

# TaiRox Productivity Tools User Guide

## Summary - Extended G/L Account Groups

Extended G/L Account Groups provides a mechanism for maintaining a full or partial set of G/L account groups across multiple Sage 300 companies. Access is through a Copy button that has been added to the core G/L Account Groups form. Account groups and companies can be filtered and "cherry-picked". Sophisticated error-checking protects against inconsistent operations. A full log of changed account groups is maintained.

There are important distinctions between adding an account group into multiple companies, changing a description in multiple companies and attempting to update all account group properties across multiple companies (when a target account group may already be in use). **See Important Notes regarding the operation to be performed in this document.**

## Overview - Extended G/L Account Groups

Extended G/L Account Groups operates from within an existing ("source") company. When the Copy button is pressed a window will pop up that allows filtering of account groups in that source company. The filtered account groups will be shown and can be selected or de-selected on an individual basis.

Pressing the Copy button on the pop-up form displays a list of ("target") companies to which the account groups can be copied. The companies can be selected or de-selected on an individual basis. Extended G/L Account Groups remembers the previously selected companies as a way to assist with the process. 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 account, there is no update performed - so the Sage 300 audit stamp is preserved.

## Running Extended G/L Account Groups

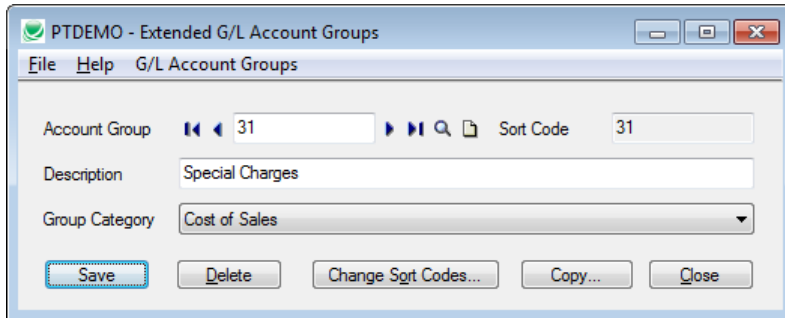
Once the TaiRox Productivity Tools are installed and activated, the Extended G/L Account Groups icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

# TaiRox Productivity Tools User Guide

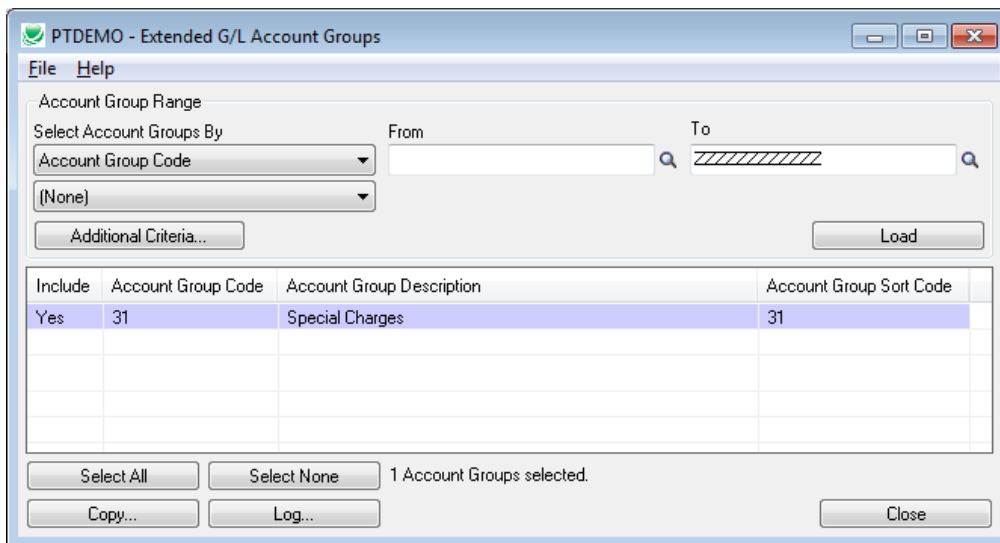
## Running Extended G/L Account Groups (continued)

When launched, Extended G/L Account Groups displays the core Sage 300 entry window with an additional button, "Copy". All normal functions can be performed.

Suppose, as illustrated here, that a new account group has just been added using normal functionality.



When the Copy button is pressed, the following pop-up form is displayed. Note that groups that have just been added or modified will be displayed in the grid. This can be cleared by clicking on File / Clear List of Account Groups Changed This Session.

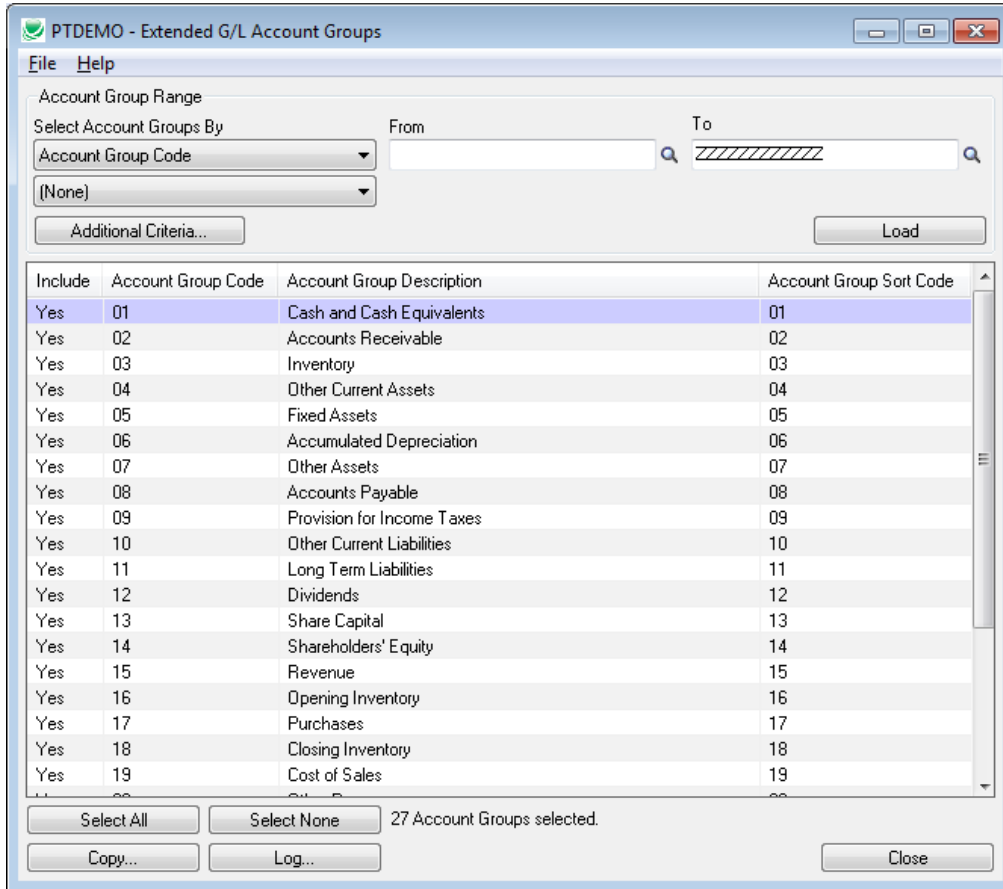


Rather than copying the newly entered groups, any set of groups can be added using up to 2 filters. The filters most recently used are remembered as user settings - here a range of account group codes. Pressing the Load button will perform the filtering of accounts.

# TaiRox Productivity Tools User Guide

## Running Extended G/L Account Groups (continued)

When the Load button is pressed, the screen refreshes with the filtered data. The groups can then be selected or de-selected on an individual basis by double-clicking on the first column.

