



# Automate G/L Consolidation User Guide

## **Important Notice**

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# Automate G/L Consolidation User Guide

## Summary

TaiRox's Automate G/L Consolidation program automates any number of Sage 300 G/L Consolidation operations, as set up using the standard Sage 300 application. Manual operations to copy files from one company's export directories to another company's import directories are eliminated. Optionally, the program will also post the resulting batches either normally or provisionally.

## Overview

Automate G/L Consolidation collects setup information about a specified "consolidated" or "target" company and any number of source companies. For each source company a Sage 300 G/L Consolidations "process ID" is required. The setup information can be stored in an XML file. In situations where several consolidations are performed every month, each involving different source and target companies, multiple XML files can be created. Automate G/L Consolidation can be run from its user interface or be set up to run as a Windows Scheduled Task, with the XML file name given as a command line parameter.

Automate G/L Consolidation drives the business logic in the Sage 300 G/L Consolidation program. This program must be activated in all source and target companies. The use of the core application's business logic insures proper multi-user operation.

## Running Automate G/L Consolidation

The Settings tab collects information related to a job, which would typically be run once per month.

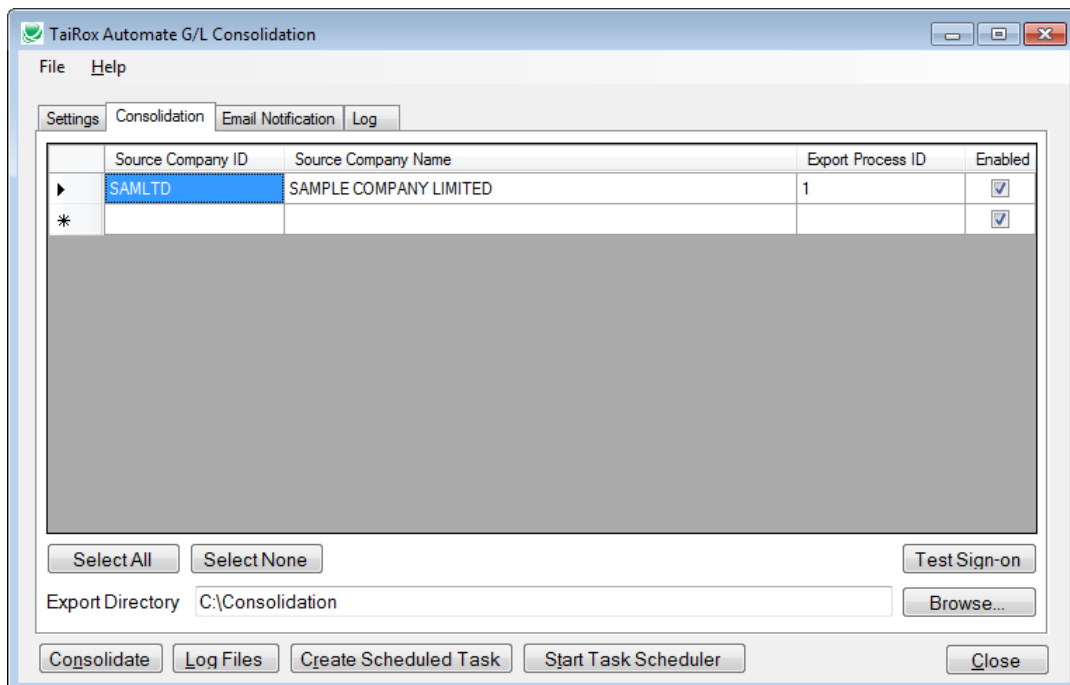
The screenshot displays the 'TaiRox Automate G/L Consolidation' application window. The 'Settings' tab is active, showing various configuration fields and buttons. The 'Settings File' is set to 'C:\Users\User\Documents\AutomateGLConsolidation.xml'. The 'Task Name' is 'Consolidate G/L'. Under 'Consolidated Company Information', the 'Company Name' is 'Productivity Tools Demo', 'Company ID' is 'SAMLTD', 'User' is 'ADMIN', and 'Password' is masked with '\*\*\*\*\*'. The 'Transaction Date' is '9/18/2015', and the 'Fiscal Year' is '2015' with 'Period' '9'. The 'Currency Rate Date' is also '9/18/2015'. There are buttons for 'Open...', 'Save...', 'Test Sign-on', 'Consolidate', 'Log Files', 'Create Scheduled Task', 'Start Task Scheduler', and 'Close'.

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## Running Automate G/L Consolidation (continued)

<b>Settings File</b>	All settings are stored here. Passwords are encrypted.
<b>Task Name</b>	This can be used in email notifications
<b>Company Name</b>	Sage 300 Company Name - Consolidated Company
<b>Company ID</b>	Sage 300 Company ID - Consolidated Company
<b>User</b>	The program will log in to the various companies with this user. Using the ADMIN user is a simple way to guarantee that there will be sufficient rights in all companies.
<b>Password</b>	This will be encrypted in the XML file.
<b>Transaction Date*</b>	The transaction date for the transactions.
<b>Default Fiscal Year-Period from Consolidated Company*</b>	When the program is run, the fiscal year and period are defaulted from the consolidated company rather than defaulting from the system date. This setting avoids the need to set the year and period every time the program is run if the fiscal calendar does not match the calendar year.
<b>Fiscal Year*</b>	The fiscal year for the transactions.
<b>Period*</b>	The fiscal period for the transactions.
<b>Currency Rate Date*</b>	Any currency conversions will use rates based on this date.
<b>Post G/L Batches</b>	Whether or not to post the G/L Batches that result from the consolidation.
<b>Provisionally</b>	If checked, posted G/L Batches will be provisionally posted.
<b>Posting Drop-Down</b>	Specifies either "Post Batches in Range" or "Post Batches Individually".
<b>*</b>	Dates, Fiscal Years and Periods default based on the system date. These fields are not stored in the XML file, so when running as a Windows Scheduled Task all transactions are based on the system date.

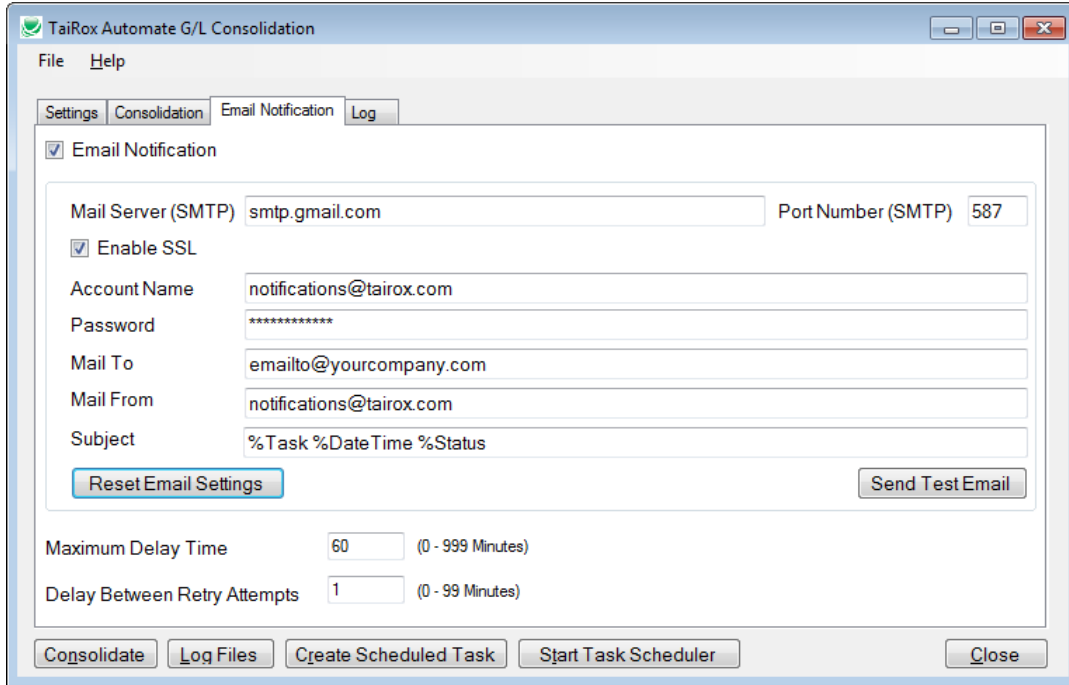
The Consolidation tab displays a grid, which represents a collection of target companies and the Sage 300 G/L Consolidations "Export Process ID" being automated.



