

TaiRox Productivity Tools User Guide

Summary - Extended G/L Accounts

Extended G/L Accounts provides a mechanism for maintaining a full or partial set of Sage 300 G/L Accounts across multiple companies. The companies must all have the same functional currency. Access is through a Copy Accounts button that has been added to the core G/L Accounts window. Accounts and companies can be filtered and "cherry-picked". Sophisticated error-checking protects against inconsistent multi-currency operations. A full log of changed accounts is maintained.

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

Overview - Extended G/L Accounts

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

Pressing the Copy button on the pop-up window pop-ups up a list of ("target") companies to which those accounts can be copied. The companies can be selected or de-selected on an individual basis. Extended G/L Accounts 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. For example, it is illegal to update a multi-currency account from a single-currency account. When no changes are required for a selected account, there is no update performed - so the audit stamp is preserved.

Running Extended G/L Accounts

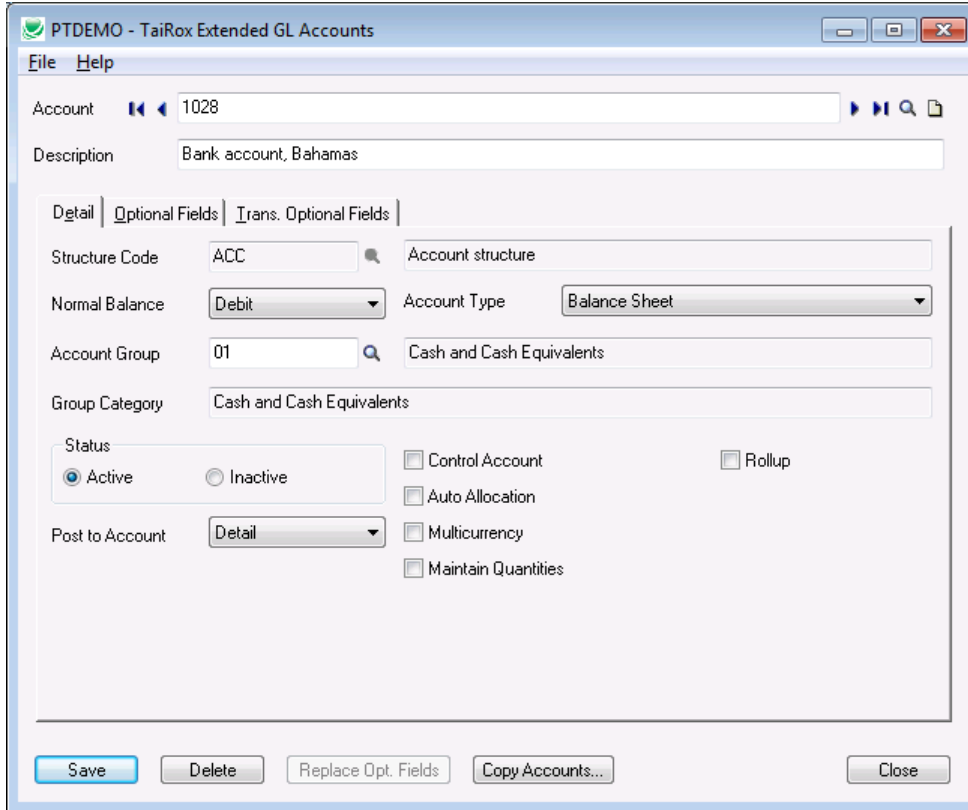
Once the TaiRox Productivity Tools are installed and activated, the Extended G/L Accounts icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

TaiRox Productivity Tools User Guide

Running Extended G/L Accounts (continued)

