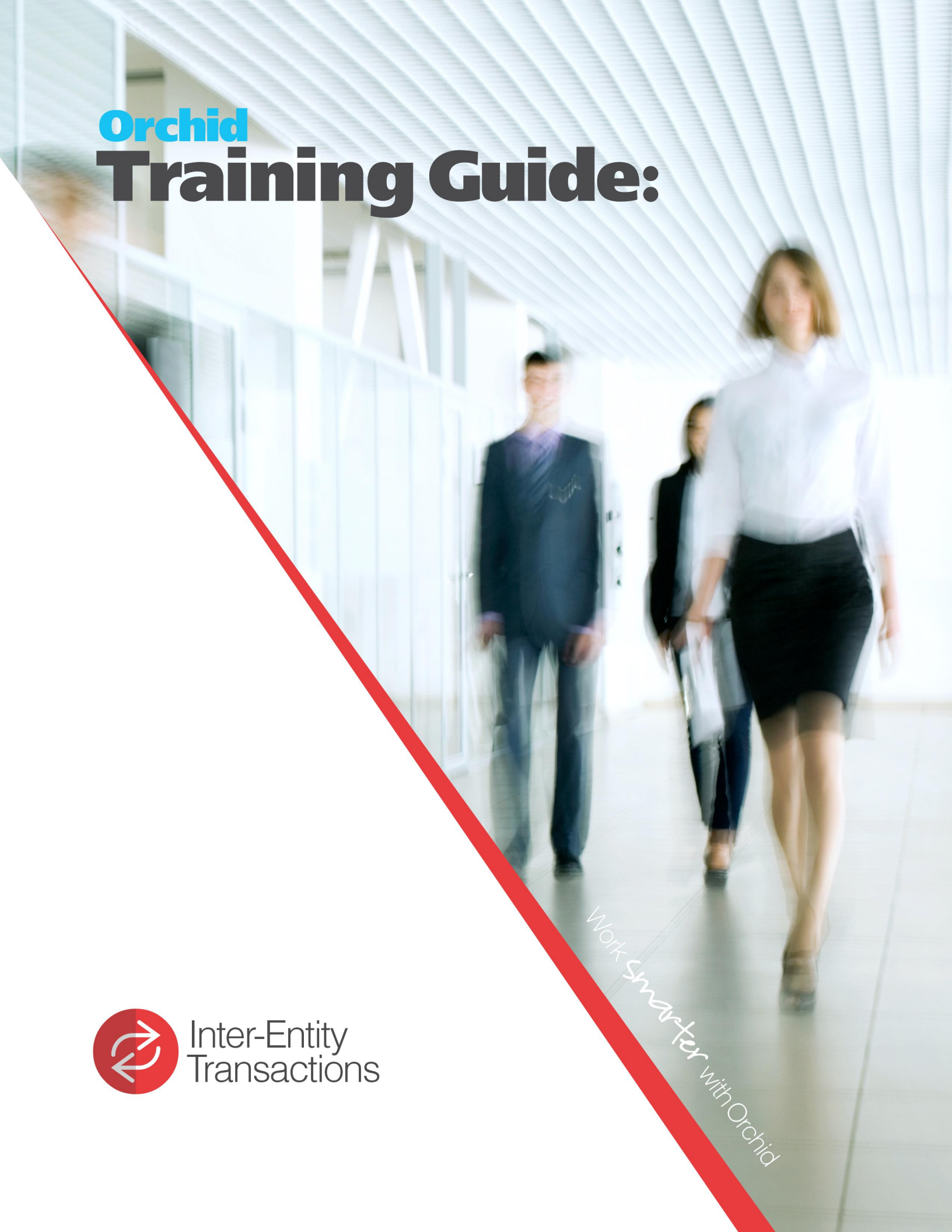
Orchid Training Guide:



Inter-Entity Transactions

Inter Entity Introduction

Inter-Entity includes a range of functionality:

INTER-ENTITY FOR FINANCIAL DATA

Inter Entity Transactions facilitates doing business and transferring funds between entities. Entities can include branches, divisions, departments, funds, projects, trusts or multiple companies held within one or across Sage 300 (Accpac) databases. Inter Entity Transactions increases the accuracy of your financial data, streamlines business processes and provides tight control over transactions spanning multiple entities.

The due to and due from transactions are automatically generated and complex routes can be followed when there are no direct inter entity account relationships between the transacting entities.

Detailed reports and processes ensure entities balance at all times, increasing the timeliness and accuracy of information whilst saving keystrokes! The Inter Entity Transactions module will ensure that each entity stays in balance and will work on all General Ledger transactions regardless of whether they originated from any subsidiary ledger, the General Ledger, a third party module or an external system which has created General Ledger batches.

Cash Management to transfer funds, included in Inter Entity Transactions Multi is used where organisations have multiple entities and bank accounts and need to transfer funds between them.

INTER-ENTITY TRADE

Inter-Entity Trade automates the flow of transactions in Sage 300 (Accpac) when partner companies, branches, divisions etc buy and sell products or perform services between each other. Reciprocal documents are created according to business rules you set up: when you initiate a transaction in one company, Inter Entity Trade makes the corresponding entries in the other company. No need to duplicate it for the other company.

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Installing Inter-Entity

INSTALLATION STEPS

Inter-Entity is installed by executing the EXE program downloaded for installation. InstallShield will execute and guide you through the installation steps, including whether to install documentation.

Before you Start

- Download the program installer for the version of Sage 300 you are running (only available in the Partner area of the Orchid website).
- Before installing Inter-Entity, ensure that all users have logged out of Sage 300.

Installing the files

- Log on to the server where Sage 300 is installed as a user with full administrator rights.
- Run the previously downloaded InstallShield for the module.
- If prompted to re-boot, then do so.

Tip:

Programs are installed in the Sage 300 program folder, in the IYXXA subfolder, where IY is the 2-letter code for the Orchid module and XX depends on the Sage 300 version you are running:

Example: IY68A for Inter-Entity version 2021, IY69A for Version 2022, IY71A for Version 2024.

Note: REGACC is run automatically as part of the installation process. If some files are locked during the installation, the re-boot is required to unlock all files and complete the installation.

Important! If you install Sage 300 on each workstation, as well as the server, then you must do the same with Inter-Entity. In this case, repeat the above steps for each workstation.

Note: Inter-Entity supports the latest security changes in Sage 300 version 2023 PU3 and above.

ACTIVATE INTER-ENTITY

Activate Inter-Entity in Sage 300 Administrative Services > Data Activation.

For information on activating modules, refer to the Sage 300 System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

LICENSE DETAILS

To start using Inter-Entity, you need a valid serial number and license file.

If you don't have a valid license for Inter-Entity, you only see the License screen.

Refer to Inter-Entity License Screen on the next page for details on entering Activation Code.

Enter License Details

The installation doesn't require a serial number anymore. You enter the serial number and activation code in the License screen.

> **Note:** This applies to Sage 300 versions 2019 and above. You need a serial number to install an older version.

After you install the software, you need to activate Inter-Entity in one company using Sage 300 Administrative Services > Data Activation.

There are two options to enter the license details:

USE A 30 DAY TRIAL LICENSE FILE

To generate a 30-day trial license file, enter the serial number provided for your module and Save the details.

AFTER PURCHASING A SUBSCRIPTION OR A PERPETUAL LICENSE

If you have purchased the module, enter the serial number and activation code provided by your Sage 300 business partner.

> **Note:** The license applies to all the Sage 300 databases for the same installation. You only need to enter the license details in one company.

> **Tip:** If installing with a 30 day grace period, additional re-installations will not extend the grace period.

UPGRADING FROM A PRIOR VERSION.

1. Download the new version install program from the Orchid website (Business Partner access only)
2. Obtain the serial number and activation code for the new version
3. Backup your existing database and programs as per Sage Upgrade guidelines
4. Execute the EXE program downloaded (as above for a new install).
5. In Sage 300 / Administrative Services / Data Activation, Activate Inter-Entity
6. Enter serial number and activation code in the Inter-Entity License screen. (as above)

MINIMUM REQUIREMENTS

You need to use the same version for the core Sage 300 modules and Inter-Entity. For example, Inter-Entity version 2024 requires Sage 300 System Manager version 2024.

Additional specific Sage 300 modules may be required to enable all functionality. Refer to Orchid Systems's website for details (https://www.orchid.systems).

INTER-ENTITY AND WEB SCREENS

Inter-Entity Transactions and Trade are triggered for transactions entered on the web screens. There are currently no web screens available for Inter-Entity. You need to use the Sage 300 desktop for Inter-Entity setup and inquiry screens.

EULA

Inter-Entity License Screen

To start using Inter-Entity, you need a valid serial number and license file.

If you don't have a valid license for Inter-Entity, you only see the License screen.

LICENSE SCREEN

You use the Inter-Entity license screen to enter serial number and activation code.

When to use:

- After a new installation or an upgrade to a newer version of Sage 300.
- After a subscription renewal, enter the activation code with the new expiry date.
- View the components of the Orchid module you are licensed for.

How to use:

- Enter the license details, click the **Add** button to create the license file.
- Restart the Sage desktop to enable the new license.

30-day Trial License

If you don't have an activation code for Inter-Entity, you can create a 30-day trial license.

In the License screen, enter a serial number for the module, Sage 300 version and edition you are running.

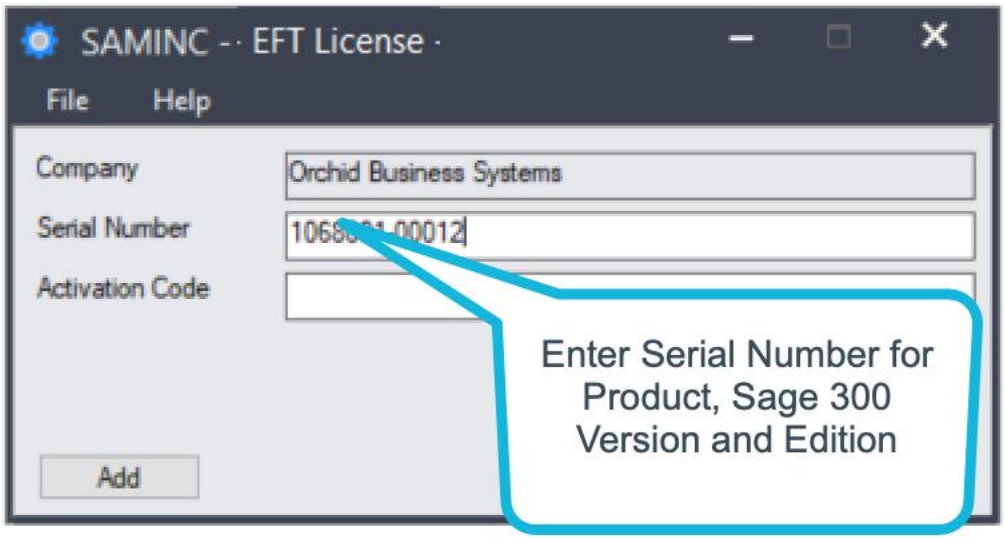
Click the Add button. This create a 30-day trial license.

Tip: If you install a 30-day trial, enter a valid activation code before the trial expiry date to continue using the application.

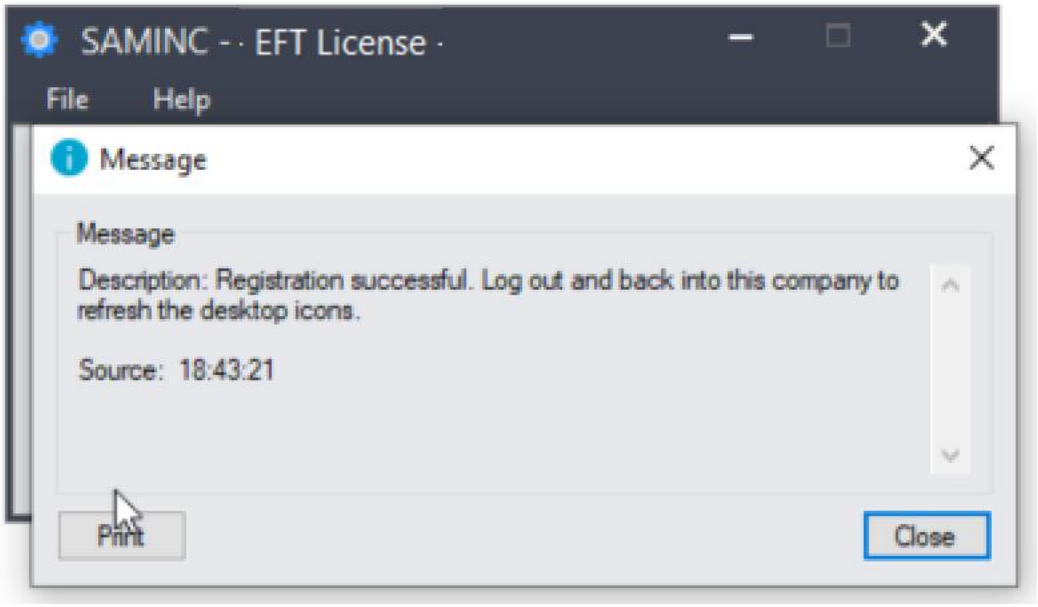
VIEW EXAMPLE SCREENSHOTS

Enter a valid serial number - Serial Number depends on Module, Sage 300 Version and Edition.

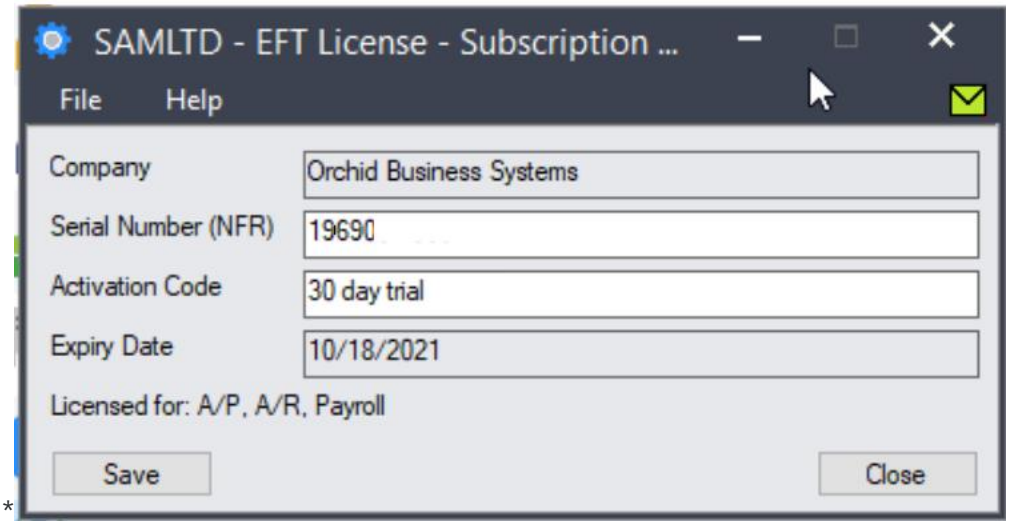
The example below refers to EFT Processing. When using another module, enter the appropriate Serial Number in the Serial Number field.



Registration successful message



License screen with 30-day trial



Subscription Licenses Expiry Date

You can check the subscription expiry date and enter a new activation code after a subscription renewal is processed.

Subscription licenses have an expiry date. To continue using Inter-Entity, you will need to renew the subscription and enter a new Activation code in the module License screen before the expiry date.

Contact your Sage 300 Business Partner for details.

Note: In the four weeks before the expiry date, users receive a warning message when logging into Sage 300 (weekly for the first three weeks and daily in the last week). If you don't renew before the expiry date, the software will become read-only.

TROUBLESHOOTING ACTIVATION CODE

When saving the license information, the following problems may be encountered:

Activation code Invalid – verify the registered company name (displayed during installation) and serial number entered match the details supplied to Orchid Systems when an activation code was requested.

Invalid serial number – the entered serial number is not valid for this product, Sage 300 version and edition.

Important! If the Sage 300 Version or Edition change, a new Serial Number and activation code must be requested from Orchid Systems.

If the company name registered with Sage changes, a new Activation Code must be requested from Orchid Systems.

Refer to detailed troubleshooting tips in Troubleshooting Activation Code,

ACTIVATION CODE AND AVAILABLE FUNCTIONALITY

Depending on the components you are licensed to use, some features described here may not be available for you to use. Some functionality of Inter-Entity is only active if you have purchased the required module component.

The license screen displays what components of the Inter-Entity module are included in the activation code.

Inter-Entity Transactions Tutorials

The tutorials use the Orchid Sample data that can be downloaded from the Orchid website. ORCLTD includes Entity 1 and Entity 5 in a single Sage 300 database.

The sample data also includes 3 separate databases for 3 additional entities using Inter-Entity Multi-database. Entity 2 is ORCIN2, Entity 3 is ORCIN3, and Entity 4 is ORCIN4

The tutorials below support the Inter-Entity Transactions and Trade training video that are available on the Orchid website: Orchid Training Videos

Inter-Entity Transactions - Automate Loan Account Entries

- Works within one and/or across multipleSage 300 companies
- Due to and due from transactions generated automatically
- Works on all General Ledger transactions, regardless of their origin
- Balance transactions at the G/L Segment level

G/L Entity Substitution

- Option to use G/L Entity Substitution (G/L Trigger) to indicate entities based on optional fields.

Auto-create AP and AR Reallocations

- Automatically trigger additional transactions in Accounts Receivable (A/R) or Accounts Payable (A/P) to automate complex inter-entity transactions.

Cash Management

- Allocate payments or receipts for invoices in one company, using a bank account in another company
- Transfer invoices from one company to another for consolidated processing
- Process bank transfers between companies
- Consolidated AR & AP Aged Trial Balance

AUTOMATE LOAN ACCOUNT ENTRIES - IY SINGLE DATABASE TUTORIAL

In this tutorial, we will configure Inter-Entity Transactions in a single database.

We will process an A/P Invoice allocated 40% to Entity 1 & 60% to Entity 5, both in ORCLTD. When the relevant G/L batch is posted, Inter-Entity transactions automatically creates the loan account entries between Entity 1 and Entity 5.

Requirement! Inter-Entity Transactions Single Edition

Scenario

The entry we want to process

We will enter an A/P Invoice for $1,000 - $400 to an expense account for Entity 1, and $600 for an expense account for Entity 5.

Expense - 1		
AP Invoice	$400	

Expense - 5		
AP Invoice	$600	

AP Vendor Control Account		
	AP Invoice	$1,000

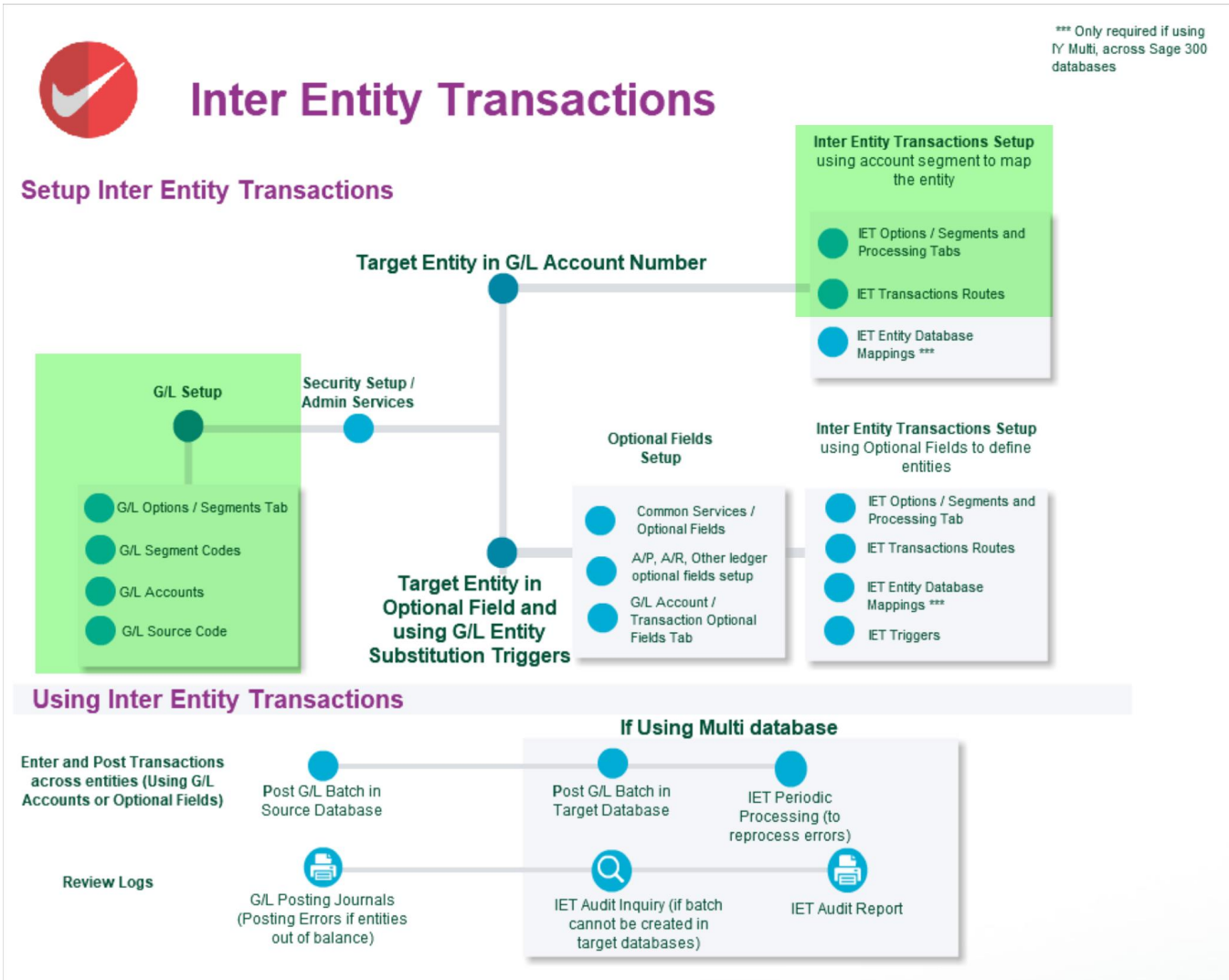
Inter-Entity Transactions will create loan account entries as below so that the entries are balanced within Entity 1 and Entity 5.

Due From Entity 5 (-1 asset)	
Due From 5	$600

Due to Entity 1 (-5 liability account)	
	Due to 1 $600

Visual process flow for setup

Tip: Assign the Visual Process Flow in Administrative Services

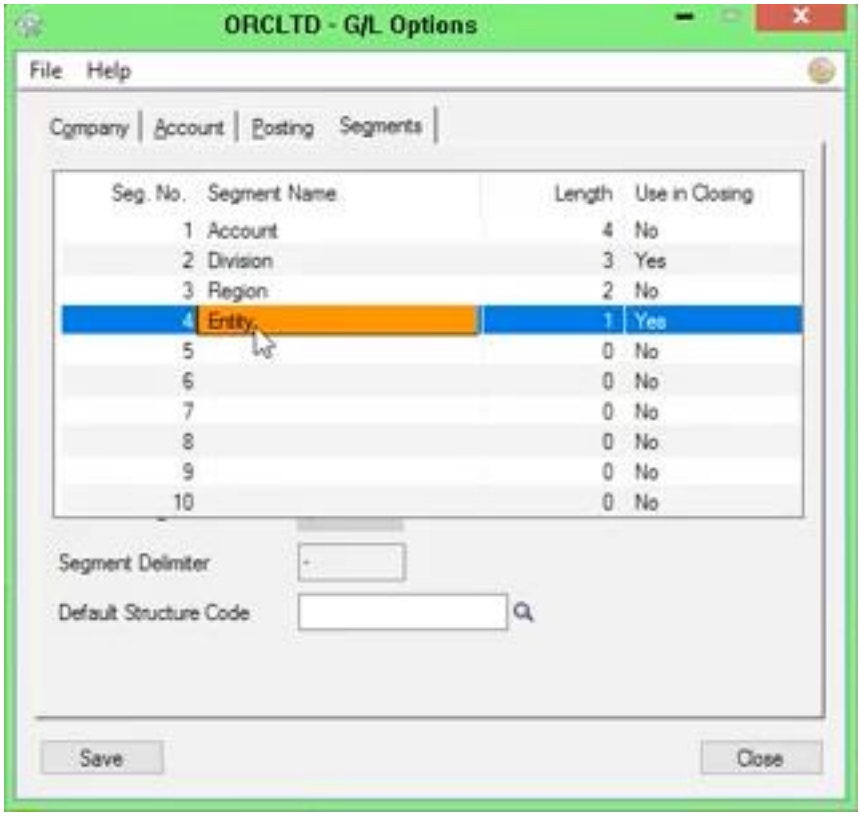


General Ledger Setup

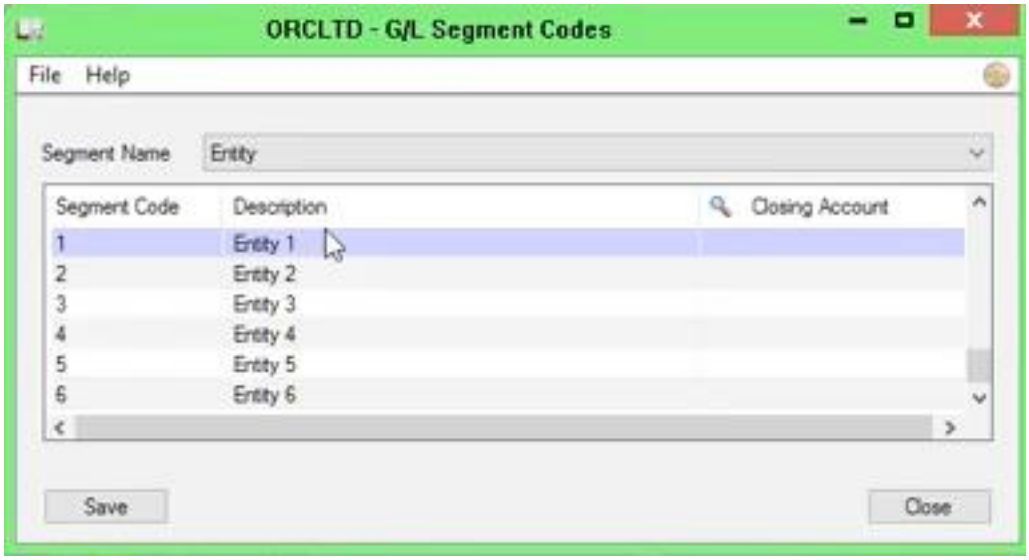
This has been done in the ORCLTD database in Orchid Sample data.

DETAILED SETUP.

Create a G/L segment to define the entity

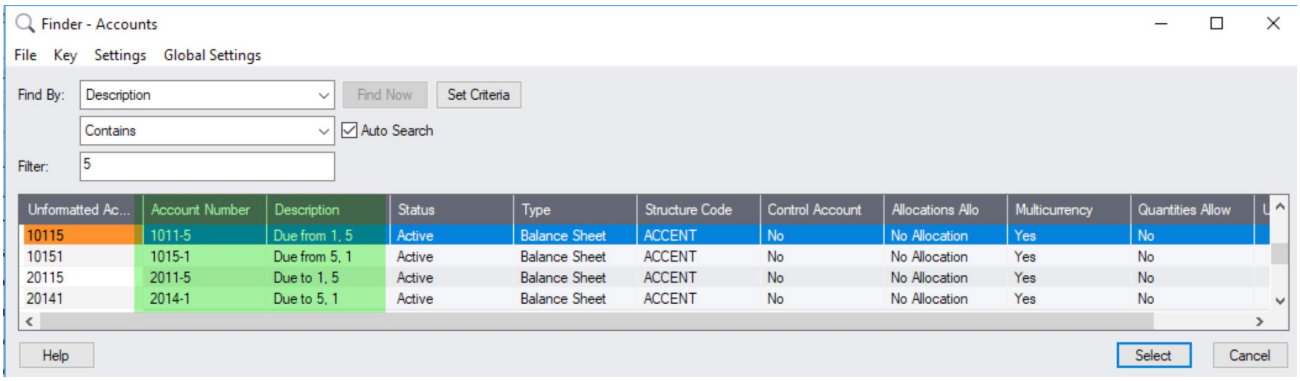


Setting up the entities in G/L > Segment Codes



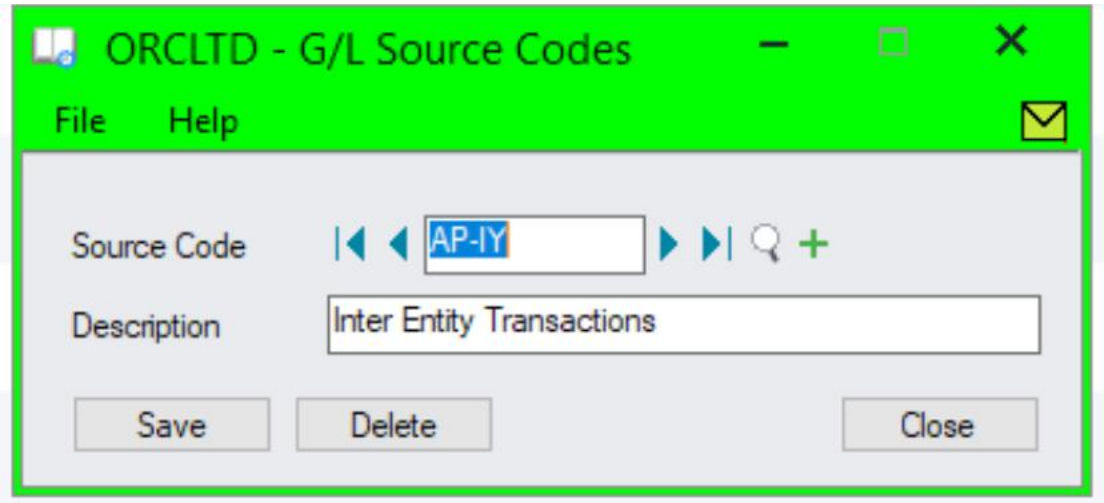
Set up the loan accounts in G/L

In this example, Due to 5 and Due from 5, Due to 1 and Due from 1



Set up the source codes in G/L

In this tutorial, AP-IY will be used for transactions generated by Inter-Entity Transactions.



Inter - Entity Options Setup

For details on each option, refer to the detailed screen guide. Inter-Entity Transactions Options Overview on page 127.

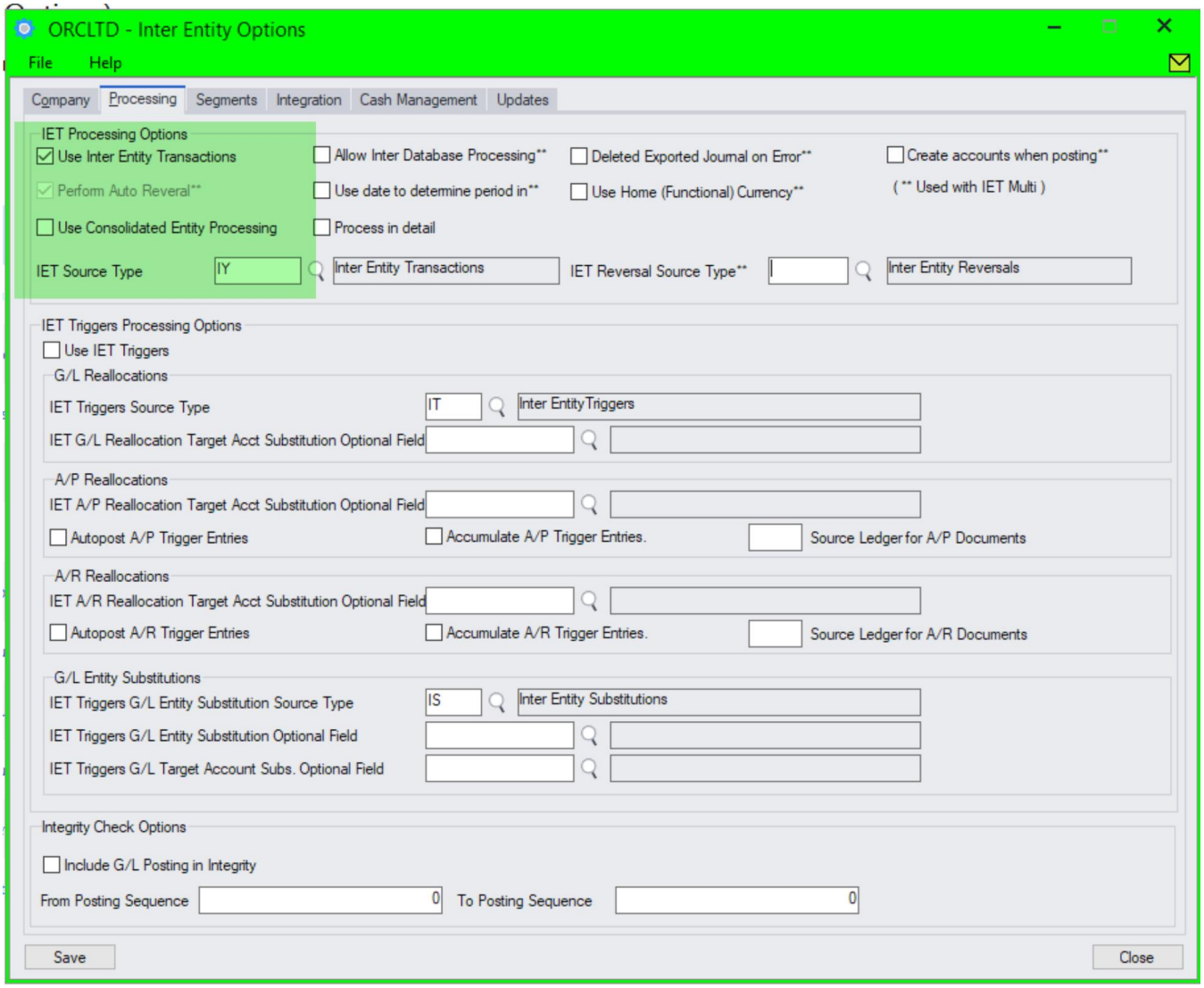
Define the Entity segment/s to be used by Inter-Entity

In this tutorial, the Entity segment is segment 4 and Entity 1 is the default entity.

Default Entity is used for complex transactions, where Inter-Entity cannot determine which route(s) to use. In cases like this balancing takes place via the default entity.

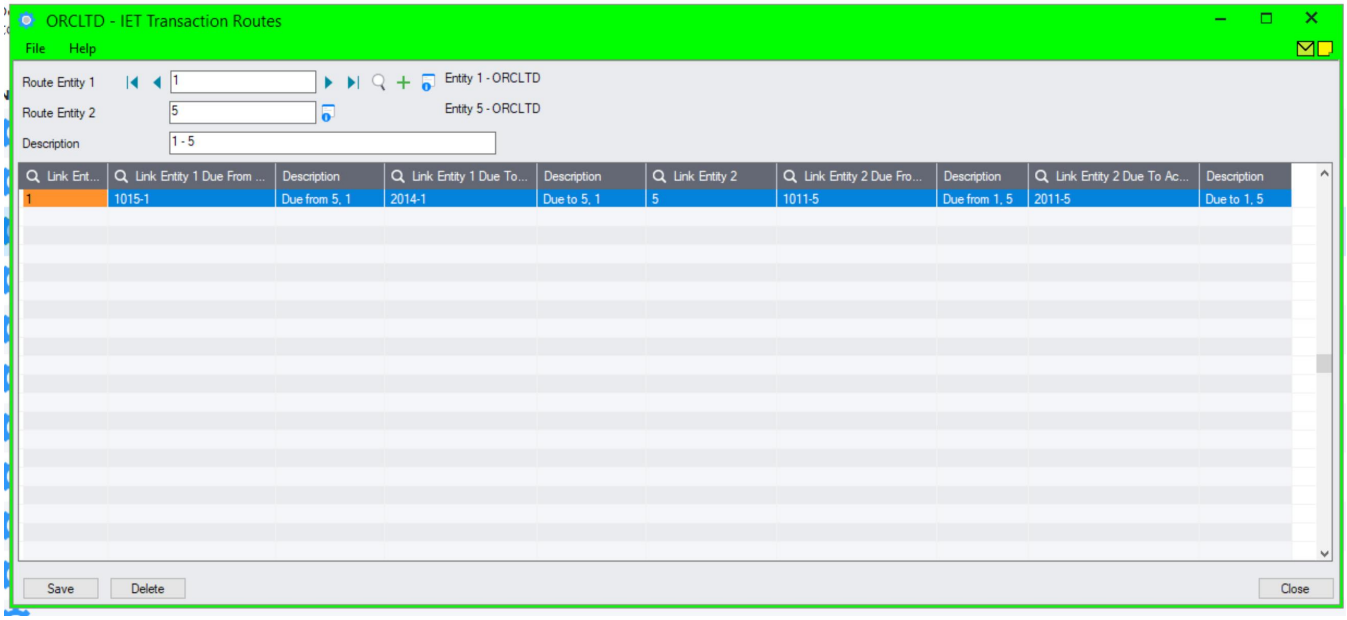
Inter-Entity Options > Processing Tab

When entities are in the same Sage 300 database, you only need to tick "Use Inter-Entity Processing" and select a Source Type for the entries created by Inter-Entity.



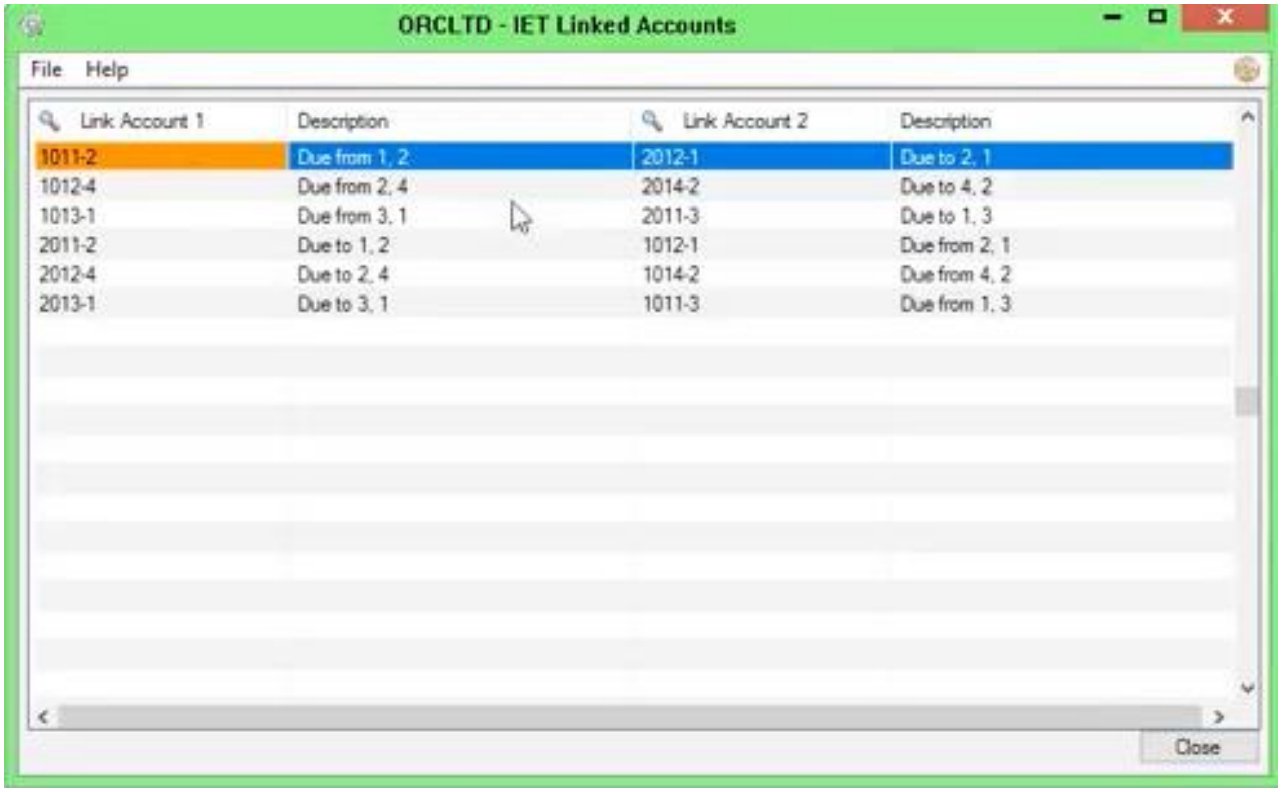
Define the Transactions Routes

You only need to define one route between 1 and 5 or 5 and 1, not both.



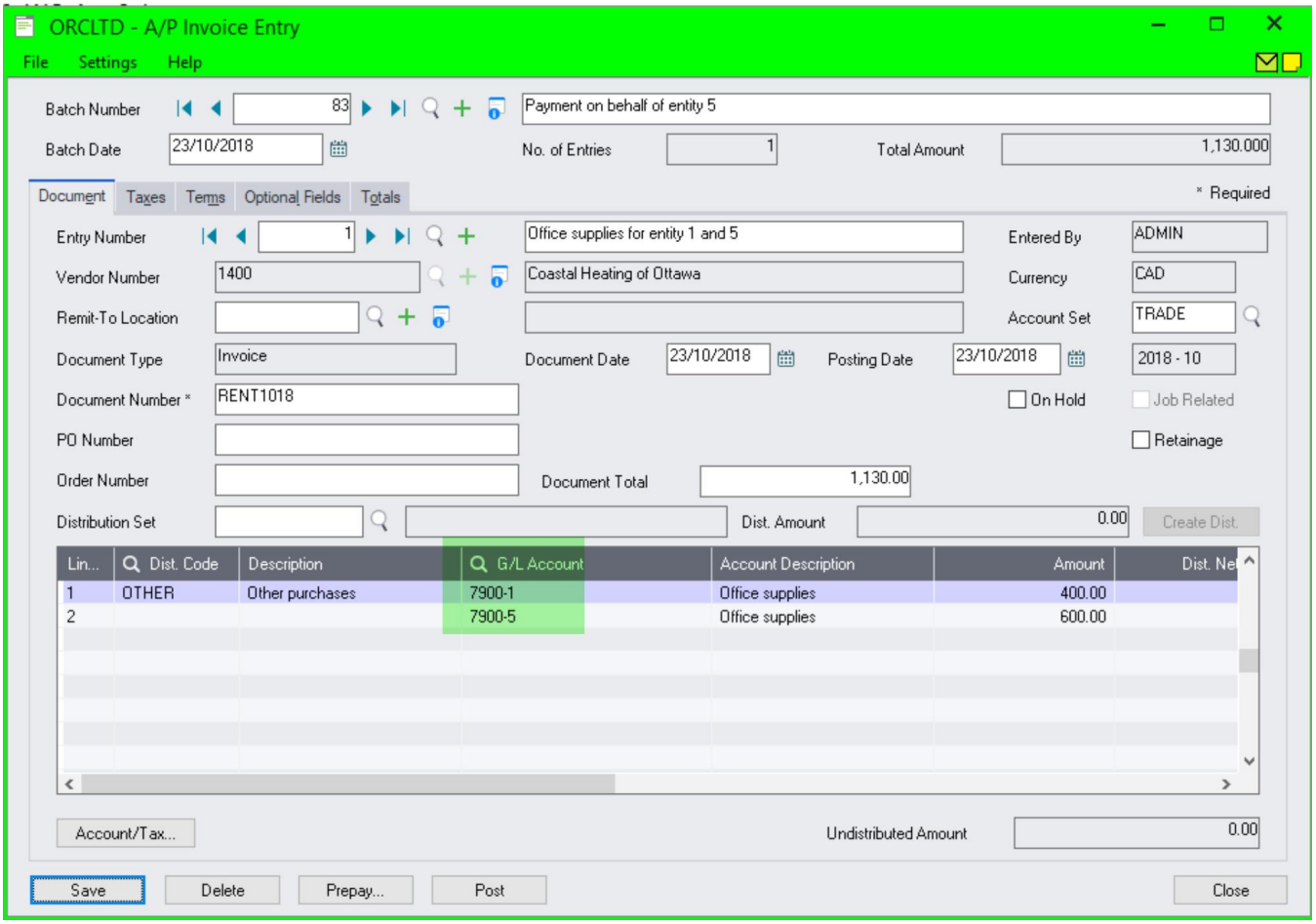
Define your linked accounts

This is only required to run the IET Account Balance Inquiry and to populate mirror accounts in the Transaction Routes screen. It isn't used for ongoing transaction processing.



Process transactions

Enter an A/P Invoice and allocate the expense to 2 accounts, one with Entity 1 and one for Entity 5.

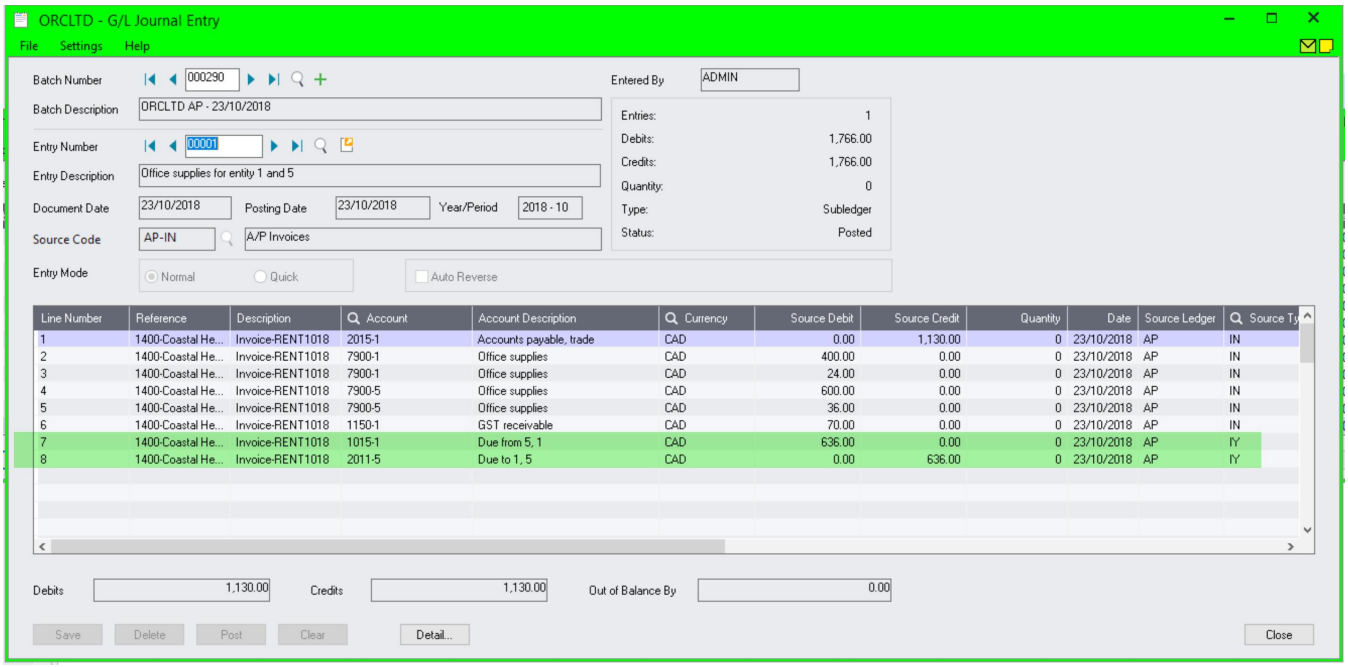


Tip: Use Distribution codes to facilitate data entry and expense allocation.

What it looks like in the General Ledger

When you post the G/L batch created by the sub-ledger, Inter-Entity creates the Due to and Due from entries with the AP-IY Source code.

Note: If the transaction does not balance by entity and a G/L Error batch is created, review the G/L Posting Journal > Posting journal errors for details, amend the error batch created by G/L and post again.



Tip: If you want to see what Inter-Entity will do with a transactions but you don't want to post it, then go to Inter-Entity Transactions > IET Transactions > Generate IET Entries, select the range or batches you would like to check and click Process. Inter-Entity Transactions will create the balancing entries for you but won't post the batches. Great for testing.

AUTOMATE LOAN ACCOUNT ENTRIES: IY MULTI DATABASE TUTORIAL

In this tutorial, we will configure Inter-Entity Transactions between several Sage 300 databases.

We will process an AP Invoice entered in ORCLTD, 50% to be allocated to Entity 1, 30% to be allocated to Entity 2, and 20% to be allocated to Entity 3. All entities are separate company databases and the Expense accounts for the target entities exist in the source database.

When the relevant G/L batch is posted in ORCLTD, Inter-Entity transactions automatically creates the loan account entries between Entity 1 and Entity 2 and Entity 1 and Entity 3.

Requirement! Inter-Entity Transactions Multi Edition

The entry we want to process in ORCLTD

Entry 1: We will enter an A/P Invoice for $2,000 - $1,000 to an expense account for Entity 1, $600 for Entity 2 and $400 for an expense account for Entity 3.

Entry 2: Inter-Entity Transactions balances the entities

Entry 3: Inter-Entity Reverses those transactions which belong to other databases (if auto-reversal is selected in IET Options)

Entry 4 and 5: Inter-Entity creates those transactions which belong to other databases.

