

# TaiRox Productivity Tools User Guide

## Summary - Extended G/L Segment Codes

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

There are important distinctions between adding a segment code into multiple companies, changing a description in multiple companies and attempting to update all segment 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 Segment Codes

Extended G/L Segment Codes operates from within an existing ("source") company. When the Copy Segment Codes button is pressed a window will pop up that allows filtering of codes by segment in that source company. The filtered codes 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 segment codes can be copied. The companies can be selected or de-selected on an individual basis. Extended G/L Segment Codes 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 audit stamp is preserved.

## Running Extended G/L Segment Codes

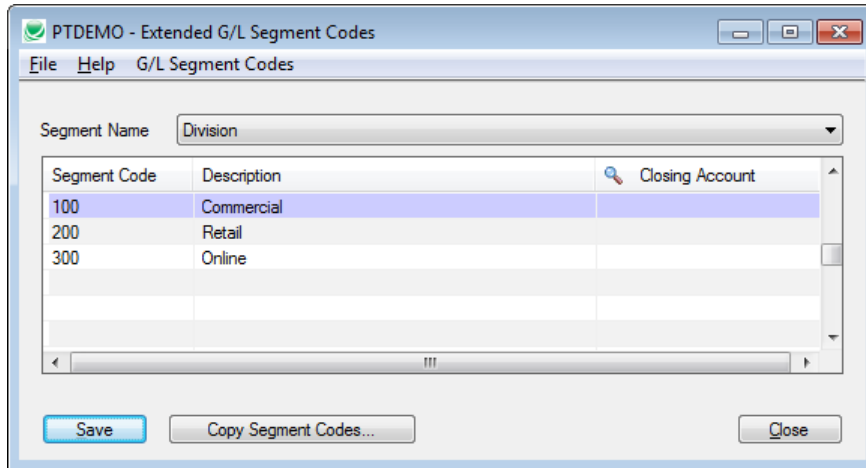
Once the TaiRox Productivity Tools are installed and activated, the Extended G/L Segment Codes icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

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## Running Extended G/L Segment Codes (continued)

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

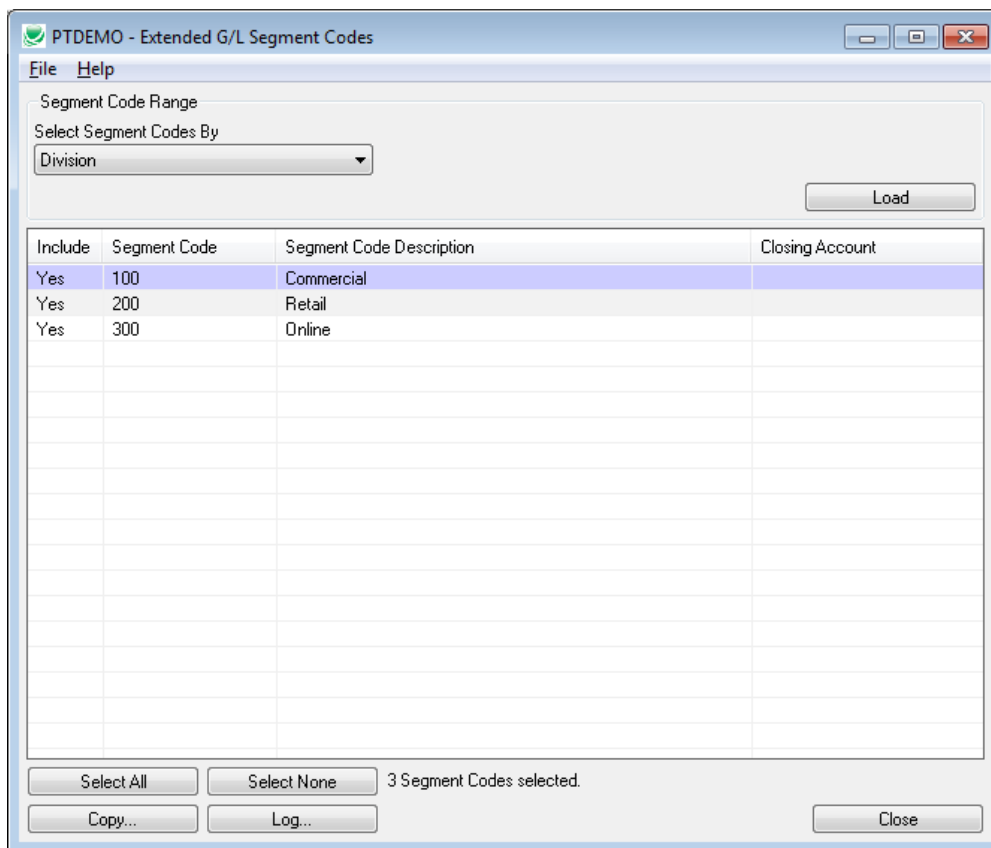
Suppose, as illustrated here, that a new segment code “Online” has just been added using normal functionality.



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## Running Extended G/L Segment Codes (continued)

When the Copy button is pressed, the following pop-up form is displayed.



PTDEMO - Extended G/L Segment Codes

File Help

Segment Code Range

Select Segment Codes By

Division

Load

Include	Segment Code	Segment Code Description	Closing Account
Yes	100	Commercial	
Yes	200	Retail	
Yes	300	Online	

Select All Select None 3 Segment Codes selected.

Copy... Log... Close

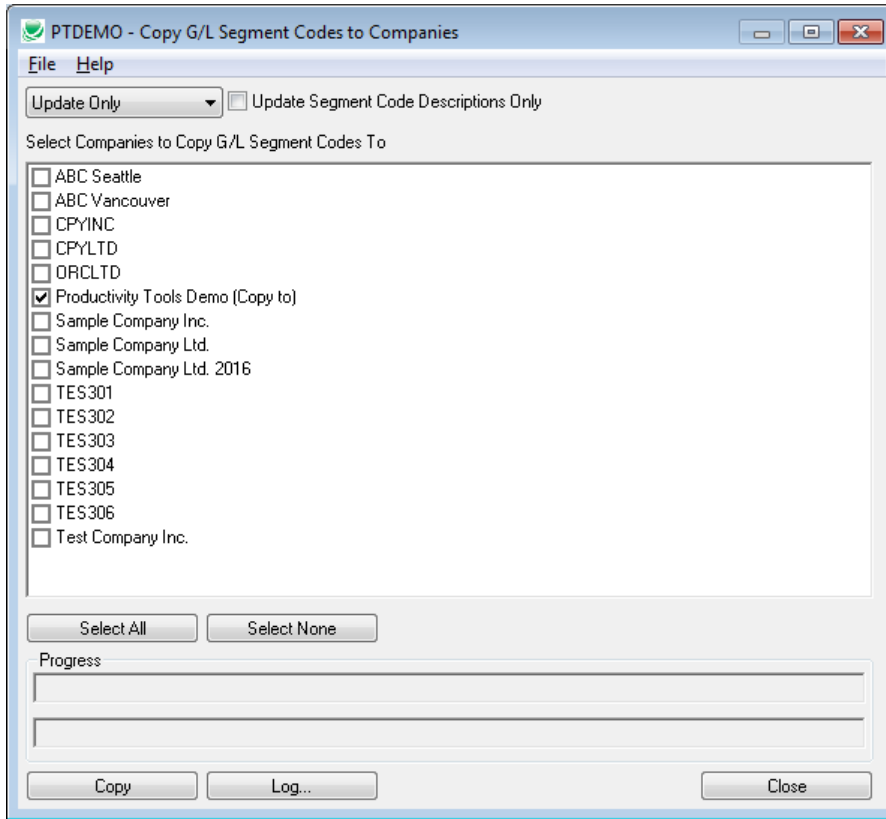
Codes from any of the segments can be selected from the drop-down list and displayed by pressing the Load button.

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

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## Running Extended G/L Segment Codes (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 segment codes 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 codes in the target company to be just like the account in the source company. 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:

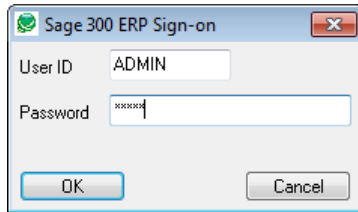
- Insert Only operation will only add codes, if the code does not already exist.
- Update Only operation will only update codes that do exist.
- Insert and Update will perform both of these operations.

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

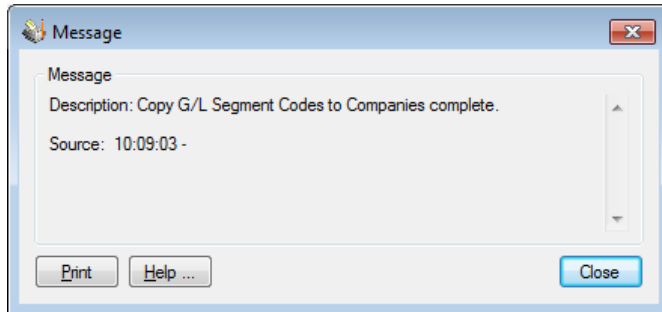
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## Running Extended G/L Segment Codes (continued)

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.

