Champ Systems, Incorporated

A/P Common Vendors

User Guide

For Sage 100 - Version 2014 (Level 5.10)

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Introduction

The **Common Vendors** enhancement for MAS90 allows users to maintain the Vendor Masterfile static data for the same vendor in multiple companies from one master company.

This enhancement is intended for MAS90 users who are processing A/P for multiple companies, but are using the same basic set of vendors for all of the companies. A setup program allows users to specify the master company and the participating companies for each common vendor group. The participating companies are referred to as the member companies. When you go into **Common Vendor Maintenance** for one of the member companies, you are automatically switched to the master company to enter the changes. Upon exiting **Common Vendor Maintenance**, you will be prompted to update the changes into all of the member companies. You may choose to do so then, or wait until later and perform the update by accessing it directly from the launcher. Changes posted to the member companies include all vendor static data, memos and contacts; as well as adding and deleting vendors.

This enhancement is fully parameterized so you may create one or more common vendor groups. A company may not be in more than one group, but companies in the system do not have to be in any group.

Installation and Registration

See the separate Installation and Registration Instructions you received with the enhancement. Please read all documentation and have a valid backup prior to installation.

Scope of Documentation

This guide assumes that the standard Sage 100 ERP A/P module has already been installed and that the user is familiar with its operation. This guide describes only the changes associated with the A/P Common Vendors enhancement.

Setup

A/P Common Vendor Options

This new program is on the Accounts Payable Setup menu. A listing is available.

Enable Common Vendors
Check this box to activate the enhancement for this company. Activating the enhancement also identifies this company as the master company. The enhancement should only be activated for companies that will be the master company.

Synchronize 1099 Setup Data
This option is used when the vendor data is copied from the master company to the member companies. This covers the 1099 setup data, not the actual 1099 dollar amounts. The valid entries are:
> Always
> New vendors only
> Never

Synchronize Contacts
This option is used when the vendor data is copied from the master company to the member companies. The valid entries are:
> Always
> Don't overwrite existing contacts
> Never

Synchronize Memos
This option is used when the vendor data is copied from the master company to the member companies. The valid entries are:
> Always
> Don't overwrite existing contacts
> Never

Post Blank GL Accounts to Members
This option is used when the vendor data is copied from the master company to the member companies and the default Data Entry GL Account for a vendor in the master company is blank. If this field is checked then the blank will be copied from the vendor in the master company to the vendor in the member company. Otherwise, the default Data Entry GL Account will be left as is for the member vendor.

Common Vendor Group Maintenance

This new program is on the Accounts Payable Setup menu. It is only available for the master company, that is, companies with A/P Common Vendors activated. A listing is available.
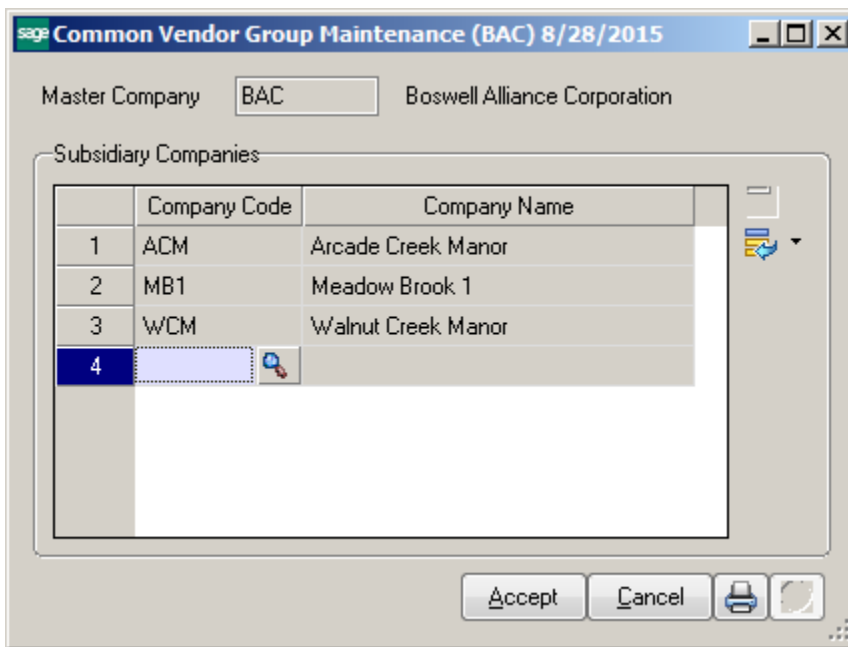
Company Code
Enter the valid company code for each member company. The company must already exist in Sage 100 and the A/P module must be activated. The master company may not be entered as a member company.