Expense - 1			
1. AP Invoice	$1,000		

Expense - 2			
1. AP Invoice	$600	3, IET Reversal	$600

Expense - 3			
1. AP Invoice	$400	3. IET Reversal	$400

AP Vendor Control Account			
		1. AP Invoice	$2,000

Due to 1 - 2			
3. IET Reversal	$600	2. Due to 1	$600

Due From Entity 2 (-1 asset)			
2. Due From 2	$600		

Due to 1 - 3			
3.	$400	2. Due to 1	$400

IET Reversal	

Due From Entity 3 (-1 asset)

2. Due From 3	$400	

In the target entities

In Entity 2 (ORCIN2)

Expense - 2

4. AP Invoice	$600	

Due to 1 - 2

	4. Due to 1	$600

In Entity 3 (ORCIN3)

Expense - 3

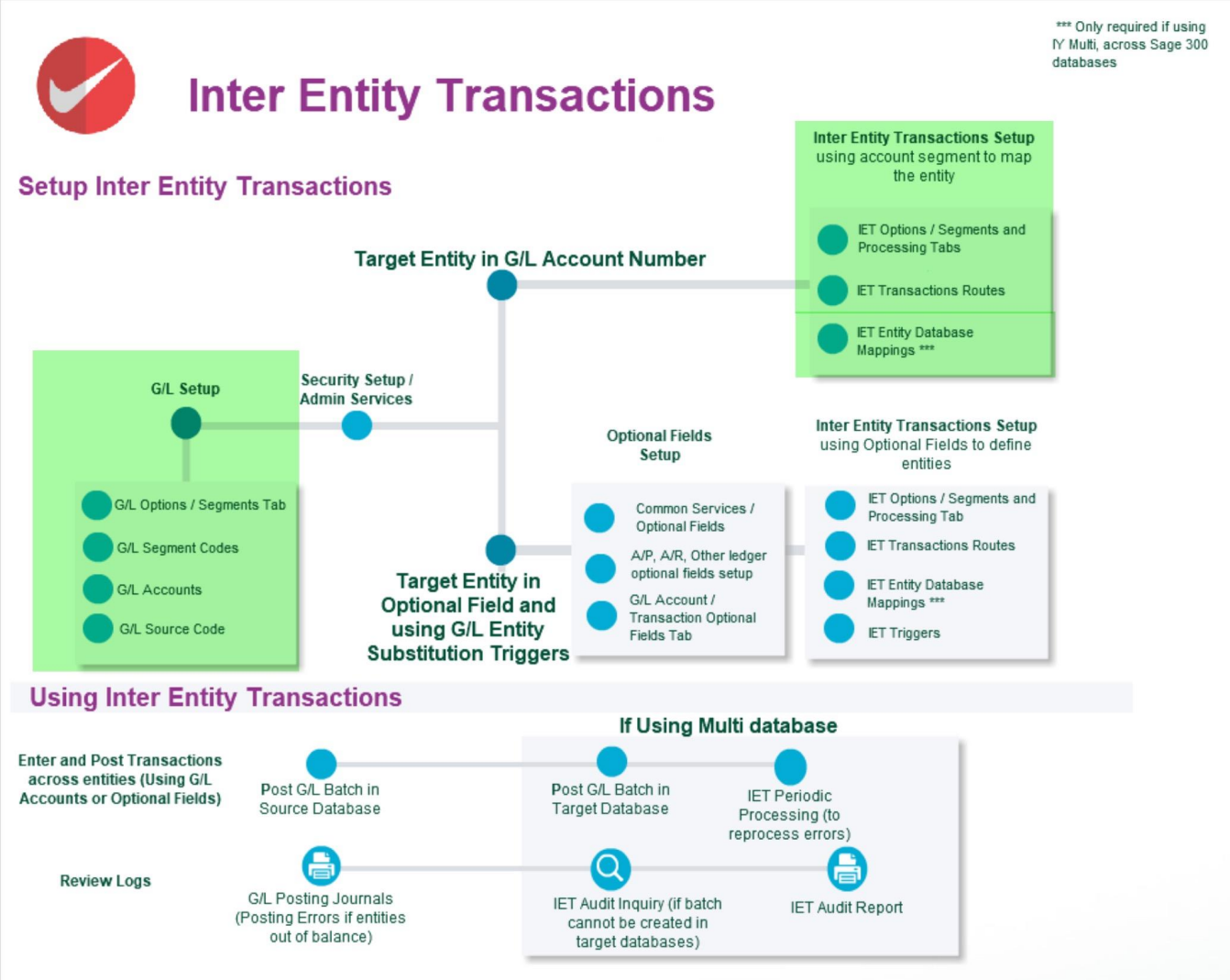
5. AP Invoice	$400	

Due to 1 - 3

	5. Due to 1	$400

Visual process flow for setup

Tip: Assign the Visual Process Flow in Administrative Services

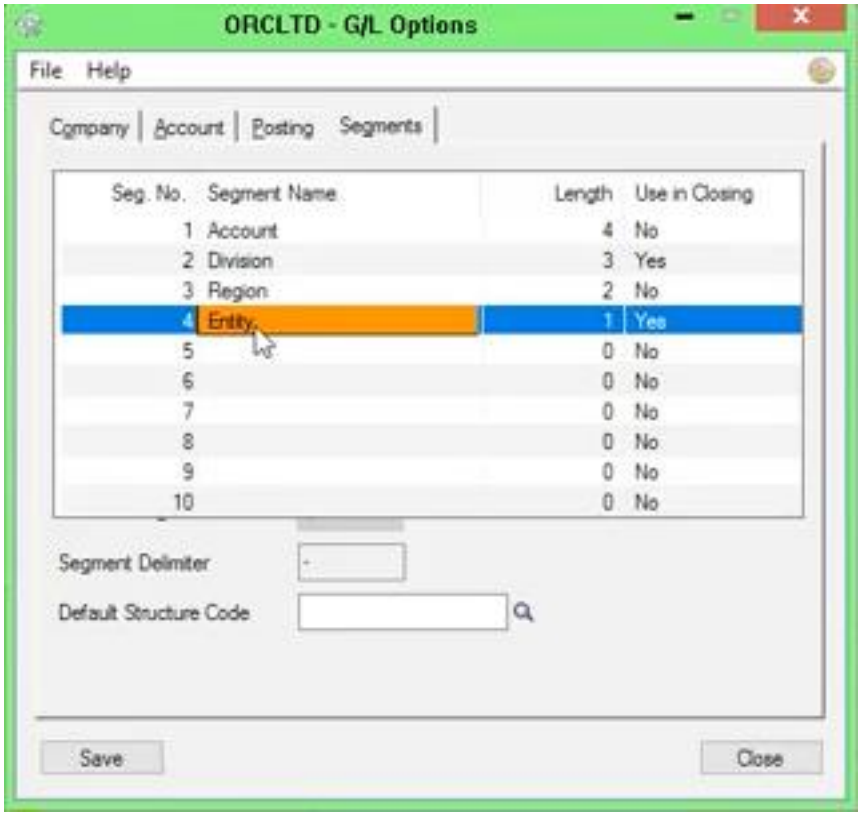


General Ledger Setup

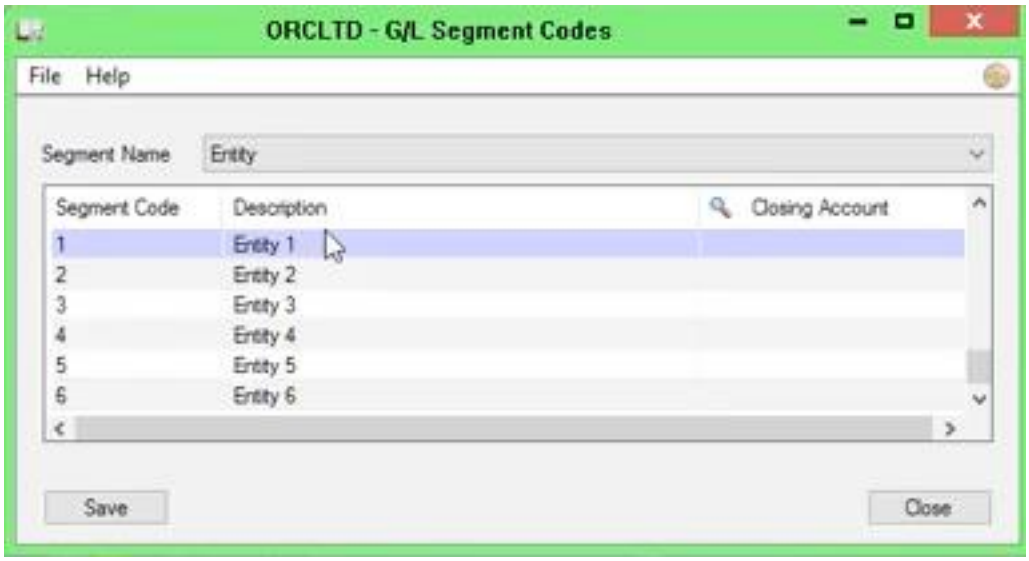
This has been done in the ORCLTD, ORCIN2 and ORCIN3 databases in Orchid Sample data.

DETAILED SETUP.

Create a G/L segment to define the entity



Setting up the entities in G/L > Segment Codes

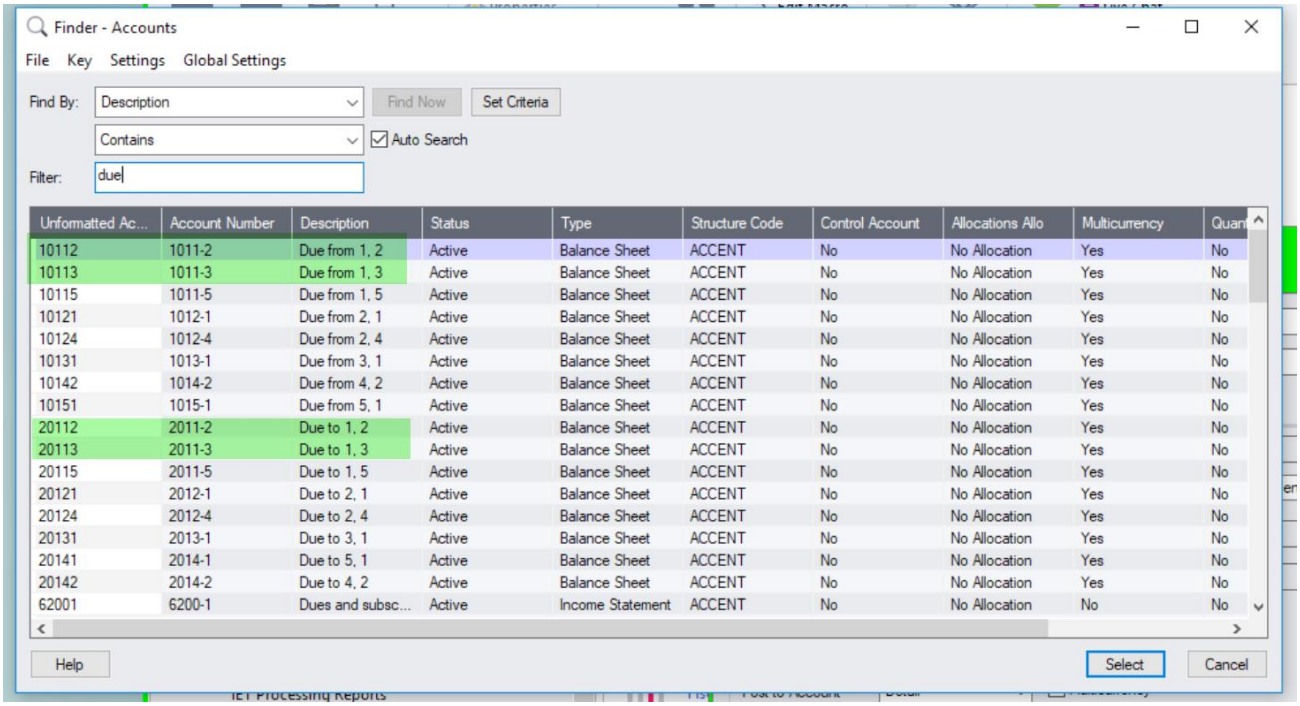


Set up the G/L accounts (loan accounts and expense / revenue accounts) in the source and the target databases

In this example, Due to 3 and Due from 3, Due to 2 and Due from 2 in the source database (ORCLTD)

Due to 1 and Due from 1 in the target databases (ORCIN2 and ORCIN3)

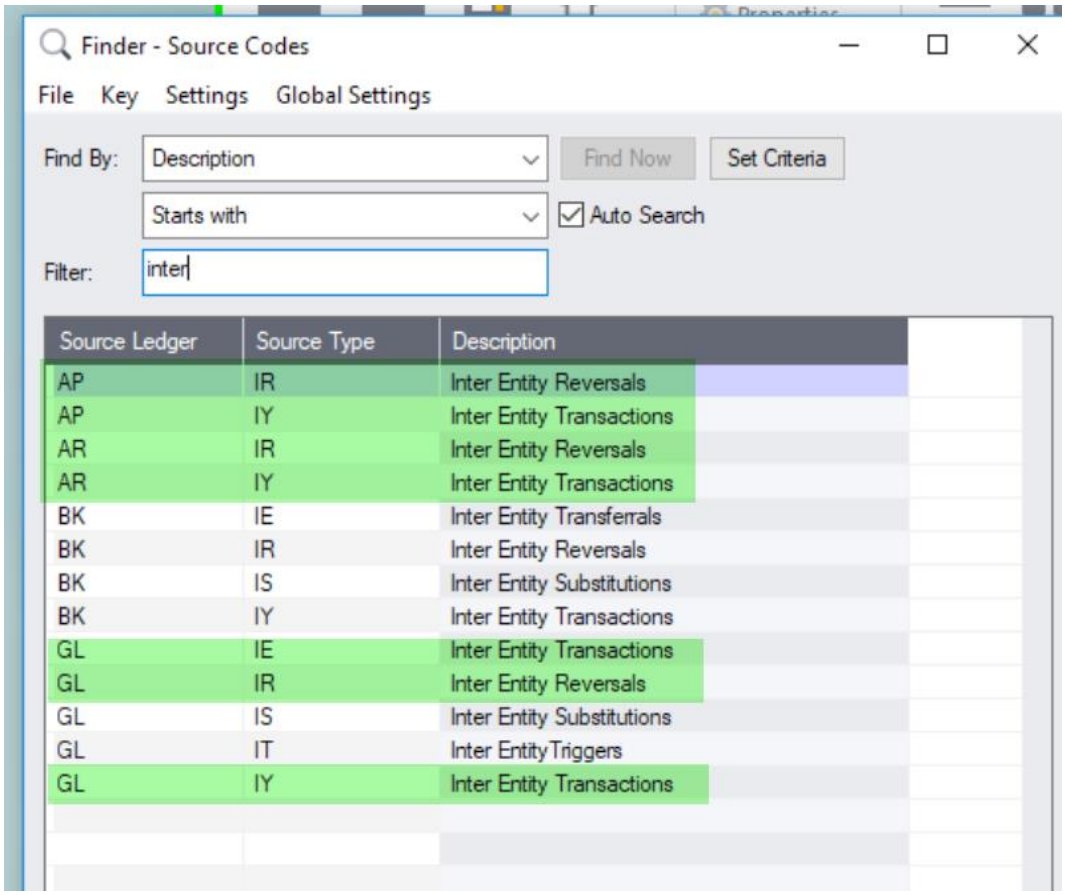
In ORCLTD, all Income statement accounts have been created for entities 2, 3, 4 and 5.



Unformatted Ac...	Account Number	Description	Status	Type	Structure Code	Control Account	Allocations Allo	Multicurrency	Quant
10112	1011-2	Due from 1, 2	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
10113	1011-3	Due from 1, 3	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
10115	1011-5	Due from 1, 5	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
10121	1012-1	Due from 2, 1	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
10124	1012-4	Due from 2, 4	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
10131	1013-1	Due from 3, 1	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
10142	1014-2	Due from 4, 2	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
10151	1015-1	Due from 5, 1	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20112	2011-2	Due to 1, 2	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20113	2011-3	Due to 1, 3	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20115	2011-5	Due to 1, 5	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20121	2012-1	Due to 2, 1	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20124	2012-4	Due to 2, 4	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20131	2013-1	Due to 3, 1	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20141	2014-1	Due to 5, 1	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
20142	2014-2	Due to 4, 2	Active	Balance Sheet	ACCENT	No	No Allocation	Yes	No
62001	6200-1	Dues and subsc...	Active	Income Statement	ACCENT	No	No Allocation	No	No

Set up the source codes in G/L

In this tutorial, AP-IY will be used for transactions generated by Inter-Entity Transactions, AP-IR for Reversal entries.



Inter-Entity Options Setup

For details on each option, refer to the detailed screen guide. Options form Screen Guide and Field List.

Tip: You only need to activate Inter-Entity in the companies where Source transactions are entered. In this example, ORCLTD.

Define the Entity segment/s to be used by Inter-Entity

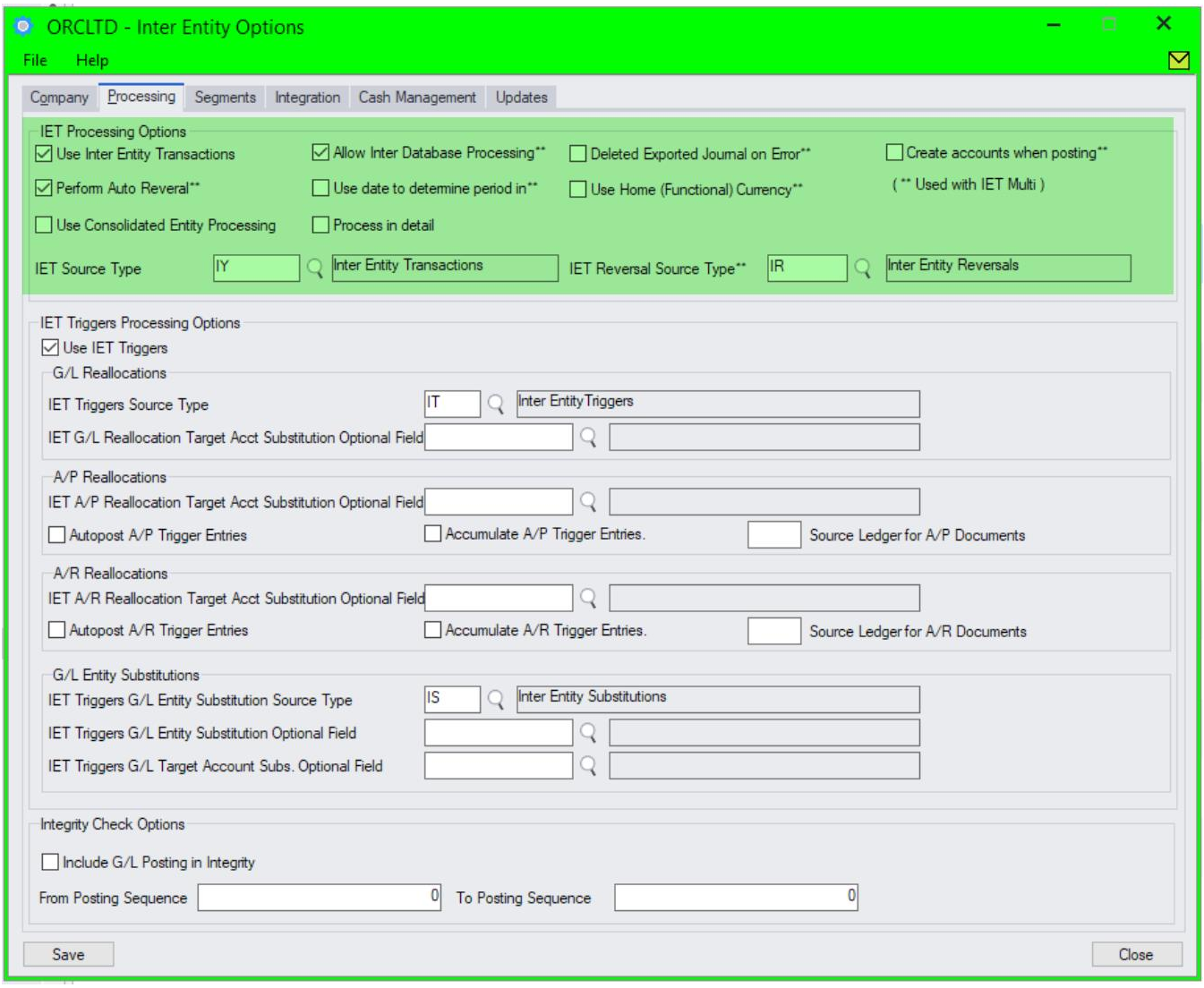
In this tutorial, the Entity segment is segment 4 and Entity 1 is the default entity.

Default Entity is used for complex transactions, where Inter-Entity cannot determine which route(s) to use. In cases like this balancing takes place via the default entity.

Inter-Entity Options > Processing Tab

When entities are in separate Sage 300 database, you need to tick "Use Inter-Entity Processing" and "Allow Inter-database processing" . Select a Source Type for the entries created by Inter-Entity and for reversal entries. In most cases, select "Perform auto-reversals".

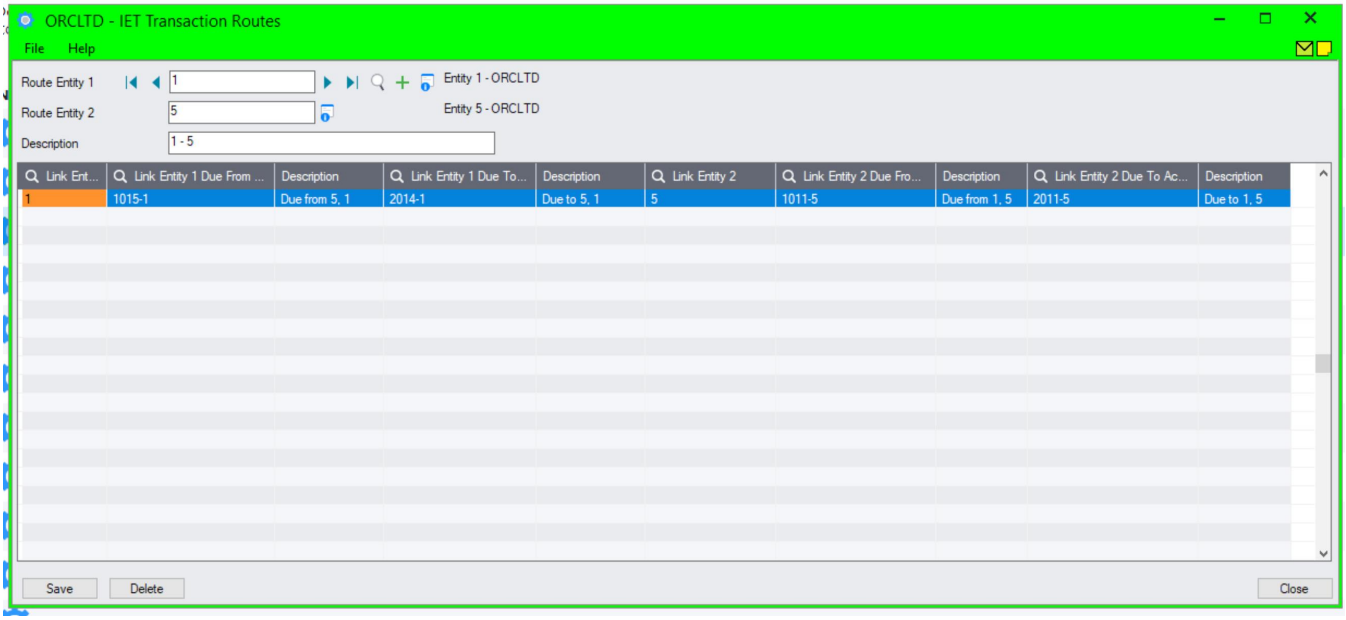
There are additional options depending on your requirements. For details on each option, refer to the detailed screen guide. Options form Screen Guide and Field List.



Define the Transactions Routes

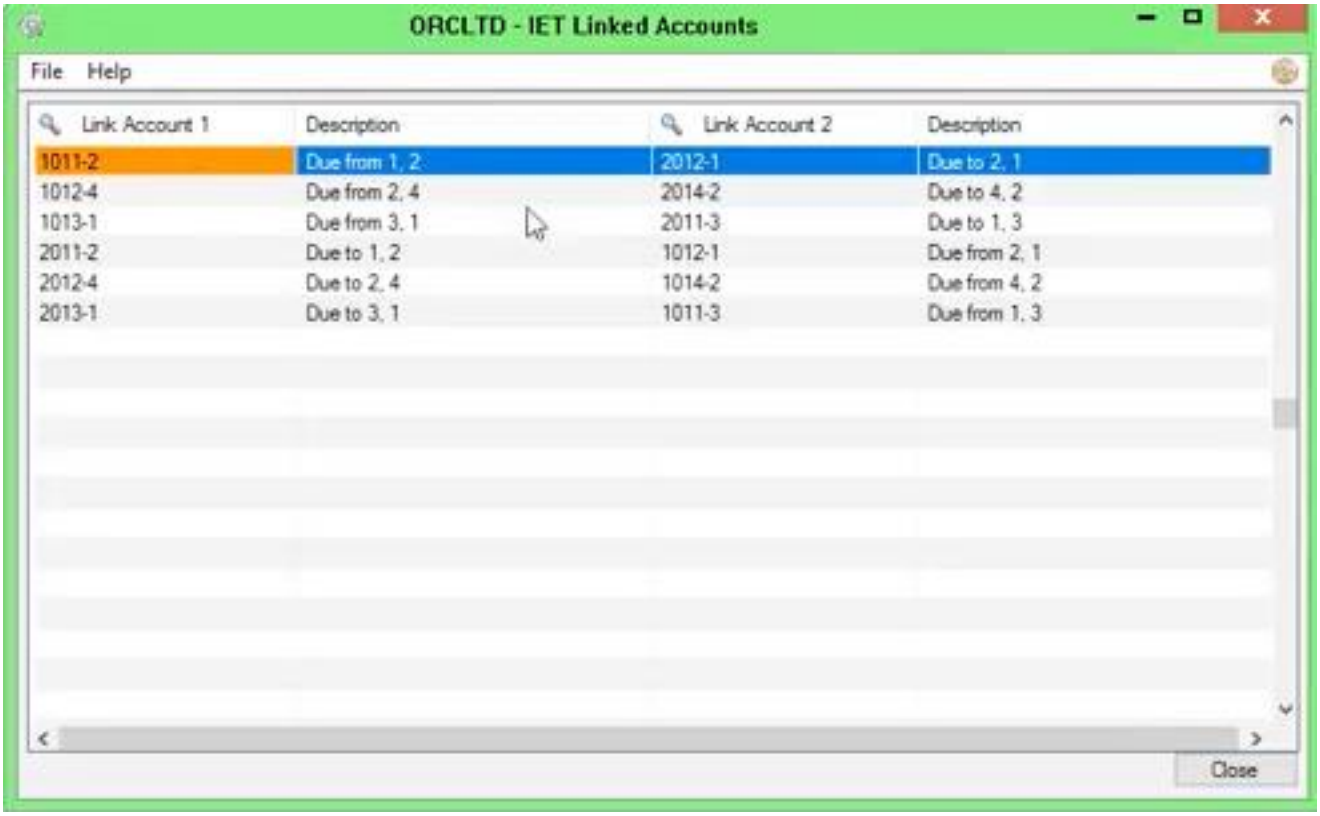
Define one route between 1 and 2 and one between 1 and 3.

You only need to define one route between 1 and 2 or 2 and 1, not both.



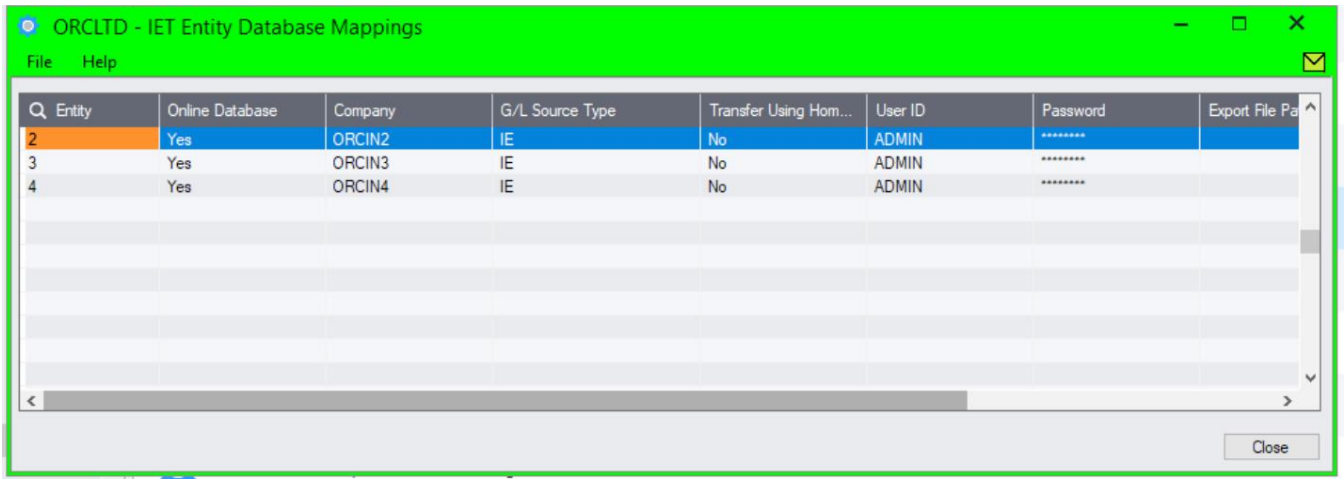
Define your linked accounts

This is only required to run the IET Account Balance Inquiry and to populate mirror accounts in the Transaction Routes screen. It isn't used for ongoing transaction processing.



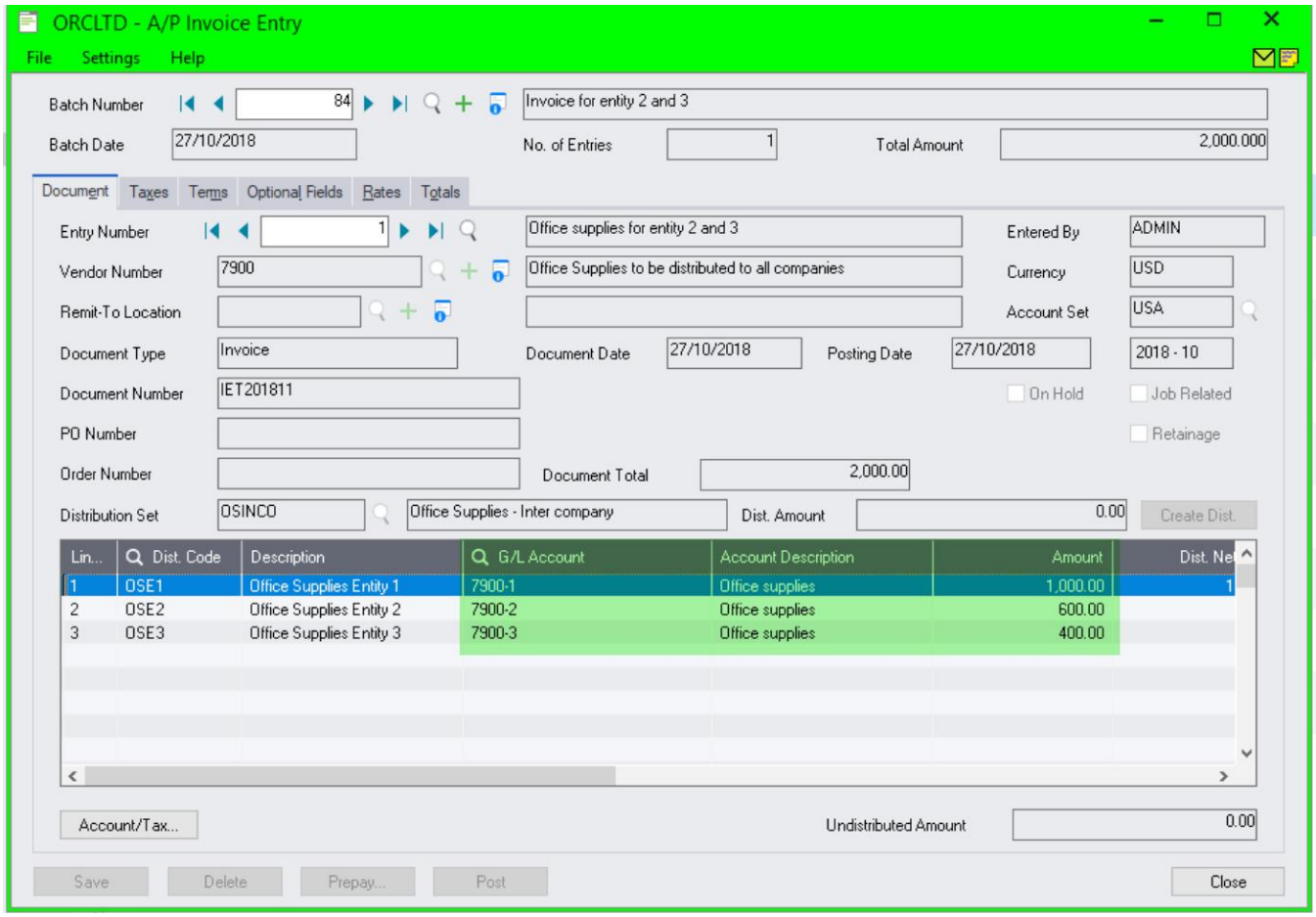
Define Entity database mapping

This is used to configure log on details to create transactions in target databases.



Process transactions

Enter an A/P Invoice and allocate the expense to 3 accounts, one with Entity 1 and one for Entity 2 and one for Entity 3.



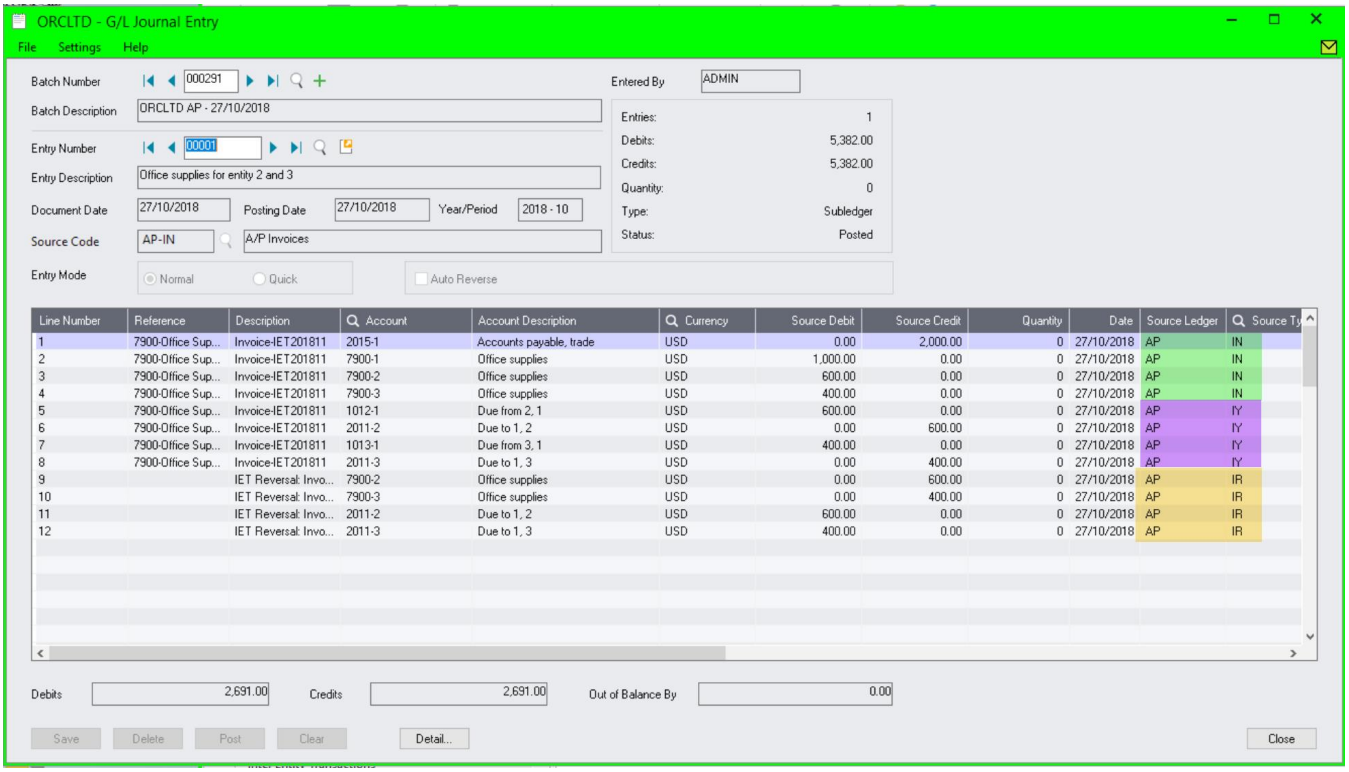
Tip: Use Distribution codes to facilitate data entry and expense allocation.

What it looks like in the General Ledger

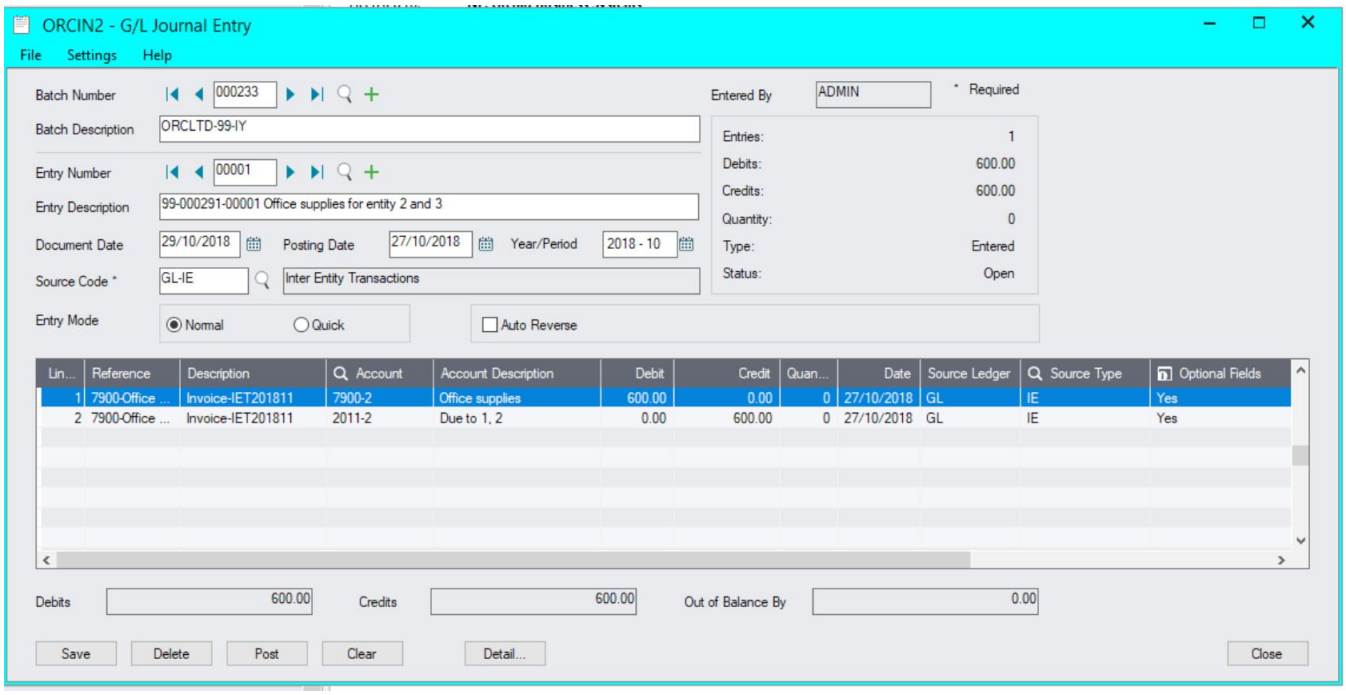
When you post the G/L batch created by the sub-ledger, Inter-Entity creates the Reversal entries, and Due to and Due from entries with the AP-IY Source code in the target databases. The Inter-Entity Audit log is populated with details of the transactions created.

Note: If the transaction does not balance by entity and a G/L Error batch is created, review the G/L Posting Journal > Posting journal errors for details, amend the error batch created by G/L and post again.

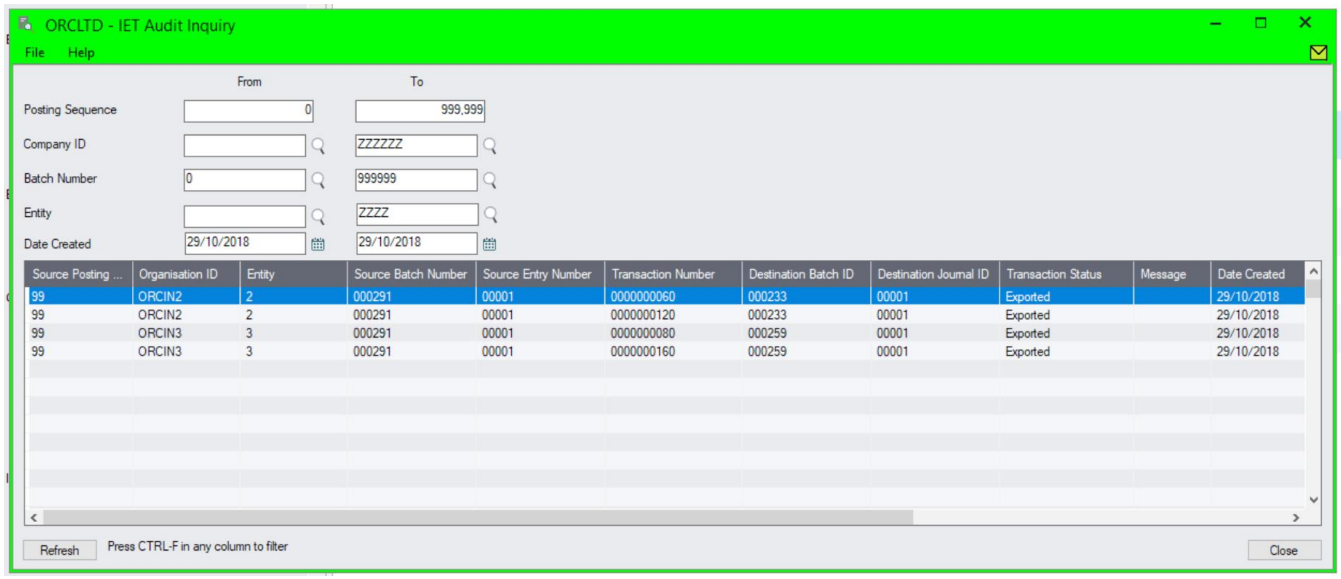
Note: If Inter-Entity cannot create the entries in the target databases, detailed error message can be found in the IET Audit Inquiry.



In the target database (Entity 2)



IET Audit Inquiry



Tip: If you want to see what Inter-Entity will do with a transactions but you don't want to post it, then go to Inter-Entity Transactions > IET Transactions > Generate IET Entries, select the range or batches you would like to check and click Process. Inter-Entity Transactions will create the balancing entries for you but won't post the batches. Great for testing.

AUTOMATE LOAN ACCOUNT ENTRIES USING ENTITY SUBSTITUTION TUTORIAL

In this tutorial, we will configure Inter-Entity Transactions between several Sage 300 databases using Entity Substitution, where the target entity is selected in an optional field.

Users select the optional field when processing the transaction (in the subledger and flows to the G/L, or directly in the G/L).

This is used when entities are separate company databases and the Expense accounts for the target entities do not exist in the source database.

We will process an AP Invoice entered in ORCLTD, 22% to be allocated to Entity 1, 33% to be allocated to Entity 2, and 44% to be allocated to Entity 3.

When the relevant G/L batch is posted in ORCLTD, Inter-Entity transactions automatically creates the loan account entries between Entity 1 and Entity 2 and Entity 1 and Entity 3.

Note: Only required where you have many entities (e.g. 50) and many expense / revenue accounts (e.g. 100), and you do not want to have all the target expense / revenue accounts in the source database (i.e. in this example 5,000 additional accounts)

Requirement! Inter-Entity Transactions Multi Edition

Scenario

The entry we want to process in ORCLTD

Entry 1: We will enter an A/P Invoice for $900 - $200 to an expense account for Entity 1, $300 for Entity 2 by selecting an optional field and $400 for an expense account for Entity 3 (by selecting an optional field).

Entry 2: Inter-Entity substitutes the optional field and creates entries in the Clearing accounts

Entry 3: Inter-Entity Transactions balances the entities

Entry 4: Inter-Entity Reverses those transactions which belong to other databases (if auto-reversal is selected in IET Options)

Entry 5 and 6: Inter-Entity creates those transactions which belong to other databases.

	Expense - 1	
1. AP Inv Entity 1	$200	

1. AP Inv Entity 2	$300	2. IET Substituti-on	$30-0
1. AP Inv Entity 3	$400	2. IET Substituti-on	$40-0

AP Vendor Control Account

		1. AP Invoice	$900

Clearing- 2

2. IET Substitution	$300	4, IET Reversal	$300

Clearing- 3

2. IET Substitution	$400	4. IET Reversal	$400

Due to 1 - 2

4. IET Reversal	$300	3. Due to 1	$300

Due From Entity 2 (-1 asset)

3. Due From 2	$300		

Due to 1 - 3

4. IET Reversal	$400	3. Due to 1	$400

Due From Entity 3 (-1 asset)	
3. Due From 3 $400	

In the target entities

In Entity 2 (ORCIN2)

Expense - 2	
4. AP Invoice $300	

Due to 1 - 2	
	4. Due to 1 $300

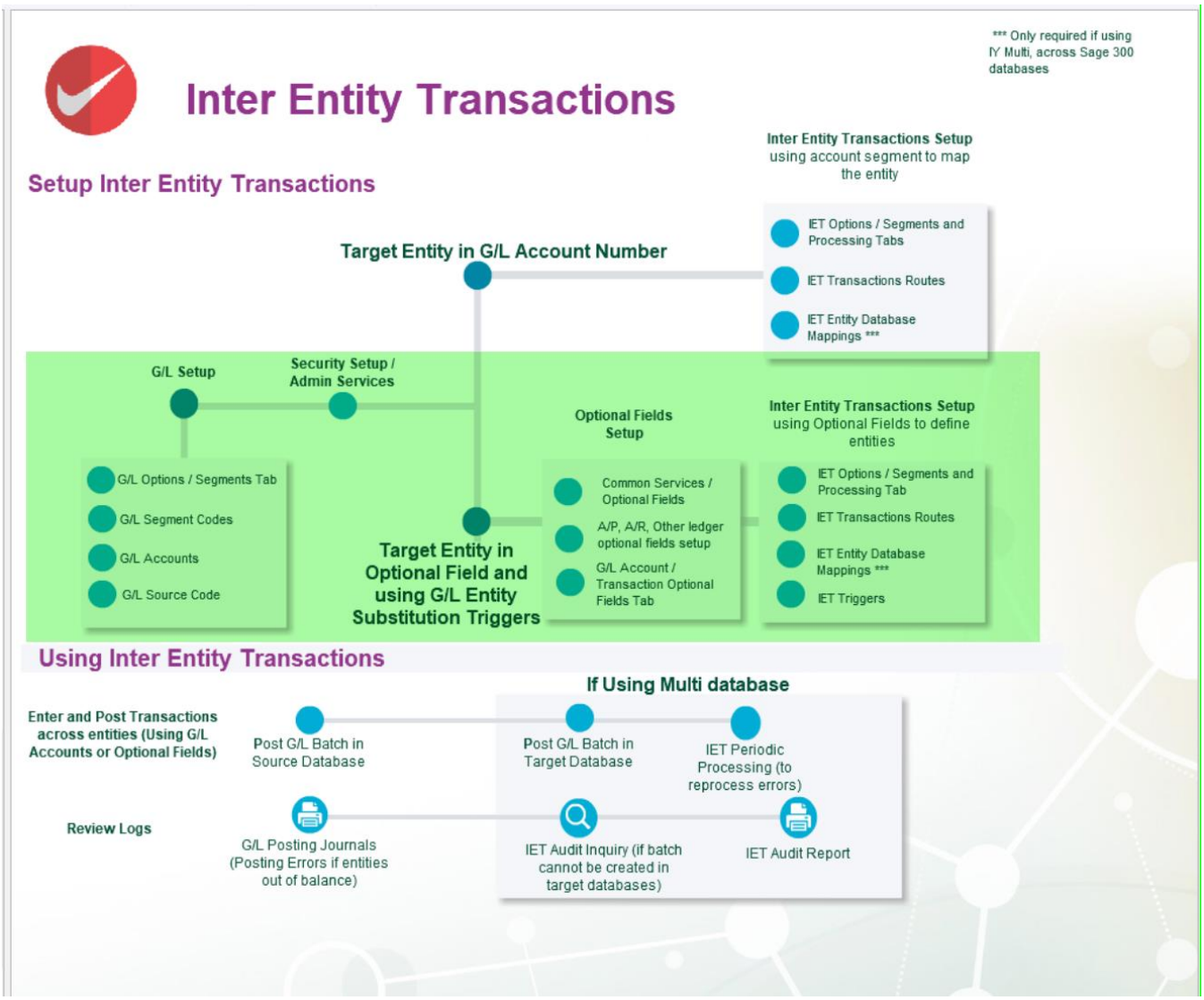
In Entity 3 (ORCIN3)

Expense - 3	
5. AP Invoice $400	

Due to 1 - 3	
	5. Due to 1 $400

Visual process flow for setup

Tip: Assign the Visual Process Flow in Administrative Services

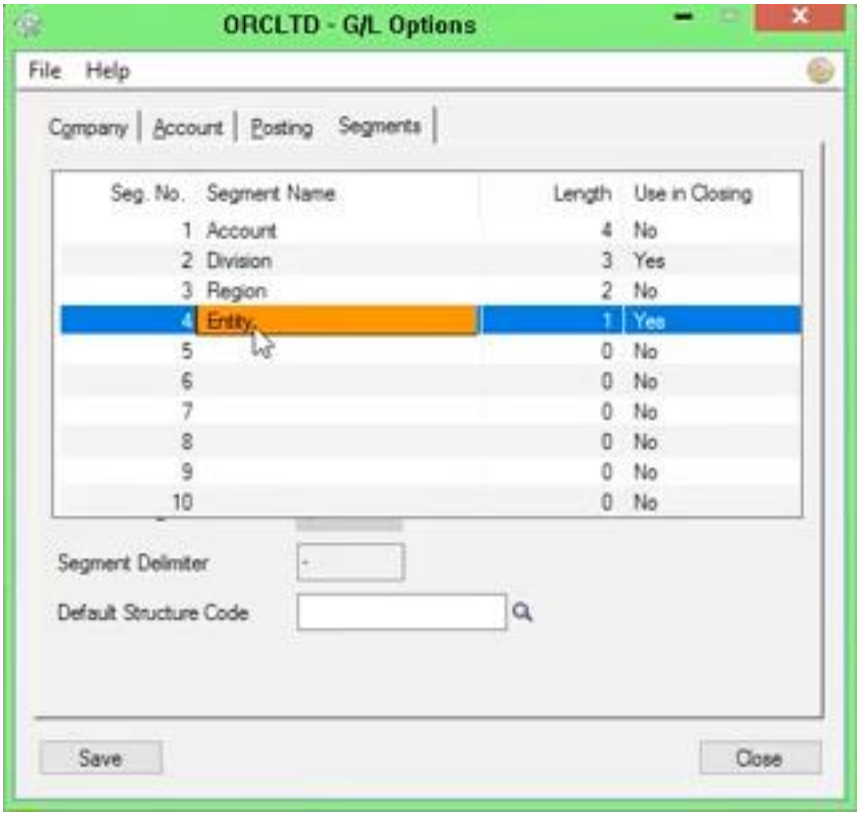


General Ledger Setup

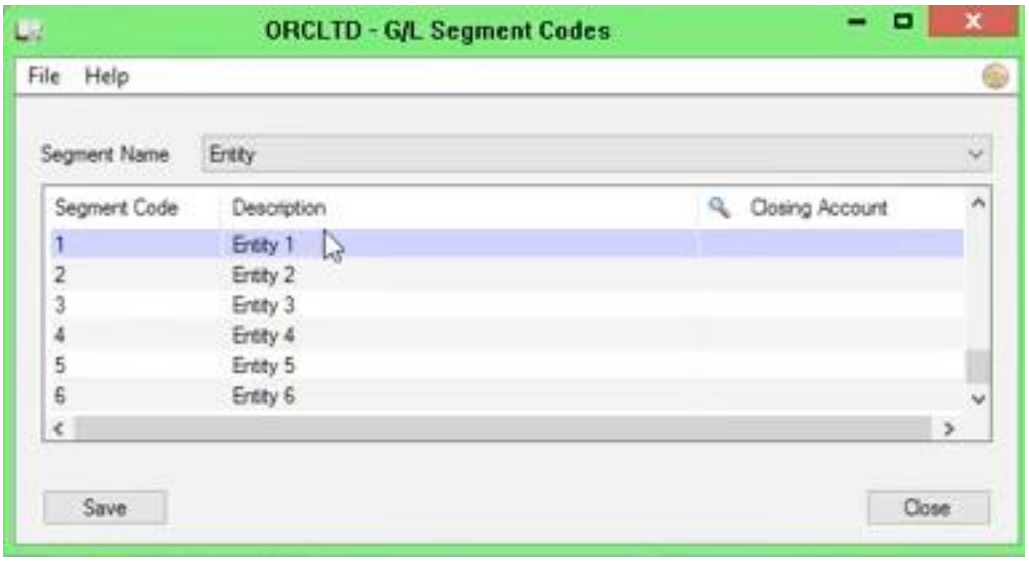
This has been done in the ORCLTD, ORCIN2 and ORCIN3 databases in Orchid Sample data.

DETAILED SETUP.

