

## Multi Company Manual Check Update

AP-1097

### Overview

This Extended Solution provides the ability to print and update the manual check registers for multiple companies simultaneously. It 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](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](mailto: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
- Extended Solutions Setup options

### *Custom Office*

If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time*

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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).

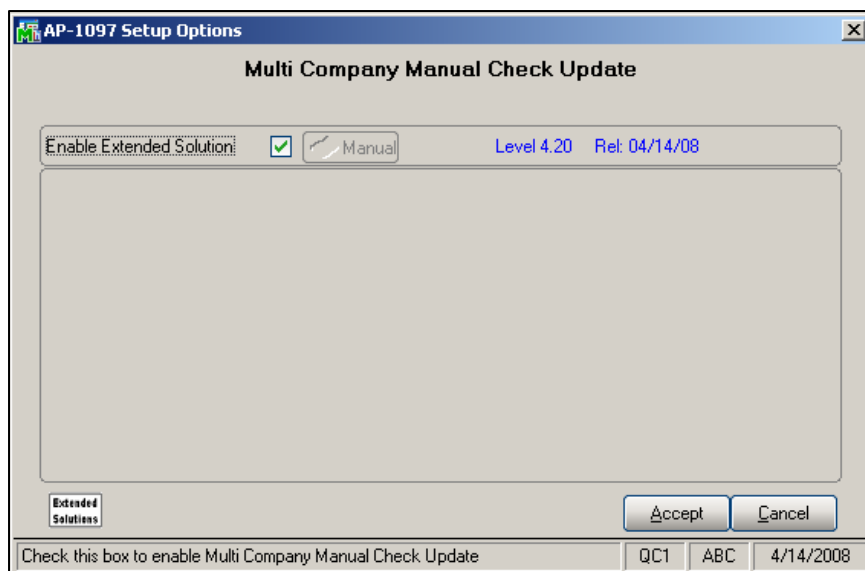


Figure 1

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, Main Menu:

- Multi-Company Manual Check Update

The following security permissions must be associated with the Role of the User Codes who will perform the functionality of this Extended Solution:

- 'Update' permission for 'Multi-Company Manual Check Update' to access the 'Select Company To Update' screen.
- 'Print' and 'Update' permission for 'Manual Check Register' in each selected company

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in order to Print or Preview.

- 'Allow Updating of Journals from Preview' Security Event in all selected companies in order to use the Preview button.

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

## Operation

Multi-Company Manual Check Update has been added to the A/P Main Menu (Figure 2).

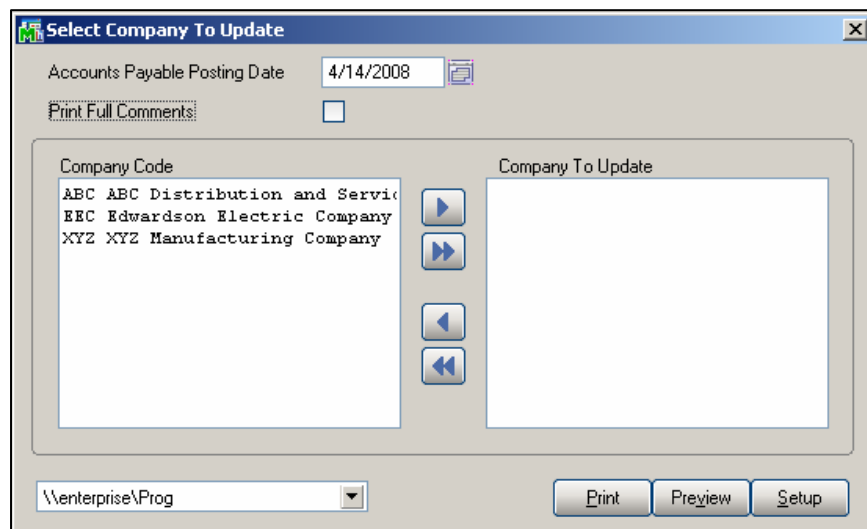


Figure 2

Enter the Accounts Payable Posting Date to be used in all of the companies selected. You will receive the standard MAS 90 MAS 200 warnings if the posting date falls into future/prior General Ledger period in any of the selected companies to update when Print or Preview is clicked. The utility will not run if any prior periods are encountered.

The Company Code side of the screen will list all of the companies on the system which the user has rights to perform A/P manual check register update. Use the arrow buttons to select/deselect the companies that require register print and update.

Click 'Preview' to start the update process and preview the register. Click 'Print' to start the update process and print the register. The following standard MAS 90 MAS 200 prompts are suppressed:

'Do You Want To Update The Manual Check Register' - assumes 'Yes'

'Manual Check Register File Empty'

You will not be prompted to print the Daily Transaction Register at the end.

Regardless of whether you clicked Preview or Print, the system will automatically update the journal in all of the selected companies.

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If an error occurs during the register printing or update process, the operation will be aborted for that company and will move onto the next company code.

### Helpful Hint

- All company data and customized Crystal Reports must be running the same version of MAS90 MAS200 in order for this to function.

### What's New

With the 04-15-08 release:

- Converted to the 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 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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