

Champ Systems, Incorporated

A/P Inter-Company Trust Posting User Guide

For Sage 100 – Version 2015 (Level 5.20)

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Table of Contents

Introduction	3
Installation and Registration	3
Scope of Documentation	3
Setup	4
Inter-Company Trust Options	4
Distribution Company Maintenance	4
Using the Enhancement	6
A/P Invoice Data Entry	6
A/P Invoice Register	7
A/P Invoice Register – Recap by Division	7
A/P Invoice Register Update	7
Explanation of G/L postings	7
Sample G/L postings	8
A/P Manual Check and Payment Entry	8
A/P Manual Check and Payment Register	8
A/P Manual Check and Payment Register – Recap by Div	8
A/P Manual Check and Payment Register Update	8
A/P Repetitive Invoice Entry	9
A/P Repetitive Invoice Listing	9
A/P Invoice History Inquiry	9
Daily Transaction Register	10
Frequently Asked Questions	11

Introduction

This enhancement provides the ability to have one company (identified as the **trust**) enter A/P invoices while distributing the general ledger expenses to an unlimited number of other (**distribution**) companies. Accounts Payable only needs to be active in the trust company. A setup program defines which company is the trust and which companies are the distribution companies associated with that trust company. The setup program also identifies the Due-to Trust Company and Due-from Distribution Company accounts for the inter-company general ledger postings. Multiple trusts can be established and there can be companies on the system that are not involved in any trust at all.

As invoices are entered in the trust company, the system allows you to enter the distribution company before entering the general ledger account. All accounts are verified and displayed from the distribution company entered on each line. The account Lookup displays from the distribution company as well. The distribution company code prints on the Invoice Entry Register and the inter-company postings show on the Invoice Entry Register Recap. As the invoices are updated, the system posts to the Accounts Payable Liability in the trust, while the expenses are posted to the distribution companies as entered. Inter-company postings are made to the general ledgers of all the companies involved to take care of the Due-to Trust and Due-from Distribution postings. The enhancement affects Manual Check Payments and Repetitive Invoicing in the same manner.

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.

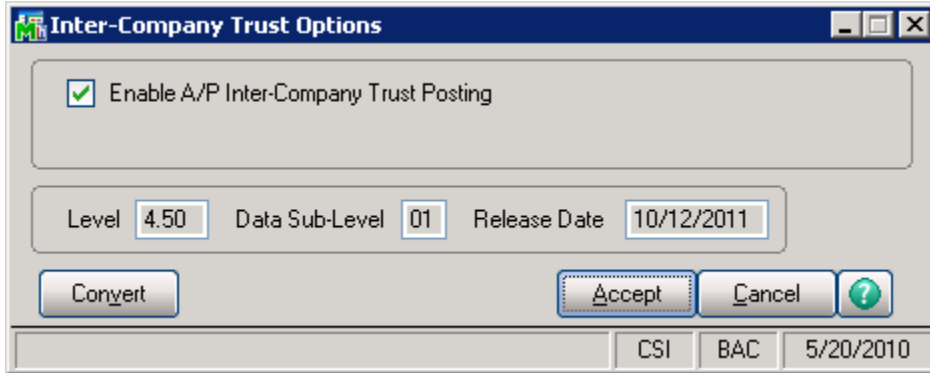
Scope of Documentation

This guide assumes that the standard Sage 100 G/L and A/P modules have already been installed and that the user is familiar with their operation. This guide describes only the changes associated with the A/P Inter-Company Trust Posting enhancement.

Setup

A/P Inter-Company Trust Options

This new program is on the Accounts Payable Setup Menu. When you access this program for the first time, you will be prompted to convert the files in order to be able to activate the enhancement. You only need to convert the files for companies that will be set up as a trust company.

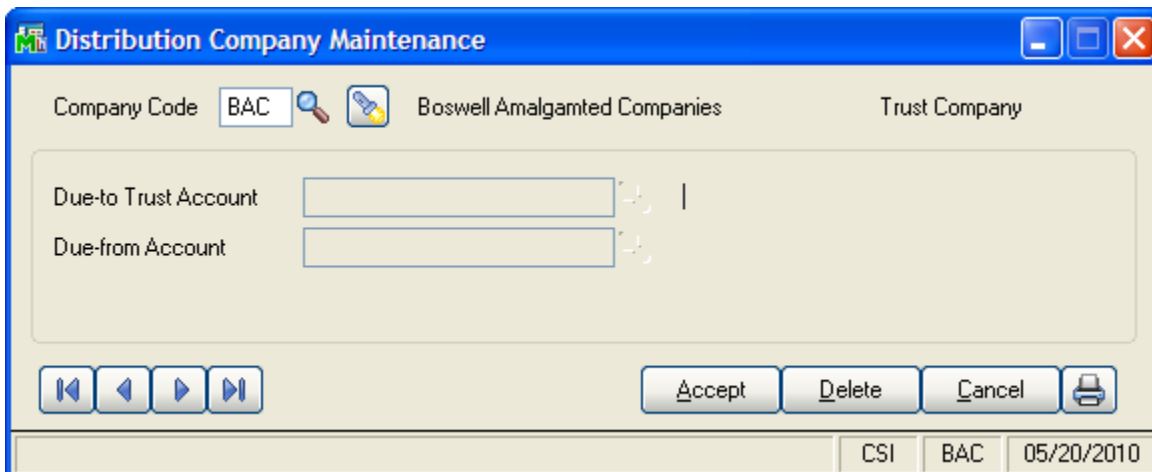


Enable A/P Inter-Company Trust Posting

Check this box to activate the enhancement for this company. Activating the enhancement also identifies this company as a trust company. The enhancement should only be activated for companies that will be the trust company.

Distribution Company Maintenance

This new program is on the Accounts Payable setup menu. It is only available for the trust company, that is, companies with A/P Inter-Company Trust Posting activated.



The first time you access this program, the system creates a blank record for the trust company, looking like the sample above. Accept the record. Deleting it will delete all of the distribution company records.

Distribution Company Maintenance

Company Code Arcade Creek Manor

Due-to Trust Account Due To Boswell Trust - ACM

Due-from Account Due From Arcade Creek Manor

Accept Delete Cancel

CSI BAC 05/20/2010

Company Code

Enter a valid company code to be used as a distribution company. The company must already exist in Sage 100 and the G/L module must be activated.

Due-to Trust Account

Enter the Due-to Trust liability account in the distribution company. The Lookup displays the accounts in the distribution company.

Due-from Account

Enter the Due-from receivable account in the trust company for this distribution company.

Using the Enhancement

The following explanation applies only to using the programs in the trust company. If you access them in a company that is not set up as a trust company, there are no changes to the standard operation.

A/P Invoice Data Entry

One new column, **Distr Comp**, is added to the **Lines** panel. It is the leftmost column and cannot be moved.

Vendor No. 00-0001162
Name BELSON OFFICE SUPPLY
Invoice No. 450_001

1. Header | 2. Lines

Quick Row 5

	Distr Comp	G/L Account	Amount	Comment
1	ACM	6800-000	100.00	Distributed to company ACM.
2		6800-000	80.00	Distributed to trust company.
3	BAC	6810-000	40.00	Also distributed to trust company.
4	ABC	765-00-04	130.00	Note different G/L account format.
5			.00	

Description

Distribution Balance 0.00 Total 350.00

Accept Cancel Delete

Distr Comp (Distribution Company)

Enter a valid company that has already been set up as a distribution company for this trust company (lines 1 & 4). You can leave the column blank (line 2) or enter the trust company code (line 3) to reference accounts in the trust company. The Lookup displays the valid distribution companies for this trust company.

G/L Account

The entry at this standard field is changed so that if you make an entry at **Distr Comp** the system validates the G/L account against the distribution company's chart of accounts. Likewise, the Lookup displays the accounts from the distribution company. Note that the G/L account format for the distribution companies does not need to be the same as the trust company or the other distribution companies (line 4).

A/P Invoice Register

This program adds the company code plus a colon to the front of the G/L Account Number. The combined data prints right after the "G/L Account" heading. If the Distribution Company was left blank, the trust company code will be used so that the G/L Account will always show the company and account number.

A/P Invoice Register - Recap by Division

For the trust company, the recap prints the Due-from Distribution Company accounts. After the trust company recap prints, a separate recap prints for each distribution company that was entered. Each distribution company recap shows the accounts as entered offset by the Due-to Trust Company account for that distribution company.

A/P Invoice Register Update

In addition to all of the standard updating, this update makes the inter-company postings to the General Ledger. Inter-company postings are made into the G/L Daily Transaction File of the each distribution company.