Create a G/L segment to define the entity



Setting up the entities in G/L > Segment Codes

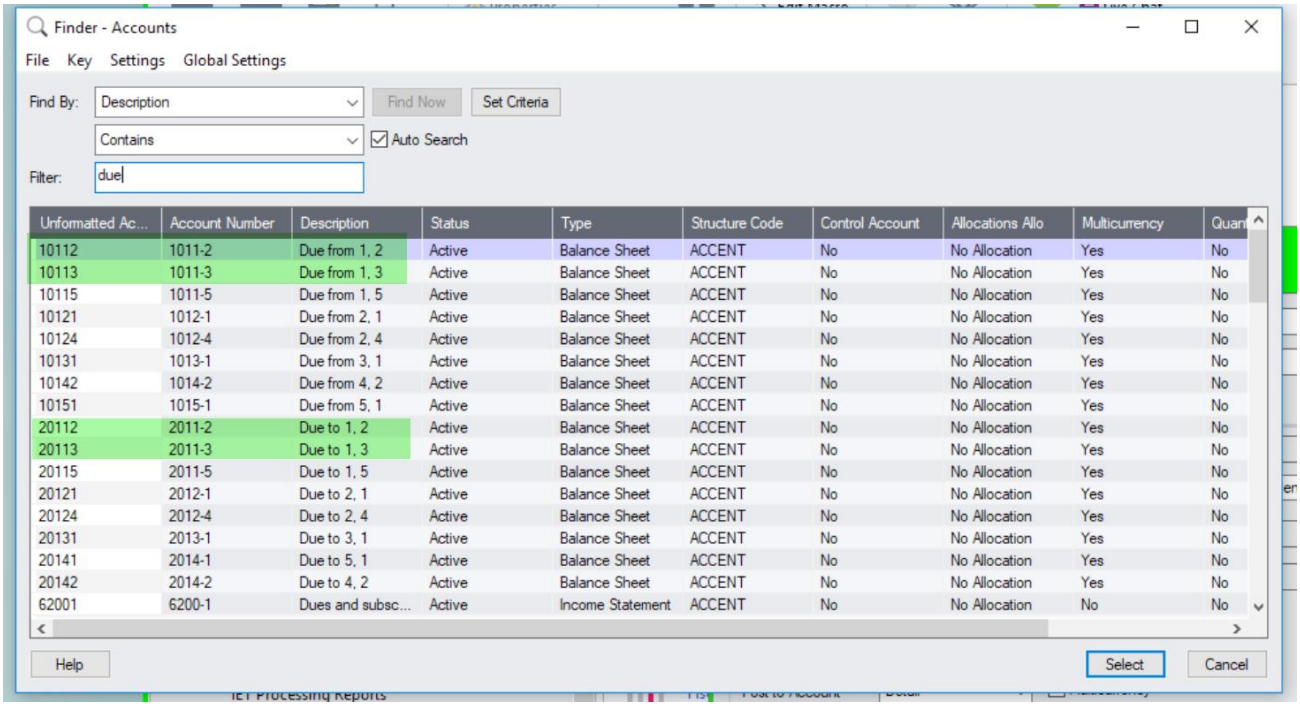


Set up the loan accounts in G/L in the source and the target databases

In this example, Due to 3 and Due from 3, Due to 2 and Due from 2 in the source database (ORCLTD)

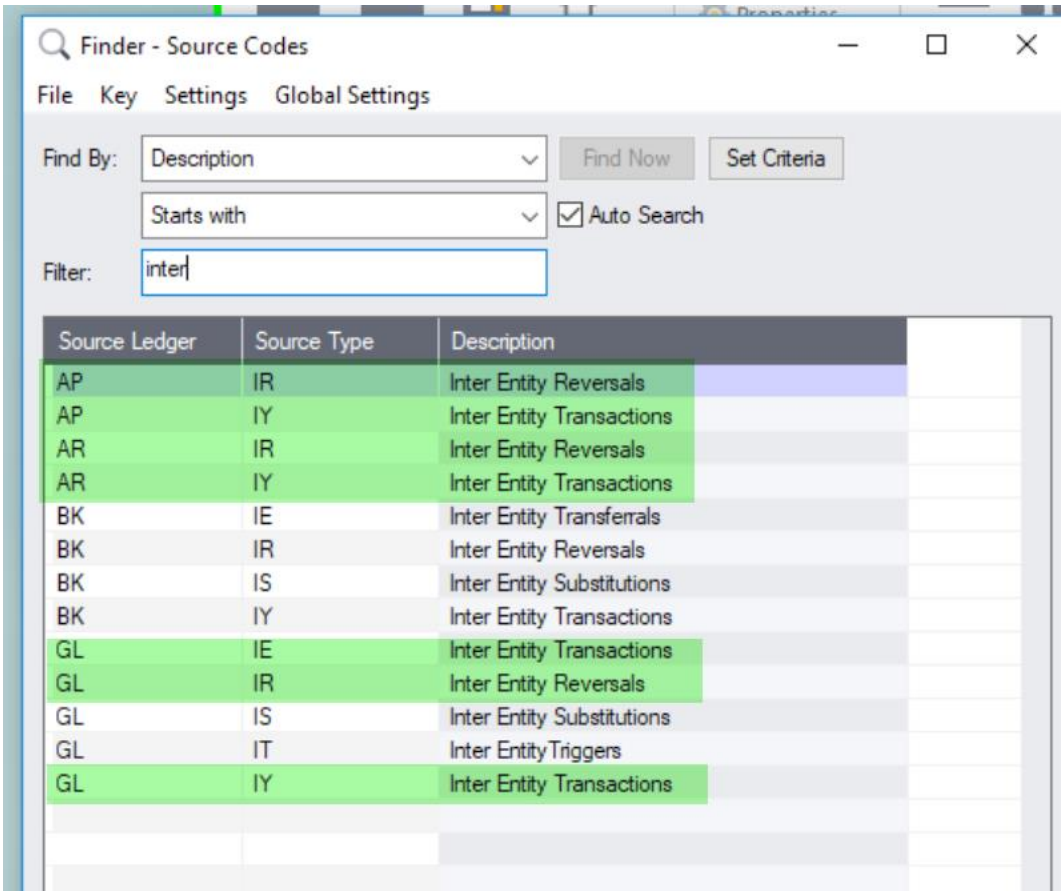
Due to 1 and Due from 1 in the target databases (ORCIN2 and ORCIN3)

Note: You don't need to create all Income statement accounts for the target entities.



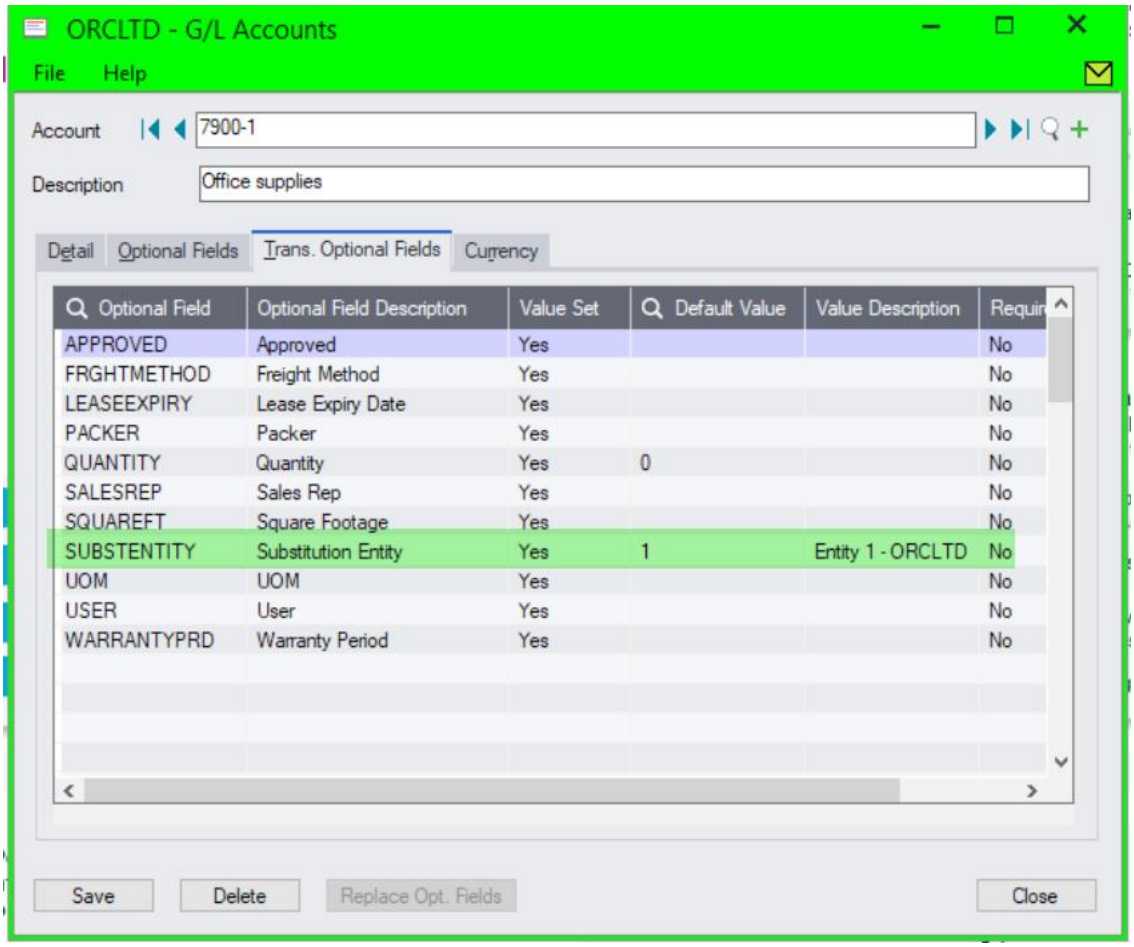
Set up the source codes in G/L

In this tutorial, AP-IY will be used for transactions generated by Inter-Entity Transactions, AP-IR for Reversal entries, AP-IS for substitution entries.



Optional Fields Setup

You need to configure an Optional Field in Common Services to define the entity the transactions relate to. Then configure the optional fields in the relevant sub-ledgers in the source company and in the General Ledger as a Transaction Optional Field.



Inter - Entity Options Setup

For details on each option, refer to the detailed screen guide. Options form Screen Guide and Field List.

Tip: You only need to activate Inter-Entity in the companies where Source transactions are entered. In this example, ORCLTD.

Define the Entity segment/s to be used by Inter-Entity

In this tutorial, the Entity segment is segment 4 and Entity 1 is the default entity.

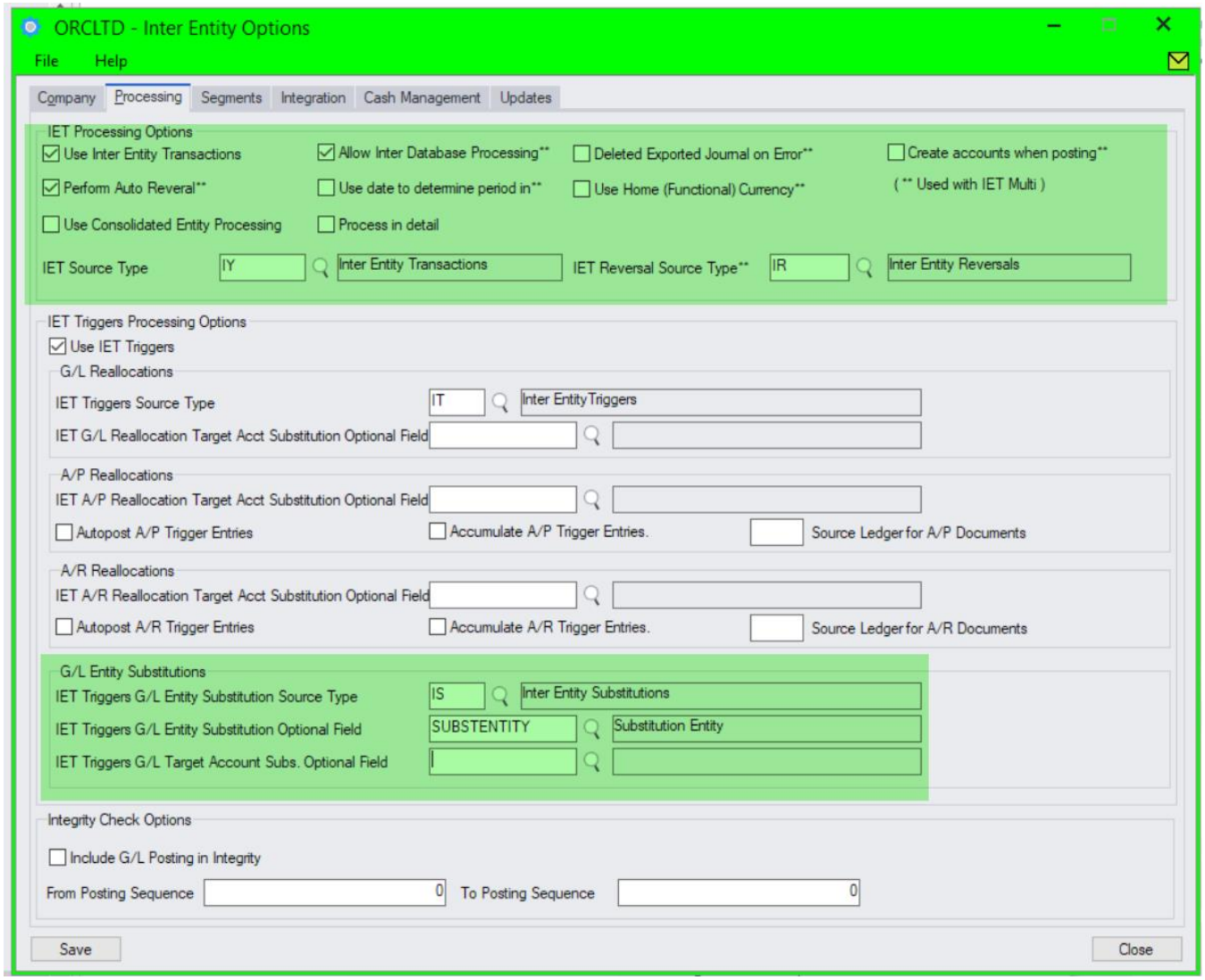
Default Entity is used for complex transactions, where Inter-Entity cannot determine which route(s) to use. In cases like this balancing takes place via the default entity.

Inter-Entity Options > Processing Tab

When entities are in separate Sage 300 database, you need to tick "Use Inter-Entity Processing" and "Allow Inter-database processing" and select a Source Type for the entries created by Inter-Entity and for reversal entries. In most cases, select "Perform auto-reversals".

For details on other configuration options, refer to the detailed screen guide. Options form Screen Guide and Field List.

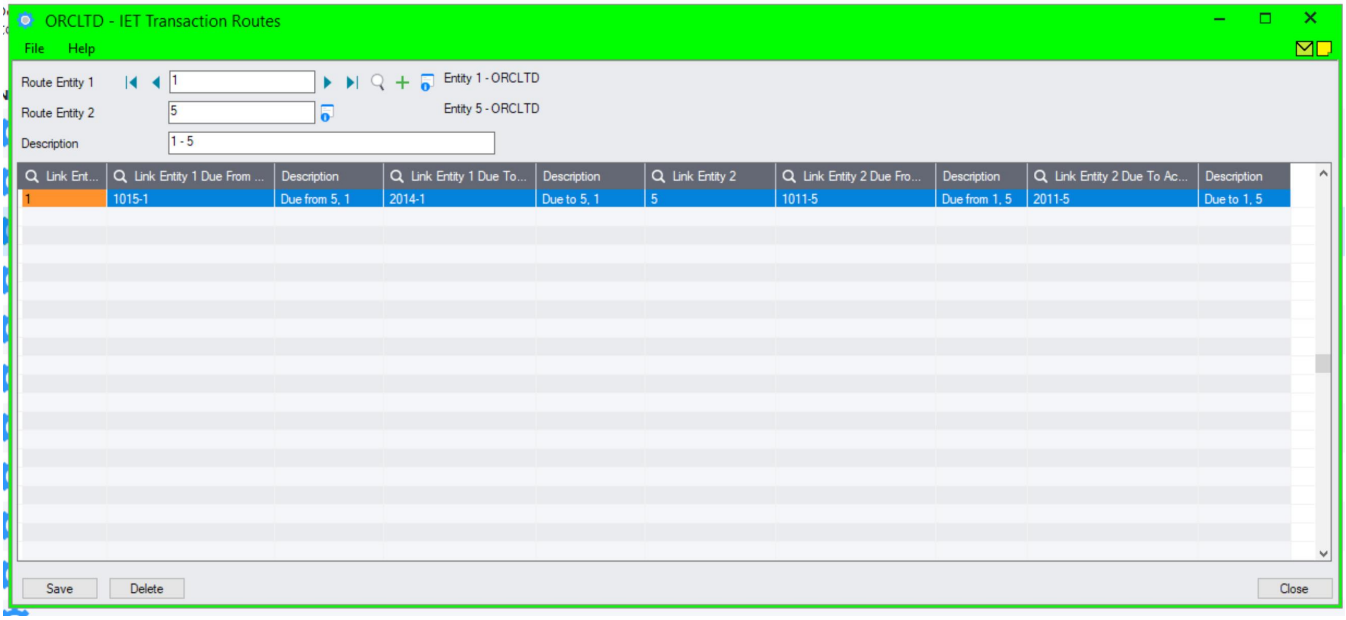
Tick "Use IET Triggers" and select the source type and optional field defining the entity.



Define the Transactions Routes

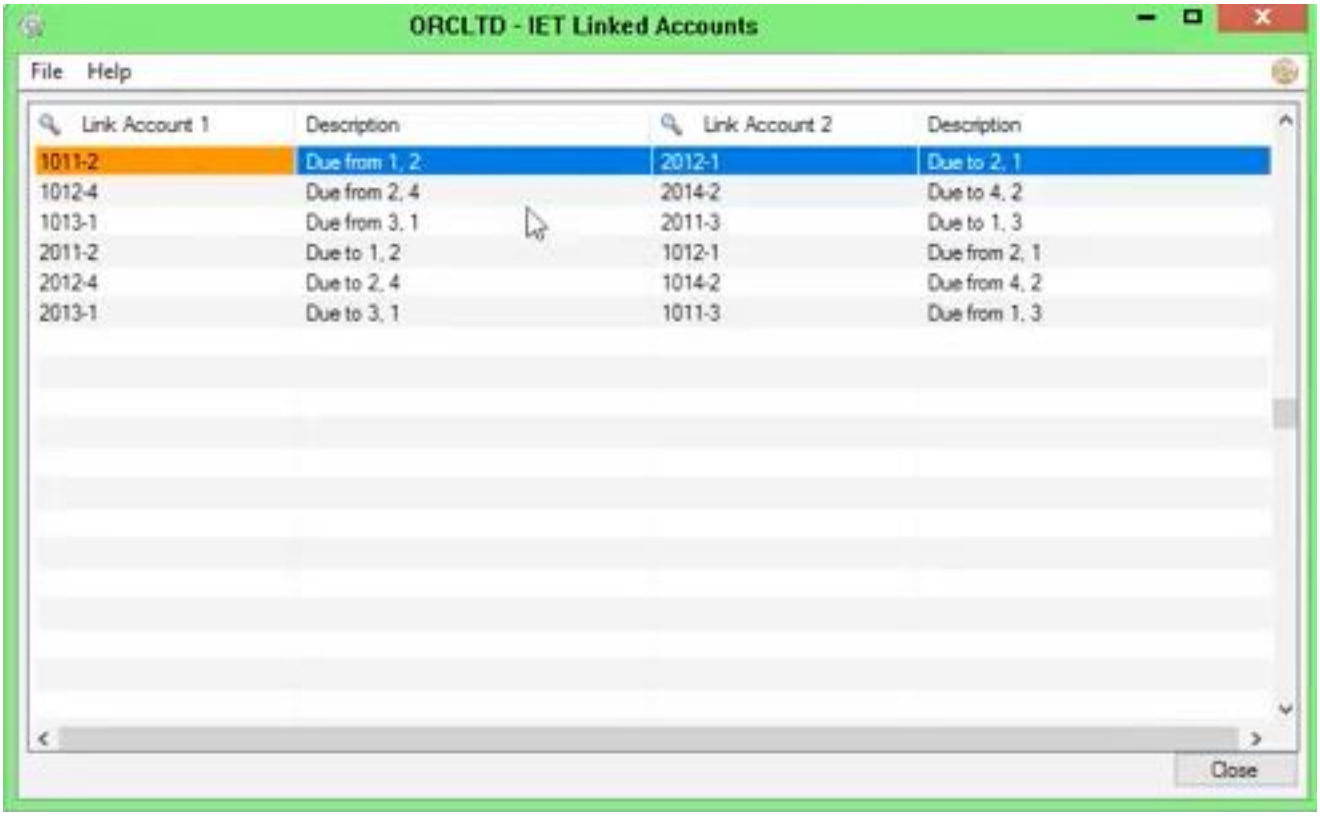
Define one route between 1 and 2 and one between 1 and 3.

You only need to define one route between 1 and 2 or 2 and 1, not both.



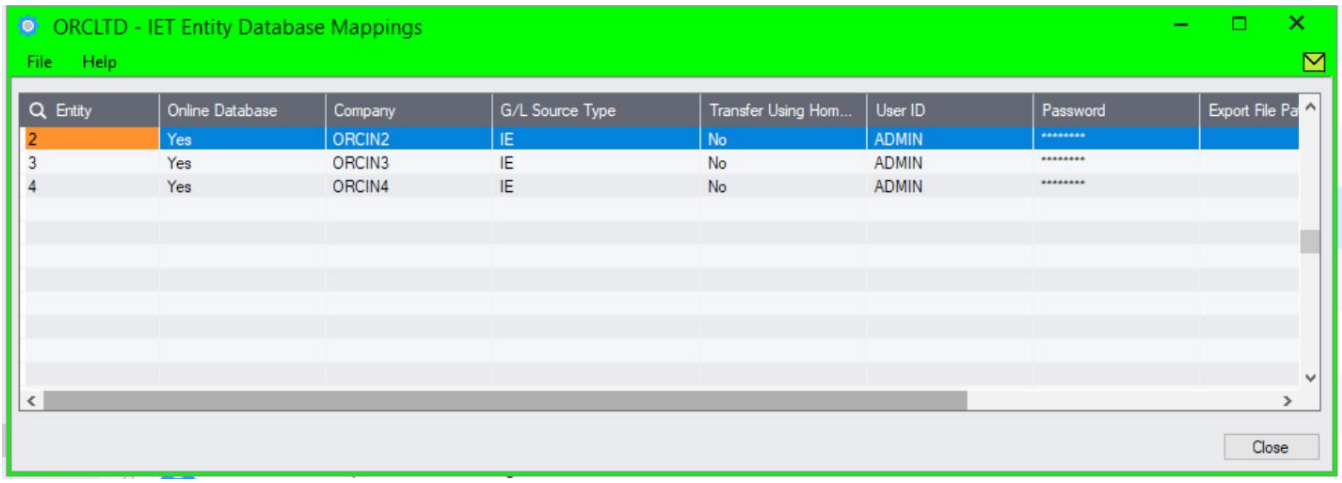
Define your linked accounts

This is only required to run the IET Account Balance Inquiry and to populate mirror accounts in the Transaction Routes screen. It isn't used for ongoing transaction processing.



Define Entity database mapping

This is used to configure log on details to create transactions in target databases.



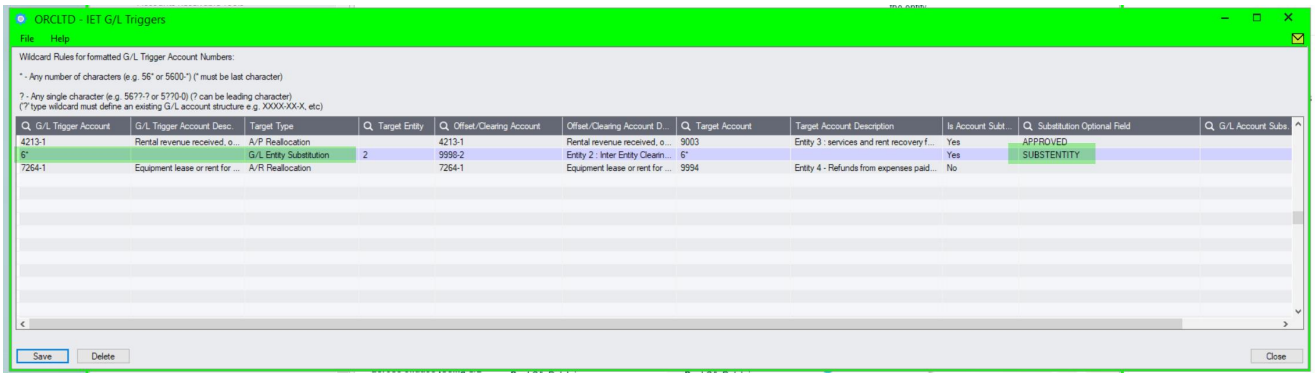
Configure G/L Trigger - Entity Substitution

Select one or a range of accounts that are substitutable, the related account in the target entities and the transaction optional field that will define the entity.

Tip: The target entity in the G/L Trigger setup screen is an example and will be replaced by the value of the optional field when transactions are processed by Inter-Entity.

Example:

In the example below, all accounts starting with 6 can be substituted with an optional field called SUBSTENTITY.

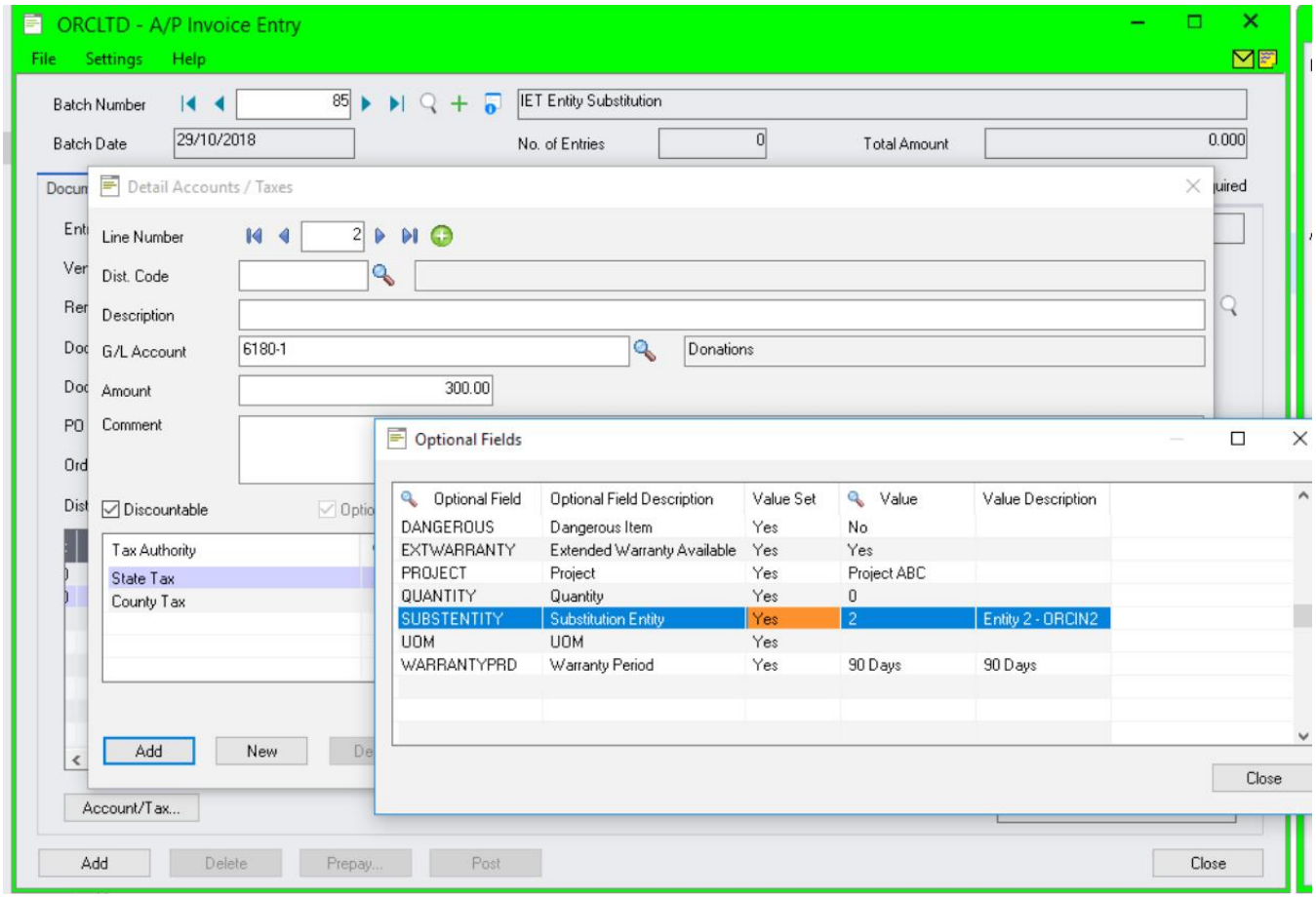


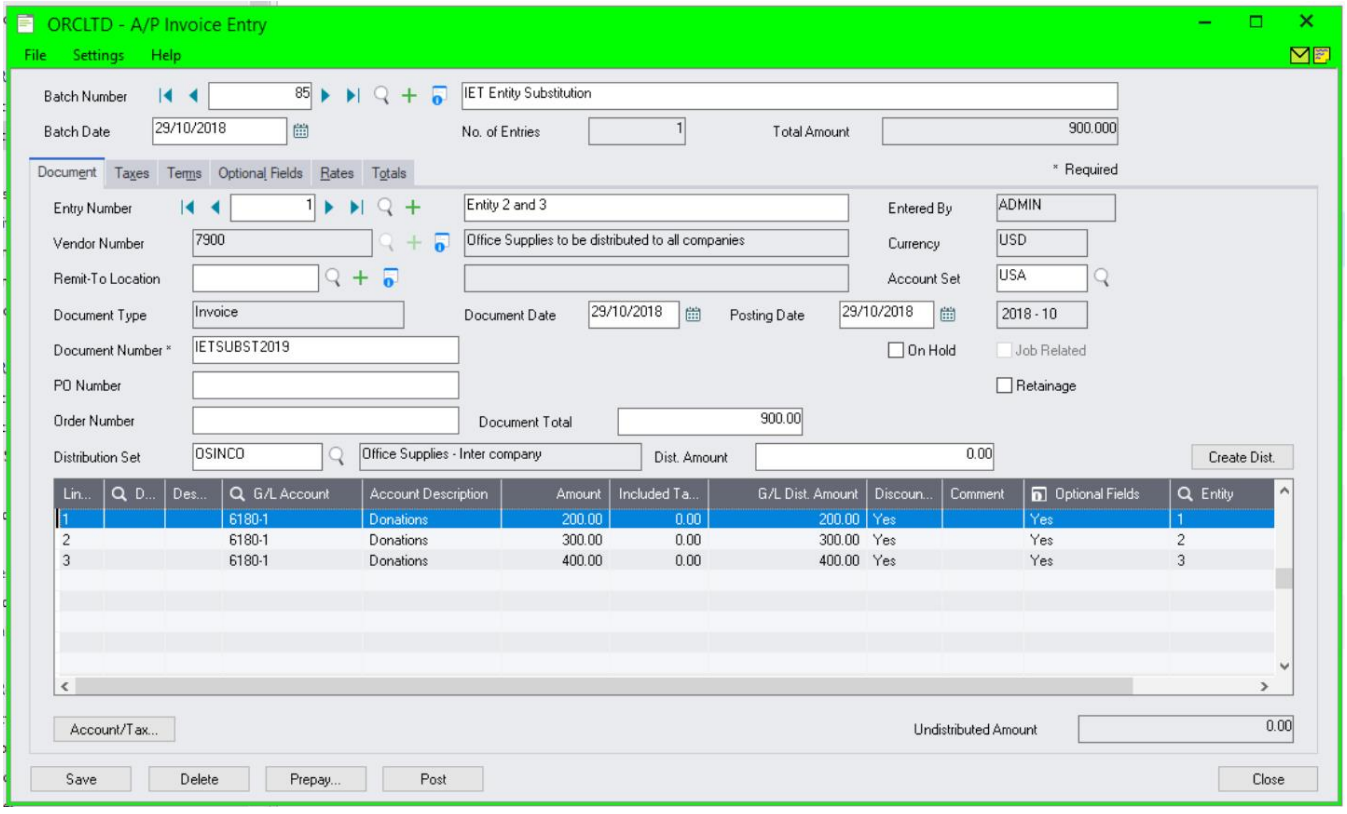
Process transactions

Enter an A/P Invoice and allocate the expense to 3 journal lines for an Expense account starting with 6.

Leave the first one with Entity 1 - Leave the optional field default value to 1

select Entity 2 in the 2nd line Optional field SUBSTENTITY and Entity 3 for the 3rd line.


ORCLTD - A/P Invoice Entry
File Settings Help
Batch Number 85 IET Entity Substitution
Batch Date 29/10/2018 No. of Entries 0 Total Amount 0.000
Detail Accounts / Taxes
Line Number 2
Dist. Code
Description
G/L Account 6180-1 Donations
Amount 300.00
Comment
Discountable
Tax Authority
State Tax
County Tax
Add New
Account/Tax...
Optional Fields
Optional Field | Optional Field Description | Value Set | Value | Value Description
DANGEROUS | Dangerous Item | Yes | No
EXTWARRANTY | Extended Warranty Available | Yes | Yes
PROJECT | Project | Yes | Project ABC
QUANTITY | Quantity | Yes | 0
SUBSTENTITY | Substitution Entity | Yes | 2 | Entity 2 - ORCIN2
UOM | UOM | Yes
WARRANTYPRD | Warranty Period | Yes | 90 Days | 90 Days
Close
Add Delete Prepay... Post Close


ORCLTD - A/P Invoice Entry
File Settings Help
Batch Number 85 IET Entity Substitution
Batch Date 29/10/2018 No. of Entries 1 Total Amount 900.000
Document Taxes Terms Optional Fields Rates Totals
* Required
Entry Number 1 Entity 2 and 3 Entered By ADMIN
Vendor Number 7900 Office Supplies to be distributed to all companies Currency USD
Remit-To Location Account Set USA
Document Type Invoice Document Date 29/10/2018 Posting Date 29/10/2018 2018 - 10
Document Number * IETSUBST2019 On Hold Job Related
PO Number Retainage
Order Number Document Total 900.00
Distribution Set OSINCO Office Supplies - Inter company Dist. Amount 0.00 Create Dist.
Lin... | D... | Des... | G/L Account | Account Description | Amount | Included Ta... | G/L Dist. Amount | Discoun... | Comment | Optional Fields | Entity
1 | 6180-1 | Donations | 200.00 | 0.00 | 200.00 | Yes | Yes | 1
2 | 6180-1 | Donations | 300.00 | 0.00 | 300.00 | Yes | Yes | 2
3 | 6180-1 | Donations | 400.00 | 0.00 | 400.00 | Yes | Yes | 3
Account/Tax...
Undistributed Amount 0.00
Save Delete Prepay... Post Close

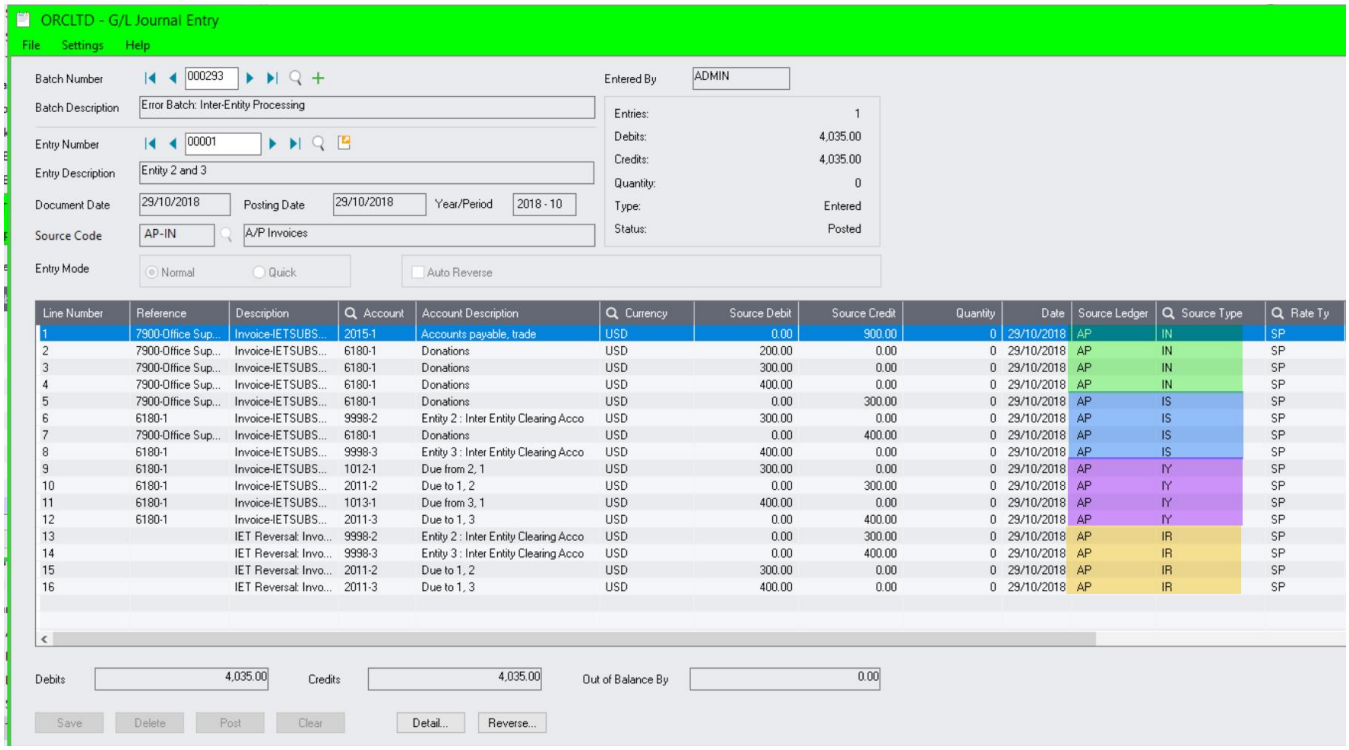
Tip: Use Orchid Extender to display and edit the optional fields in the grid. This requires a licence for Extender Deverlop separate from Inter-Entity License.

What it looks like in the General Ledger

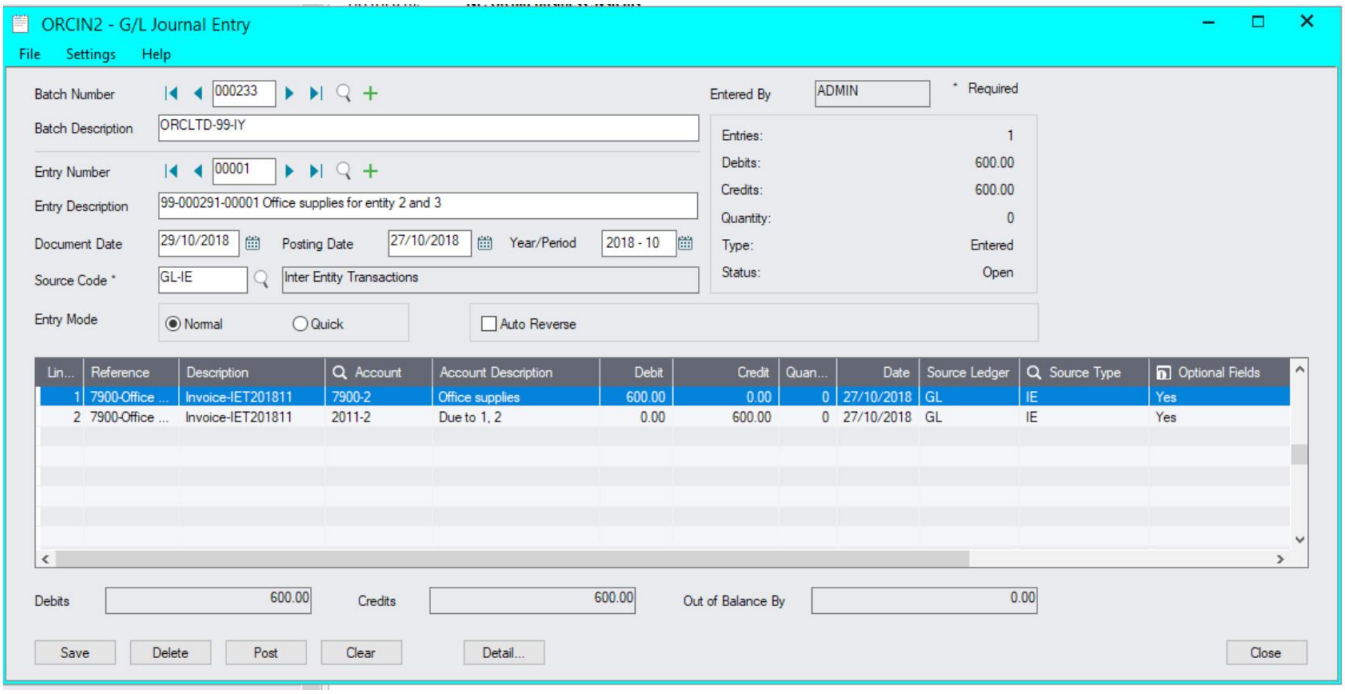
When you post the G/L batch created by the sub-ledger, Inter-Entity creates the Reversal entries, and Due to and Due from entries with the AP-IY Source code in the target databases. The Inter-Entity Audit log is populated with details of the transactions created.

Note: If the transaction does not balance by entity and a G/L Error batch is created, review the G/L Posting Journal > Posting journal errors for details, amend the error batch created by G/L and post again.

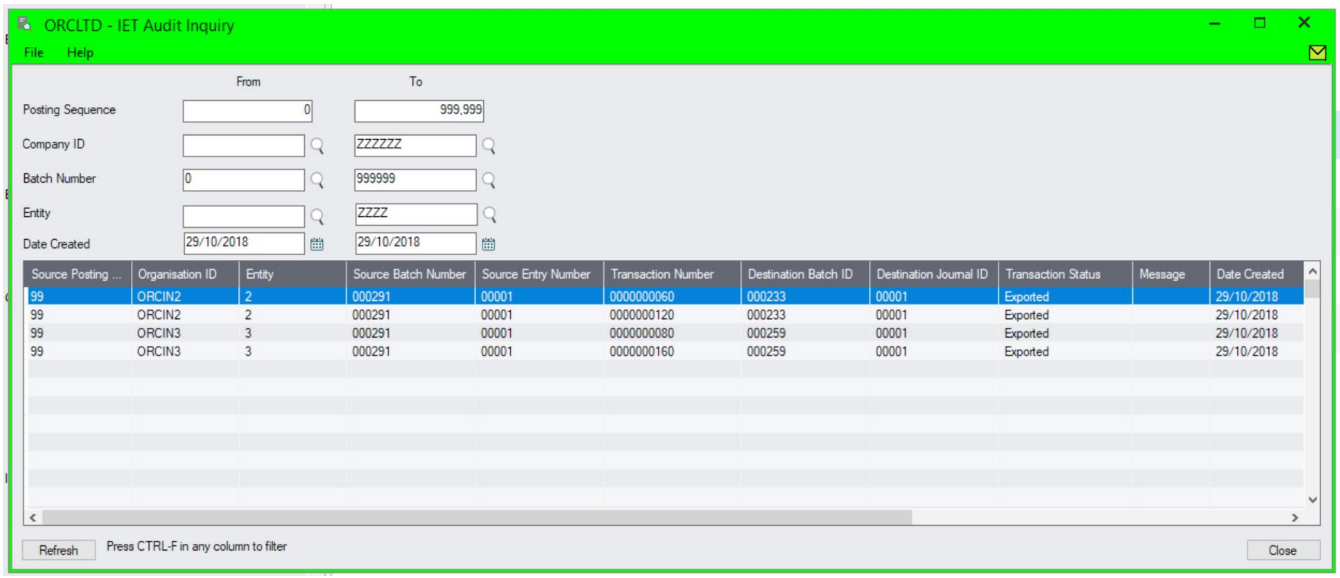
Note: If Inter-Entity cannot create the entries in the target databases, detailed error message can be found in the IET Audit Inquiry.



In the target database (Entity 2)



IET Audit Inquiry



Tip: If you want to see what Inter-Entity will do with a transactions but you don't want to post it, then go to Inter-Entity Transactions > IET Transactions > Generate IET Entries, select the range or batches you would like to check and click Process. Inter-Entity Transactions will create the balancing entries for you but won't post the batches. Great for testing.

G/L TRIGGERS AP REALLOCATION TUTORIAL

Scenario: Repay Rent Received on behalf of another company

When a company books Rent revenue against a specific income account, it needs to raise an A/P Entry to pass the revenue on to a second company. This is automated using **G/L Triggers A/P Reallocation**. In this instance there is no loan account balancing.

Requirement! This uses Inter-Entity Transactions Trigger functionality. It is available in Inter-Entity Transactions Single Company and Multi-database, but A/P Reallocation only works within the same Sage 300 company.

Example: AR Invoice entered for rent received in Entity 1 (ORCLTD). A portion of the rent is owing to Entity 3. Inter-Entity Trigger will raise the AP Invoice for Entity 3.

Scenario

The entry we want to process

4211-1 Rent received Entity 1			
		Rent Received	$200

4213-1 Rent received Entity 3			
1-AP Invoice	$100	Rent Received	$100

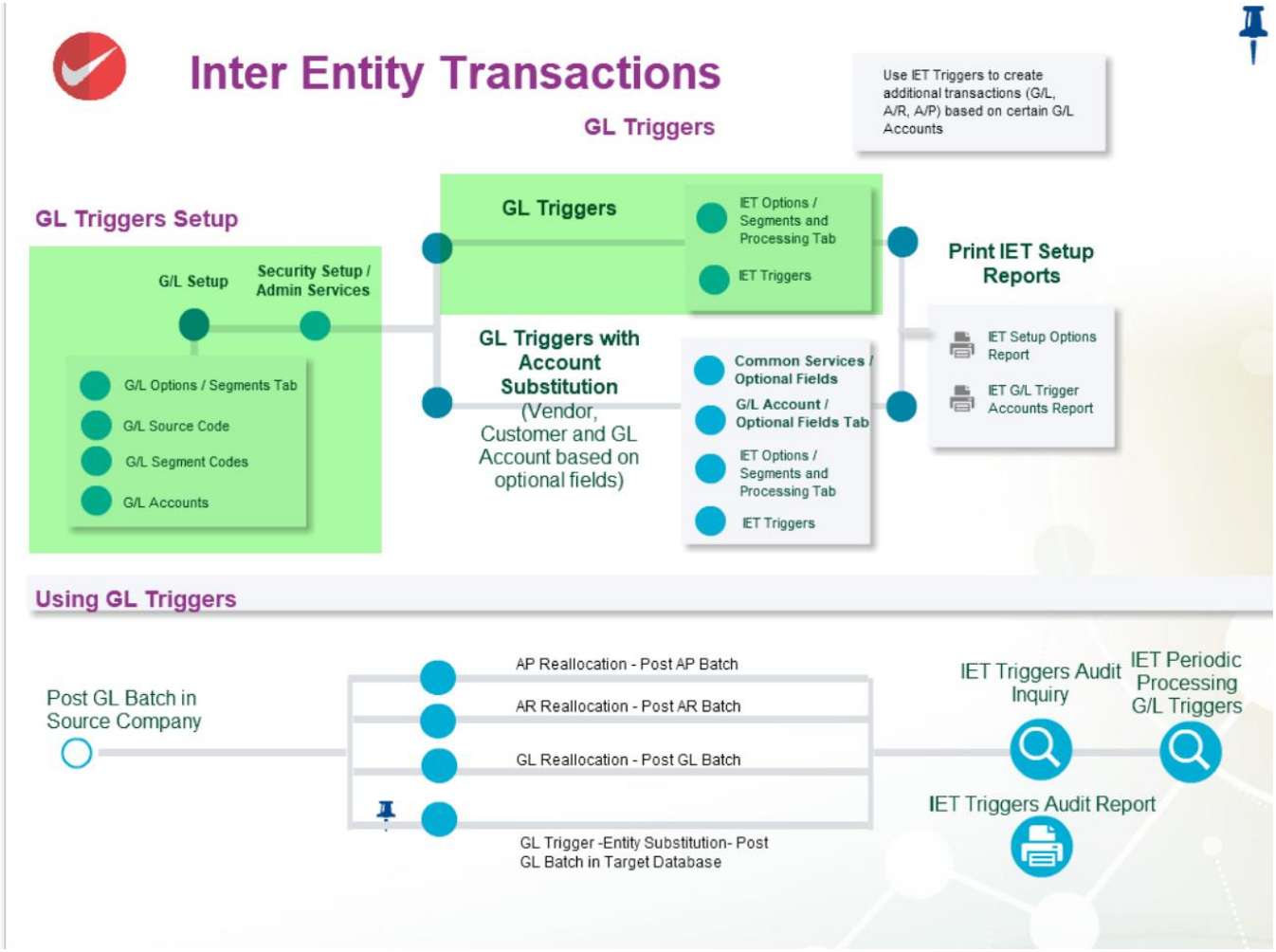
Account Receivable Control Account (Entity 1)	
AR Invoice	$300

Inter-Entity Triggers will create the AP Invoice for Vendor 9003 (Entry 1)

Accounts Payable Control Account	
	1-AP Invoice $100

Visual process flow for setup

Tip: Assign the Visual Process Flow in Administrative Services

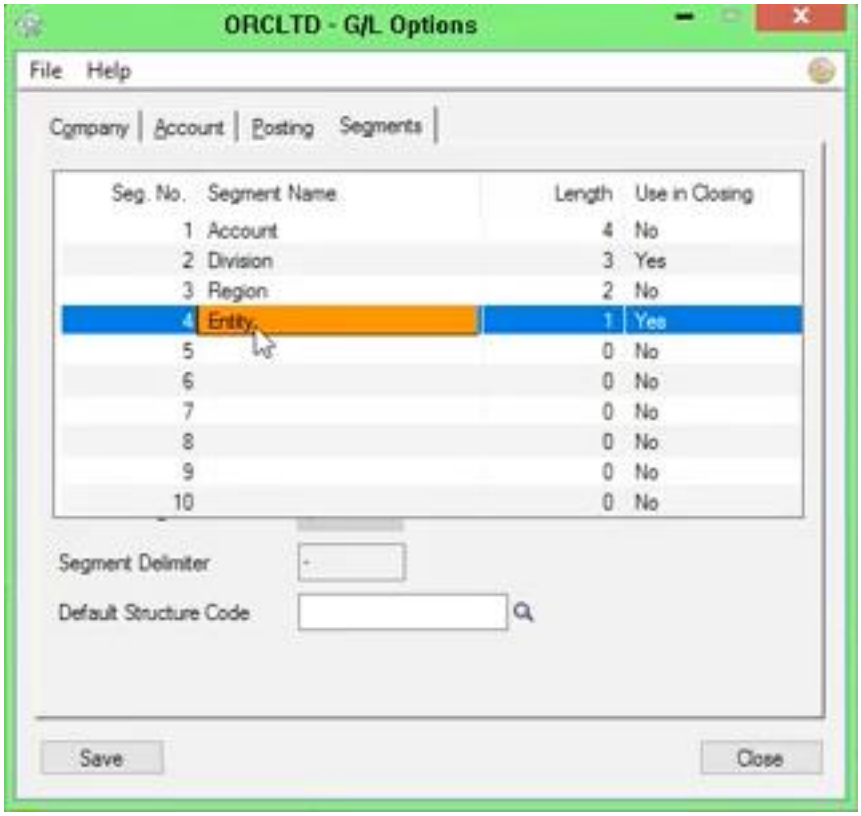


General Ledger Setup

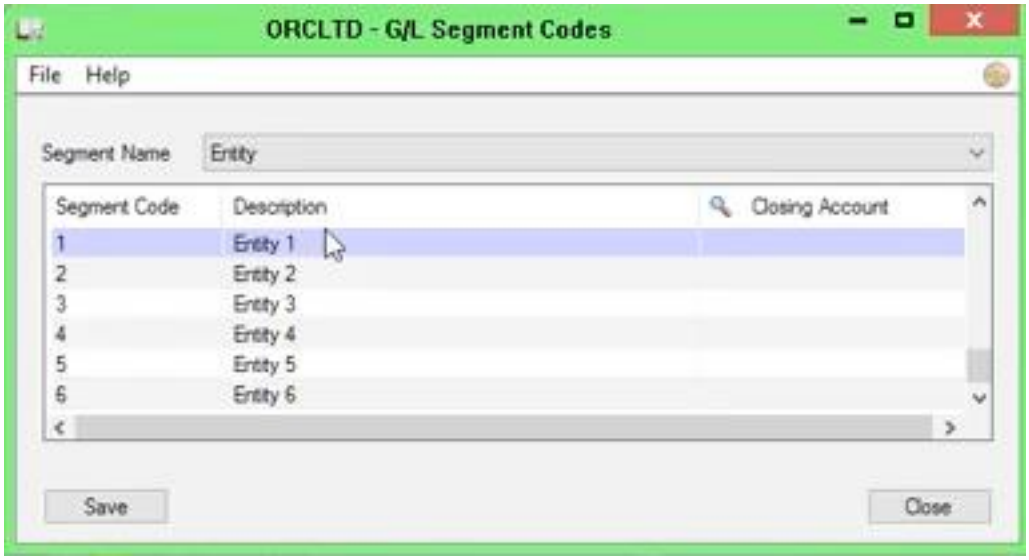
This has been done in the ORCLTD database in Orchid Sample data.

