Extended Fiscal Calendar

Extended Fiscal Calendar is an enhanced replacement for the Sage Fiscal Calendar screen that lets you maintain a fiscal calendar across multiple Sage 300 companies.

The program operates from within an existing "source" company, and lets you copy the fiscal calendar from the source company to any number of target companies.

Applications and companies can be filtered and "cherry-picked", and the program includes sophisticated error-checking to protect against inconsistencies while copying.

When the copy operation is complete, you can view and print a full log of changes.

Extended Fiscal Calendar lets you:

- Maintain fiscal calendars across multiple Sage 300 companies using the Copy Fiscal Calendars functionality.
 - Specify the Sage 300 companies and applications for copying fiscal calendars.
 - Select or de-select companies on an individual basis.
 - Select or de-select applications to lock or unlock fiscal periods by application.
 - o If updating calendars only, choose whether to update locked or unlocked fiscal periods only.
 - Display a full log of updated fiscal calendars.

The following screens show the additional Copy Fiscal Calendars button on the Extended Fiscal Calendar screen:

Fiscal Year 4 4 2	020	् + 🔽 Act	ive			
Number of Fiscal Periods	12		k Adjustment Perio			
Number of Fiscal Fellous				•		
		C Loc	ck Closing Period			
egend: X = Locked						
		Period 1	Period 2	Period 3	Period 4	Peric ^
Start Date		1/1/2020	2/1/2020	3/1/2020	4/1/2020	5/1/2
End Date		1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/
	Lock All	Lock Column	Lock Column	Lock Column	Lock Column	Lock C =
Accounts Payable	Lock Row					1
Accounts Receivable	Lock Row					
Bank Services	Lock Row					
Canadian Payroll	Lock Row					
General Ledger	Lock Row					
Inventory Control	Lock Row					
21.51						

Sage Fiscal Calendar screen

TaiRox Extended Fiscal Calendar screen

Fiscal Year		▶ ▶ Q +]	C Active				
egend: X = Locked	1	Period 1	Period 2	Period 3	Period 4	Period 5	
Start Date		1/1/2020	2/1/2020	3/1/2020	4/1/2020	5/1/2020	-
End Date		1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	
210 2000	Lock All	Lock Column	Lock Column	Lock Column	Lock Column	Lock Column	
Accounts Payable	Lock Row	Coort Condition	COURT CONSTITUT	Court Condition	Loon on one	Court Condition	
Accounts Recei	Lock Row						
Bank Services	Lock Row						
Canadian Payroll	Lock Row						
General Ledger	Lock Row						
	Lock Row						
Inventory Control							

The Extended Fiscal Calendar icon appears under **TaiRox Productivity Tools > General Ledger Tools** on the Sage 300 desktop and can be copied to other menu locations.

Sage 300 - Sample Company Li	imited	ł.			Administr	ator —		×
Home								
SOX Check Approval SOX Second Sight > TaiRox CRM and Collections ~ TaiRox Productivity Tools Accounts Payable Tools Accounts Receivable Tools	^	General Li Licensed to: Dealer: CC:	edger Tools (Don Thomson, TAIROX TAIROX SOFTWARE INC TAIROX SOFTWARE INC	SOFTWARE INC	cal Calendar)		
Administrative Services Tools General Ledger Tools Inventory Control Tools		Extended G/L Accounts	Extended G/L Segment Codes	Extended G/L Account Groups	Accounting Status	Extended Create N Year	ew	
Multi-Company Tools Order Entry Tools Payroll Tools Purchase Order Tools		Extended Fiscal Calendar	Set Recurring Dates	Copy G/L Accounts	Copy G/L Accounts Setup	ē	unt	
Soce For Help, press F1	~		-		<u>699</u>	Session Date: 2023-0	-16	B

Enterprise Productivity Tools appear if you have an Enterprise license from TaiRox Software.

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Copy Fiscal Calendar to other Sage 300 companies

Extended Fiscal Calendar copies fiscal calendars from within an existing "source" company to multiple target Sage 300 companies.

IMPORTANT:

You must enter a User ID and Password to copy G/L fiscal calendar information. Make sure the User ID has sufficient rights to complete the operation in the target companies.

If you are inserting new fiscal calendars into other companies, check that a current backup exists for the databases being affected.

To proceed:

• Open the Sage 300 company with the fiscal calendar that you want to copy and open Extended Fiscal Calendar.

Fiscal Year	2020 eriods 12]▶ ▶ ♀ + 	C Active				
egend: X = Locked		Period 1	Period 2	Period 3	Period 4	Period 5	ľ
Start Date							ľ
		1/1/2020	2/1/2020	3/1/2020	4/1/2020	5/1/2020	
		1 (01 (0000					
	Look All	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	
End Date	Lock Al	1/31/2020 Lock Column	2/29/2020 Look Column	3/31/2020 Lock Column	4/30/2020 Lock Column	5/31/2020 Lock Column	
End Date Accounts Payable Accounts Recei	Lock All Lock Row						
End Date Accounts Payable Accounts Recei	Lock Row						
End Date Accounts Payable	Lock Row Lock Row						
End Date Accounts Payable Accounts Recei Bank Services	Lock Row Lock Row Lock Row						

- Select the Fiscal Year on the Extended Fiscal Calendar screen.
- Click the Copy Fiscal Calendars button.



Select whether to insert new codes or update existing ones in target companies:

Important: Before proceeding, decide which operation is to be performed – insert or update calendars in the target companies. This is controlled by the drop-down at the top of the window.

For example, choose Update Only to update fiscal calendars.

Update Only	•
Insert Only	
Update Only	
Insert and Update	

- Choose whether to insert, insert and update, or just update fiscal calendars.
 - Insert Only will add calendars if the calendar does not already exist in target companies. It will not change existing calendars.
 - Update Only will only update calendars in target companies that already exist but will not add new ones.

If updating codes only, you can also choose whether to update locked or unlocked fiscal periods only.

o Insert and Update will perform both of these operations.

Specify which fiscal periods to update:

Update Only 🔹 🔽 Locked Fiscal Periods Only 📝 Unlocked Fiscal Periods Only

• If you choose Update Only, you can choose to update locked or unlocked fiscal periods.

Select target Sage companies:



 Click the Select All and Select None buttons at the bottom of the form to include all or none of the target companies.

Select All	Select None
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• Click the checkboxes to complete your company selections.

Select applications to copy the fiscal periods to:

These selections let you individually lock or unlock fiscal periods for each sage 300 application.



• Click the Select All and Select None buttons at the bottom of the form to include/exclude fiscal period settings for individual applications.

Select All Select None

• Click the checkboxes to complete your applications selections.

Click the Copy button to copy fiscal calendars:

PTDEMO - Copy Fiscal Calendars to Companie	es	
File Help		
Update Only Update Only	Only 🔄 Unlocked Fiscal Periods Only	
Select Companies to Copy Fiscal Calendar 2021 To	Select Applications to Copy Fiscal Calendars To	
Check Approval Vancouver CPYILCD CPYILTD Ownhoad Rates Demo Productivy Tools Copy Sample Company Inc. Sample Company Limited	Of Accounts Payable Of Accounts Payable Of Bank Services Of Canadian Payrol Of General Ledger Of Accounts Ledger Of Accounts Payrol Of Accounts Payrol Of Accounts Payrol Payrol	
User II Passw		
Select All Select Vone Progress	Select All Select None	
Copy Log		Close

- Click the Copy button to start the copy procedure.
- Enter your User ID and password in the Sage 300 Sign-On window and click OK.

Note: You MUST have sufficient permissions to update fiscal calendars in the target companies for copying to proceed.

- The program will copy the G/L fiscal calendar information to the target companies.
- If no changes are required for a selected fiscal calendar, no update will be performed so the audit stamp will be preserved.
- If you cancel the operation during the copying process, you must check the log to see which procedures were completed and assess how you want to continue.

Click the Log button to confirm which Fiscal Calendar were processed:

7/31/2020 3:20:59 PM Copy Fiscal Calendars to Companies started. 7/31/2020 3:20:59 PM
7/31/2020 3:20:39 PM 7/31/2020 3:20:59 PM Logged in user: ADMIN
7/31/2020 3:20:59 PM Performed by user: MORGAN
7/31/2020 3:20:59 PM
7/31/2020 3:20:59 PM Update Only
7/31/2020 3:20:59 PM Fiscal Year: 2021
7/31/2020 3:20:59 PM Locked Fiscal Periods Only: No
7/31/2020 3:20:59 PM Unlocked Fiscal Periods Only: No
7/31/2020 3:20:59 PM Copy Fiscal Calendars to Companies: Sample Company Inc.
7/31/2020 3:20:59 PM Sample Company Limited
7/31/2020 3:20:59 PM
7/31/2020 3:20:59 PM Copy Fiscal Calendars to Applications: Accounts Payable
7/31/2020 3:20:59 PM Accounts Receivable
7/31/2020 3:20:59 PM Bank Services
7/31/2020 3:20:59 PM Canadian Payroll
7/31/2020 3:20:59 PM General Ledger
7/31/2020 3:20:59 PM Inventory Control
7/31/2020 3:20:59 PM Order Entry
7/31/2020 3:20:59 PM Project and Job Costing
7/31/2020 3:20:59 PM Purchase Orders
7/31/2020 3:20:59 PM

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7/31/2020 3:20:59 PM Copying fiscal calendars from Productivity Tools Demo to Sample Company Inc. started. 7/31/2020 3:20:59 PM Logging in to Sample Company Inc.... 7/31/2020 3:20:59 PM Updating fiscal calendar 2021... 7/31/2020 3:20:59 PM Copying fiscal calendar information for Accounts Payable 7/31/2020 3:20:59 PM Copying fiscal calendar information for Accounts Receivable 7/31/2020 3:20:59 PM Copying fiscal calendar information for Bank Services 7/31/2020 3:20:59 PM Fiscal period information for Canadian Payroll not copied because it is not active in Sample Company Inc. 7/31/2020 3:20:59 PMCopying fiscal calendar information for General Ledger7/31/2020 3:20:59 PMCopying fiscal calendar information for Inventory Cont. Copying fiscal calendar information for Inventory Control Copying fiscal calendar information for Order Entry Copying fiscal calendar information for Project and Job 7/31/2020 3:20:59 PM 7/31/2020 3:20:59 PM Costing 7/31/2020 3:20:59 PMCopying fiscal calendar information for Purchase Orders7/31/2020 3:20:59 PMFiscal calendar updated. Logging off of Sample Company Inc.... 7/31/2020 3:20:59 PM 7/31/2020 3:20:59 PM 7/31/2020 3:20:59 PM There was 1 fiscal calendar updated. 7/31/2020 3:20:59 PM Copying fiscal calendars from Productivity Tools Demo to Sample Company Inc. complete. 7/31/2020 3:20:59 PM 7/31/2020 3:20:59 PM Copying fiscal calendars from Productivity Tools Demo to Sample Company Limited started. 7/31/2020 3:20:59 PM Logging in to Sample Company Limited... Updating fiscal calendar 2021... 7/31/2020 3:21:00 PM 7/31/2020 3:21:00 PM Copying fiscal calendar information for Accounts Payable 7/31/2020 3:21:00 PM 7/31/2020 3:21:00 PM Copying fiscal calendar information for Accounts Receivable Copying fiscal calendar information for Bank Services 7/31/2020 3:21:00 PMCopying fiscal calendar information for bank services7/31/2020 3:21:00 PMCopying fiscal calendar information for Canadian Payroll7/31/2020 3:21:00 PMCopying fiscal calendar information for General Ledger7/31/2020 3:21:00 PMCopying fiscal calendar information for Inventory Control7/31/2020 3:21:00 PMCopying fiscal calendar information for Order Entry7/31/2020 3:21:00 PMCopying fiscal calendar information for Project and Job Copying fiscal calendar information for Inventory Control Costing 7/31/2020 3:21:00 PMCopying fiscal calendar information for Purchase Orders7/31/2020 3:21:00 PMFiscal calendar updated. Fiscal calendar updated. 7/31/2020 3:21:00 PM Logging off of Sample Company Limited... 7/31/2020 3:21:00 PM 7/31/2020 3:21:00 PM There was 1 fiscal calendar updated. 7/31/2020 3:21:00 PM Copying fiscal calendars from Productivity Tools Demo to Sample Company Limited complete. 7/31/2020 3:21:00 PM 7/31/2020 3:21:00 PM 7/31/2020 3:21:00 PM Copy Fiscal Calendars to Companies complete. 7/31/2020 3:21:00 PM ______

The Log lists:

- The user, the type of operation performed, and the companies and applications for copying fiscal calendars.
- Each fiscal calendar that was processed, whether the fiscal calendars were updated or inserted, which applications were updated, and whether any errors were encountered.