

# TaiRox Productivity Tools User Guide

## Summary - Extended Fiscal Calendar

Extended Fiscal Calendar provides a mechanism for maintaining a fiscal calendar across multiple companies - for Sage 300. Access is through a Copy Fiscal Calendars button that has been added to the core Fiscal Calendar window. Applications and companies are selected from a pop-up window. Sophisticated error-checking protects against inconsistencies. A full log of changes is maintained.

## Overview - Extended Fiscal Calendar

Extended G/L Accounts operates from within an existing ("source") company. When the Copy Fiscal Calendars button is pressed, a window will pop up that allows selection of applications and companies. Selections are remembered from the previous use.

The operation to be performed (Insert Only, Update Only, Insert and Update) should be selected. Pressing the OK button will start the copy operation, first asking for the ADMIN user's password. This password entry provides a security checkpoint and insures that there will be sufficient rights to complete the operation. When the copy is complete the log may be reviewed by pressing the Log button.

Sage 300 business objects are used to perform the copying. Illegal copy operations are therefore blocked and errors placed in the log file. When no changes are required for a selected calendar, there is no update performed - so the audit stamp is preserved.

## Running Extended Fiscal Calendar

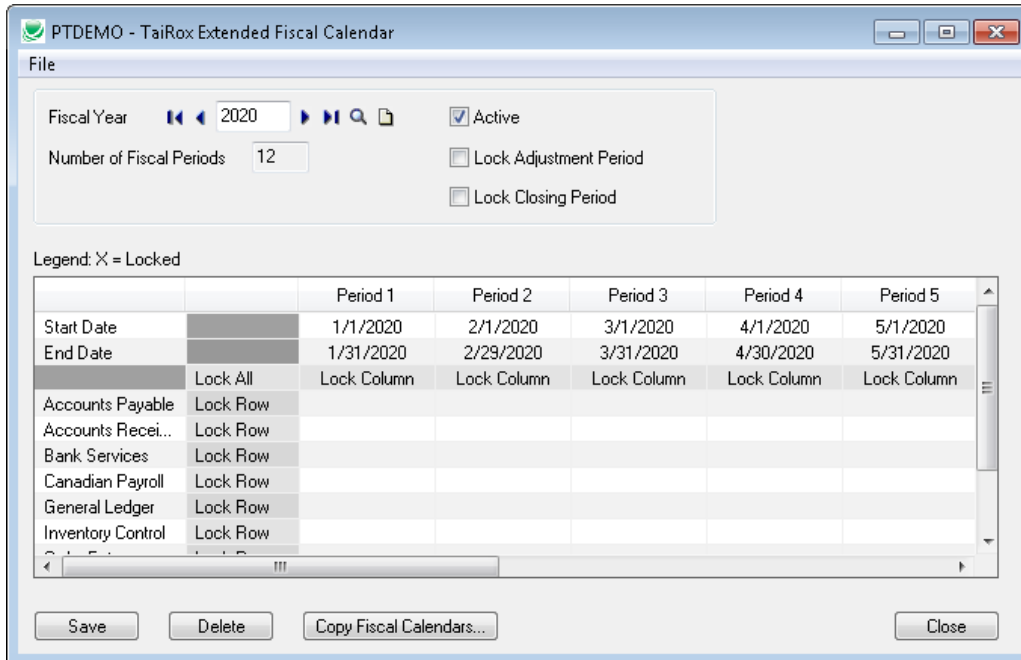
Once the TaiRox Productivity Tools are installed and activated, the Extended Fiscal Calendar icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

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## Running Extended Fiscal Calendar (continued)

When launched, Extended Fiscal Calendar displays the core Sage 300 entry window with an additional button, “Copy Fiscal Calendars”. All normal functions can be performed.

Sage Accpac 5.6 Users: The much simpler 5.6 window will be presented with a Copy Fiscal Periods button displayed at the bottom.



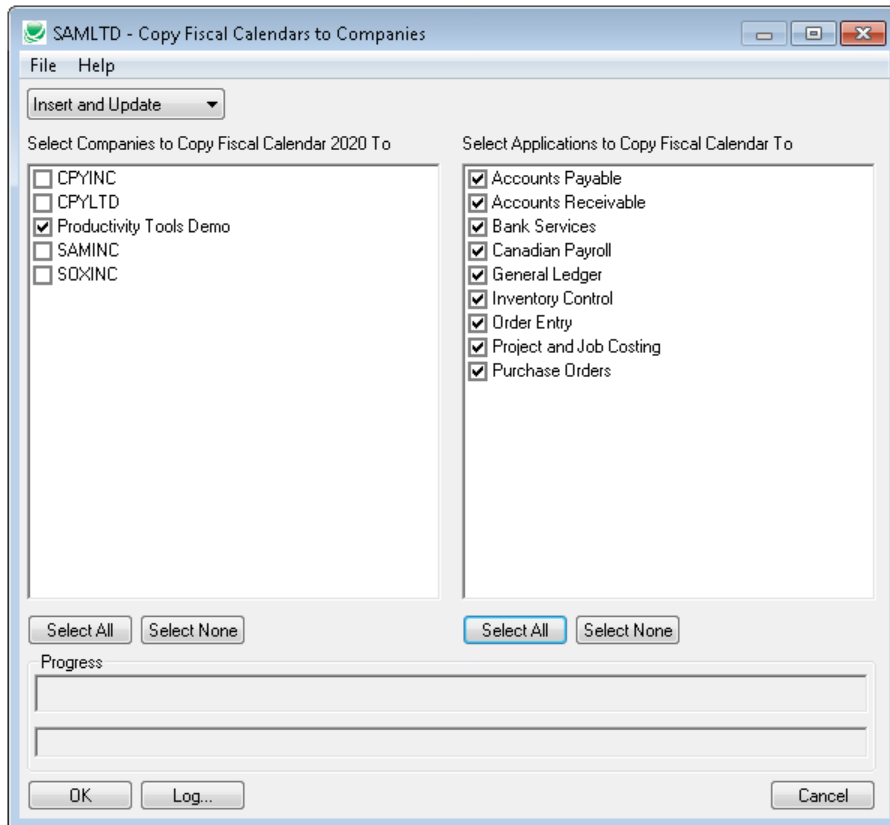
Pressing the Copy Fiscal Calendars button will continue to the next step - selecting applications and companies.

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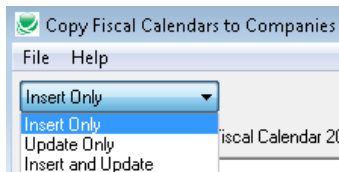
## Running Extended Fiscal Calendar (continued)

When the Copy button is pressed, the following pop-up window is displayed. The applications and companies can then be selected or de-selected.

Sage Accpac 5.6 Users: A simpler 5.6 window will be presented with companies displayed for selection, not applications (locking by application functionality was not present in 5.6).



**Important Note:** Before proceeding, decide which operation is to be performed. This is controlled by the drop-down at the top of the window:



Operation to be Performed:

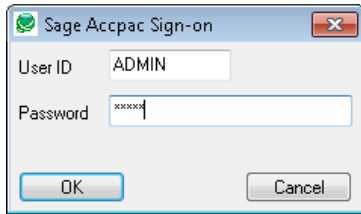
- Insert Only operation will only add calendars, if the calendar does not already exist.
- Update Only operation will only update calendars that do exist.
- Insert and Update will perform both of these operations.

Pressing the OK button will continue to the next step - entering credentials.

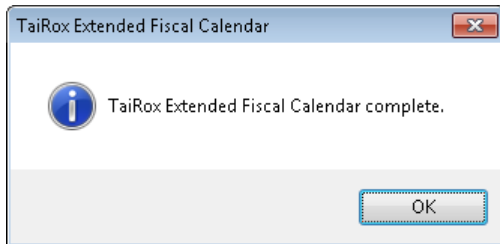
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## Running Extended Fiscal Calendar (continued)

After pressing OK, you will be asked for the ADMIN password. This password entry provides a security checkpoint and insures that there will be sufficient rights to complete the operation. Before continuing, you should check that a current backup exists for the databases being affected or that the operation being requested is limited in nature.



Progress will be displayed as the operation proceeds. Progress will be displayed and eventually the completion of the operation will be signaled by this window:



The operation can be cancelled - if it is cancelled the operations contemplated will be partially complete and an assessment of the situation may be required before further work is done.

A log of operations performed (or not performed) is available from the Log button.