DETAILED SETUP.

Create a G/L segment to define the entity



Setting up the entities in G/L > Segment Codes



Set up the expense and control accounts in G/L

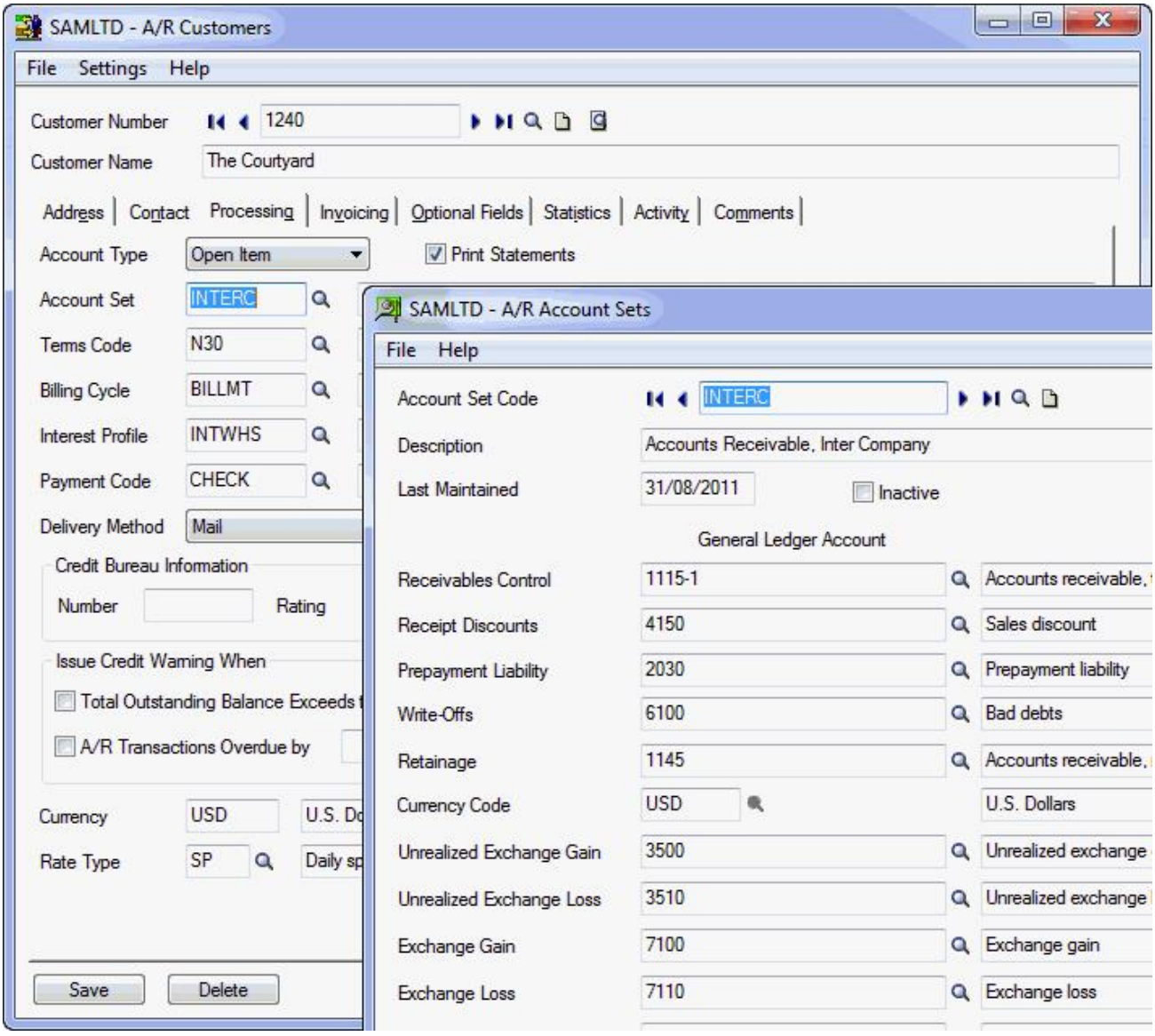
In the source company, create the following accounts (ORCLTD in the example below)

1115-1 Accounts Receivable Entity 1

4211-1 - Rent expense - Entity 1

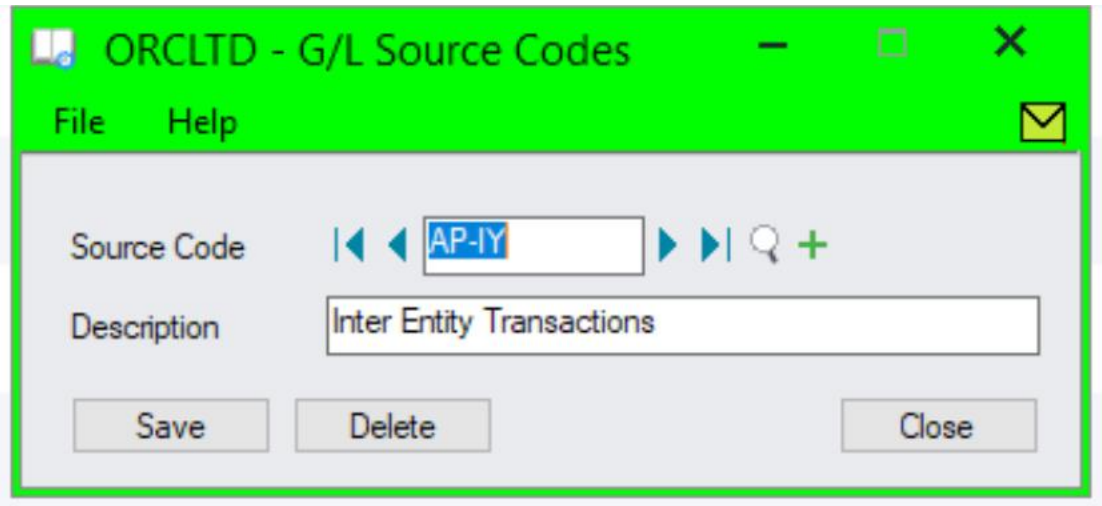
4213-1 Rental Recovery, Entity 1

The A/R Control account for the Customer used for the recording of the revenue must belong to the same entity as the G/L Trigger account, in this example, Entity 1.



Set up the source codes in G/L

In this tutorial, AP-IT will be used for transactions generated by IET Triggers.



Inter-Entity Options Setup

For details on each option, refer to the detailed screen guide. Options form Screen Guide and Field List.

Define the Entity segment/s to be used by Inter-Entity

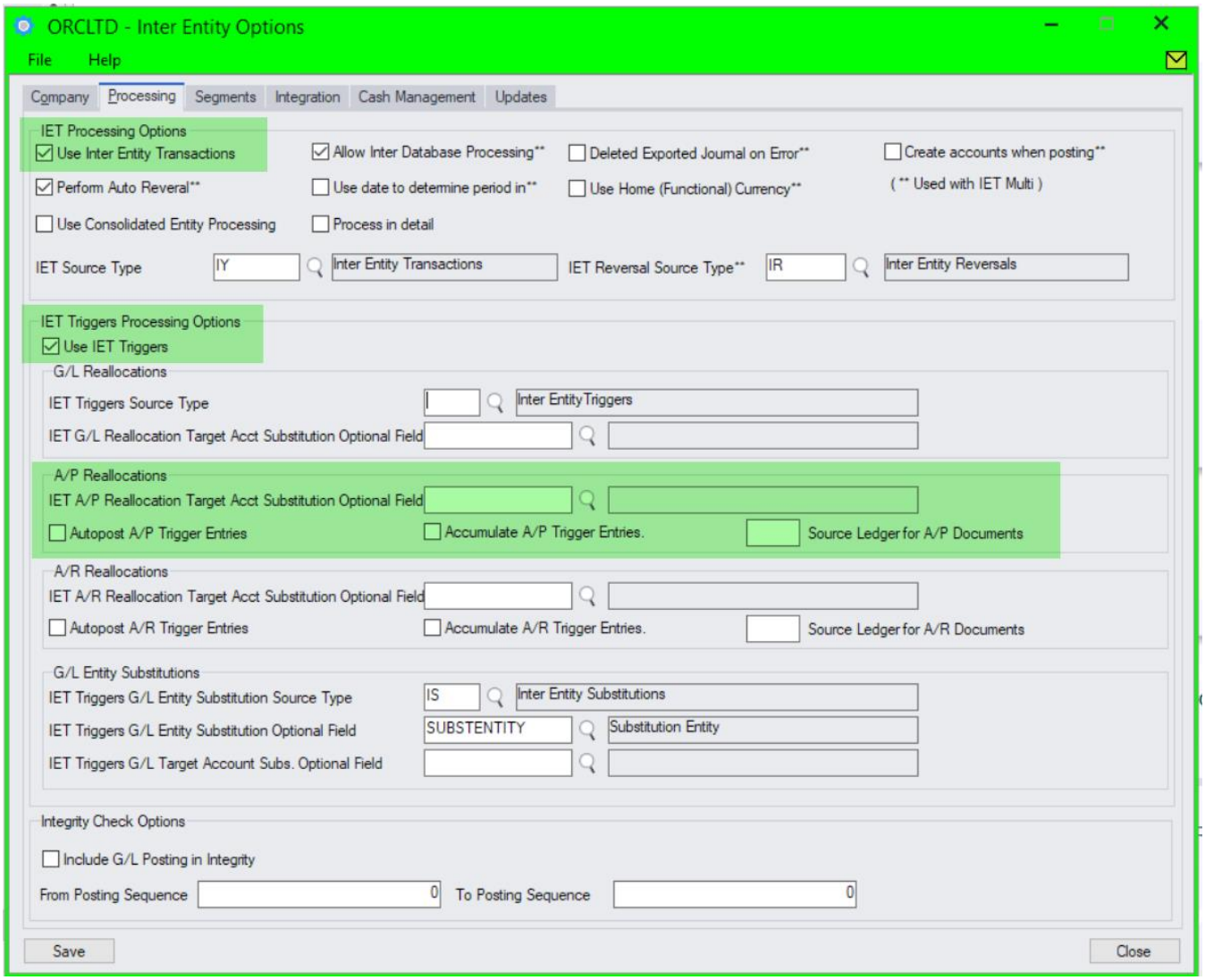
In this tutorial, the Entity segment is segment 4 and Entity 1 is the default entity.

Inter-Entity Options > Processing Tab

You need to select "Use Inter-Entity Processing" and "Use IET Triggers".

Select the required options for A/P Reallocation .

Note: If you wish to record the required Vendor target account on the source data entry in an optional field, then you provide the optional field name that will be used to enter the Vendor Account and configure it in the IET G/L Triggers setup screen. This Optional field needs to be captured in the source entry, and then flowed through to the General Ledger at a transaction level.

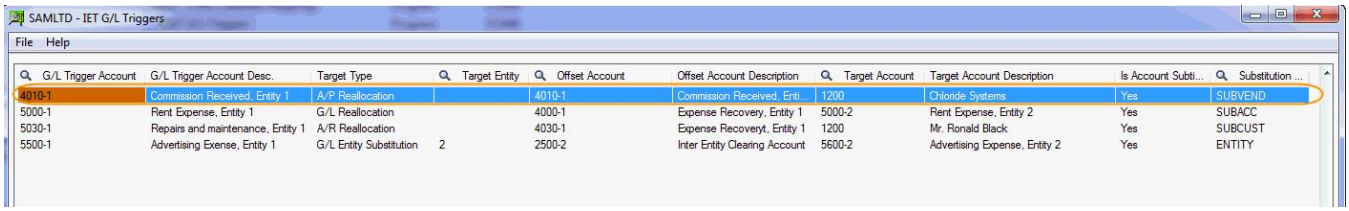


Setup G/L Trigger Account

Select the G/L Account that triggers the A/P Reallocation and select the Vendor code to use for the entity transaction.

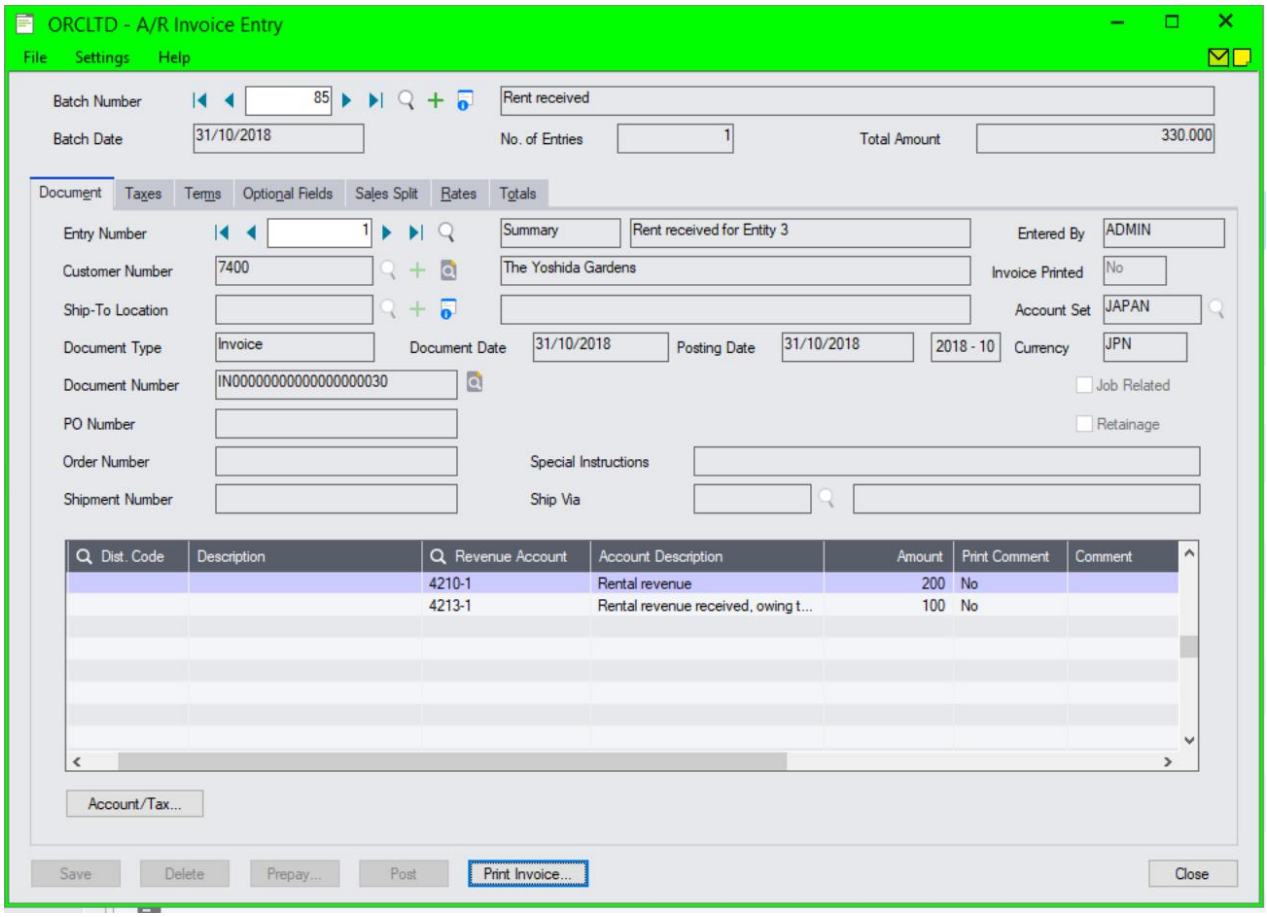
If you always re-allocate balances in 4213-1 to Vendor 9003, then you do not need to check "is account Substitutable" or fill in the "substitution optional field". The configured vendor will be used for all transactions.

Tip: If you wish to select the required Vendor target account on the source data entry, you can configure an optional field to use in A/R and G/L. Select "Yes" to "Is Account Substitutable" and provide the optional field name that will be used to enter the Vendor Account. This Optional field needs to be captured in the source entry, and then flowed through to the General Ledger at a transaction level.

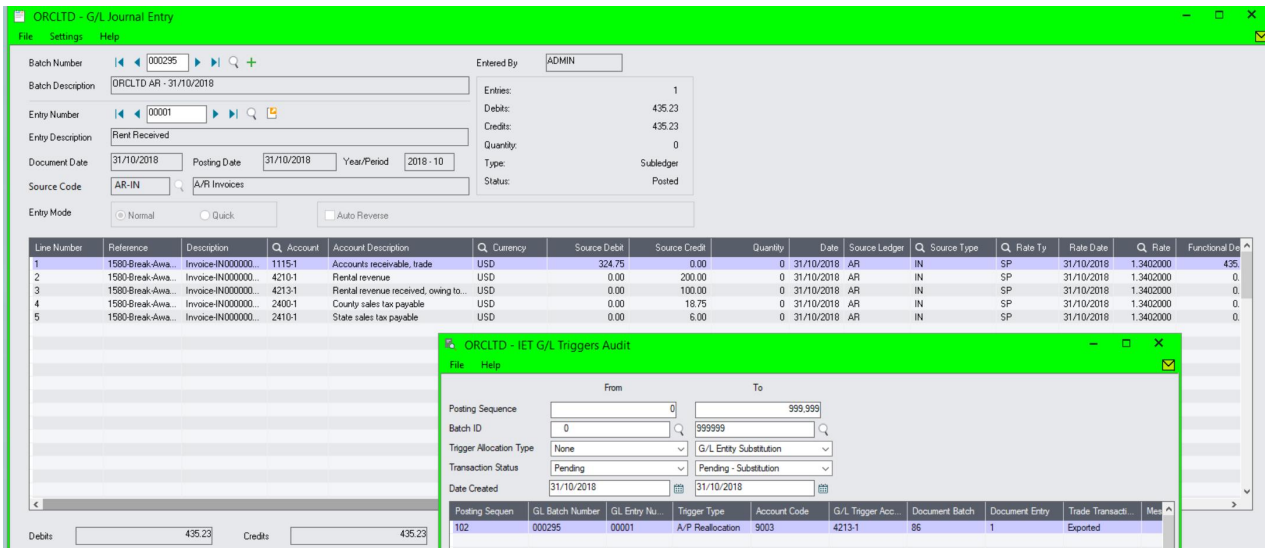


Process a transaction

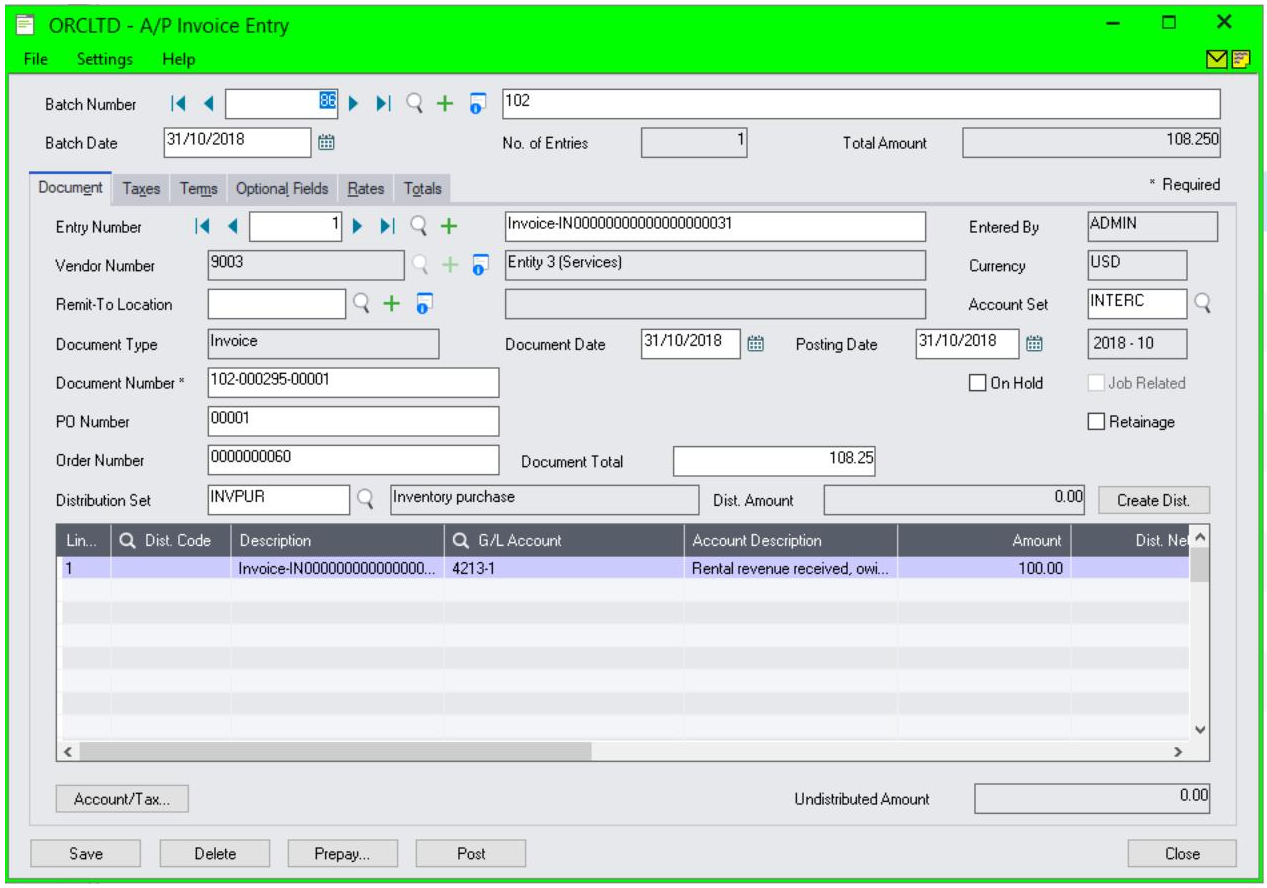
(1) Initial Entry : AR Invoice to record Rent Received



(1) Resulting G/L Batch

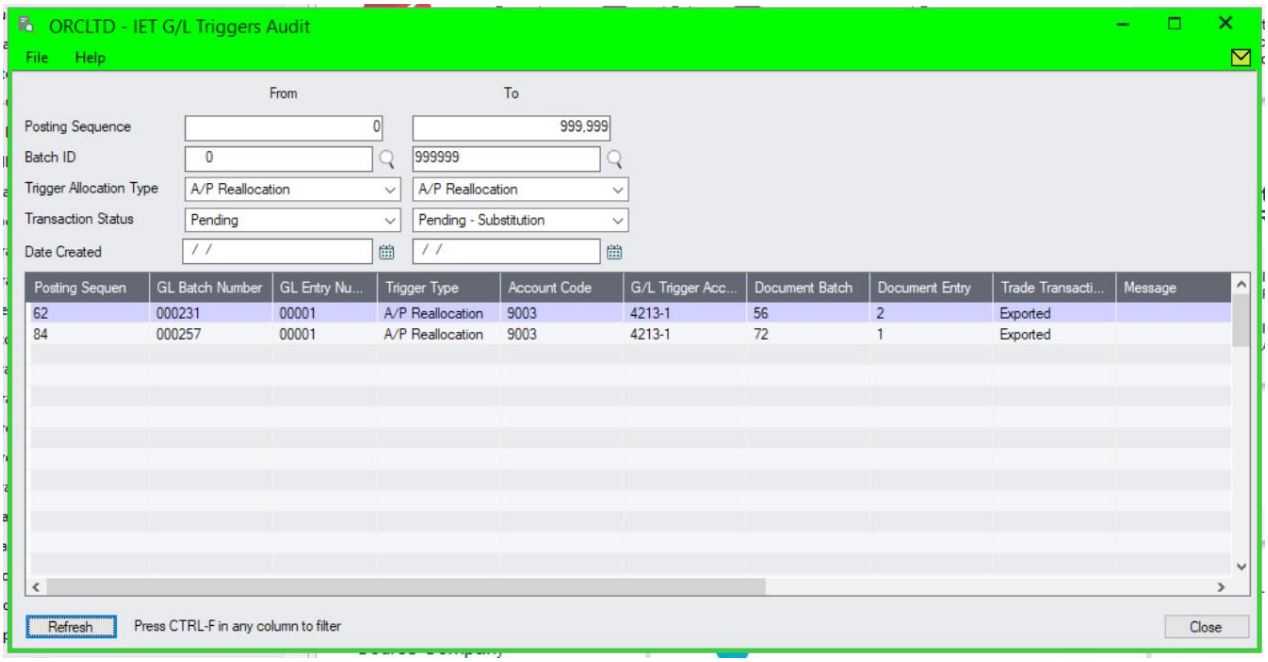


(2) A/P Invoice created in Entity 1 when G/L Batch is posted because 4213-1 has been specified as a trigger account



Tip: You can use IET Trade to create an A/R Invoice in Entity 3 when the A/P Invoice batch is posted

Check IET Triggers Audit Log



Using A/P Reallocation with Inter-Entity Trade

If using Inter-Entity Trade, the A/P Entry created in the source company by IET Trigger A/P Reallocation can result in a corresponding A/R invoice in the target company.

You need to map the A/P Vendor used in the A/P Reallocation in the source company to an A/R Customer in a target company using Inter-Entity Trade. As the A/P Invoice is posted in the source company, Inter-Entity Trade will create a corresponding A/R Invoice in the Target Company.

Requirement! This requires Inter-Entity Trade and the Inter-Entity Trade setup required is not included in this tutorial.

G/L TRIGGER AR REALLOCATION TUTORIAL

Recover Equipment Lease paid on behalf of another company

When a company pays an expense against a specific account it needs to raise an A/R Entry to transfer the expense to a second company. In this instance there is no loan account balancing. This is done using G/L Trigger A/R Reallocation and only happens within the same company.

Requirement! This uses Inter-Entity Transactions Trigger functionality. It is available in Inter-Entity Transactions Single Company and Multi-database, but A/R Reallocation only works within the same Sage 300 company.

Example: A/P Invoice entered for equipment lease paid in Entity 1 (ORCLTD). A portion of the lease payment is due from Entity 2 and Entity 4. Inter-Entity Trigger will raise the A/R Invoice for Entity 2 and Entity 4. The Entity (Customer) is selected in an optional field on the invoice.

Scenario

The entry we want to process

7261-1 Equipment lease expense Entity 1			
Lease	$600		

7264-1 Equipment lease expense Entity 2 & 4			
Lease Ent 2	$200	Cust 9992	$200
Lease Ent 4	$100	Cust 9994	$100

Accounts Payable Control Account (Entity 1)			
		AP Invoice	$900

Inter-Entity Triggers will create the AR Invoice for Customer 9992 and 9994(Entry 1)

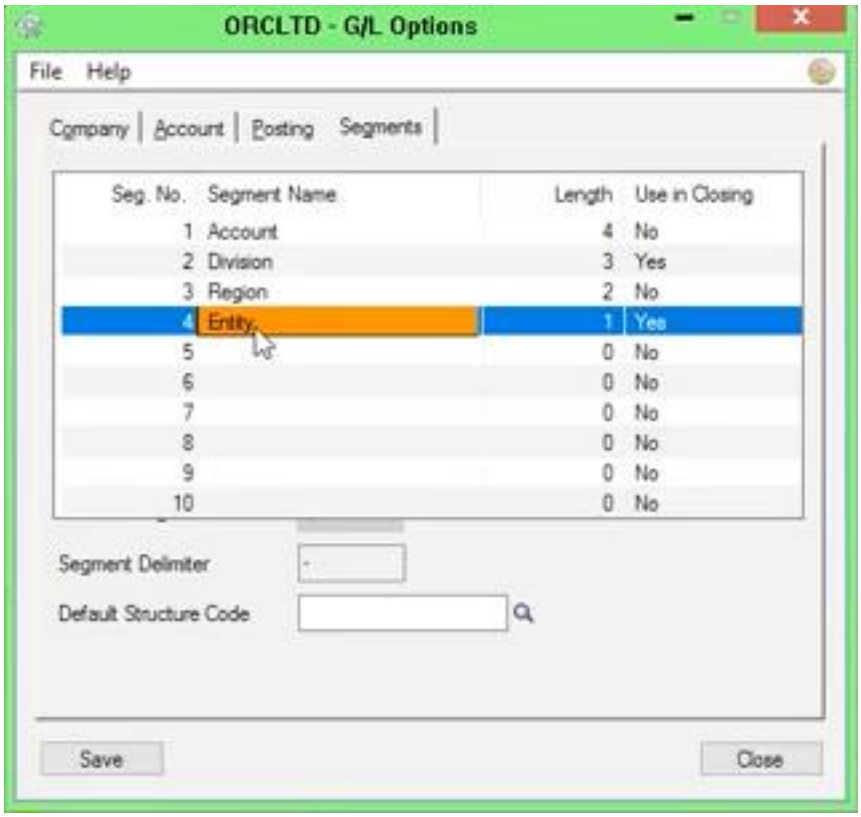
Accounts Receivable Control Account			
Cust 9992	$200		
Cust 9994	$100		

General Ledger Setup

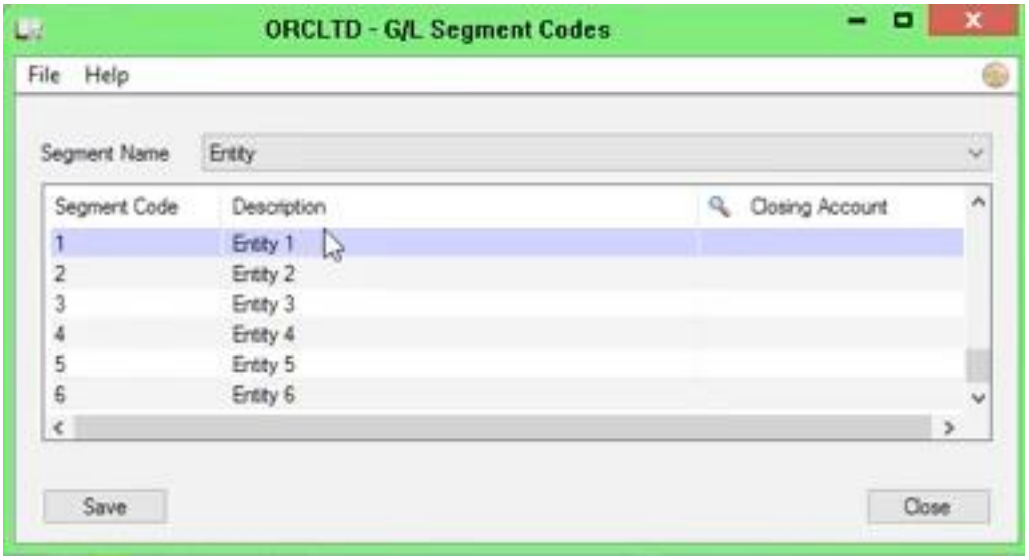
This has been done in the ORCLTD database in Orchid Sample data.

DETAILED SETUP.

Create a G/L segment to define the entity



Setting up the entities in G/L > Segment Codes



Set up the expense and control accounts in G/L

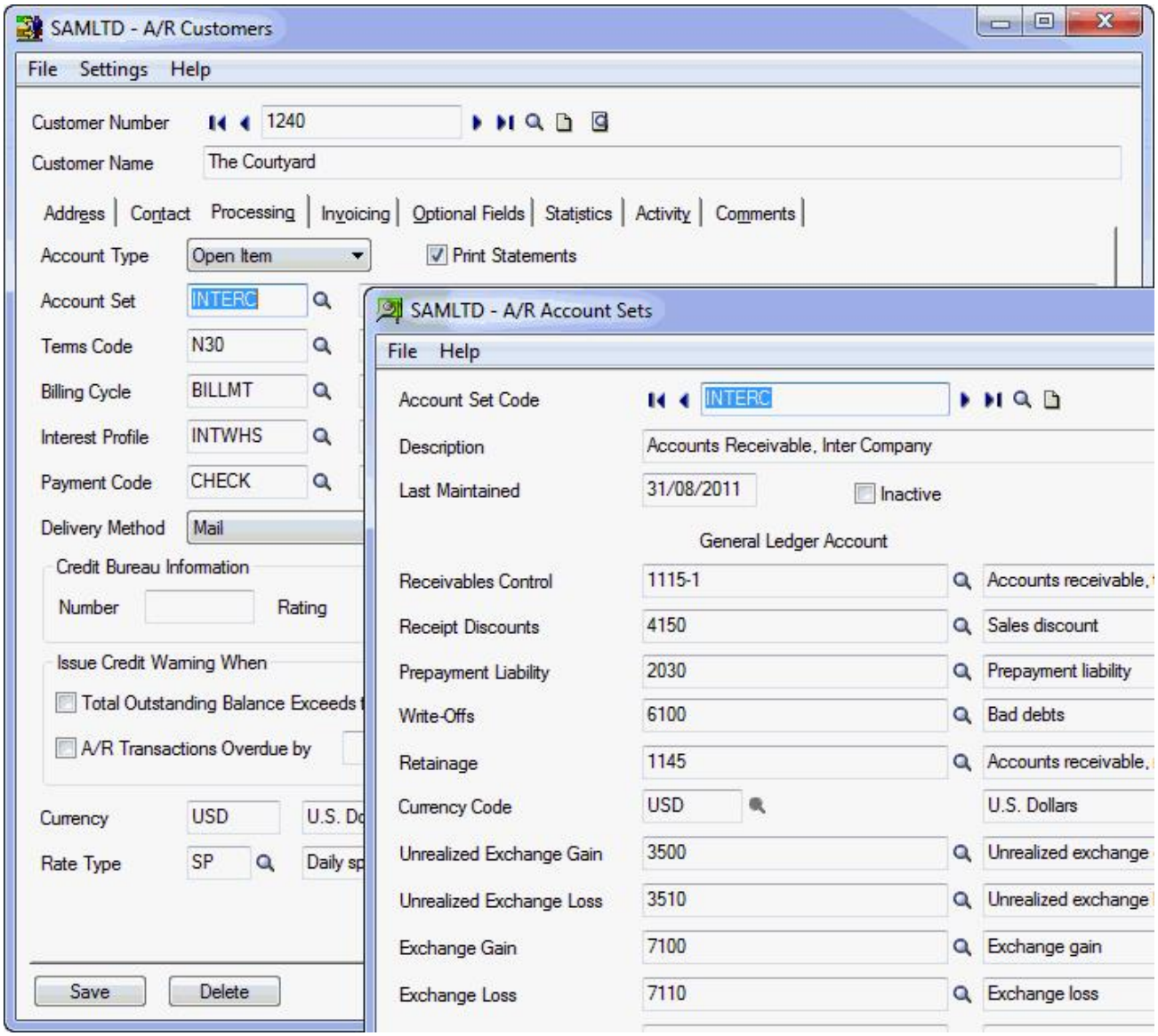
In the source company, create the following accounts (ORCLTD in the example below)

Accounts payable control account Entity 1

7264-1 Equipment lease recoverable, Entity 1

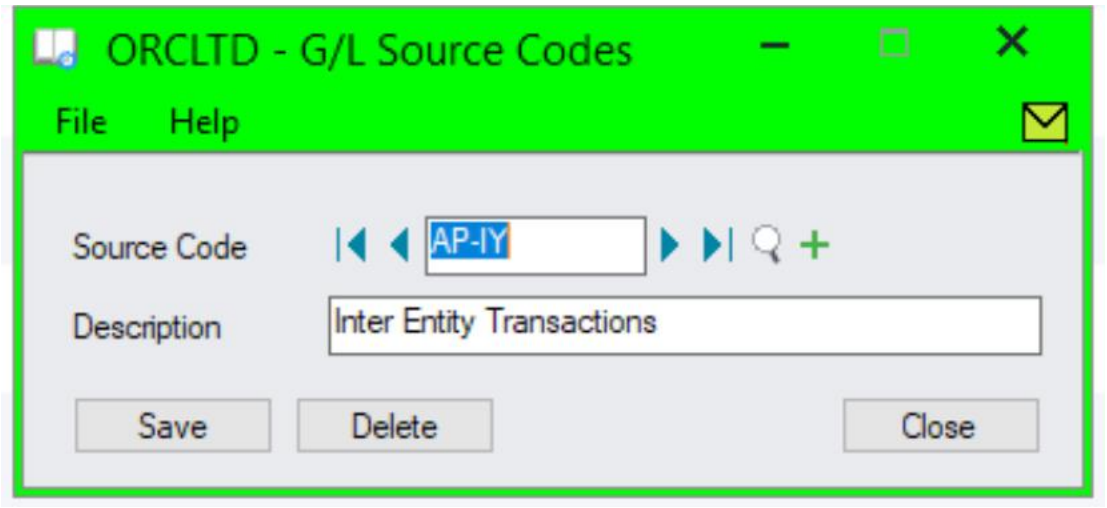
The A/P Control account for the Vendor used for the recording of the expense must belong to the same entity as the G/L Trigger account, in this example, Entity 1.

The A/R Control account for the customer representing the entity to recover expense from must also belong to the same entity as the G/L Trigger account.



Set up the source codes in G/L

In this tutorial, AP-IT will be used for transactions generated by IET Triggers.



Setup Optional Field to define the customer to invoice

In this example, the customer will be set through an optional field when entering the A/P Invoice.

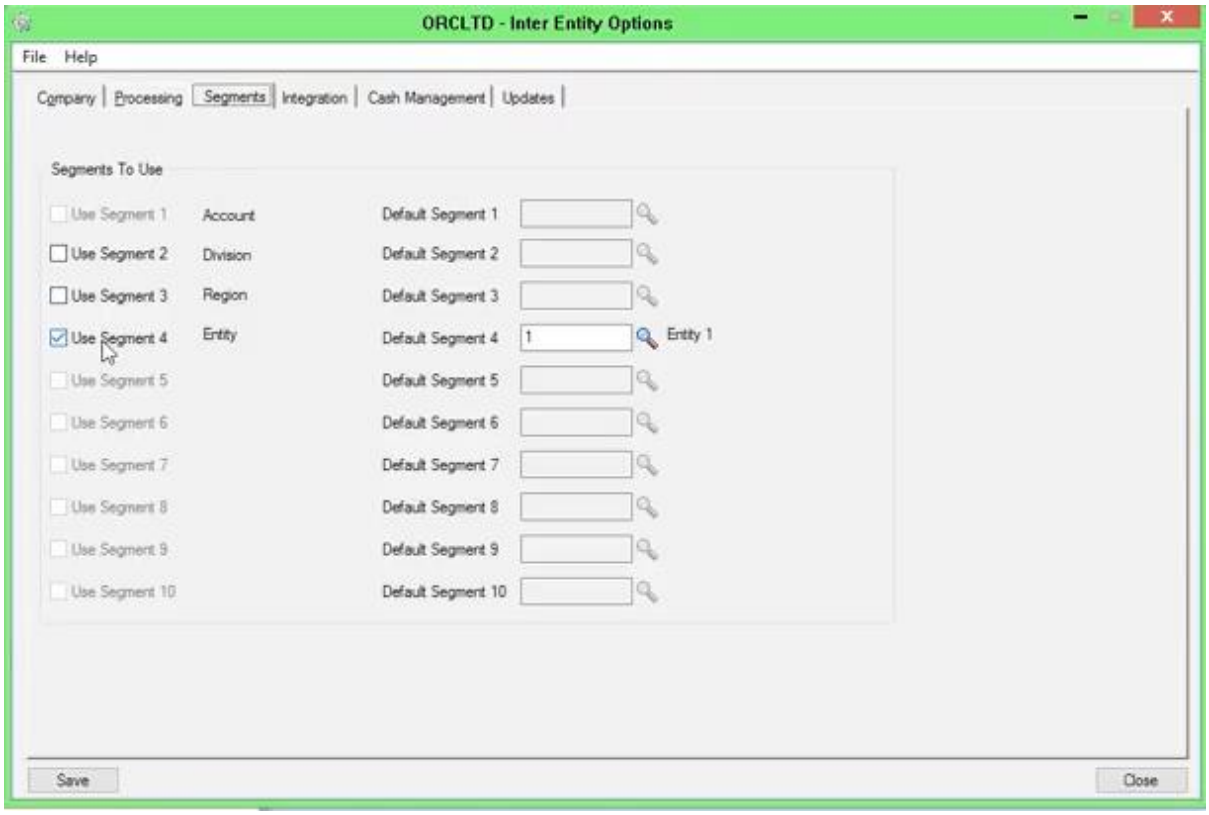
Setup an optional field called SUBSTCUST and assign it to A/P Invoice detail and G/L Transaction details.

Inter-Entity Options Setup

For details on each option, refer to the detailed screen guide. Options form Screen Guide and Field List.

Define the Entity segment/s to be used by Inter-Entity

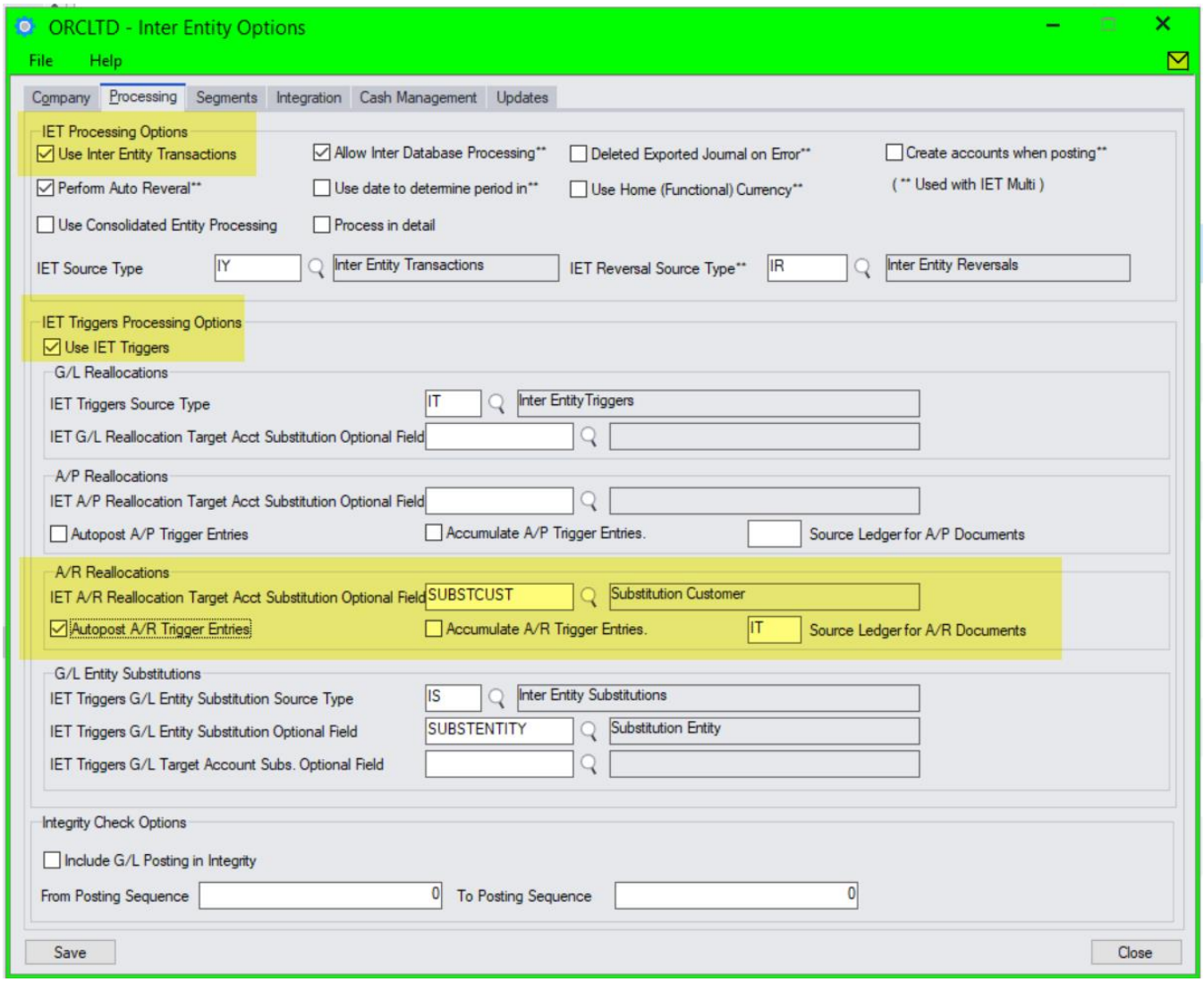
In this tutorial, the Entity segment is segment 4 and Entity 1 is the default entity.



Inter-Entity Options > Processing Tab

You need to select "Use Inter-Entity Processing" and "Use IET Triggers".

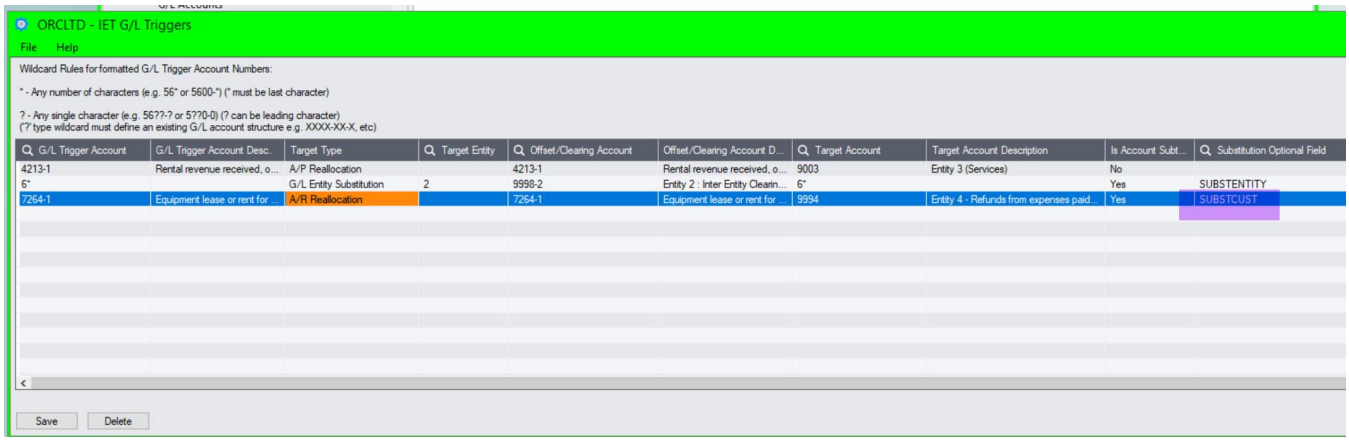
Select the required options for A/R Reallocation . In this example, we will auto-post the A/R Batch and select the customer/entity in an optional field.



Setup G/L Trigger Account

In this example, we will select the entity / customer target account in an optional field when entering the source AP Invoice. So you configure "Yes" to "Is Account Substitutable", provide the optional field name (SUBSTCUST) that will be used to enter the Customer Account. This Optional field needs to be captured in the source entry, and then flowed through to the General Ledger at a transaction level.

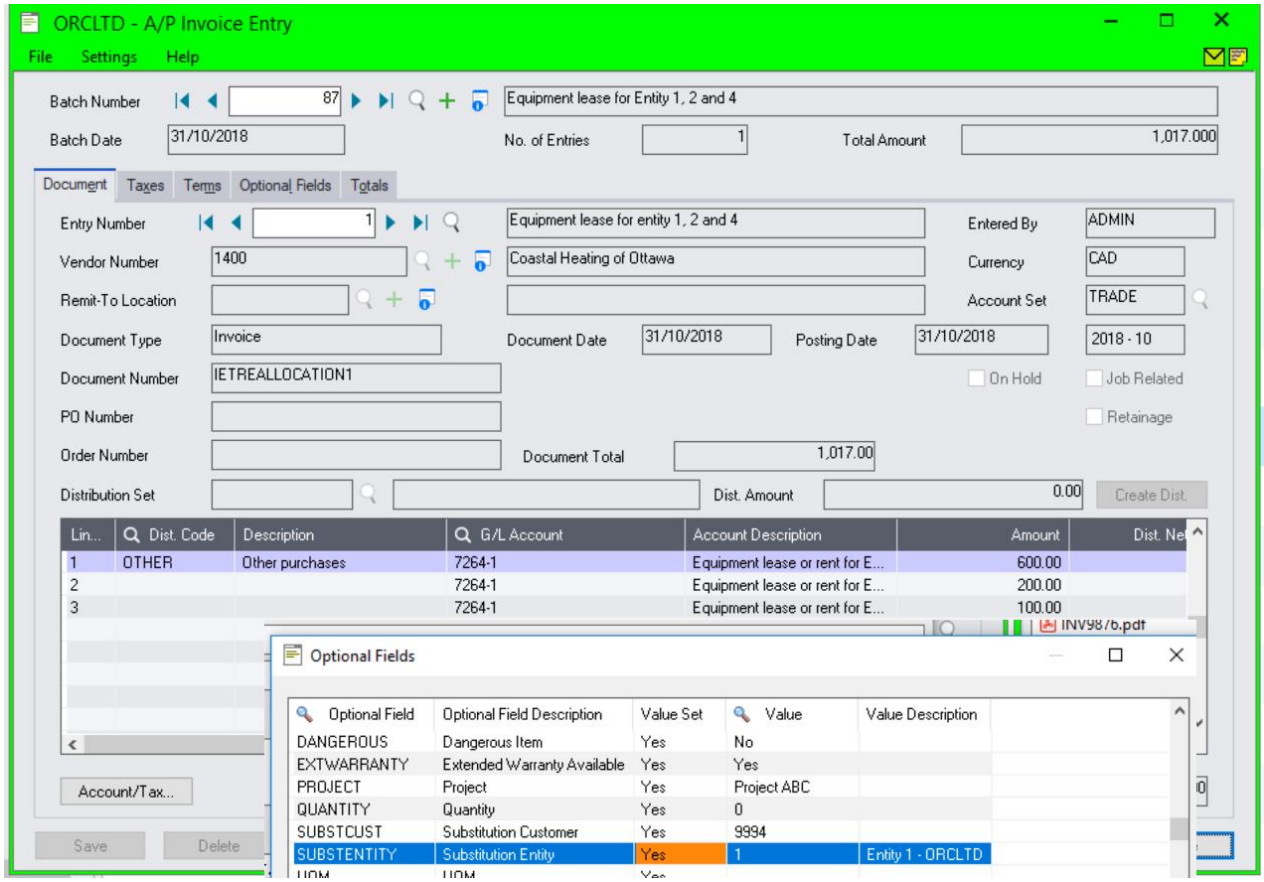
Note: If you always re-allocate balances in the G/L Account (e.g. 7264-1) the same Customer (e.g. 9992 - Entity 2), then you do not need to check "is account Substitutable" or fill in the "substitution optional field".



Process a transaction

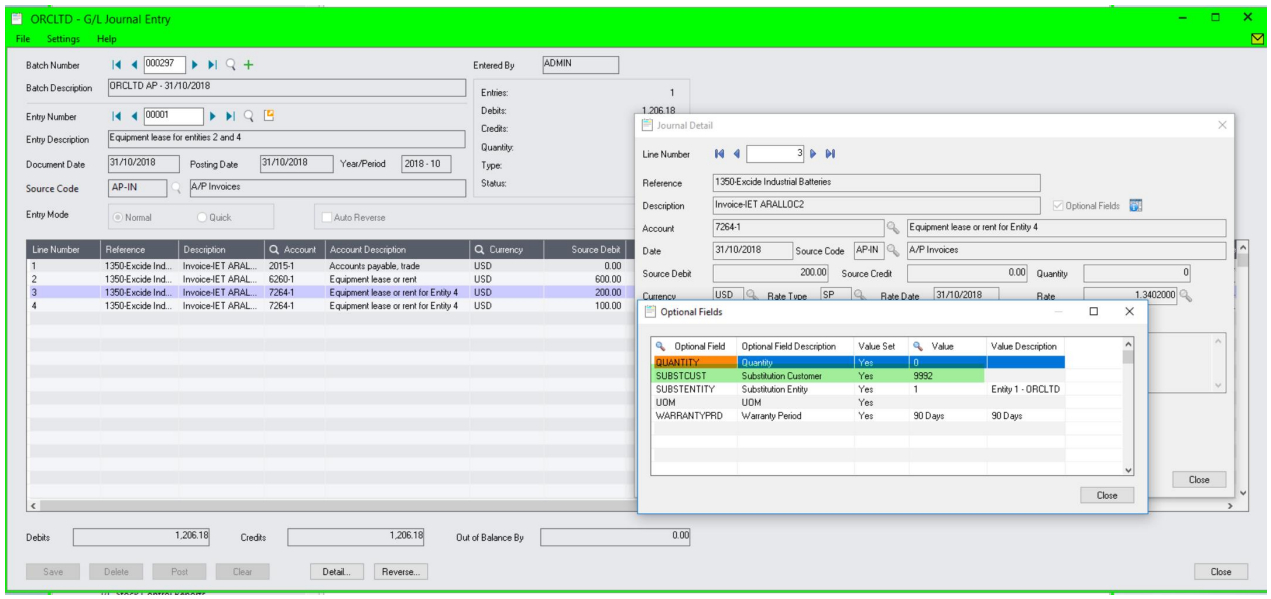
(1) Initial Entry : AP Invoice to record Equipment lease paid

Customer representing the entity to invoice is entered in Optional field



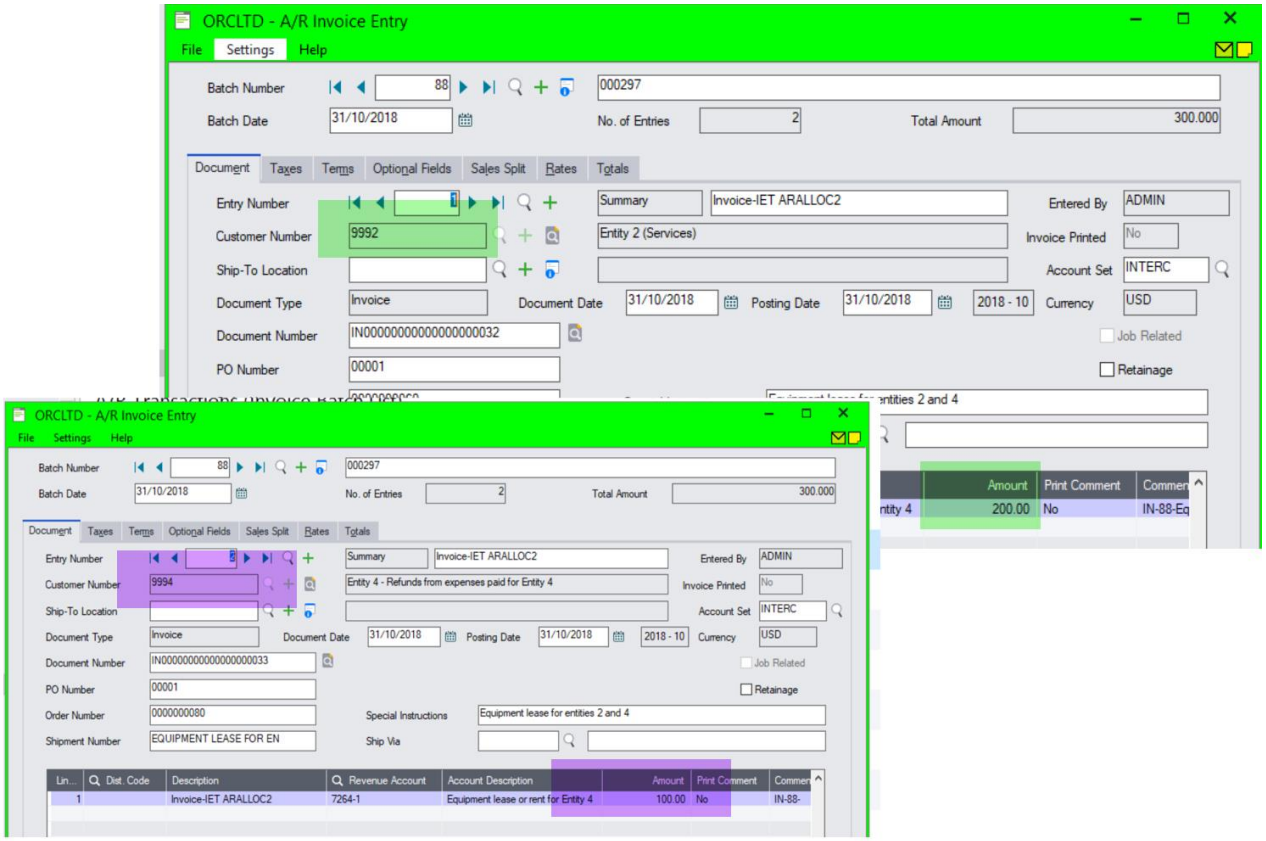
(1) Resulting G/L Batch

The Substitution optional field flows through to the General Ledger transaction.

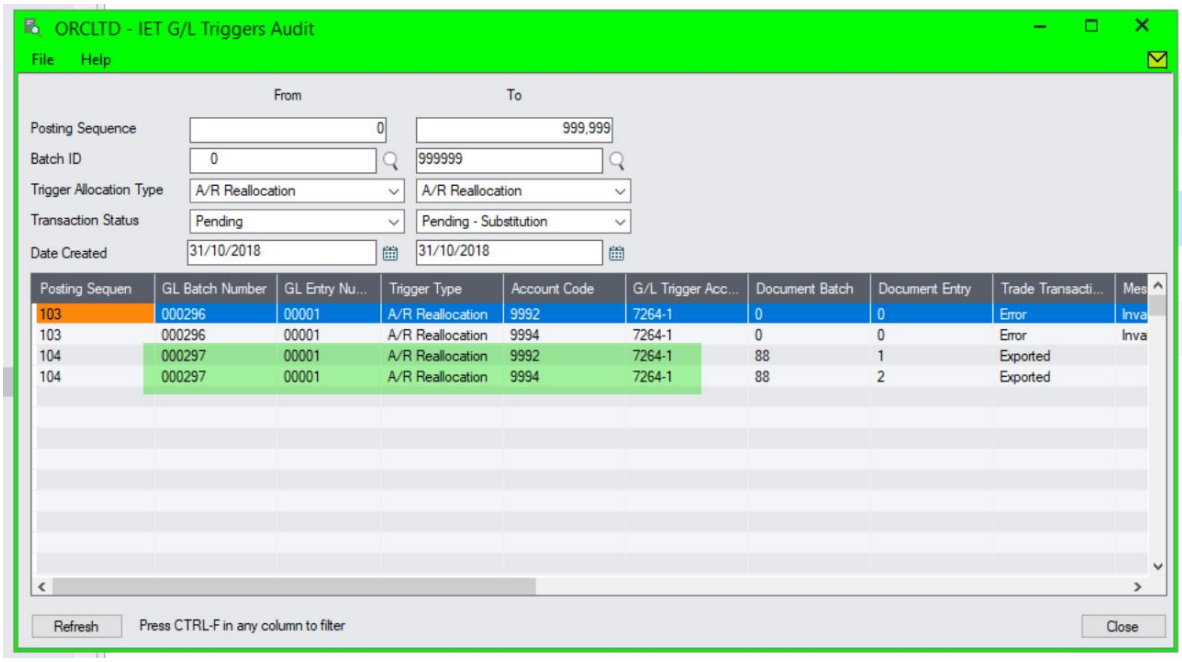


(2) A/R Invoice created when G/L Batch is posted because 7264-1 has been specified as a trigger account, A/R Reallocation

A/R Invoice batch has 2 entries, one for customer 9992, one for customer 9994.



Check IET Triggers Audit Log



Using G/L Triggers with Inter-Entity Trade

Tip: You can use IET Trade to create an A/P Invoice in Entity 2 and 4 when the A/R Invoice batch is posted.

If using Inter-Entity Trade, the A/R Entry created in the source company by IET Trigger can result in a corresponding A/P entry in the target company.

If the A/R Customer used in the A/R Reallocation in the source company is mapped using Inter-Entity Trade to an A/P Customer in a target company, then as the A/R Invoice is posted in the source company, Inter-Entity Trade will create a corresponding batch A/P Invoice in the Target Company.

Requirement! This requires Inter-Entity Trade and the Inter-Entity Trade setup required is not included in this tutorial.

G/L TRIGGERS -G/L REALLOCATION RECOUP AUDIT FEES

G/L Reallocation : A Group of companies using Inter-Entity wants to recover audit fees incurred by one Group Company on behalf of other Group Companies through raising an expense and income entry, not just an expense entry.

AP Invoice entered for audit fees in Entity 1. A portion of the audit fees belongs to Entity 5.
IY G/L Triggers automatically raise a G/L Reallocation to show the audit fees recovered from Entity 5.

The configuration results in showing Revenue Recoverable & Allocated Expense separately.

Requirement! This uses Inter-Entity Transactions Trigger functionality. It is available in Inter-Entity Transactions Single Company and Multi-database, but G/L Reallocation only works within the same Sage 300 company.

The entry we want to process

We will enter an A/P Invoice for $700 - $400 to an expense account for Entity 1, and $300 for an expense account for Entity 5.

7601-1 Audit Fee Expense - 1	
Audit Fee $400	

7605-1 Audit Fee - Entity 5	
Audit Fee $300	

AP Vendor Control Account	
	AP Invoice $700

IET Triggers will create the G/L Reallocation entries and Inter-Entity Transactions will create loan account entries as below so that the entries are balanced within Entity 1 and Entity 5.

8000-5 Audit Fees (Entity 5)	
Audit Fee $300	

4999-1 Audit Fees recoverable (Entity 1)	

	Audit Fee $300

Due From Entity 5 (-1 asset)

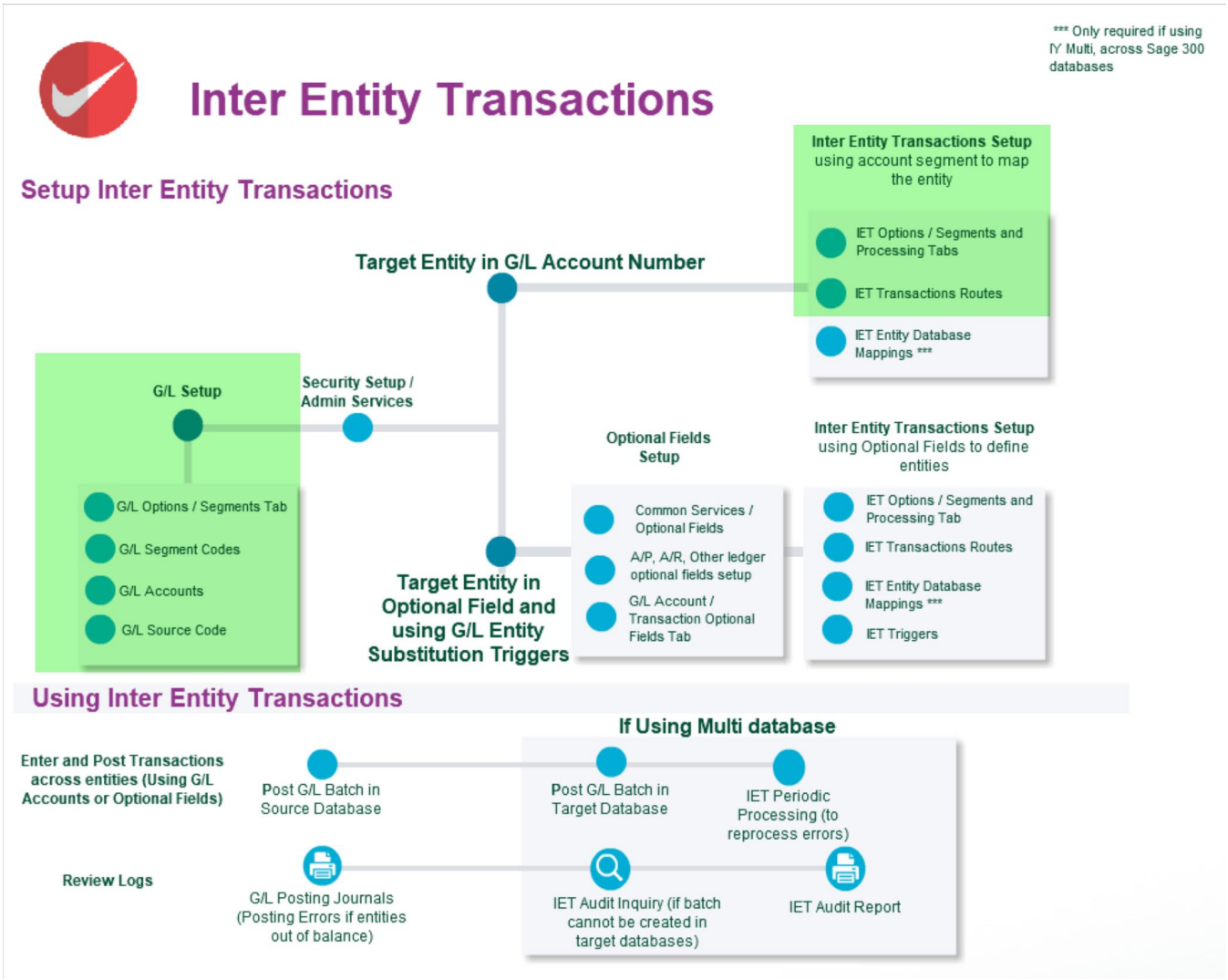
Due From 5 $300	

Due to Entity 1 (-5 liability account)

	Due to 1 $300

Visual process flow for setup

Tip: Assign the Visual Process Flow in Administrative Services

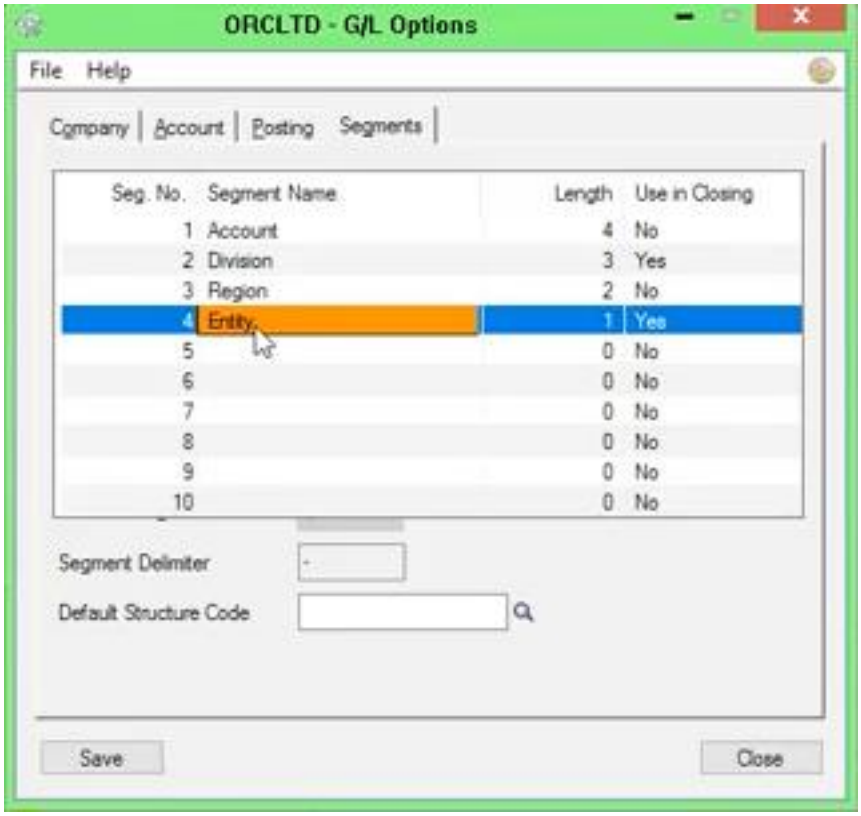


General Ledger Setup

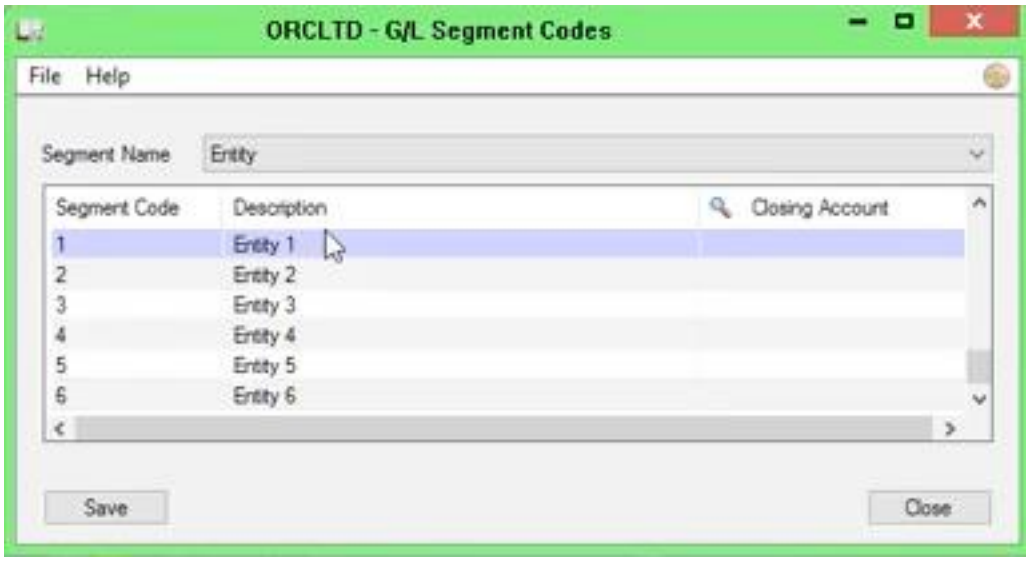
This has been done in the ORCLTD database in Orchid Sample data.

DETAILED SETUP.

Create a G/L segment to define the entity



Setting up the entities in G/L > Segment Codes



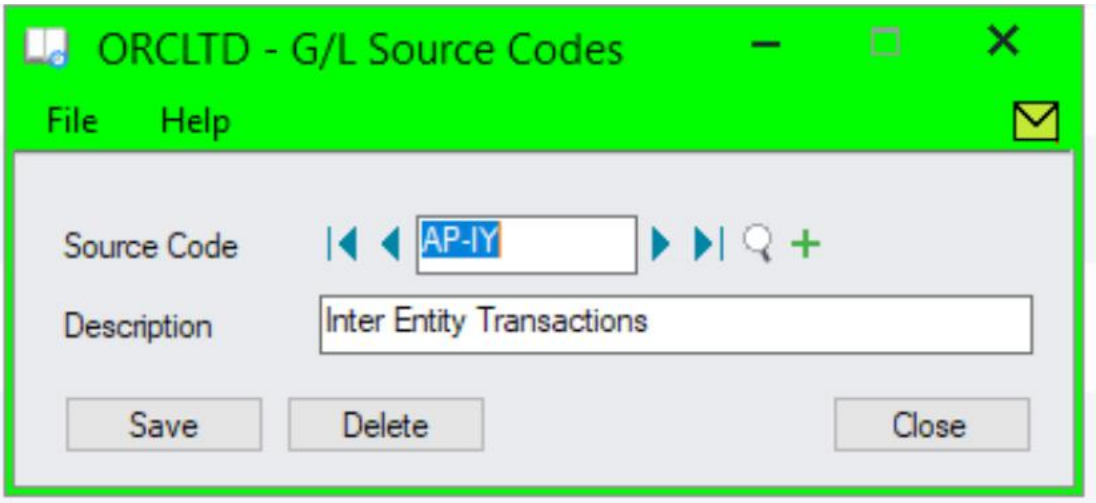
Set up the expense and loan accounts in G/L

The A/P Control account for the Vendor used for the recording of the audit fee expenses must belong to the same entity as the G/L Trigger account, in this example, Entity 1

In this example, loan accounts as per the IET Tutorial. (Due to 5 and Due from 5, Due to 1 and Due from 1)

Set up the source codes in G/L

In this tutorial, AP-IY and AP-IT for G/L Trigger entries will be used for transactions generated by Inter-Entity Transactions.

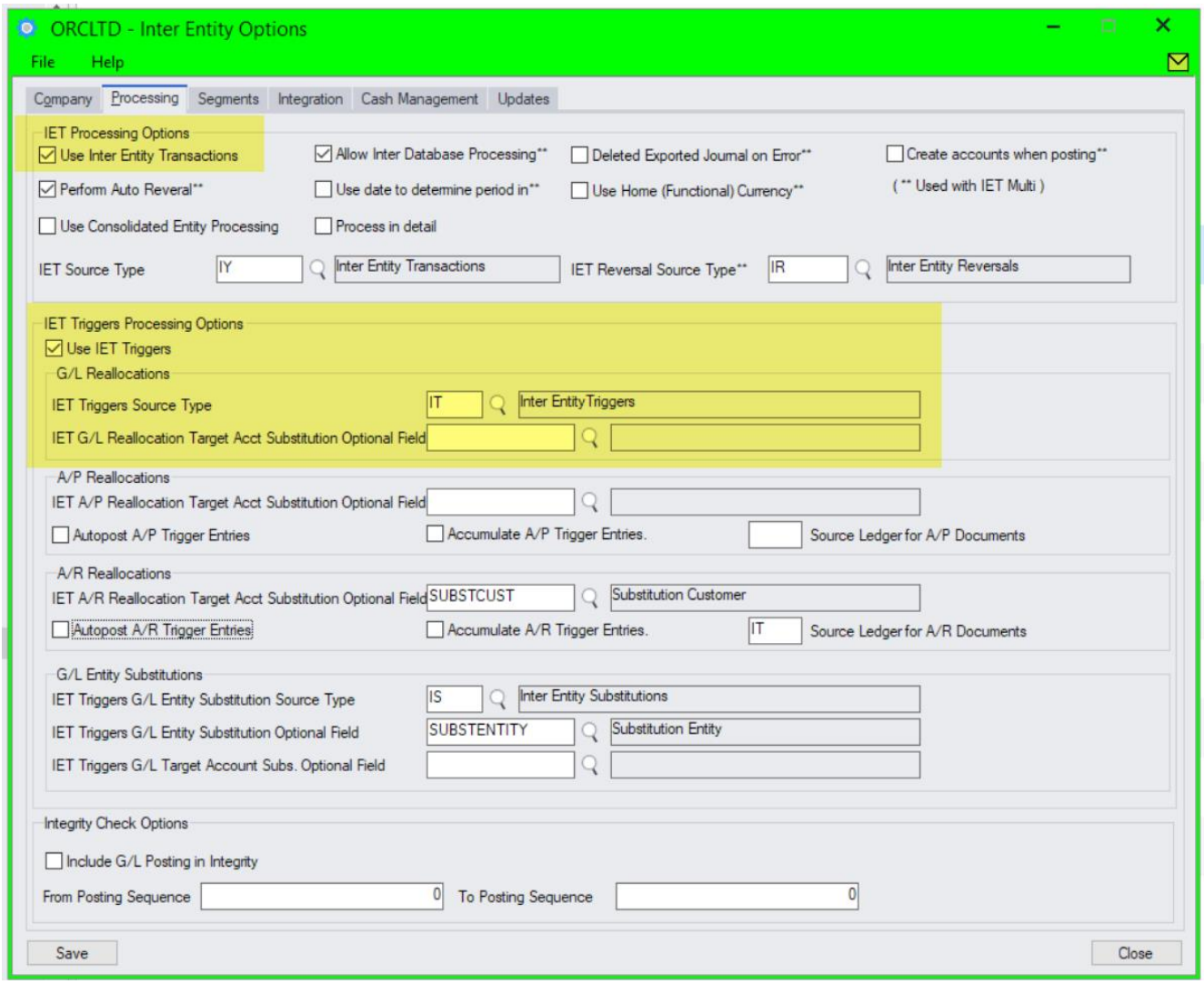


Inter-Entity Options Setup

For details on each option, refer to the detailed screen guide. Options form Screen Guide and Field List.

Setup Inter-Entity Processing as per the Automate Loan Accounts tutorial. Automate Loan Account Entries - IY Single Database Tutorial on page 16

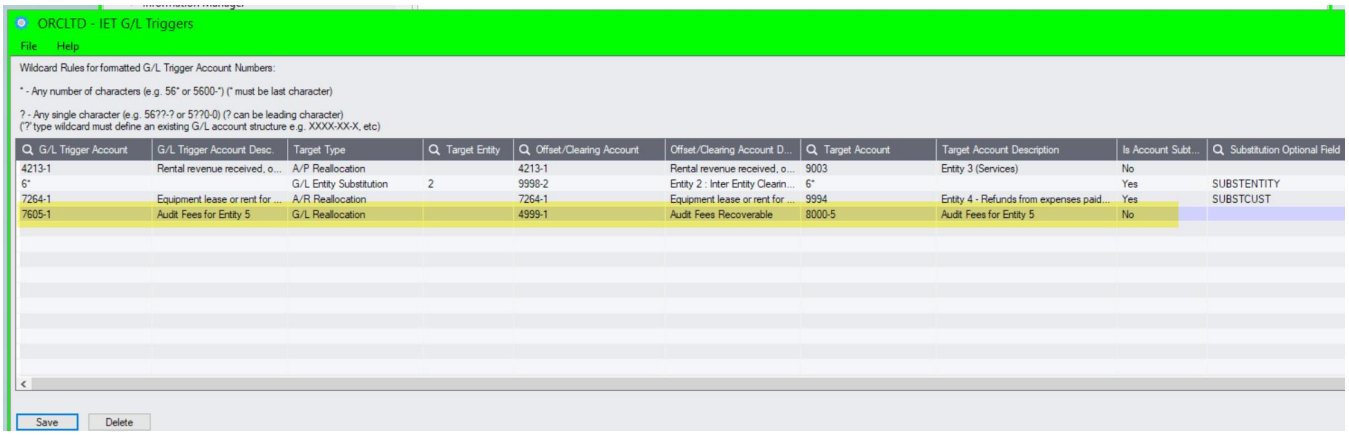
Setup Inter-Entity Options



Setup G/L Triggers - G/L Reallocations

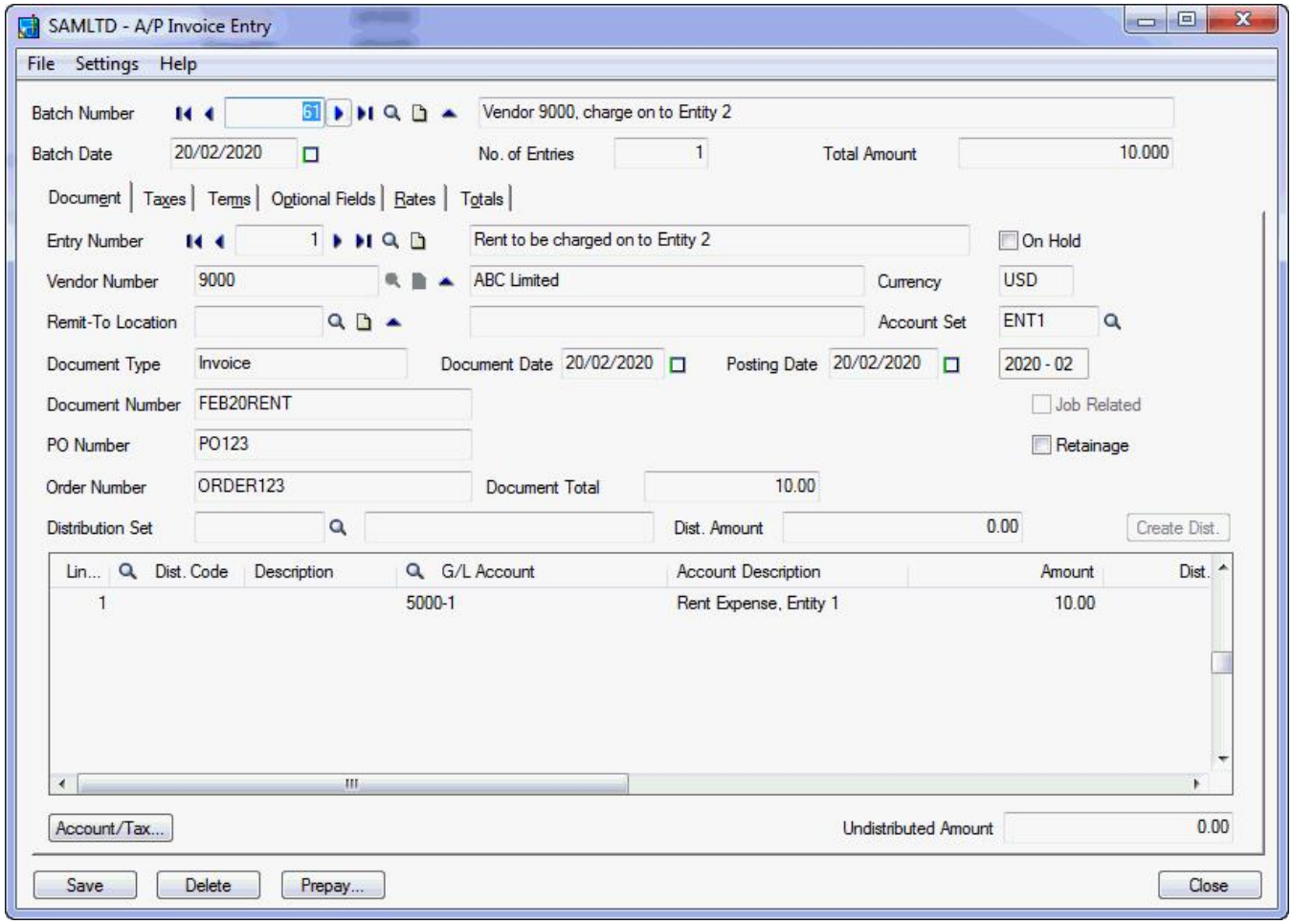
If the requirement is to always re-allocated balances in the G/L Account 7605-1 to the G/L Account 8000-5, then you do not need to check "is account Substitutable" or fill in the "substitution optional field".

If you need to record the required target G/L Account on the source subledger transaction data entry - in an optional field, then you can configure "Yes" to "Is Account Substitutable", provide the optional field name that will be used to enter the G/L Account on the subledger transaction. This Optional field needs to be captured in the subledger source transaction entry, and then flowed through to the General Ledger at a transaction level in order for G/L Triggers to act on the optional field.

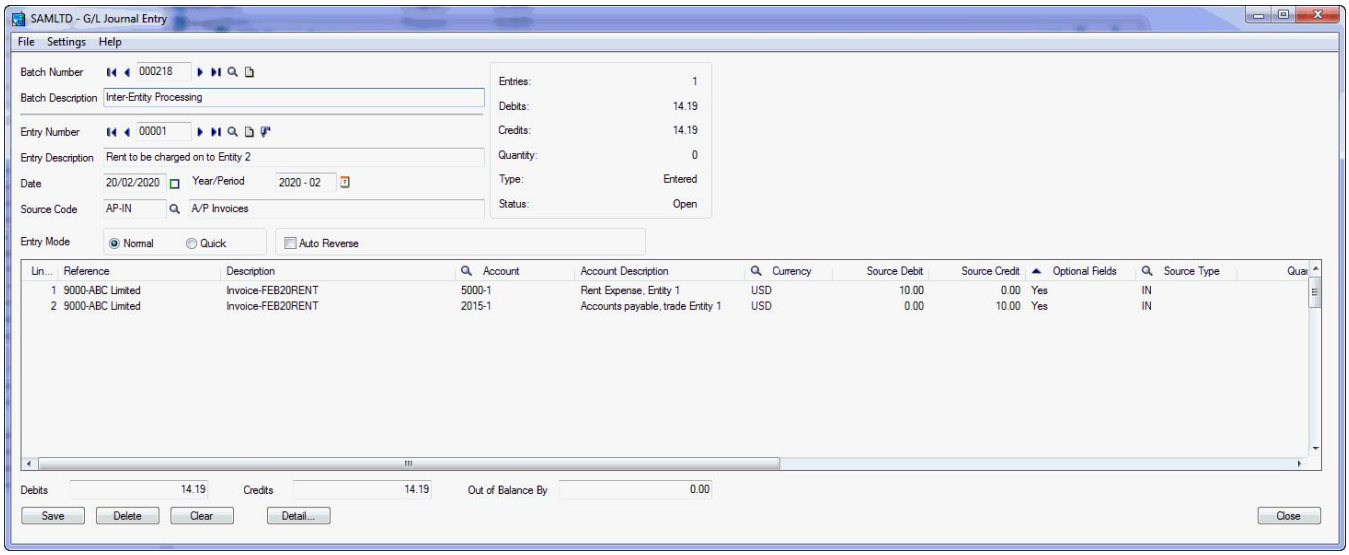


Process a transaction

(1) Initial Entry : AP Invoice to record Audit Fee Expense



(1) Resulting G/L Batch



(2) G/L Reallocation created when G/L Batch is posted because 5000-1 has been specified as a trigger account

(3) IET Balancing entries created when G/L Batch is posted - because Entry out of balance between Entity 5 & Entity 1

Tip: You can use a similar scenario with entities in separate Sage 300 databases using Inter-Entity Multi-database.

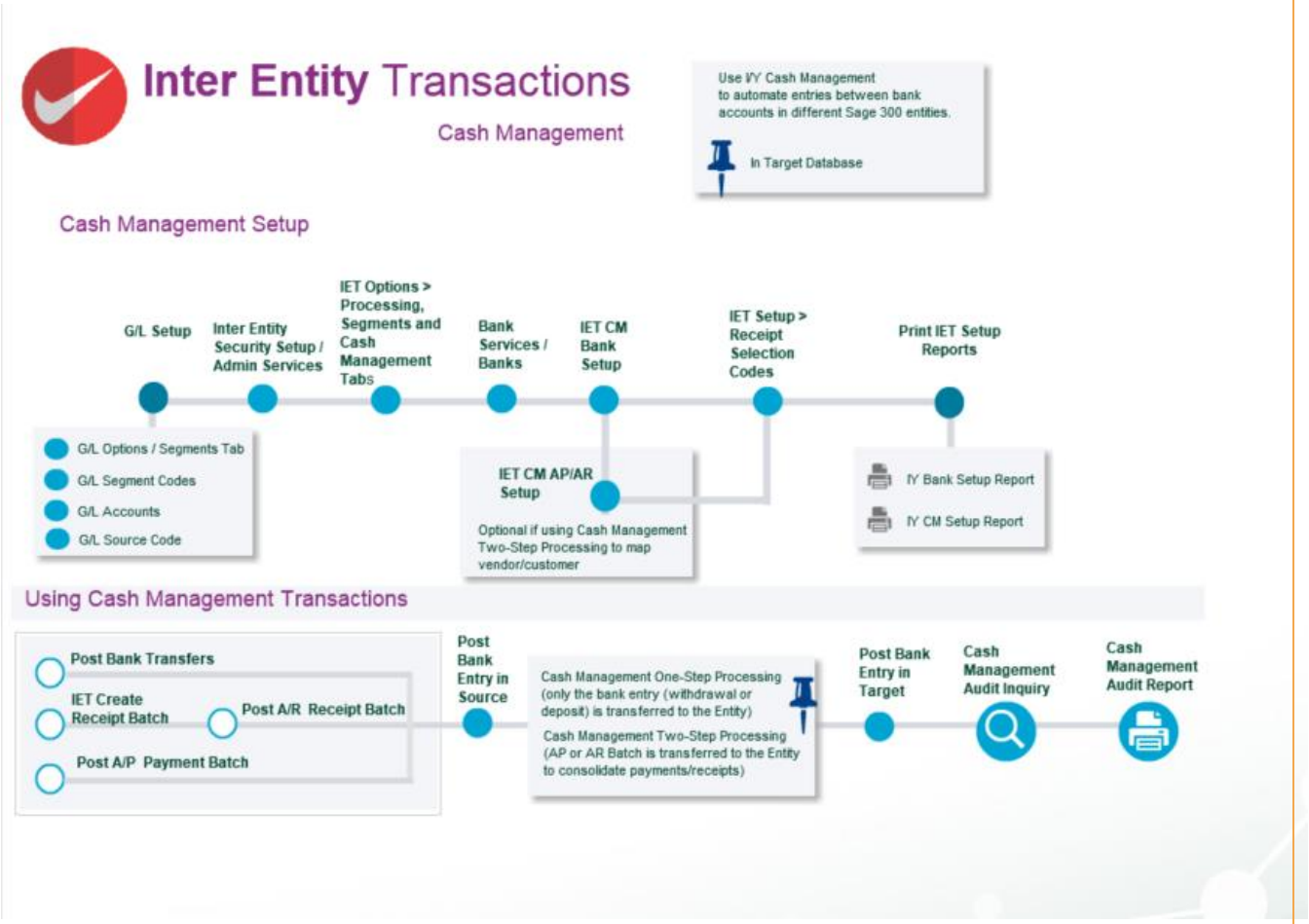
CASH MANAGEMENT TUTORIAL: BANK TRANSFERS BETWEEN COMPANIES

Using IET Cash Management, you are able to do bank transfers between companies.

In order to achieve this : in the source company configure a Bank Account to represent the actual bank account in the target company.

Requirement! Inter-Entity Transactions Multi Edition

Tip: You can refer to the IET Inter-Entity (Cash Management) Setup Visual Process Flow.



SETUP REQUIRED

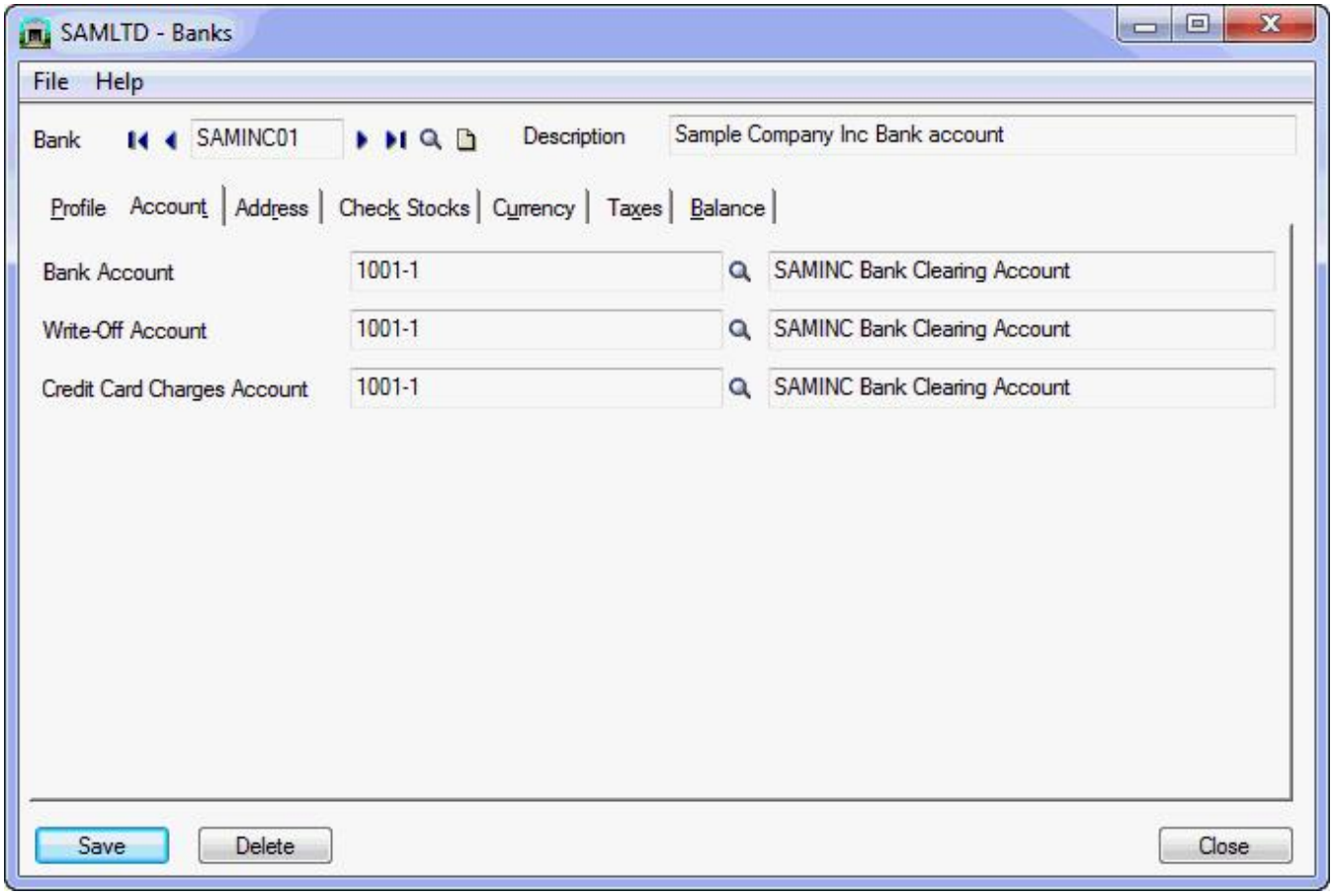
In the source company, create the following accounts (SAMLTD in the example below)

1001-1 SAMINC Bank Clearing account

-

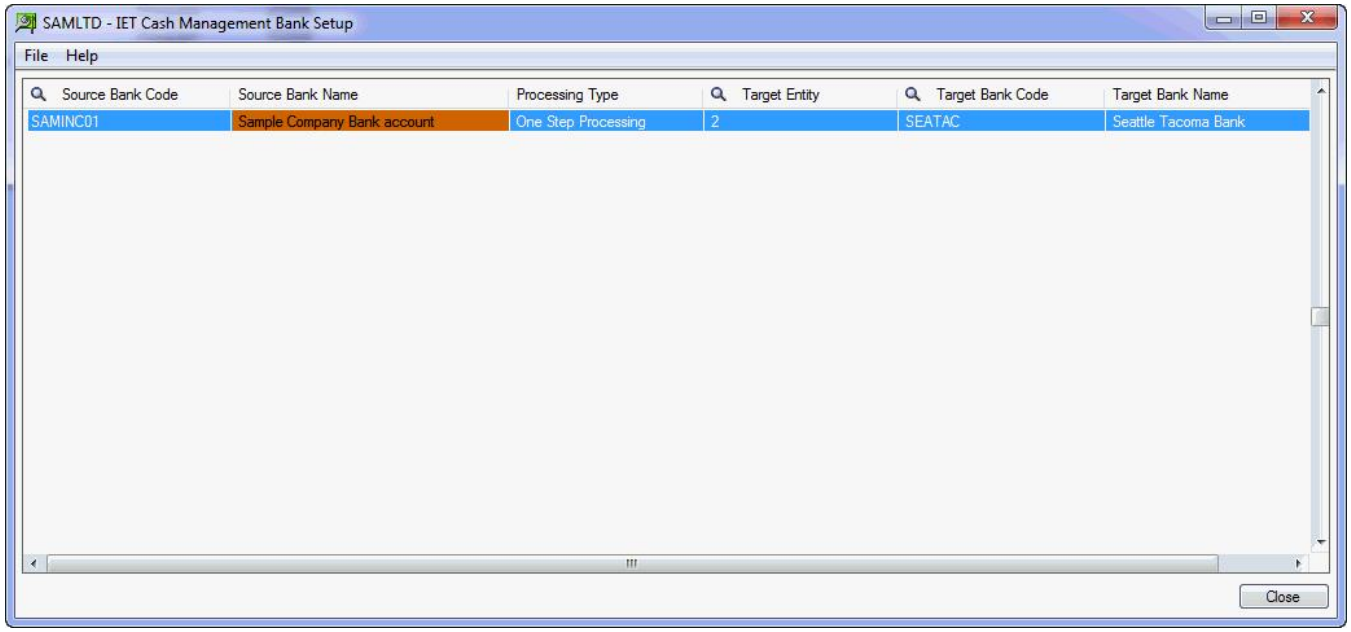
In the source company, create the following bank account (SAMLTD in the example below)

Ensure the G/L Accounts belong to the source entity



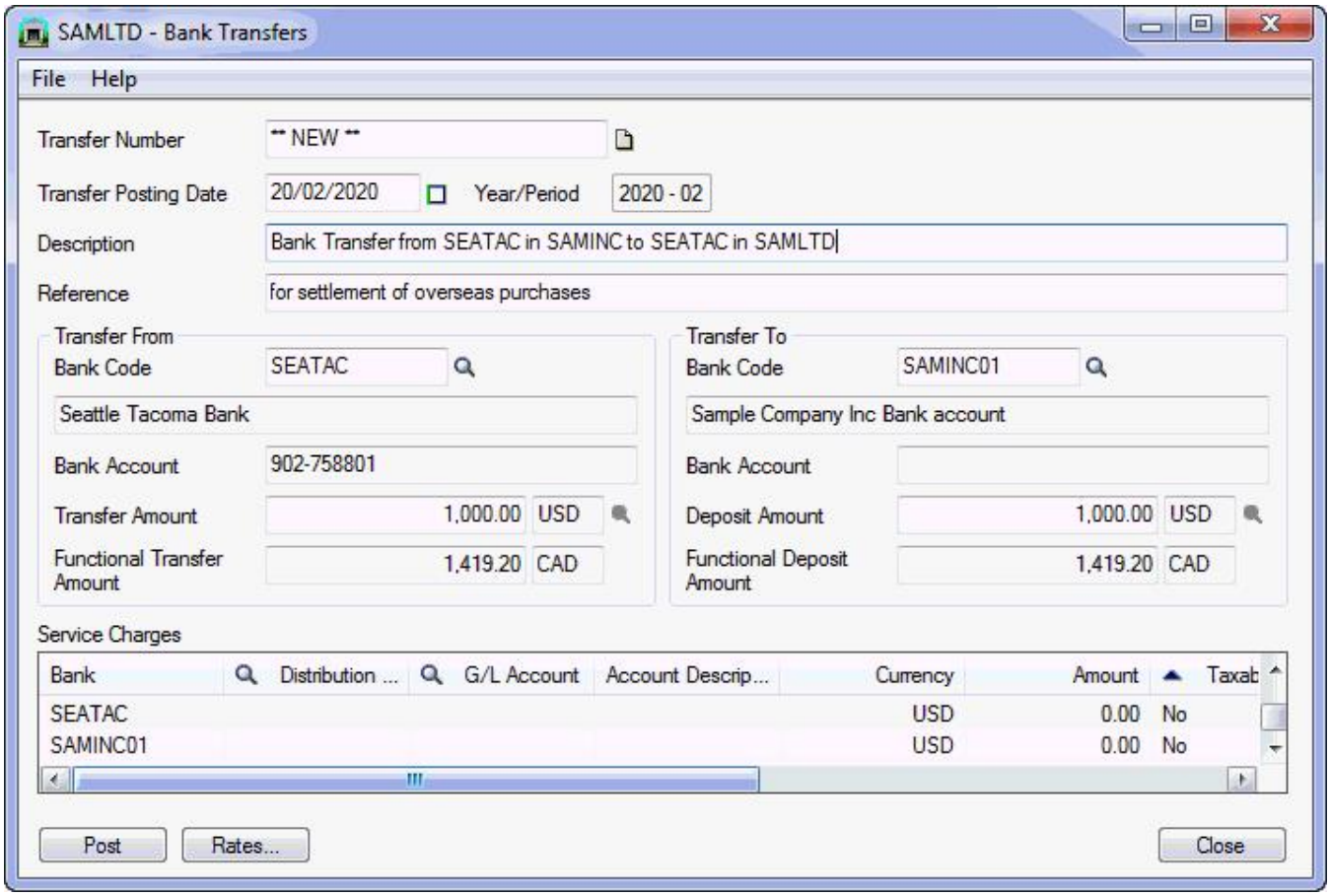
-

In the source company, create the following IET Cash Management Bank (SAMLTD in the example below)



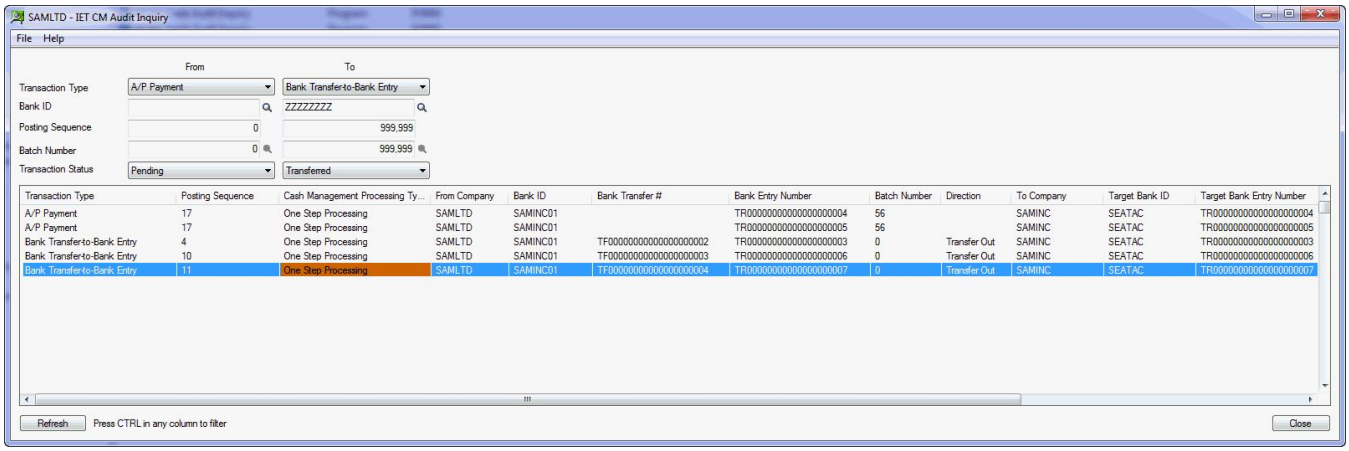
PROCESS BANK TRANSFER IN SOURCE

Process the required Bank Transfers in the source company (SAMLTD)

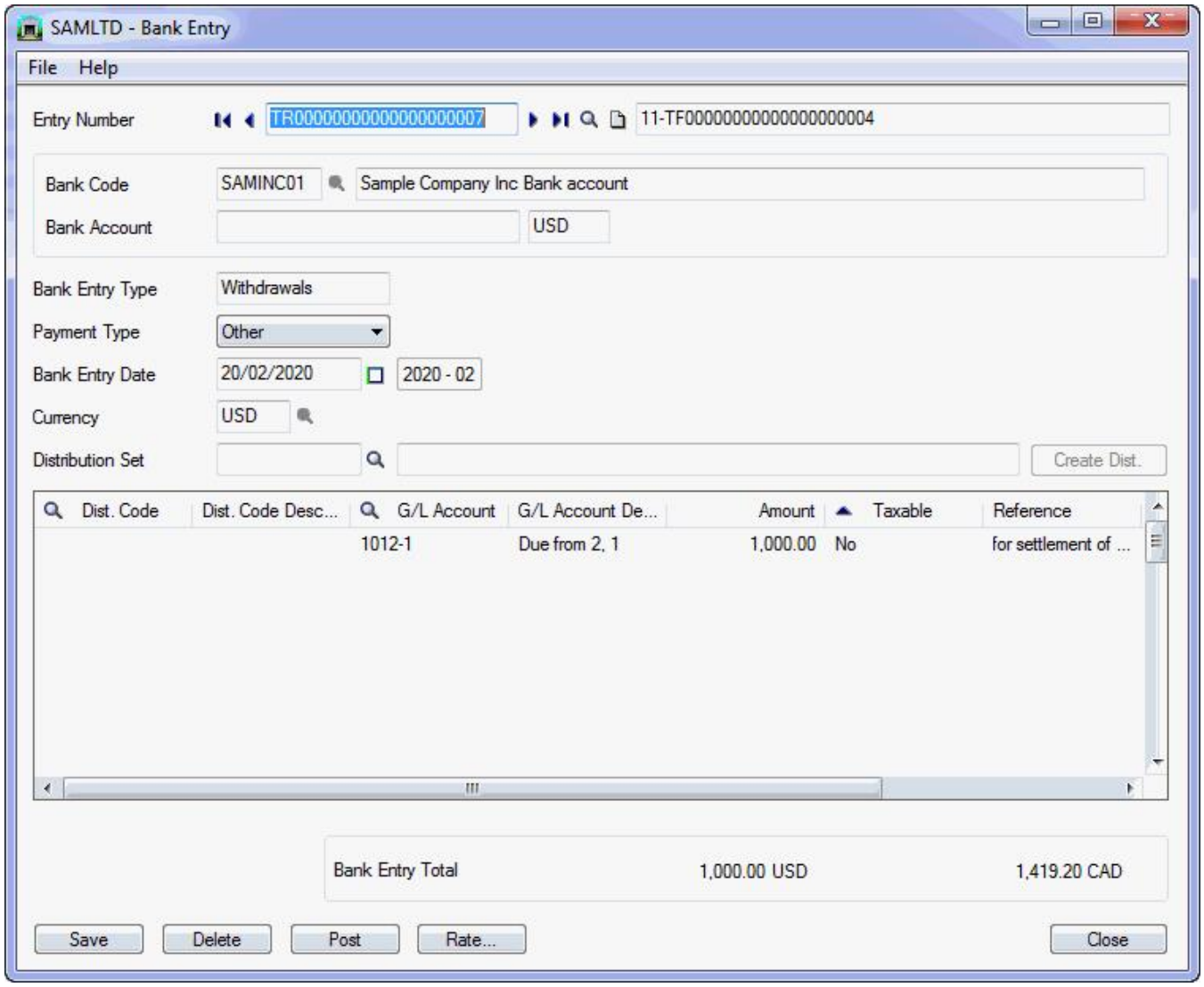


Post the bank transfer

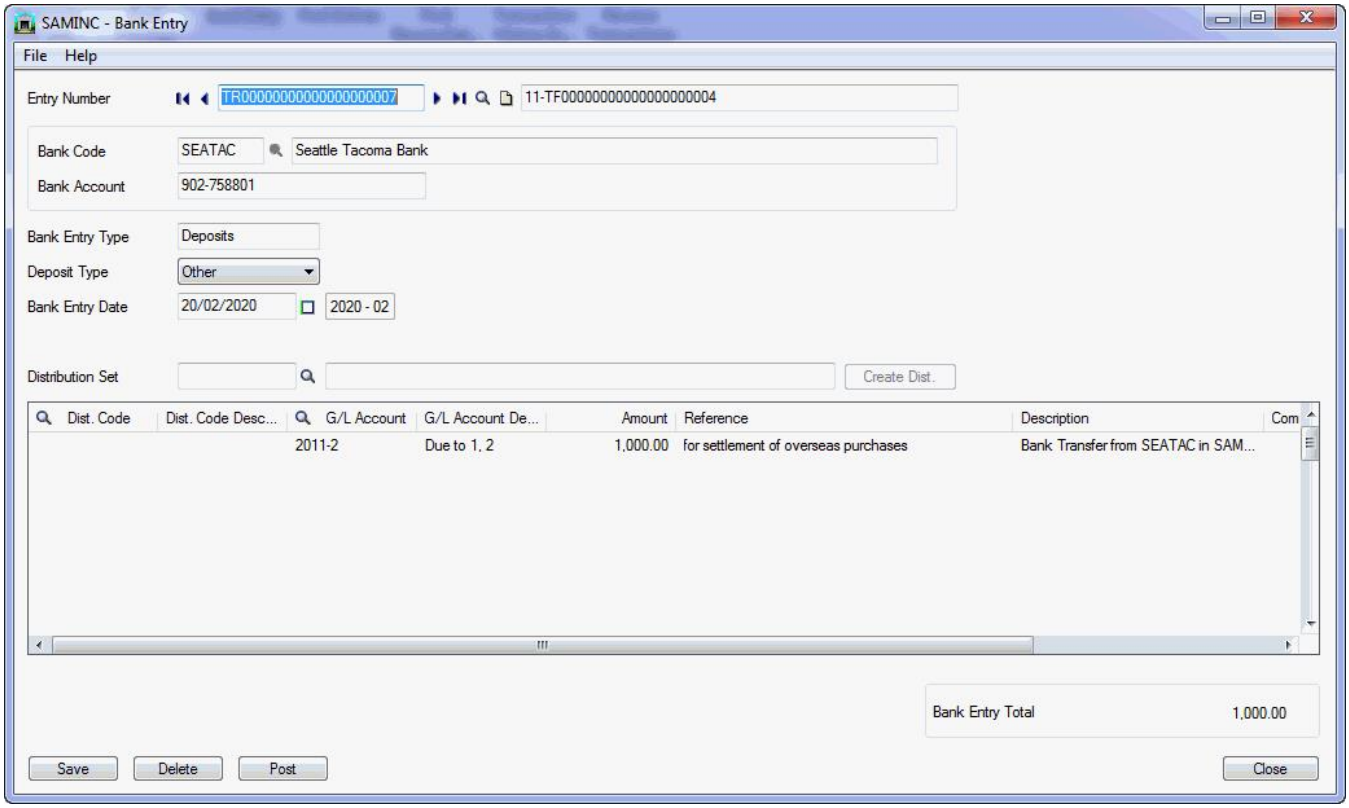
When this bank transfer is posted, bank entries are created and logged in the Inter-Entity Inter-Entity (Cash Management) Audit log.



a) in SAMLTD to reverse the Bank Transfer via the loan accounts as defined in IET Routes


SAMLTD - Bank Entry
File Help
Entry Number
TR00000000000000000007
11-TF00000000000000000004
Bank Code
SAMINC01
Sample Company Inc Bank account
Bank Account
USD
Bank Entry Type
Withdrawals
Payment Type
Other
Bank Entry Date
20/02/2020
2020 - 02
Currency
USD
Distribution Set
Create Dist.
Dist. Code
Dist. Code Desc...
G/L Account
G/L Account De...
Amount
Taxable
Reference
1012-1
Due from 2, 1
1,000.00
No
for settlement of ...
Bank Entry Total
1,000.00 USD
1,419.20 CAD
Save
Delete
Post
Rate...
Close

b) in SAMINC to process the Bank Transfer via the loan accounts as defined in Inter-Entity Transactions Routes



CASH MANAGEMENT 1-STEP TUTORIAL: PAYMENTS/RECEIPTS FROM ANOTHER COMPANY'S BANK ACCOUNT

Using IET Cash Management, you are able to process receipts and payments in the source company (for example SAMLTD), but the bank entry is processed in the target company (for example SAMINC).

In order to achieve this : in the source company configure a Cash Management Bank Account to represent the actual bank account in the target company.

Requirement! Inter-Entity Transactions Multi Edition

CASH MANAGEMENT SETUP

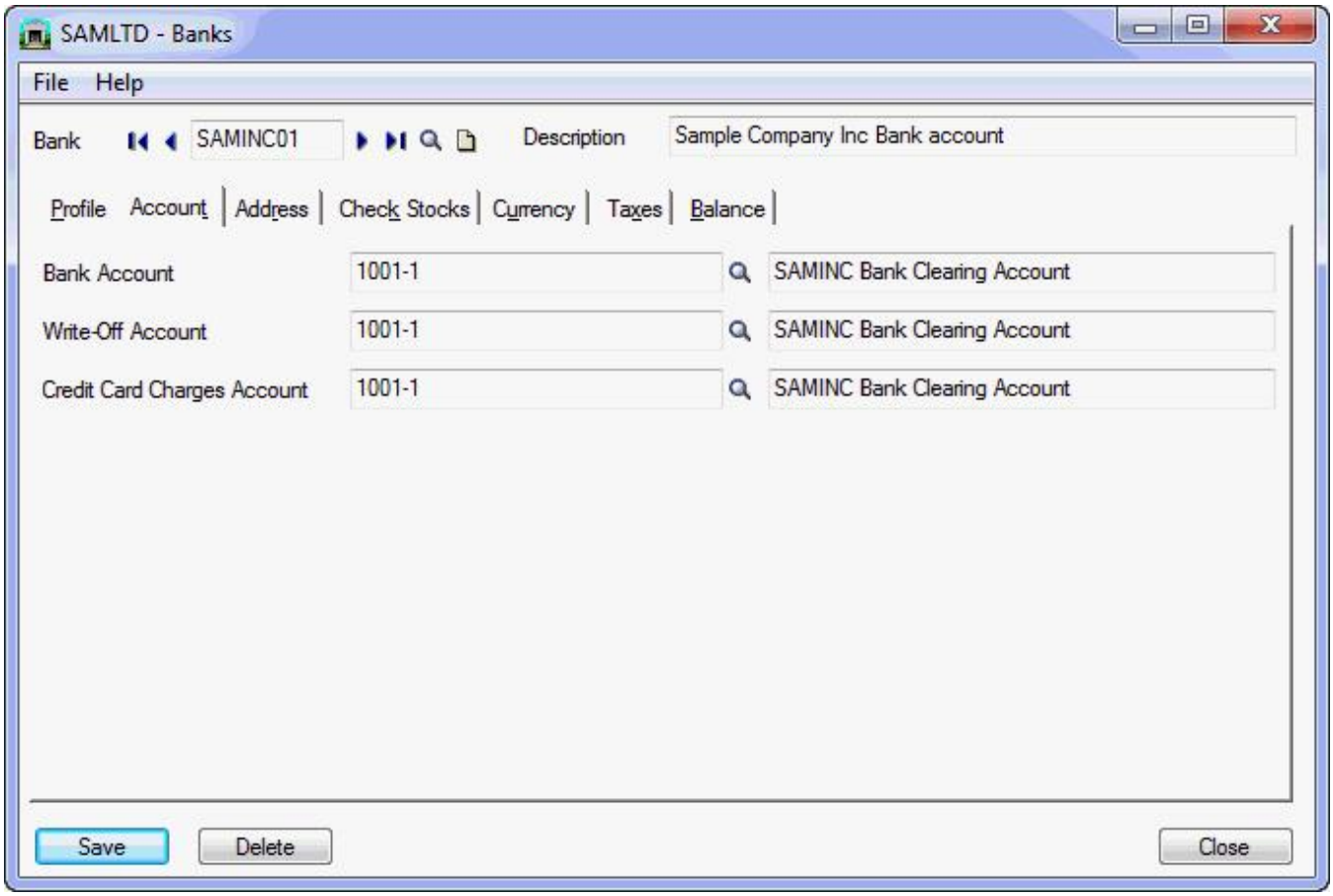
In the source company, create the following accounts (SAMLTD in the example below)

1001-1 SAMINC Bank Clearing account

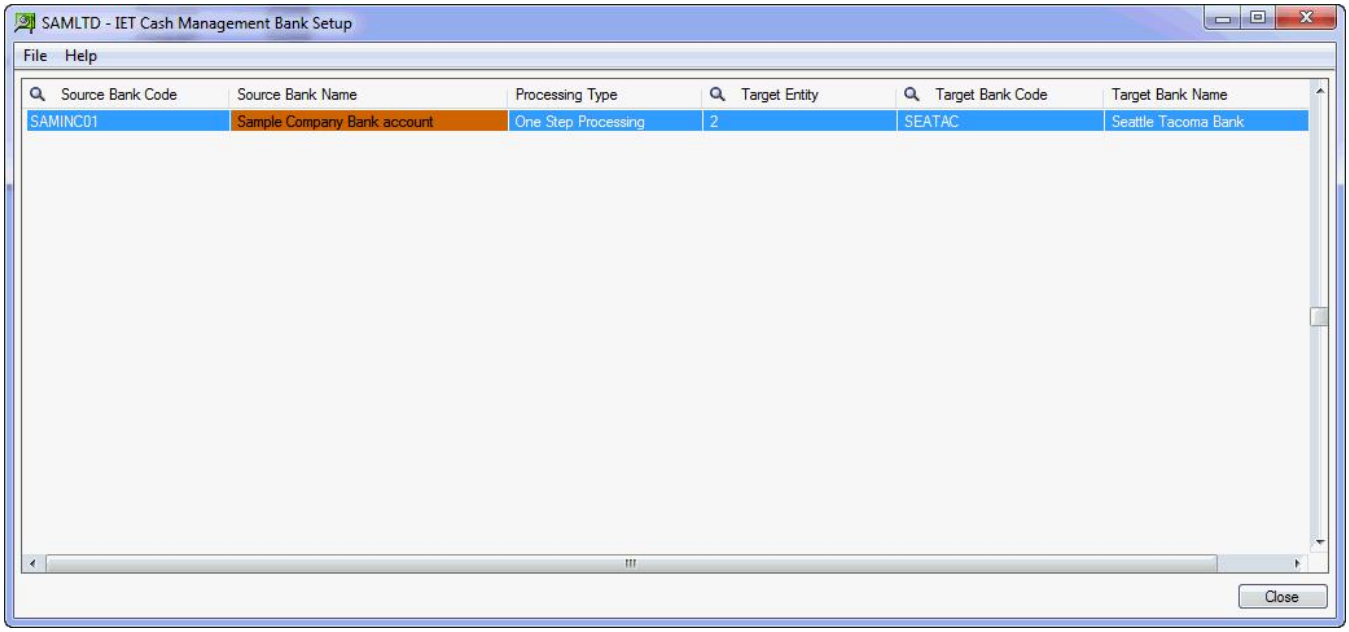
-

In the source company, create the following bank account (SAMLTD in the example below)

Ensure the G/L Accounts belong to the source entity



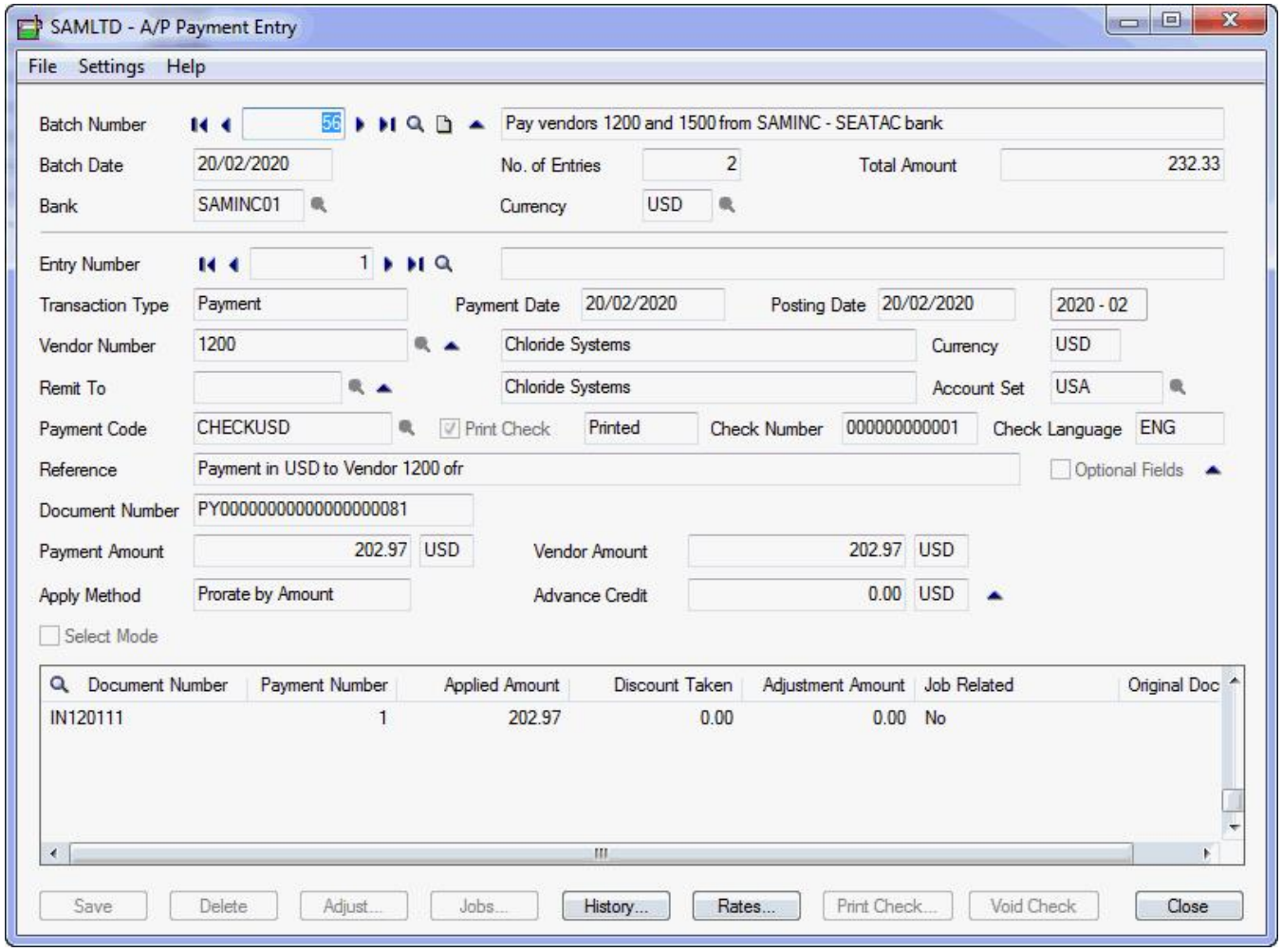
In the source company, create the following IET Cash Management Bank (SAMLTD in the example below)



PROCESS PAYMENT/RECEIPT IN SOURCE

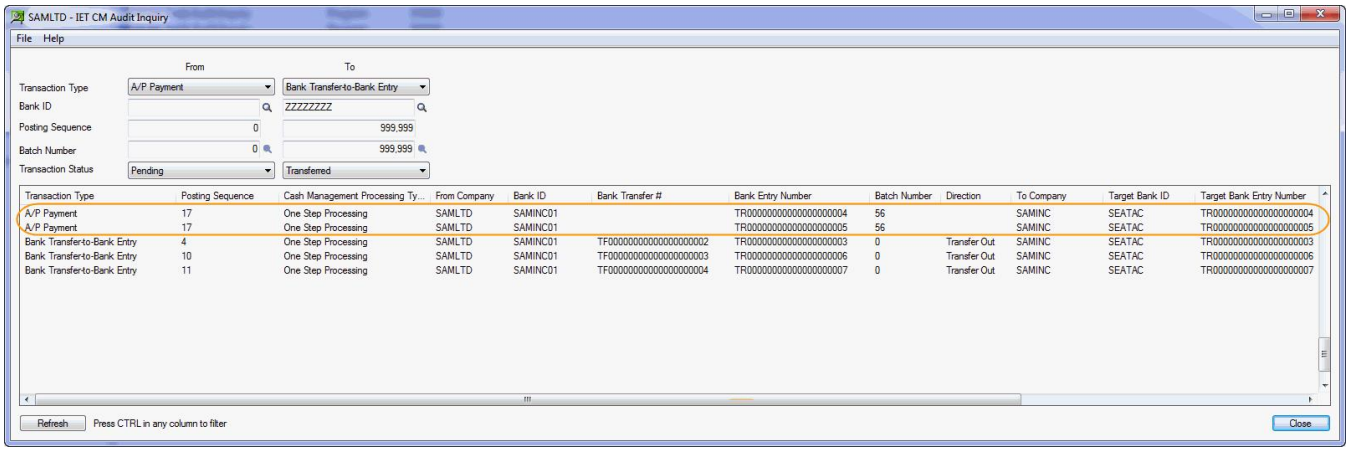
Process the required Payments/Receipts in the source company (SAMLTD)

Using AP Payments as an example, process the required AP Payment batch :

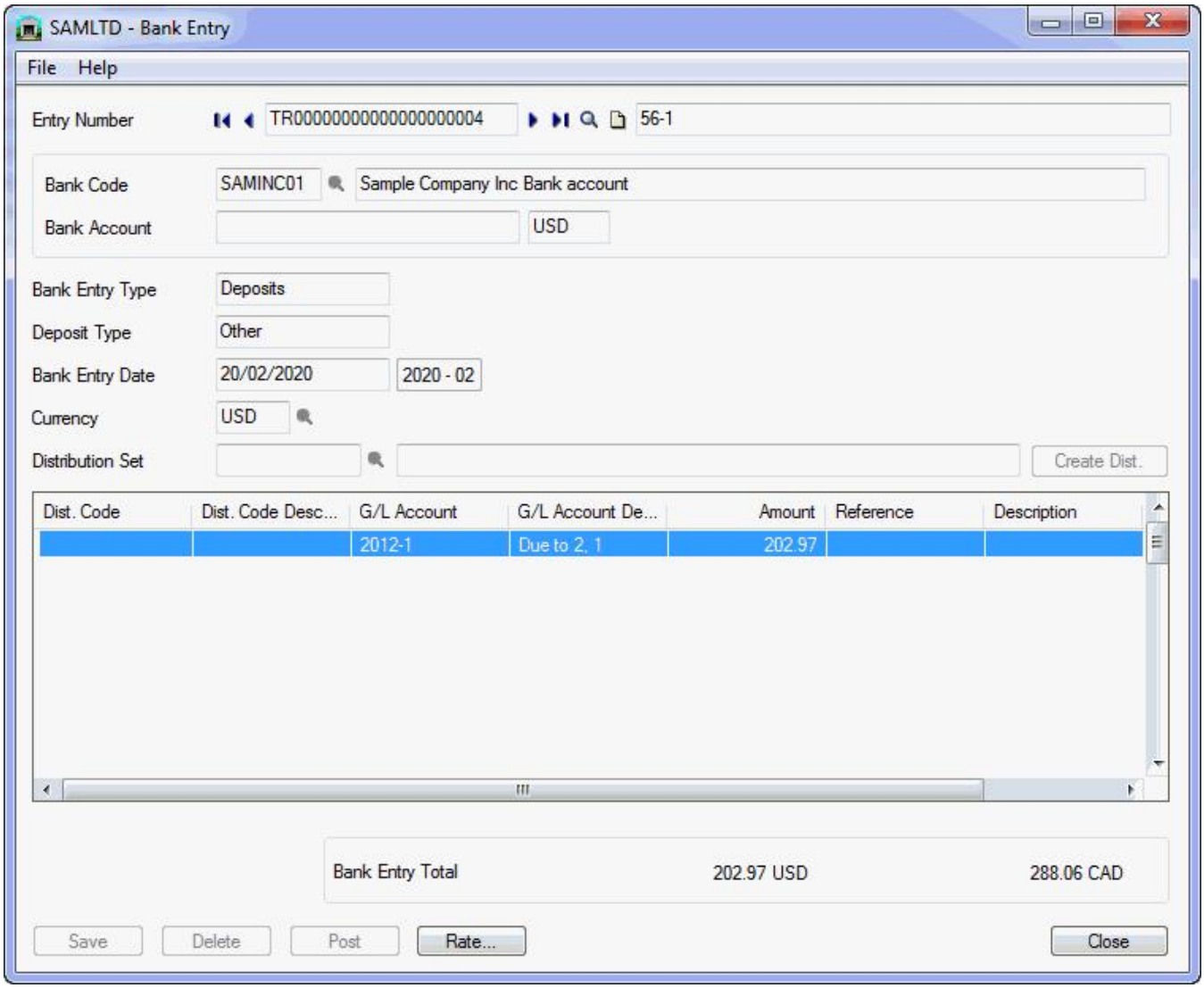


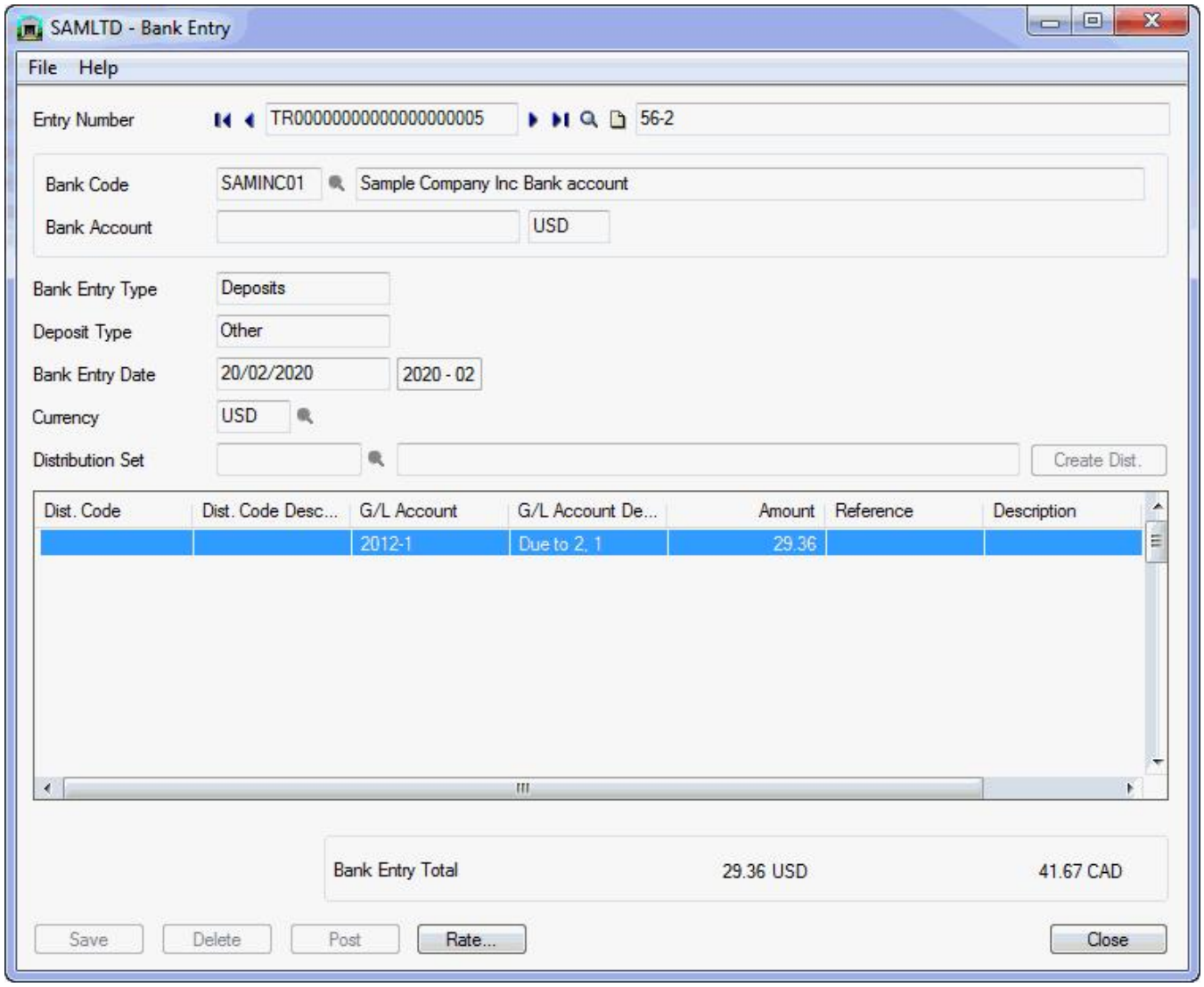
Post payments/Receipts

When posted, the payment records are recorded in the Inter-Entity Inter-Entity (Cash Management) Audit log

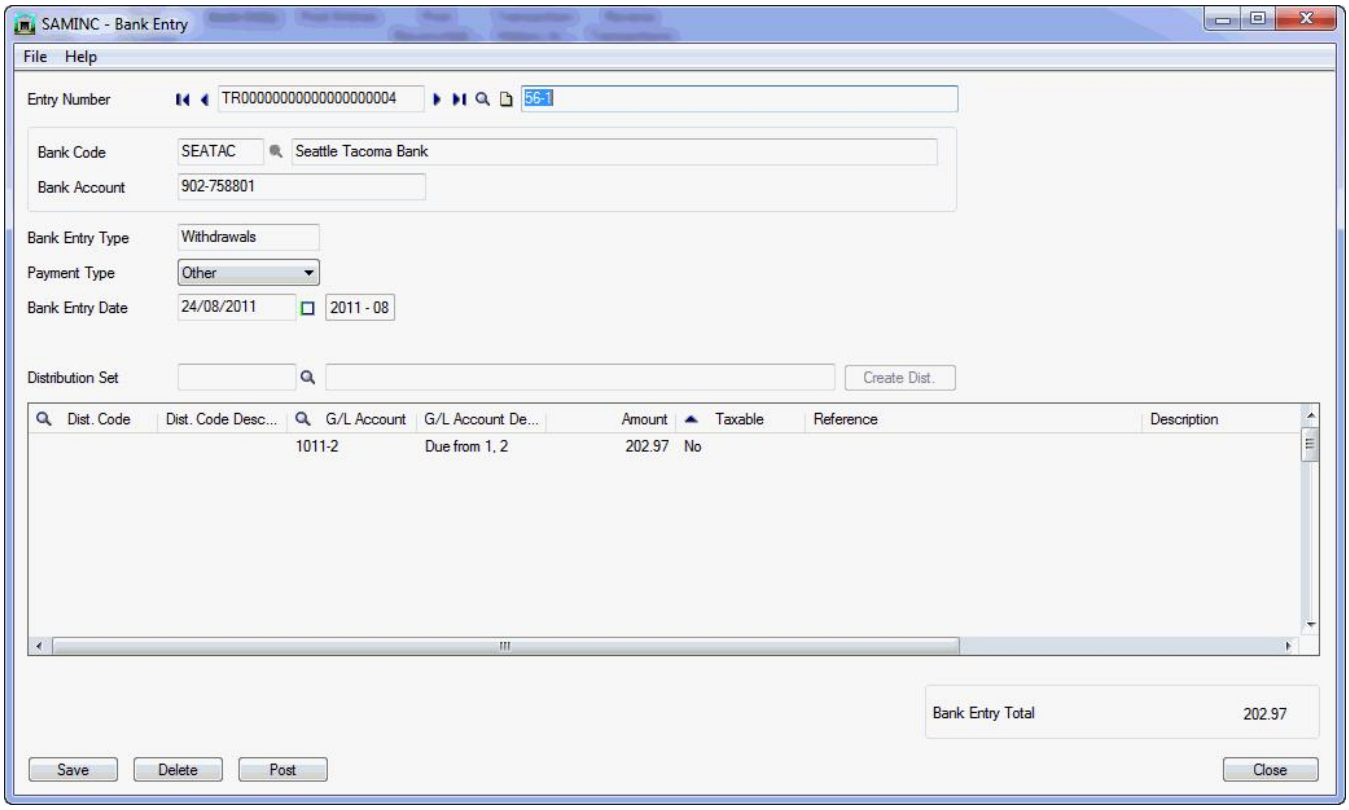


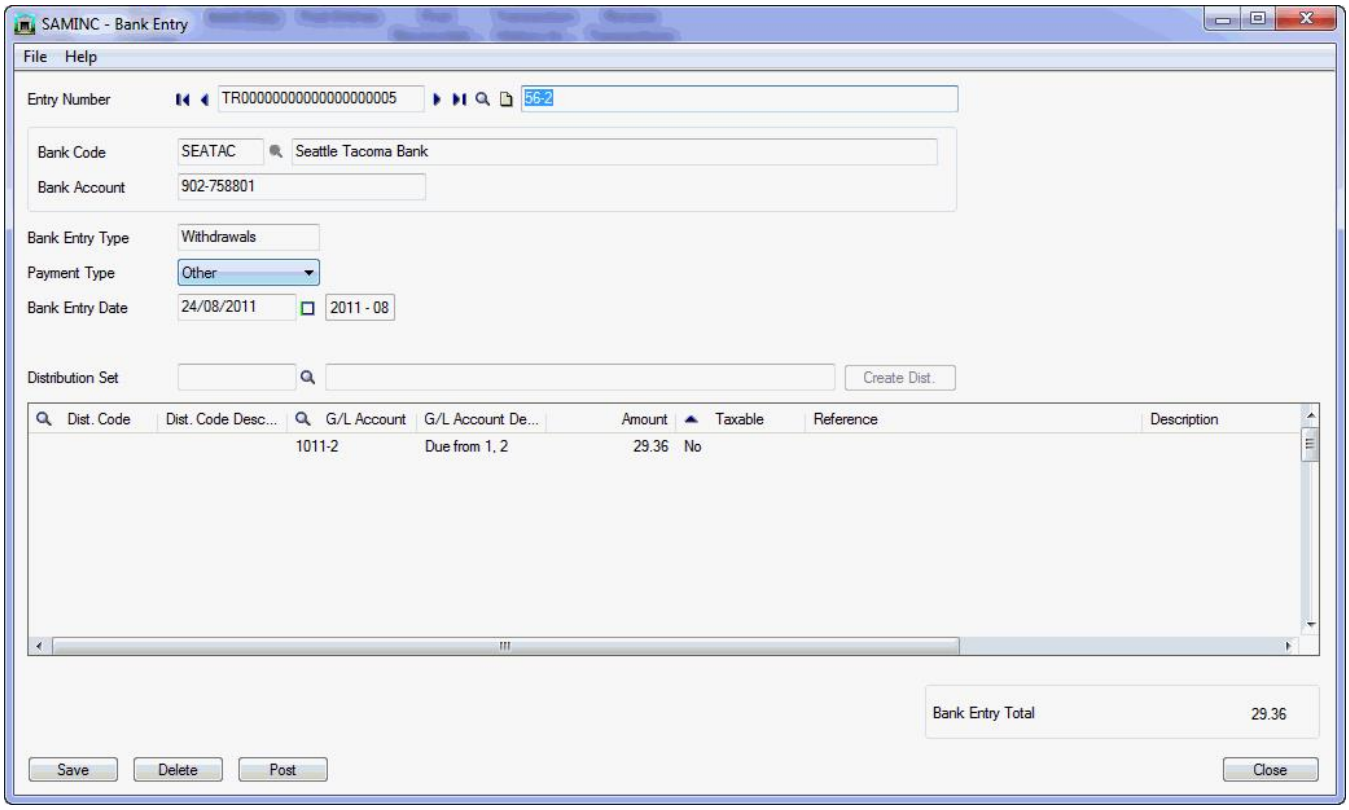
and Bank Entries recorded in SAMLTD to reverse the payment from the dummy bank account (via the loan account entries set up in IET Routes)



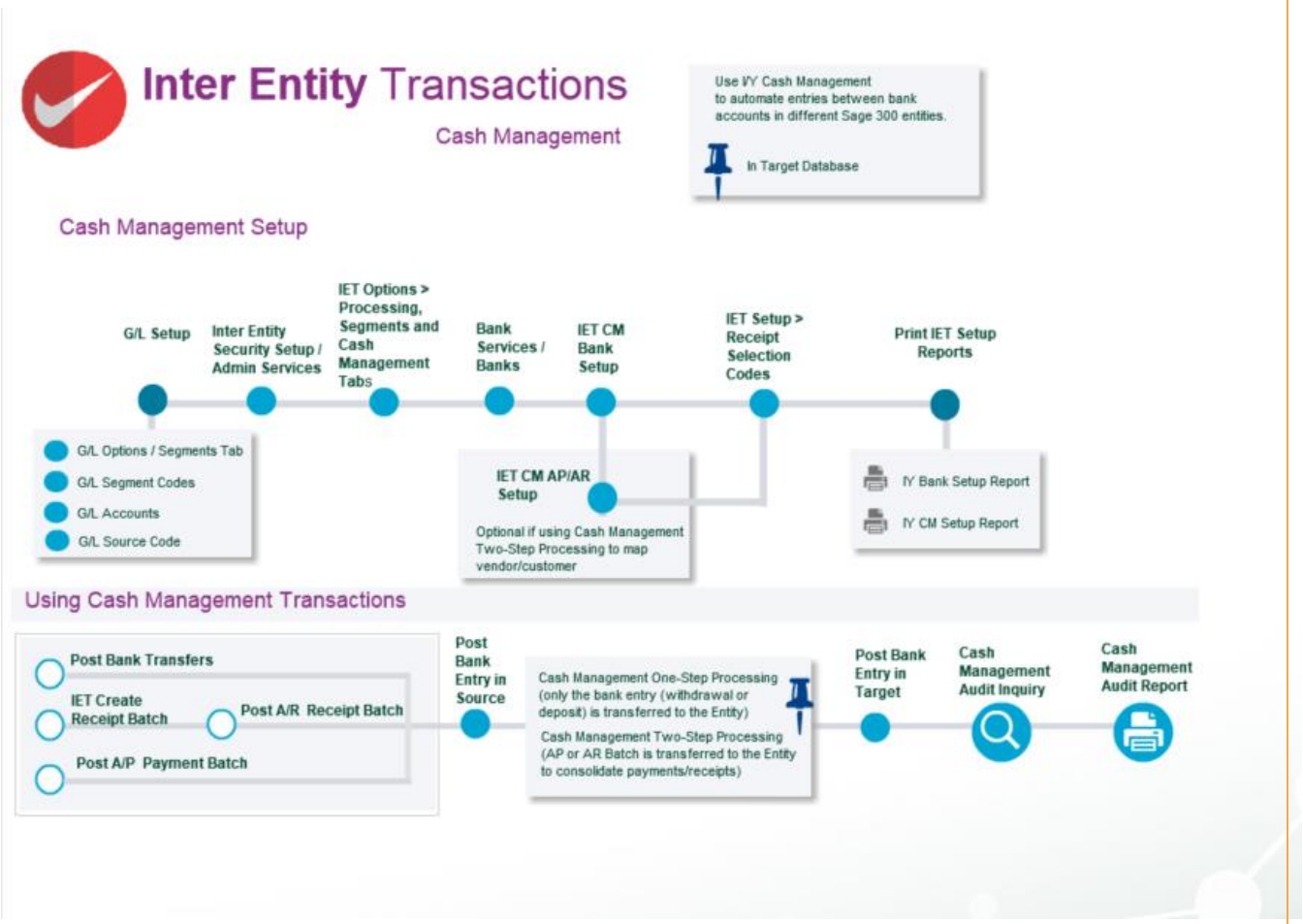


and Bank Entries recorded in SAMINC to record the payment from the bank account (via the loan account entries set up in IET Routes)


SAMINC - Bank Entry
File Help
Entry Number
TR00000000000000000004
56-1
Bank Code
SEATAC
Seattle Tacoma Bank
Bank Account
902-758801
Bank Entry Type
Withdrawals
Payment Type
Other
Bank Entry Date
24/08/2011
2011 - 08
Distribution Set
Create Dist.
Dist. Code
Dist. Code Desc...
G/L Account
G/L Account De...
Amount
Taxable
Reference
Description
1011-2
Due from 1, 2
202.97
No
Bank Entry Total
202.97
Save
Delete
Post
Close


SAMINC - Bank Entry
File Help
Entry Number
TR00000000000000000005
56-2
Bank Code
SEATAC
Seattle Tacoma Bank
Bank Account
902-758801
Bank Entry Type
Withdrawals
Payment Type
Other
Bank Entry Date
24/08/2011
2011 - 08
Distribution Set
Create Dist.
Dist. Code
Dist. Code Desc...
G/L Account
G/L Account De...
Amount
Taxable
Reference
Description
1011-2
Due from 1, 2
29.36
No
Bank Entry Total
29.36
Save
Delete
Post
Close

Tip: You can refer to the IET Inter-Entity (Cash Management) Setup Visual Process Flow.



CASH MANAGEMENT 2 STEP TUTORIAL: CONSOLIDATE PAYMENTS/RECEIPTS ACROSS COMPANIES

Using IET Cash Management, you are able to process transfer AR and AP documents (invoices, credit notes, debit notes) to a Management Company for consolidated processing.

To consolidate the processing, you create a Bank in the source company and configure it as a Cash Management Bank with the 2-step processing option.

You use the Cash Management Bank in the source company , where the invoice transactions exist, to process the payments and receipts you want to consolidate. The Cash Management Bank Account in the source company represents the actual bank account in the target company from which payments will be initiated.

Inter-Entity creates a bank entry in the source entity to zero out the clearing bank account and creates invoices in the entity doing the payment.

Requirement! Inter-Entity Transactions Multi Edition

Example:

A group of companies with different sites wants a consolidated Payment process of all accounts payable invoices instead of having different people in each site running payment runs. The vendors must exist in multiple companies for tax purposes for example.

All invoices due (or approved) from the various sites are sent for processing and payment to the main site.

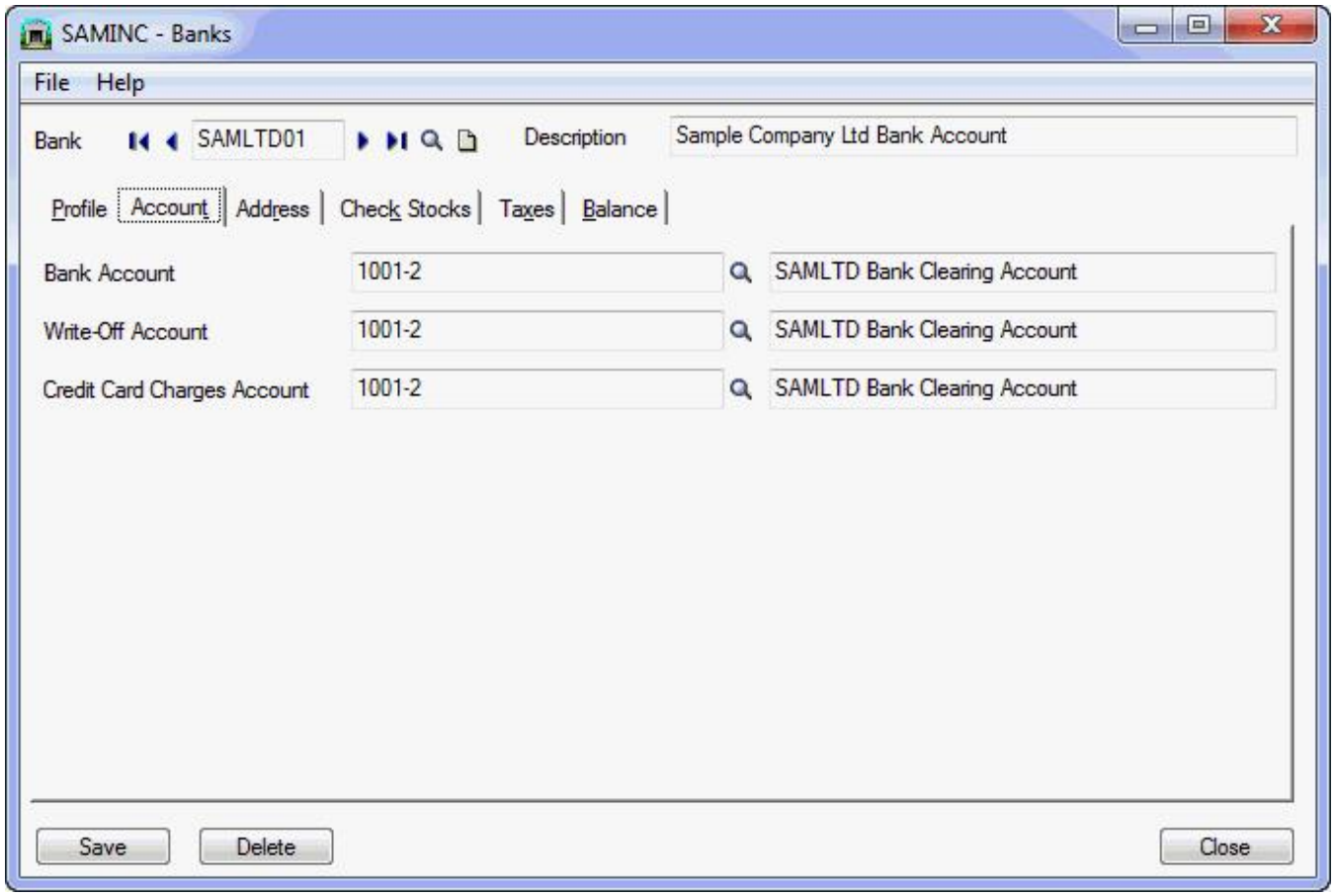
G/L AND BANK SETUP

In the source company (SAMINC), create the following G/L accounts

1001-2 SAMLTD Bank Clearing account

In the source company (SAMINC), create the following bank account

Ensure the G/L Accounts belong to the source entity.



CASH MANAGEMENT SETUP

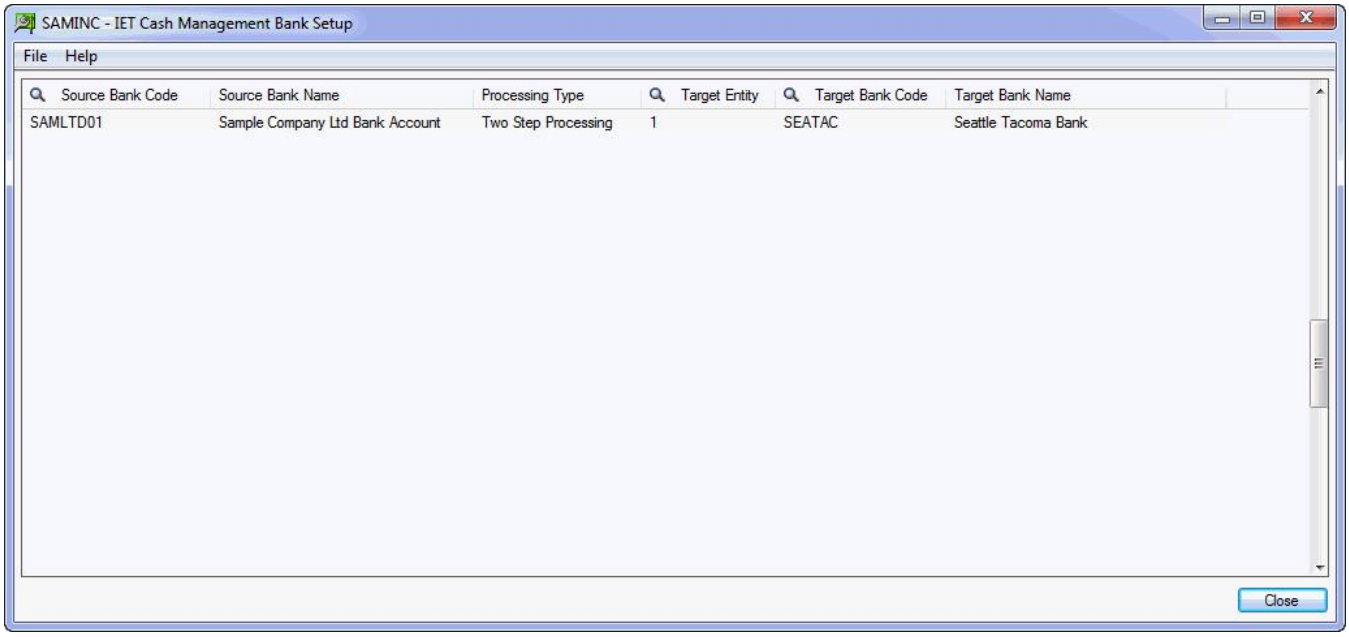
IET Options

In each of the sites, select IET Processing, "Use Inter-Entity Transactions" and Cash Management 2-step processing on the Cash Management Tab

Define the segment (or segments) in the GL which represent the entity segment (in IET Options > Segments Tab).

Configure Cash Management Bank

In the source company (SAMINC) , create the following IET Cash Management Bank



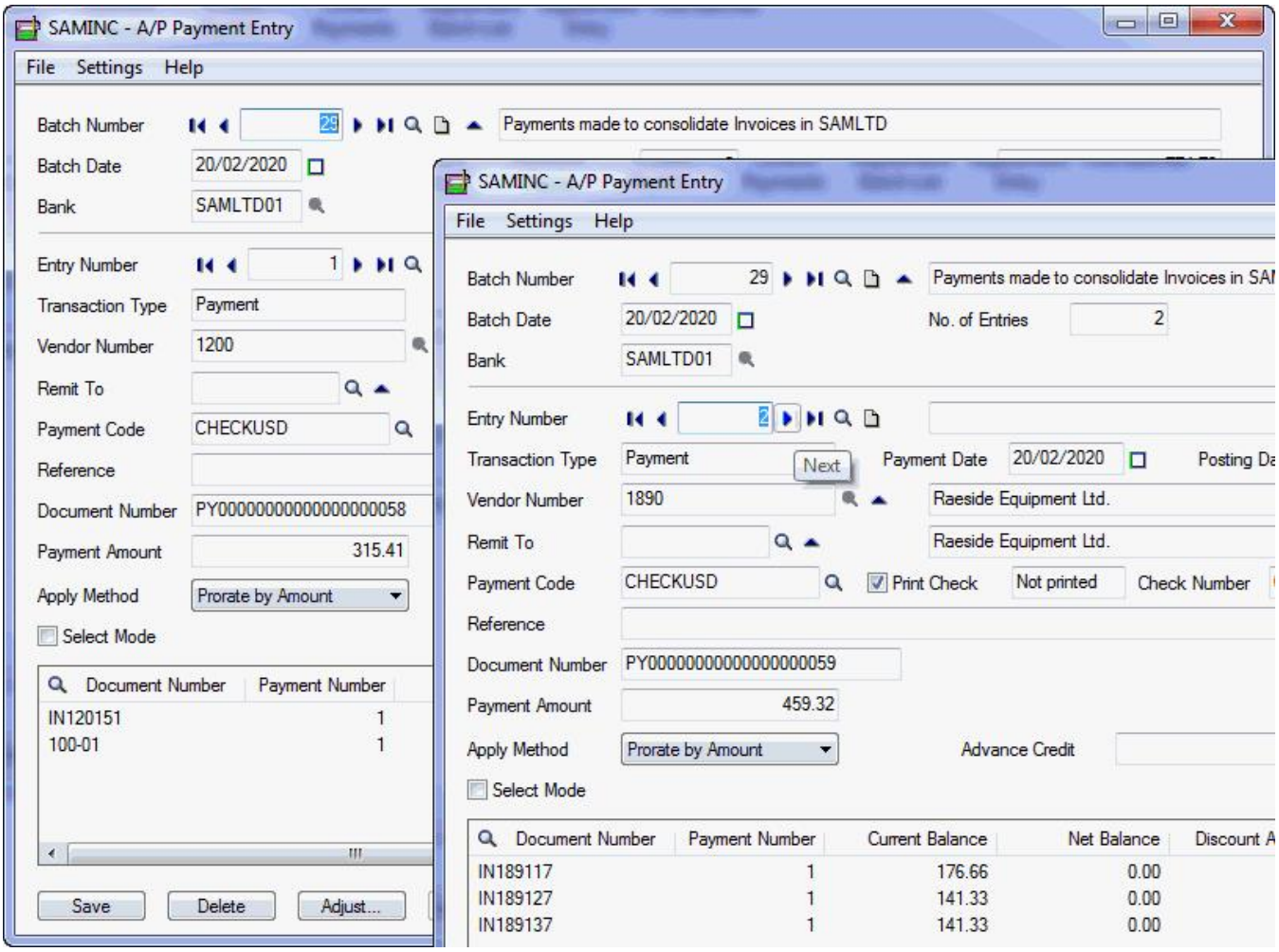
Map Vendor or Customer codes

Map the Vendor code in the source company to the Vendor Code in the target site. This is only done if the same vendors have different Vendor Codes in different sites.