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

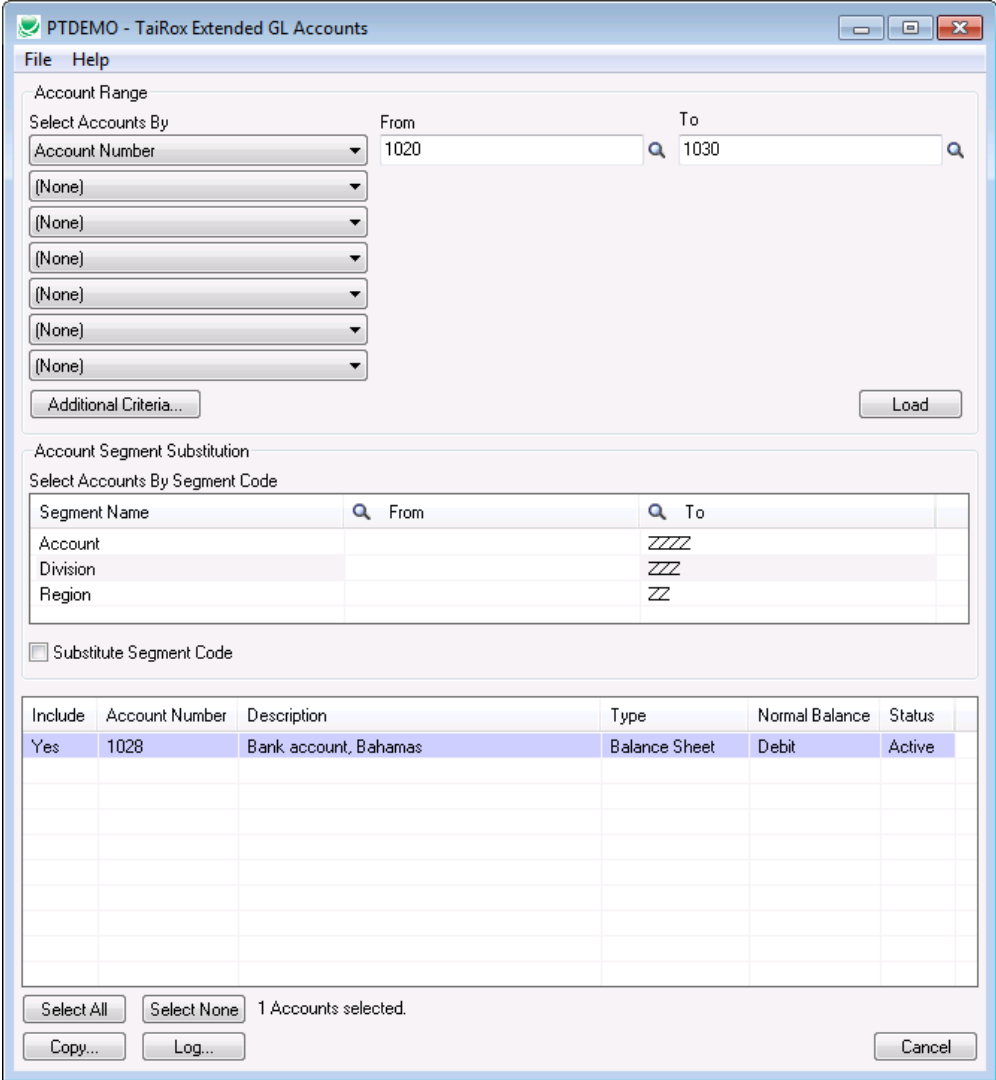
Suppose, as illustrated here, that a new bank account has just been added using normal functionality.



TaiRox Productivity Tools User Guide

Running Extended G/L Accounts (continued)

When the Copy Accounts button is pressed, the following pop-up window is displayed. Note that accounts that have just been added or modified will be displayed in the grid - in our illustration, the new bank account is displayed. This can be cleared by clicking on File / Clear List of Accounts Changed This Session.



Rather than copying the newly entered accounts, any set of accounts can be added using up to 7 filters. The filters most recently used are remembered as user settings - here a range of accounts. Pressing the Load button will perform the filtering of accounts.

