Multiple Divisions/Companies on Checks
AP-1016

Overview
This Extended Solution allows a single Accounts Payable check to be generated to pay on file invoices for the same Vendor number across multiple divisions and/or multiple company codes.

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).
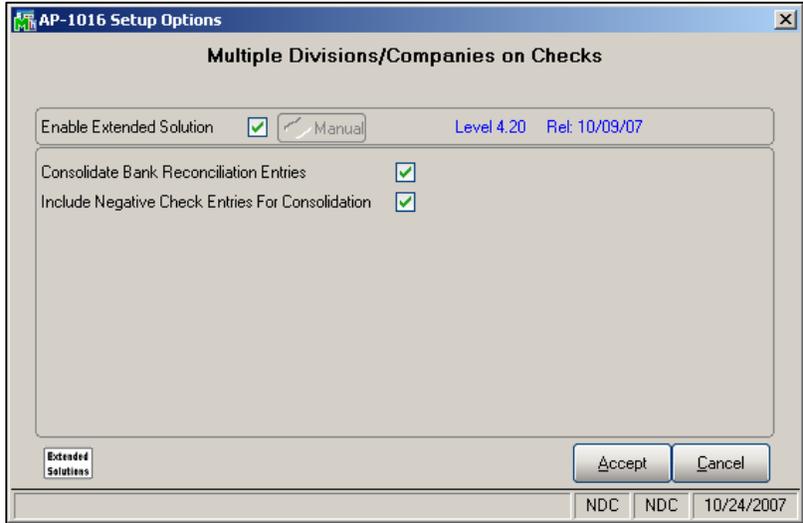
Figure 1

Answer the following prompts:

   CONSOLIDATE BANK RECONCILIATION ENTRIES: This question only affects postings when consolidating by Division, not when you are consolidating by Company Code.
Check this box to create a single consolidated entry in B/R for the total check amount. The posting comment will contain the register number + Vendor Name. Leave blank to create multiple B/R entries for the same check number, one for each Division/Vendor with that Vendor's portion of the actual check.

   INCLUDE NEGATIVE CHECK ENTRIES FOR CONSOLIDATION: Check this box to include negative check entries for consolidation.

> If you use the 'Include Negative Check Entries For Consolidation' option and you plan to consolidate checks by company, you must enable this Extended Solution in your primary company and all other companies whose checks will be consolidated into the primary company and have this option checked in those companies as well. Otherwise negative checks from those companies will not be updated correctly.
>
> If you do not use the 'Include Negative Check Entries For Consolidation' option or you do not plan to consolidate checks by company, you should enable this Extended Solution in you primary company only.

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

Operation

Vendor Maintenance note
Regardless of consolidation method, the vendors for which the consolidation will be performed must be on file in Division 00 in the company from which you are printing consolidated checks. It is the constant data for the vendor in this division which prints on the vendor's check. It is not necessary for any invoices to be on file for this vendor in Division 00; it is only necessary that constant data is recorded there.

Invoice Selection
The invoice selection process must be performed in each company to be included in the consolidation. During Invoice Payment Register Printing, after you select a printer Consolidate by Divisions/Companies selection window will appear (Figure 2).
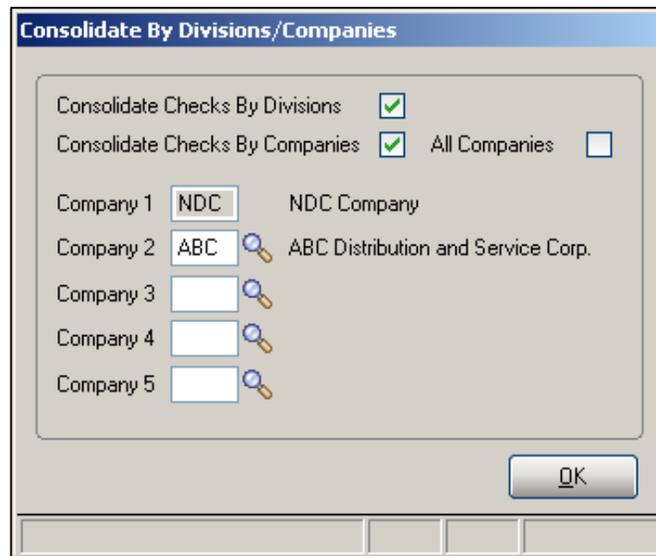

Figure 2

   CONSOLIDATE CHECKS BY DIVISIONS: Select this option to combine invoices for like vendors across all divisions into one entry within the company code, regardless of division.

   CONSOLIDATE CHECKS BY COMPANIES: Select this option to combine invoices for like vendors across all company codes or the five specific companies, into one entry.

Check both to combine all invoices for like vendors across all divisions of all of the companies specified into one entry.

When 'Include Negative Check Entries for Consolidation' is checked in Setup, the 'All Companies' check box refers to all companies with AP-1016 enabled. If this option was unchecked it refers to all companies with the A/P module activated.

If you elected to include negative checks, negative checks will be included on a consolidated check only if the resulting check has a positive amount.