Using the Enhancement

The following explanation applies only to changes to the standard Sage 100 A/P module.

Common Vendor Maintenance

This new program is on the Accounts Payable Main menu. If you access it from a member company you will be switched to the maser company. The vendor record in the master company will be changed. The switch can be identified by the company code in the title bar of the panel. If you access this from the master company, you will remain in the master company. The program looks the same as standard **Vendor Maintenance**; however, only certain fields are available for entry. They are: everything on the Main panel, the Additional panel, memos and contacts. When any of that data is changed, the system records that in the Common Vendor Update Journal file for each vendor. When you exit the program you will be are prompted to post the changes to all of the member companies. If you answer **No** at that moment, the changes are retained in the journal file and will be posted whenever you answer **Yes** to the prompt. (See **Common Vendor Update** for more detail.)

NB: Use **Vendor Maintenance** to access the other features and panels. Changes made in **Vendor Maintenance** are not posted to the Common Vendor Update Journal file and are not copied from the master company to any member company.
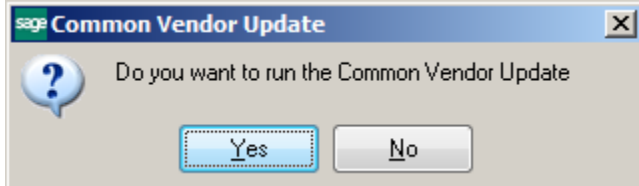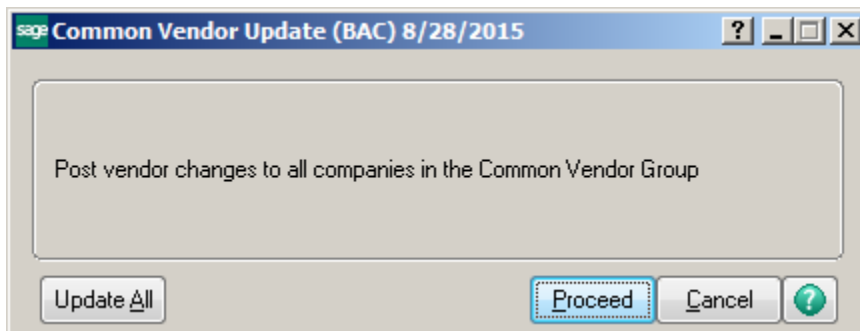

Common Vendor Update

This new program is on the Accounts Payable Utilities menu. If you access it from a member company you will be switched to the maser company. This program is used to update all of the vendor changes from the master company to the vendors in the member companies. Generally, it is accessed as you exit **Common Vendor Maintenance** when prompted. However, it may be run from here as well.

When the program is run, all vendor static data is posted from the master company as it is at that moment to the vendors in each member company. This is done only for those changes in the in the Common Vendor Update Journal (from **Common Vendor Maintenance).** If a new vendor was added, then it will be added into the member companies as well.

If the **Update All** button is clicked, then the static data from <u>all</u> vendors in the master company is posted each member company, not just the changes in the Common Vendor Update Journal. This

is generally used only once when the enhancement is first installed on an existing Sage 100 system. This button is only available to those users whose security settings from **Role Maintenance** allow them access to the feature.

Frequently Asked Questions

How do I enable/disable the "Update All" option in the Common Vendor Update?
This is a new A/P Security Event with the Common Vendor enhancement. Use Role Maintenance.

Can the data in the Common Vendor Update Journal file be used as an audit log to see who has made what changes to which vendors?
No. The journal file only records the <u>fact</u> that the vendor static data has been changed, not what the exact changes are. When the **Common Vendor Update** is run, all static data for each changed vendor will be copied to all of the member companies and the Common Vendor Update Journal file is cleared.

Can I choose which member companies to update?
No. When the **Common Vendor Update** is run, all companies identified as member companies in **Common Vendor Group Maintenance** will be updated.

What happens when the default Data Entry GL Account for a master vendor does not exist in a member company?
Before making the change, the **Common Vendor Update** program verifies that the GL account from the master vendor exists in the member company. If not, the existing default Data Entry GL Account for the member vendor is left unchanged.

What happens when the Terms Code for a master vendor does not exist in a member company?
Before making the change, the **Common Vendor Update** program verifies that the Term Code from the master vendor exists in the member company. If not, the Term Code for the member vendor is set to "00", which must exist.

What happens when the Inactive Reason Code for a master vendor does not exist in a member company?
Before making the change, the **Common Vendor Update** program verifies that the Inactive Reason Code from the master vendor exists in the member company. If not, the Inactive Reason Code for the member vendor is set to "OUTOB", which must exist.