TaiRox Productivity Tools User Guide

Running Extended G/L Accounts (continued)

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

Account Range

Select Accounts By

Account Number From 1020 To 1030

(None)

(None)

(None)

(None)

(None)

(None)

Additional Criteria... Load

Account Segment Substitution

Select Accounts By Segment Code

Segment Name	From	To
Account		ZZZ
Division		ZZZ
Region		ZZ

Substitute Segment Code

Include	Account Number	Description	Type	Normal Balance	Status
Yes	1020	Bank account, operating	Balance Sheet	Debit	Active
Yes	1021	Bank account, American Express	Balance Sheet	Debit	Active
Yes	1022	Bank account, VISA	Balance Sheet	Debit	Active
Yes	1023	Bank account, Mastercard	Balance Sheet	Debit	Active
Yes	1025	CCB Visa	Balance Sheet	Debit	Active
Yes	1027	Bank account, corporate	Balance Sheet	Debit	Active
Yes	1028	Bank account, Bahamas	Balance Sheet	Debit	Active
Yes	1030	Bank account, payroll	Balance Sheet	Debit	Active

Select All Select None 8 Accounts selected.

Copy... Log... Cancel

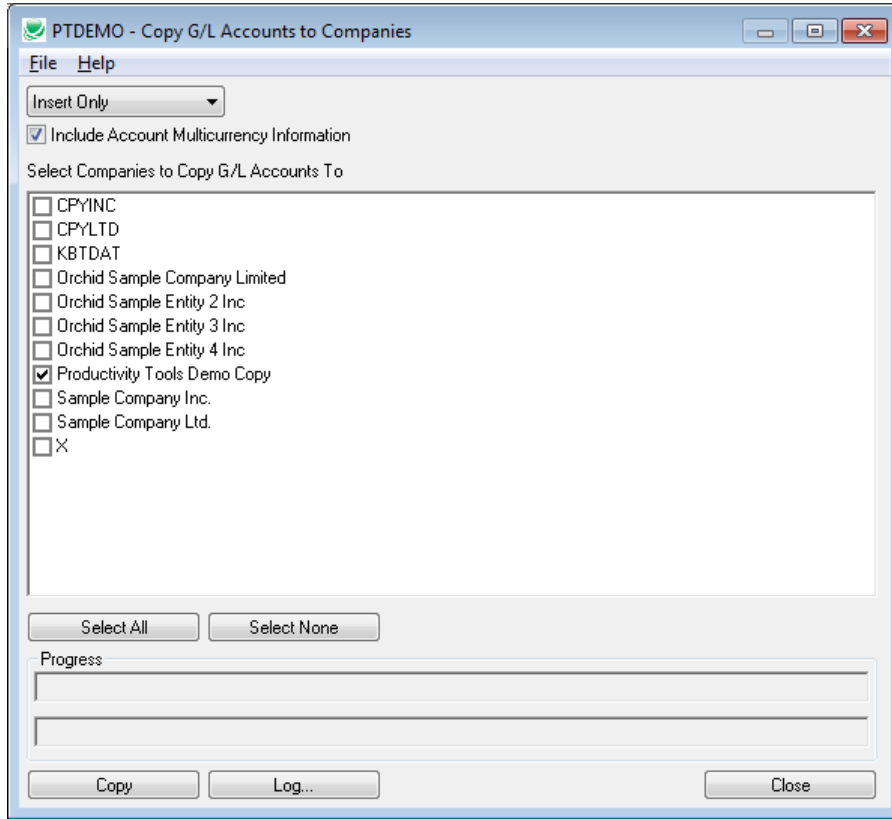
Note: Segment Substitution is covered as a separate topic in this document.