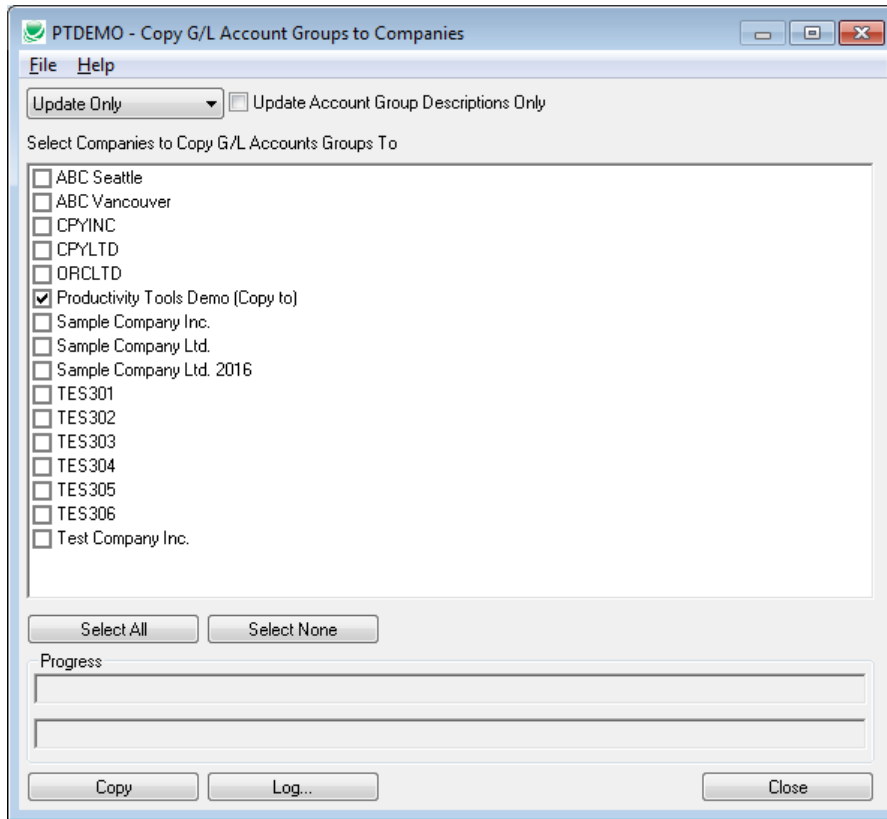


Pressing the Copy button will continue to the next step - selecting companies.

# TaiRox Productivity Tools User Guide

## Running Extended G/L Account Groups (continued)

When the Copy button is pressed, the following pop-up form is displayed. The companies can then be selected or de-selected on an individual basis.



**Important Notes regarding the operation to be performed:** Select the operation from a drop-down menu at the top of the window. An additional checkbox appears when "Update Only" is selected so that the simple operation - changing group descriptions - can be performed whether other properties match or not. **Except for the special case of changing the description only, an update operation will attempt to change the group in the target company to be just like the group in the source company. In order to do so, various properties (such as Optional Fields and Optional Transaction Fields) are deleted from the target group and then properties from the source group are added. This may cause the update to fail if properties don't match or are in use.**

Drop-Down Menu	Update Only Checkbox

Operation to be Performed:

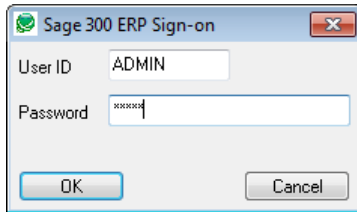
- Insert Only operation will only add groups, if the group does not already exist.
- Update Only operation will only update groups that do exist.
- Insert and Update will perform both of these operations.

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

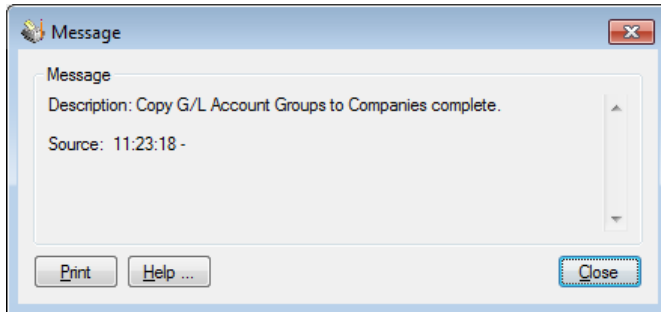
# TaiRox Productivity Tools User Guide

## Running Extended G/L Account Groups (continued)

After pressing OK, you will be asked for a User Id and Password. Make sure the user has 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.

