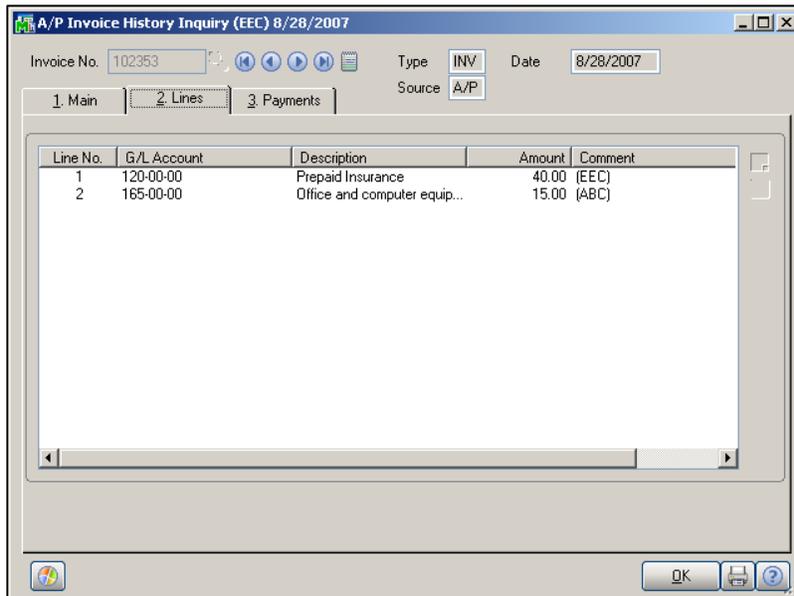
Figure 28

If a credit card transfer was performed, Payment History Inquiry will reflect the 'Transfer To' company code (Figure 29).
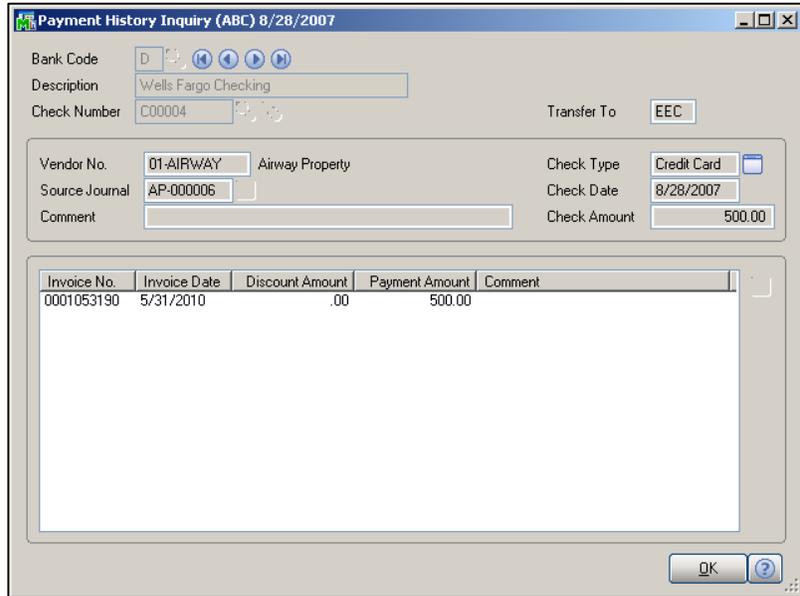
Figure 29

Visual Integrator Import Job Maintenance
When defining an import into any Accounts Payable file which contains multiple company validated data fields (e.g., G/L account number, Job Number), the 'line' Company Code field must precede all validated fields in the Data tab. If you use long G/L Account Numbers, the length and the max length of the AccountKey field should be changed from 9 to the longest of all the account numbers to be imported.

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

File:	*Fields:*
AP_AgedInvoiceWrk	CompanyCode_001
AP_CashRequirementsWrk	CompanyCode_001
AP_CheckHistoryHeader	CompanyCode_001
	TransferCompanyCode_001
AP_CheckHistoryWrk	CompanyCode_001
AP_CheckRegisterWrk	DetailCompanyCode_001
	InvoiceCompanyCode_001
AP_CheckStubWrk	CompanyCode_001
AP_DailyPostingWork	CompanyCode_001
AP_ExpenseByGLAccountWrk	CompanyCode_001
AP_ExtendedStubWrk	CompanyCode_001

AP_InvoiceDetail	CompanyCode_001
AP_InvoiceDetailPosting	CompanyCode_001
AP_InvoiceHeader	CompanyCode_001
AP_InvoiceHistoryDetail	CompanyCode_001
AP_InvoiceHistoryHeader	CompanyCode_001
AP_InvoiceHistoryPosting	CompanyCode_001
AP_InvoiceHistoryWrk	DetailCompanyCode_001
	HeaderCompanyCode_001
AP_InvoicePaymentListingWrk	InvoiceCompanyCode_001
	JobCompanyCode_001
AP_InvoiceRegisterWrk	CompanyCode_001
	HeaderCompanyCode_001
AP_ManualCheckInvDetail	CompanyCode_001
AP_ManualCheckInvDetailWork	CompanyCode_001
AP_ManualCheckHeader	CompanyCode_001
AP_ManualCheckRegisterWrk	DetailCompanyCode_001
	InvoiceCompanyCode_001
AP_MonthlyPurchaseWrk	CompanyCode_001
AP_MultiCompJobDistDetail_001	All Fields
AP_MultiCompOffsetAccount_001	All Fields
AP_MultiCompOffsetAcct_001_Wrk	All Fields
AP_MultiCompOpenInv_001_Wrk	All Fields
AP_PaymentHistoryWrk	TransferCompanyCode_001
AP_OpenInvoice	CompanyCode_001
AP_OpenInvoiceByJobWrk	CompanyCode_001
AP_RecapByDivisionWrk	CompanyCode_001
AP_RepetitiveInvoiceDetail	CompanyCode_001
AP_RepetitiveInvoiceHeader	CompanyCode_001
AP_RepetitiveInvoiceListingWrk	DetailCompanyCode_001
	HeaderCompanyCode_001
AP_SummaryDrillDownWork	CompanyCode_001
AP_TransactionPaymentHistory	CompanyCode_001
AP_TrialBalanceWrk	CompanyCode_001
	HeaderCompanyCode_001
AP_VendorPurchaseAnalysisWrk	CompanyCode_001

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

Helpful Hints

- No A/P Invoice information will be written to the Subsidiary companies' A/P data files; therefore the A/P Expense By G/L Report will no longer be meaningful in any company.

- To complete the G/L processing in each Subsidiary company, it is necessary to run the Daily Transaction Register. SWK Technologies, Inc. Extended Solution GL-1026, *Multi-*

Company Update of the Daily Transaction Register, can make this process easier and faster.

- 'Default Distribution From Prior Row' might not actually be defaulting from the prior row if you insert a row. It will default from the last value entered (likely the last row listed). After the insertion, if you return to a new row, it will not default from the row above it, it will default from the value in the row inserted.

What's New
With the 8-21-08 release

- Added Setup option 'Default Distribution Company from Prior Row'.

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 SWK Technologies, Inc. to the standard operation of 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 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.