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

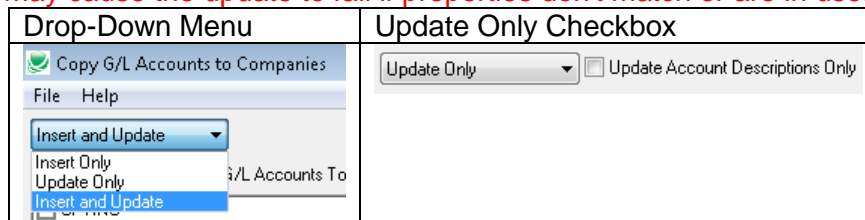
TaiRox Productivity Tools User Guide

Running Extended G/L Accounts (continued)

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



Important Note: 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 account 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 account in the target company to be just like the account in the source company. In order to do so, various properties (such as Optional Fields and Optional Transaction Fields) are deleted from the target account and then properties from the source account are added. This may cause the update to fail if properties don't match or are in use.



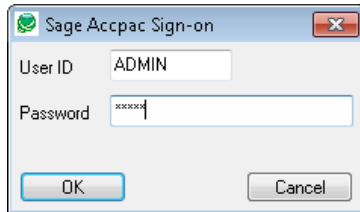
The option to copy multicurrency information should normally be selected. When unchecked, the consequences should be clearly understood and checked in a test environment. Seeking advice from a certified consultant familiar with multi-currency account setup is recommended.

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

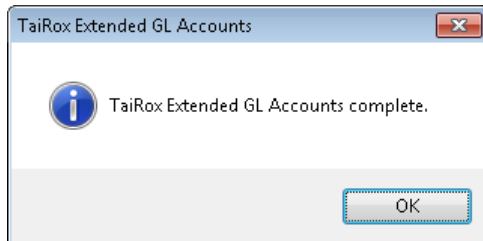
TaiRox Productivity Tools User Guide

Running Extended G/L Accounts (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.

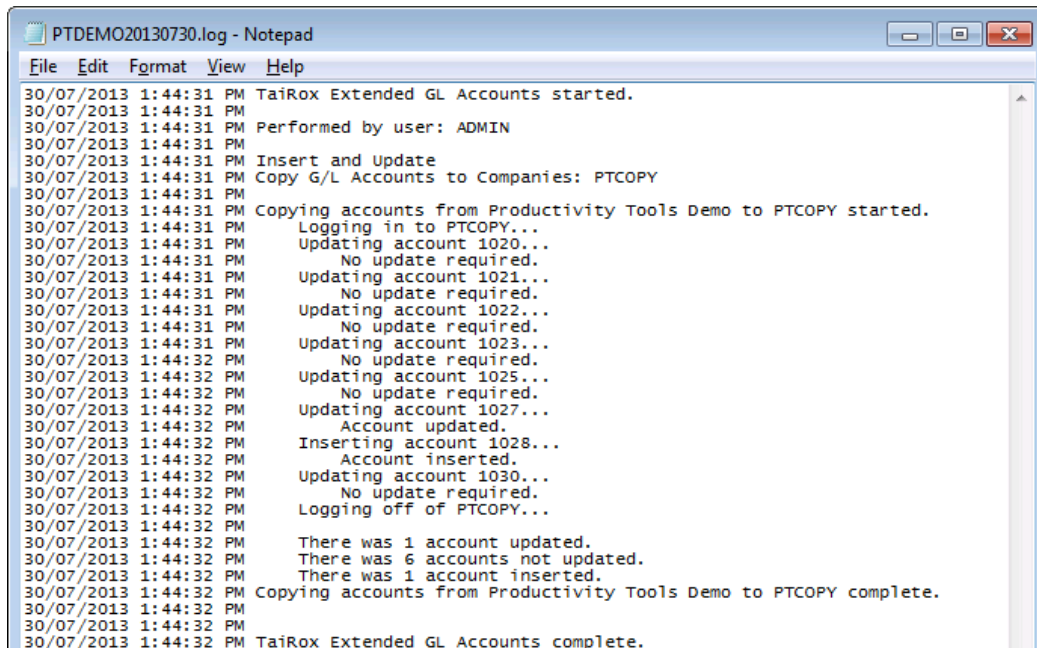


Progress will be displayed as the operation proceeds. Progress will be displayed and eventually the completion of the operation will be signaled by this window:



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.

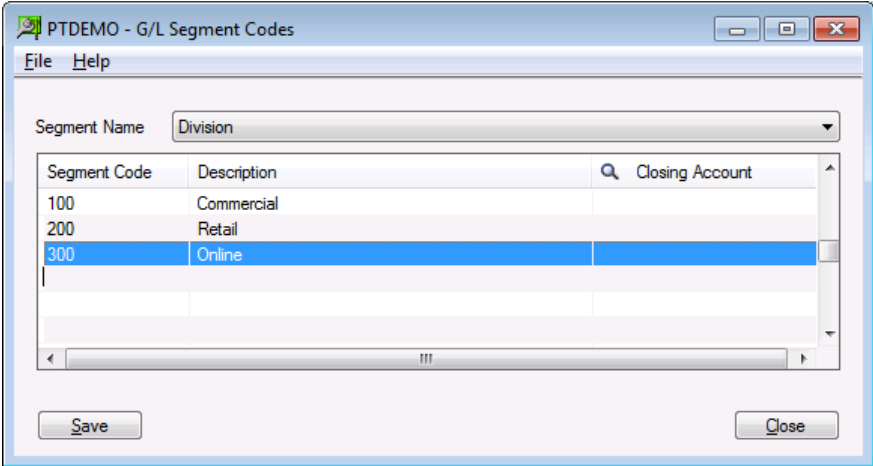


TaiRox Productivity Tools User Guide

Segment Substitution

Important Note: There are many different ways to arrange charts of accounts and segments across multiple companies. This section illustrates how Extended G/L Accounts can be used in one scenario.

Suppose we have a Segment Code "Division". Further suppose we have some accounts in Divisions 100 and 200 that we wish to copy to a new Division 300 in multiple companies. The first step is to create that Division in all the appropriate companies using G/L Setup:



TaiRox Productivity Tools User Guide

Segment Substitution (continued)

We can use the Copy Accounts function to filter a range of accounts, in this case account 5400, with its Divisions and Regions:

The screenshot shows the PTDEMO - Extended G/L Accounts window. It features a menu bar with 'File' and 'Help'. The main area is divided into several sections:

- Account Range:** Includes a 'Select Accounts By' dropdown set to 'Account Number', a 'From' field with '5400-100', and a 'To' field with '5400-100-20'. Below these are five more dropdown menus, all set to '(None)'. There are 'Additional Criteria...' and 'Load' buttons.
- Account Segment Substitution:** Includes a 'Select Accounts By Segment Code' section with a table for defining substitutions. Below the table is a checkbox for 'Substitute Segment Code'.
- Account List:** A table showing the results of the selection process.

Segment Name	From	To
Account		ZZZ
Division		ZZ
Region		ZZ

Include	Account Number	Description	Type	Normal Balance	Status
Yes	5400-100	Internal Usage	Income Statement	Debit	Active
Yes	5400-100-10	Internal Usage	Income Statement	Debit	Active
Yes	5400-100-20	Internal Usage	Income Statement	Debit	Active

At the bottom, there are buttons for 'Select All', 'Select None', 'Copy...', and 'Log...'. A status indicator shows '3 Accounts selected.' and a 'Close' button is on the far right.

TaiRox Productivity Tools User Guide

Segment Substitution (continued)

If we click on the Substitute Segment Code checkbox, a substitution option will appear. We then specify that we want the accounts to be copied, substituting Division 100 with Division 300:

The screenshot shows the PTDEMO - Extended G/L Accounts window. It is divided into two main sections: 'Account Range' and 'Account Segment Substitution'.

Account Range: This section allows selecting accounts by range. The 'From' field is set to '5400-100' and the 'To' field is set to '5400-100-20'. There are several dropdown menus for additional criteria, all currently set to '(None)'. A 'Load' button is located at the bottom right of this section.

Account Segment Substitution: This section allows substituting segment codes. The 'Substitute Segment Code' checkbox is checked. The 'From' field is set to '100' and the 'To' field is set to '300'. Below this, a table shows the substitution mapping:

Segment Name	From	To
Account		ZZZ
Division		ZZ
Region		ZZ

Below the substitution table, there is a table listing the selected accounts:

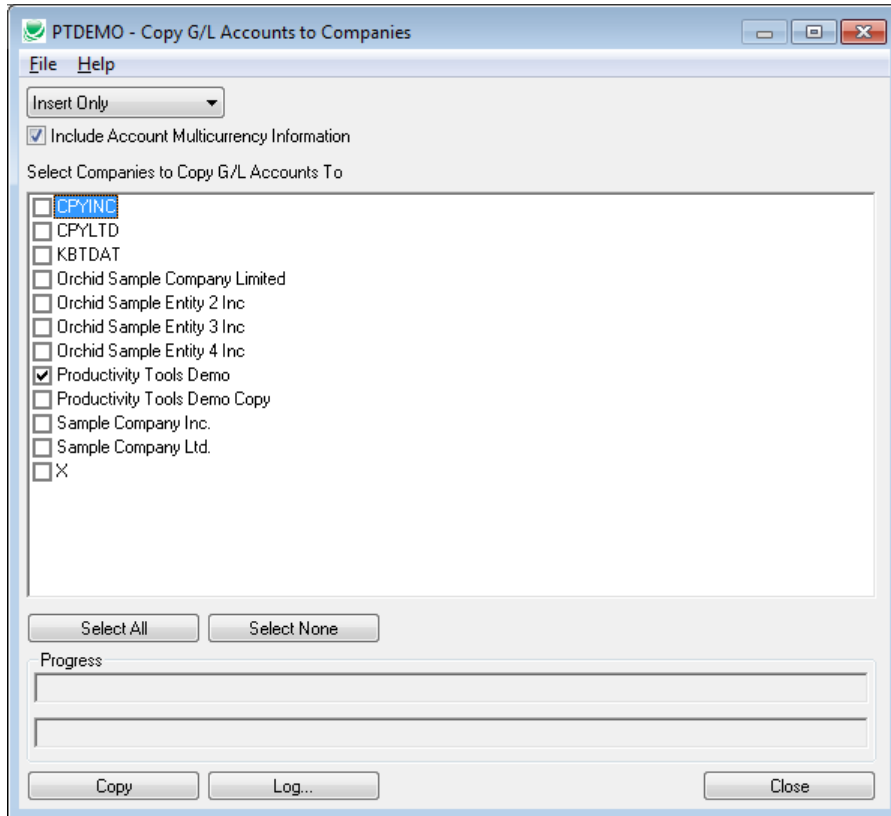
Include	Account Number	Description	Type	Normal Balance	Status
Yes	5400-100	Internal Usage	Income Statement	Debit	Active
Yes	5400-100-10	Internal Usage	Income Statement	Debit	Active
Yes	5400-100-20	Internal Usage	Income Statement	Debit	Active

At the bottom of the window, there are buttons for 'Select All', 'Select None', 'Copy...', 'Log...', and 'Close'. A status indicator shows '3 Accounts selected.'

TaiRox Productivity Tools User Guide

Segment Substitution (continued)

Clicking on the Copy button will cause pop-up window to appear and multiple companies can be selected. **Note:** when substituting segments, Extended G/L Accounts allows copying from a company to itself. While other companies can be selected, the operation will only be performed on those companies that have the target segment code. Exceptions will be logged.



The log shows the substitution that has been made:

