Allocation Schedule
GL-1048

Overview
This Extended Solution to the standard MAS 90 MAS 200 General Ledger module allows you to set up and maintain Allocation Schedules. These schedules consist of one or two account segments and associated percentages. Within Allocation Maintenance, you may assign a schedule to an allocation, which will create the lines of the allocation according to the schedule.

Installation
Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:
http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows
From a CD
If you have the autorun function turned on for your PC, the installation program will start up automatically. If not, find the autorun.exe file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site
When your Extended Solution is ready to be downloaded, you will receive an email from ‘extendedsolutions.na@sage.com’ telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center
Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals
- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

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**Custom Office**
If you customize your MAS 90 MAS 200, then you must run the Update Utility *every time* you install this Extended Solution.

**Setup**
Upon completion of software installation, you will need to access Extended Solutions Setup from the General Ledger Setup menu. Select this part number, and the Setup screen for this Extended Solution will appear (Figure 1). Check the ‘Enable Extended Solution’ box to activate this Extended Solution. The manual for this Extended Solution can be viewed by clicking the ‘Manual’ button next to the ‘Enable Extended Solution’ check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

![Figure 1](image)

Answer the following prompts:

**Segment 1:** Select an account segment. This segment is required.

**Segment 2:** Select an account segment. This segment is optional.

If you are upgrading from Level 3, then you will be prompted to convert your Level 3 data if the following conditions are true (Figure 2):

1. You specified the second and third account segments in the above options.
2. You have not entered any data in Allocation Schedule Maintenance in the current version.
3. You have migrated your level 3 data.
Click ‘Convert Now’ to convert your level 3 data to the new level 4 data files. Click ‘Convert Later’ to exit the prompt. Your level 3 data files will be retained. If the above conditions are still true the next time you visit this setup screen, you will be prompted to convert your data again. Click ‘Never’ to delete your Level 3 data and exit the prompt.

‘Allocation Schedule Maintenance’ will be added to the General Ledger Setup Menu as a Maintenance/Data Entry task. Please review your security setup in Role Maintenance and make appropriate changes.

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

**Operation**

**Allocation Schedule Maintenance**

From this option you will define as many two character Allocation Schedule codes and corresponding thirty character descriptions as needed. For each Allocation Schedule you will then define the segments and corresponding percentages. If you specified only one segment in Setup, then you will define segment values and an associated percentage (Figure 3). If you specified two segments then you will enter pairs of account segment values and an associated percentage (Figure 4). With two account segments the first segment value for each new line will default to the value of the line above it, but may be overridden. The total percentage must add up to 100%.
Figure 3

### Allocation Schedule Maintenance (NDC) 2/7/2005

<table>
<thead>
<tr>
<th>Department</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40.00</td>
</tr>
<tr>
<td>2</td>
<td>50.00</td>
</tr>
<tr>
<td>3</td>
<td>10.00</td>
</tr>
<tr>
<td>4</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Customer Service</th>
</tr>
</thead>
</table>

Total Percentage: 100.00
Figure 4
A listing option is available to print all allocation schedules (Figure 5).

If an existing Allocation Schedule is edited, you will then click the ‘Apply’ button to update any Allocation Entry which references this Schedule Code (Figure 6). The Lines tab of those entries will be replaced only if all resulting account numbers are valid (Figure 7 and 8). (See Allocation Entry below for details regarding how an Allocation Schedule is applied.)
In order to delete a schedule, that schedule cannot be referenced by any Allocation Entry (Figure 9).

Allocation Entry
An ‘Allocation Schedule’ field and an ‘Apply’ button are available when the Allocation Method is ‘Percent’ (Figure 10).
To create lines, enter an Allocation Schedule code and click the ‘Apply’ button.

1. The source account will be used for all lines.
2. The account segment values from the Allocation Schedule will be substituted into the source account.
3. The percentages from the allocation schedule will be used.

If there are existing lines, they will be replaced. If the process produces an invalid account number, you will receive a warning (Figure 11).

**ODBC Dictionary**
The files listed below have been added, or changed, in the ODBC Dictionaries by this Extended Solution for Crystal Reports purposes.

<table>
<thead>
<tr>
<th>File</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL_AllocationScheduleHdr_001</td>
<td>All Fields</td>
</tr>
<tr>
<td>GL_AllocationScheduleDtl_001</td>
<td>All Fields</td>
</tr>
<tr>
<td>GL_AllocationScheduleWrk_001</td>
<td>All Fields</td>
</tr>
<tr>
<td>GL_AllocationHeader</td>
<td>ScheduleCode001</td>
</tr>
<tr>
<td>GL_AllocationJournalWrk</td>
<td>ScheduleCode001</td>
</tr>
</tbody>
</table>

Be aware that the ODBC Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

**Upgrades and Compatibility**
The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.

**Documentation**
Only changes made to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.
Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

**Acknowledgments**
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