PROCESS PAYMENTS/RECEIPTS

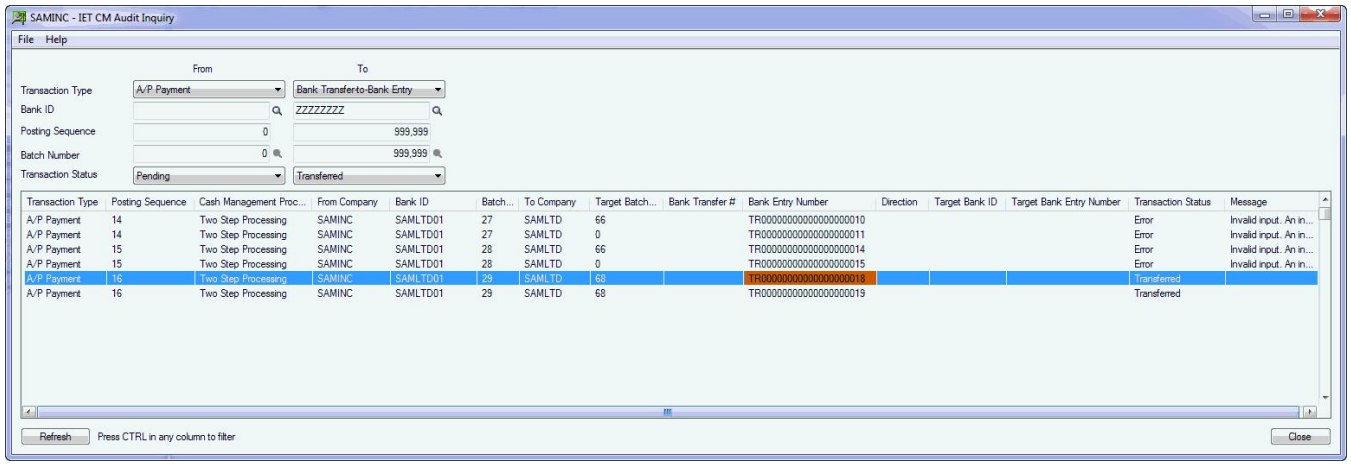
Process the required Payments/Receipts in the source company (SAMINC)

Using AP Payments as an example, process the required AP Payment batch, using SAMLTD01 Bank.



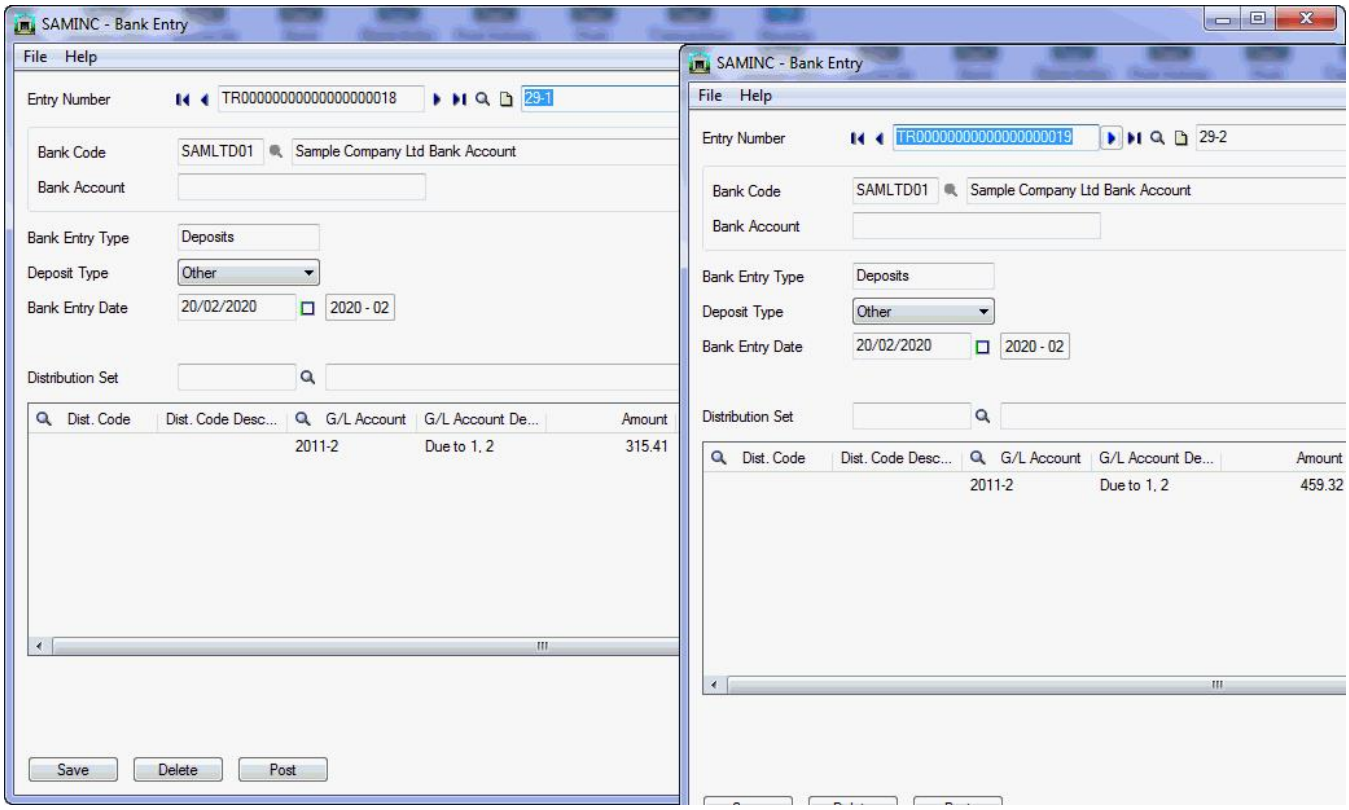
Post Payment

When posted, the payment records are recorded in the Inter-Entity Inter-Entity (Cash Management) Audit log



Inter-Entity creates a bank entry in the source site to zero out the clearing bank account. GL Account is a loan account with the site paying the bill.

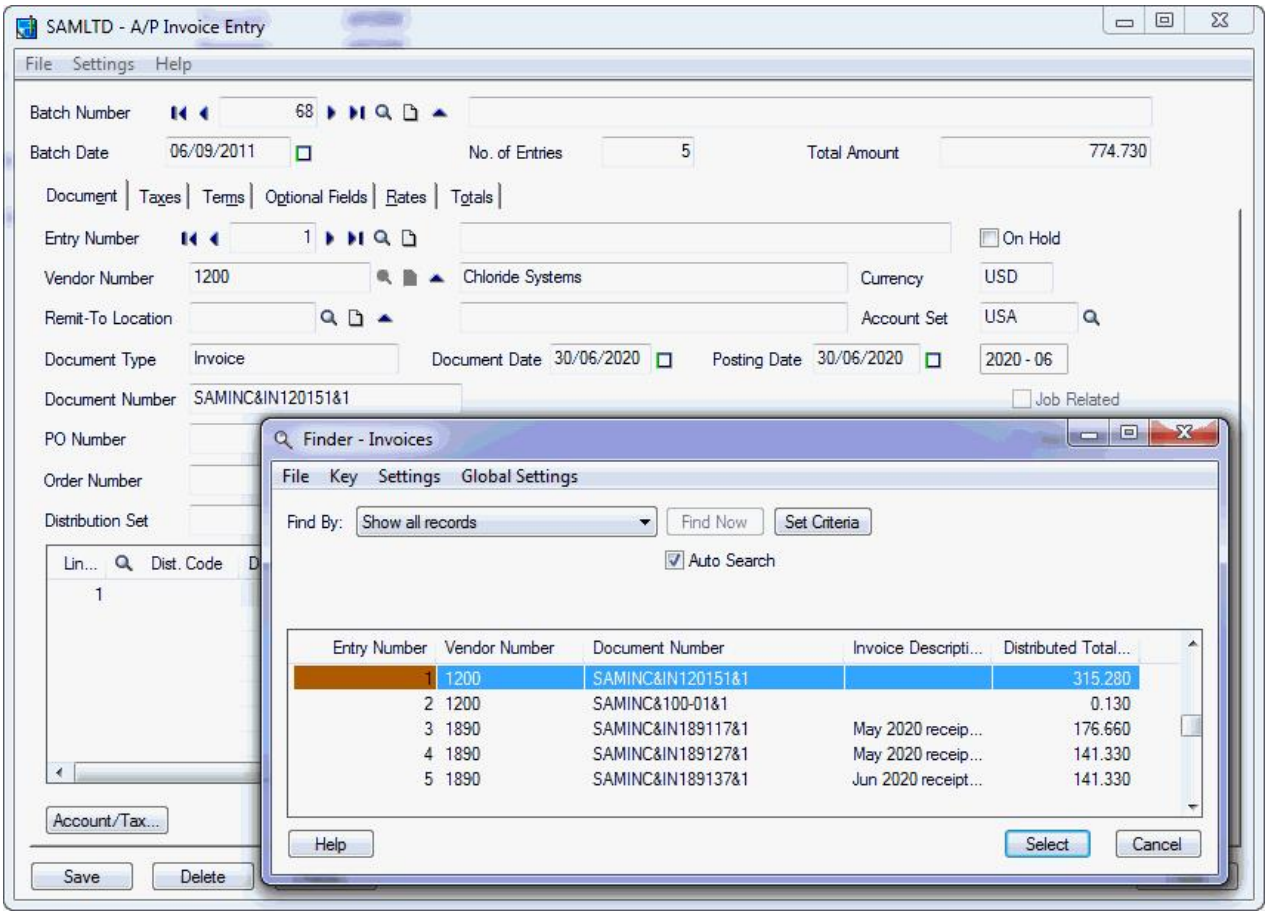
The 2 bank entries are created in SAMINC transferring the liability via the loan account between Entity 2 (SAMINC) and Entity 1 (SAMLTD).



And in the target company, the AP Batch with the "paid" invoices is created.

The total invoice value is the amount applied when paying the invoice in the source site. No taxes. The expense account is the loan account with the transferring site.

Note: The vendor code can either be the same across all entities, or mapped from the source to the target (see point 4 in the setup section above).



All the invoices are now consolidated in the main site for a single payment.

Steps for Setting Up Inter-Entity Transactions

Inter-Entity Transactions processing facilitates doing business and transferring funds between entities within an Sage 300 Company(Inter-Entity Single Database) or across Sage 300 Companies (Inter-Entity Multi).

Entities can include branches, divisions, departments, funds, projects, trusts or multiple companies.

To setup the Inter-Entity Transactions module, you need to decide which General Ledger accounts are linked and which routes transactions should follow.

For multi-databases, you need to decide which Sage 300 databases are to be used and whether they are on-line (An On-line database exists within the same Sage 300 environment as the Source Database. Transactions will be automatically generated in this On-line Database.) or remote (A Remote Database Entity is a Target Sage 300 database that exists in a different environment and transactions will be peri-odically exported to a spreadsheet for importing into the remote database.)

Step 1: Gathering Inter-Entity Transactions Data on the facing page.

Step 2: Setup General Ledger for Inter-Entity Transactions on the next page

Step 3: Activate Inter-Entity in Source Company /companies on page 103

Step 4: Assigning Visual Process Flows on page 104

Step 5: Adding Security on page 104

Step 6: Configure Inter-Entity Transactions Options on page 105

Step 7: Adding Inter-Entity Transactions Setup Records on page 106

Step 8: Designing Inter-Entity Transactions Reports on page 107

GATHERING INTER-ENTITY TRANSACTIONS DATA

After you activate Inter-Entity , you must add the data from your company's present system to Inter-Entity Transactions.

First, gather all your current Inter-Entity records. These can be manual records or printed listings and reports from other software

Tip: You may be able to enter Inter-Entity setup data by importing it directly from files created by another program. (e.g. linked accounts, transaction routes)

Questions to consider when planning Inter-Entity Transactions implementation

What types of transactions give rise to inter-company issues?

For example, do they involve expense / revenue allocations across companies or are there Bank Transfers, Cash Receipts / Cash Payments on behalf of related companies as well?

If bank entries are required, how many bank accounts are involved?

This determines how much set up is required under Options and how many Source Types need to be set up in the General Ledger.

How many companies will be initiating inter-company transactions

Are they part of one Sage 300 Company Database or are there more than 1 Company Databases?

Do inter-company transactions go directly between companies, or do some transactions clear through an intermediary company?

This determines how many companies you need to activate and configure Inter-Entity Transactions and Inter-Entity Trade, as well as how many Due To / Due From Loan Accounts, Linked Accounts and Transaction Routes you need to create.

Do you already have a G/L Segment for company in your chart of accounts?

If not, this will require the chart of accounts to be restructured to support at least one company segment that you can use to generate the Due-to and Due-from balancing entries on an inter-entity transaction.

If there are multiple company databases, are the Charts of Accounts the same across all companies or different?

Do you want to include accounts from 1 company in the chart of accounts of other companies?

This determines whether we need to restructure the Charts of Accounts to make them standard, or use the G/L Trigger "G/L Entity Substitution" to move transactions between company databases without the need to replicate the chart of accounts in each company.

It may also mean creating Optional Fields to use with G/L Triggers.

Steps for Setting Up Inter-Entity Transactions on page 98

PRINTING ORCHID MODULE DATA ENTRY FORMS

Orchid Module comes with a variety of data entry forms to assist with gathering information required before setting up the module. The documents are installed when the module is installed.

To print the setup checklist and data entry forms

Browse to the folder where Sage 300 is installed:

\DOCS\69A\IY69A\ and select the document or file you want to print.

SETUP GENERAL LEDGER FOR INTER-ENTITY TRANSACTIONS

Segments, Accounts and Optional Fields

The Inter-Entity Transactions module ensures that each entity stays in balance by generating the due to and due from transactions automatically.

You need to setup the following before you start using Inter-Entity Transactions.

Note:

When implementing Inter-Entity Multi (Inter-Entity Transactions version that facilitates doing business and transferring funds between entities across Sage 300 Companies.), you must do this G/L setup in the source company (The database where the originating GL transaction from which Inter Entity creates transactions. This is where the Inter Entity module is activated) , as well as in all the relevant target databases (The database(s) which receive the transactions generated by Inter Entity.).

For further information on how to setup segments, accounts and source codes, refer to the General Ledger User Guide.

SETUP G/L SEGMENTS

Setup G/L Segments

You will need to setup the segment or segments for the entities that you want Inter-Entity to use. These segments identify which entity each account belongs to. At least one segment (not the account segment) must be used to define which entity each account belongs to.

You may use Account structures which exclude the entity segment or segments for non entity related transactions. If this is the case, Inter-Entity will ignore these batch entry lines as long as they balance amongst each other. If they do not balance, Inter-Entity will report an error as it will have no way to balance the entity related transactions as they will not balance as a whole either.

For multi-database implementations, these segments need to be setup in the Source Company, as well as in all the relevant Target Companies.

For example:

Assume that the account is made up of 2 segments Account and Entity and that two structures exist, one containing Account and the other containing Account and Entity.

The following journal entry is valid as the non entity related lines (A) and the entity related lines (B) balance. In this example, Inter-Entity accounts 1001, 1002, 1003 have been setup as due to and due from accounts.

	G/L Account Code	Dr	Cr
A	1010	10	
	1020		10
B	1000-1	5	
	1000-2	7	
	1000-3		12
Generated by IY	1003-1		5
	1002-1		7

	G/L Account Code	Dr	Cr
	1001-3	5	
	1002-3	7	

SETUP G/L DUE TO AND DUE FROM ACCOUNTS

You also need to setup the appropriate Due to and Due From accounts for each entity in the General Ledger. The Due to and Due from accounts can be the same account.

Setup G/L Source Codes

In the General Ledger, you need to setup a new source code for Inter-Entity for each subsidiary ledger you have.

We recommend you use transaction type IY. Hence you will need to set up the following source codes (depending on the modules you own): GL-IY, AP-IY, AR-IY, PO-IY, BK-IY, IC-IY, OE-IY, etc. Refer to the General Ledger User Guide for information on how to create a new source code.

For multi-database implementations, these source codes need to be setup in the Source Company as well as in all the relevant Target Companies.

SETUP G/L SOURCE CODE

In the General Ledger, you need to setup new source codes to identify transactions created by Inter-Entity.

We recommend you use different source types for the different types of transactions created by Inter-Entity

- **IY** for the automation of loan account entries. Hence you will need to set up the following source codes (depending on the modules you own): GL-IY, AP-IY, AR-IY, PO-IY, BK-IY, IC-IY, OE-IY, etc.
- **IR** for the automation of the reversal entries. Hence you will need to set up the following source codes (depending on the modules you own): GL-IR, AP-IR, AR-IR, PO-IR, BK-IR, IC-IR, OE-IR, etc.
- **IE** for the journals being sent to the ledger entries. Hence you will need to set up the following source codes (depending on the modules you own): GL-IE, AP-IE, AR-IE, PO-IE, BK-IE, IC-IE, OE-IE, etc.

Note: You cannot use source codes reserved by Sage 300. For example, the pre-defined source type "I/C" is reserved for the Sage 300 Inter Company module. If you use this source code in company which is not your "Inter Company Company", G/L will automatically delete any G/L Journal Entry Detail with the source type "I/C" prior to posting the batch.

RT is reserved for auto-allocation in the GL and should not be used in Inter-Entity setup.

G/L Options and Optional Fields

SETUP G/L OPTIONS

Edit Imported Entries option: If you want Inter-Entity to work with batches imported from other applications, you need to set this option to All Fields, as Inter-Entity will be adding entries to these batches.

SETUP G/L OPTIONAL FIELDS (IF APPLICABLE)

Where applicable, you will need to setup the Optional Fields that you want Inter-Entity to use. This is generally used when using Inter-Entity across databases and the target G/L Accounts do not exist in the source database. With Optional Fields, you can setup the accounts to use for the balancing entries at the point of entering the transactions.

Refer to the System Manager and General Ledger User Guides for information on how to create a new optional fields.

Refer to Inter-Entity G/L Triggers Accounts Setup on page 134.

ACTIVATE INTER-ENTITY IN SOURCE COMPANY /COMPANIES

If using Inter-Entity in a single database, activate the Inter-Entity Module in the database that is used to enter transactions to be processed by Inter-Entity.

If using Inter-Entity Transactions or Inter-Entity Trade across multiple Sage 300 databases, activate Inter-Entity only in the Database or databases that are used to enter source transactions to be processed by Inter-Entity.

> **Note:** There is no need to activate the module in Target Databases that are only receiving Inter-Entity or Inter-Entity Trade Transactions.

For information on activating modules, refer to the System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

ASSIGNING VISUAL PROCESS FLOWS

Inter-Entity Transactions include Visual Process Flows to guide through the setup and some key transaction processes.

> **Tip:** Use the Assign Visual Process Flows screen in the Administrative Services folder to assign process flows to users (including the ADMIN user).
>
> Only the ADMIN user and users who have the required security authorization can assign process flows.

> **Tip:** For more information about security authorization, see **Administrative Services Security** in the Sage 300 System Manager help.

ADDING SECURITY

If your Sage 300 system requires user passwords and security profiles, you need to assign user security to Inter-Entity Transactions forms.

For information on activating security and setting up security groups, refer to the System Manager online Help (choose the Help menu on the Sage 300 desktop) or review the chapter, Setting Up Security, in the *System Manager Administrator Guide*

Changing Print Destination

If you want users to be able to change the print destination, permission to Change Print Destination must be assigned from the Administrative Services permissions list in the Security Groups form.

Assigning Inter-Entity Transactions and Trade security

Using the Security Groups form in the Administrative Services folder, you can assign the following security tasks to Inter-Entity Transactions forms.

Inter-Entity Setup – Modify Inter-Entity Transactions Options, import linked accounts and transaction routes, create AP/AR and OE/PO Trade partners.

Inter-Entity Reports – Print Inter-Entity reports

Generate Inter-Entity Transactions Journals - Inter-Entity Transactions only

Perform Period End Processing - If selected, users can perform the Inter-Entity Periodic Processing (for Inter-Entity Transactions and Trade).

Audit Inquiry - Inter-Entity Transactions and Inter-Entity Trade

Create Receipt Batch - Inter-Entity Transactions only

Reprocess Exported Transactions

Reprocess Exported Transactions - If selected, users can view and select the "Exported Transactions", check boxes on the Periodic Processing (for G/L Transactions, Cash Management, AP/AR Trade, and OE/PO Trade). This option is also required for the "Clear Audit Entries" on the Periodic Processing for /G/L Transactions and G/L Triggers and "Rebuild Audit Entries" for G/L Transactions.

Note that users need to have "Perform Period End Processing" selected for this security option to be taken into account.

Clear/Rebuild Periodic Audit – Applies to Inter-Entity Transactions Only.

Select this option for users to use the IET Periodic Processing options to Rebuild Audit Entries and to Clear Exported Audit Entries. Users need to have “Perform Period End Processing” option selected.

CONFIGURE INTER-ENTITY TRANSACTIONS OPTIONS

The options you choose on the Inter-Entity Transactions Options form determine how your Inter-Entity Transactions system operates and the types of data that it stores and displays. You can also use the form after setup to review your entries and, as needed, change most of them.

If your target entity is part of the G/L Account Number

1. IET Options Segments and processing Tabs - (for details Inter-Entity Transactions Options Overview on page 127
2. IET Transaction Routes - (for details , view Transaction Routes on page 131

If using Inter-Entity Multi, with entities in separate Sage 300 databases.

1. IET Entity Database Mappings - (for details, view Entity Database Mappings on page 132)

If your target entity is setup in an optional field

- Configure optional fields in Common Services and General Ledger
- IET Options / Segments and Processing Tabs -(for details Inter-Entity Transactions Options Overview on page 127
- IET Transaction Routes - (for details , view Transaction Routes on page 131
- IET Entity Database Mappings - (for details, view Entity Database Mappings on page 132)
- IET Triggers - (for details, view G/L Triggers Accounts Setup on page 134)

If you want to create A/P, A/R or G/L Transactions to reallocate expense or revenue

- Configure optional fields in Common Services and General Ledger
- IET Options / Segments and Processing Tabs, including Triggers-(for details Inter-Entity Transactions Options Overview on page 127
- IET Transaction Routes - (for details , view Transaction Routes on page 131
- IET Triggers - (for details, view G/L Triggers Accounts Setup on page 134)

If using Inter-Entity Multi

- IET Entity Database Mappings - (for details, view Entity Database Mappings on page 132)

If using Cash Management

- IET Options / Cash Management Tab - (for details Inter-Entity Transactions Options Overview on page 127

ADDING INTER-ENTITY TRANSACTIONS SETUP RECORDS

After configuring Inter-Entity Transactions options, you need to enter the Inter-Entity Setup Information.

Refer to Configure Inter-Entity Transactions Options on the previous page for details.

Inter-Entity Setup

1. IET Transaction Routes - (for details , view Transaction Routes on page 131
1. IET Entity Linked Accounts - (for details, view Linked Accounts on page 130)

If using Inter-Entity Multi

1. When entities are in separate Sage 300 databases
2. IET Entity Database Mappings - (for details, view Entity Database Mappings on page 132)

If using G/L Triggers

When to use: Entity substitution (to create balancing entries across databases with different chart of accounts) or to create new G/L, A/P or A/R Transactions to re-allocate revenue and expenses

- IET Triggers - (for details, view G/L Triggers Accounts Setup on page 134)

If using Cash Management

For details, refer to Cash Management Overview on page 113

- Configure IET Options > Cash Management Tab
- CM Bank Setup
- CM AP/AR Setup

DESIGNING INTER-ENTITY TRANSACTIONS REPORTS

Inter-Entity Transactions includes default reports you may be able to use "as is" or adapt to match your reporting requirements.

Run the Setup reports to review your configuration. For details, IET Setup Reports on page 122

If you need to run a consolidated AP Aged Trial Balance across multiple companies, read Consolidated AP Aged TB - Printing on page 125

If you need to run a consolidated AR Aged Trial Balance across multiple companies, read Consolidated AR Aged Trial Balance on page 125

Using Inter-Entity Transactions

Once Inter-Entity is setup, users don't enter transactions as such. Every time a batch is posted in the General Ledger, Inter-Entity will generate the balancing entries automatically provided that the Use Inter-Entity Option is selected (refer to Inter-Entity Options Setup).

When G/L triggers are configured for re-allocation, Inter-Entity Transactions creates additional transactions in G/L, A/R or A/P automatically when batches are posted.

Tip: Use the IY Audit reports to review the details of transactions created and investigate causes of errors in processing.

Note: At the time of creating entries in the target entity, Inter-Entity will use an additional Sage 300 License. Depending on how the "This workstation uses Integration Access Pack Licenses for external applications" is set up (see Help\IAP Users...), this will be either a Lan-pak or an IAP Licence. Unless you have purchased additional IAP licences, it is recommend the "Use IAP" switch is turned off on all workstations.

Inter-Entity Audit Inquiry **108**
IET Account Balance Inquiry **111**
G/L Triggers Audit Inquiry **111**
IET Periodic Processing - Periodic Processing Tab **112**

INTER-ENTITY AUDIT INQUIRY

Inter-Entity Audit Inquiry displays the history of the Inter-Entity transactions. This screen displays transactions that are waiting to be processed (**pending**), those that have been processed (**exported**) and those that have not been processed due to an error (**error**).

Batch information and error messages also appear on this screen.

Important! If there is an error posting the G/L Batch, refer to the G/L Reports > G/L Posting Journals > Posting Journal Errors. Such errors are not in the Inter-Entity Audit Inquiry screen.

In Inter-Entity Transactions only, there is a function to clear the Exported Audit Entries from the IET Periodic Processing - Periodic Processing Tab on page 112.

Tip:

Filter

You can filter the details in the Audit Inquiry log using one of two methods:

1. Use the filters in the top part of the screen and select Refresh to select the transactions you need to inquire about.

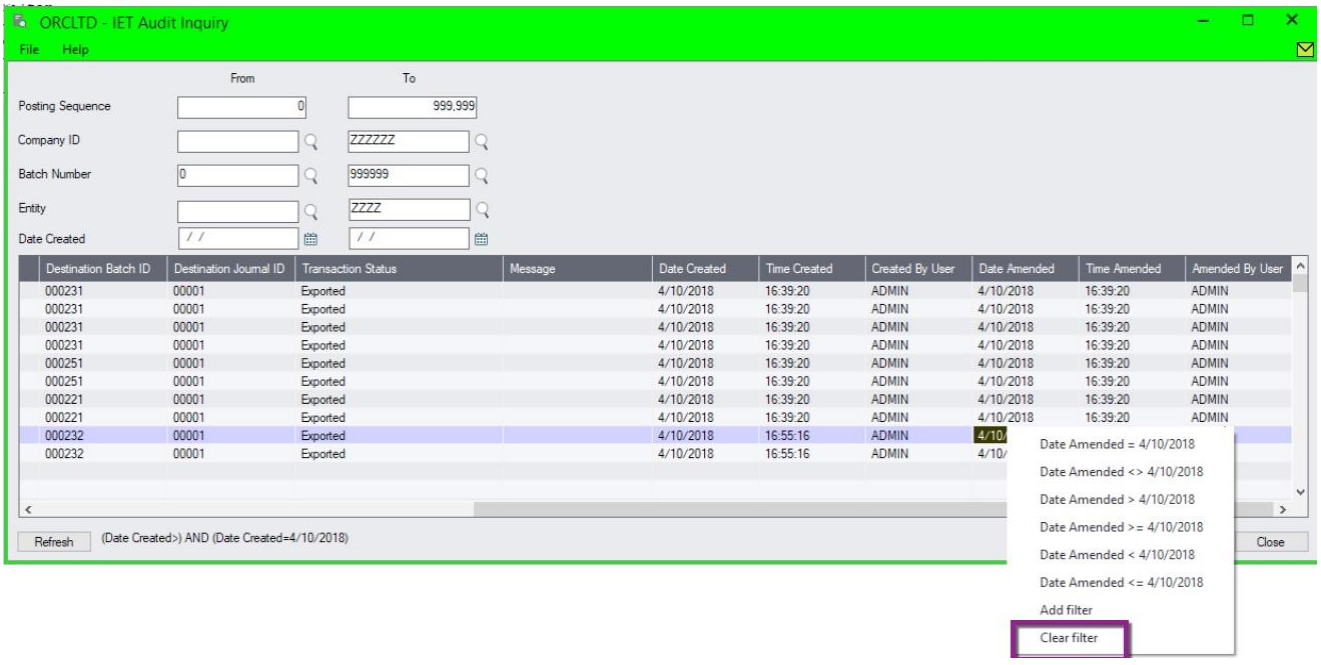
2. Use CTRL F in any column to apply a filter on the column. I/Y will pre-populate the filter based on the value in the row selected when you start the filter. Select the relevant option.

If a filter is applied to the screen, the filter will be shown along the bottom of the screen. Click on the filter and CTRL-C to copy the filter if required.

To clear the filter, select CTRL-F and choose Clear Filter

Example:

Arsing Filter on the I/Y Audit Inquiry screen



INTER-ENTITY AUDIT INQUIRY FIELDS AND CONTROLS

Posting Sequence:

General Ledger Posting Sequence Number from which Inter-Entity transaction was generated.

Organization ID :

Entity for which Inter-Entity transaction was generated.

Batch Number:

General Ledger Batch Number from which Inter-Entity transaction was generated.

Entry Number:

General Ledger Entry Number from which Inter-Entity transaction was generated.

Transaction Number:

General Ledger Line Number from which Inter-Entity transaction was generated.

Entity :

Entity for which Inter-Entity transaction was generated.

Transaction Status:

Pending - for remote databases only- transaction waiting to be exported to external file.

Exported - transaction which have been successfully exported (remote databases) or generated in on-line database.

Error - transactions that could not be exported or created in on-line database.

Message:

Displays the reason for error creation.

test

Date Created / Time Created:

Displays the Date and Time the log entry was created. If the transaction was created successfully when the G/L Batch was posted, the Date / Time Created and the Date/Time Amended will be the same.

Created By User:

Displays the User who created the IY log entry (i.e. the user who posted the source batch or the source transaction).

Date Amended/ Time Amended:

Displays the Date and Time the log entry was last amended.

The date / time amended might be different from the Date/Time Created if there was an error when the batch was posted and the transaction was then successfully posted through Periodic Processing.

Amended By User

Displays the user who last amended the record.

IET ACCOUNT BALANCE INQUIRY

The IET Account Balance Inquiry provides the balances for the Inter-Entity Accounts as set up in the Linked Accounts screen.

This screen allows you to select a Year/Period, a Currency Type and Currency Code, and shows you the balances of all the GL Accounts set up in IET Linked Accounts across multiple databases. For details, see Linked Accounts on page 130.

If all the associated IET G/L Batches are posted in all companies then these accounts will be in balance.

Tip:
The Inter-Entity Account balance report runs the same process to calculate the balances and shows the same details as the inquiry screen. You can use the report if you need to export the details.

Inter-Entity Account Balances Report Features on page 150

G/L TRIGGERS AUDIT INQUIRY

Inter-Entity G/L Triggers Audit Inquiry displays the history of the Inter-Entity Trigger transactions. This screen displays transactions that are waiting to be processed (pending), those that have been processed (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

Tip:

Filter

You can filter the details in the Audit Inquiry log using one of two methods:

1. Use the filters in the top part of the screen and select Refresh to select the transactions you need to inquire about.

2. Use CTRL F in any column to apply a filter on the column. I/Y will pre-populate the filter based on the value in the row selected when you start the filter. Select the relevant option.

If a filter is applied to the screen, the filter will be shown along the bottom of the screen. Click on the filter and CTRL-C to copy the filter if required.

To clear the filter, select CTRL-F and choose Clear Filter

To view historical data

1. Select the posting sequence range required
2. Select the Batch id range required
3. Select the Trigger Allocation type range required
4. Select the Transaction Status range
5. Click the Refresh button to refresh the results.

Data Shown

- The Source posting Sequence, Batch Number, Entry Number and Transaction number
- Destination Organisation, Entity, Destination Batch ID, Destination Journal Id
- Transaction status and error message - for details refer to Inter-Entity Audit Log status
- Date & Time Created, Created By User, Date & Time Amended, Amended by User

IET PERIODIC PROCESSING - PERIODIC PROCESSING TAB

When to use

- IET Periodic Processing – to (re) process Inter-Entity automatically created entries in a journal and/or G/L Batches in target databases
- G/L Triggers Periodic processing – to (re) process Inter-Entity Trigger entries automatically created in a G/L Batch, AP Batch or AR Batch

How to Use

For all these options, you can select a G/L Posting sequence range and the type of entry you need to (re) process :

Process Pending Entries: Use this to process entries for Remote Databases.

Process Error Entries: Use this to process entries that were previously in error for On-line and Remote Databases. Note that the error needs to have been resolved for entries to be created. Use the Message in the Audit Inquiry or Audit Report to troubleshoot these errors.

> **Tip:** The following 3 options require users to have "Reprocess Exported Entries" Security Group. clearance: Process Exported Entries, Rebuild Audit Entries and Clear Exported Audit Entries.

Process Exported Entries: Use this to process re-process already processed entries for On-line and Remote Databases. You need to ensure the transactions are not in the target database before selecting that option (for example if you restore a backup for the target database before the transactions were processed in the source database).

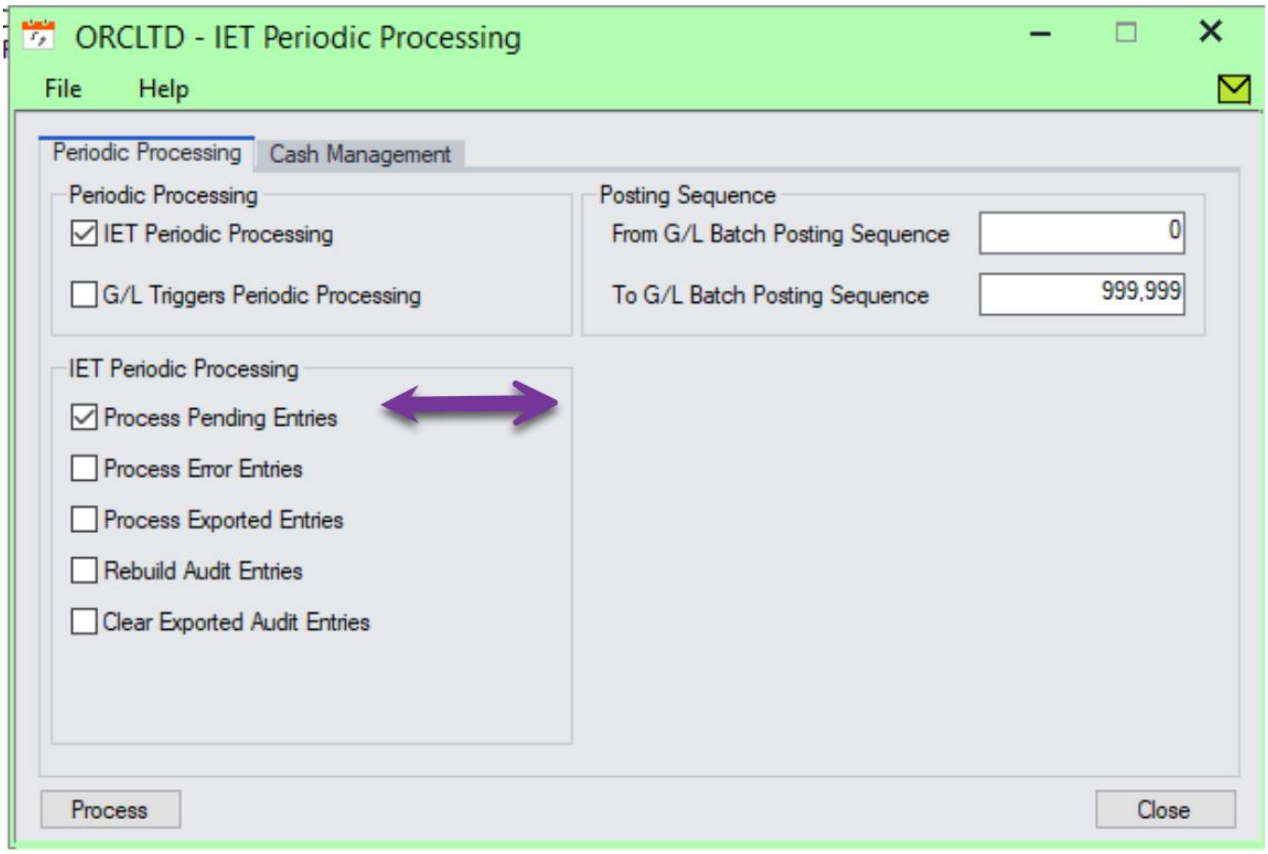
Rebuild Audit Entries: Use this to process to rebuild audit entries.

Clear Exported Audit Entries: Use this process to clear the transaction data you no longer need. This will only remove transactions with the "Exported" status.

Select the Posting Sequence you want to clear (for example the posting from the prior financial year) and choose Clear Exported Audit Entries.

For Remote / Offline Databases

In Entity Database Mappings, select NO for Online Database. After posting the G/L Batch, use IET Periodic Processing and select "Pending" transactions.



TO RUN PERIODIC PROCESS:

1. Choose the posting sequence range, on which the process should be performed.
2. Select the process you wish to run.
3. Click Process.

Cash Management Overview

Where organisations have multiple entities and bank accounts and need to transfer funds between them, Inter Entity Cash Management automates the process in Sage 300. All transactions are routed via pre-defined Inter-Entity loan accounts so they are kept in balance automatically.

Bank Transfers

- Process bank transfers between companies

AR Receipts across companies:

- Allocate a receipt to a customer in one company and have the receipt go into a bank account in another company
- Bank a receipt into a bank account in one company and allocate it against AR transactions which originated in other companies.
- Allocate a miscellaneous receipt to G/L accounts in one or more companies whilst receipting the funds into a bank account in another company.
- Combined AR Trial balance across multiple companies.

AP Payments across companies

- Process a payment against a vendor in one company and have the payment come out of a bank account in another company.
- Process an AP payment out of a bank account in one company and allocate it against AP transactions which originated in other companies.
- Allocate a miscellaneous payment to G/L accounts in one or more companies whilst drawing the funds from a bank account in another company.
- Combined AR Trial balance across multiple companies Bank transfers between bank accounts across companies.

Requirement! *Cash Management is included only in the multi database version of Inter Entity Transactions.

For details on setting up Cash Management :

IET Cash Management Bank Setup **114**
IET Cash Management AP / AR Setup - Overview **117**
IET Setup - Receipt Selection Codes Overview **117**

IET CASH MANAGEMENT BANK SETUP

Using the CM Bank screen

Use this screen to create “virtual” banks in your Sage 300 databases to be used by Inter-Entity Cash Management.

For details on using Inter-Entity (Cash Management), refer to Using Cash Management on page 118.

You configure Sage 300 Banks in the Cash Management Bank screen to automate :

- Bank Transfers from one Sage 300 Company {database} to another Sage 300 Company {database} without recording the transaction twice.
- Payment and receipt processing across multiple companies to enable
  - **One-Step Cash Management processing** : where you run a management company to enable AR Invoices and AP Invoices to be recorded in one central database, but where the payment is to be made from or the receipt is to be processed into a second database.
  - **Two-Step Cash Management processing** : where you enter AP invoices and AR invoices in multiple Sage 300 databases for statutory and tax reporting, but wish to transfer the documents to a management company for consolidated payment and receipting.

Cash Management and Reversals

IET Cash Management 1-step processing also caters for AP and AR Reversals done in Bank Transactions. When AP or AR Transactions relating to a bank configured in Inter-Entity (Cash Management) one-step processing are reversed, bank entries in the Source and in the Target companies are created.

Note: If you are doing a reversal for an AP/AR Trade Vendor Payment/Customer Receipt - you need to do the same reversal for the AR/AP Customer Receipt/Vendor Payment manually in the target company - before re-entering the new transaction.

G/L Integration Option

If you configure the G/L Integration option in Common Services > Bank Services > Bank Setup to "Create G/L Transactions by" to "Creating and Posting a New Batch", you will get the following error message when posting a reversal in Bank Services.

"No active transactions allowed for auto-post" .

All bank entries will be auto-posted to the G/L except for the CS Bank Reversal resulting Bank Entry when reversing AP Payments or AR Receipts that were processed across multiple entities. In this case you will receive the error message "No active transactions allowed for AutoPost" for the G/L Batch created by Bank Services for the IET Bank Entry. The G/L Batch will have to be posted manually.

If you configure the "Create G/L Transactions by" to "Creating a New Batch", the GL Batch is created, but not auto-posted. The resulting G/L Batches for all Bank Entries (both auto-created by Inter-Entity Transactions and manually entered Bank Entries) will have to be posted manually.

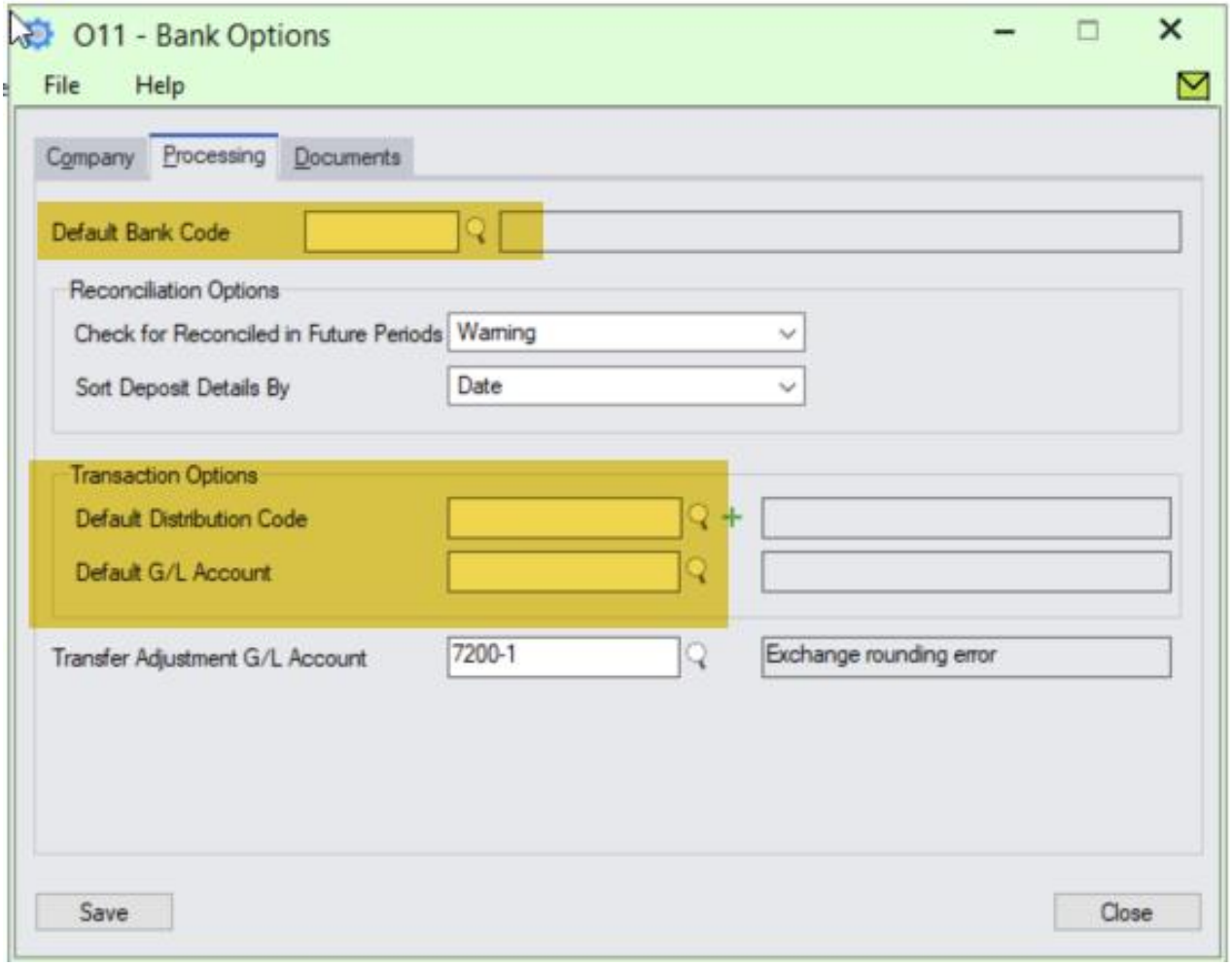
For details fields and controls, see Cash Management Bank Setup on page 142

Default Options in Bank Options

Remove all defaults in the Common Services -> Bank Services -> Bank Setup -> Bank Options > Processing tab, i.e.:

Default Bank Code

Default Distribution Code and **Default G/L Account** in Transaction Options



Note:

If you have configured "Default Options" for your Bank Options in the company where Bank Entries are created, the IE auto-generated Bank Entry will fail with the following message:

Error: Bank Entries Header. Attempt to change read-only field 'Bank Entry Type'.

G/L ACCOUNTS USED IN CASH MANAGEMENT

You don't need the Default options as Cash Management needs to set the accounts.

The bank entry in the source company reduces/increases the Clearing Bank Account to zero – using the pre-defined loan accounts between the source entity and the target entity as defined in the IET Transaction Routes for the entity relating to the actual bank account configured for the Clearing Bank Account in IET Cash Management Banks.

The bank entry in the target company reflects the original transaction entered in the source entity - using the pre-defined loan accounts between the source entity and the target entity as defined in the IET Trans-

action Routes for the entity relating to the actual bank account configured for the Clearing Bank Account in IET Cash Management Banks in the source entity.

IET CASH MANAGEMENT AP / AR SETUP - OVERVIEW

Use this screen to set up Vendor and Customer Mappings for the IET Cash Management two step process.

If "Allow 2 step A/P Payments" is selected in IET Setup Options on the Cash Management tab and vendor codes in the source and target entities are different, then you need map AP vendor in the Source database to AP Vendor codes in the target database.

> **Tip:** If you use the same vendor code across the multiple databases, then you do not need to map vendor codes.

If "Allow 2 step A/R Receipts" is selected in IET Setup Options on the Cash Management tab and the customer codes in the source and target entities are different, then you need to define which AR Customer in the target database the AR Customer in the Source database maps to.

> **Tip:** If you use the same customer code across the multiple databases, then you do not need to map customer codes.

FIELDS AND CONTROLS

CM Type: AP to AP

Select the source Vendor Code (this displays the Vendor Name).

Select the Target Entity (refer to Entity Database Mappings on page 132)

Select the Target Vendor Code (the Vendor name will display)

CM Type: AR to AR

Select the source Customer Code (this displays the Customer Name).

Select the Target Entity (refer to Entity Database Mappings on page 132)

Select the Target Customer Code (the Customer name will display)

IET SETUP - RECEIPT SELECTION CODES OVERVIEW

This form lets you add Receipt Selection Codes.

Receipt selection codes define the criteria for selecting invoices and generating transactions for them to be paid. You must create at least one receipt selection code if you want IET to generate receipt batches automatically.

The values entered in the IET Setup >IET Receipt Selection Codes are used as Default Values when using the Create Receipt Batch function (see IET Create Receipt/Refund Batch on page 120 for details on how to use).

For detailed description of fields and controls, refer to, IET Setup- Receipt/Refund Selection Codes on page 144

Tip:

Once a receipt batch has been generated and posted, if the bank against which the receipt is being posted has been set up as a "CM Bank" with the "two step CM process" selected then IET will create an AR Invoice batch in the target Entity {database} as defined on the CM Bank for all the invoices, debit notes and credit notes against which the Posted AR Receipt has been applied. This will enable the target company to create A/R Receipts applied to documents originating from several source companies and therefore consolidated processing of receipts (e.g. management company collecting deposits on behalf of several subsidiaries).

Using Cash Management

CASH MANAGEMENT TRAINING VIDEO

FOR BANK TRANSACTIONS

As you post Bank transactions (withdrawals and deposits) in the source company for a bank setup in IET Setup > Cash Management Bank Setup, Inter-Entity will create the balancing entries to the Cash Management Clearing Account and transfer the bank entries to the target database.

After posting the Bank Transfer using a CM configured clearing account, IET CM generates a) a bank entry in the source to reverse the transaction in the source bank and b) a bank entry in the target to do the withdrawal or deposit.

Cash Management also supports Bank reversals if using 1-step processing.

Note: Bank entries themselves in the source company are not a trigger for Cash management to create bank entries in the target companies automatically.

FOR ACCOUNTS PAYABLE PAYMENTS

If using One-step processing, when you post an A/P Payment batch for a bank setup in IET Setup > Cash Management Bank Setup, Inter-Entity will create the balancing entries to the Cash Management Clearing Account and transfer the bank entries (withdrawals) to the target database

If using Two-step processing,

Once a payment batch has been generated and posted in Accounts Payable, if the bank against which the receipt is being posted has been set up as a "CM Bank" with the "two step CM process" selected then IET will create loan account entries and AP Invoice batch in the target Entity {database} as defined on the CM Bank for all the invoices, debit notes and credit notes against which the Posted AP Payment has been applied. This will enable the target company to create AP Payments applied to documents originating in several databases and consolidate processing (e.g. management company paying on behalf of several subsidiaries).

FOR ACCOUNTS RECEIVABLE RECEIPT PROCESSING

If using One-step processing, when you post an A/R Receipt batch for a bank setup in IET Setup > Cash Management Bank Setup, Inter-Entity will create the balancing entries to the Cash Management Clearing Account and transfer the bank entries (deposit) to the target database

Once a receipt batch has been generated and posted, if the bank against which the receipt is being posted has been set up as a "CM Bank" with the "two step CM process" selected then IET will create an AR Invoice batch in the target Entity {database} as defined on the CM Bank for all the invoices, debit notes and credit notes against which the Posted AR Receipt has been applied. This will enable the target company to create A/R Receipts applied to documents originating from several source companies and therefore consolidated processing of receipts (e.g. management company collecting deposits on behalf of several subsidiaries).

In addition, Inter-Entity includes a flexible function to create A/R Receipt batches.

Refer to IET Create Receipt/Refund Batch on the next page for details.

For Details On Using Cash Management :

IET CREATE RECEIPT/REFUND BATCH

How to use

The default values are determined by the Receipt/Refund Selection Code. You can amend the values for the specific receipt batch you need to create.

See IET Setup- Receipt/Refund Selection Codes on page 144

Enter a Receipt/Refund Batch Date .

Update the default batch and entry descriptions if required.

Select "Create" to generate the batch.

A/R Receipt batches

When creating A/R Receipt batches, Inter-Entity Transactions creates a new receipt and applies all the documents that meet the criteria selected. Invoices and the documents selected on the "Documents" tab are included.

A/R Receipt Batches - Zero value

This is used to match documents (invoices and Credit notes) to a receipt.

Note: If the customer's net balance is in credit, you can then use "Create A/R Refund batch" to create a refund applied to the pending credit transactions.

Tips:

You need to select at least one of Credit Notes, Prepayments or Unapplied Cash on the Documents Tab.