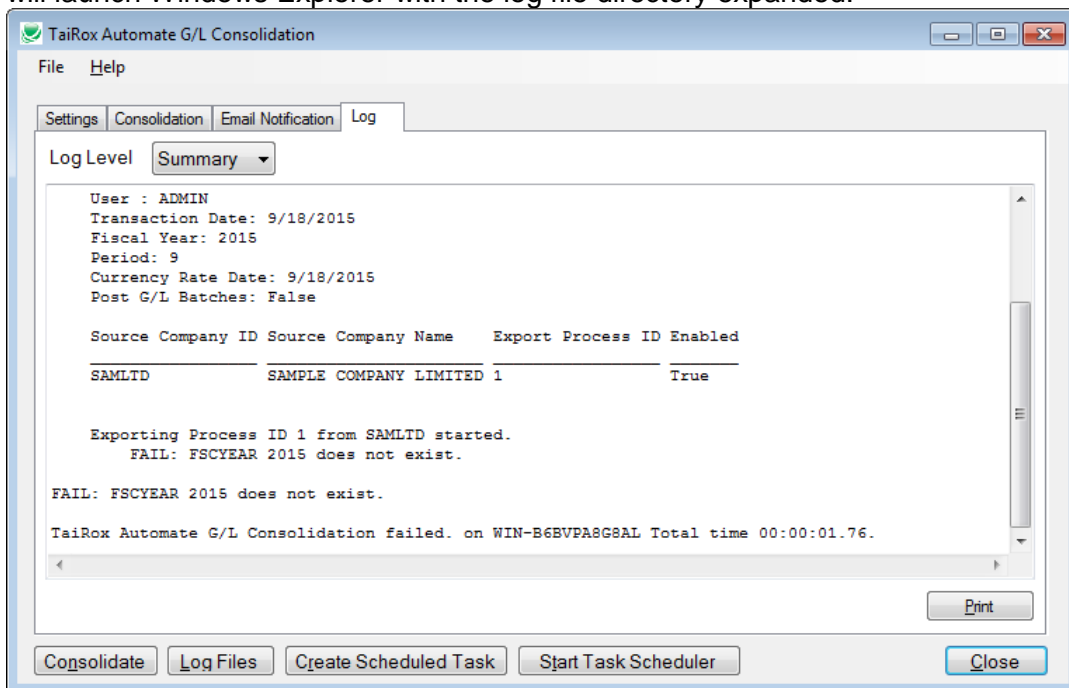
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## Running Automate G/L Consolidation (continued)

The Email Notification tab specifies setup for email notification. The default values shown below are for a TaiRox gmail account that can be used. Another option is to use the same settings that work in your email client.



The Log tab provides a display window that will be active once the Consolidate button is pressed. A daily log file is kept. Previous log files can be viewed by clicking on the Log Files button, which will launch Windows Explorer with the log file directory expanded.



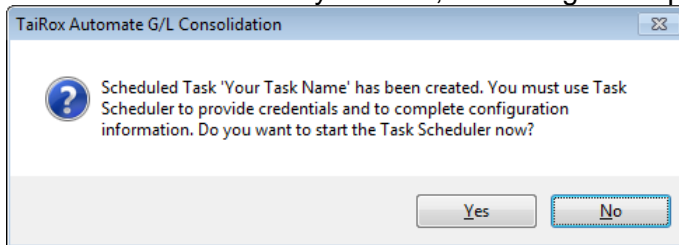
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## Automate G/L Consolidation - Create Scheduled Task

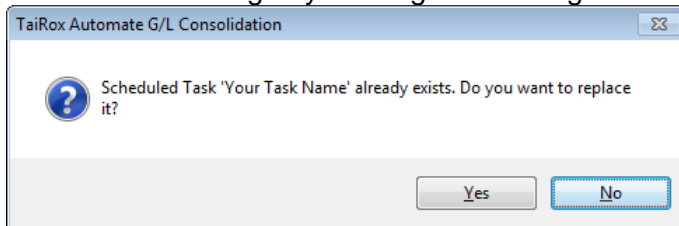
Automate G/L Consolidation will create a basic task with that can be managed with the Task Scheduler. The task will have the Task Name on the Automate G/L Consolidation Setting tab. We are providing this feature so that the Task Scheduler's Action tab will be populated with path to the Automate G/L Consolidation program and also populated with the current XML path and name. These are the most common errors made by Sage 300 consultants not familiar with the Task Scheduler.

**Important Notes:** The task created by Automate G/L Consolidation will not run on a regular basis until credentials have been provided. Other important options will need to be set up properly. Consult Task Scheduler documentation for important details beyond the scope of this document