Explanation of G/L Postings

In the trust company:

- 1) For lines distributed to the trust company, the system posts to the line accounts as entered.
- 2) For lines distributed to a distribution company, the system debits the Due-from Distribution Company account as set up in Distribution Company Maintenance. If the same distribution company is used multiple times, the posting is summarized.
- 3) The system posts to Accounts Payable, the Sales Tax accounts and Discounts per the standard A/P Setup Options for the trust company.

In each distribution company entered:

- 1) The system posts to the distribution accounts as entered. The posting will be formatted in the same manner as the standard distribution postings to the General Ledger.

2) The system credits the Due-to Trust Company account as set up in Distribution Company Maintenance (in the trust company). If the same distribution company is used multiple times, the posting is summarized.

Sample G/L postings (based on the entry shown in the A/P Invoice Data Entry section)

In company BAC, the trust company:

Debit	Due-from company ACM	\$100.00	Line 1 (Distribution Company Maint.)
Debit	6800-000	\$80.00	Line 2 (as entered)
Debit	6810-000	\$40.00	Line 3 (as entered)
Debit	Due-from company ABC	\$130.00	Line 4 (Distribution Company Maint.)
Credit	Accounts Payable	\$350.00	Invoice Total (A/P Division Maint.)

In company ACM, a distribution company:

Debit	6800-000	\$100.00	Line 1 (as entered)
Credit	Due-to BAC Trust	\$100.00	Line 1 (Distribution Company Maint.)

In company ABC, a distribution company:

Debit	765-00-04	\$130.00	Line 4 (as entered)
Credit	Due-to BAC Trust	\$130.00	Line 4 (Distribution Company Maint.)

A/P Manual Check and Payment Entry

When you reference an existing invoice, there are no changes to this program. If you create a new invoice on-the-fly, the standard system takes you to the Invoice Entry window to enter the invoice distribution. The **Lines** panel of that window behaves as described for A/P Invoice Data Entry.

A/P Manual Check and Payment Register

For new invoices, this register prints the distribution company as described for the A/P Invoice Register.

A/P Manual Check and Payment Register – Recap by Division

For new invoices, this register prints the recap as described for the A/P Invoice Register Recap.

A/P Manual Check and Payment Register Update

For new invoices, this program updates the G/L postings as described for the A/P Invoice Register Update.

A/P Repetitive Invoice Entry

The **Lines** panel behaves as described in A/P Invoice Entry.

A/P Repetitive Invoice Listing

The distribution company information prints on the listing as described for the A/P Invoice Entry Register.

A/P Invoice History Inquiry

On the **Lines** panel, this program adds the company code plus a colon to the front of the G/L Account Number. The combined data displays in the G/L Account column. For postings referring to a distribution company, the Account Description is from the distribution company.

A/P Invoice History Inquiry (BAC) 05/20/2010

Invoice No. 450_001 Type INV Date 05/20/2010
Source A/P

1. Main 2. Lines 3. Payments

Line No.	G/L Account	Description	Amount	Comment
1	ACM: 6800-000	Telephone - ACM	100.00	Distributed to company ACM.
2	BAC: 6800-000	Telephone	80.00	Distributed to trust company.
3	BAC: 6810-000	Postage	40.00	Also distributed to trust company.
4	ABC: 765-00-04	Miscellaneous expense	130.00	Note different G/L account format.

OK Print Help

Daily Transaction Register

After this program has completed running for the trust company, it loops through all of the associated distribution companies and runs the Daily Transaction Register for any distribution company that has postings. This allows you to print and update the Daily Transaction Register for each distribution company without having to switch companies on the menu. If Paperless Office is activated, each register observes the Paperless Office setup established for that distribution company.

Frequently Asked Questions

Does A/P need to be activated in the distribution companies?

No. In the simple case, A/P is activated only in the trust company and all A/P processing is done in that company.

Can A/P be activated in the distribution companies?

Yes, but only the companies that are set up as a trust company can post into the other companies. If A/P is activated in a distribution company that is not set up as a trust company, you will only be able to post to that company.

I have a set of companies that all need to be able to post to each other. Can this be done?

Yes. Set up each company as a trust company. In each trust company, set up all of the other companies as distribution companies.

Which company issues the 1099's?

The 1099 information is based on which company pays the invoices. This enhancement does not affect that rule in any way. No attempt is made to "push" the payment information back into the original distribution companies of the invoice.

Do the distribution companies need to have the same Chart of Accounts, GL account format or fiscal year definition as the trust company?

No, to all three questions.