MULTI COMPANY
MANUAL
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CONTENT

1. PRODUCT DESCRIPTION

Multi Company describes the functionality of transfering data from one company within Business Central to another. The companies must be within the same Business Central Tenant.

There is one Operational File (OD) and one or more financial files(FD's). These files are companies within the Application Business Central.

2. OPERATION OF THE PRODUCT

In the Multi Company module there is the functionality to copy individual data from the Operational File (OD) to the Financial File (FD). These files are companies within the Business Central application and the transfer can therefore only take place under the condition that these companies are in the same Business Central Tenant. Only a limited number of data are taken over.

From the moment a financial transaction is made, Multi Company will ensure that this is transferred to the correct financial file. In most cases, this is entirely automatic.

The financial file shall always include all financial information such as:

-        Purchase invoices
-        Sales invoices
-        Payments

In addition, Multi-Company will make it possible to synchronize certain master data across the different companies.

-        Dimensions(ifv analyst accounting)
-        Customers & suppliers(semi-automatic)

3. PUSH & PULL

When performing the function, the following data is not taken over.

➢ Buyer, Division, Code and contact name, Account number, Payment method, partner type, receipt location and shipping method ..
➢ Dimensions and dimension values defined by vendor
➢ Purchase prices and items

Push & Pull:

➢ Record created in OD can be transferred from OD to the FD (Push)
➢ Record created in OD can be loaded from FD into the FD (Pull)
➢ In the OD, only supplier data can be pushed to the FD

- In the FD, only supplier data can be pulled from the OD
- In case of changes to the Record bank details, a push is made to the file in which the custom data must be passed through.
  - Modified data in OD can be pushed to the FD
  - Modified data in FD can be retrieved in the FD (Pull)
  - Modified data in OD can be retrieved in the FD (pull)
  - Modified data in FD can be pushed to the OD
  - An update to the vendor' bank details will overwrite the relevant data.
  - The unique key in the bank details is not overwritten.
  - In vendor bank accounts, the unique key is a combination of the supplier number and the bank account. Which means that each bank account created on a supplier, gets a unique key.
- No automatic update of data adjustments in the vendor card from one file to another (no sync).
- In the case of changes, manual action will have to be taken to achieve the update in the vendor data.
- The design is provided that one can only push multiselect from the operational file. In practice, however, we find that this is not the case (design is not finished here).

In case van Create new:

- Do nothing if the record already exists. Otherwise create the record (same logic as creation of the vendor card)

In case of Update existing:

- Record already exists: Update fields
- Record doesn't exist yet: Create new ones

3.1. **MASTERDATA**

The financial files (MC companies) have the same master data as the operational file.

3.2. **NUMMERREEKSEN**

The number series for all related documents relating to Multi Company should not overlap in the Financial Files with regard to the Operational File. For example, a customer created directly in the financial file receives a different number (series) than that of the Operational File.

These include the standard number sequences for;

- Customers
- Vendors
- Sales invoices
- Sales Credit Memo's
- Purchase Invoices
- Purchase Credit Memo's
- …

3.3. **PERMISSIONS**

Users must have assigned the rights in all files if this action is to be carried out manually by the user in the relevant file. As a result, the user will have access to the file at all times to consult information.

3.4. **SALES BY LEDGER**

All purchase/sales transactions related to Multi Company use Ledger rules. Other rule types, such as Items, Resources, etc are not supported.

3.5. **FURNISHINGS (WITH REGARDS TO REAL ESTATE)**

If Multi Company does apply:

- One operational file, with a number of financial files attached to it.
- All projects are included in the operational file.
- Regardless of the legal entity from which they effectively participate.
- All operational matters are always followed up in the same operational file.
- Within BC, the operational file is also treated as a "legal entity"

Operational File	Financial File

- One operational file drawn up, with a number of financial files linked to it.
- All projects are setup in the operational file, regardless of which legal entity they are actually part of.
- All operational matters are always followed up in the same operational file.
    o Projects and Units
    o Budgets
    o Purchase orders
    o Sales files
    o Project reporting
- No actual legal entity
But within BC, the operational file is also treated as a "legal entity".
	- Legal entity
	- Registration of all financial transactions
	- The financial file always include all financial information such as:
	    o Purchase invoices
	    o Sales invoices
	    o Payments
	- NO projects set up in these files.
	- For each legal entity and therefore financial file, a separate company is created within business central.