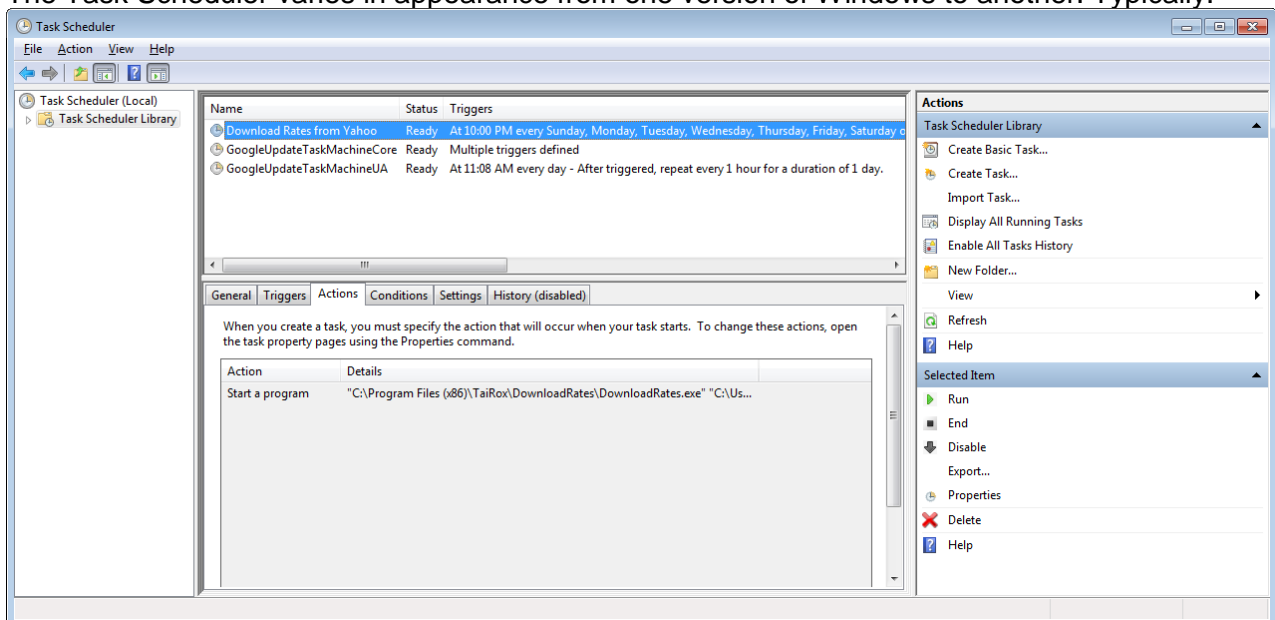
If the task is successfully created, a message will appear:



If a task with the same name already exists, you will be warned. **Note** that replacing the task means not retaining any existing task settings:



The Task Scheduler varies in appearance from one version of Windows to another. Typically:



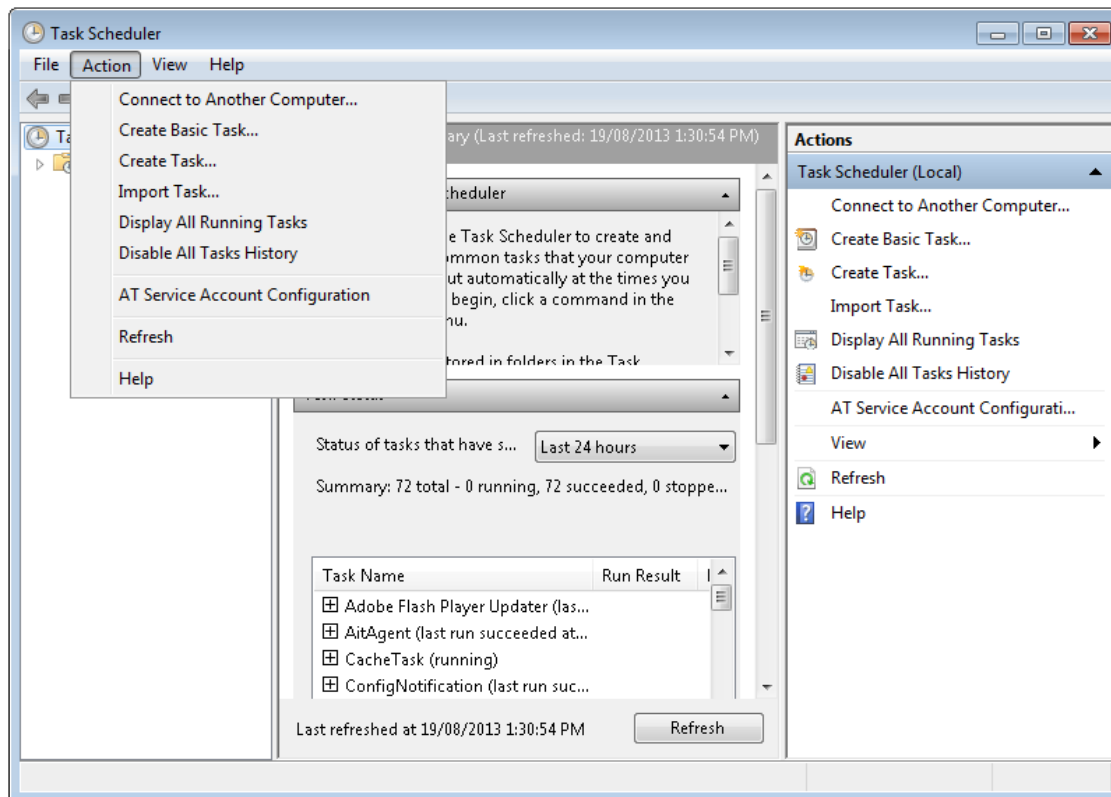
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## Scheduling Automate G/L Consolidation

Automate G/L Consolidation can be scheduled as a task using the Windows Task Scheduler program. A full explanation of the Windows Task Scheduler is beyond the scope of this document. A recipe is given here that will work. Should the task fail to be scheduled, it is likely that some authentication has failed. Some hints:

- The scheduler will ask you for a user and password. Don't even try a user without a password.
- An experienced Windows IT person should be able to solve any problems.
- Your error has occurred before – do an internet search.

