



Champ Systems, Incorporated

G/L Cash/Accrual Financial Reporting User Guide

For Sage 100 – Version 2017 (Level 5.40)

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Introduction

This enhancement provides the ability for a business to maintain two parallel sets of General Ledger books in two separate companies within Sage 100. One company runs on an accrual basis, which is the Sage 100 standard, and the other company runs on a cash basis. The two companies do not need to use the same fiscal year, but they must use the same chart of accounts. Once the postings are made, any standard Sage 100 reporting tool may be used to generate financial reports from either company. The enhancement is designed so that after the initial setup is complete, all processing is done in the accrual company and the appropriate postings flow from the accrual company to the cash company with minimal extra entry. Only the G/L module is activated in the cash company. The enhancement is configurable so that multiple pairs of cash/accrual companies may exist in Sage 100 as well as companies not using the enhancement.

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 module has already been installed and that the user is familiar with its operation. This guide describes only the changes associated with the G/L Cash/Accrual Financial Reporting enhancement.

Setup

G/L Cash-Basis Company Interface

This new program is on the General Ledger Setup Menu and is run in the accrual company only. Prior to setting up the relationship from the accrual company to the cash company, the cash company must already exist in Sage 100. When you access this program the first time after a new installation or an upgrade, you will be prompted to convert the data files in order to be able to activate the enhancement.

The screenshot shows a dialog box titled "sage G/L Cash-Basis Company Interface". It contains the following fields and options:

- Cash-Basis Company: CAB (with a magnifying glass icon) and ABC Dist & Supply Corp. (Cash)
- Post G/L detail from I/M to cash-basis company:
- Post G/L detail from P/R to cash-basis company:
- Data Entry default: "Post to Cash Company":
- Data Level: 5.30
- Data Sub-Level: 01
- Release Date: 04/01/2016
- Buttons: Convert, Accept (highlighted), Cancel, Delete, and a help icon.
- Status bar: CSI, ABC, 5/21/2010

Cash-Basis Company

Enter the Company Code for the cash-basis company. Filling in this field activates the enhancement, identifies this company as the accrual company and identifies the cash-basis company related to this accrual company. The enhancement should only be activated for the accrual company. No additional Cash/Accrual setup is required in the cash company. The setup program does not check, but Cash/Accrual companies must be paired in a one-to-one relationship. That is, multiple accrual companies must not point to the same cash company.

Post G/L detail from I/M to cash-basis company

This will only appear if the Inventory module is activated in this company. Postings from Inventory do not involve cash so they are the same for both companies. If this box is checked, when the **G/L Daily Transaction Register** is updated in the accrual company, if there are transactions from Inventory, they will be duplicated in the cash company. Duplicated postings are made into the Daily Transaction Register file of the cash company.

Post G/L detail from P/R to cash-basis company

This will only appear if the Inventory module is activated in this company. Postings from Payroll usually post on a cash basis so they are the same for both companies. If this box is checked, when the **G/L Daily Transaction Register** is updated in the accrual company, if there are

transactions from Payroll, they will be duplicated in the cash company. Duplicated postings are made into the Daily Transaction Register file of the cash company.

Data Entry default: “Post to Cash Company”

This is the default value for the **Post to Cash Company** checkbox when a new entry is created in **General Journal Entry**, **Recurring Journal Entry** and **Transaction Journal Entry**. In all cases, the default value may be overridden in each entry program.

Data Level, Data Sub-Level and Release Date

These three fields are display-only and show the current values.

Convert

Use this button to convert the G/L data from one level to the next when Sage 100 is upgraded. After an upgrade you should perform the data conversion prior to allowing other users into Sage 100. The data conversion consists of adding new fields to existing Sage 100 files. The conversion logic is such that re-converting the data multiple times will not cause any harm. If you have more than one accrual company defined in Sage 100, you will need to convert each company individually. No data conversion is required for the cash companies.

Delete

Use this button to delete the interface record and de-activate all Cash/Accrual processing for this company.

Using the Enhancement

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

General Journal Entry

One new field is added to the header panel: **Post to Cash Company**. When a new journal is started the value of the field is set per the **Post to Cash Company Default** set in **G/L Cash-Basis Company Interface**.

The screenshot shows the 'General Journal Entry (ABC) 5/17/2010' window. The header panel includes the following fields and controls:

- Source Journal: JE
- Entry Number: 000050
- Batch: 00001
- Navigation buttons: back, forward, etc.
- Utility buttons: Copy From..., Copy Standard..., Standard Listing, Save Standard...

The main area contains the following fields and controls:

- Posting Date: 5/17/2010
- Reversing Date: (empty)
- Journal Comment: (empty text area)
- Post to Cash Comp:

At the bottom, there are buttons for Accept, Cancel, Delete, a printer icon, and a help icon.

Post to Cash Company

Check the box to duplicate the posting into the cash company. If the posting does not affect both companies in the same manner, do not check the box. Make the appropriate posting for the cash company by switching to the cash company and doing the journal entry there.

General Journal

The register prints the value for **Post to Cash Company**.

General Journal Update

When **Post to Cash Company** is checked, besides posting to the accrual company normally, the system duplicates the posting into the cash company. The posting is made into the G/L Daily Transaction file, which must be updated before the posting will appear in the cash company's "live" general ledger. If the journal has a reversing date, that posting is also duplicated.

Recurring Journal Entry

One new field is added to the header panel: **Post to Cash Company** as described for **General Journal Entry**.

Recurring Journal Listing

The listing prints the value for **Post to Cash Company**.

Recurring Journal

The register prints the value for **Post to Cash Company**.

Recurring Journal Update

This program behaves as described for the **General Journal Update**.

Transaction Journal Entry

One new field is added to the header panel: **Post to Cash Company** as described for **General Journal Entry**.

Transaction Journal

The register prints the value for **Post to Cash Company**.

Transaction Journal Update

This program behaves as described for the **General Journal Update**.

Daily Transaction Register and Update

All postings made to the cash company from the accrual company post into the G/L Daily Transaction file in the cash company. This standard program has been enhanced to allow you to print and update the cash company from the accrual without having to switch companies. After this program has completed running for the accrual company it looks for postings in the cash company. If it finds any, it runs again for the cash company. If Paperless Office is activated, the register observes the Paperless Office setup established separately for the accrual company and the cash company. During the Update in the accrual company, the system looks to duplicate the Inventory and/or Payroll postings per the options set in **G/L Cash-Basis Company Interface**.

Per standard Sage 100, if you run this program from the G/L menu, all postings will print.

Even if you answer **No** to the update prompt in the accrual company, the program will still run for the cash company; however, if postings from I/M or P/R are being duplicated, you must update in the accrual company in order to duplicate those postings in the cash company.

Change Accounts

Account number changes and merges are applied to the AP_008OpenInDistrDetail file (if using A/P Cash/Accrual) and the AR_008OpenInDistrDetail (if using A/R Cash/Accrual). These changes occur only in the accrual company. The Cash/Accrual enhancement assumes that the chart of accounts is the same in both companies so the same changes must be done in the cash company.

Frequently Asked Questions

Does any module except G/L need to be activated in the cash company?

No. G/L is the only module activated in the cash company.

How do I print G/L reports for the cash company?

The data in the cash company is standard Sage 100 data. Switch to the cash company to print any standard Sage 100 reports. You may also use any 3rd party product that can read Sage 100 G/L data, such as Crystal Reports or FRx.

Does the enhancement help create the cash company?

No. The cash company must be created before it can be referenced as a cash company. You will also need to establish the beginning balances.

Do the 2 companies have to use the same G/L chart of accounts?

Yes. During the normal processing, the system assumes the account numbers are the same for both companies.

Do the 2 companies have to use the same fiscal periods?

No.

How do I close the G/L periods and year for the cash company?

The cash company is a standard Sage 100 company. As such, it has its own GL setup options and GL data. The periods must be closed from within the cash company itself - switch to the cash company and perform the **Period-End Processing** normally.

If only G/L is active in the cash company, how do I set up the A/P and A/R Daily Transaction Registers to print to Paperless Office?

In Journal and Register Maintenance for the cash company, choose 'All Modules' and 'All Documents'.