3.5.1. **REPORTING**

- Information comes togehter in the reporting via Multi Company.
  All the components come togheter in the reporting of the Real Estate Module, the information will be pulled in from the operational company and the financial companies.

- o Budget, Purchase order, Progress statement = operational company
- o Actuals = financial companies

- No entries will be coming from the financial company to the operational company.

Difference:

	OPERATIONAL FILE			FINANCIAL
	BUDGET	ORDER/ CONTRACT	RECEIVE	ACTUALS
Budget code COST	OPERATIONAL Company *Budget*	OPERATIONAL Company *Purchase order*	OPERATIONAL Company *Progress statement Receipt*	FINANCIAL Company *Booked purchase invoice*
Budget code Turnover	OPERATIONAL Company *Budget*	OPERATIONAL Company Sales file	OPERATIONAL Company *Sales document*	FINANCIAL Company *Booked sales invoice*

3.5.2. MC VS NON-MC

MC is only interesting in combination with full use Real Estate module. If the Real Estate Modules isn't used, Multi Company has no added value.

Advantages Multi Company with Real Estate Module:

- Project & Unit settings   > Only one-time setup required.
- Creation and follow-up of sales files
    - o Automatic calculation of billing plan based on payment plans
- Central follow-up of purchase orders and progress statements
- Overarching project reporting

4. **SETUP**

4.1. **DEFINING MC ENTITIES**

Determine which entities should be defined as multi-company files. In other words, the table lists all the files on which are active as Multi Company. This table shall be drawn up in each file.

In practice, there are often three files that belong together:

- One operational file
- Two financial files
 - o One for the land company
  - o One for the constructive company

Check out the "Multi Company Companies" via the search function and add the new companies.

4.2. **ROLE DETERMINATION OF MULTI COMPANY ENTITIES**

After deciding which entities will act as Multi Company, each entity should be assigned its role.   The rolling position should be set up in each file and activated if applicable. Each file is assigned its role (financial or operational file). For each financial file, it is necessary to indicate which is the corresponding operational file.

You can consult the Multi Company settings via the search function:

Here you decide which entity will take up the role of Operational or Financial File.
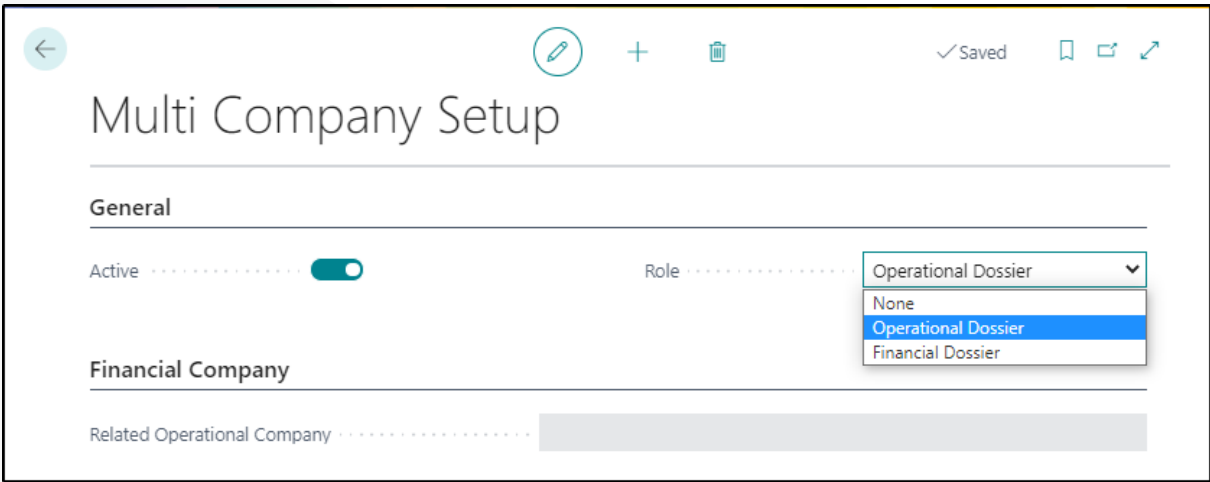
4.3. **NUMBER SERIES**