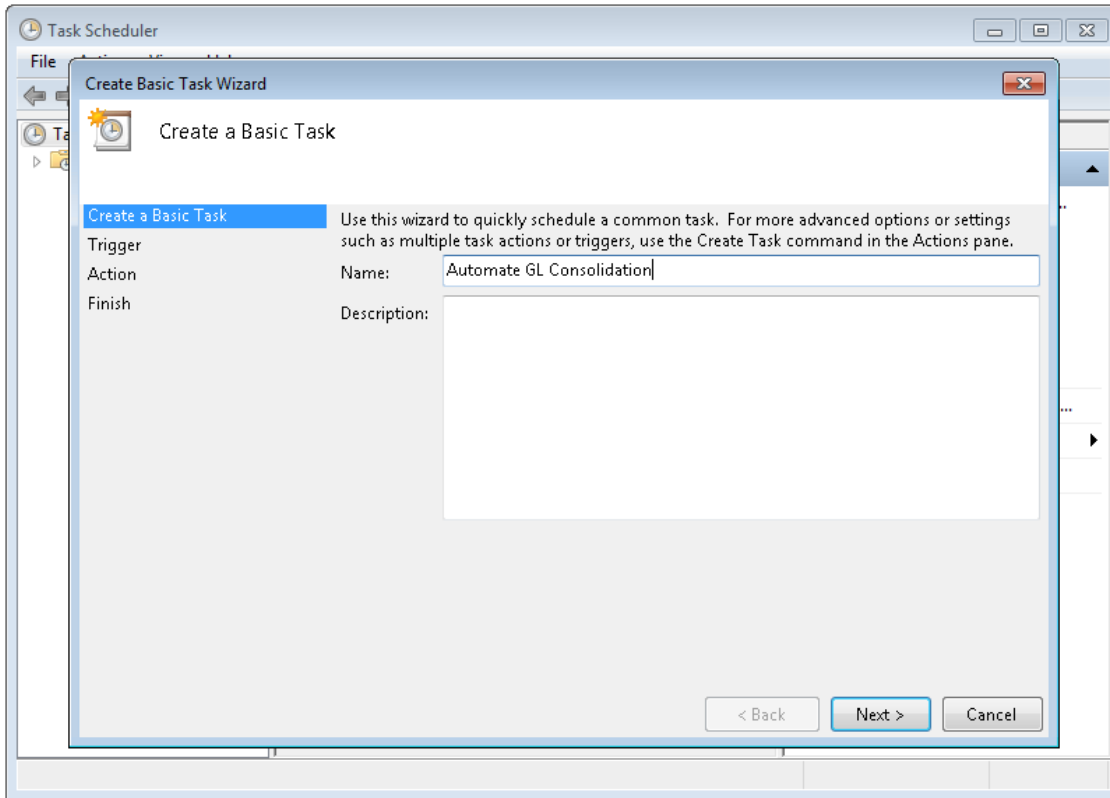
The Windows Task Scheduler program is available from Control Panel > Administrative Tools > Task Scheduler. Click on menu Action > Create Basic Task to start up a wizard.



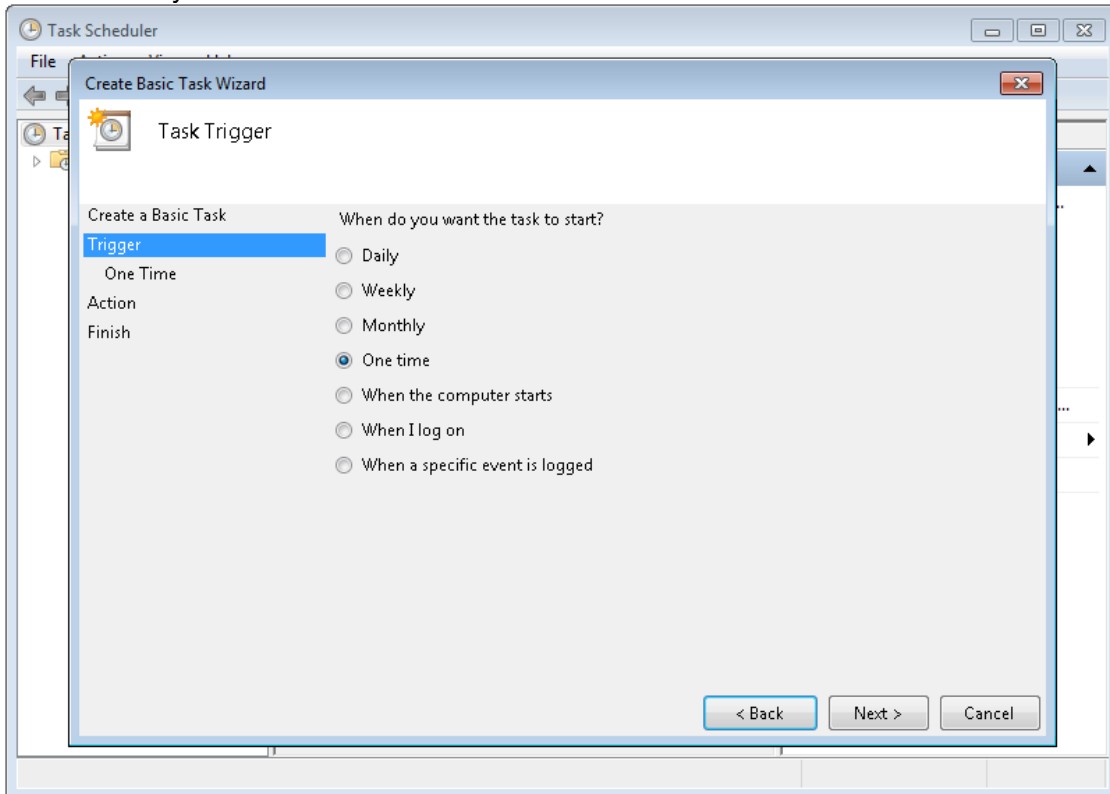
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## Scheduling Automate G/L Consolidation (continued)

Enter the name of the task and click next. You can select any schedule you want. In this example Automate G/L Consolidation is scheduled to run One Time.



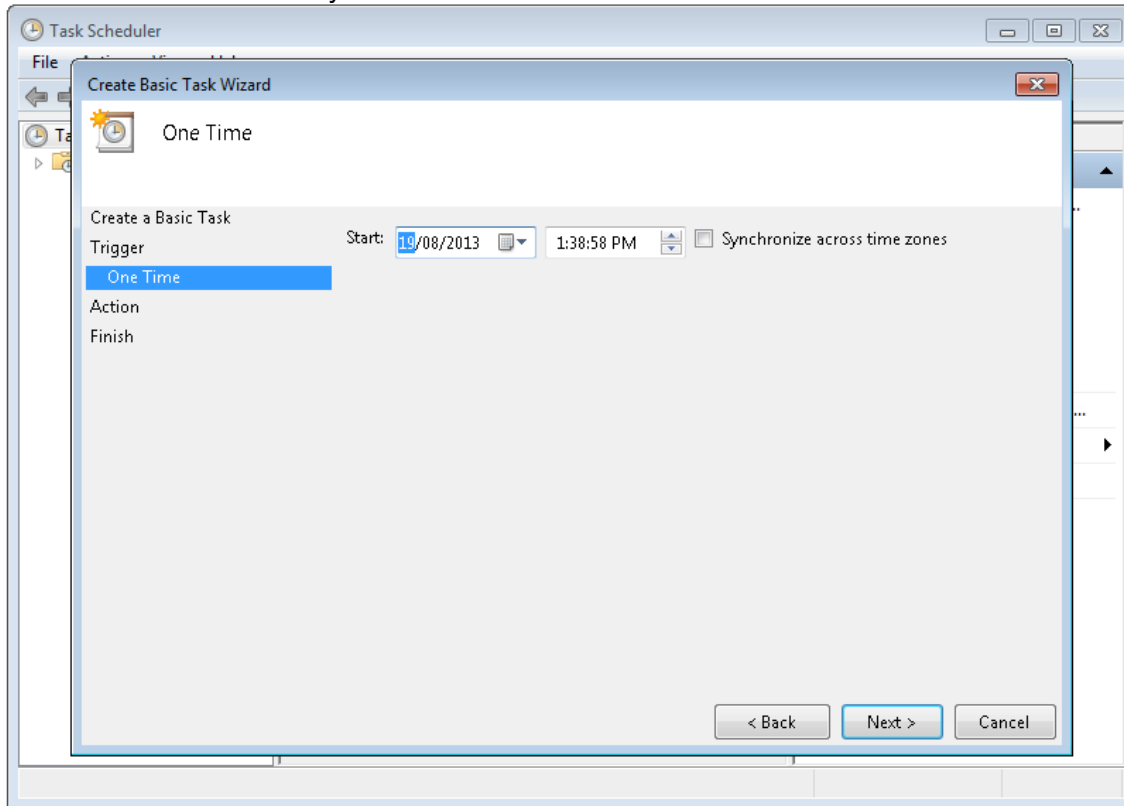
Select when you want to start the task and click next.



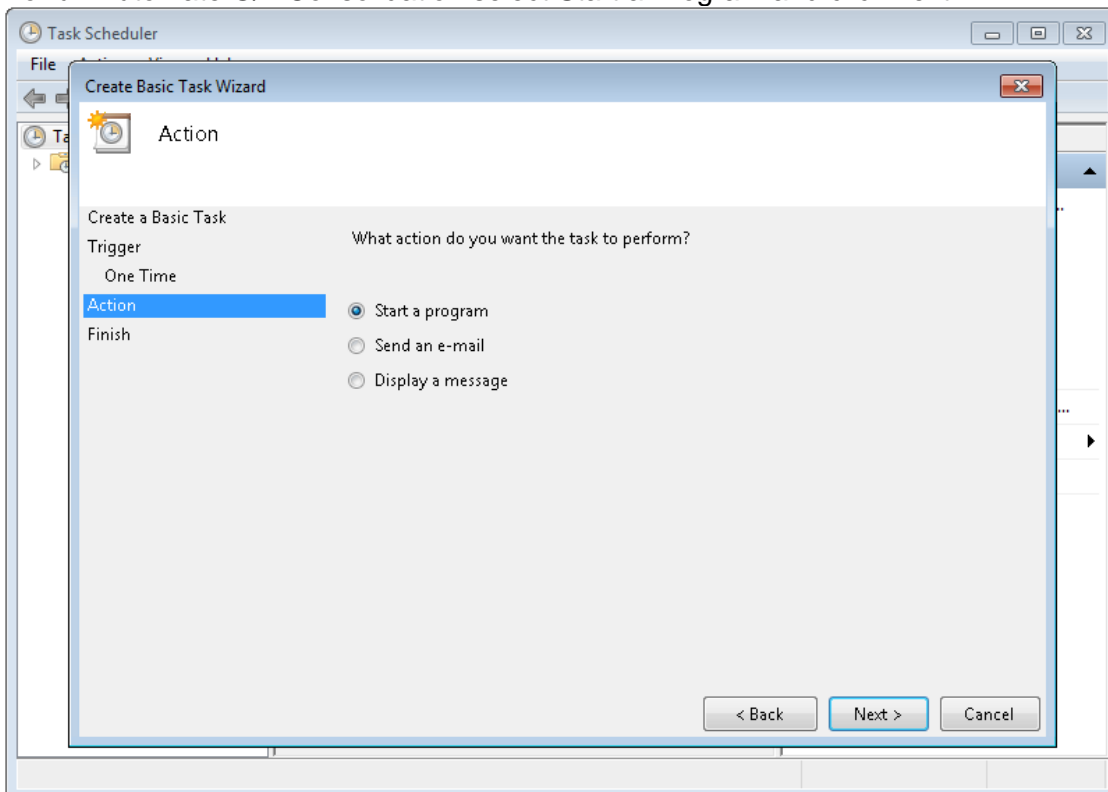
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## Scheduling Automate G/L Consolidation (continued)

Select the date and time you want to run Automate G/L Consolidation One Time and click next.



To run Automate G/L Consolidation select Start a Program and click next.