Consolidated checks are not created at this point. You must still perform check consolidation during check printing.

If the same vendor across different divisions is using the same invoice numbers the invoice payment selection register may not pick up duplicate invoices. To fix this, modify the invoice payment selection listing as follows:
1. Un-suppress the details section.
2. Move all the invoice fields from the 'Group header #4 section' to the details section.
3. Suppress the 'Group header #4' section.

Check Printing
Consolidated check printing may be performed in any company which has AP-1016 enabled. A/P Check Printing has been modified with a 'Consolidate' button (Figure 3). Click this button to access the Consolidate by Divisions/Companies window (Figure 2).

Figure 3

You should make the same selections here that you made in Invoice Selection.

Only check entry number '001' for each vendor is consolidated. Entry numbers other than '001' are printed using the original vendor number's constant data.

During the consolidated check printing process if a vendor is encountered which is not on file in Division 00 of the resident company code, the consolidation process is halted and the following message will appear (Figure 4):

Figure 4

Add the missing vendor to Division 00 in this company code then restart the consolidated check printing.

For consolidation by company only, the vendors must be on file in the company from which you are printing checks. The constant data is pulled from there. If they are not on file, you will receive a message similar to the one above. At this time you must add the vendor to the company from which you are working.

When both options are selected, one Accounts Payable check is printed for the selected Vendor's invoices in the specified companies, regardless of division.

Extended Stub Printing
A 'Consolidate button has been added to the Extended Stub Report selection screen (Figure 5). Click this button to access the Consolidate by Divisions/Companies window (Figure 2) and make the appropriate selections.
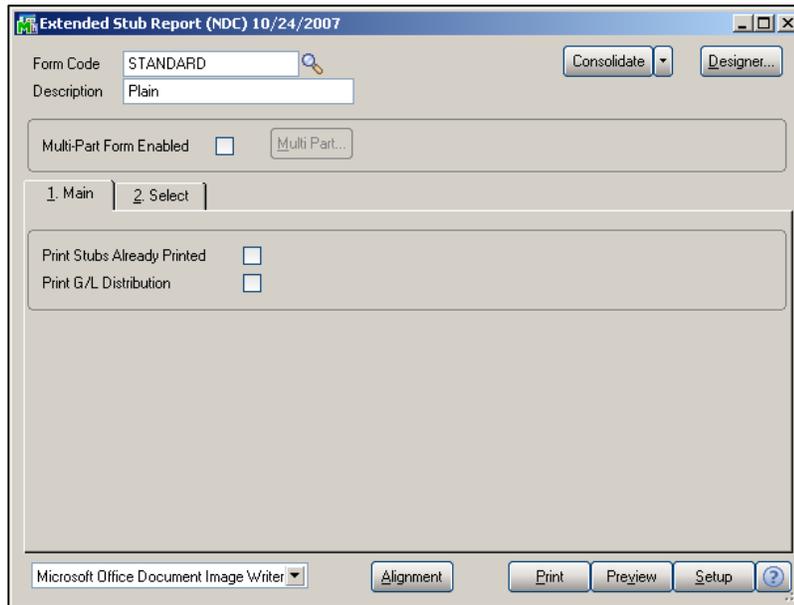
Figure 5

One extended stub will be printed for each individual vendor whose invoices were consolidated during the check printing.

If the same vendor across different divisions is using the same invoice numbers you will need to modify the check stub reports in Formula Workshop – Formula Editor as follows:
1. Create a new formula: formula = {AP_CheckStubWrk.OrigCompany_001} + {AP_CheckStubWrk.InvoiceNo}
2. In Group Expert, remove InvoiceNo and use the new formula.

Check Register Printing and Update
When consolidating across divisions, the check number will be repeated under each vendor number whose invoices were consolidated. The check amount will reflect only the amount paid for that vendor.

When consolidating across companies, you will need to print and update your register from each company which contained activity. Like vendors across the same companies will reflect the same check numbers but the check amount will reflect only the amount paid for that vendor.

No changes have been made to the update process, except those noted in Setup regarding the posting to the B/R module.

💡 If you use the 'Include Negative Check Entries For Consolidation' option, you will not receive the 'Checks Must Be Printed' warning during Check Register Printing. All checks not printed will simply be skipped during Check Register Printing and Update.

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_CheckStubWrk	OrigCompany_001
	OrigDivision_001
	OrigCheckEntryNo_001
AP_ExtendedStubWrk	OrigCompany_001
	OrigDivision_001
	OrigCheckEntryNo_001
AP_InvoicePaymentListWrk	OrigCompany_001
	OrigDivision_001
	OrigCheckEntryNo_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
- When consolidating checks by company codes, the Bank Code must exist in all the companies.

- *Check reversal:* You must process each vendor separately, updating after each vendor. If the vendors are in separate companies, you must reverse checks in each company for each vendor in each division.

What's New
With the 08-25-08 release
- Added content for modifying the invoice payment selection listing and check stub reports when a vendor across different divisions is using the same invoice numbers.

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.