The number series for all related documents relating to Multi Company should not overlap in the Financial Files with regard to the Operational File. For example, a customer created directly in the financial file receives a different number (series) than that of the Operational File.

Well, an additional setting should be provided on the number sequences regarding the sales in the financial file. The number series must be numbered both automatically and manually.

Manual numbering must be set up for:

- Sales invoices
- Sales Credit memo's

4.4. USER SETTINGS – WEB SERVICE ACCES KEY

Make sure that each user is assigned the required rights in each entity. For each user, the rights must be granted separately. The steps below will therefore have to be repeated for each user individually. In order to ensure that users are given the right rights, and to ensure that all information can be shared between the Multi Company companies, a passcode (API key)must be generated (Web Service Access Key).

1. Go to the "User Settings" using the search function.
2. Paste the code into the "Web service key" field

4.5. API ENDPOINTS

If this list is not yet available in the area, run the MC Wizard (via guided settings)

A Belgian setup is needed for our Multi Company extension. This means that some API Endpoint settings have to be adapted to the Belgian entity.

1. Use the search function to find "API Endpoints"
2. Click "Edit List"
3. If necessary, customize the entities as defined below,
    - Add "BE" at the end at MCCUSTOMER, MCVENDOR and MCVENDORBANKACC
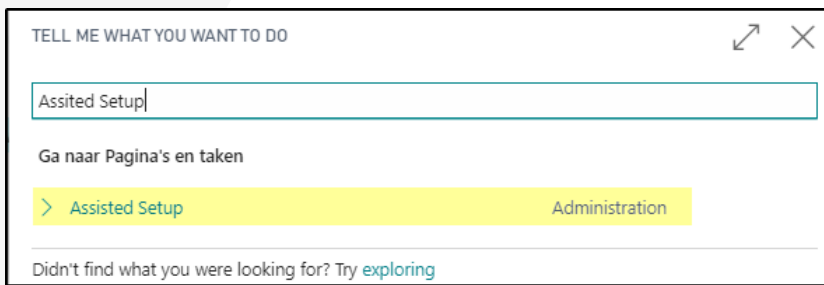   - Also adjust the V1.1 version at "MCVENDOR" to V1.0

o   Also add the line "MCENVIRONMENTINFO"

4.6. **GUIDED SETTINGS**

You can use the guided settings to have some Multi Company Settings installed automatically.

1.   Go to "guided settings" through the search function.

2.   Select "Multi Company"
3.   Click on "Actions" (Tree dots)
4.   Click on "Start Setup"

4.7. **PERMISSION SETS**

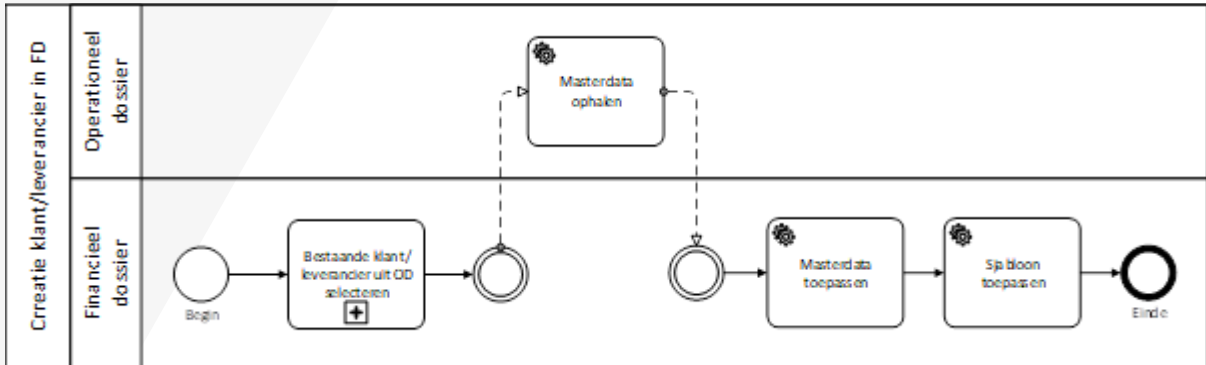Assign the necessary Real Estate Rights to the users of the Real Estate Add-on.

5. **FUNCTIONALITIES**

5.1. **CREATION CUSTOMERS / VENDORS**

5.1.1. **PROCES DESCRIPTION**

Customers/vendors created in one file should be transferred to the other file. From an FD the possibility is created to pick up a customer/vendor from OD. The transfer of new customers/vendors(insert) or the updating of **existing** values (Update) in the target company (FD) is done on the basis of a report. This does not updated existing records in the target company.

In concrete terms, this means, when one chooses at the transfer for:

- Creation new record
   - o If record does not yet exist, the new record will be added*(insert) in the target company and the corresponding* Template will be applied.
   - o If record already exists, however, nothing will happen.
- Update existing

Here there will be an update of only these records which are defined as Master Data

5.1.2. **TRANSFER OF CUSTOMER/VENDOR BETWEEN FILES - FROM OPERATIONAL FILE**

5.1.3. TRANSFER VAN KLANT/LEVERANCIER TUSSEN DOSSIERS - VANUIT FINANCIAAL DOSSIER

De method is the same as in 5.1.2 with the exception that the button "New (MC) is available.

5.1.4. POINTS

Attention:

➢ Only one customer can be selected at a time from this overview (no multiselect).
➢ Only a limited number of fields are transferred when performing the function.
   o Not inherited from customers: enterprise number, Seller, division, block, Contact Code and contact, shipping code and location,...
   o Among other things, not taken over from vendors: Buyer, Division, Code and name contact ,Account number, Payment method, partner type, receipt location and shipping method ..
   o Dimensions and dimension values defined on the customer or supplier are not
   o Purchase prices and items are also not taken over

5.2. PURCHASING PROCES

5.2.1. PROCES DESCRIPTION

Purchase orders are drawn up and followed up in the operational file. This means that the claims statements and receipts will also be incorporated into the operational file. The registration and processing of the invoice, on the other hand, will be carried out in the financial file. In order to enable the financial processing of the invoice, the registered receipt from the operational file will be collected in the financial file.

The booking process of the purchase **invoice** in FD was extended for this purpose, which fills the values in the column "Billed number" of the purchase **order** in the OD.
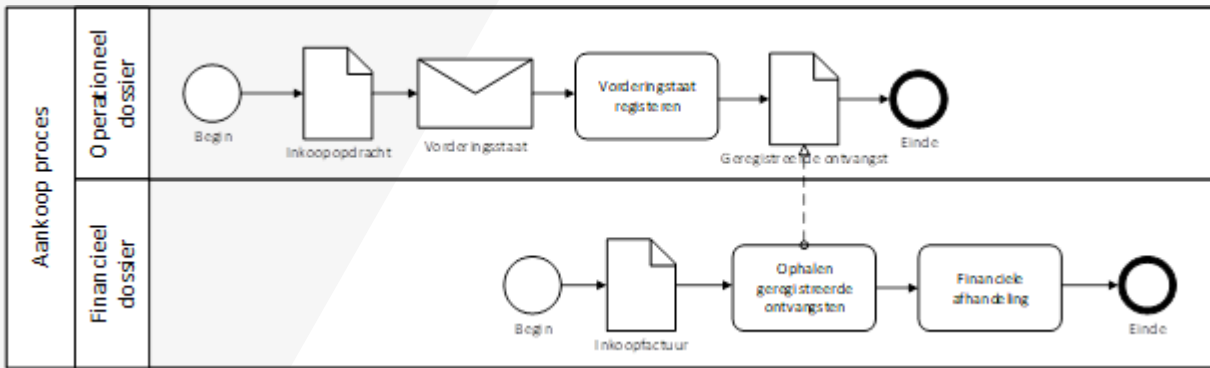
5.2.2. CREATION PURCHASE ORDER

1. Click "purchase orders"
2. Click "New" to create a new purchase order
3. Fill in the necessary information on the purchase order
   a. In the "Real Estate" tab
      B. Select the project to which the purchase order will apply.
      C. Select the type of purchase (Order/ Contract)

   b. In the "General" tab, in the MC-Company field, you then select the financial file to which the purchase order applies and in which the final purchase invoice will be posted.

Please note: All purchase/sales transactions related to Multi Company use Ledger rules. Other rule types, such as Items, Resources, etc. are not supported.

5.2.3. REGISTRATION RECEIPT IN OPERATIONAL FILE

If it is a purchase order type "Order", we will register receipts on this order. Record the receipt in the operational file.

1. Open the purchase order
2. Enter the quantity received in the "number to be received" in the "number to be received".
    You can work with partial revenue.
3. Click Books
4. Click Books again
5. Choose "Receive" if you only want to register the receipt
6. The number filled in at "number to be received" moved to the column "received number.

5.2.4. REGISTRATION OF CLAIM IN OPERATIONAL FILE

If it is a purchase order type "Contract", we will claim on this order and claim statements will be registered and posted on the order. Register the claim in the operational file.

For the operation of the claims is referred to the Manual Real Estate.

5.2.5. REGISTRATION PURCHASE INVOICE IN FD BASED ON PURCHASE ORDERS TYPE "ORDER"

Since the purchase order was registered in the operational file and the registration of the purchase invoice is done in the financial file, the creation of the purchase invoice cannot be initiated from the purchase order. We create the purchase invoice directly from the purchase invoices in the financial file.

1. Click "purchase invoices"
2. Click "new"
3. Please enter all necessary information.
4. Get the receipt rules from the operational file
    a. In the lines, click "Rule"
    b. Click "Features"
    c. Click "Multi Company Features"
    d. Klik op "Get Receipt Lines Multi Company"
5. Choose the receipt line you wish to book as a purchase invoice
6. A purchase rule will be added automatically, based on the claim statement.
7. Book the purchase invoice:
    a. Click on posting at the top"
    b. Click "post" again
    c. Confirm that you wish to post the purchase invoice.

5.2.6. **REGISTRATION PURCHASE INVOICE IN FD BASED ON PURCHASE ORDERS TYPE "CONTRACT"**

Purchase invoices received under a contract are in most cases based on claim statements. In the Real Estate sector, for example, the invoicing is done in accordance with the progress of the works. For each phase, claim states are received which will serve as the basis for invoicing. In this case, the purchase invoice will be drawn up on the basis of registered and posted claims statements.

The registration and entry of claims statements is carried out in the operational file. The registration and booking of the purchase invoice, on the other hand, is done in this story in the financial file. The lines from these claims states can be collected in the financial file.

A purchase invoice based on claim statements shall be drawn up as follows:

1. Open the financial file
2. Go to "purchase invoices" through the search function.
3. Click "New".
4. Enter the purchase invoice header
5. Choose at the bottom of the Real Estate tab, the project for which the purchase invoice applies
6. In the rules of the purchase invoice, you choose "Rule"
7. Click "Features"
8. Click "Multi Company features"
9. Option for "Get Progress Statement Lines"
10. Choose the claim statement you wish to book as a purchase invoice: Please note: Only booked claim statements can be invoiced.
11. A purchase rule will be added automatically, based on the claim statement.
8. Book the purchase invoice:
    d. Click on posting at the top"
    e. Click "post" again
    f. Confirm that you wish to book the purchase invoice.

5.3. **SALES PROCESS**

5.3.1. **PROCESS DESCRIPTION**

Sales invoices are created in the operational file and are posted there MC. It is the booked sales invoice that is transferred to the financial file.
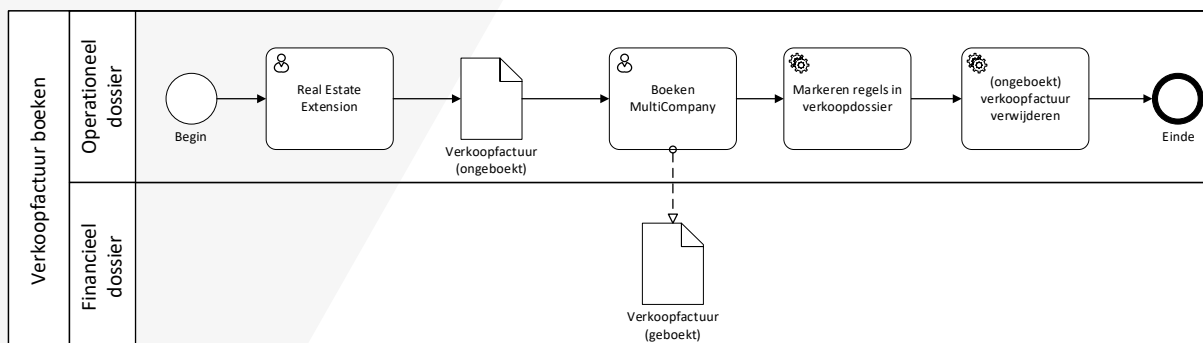
Please note: All purchase/sales transactions related to Multi Company use Ledger rules. Other rule types, such as Items, Resources, etc. are not supported.

Not all data is transferred to the financial file. Only a limited number of fields from the header and the rules are included in the financial file.

Fields that are transferred:

From the header:

- Document no.
- Customer no.
- Document date
- Posting date
- External document no.
- Seller
- Dimensions

From the rules:

- Kind
- No.
- Description
- Some
- Unit price excl. Vat
- Dimensions

5.3.2. CREATION AND BOOKS SALES INVOICE

1. Go to the "sales invoice" through the search function.
2. Click "new" to create a new sales invoice
3. Fill in the required data
4. With "MC-company", choose the financial file within which the sales invoice will have to be posted.
5. Release the invoice.
6. Book the Multi Company invoice:
   a. Click "More Options"
   b. Click "Actions"
   c. Click "posts"
   d. Click "Post (MC)"

5.3.3. CREATION AND POSTING OF REAL ESTATE SALES INVOICE

This only applies if you also work with the Real Estate Extension within Business Central and when sales invoices are drawn up and posted in the context of the real estate operation.

5.4. **DIMENSION AND DIMENSION VALUES**

Analytical codes (dimensions) and dimension values are synchronized across all files, so that each file uses the same analytical codes.

Dimensions and dimension values created in one file should be transferred to another. The transfer of **new** dimensions/dimension values (Insert) or the updating **of existing** values (Update) in the target company is done on the basis of a report.

The aim is to transfer all dimensions from the operational file to the financial file from the start-up of a new dossier.

When creating a new dimension and/or dimension values in the operational file, these are automatically incorporated into the financial file when the creation occurs after the two companies were linked together via the multi-company extension. This does not happen in the opposite direction, when a dimension (value) is created in the financial file. These are not automatically taken over in the operational file.

Only when the link between a financial file and an operational file is made after dimensions have already been established in the operational file will they still have to be transferred manually to the financial file through the transfer multi company action.
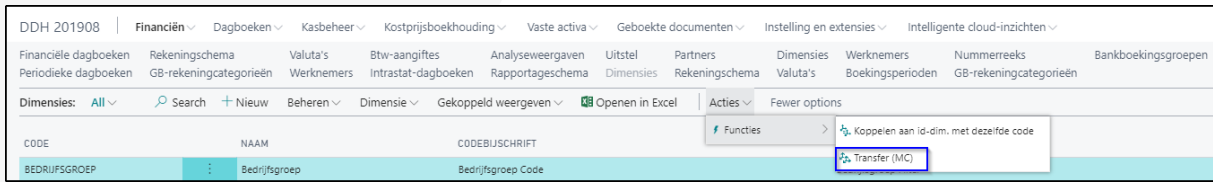
5.4.1. **PROCES DESCRIPTION**
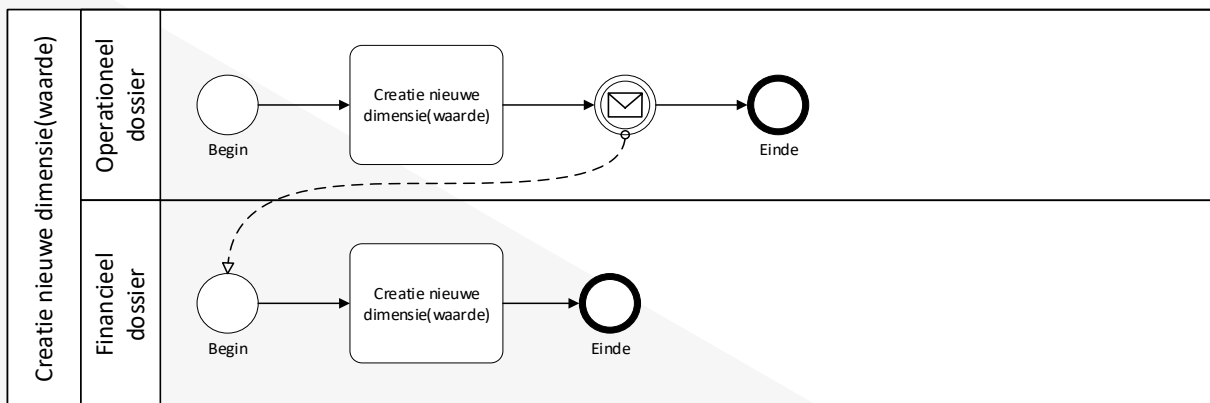
5.4.2. **TRANSFER**

Start in the operational file

1. In the navigation bar, click "Finance"
2. Click the "Dimensions" navigation menu
3. Select the dimension you want to transfer
   (or the dimension you want to convey the dimension values from)
4. Click "more options"
5. In the command bar, click "Actions"
6. Then click "Features"
7. Finally, click "Transfer (MC)".

Next screen opens:
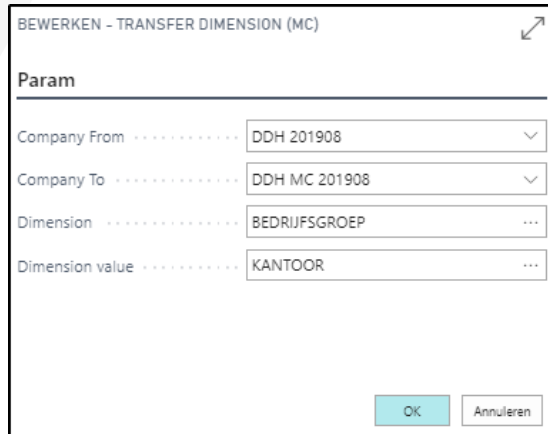
1. On the one hand, select the file from which you wish to transfer the data (Company From). On the other hand, select the receiving file (Company To).
2. Select the dimension you wish to transfer, and if applicable, also the required dimension values.

   If you transfer a dimension, without specifying a value at dimension value, all the underlying dimension value as a whole is copied.

Attention: The transfer can only be single-select. You can only transfer dimensions or dimension values one at a time. Multi-select of a number of dimensions is not possible.