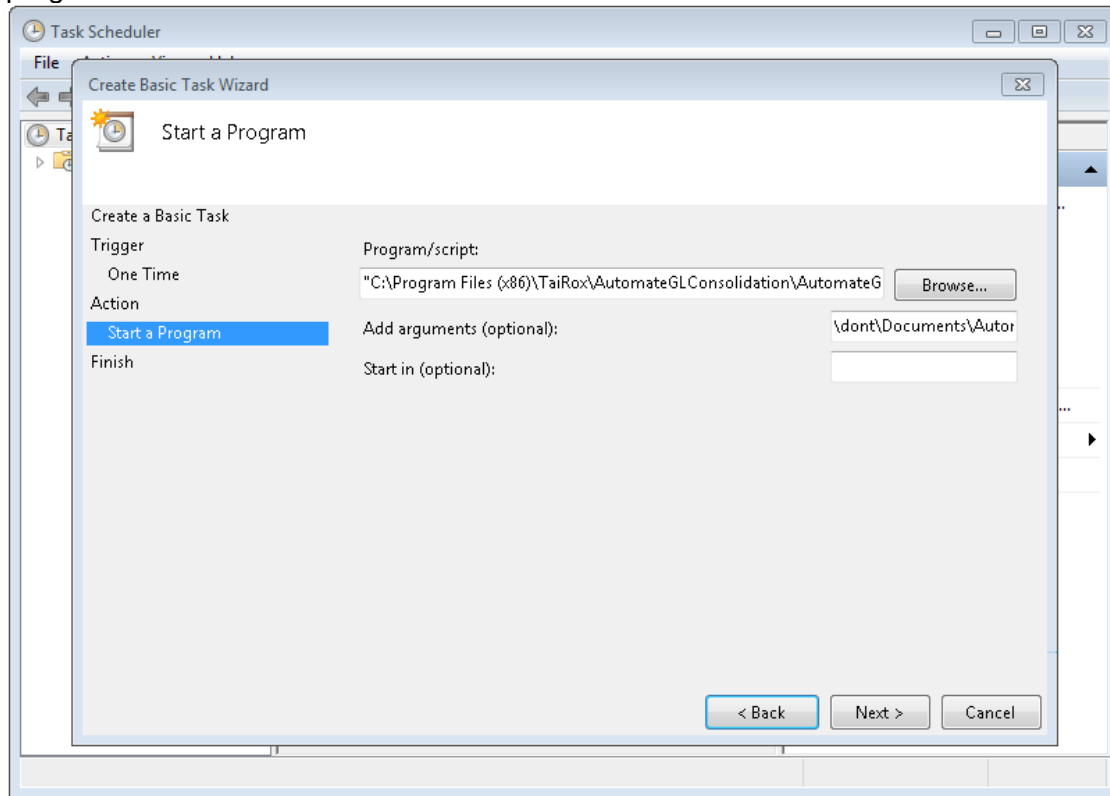




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## Scheduling Automate G/L Consolidation (continued)

Click the Browse button and browse to "C:\Program Files (x86)\TaiRox\AutomateGLConsolidation" and select AutomateGLConsolidation.exe as the program to start.

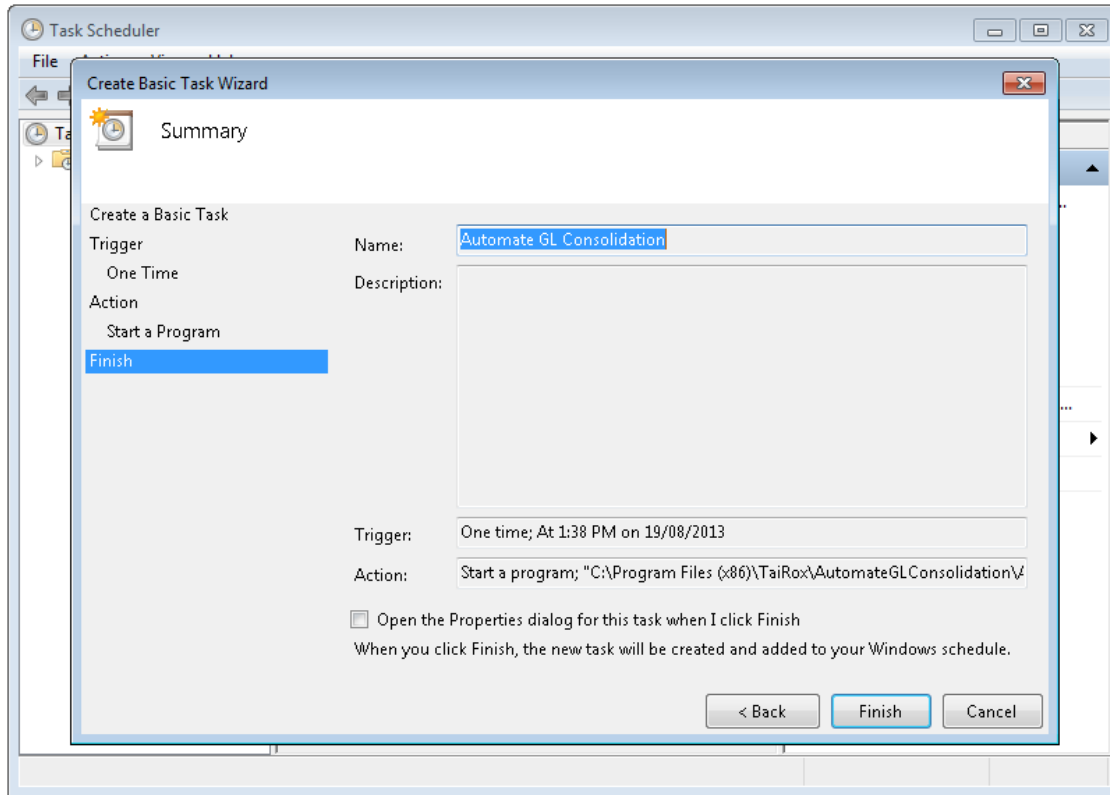


Add as optional arguments the path to your XML file that you created and saved that are your settings to run Automate G/L Consolidation. Click next.

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## Scheduling Automate G/L Consolidation (continued)

Click finish.



Depending on your Windows security model you may have to provide a domain account to run the task. Click on the properties of the task and Change User or Group.