When creating Zero value A/R Receipt batches, Inter-Entity Transactions evaluates the credit balance based on the selection parameters. Invoice and other debit balances are applied to the credit balance until the balance is zero.

If the credit balance is greater than the Debit balance, the most recent credit transaction will end up with a pending balance. If the debit balance is greater than the credit balance, the most recent debit transaction will end up with a pending balance.

See also

For details on the selection criteria, please refer to

IET Setup- Receipt/Refund Selection Codes on page 144

INTER-ENTITY (CASH MANAGEMENT) AUDIT INQUIRY

Inter-Entity Cash Management Audit Inquiry displays the history of the Inter-Entity Cash Management transactions. This screen displays transactions that are waiting to be processed (pending), those that have been processed (exported) and those that have not been processed due to an error (error). Batch information and error messages also appear on this screen.

Troubleshooting Inter-Entity Cash Management

One of the most common error when using Inter-Entity occurs when there are no Lanpak available to connect to the target database.

> **Note:**
>
> At the time of creating entries in the target entity, Inter-Entity Trade will use an additional Sage 300 Licence. Depending on how the "This workstation uses Integration Access Pack Licences for external applications" is set up (see Help\IAP Users...), this will be either a Lanpak or an IAP Licence.
>
> Unless you have purchased additional IAP licences, it is recommend this switch is turned off on all workstations.

IET CM AUDIT REPORT - PRINTING

Inter-Entity Transactions Cash Management Audit Report displays the history of the Inter-Entity Cash Management transactions.

When to print

Print and file the Inter-Entity Transactions Cash Management Audit Report when you wish to see transactions that are waiting to be processed (pending status), those that have been processed (transferred status) and those that have not been processed due to an error (error status). You can also filter the Inter-Entity Transactions Cash Management audit records by Target Organisation id, Posting Sequence range and Cash Management Transaction type.

How to print

Choose Inter-Entity Transactions Cash Management Audit Report in the IY Processing Reports folder then click the Print button.

For more information on the contents of this report, see IET CM Audit Report - Features on page 151

IET PERIODIC PROCESSING - CASH MANAGEMENT TAB

Select the transaction types of Cash Management entries to be (re) processed

- A/P Cash Management
- A/R Cash Management
- Bank Cash Management

And for each of the selected cash management transaction types select the posting sequence range and

- Process Transferred Entries to re-process already processed entries. Note this should only be done if target databases have been restored to a point in time prior to the current status of the source database as this will double up entries
- Process Error Entries to process entries which are flagged to be in error. The error in the target database should be corrected prior to processing error entries.

Inter-Entity Transactions Reports

IET Setup Reports **122**
IET Processing Reports **124**

IET SETUP REPORTS

Use Inter-Entity Setup Reports to check the options and setup records entered in your database.

IET Options Report - Printing

When to print

Print and file the Inter-Entity Options report to check your setup options.

How to print

Choose Setup Options in the IET Setup Reports folder then click the Print button.

For more information on the contents of this report, see IET Options Report - Features on page 149.

IET Linked Account Report - Printing

When to print

Print and file the Linked Account report to ensure that you have setup all your linked accounts.

How to print

Choose Linked Account in the IY Reports folder then click the Print button.

For more information on the contents of this report, see Inter-Entity Account Balances Report Features on page 150

IET Transaction Routes Report - Printing

When to print

Print and file the Transaction Routes report to check the setup of the transaction routes and the path entities due to and due from accounts.

How to print

Choose Transaction Routes in the IY Reports folder then click the Print button.

For more information on the contents of this report, see IET Transaction Routes Report - Features on page 149.

IET Database Mappings Report - Printing

When to print

Print the entities and database mappings to document the Inter-Entity Setup

How to print

Choose Database Mappings in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see IET Database Mappings - Features on page 149

IET G/L Trigger Accounts Report - Printing

When to print

Print and file the G/L Trigger Accounts Report when you wish to document the G/L Trigger Accounts set up in your Inter-Entity Transactions system.

How to print

Choose G/L Trigger Accounts Report in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see IET G/L Trigger Account Report - Features on page 151.

Cash Management Bank Setup Report

When to print

Print and file the CM Bank Setup Report when you wish to document the Cash Management Banks set up in your Inter-Entity Transactions system.

How to print

Choose IET CM Bank Setup Report in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see Cash Management Bank Setup Report Features on page 150

IET Cash Management AP/AR Setup Report - Printing

When to print

Print and file the CM AP/AR Setup Report when you wish to document the Cash Management 2-Step AP/AR vendor-customer mappings set up in your Inter-Entity Transactions system.

How to print

Choose IET CM AP/AR Setup Report in the IY Setup Reports folder then click the Print button.

For more information on the contents of this report, see Cash Management AP/AR Setup Report — Features on page 150

IET PROCESSING REPORTS

Inter-Entity Processing Reports include:

IET Account Balances Report Printing

When to print

Print and file the Account Balances report to ensure that your linked accounts are in balance

How to print

Choose Account Balances in the IY Processing Reports folder then click the Print button.

For more information on the contents of this report, see Inter-Entity Account Balances Report Features on page 150

IET Audit Report - Printing

When to print

Print and file the Audit Report when you wish to see transactions that are waiting to be processed (pending status), those that have been processed (exported status) and those that have not been processed due to an error (error status).

How to print

Choose Audit Report in the IY Processing Reports folder then click the Print button.

For more information on the contents of this report, see IET Audit Report - Features on page 151.

Consolidated AP Aged TB - Printing

The Consolidated AP Aged Trial Balance Report provides a consolidated Open Aged Payables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

Requirement! Inter-Entity Transactions Multi Edition

When to print

Print the Consolidated AP Aged Trial Balance when you want to see your Vendor aged open transactions across all the online companies defined in IY Entity Database Mappings.

How to print

Choose Consolidated AP Aged TB in the IY Processing Reports folder then click the Print button.

Before printing

Follow the steps common to the AP and AR Trial Balance:

Running Consolidated Aged Trial Balance

- Configure Entity Database Mappings in IY Setup.
- Copy the amended IY reports from the IY XXA\ENG directory to the APXXA\ENG directory: (e.g. IY71A for version 2024) or
- It is recommended to use Customization Directories. See Using Customization Directories

> **Note:** If you have made any amendments to the standard reports, you should back up these reports before replacing them with the equivalent from the IY71\ENG directory. The amendments you have made will need to be re-done on the IY equivalent report

- Ensure you have already run the AP Aged Trial Balance at least once from each workstation. The IY Consolidated AP Aged TB uses the AP Aged Trial Balance screen, and it must already be registered on the workstation before IY can work with that screen.

Important!

The amended reports cannot be run from a company where Inter-Entity Transactions is not activated. You should only overwrite the original reports if all companies in the group will have Inter Entity Transactions activated.

Consolidated AR Aged Trial Balance

The Consolidated AR Aged Trial Balance Report provides a consolidated Open Aged Receivables view across all on-line databases as defined in Inter-Entity Database Mappings icon.

Requirement! Inter-Entity Transactions Multi Edition

When to print

Print the Consolidated AR Aged Trial Balance when you want to see your Customer aged open transactions across all the online companies defined in IY Entity Database Mappings.

How to print

Choose Consolidated AR Aged TB in the IY Processing Reports folder then click the Print button.

Before printing

- Configure Entity Database Mappings in IY Setup.
- Copy the amended IY reports from the IY XXA\ENG directory to the ARXXA\ENG directory: (e.g. IY71A for version 2024) or
- It is recommended to use Customization Directories. See Using Customization Directories

> **Note:** If you have made any amendments to the standard reports, you should back up these reports before replacing them with the equivalent from the IY71\ENG directory. The amendments you have made will need to be re-done on the IY equivalent report

- Ensure you have already run the AR Aged Trial Balance at least once from each workstation. The IY Consolidated AR Aged TB uses the AR Aged Trial Balance screen, and it must already be registered on the workstation before IY can work with that screen.

IET G/L Triggers Audit Report - Printing

Inter-Entity G/L Triggers Audit Report displays the history of the Inter-Entity G/L Trigger transactions.

When to print

Print and file the G/L Triggers Audit Report when you wish to see transactions that are waiting to be processed (pending status), those that have been processed (exported status) and those that have not been processed due to an error (error status).

How to print

Choose G/L Triggers Audit Report in the IY Processing Reports folder then click the Print button.

For more information on the contents of this report, see IET G/L Triggers Audit Report - Features

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INTER-ENTITY TRANSACTIONS SETUP SCREEN GUIDE

For an overview of Inter-Entity Transactions setup, refer to Adding Inter-Entity Transactions Setup Records on page 106

Inter-Entity Transactions Options Overview

You select options to configure your Inter-Entity Transactions Module. Once you have set up your module, use this form when you need to change your selections.

You can set up whether you want to use Inter-Entity Transactions, configure Inter-Entity Transactions Source Type, as well as multi-database options, G/L Triggers and data integrity options.

> **Tip:** You would turn the option off temporarily if you wanted to enter some reconciliation entries that don't require Inter-Entity balancing.

For detailed information about the tabs on the IET Setup Options form, see below:

Company Tab

Use this tab to change the contact name, telephone number, and fax number for the company's Inter-Entity Transactions administration.

For details on fields on this screen , refer to Company Tab

Processing Tab

Use the Processing tab of the Options form to turn on and configure how Inter-Entity Transactions will process transactions in the source entity and create transactions in the target entities.

For a comprehensive description of the various options, refer to Processing Tab

IET Processing Options:

Use Inter-Entity: Tick if you want the General Ledger Posting Routine to create Inter-Entity Transactions. Deselect to enter correcting entries that do not require Inter-Entity processing, but do cross entities.

> **Note:** Some options are only applicable if using Inter-Entity multi database and when the target entity is in a separate Sage 300 database.

> **Tip:**
> Create new Source Types specifically for IET automatically generated loan account entries, and can be used to report on journal entries created by Inter-Entity Transactions.
>
> For tips relating to Inter-Entity source types, refer to Source Codes in Inter-Entity

Inter-Entity Triggers:

Use IET Triggers with G/L Target Account Substitution optional field configuration to map to different accounts in each target entity, even with completely different Chart of Accounts.

Also use IET Triggers to automatically create G/L, A/R or A/P reallocation entries based on transaction being posted to the nominated Trigger Account.

Use IY Triggers : Tick if you want to set up Trigger accounts –

Deselect to enter correcting entries that do not require Inter-Entity trigger account processing, but do use trigger accounts.

For detailed description of the IET Triggers Processing Options, refer to Options form Screen Guide and Field List

Integrity Check Options

Include G/L Posting in Integrity: Tick if you wish Inter-Entity Integrity Check to check the G/L postings for Inter-Entity related transactions that are out of balance.

Segments Tab

Choose G/L Segments that indicate the entity in the G/L Account.

At least one segment (not the account segment) must be used to define which entity each account belongs to. For details, refer to Segments Tab

Integration Tab

The integration Tab lets you determine what data to include in the G/L Entry Description, G/L Detail Reference, G/L Detail Description, and G/L Detail Comment fields in general ledger transactions when using IET Triggers.

To configure IET Triggers, refer to Processing Tab

G/L to G/L Integration

IY Triggers generates general ledger transactions from all postings to G/L accounts which have been defined Trigger accounts with a G/L offset trigger.

GL-to-AP Integration

IY Triggers generates AP transactions from all postings to G/L accounts which have been defined Offset Trigger accounts with an A/P offset trigger.

GL-to-AR Integration

IY Triggers generates AR transactions from all postings to G/L accounts which have been defined as Trigger accounts with an A/R offset trigger.

For details, refer to Integration Tab

Tip:

Changing your choices

You can change any of your choices on the IY Integration form at any time. You should be aware that your new choices apply only to general ledger transactions created after the change, and do not affect pre-existing general ledger batches.

Cash Management Tab

Use Cash Management– to automatically create Bank Transfers, A/R and A/R payment and receipt batches based on the IY Bank Setup.

For details on Cash Management Options, refer to Cash Management Tab

Updates Tab

NOTIFY ME WHEN THERE ARE NEW UPDATES IN INTER-ENTITY

Users can now "subscribe" to notifications of updates.

By Default, this option is not selected for end-user serial numbers

The check is stored in the registry and it applies to this Windows user on this computer.

If selected, when starting Sage it will check if there are product updates available for Inter-Entity

If there is a new update, and the user hasn't previously been notified of it, then the Options screen will open automatically on the Updates tab and display details of the new updates.

Tip: The “administrator” or “super user” or “owner” of Sage 300 should have this option turned on. All other users should have it turned off.

CHECK FOR UPDATES AND SUPPORT REQUESTS

You can use "**`Check for Updates`**" button to view the list of new features and fixes.

To facilitate support, please include the Version and Product Updates you are running when reporting any issues.

Updates are available to be downloaded from the partner area of the Orchid website Product downloads.

BEFORE USING

Before changing any of the settings or other information in the Options form, make sure you understand the impact the options have on processing within Sage 300.

Linked Accounts

Linked accounts are used to default the route link accounts to assist in data entry on the Transaction Routes screen.

The Linked Accounts are primarily used to support the IET Inquiries > Account Balance inquiry where you select a Year/Period, Currency Type and currency and click "Go". The Screen uses the IET Linked Accounts to display the

- Due-To in the source company balance along side the Due-From in the target company
- Due-From in the source company balance along side the Due-To in the target company

Accordingly, the Link Acct 1 can only be configured to be linked with one target entity & one link acct 2. You should have a unique due to / due from in one entity for each of the target entities linked to it.

Note: In the latest product updates, you can only enter one record per linked Account 1. When upgrading, you may get an error message DBS_CONFLICT if you have multiple records for the same linked account 1. In such cases, it is recommended to remove the duplicate records prior to upgrading.

For each pair with mirrored loan accounts:

The “Due From the second entity” account in the first entities accounts should link to the “Due to the first entity” account in the second entities accounts.

The “Due to the second entity” account in the first entities accounts should link to the “Due From the first entity” account in the second entities accounts.

Each relationship need only be setup once as Inter-Entity will check in both directions

To enter new linked accounts

1. Choose Account 1 using the Finder (F5) or typing the account number you want to link
2. Choose Account 2 using the Finder (F5) or typing the account number you want to link
3. Enter Insert to add a new line
4. When all the linked accounts are setup, choose Close

Linked Accounts Setup Field List

Account 1: You can enter the formatted or the unformatted G/L account number. Inter-Entity stores the unformatted and the formatted account numbers. Inter-Entity displays the account description.

Account 2: You can enter the formatted or the unformatted G/L account number. Inter-Entity stores the unformatted and the formatted account numbers. Inter-Entity displays the account description.

Transaction Routes

Transaction routes are used by the Inter-Entity module to generate the balancing transactions. You can setup direct or indirect routes.

Important! There must be at least a route between each entity and the default entity and between each transacting entity.

Direct routes between entity 1 and entity 2 can be setup as well as more complex, indirect routes using multiple links between entity 1 and 2 (i.e. from entity 1 to entity 3, from entity 3 to entity 4, from entity 4 to entity 2).

Note: Income statement accounts which are entity related should close to a retained earnings account for that entity. In this case, prior year adjustments will automatically adjust the correct retained earnings entity account. If the entity related income statement accounts do not close to a retained earnings account for the appropriate entity, prior year adjustments to appropriate entity loan accounts will have to be done manually.

To create a new route

1. Choose Entity 1 by typing the segment code / codes or Click the Zoom button (or press F9) to open the Construct Entity Number form.
2. Choose Entity 2 by typing the segment code / codes or Click the Zoom button (or press F9) to open the Construct Entity Number form.
3. Click the Save Button when the route is complete.

TRANSACTION ROUTES SETUP FIELD LIST

Route Entity 1: Choose Entity 1 based on the General Ledger Segments defined in Inter-Entity Options Setup.

Route Entity 2: Choose Entity 2 based on the General Ledger Segments defined in Inter-Entity Options Setup.

Link Entity 1: Link Entity 1 is the starting point of the detail transaction route. Link Entity 1 is constructed based on the General Ledger Segments defined in Inter-Entity Options Setup.

For direct routes, Link Entity 1 is Route Entity 1.

For indirect routes, Link Entity 1 can be Route Entity 1 or any intermediary Entity.

Link Entity 1 Due From Account: Link Entity 1 Due From is the Due From Entity 2 Account for Link Entity 1

Inter-Entity ensures that the Link Entity 1 Due From contains Link Entity 1 segment.

Link Entity 1 Due To Account: Link Entity 1 Due To is the Due To Entity 2 Account for Link Entity 1

Link Entity 2

Link Entity 2 is the starting point of the detail transaction route. Link Entity 2 is constructed based on the General Ledger Segments defined in Inter-Entity Options Setup.

For direct routes, Link Entity 2 is Route Entity 2.

For indirect routes, Link Entity 2 can be Route Entity 2 or any intermediary Entity.

Link Entity 2 Due From Account: is the Due From Entity 1 Account for Link Entity 2

Link Entity 2 Due To Account: is the Due To Entity 1 Account for Link Entity 2

Note: Inter-Entity ensures that the Link Entity 1 Due From and Due To contains Link Entity 1 segment and that the Link Entity 2 Due From and Due To contains Link Entity 2 segment.

Note: Link Entity 1 Due From Account and Link Entity 2 Due To Account should be setup as Linked Accounts in Linked Accounts and Link Entity 2 Due From Account and Link Entity 2 Due To Account should be setup as Linked Accounts in Linked Accounts as Linked accounts are used as the basis for the Inter-Entity Account Balance report.

Entity Database Mappings

Entity Database Mappings are used by the Inter-Entity module to generate the balancing transactions in the Target Databases. Details on how these databases will receive the transactions are set up here.

There must be an Entity Mapping for each Target Entity that has its own database.

It is recommended that a new Sage 300 user is created for Inter-Entity, and this user must have full rights to post in the General Ledger.

Important! At the time of creating entries in the target entity, Inter-Entity will use an additional Sage 300 License. Depending on how the "This workstation uses Integration Access Pack Licenses for external applications" is set up (see Help\IAP Users...), this will be either a Lanpak or an IAP Licence. Unless you have purchased additional IAP licences, it is recommend this switch is turned off on all workstations

Note: If the Inter-Entity user changes the Sage 300 password, then the password also needs to be changed in the Database Entity Mapping setup.

To create a Entity Database Mapping

1. Choose Entity 1 by typing the segment code / codes or Click the Zoom button (or press F9) to open the Construct Entity Number form.
2. Choose Entity 2 by typing the segment code / codes or Click the Zoom button (or press F9) to open the Construct Entity Number form.

DATABASE ENTITY MAPPING SETUP FIELD LIST

Entity: Entity is constructed based on the General Ledger Segments defined in Inter-Entity Options Setup.

On-line Databases: For On-line Databases, the Entity needs to be flagged as On-line. An On-line database is a Target Sage 300 database that exists within the same Sage 300 environment as the Source Database. Transactions will be automatically generated in this On-line Database. If the Entity database exists in a different environment, then it is a Remote Database, and transactions will be exported to a spreadsheet for this database for importing.

Transfer Using Home Currency: Select "Yes" if both the source and target databases have the same functional/home currency and you want both the source and functional amounts to be transferred to the target database. Select "No" if you want the source amount only to be transferred to the target database, and the currency table in the target database will be used to convert the source amount to a functional amount.

User ID: For On-line Databases, the Sage 300 Database User ID needs to be entered. This ID is used to log on to the Target Sage 300 database for creating the Inter-Entity transactions.

Password: For On-line Databases, the Sage 300 Database Log on Password needs to be entered. This password is used to log on to the Target Sage 300 database for creating the Inter-Entity transactions.

Export File Path: For Remote Databases, this file location is where the export file will be placed when Inter-Entity Transactions are created.

G/L Source Type: The Source Type Inter-Entity will use when creating G/L transactions in the target database.

Important! Ensure that there is a default Source code in G/L Options in the target database.

Tip: Setup a new G/L Source Code called **IE** in the target entity to identify easily inter-entity transactions received by the target company.

Autopost Exported Batches: Select Yes if you want batches created in the target company to be auto posted. Select No if you want the batch to be created in the target company, but not posted.

Click the Save Button when complete.

Note: The Entity segments in the Link Entity 1 Due From Account and Link Entity 2 Due To Account should be setup as Entities in Entity Database Mapping, unless the Entity resides in the Source Database.

G/L Triggers Accounts Setup

Use this screen to configure both types of G/L Triggers:

- G/L Trigger Accounts for Reallocation are used to create additional entries in the source company (in G/L, A/R or A/P) . G/L Reallocation, A/R Reallocation and A/P Reallocation trigger account entries are created in the same company as the original entry only.
- G/L Triggers are also used to create Inter-Entity balancing entries across databases when the target accounts don't exist in the source database. G/L Entity Substitution uses optional fields entered on the transactions to determine if balancing entries are required and to build the G/L Account in the target database.

G/L Trigger for Reallocation

Configure G/L Trigger accounts for Reallocation to create additional entries in the source company (in G/L, A/R or A/P) . G/L Reallocation, A/R Reallocation and A/P Reallocation trigger account entries are created in the same company as the original entry only.

Refer to Tutorials for a detailed example.

G/L Triggers -G/L Reallocation Recoup Audit Fees on page 72

G/L Triggers AP Reallocation Tutorial on page 53

G/L Trigger AR Reallocation Tutorial on page 62

- G/L Reallocation : Generate a G/L entry to allocate a balance to a different G/L account. For example a group of companies using Inter-Entity – G/L Allocations Single Database wants to recover expenses incurred by one Group Company on behalf of other Group Companies through raising an expense and income entry, not just an expense entry. Note: the target G/L account can also be substituted for an account set up in a nominated optional field which must flow on the G/L transaction.
- A/P Reallocation : Generate an A/P transaction. For example when a company books revenue to a particular account and the amount needs to be raised via an automated A/P Entry in the same company. If Inter-Entity – Trade is also in use, then the Automated A/P Entry in Company 1 can be automated to an A/R Entry in Company 2. Note: the target A/P vendor account can also be substituted for an account set up in a nominated optional field which must flow on go the G/L transaction.
- A/R Reallocation : Generate an A/R transaction. For example when a company books an expense to a particular account the amount needs to be recovered via an automated A/R Entry in the same company. If Inter-Entity – Trade is also in use, then the Automated A/R Entry in Company 1 can be automated to an A/P Entry in Company 2. Note: the target A/P vendor account can also be substituted for an account set up in a nominated optional field which must flow on to the G/L transaction.

G/L Entity Substitution

You configure G/L Entity Substitution Trigger Accounts to use Optional Fields to select the Target Entity (and optionally Target Account)

Refer to the tutorial for a detailed example:

Automate Loan Account Entries using Entity Substitution Tutorial on page 38

When you generate a G/L entry, G/L Entity Substitution substitutes the entity segment of the target account based on an optional field, defined in Inter-Entity G/L Triggers. It can optionally select the G/L Account in the target database based on an optional field configured in Inter-Entity G/L Triggers. The optional field must be configured as a Transaction Optional Field in the G/L Account setup so that it flows to the G/L Transaction.

G/L Entity Substitution trigger account entries are typically configured to create entries in a second (or target) company. If the Optional Field Substitution value for the entity indicates the current source company, the substituted G/L account must exist in the source company.

For example, this is used where expenses are being reallocated via loan accounts, but the target database has an expense account which does not exist in the source database.

Note: Use "Inter-Entity Transactions" and "Use IET Triggers" both need to be selected in Inter-Entity Options /Processing Tab if you want to use G/L Triggers.

When entering a G/L Journal transaction for one of the Trigger Accounts, if the Entity optional field on the transaction represents the same segment as the Entry G/L Transaction, Inter-Entity (IY) will not do anything. If the Entity optional field on the line represents a separate entity, IY will offset the entry and create an entry for the entity defined in the optional Field. Optionally, if you substitute the G/L Account as well, the target transaction will be created with the optional field defined on the line. This enables you to create Inter-Entity transactions when the source and target entities don't share Chart of Accounts.

Example:

For example all Expense accounts in the range 6xxxx-1 in Entity 1 can be mapped to the same Expense accounts in Entity 2 by using the following G/L Trigger row:

G/L Trigger Account	Target Type	Target Entity	Target Offset	Target Account	Entity Substitution Optional Field
6???-1	G/L Entity Substitution	2	9998-2	6???-2	SUBSTENTITY

The "SUBSTENTITY" optional field is configured to have the possible Entity values, matching the G/L Account Entity Segment

If there is no entry in Entity Database Mappings for an Entity that is included in the Source company, you still need to enter a value in the Entity Optional Field.

When multiple configuration rows cover the same accounts (e.g. 6*, 621?-???-??-?, 6225-???-??-?, 6315-100-10-1), Inter-Entity uses the most "defined" or "detailed" row that matches the current G/L Journal account.

e.g. the rows starting with 62 and 63 are used if they match the account, before 6* is used.

DETAILS OF HOW IT WORKS

When you post a journal entry detail to 6260-1 with optional field SUBSTENTITY = "1" , Inter-Entity does not change anything because the Entity value in the account matches the Optional field value for the Entity Substitution.

If you change the optional field value SUBSENTITY , Inter-Entity auto-inserts the following entries in the source G/L Journal Entry (Source Type = IS)

6260-1 with optional field SUBSTENTITY = "2" is reversed out of 6260-1, and entered against the offset account 9998-2

6260-1 with optional field SUBSTENTITY = "3" is reversed out of 6260-1, and entered against the offset account 9998-3

6260-1 with optional field SUBSTENTITY = "4" is reversed out of 6260-1, and entered against the offset account 9998-4

6260-1 with optional field SUBSTENTITY = "5" is reversed out of 6260-1, and entered against the 9998-5

6260-1 with optional field SUBSTENTITY = "6" is reversed out of 6260-1, and entered against the offset account 9998-6

Inter-Entity Transactions then creates the balancing entries:

• raise the loan account entries between 1&2, 1&3, 1&4, 1&5, 1&6 (Source Type = IY)

• reverse out the entries for target databases 2, 3, 4, 6 (Source Type = IR)

• And raise the journal in target databases 2, 3, 4, 6 as Dr 6010-2/3/4/6 and Cr Loan account with 1-2/3/4/6

i.e. the single G/L Trigger row configured with Entity 2

• works for all G/L Accounts starting with "6xxx-1"

• works for all Entity values in the SUBSTENTITY optional field, and

• the offset account 9998-2/3/4/5/6 needs to exist in both the source and the target databases

• the accounts "6xxx-2", "6xxx-3", "6xxx-4", "6xxx-6" need only exist in the company databases 2, 3, 4 and 6 respectively

To add a G/L Trigger account

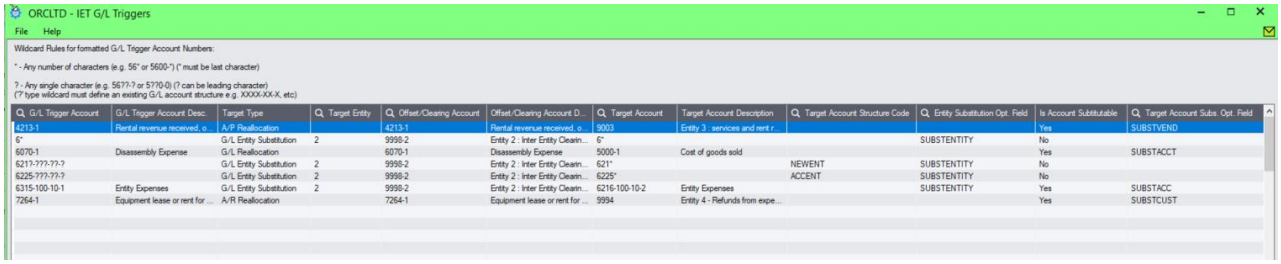
Press Enter to insert a new line.

Enter the source and target accounts details.

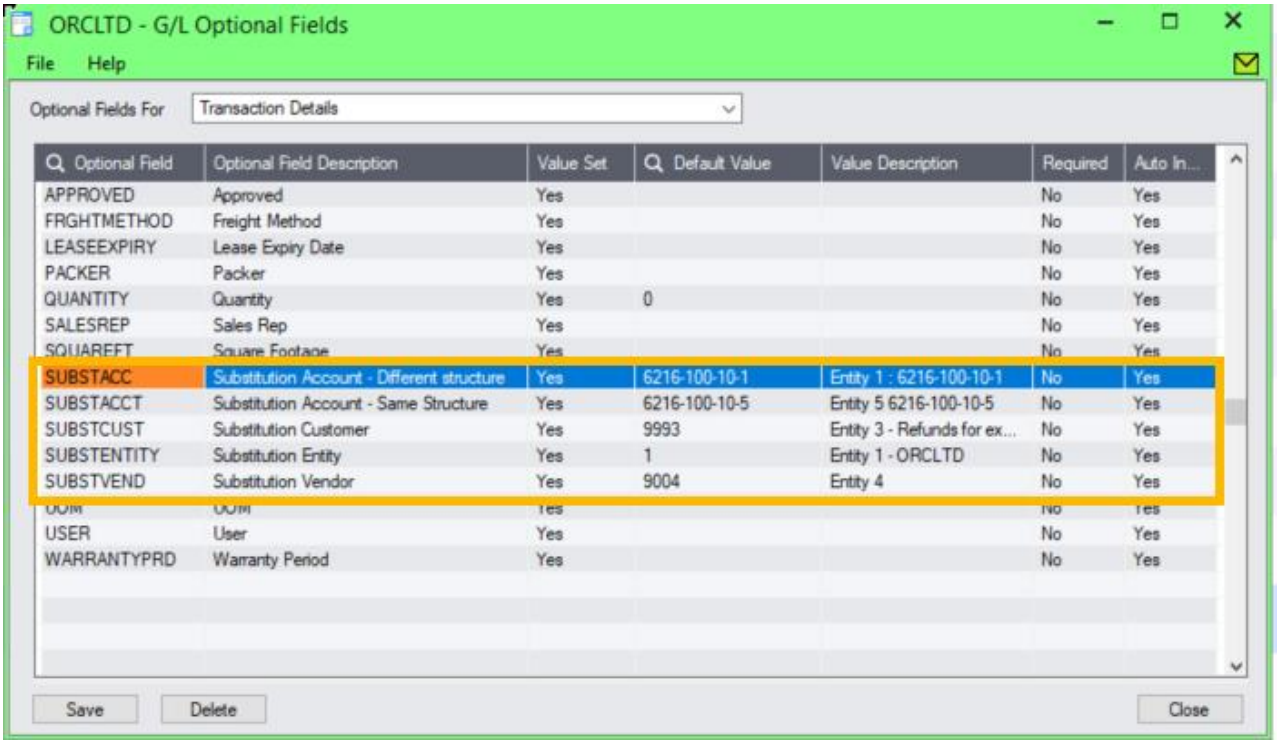
Column headings depend on the Target Type selected.

Tip: The Entity Substitution Optional Field and/or the Target Account Substitution Optional Field names default from the Optional Fields configured in Inter-Entity Options > Processing Tab.

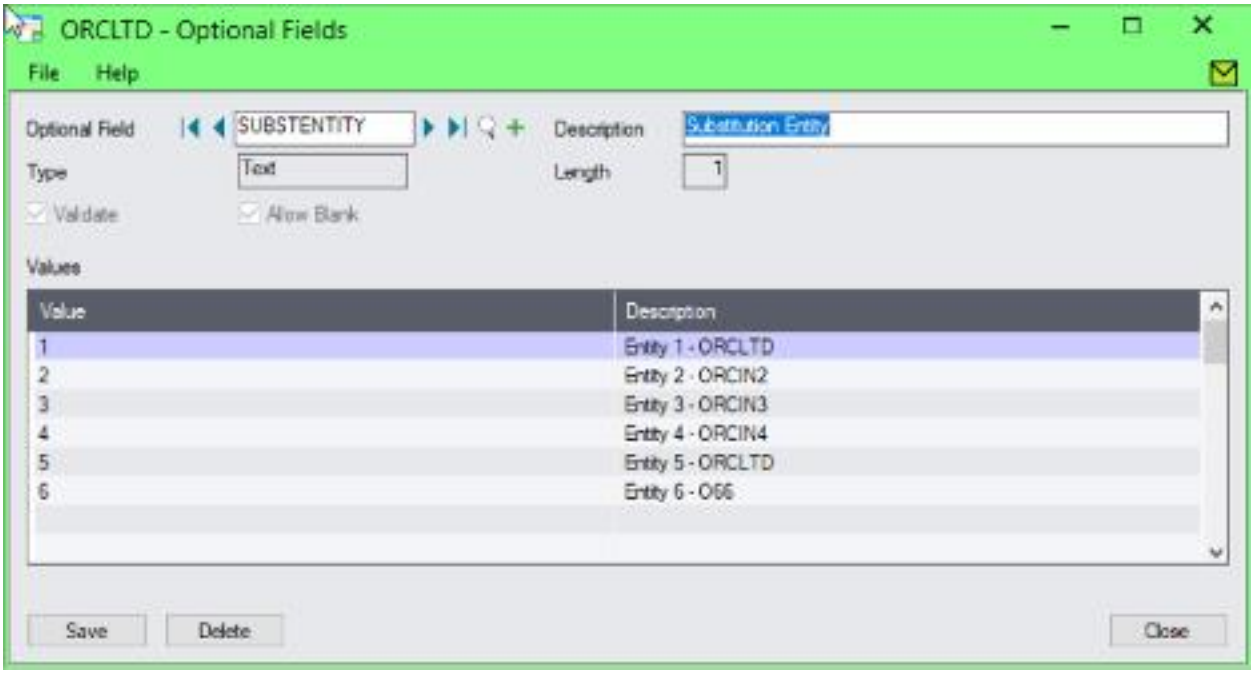
Examples of G/L Trigger setup



G/L Optional Fields setup for the examples above.



Example values for the SUBSTENTITY Optional Field (used for Entity Substitution)



Using Wildcard

Wild cards (* and ?) can be used for the G/L Trigger Account, G/L Target Offset account and G/L target account to allow for a quicker data setup.

Important!

If using wildcards, you need to select the account structure in the target database.

Both the source trigger account the target account must have an Entity segment.

The segments using wildcards need to exist in both databases, have the same name and the same length. They can be in a different position in the target account structure. The target account structure can have fewer segments than the source structure.

Examples to specify ranges as accounts as follows :

- 55??-20-1 : this covers the range from 5500-20-1 to 5599-20-1 or 55AA-20-1 to 55ZZ-20-1 for Alpha numeric accounts.
- 55* : this covers all accounts starting with 55, including all account structures

FIELDS AND CONTROLS:

G/L TRIGGER ACCOUNT:

Enter or select the G/L account to be the trigger account.

The account from which you want to trigger a G/L Offset, A/P Transaction, A/R Transaction or G/L Substitution.

Click the Finder icon or press F5 to display a list of general ledger account numbers. Highlight the account you want, then press Enter to select it.

The description of the selected account will be displayed.

TARGET TYPE:

Select G/L Reallocation, A/R Reallocation, A/P Reallocation or G/L Entity Substitution

TARGET ENTITY:

For G/L Entity Substitution Target Type only, select the target entity in the G/L Account.

OFFSET / CLEARING ACCOUNT:

Enter or select the offset G/L account to be used for the generated Offset Entry. The G/L Account Description will be displayed.

- A/P Reallocations Trigger type: select the expense account used on the A/P Invoice
- A/R Reallocations Trigger type: enter or select the revenue account used on the A/R Invoice
- G/L Reallocations Trigger type: enter or select the G/L Account used for the journal entry added

- G/L Entity Substitutions Trigger: Enter /select the entity related "clearing account" used to reverse the original value out of the source account and trigger the loan account entries.

Example:

If a wild card was used in the G/L Trigger Account, then the same wild card can be used in the Offset account as follows :

- G/L Trigger Account : 55??-1 Offset Account : 55??-2
- G/L Trigger Account : 55??-* Offset Account 65??-*

VENDOR NO.

For A/P Reallocation triggers, enter or select the Vendor Account to be used for the target A/P Invoice. The Vendor name is displayed.

You can optionally use "Is Account Substitutable" and select an Optional Field to be populated when entering the source transactions to define the target vendor. See Substitution trigger setup on page 142 below.

CUSTOMER NO.

For A/R Reallocation triggers, enter or select the Customer Number to be used for the target A/R Invoice. The Customer Name is displayed.

You can optionally use "Is Account Substitutable" and select an Optional Field to be populated when entering the source transactions to define the target customer. See Substitution trigger setup on page 142 below.

G/L TARGET ACCOUNT :

Enter or select the G/L Account to be used for the target G/L entry.

You can optionally use "Is Account Substitutable" and select an Optional Field to be populated when entering the source transactions to define the target account. See Substitution trigger setup on page 142 below.

Example:

If a wild card was used in the G/L Trigger Account, then the same wild card can be used in the Target account as follows:

- G/L Trigger Account : 55??-1 Target Account : 55??-2
- G/L Trigger Account : 55??-* Target Account 65??-*

TARGET STRUCTURE:

Optionally, if you are using different account structures, select the Account Structure in the target database.

Segments that use wildcards need to have the same name and same length in both databases.

If you don't specify the Target Account Structure, Inter-Entity assumes the same G/L Account structure exists in all the target databases, the segments have the same names, lengths, values and are in the same order as the source trigger account's structure.

If you specify a different Target Account Structure:

- it must exist in all the target entities
- It can have the same number of segments with the same names, lengths and values, but in a different order in all the target entities.
- It can have fewer segments in the target databases, but must contain at least the Account and Entity Segments
- It may differ across the various target entities

Example:

The source Account Structure is ACCDIVREGENT, Account-Division-Region-Entity e.g. 6010-100-10-1.

If you do not specify a Target Account Structure, all target entities need to have the same ACCDIVREGENT structure, and all segments have the same names, lengths, values and are in the same order.

If you specify a Target Account Structure, e.g. TARGETMAINACCT:

- This G/L Account structure must exist in all the Target databases and contain at least the Account and Entity Segments
- The segments could be in a different order, for example Account-Region-Division-Entity in Entity 2, Division-Region-Account-Entity in Entity 3
- Segments can differ across entities: e.g. Account-Division-Region-Entity in Entity 2, Account-Division-Entity in Entity 3, Account-Region-Entity in Entity 4 and Account-Entity in Entity 6

  G/L Trigger Account : 55??-1 Target Account : 55??-100--2 This setup would set the Division to 100 in the target entity.

  G/L Trigger Account : 55??-* Target Account 65??-100-*

SUBSTITUTION TRIGGER SETUP

Opt Field for Entity Substitution:

If using G/L Entity Substitution Trigger Type, select the appropriate optional field to indicate the entity the transaction relates to. The optional field needs to be created in Common Services – Optional Fields, and linked to the G/L Transaction Details in General Ledger Setup – Optional Fields.

If you have configured an Optional Field in Inter-Entity Options > Processing > G/L Triggers, the optional field name default.

Is G/L Account / Vendor No / Customer No Substitutable?:

Select "Yes" if you want to specify a different G/L Account / Vendor / Customer for each source transaction. IET will substitute the default value configured in the G/L Trigger row with the Optional Field value when processing the transaction.

If you select Yes, you need to select the Substitution optional field.

Target Account Substitution Optional Field

Select the appropriate optional field which has previously been created in Common Services – Optional Fields, and linked to the G/L Account Transaction in General Ledger Setup – Optional Fields. For

- A/P Reallocations Trigger Type, select the Optional Field containing the Vendor code. Values must be valid Vendor codes in the source company.
- A/R Reallocations Trigger Type, select the Optional Field containing the Customer code. Values must be valid Customer Codes in the source company.
- G/L Reallocations Trigger Type, select the Optional Field containing the G/L Account code. Optional Field values must contain G/L account codes that exist in the source database.
- G/L Entity Substitution Trigger Type, select the Optional Field containing the G/L Account Code. Optional Field values must contain G/L account that exist in the target database.

Important! If Substitution optional fields are used for trigger accounts, then the optional fields must be configured in the appropriate sub ledgers, and must be configured to flow into the G/L Transaction Detail. For more information on Optional fields, refer to Common Services \ Optional fields.

Click the Save Button when complete.

Cash Management Bank Setup

Use this screen to create "virtual" banks in your Sage 300 databases to be used by Inter-Entity Cash Management

FIELDS AND CONTROLS

SOURCE BANK ACCOUNT/NAME :

Select the source bank account which has been set up as the “virtual” bank account in the source company to represent the bank account in the target entity. The Source Bank Name will be displayed.

CM PROCESSING TYPE :

Select either

- One Step Processing - to enable AP Payments and AR Receipts processed in the source company in the “virtual” bank to be “transferred” to the target company as a Bank Entry deposit or withdrawal.
- Two Step Processing - to enable the applied documents for AP Payments and AR Receipts processed in the source company in the “virtual” bank to be “transferred” to the target company as a AP Invoices & Credit notes and AR Invoices & Credit Notes for payment and receipt processing.

TARGET ENTITY :

Enter the target entity which must be set up in IET Entity Database Mappings

TARGET BANK ACCOUNT/NAME :

Select the target bank account which is the bank account associated with the source “virtual” bank account in the target company. The Target Bank Name will be displayed.

CASH MANAGEMENT CLEARING ACCOUNT :

Only applicable to Bank Transfers and 1-step processing. This G/L Account is required when the IET Route between the Target Entity and the Source Bank Code Entity (derived from the Common Services Banks \ Account tab, "Bank Account" field) is multi-level.

Specify the clearing account to be used in the Source Bank Entry and Target Bank Entry.

Note: 2-step processing does not support multi-level IET Routes.

IET Cash Management AP/AR Setup

Use this screen to set up Vendor and Customer Mappings for the IET Cash Management two step process.

CM Type : Select either

- AP-AP : to define a vendor mapping
- AR-AR : to define a customer mapping

FIELDS AND CONTROLS

CM Type: AP to AP

Select the source Vendor Code (this displays the Vendor Name).

Select the Target Entity (refer to Entity Database Mappings on page 132)

Select the Target Vendor Code (the Vendor name will display)

CM Type: AR to AR

Select the source Customer Code (this displays the Customer Name).

Select the Target Entity (refer to Entity Database Mappings on page 132)

Select the Target Customer Code (the Customer name will display)

Back to IET Cash Management AP / AR Setup - Overview on page 117

IET Setup- Receipt/Refund Selection Codes

Use this screen to configure Receipt/Refund Selection Codes to create A/R Receipt or A/R Refund batches based on the criteria configured for each Receipt/Refund Selection code. For an overview, IET Setup - Receipt Selection Codes Overview on page 117

Note: The values entered in the IET Setup >IET Receipt/Refund Selection Codes are used as Default Values when using the Create Receipt/Refund Batch function (see IET Create Receipt/Refund Batch on page 120 for details on how to use).

FIELDS AND CONTROLS

Select tab

If you are using Inter-Entity Transactions to process A/R Receipt or Refund Batches, use this tab to specify details about the receipt batches to be created by Inter-Entity Transactions.

Document Type: Select the type of batches you want to create: A/R Receipt, A/R Zero value receipt to apply documents or A/R Refund.

Batch Description: Description of the batch

Entry Description: Entry description on the generated entries

Bank ID: This field will populate the Bank code on the generated batch.

Payment Code: Specify a payment code to identify the type of payment

Tip:

- The payment type "CASH or CHECK" configured on the Payment Code in Accounts Payable Setup is used to determine the A/R Refund payment type.
- All details in the refund use the same payment type.
- If no payment code is selected, the Refund payment type is set to "Cash".
- You can amend the payment types before posting the A/R Refund batch if you don't auto-post the batch.

PROCESS SINGLE RECEIPT PER NATIONAL ACCOUNT

Select "**No**" if you require one receipt per AR Customer

Select "**Yes**" if you want to create one receipt per National Account for those AR Customers assigned to an AR National Account

Note: This option does not apply when creating A/R Refund in line with Sage's rules for A/R Refund.

POST RECEIPT BATCH

Post Receipt Batch will Create the Receipt Batch AND Post the receipt batch after it has been created

ONE RECEIPT PER INVOICE

Select `Yes` if you want separate receipts per outstanding invoice,

Select `No` to include all invoices in a single receipt per customer.

You can set the default value in the Receipt Select Codes Setup screen and change it at runtime when you use the "Create Receipt/Refund" process.

CRITERIA TAB

Use this Tab to select the Documents to include in the Receipt Batches.

The values setup on the specified receipt selection code appear as the default in the Create Receipt Batch form, but you can change the values before creating the batch.

CUSTOMER:

Select the customer range

BATCH:

Select the batch range

INVOICE DATE:

Enter the Invoice date range

DUE FROM:

Enter the Due From date range

CUSTOMER BALANCE:

Enter a range for the Customer's Balance (this is the total amount outstanding)

Tip: When creating A/R Refund, if you only want to refund customers with a net credit balance, set the From Customer Balance to the lowest negative number you want to select. Set the To Customer Balance to 0.

INVOICE BALANCE:

Enter a range for the Invoice Balance (optional)

Account Set

Specify the range of account sets that you want included in the A/R Receipt/Refund Batch, or leave the To field blank and specify ZZZZZZ in the To field to select from customers with any account sets.

CUSTOMER TERMS CODE

Specify the range of Customer terms code that you want included in the A/R Receipt/Refund Batch.

INVOICE TERMS CODE

Specify the range of Invoice terms code that you want included in the A/R Receipt Batch. This doesn't apply to A/R Refund batches

BILLING CYCLE

Specify the Customer billing cycle range that you want included in the A/R Receipt/Refund Batch.

INTEREST PROFILE

Specify the Customer interest profile range that you want included in the A/R Receipt/Refund Batch.

PAYMENT CODE

Specify the range of payment codes that you want included in the A/R Receipt/Refund Batch.

CUSTOMER PRICE LIST

Specify the customer price list range that you want included in the A/R Receipt/Refund Batch.

GROUP CODE

Specify the Customer Group Code range that you want included in the A/R Receipt/Refund Batch.

CUSTOMER OPTIONAL FIELDS

This field appears if you use Sage 300 Optional Fields

You can use the Customer Optional Fields box to specify a customer optional field as a criteria for selecting customers for a receipt batch. If you specify an optional field, you can then select which optional field values to include in the Receipt batch.

Tip: Select All to select All optional field values and Double click on the Yes field in the Selected column to remove the values to exclude from the batch.

INVOICE HEADER OPTIONAL FIELDS

This field appears if you use Sage 300 Optional Fields.

You can use the A/R Invoice Header Optional Fields box to specify an invoice optional field as a criteria for selecting documents for a receipt batch. If you specify an optional field, use the Information icon to select which Optional field values to include.

Tip: When creating A/R Refund, this criteria doesn't apply.

DOCUMENTS TAB

Include Credit Notes

Select "Yes" if you want to include any open Credit Notes in the calculation of the document value.

Include Prepayments

Select "Yes" if you want to include any open Prepayments in the calculation of the document value.

Include Unapplied Cash / Receipts

Select “Yes” if you want to include any open Unapplied Cash or Receipt Transactions in the calculation of the document value.

Include Debit Notes

Select "Yes" if you want to include any open Debit Notes in the calculation of the document value.

Include Interest Invoices

Select "Yes" if you want to include any open Interest Invoices in the calculation of the document value.

EXCLUSIONS TAB

Use this tab to list the customer(s) which are to be excluded from the document selection process and/or the Customer(s) and Document(s) combinations to be excluded from the document selection process.

> **Note:** If you enter a National Account Customer Number, then all child accounts are also excluded.

Select Tab

Use this tab to to specify details about the receipt batches to be created:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of
- account sets, terms code, billing cycle, interest profile, payment code and customer price list

Criteria Tab

Use this tab to:

- Choose the method for selecting documents
- Select all documents meeting the criteria
- Set ranges of account sets, terms code, billing cycle, interest profile, payment code and customer price list, etc.

Document Tab

Use this tab to configure the document types to include in the calculation of the receipt amount, and applied to the receipt created (AR Credit Notes, Prepayments, Unapplied Cash / Receipts, Debit Notes)

Receipt Selection Code: Exclusions Tab

Use this tab to list the customer(s) which are to be excluded from the Receipt selection process and/or the Customer(s) and Document(s) combinations to be excluded from the Receipt selection process. Columns to be completed (if required)

INTER-ENTITY TRANSACTIONS REPORTS FEATURES

Detailed content of setup and processing reports can be found below:

IET Options Report - Features

The Options Report lists all the options selected in the IET Options setup area.

IET Linked Accounts Report - Features

Linked Accounts Report lists all the linked accounts setup in Inter-Entity.

IET Transaction Routes Report - Features

The Transaction Routes report lists details of the transaction routes

For instructions on printing the report, see IET Transaction Routes Report - Printing on page 123.

Information printed on the report

The report lists the paths between Route Entity 1 and Route Entity 2 and their respective Due To and Due From accounts.

IET Database Mappings - Features

All external entities together with their Database details, on-line or off-line, and options are shown.

IET G/L Trigger Account Report - Features

The G/L Trigger Account Report lists all the G/L Trigger Accounts setup up in the Inter-Entity G/L Trigger Accounts setup area. It shows the G/L Trigger Account and the associated Trigger Type (AP Offset, AR Offset, G/L Offset and/or G/L Substitution Offset), associated offset accounts and target accounts. Where applicable it shows the Substitution AP / AR or Entity optional field code.

Cash Management AP/AR Setup Report — Features

The IET CM AP/AR Setup Report lists all the AP-AR Vendor-Customer mappings and AR-AP Customer-Vendor mappings which have been set up for Cash Management 2 step process in the IET CM AP/AR setup area.

The report shows

- Source Account Code and name
- Target Entity, Target Account code and name

Cash Management Bank Setup Report Features

The IET CM Bank Setup Report lists all the Banks which have been set up for Cash Management in the IET CM Banks setup area.

The report shows

- Source Bank Code and Name
- Target Entity, Target Bank Code and Name

Inter-Entity Account Balances Report Features

Inter-Entity Account Balances report displays the account balance of all the linked accounts in the Sage 300 databases configured in IET Setup > IET Entity Database mappings.

This screen allows you to select a Year/Period, a Currency Type and Currency Code, and shows you the balances of all the GL Accounts set up in IET Linked Accounts across multiple databases. For details, see Linked Accounts on page 130.

If all the associated IET G/L Batches are posted in all companies then these accounts will be in balance.

How to print the report?

IET Account Balances Report Printing on page 124

Tip:

The details are the same in the I/Y Account Balance Inquiry. Refer to: IET Account Balance Inquiry on page 111

IET Audit Report - Features

Inter-Entity Transactions Audit Report displays the history of the Inter-Entity Transactions generated by Inter-Entity.

It shows see transactions that are waiting to be processed (pending status), those that have been processed (exported status) and those that have not been processed due to an error (error status).

The report shows

- Posting Sequence and Organisation ID. Source Batch Number, Source Document Number from the source database,
- The Target Document Batch and Target Document Entry Number from the target database,
- The transaction status (pending status, exported status and error status) and associated error message if applicable
- Date/Time Created, Date/Time Amended, Created by User, Amended by User.

IET G/L Trigger Account Report - Features

The G/L Trigger Account Report lists all the G/L Trigger Accounts setup up in the Inter-Entity G/L Trigger Accounts setup area. It shows the G/L Trigger Account and the associated Trigger Type (AP Offset, AR Offset, G/L Offset and/or G/L Substitution Offset), associated offset accounts and target accounts. Where applicable it shows the Substitution AP / AR or Entity optional field code.

IET CM Audit Report - Features

Inter-Entity Transactions Cash Management Audit Report displays the history of the Inter-Entity Transactions Cash Management transactions generated by IET.

It shows see transactions that are waiting to be processed (pending status), those that have been processed (transferred status) and those that have not been processed due to an error (error status).

The report shows

- Posting Sequence and Organisation ID. Source Batch Number and Entry number or Bank Entry from the source database,

- The Cash Management type, Account Code and Target Bank Entry Number from the target database,
- The transaction status (pending status, transferred status and error status) and associated error message if applicable

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