TaiRox Productivity Tools User Guide

Summary - Accounting Status

Account Status assists with the management of Sage 300 accounting processes by providing status information in a single window. This benefit is targeted at larger clients who have several people involved in closing a month-end or year-end.

Overview - Accounting Status

Accounting Status displays un-posted batches and un-transferred sub-ledger transactions from all Sage 300 applications in a single SDK window. User can drill-down from that window to see batch control records and other pertinent information.

Running Accounting Status

Once the TaiRox Productivity Tools are installed and activated, the Accounting Status icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

When Accounting Status is launched a main window will appear. Each application will have a section that displays the status of batches and other pertinent data that may need to be addressed as part of a period-end process. Clicking on underlined counts will drill-down to more information. Generally, green indicates "Ready to Post", blue and red indicate "Open" or "Not Complete". Red items would normally need to be completed as part of a period-end process.
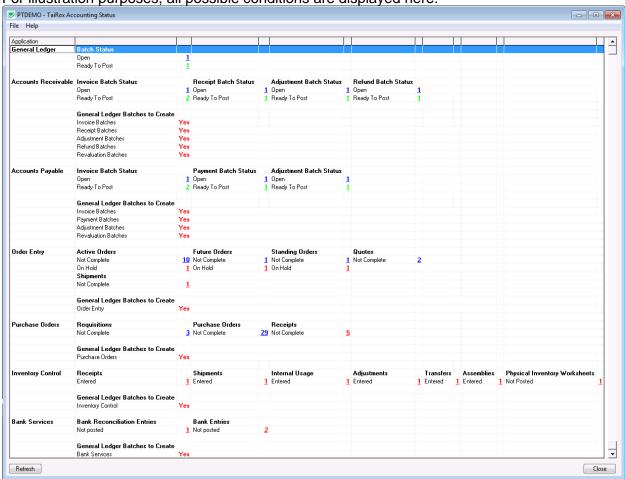
The windows in this manual are for illustration purposes - they show all possible items that might appear. Normally, much less information will be visible. For example, the following Account Receivable section would not show the "Batches to Create" lines unless there actually are batches that need to be transferred to the General Ledger.

Accounts Receivable	Invoice Batch Status		Receipt Batch Status		Adjustment Batch Status		Refund Batch Status	
	Open	1	Open	1	Open	1	Open	1
	Ready To Post	2	Ready To Post	1	Ready To Post	1	Ready To Post	1
	General Ledger Batches to Create							
	Invoice Batches	Yes						
	Receipt Batches	Yes						
	Adjustment Batches	Yes						
	Refund Batches	Yes						
	Revaluation Batches	Yes						

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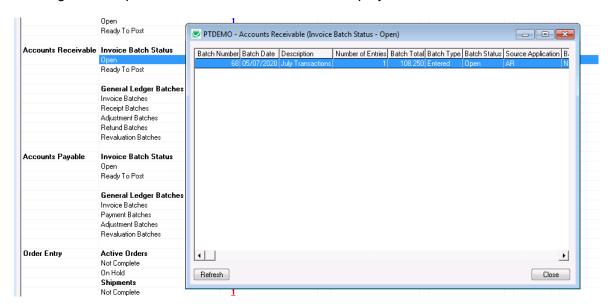
Running Accounting Status (continued)

For illustration purposes, all possible conditions are displayed here:

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Running Accounting Status (continued)

Clicking on the Open A/R Invoice Batch count will display a list of those items:

Clicking on the O/E Active Orders Not Complete count will display a list of those items: