



Copy Company

User Guide

Important Notice

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Summary

Copy Company copies the structure of an existing Sage 300 company, while eliminating any transactional data. This functionality is useful when a group of companies is being managed, and a new company is to be created with identical or nearly identical accounts, customers, vendors, employees or inventory items. Both Canadian and US Payroll applications are supported. Some "Third Party" products are supported.

A highly-skilled Sage 300 Solution Provider can attempt to copy an existing company's accounts, customers, vendors, employees and items using Sage 300's export and import functionality. This will generally take several hours and may produce an incomplete result, because of "chicken and egg" problems. Some examples of these problems are documented in the Overview section below.

Copy Company can be used as a time-saving tool as part of an accounting process to change a Sage 300 company's functional currency. See Appendix B – Change Functional Currency Recipe for a description of the steps involved.

Copy Company can be used in a stable, production environment running versions 5.6, 6.0 or 6.1, 2012, 2014 or 2016.

Copy Company can be used to copy G/L Integration Settings from a template company to a target company, even if the target company has posted transactions. See Appendix D – Copying G/L Integration Settings.

Overview

The simplest use of Copy Company is to take an existing company (the "source" or "from" company, which may contain transactional data) and copy some of its data (the "setup" or non-transactional data) to a brand new "target" company. See Appendix E - Setup Data for a complete listing of the data being copied for each application.

Copy Company drives all its activity through the application's business logic layer, which checks the integrity of the data on the way through. Copy Company does not directly perform database operations. For this reason, any supported database will work with Copy Company. It does mean that two connections and therefore two Lanpaks are required with some versions of Sage 300.

You may realize from the above paragraph that the target company must already exist and be activated. If you do not know how to activate a company, see Appendix A – Activation. There is an additional requirement – the target company must be multi-currency (or single currency) to match the source company setup.

Copy Company uses a "multi-pass" algorithm to copy the data to solve "chicken and egg" problems that will encumber import / export approaches. A General Ledger example involves allocation accounts. G/L allocation accounts refer to other G/L accounts, so the first pass of Copy Company creates all G/L accounts, and the second pass populates the allocation accounts. Inactive accounts, which can have allocations, can also be mishandled by import / export procedures. The important thing to remember is that you tell Copy Company what you want copied. Copy Company knows how this is to be done.

A basic copy operation involves Common Services and General Ledger applications. Tax Services, Bank Services, G/L Consolidations, Accounts Receivable, Accounts Payable, Inventory

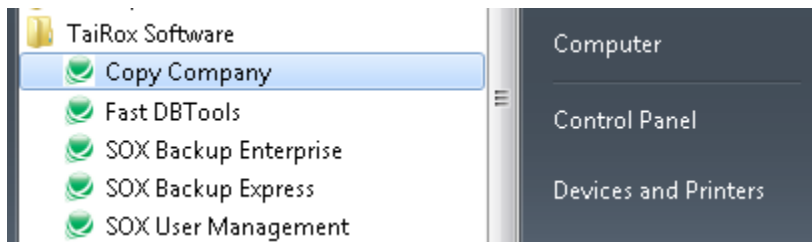
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Control, Order Entry, Purchase Order, Canadian Payroll, US Payroll, Project & Job Costing, Orchid Return Materials Authorization, Orchid Bin Tracking, Orchid Inter-Entity, Orchid EFT Processing, Norming Asset Management and TaiRox Productivity Tools applications can optionally be included.

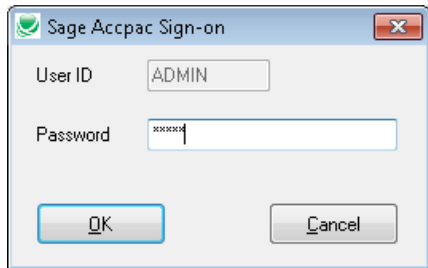
Copying whole applications creates a target company with a consistent set of data. While you are able to copy selected components of an application, not every combination will result in consistent data. There are specific recipes in this manual you can follow to insure consistency.

Running Copy Company

After initial setup, Copy Company can be run like any other Windows application – from the Programs menu, from the Windows desktop or from the Sage 300 desktop.



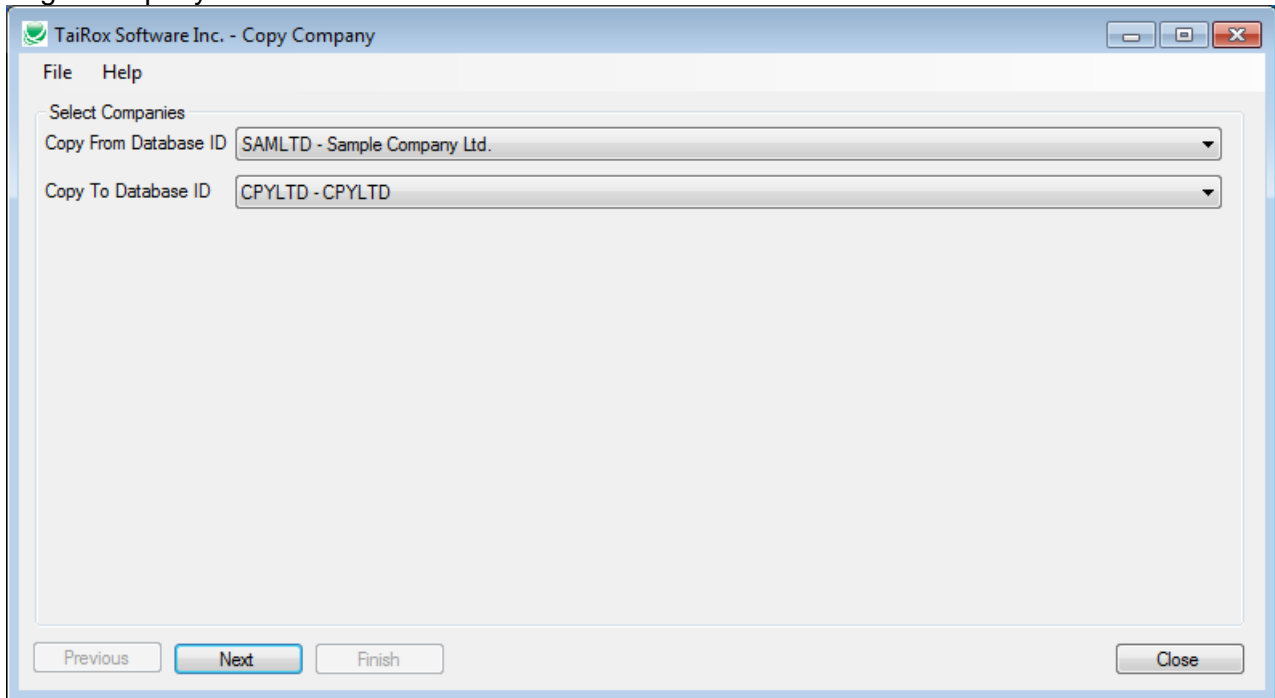
Once launched, Copy Company will ask you to Sign-on as the Sage 300 administrator. You **MUST** know the password. It may be blank or “admin”. Copy Company will then inspect the installation to find the names of the existing companies. **NOTE THAT Copy Company does not create a new company. The target company must already exist and have its data activated.**



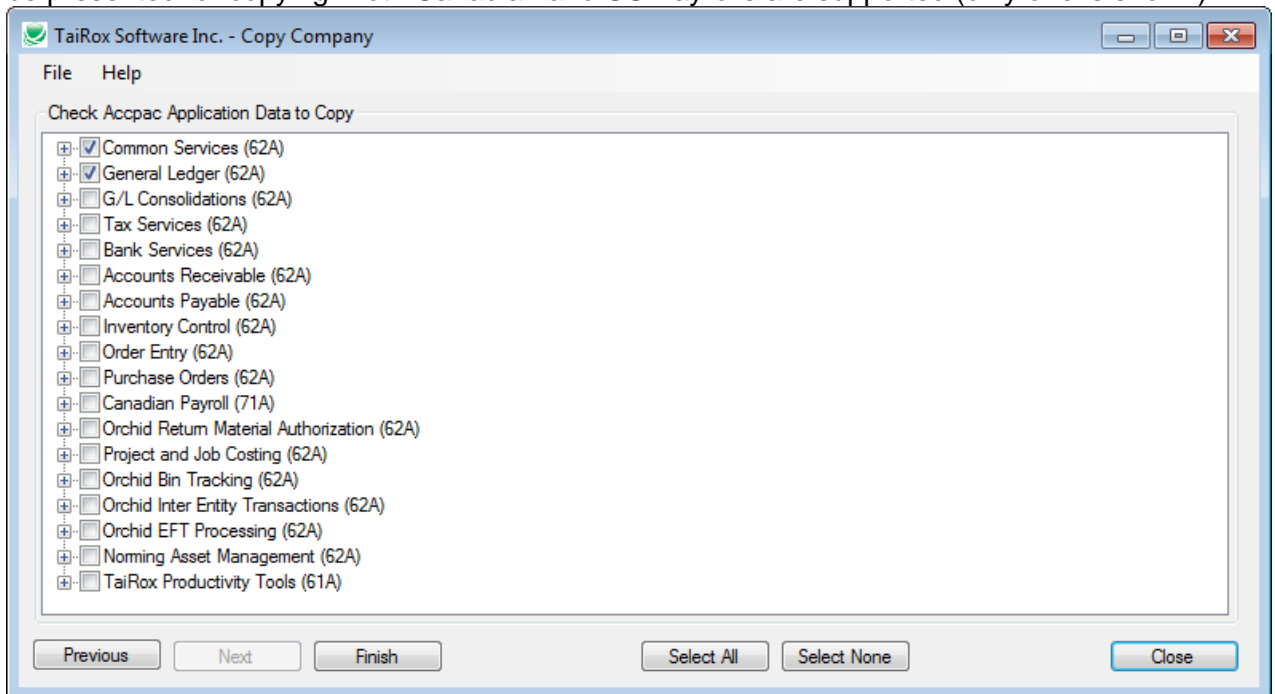
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Running Copy Company (continued)

A wizard is presented to guide you through the process. The first step involves selecting a source company and a target company. To protect against accidents, Copy Company will warn you if the target company has transactional data.



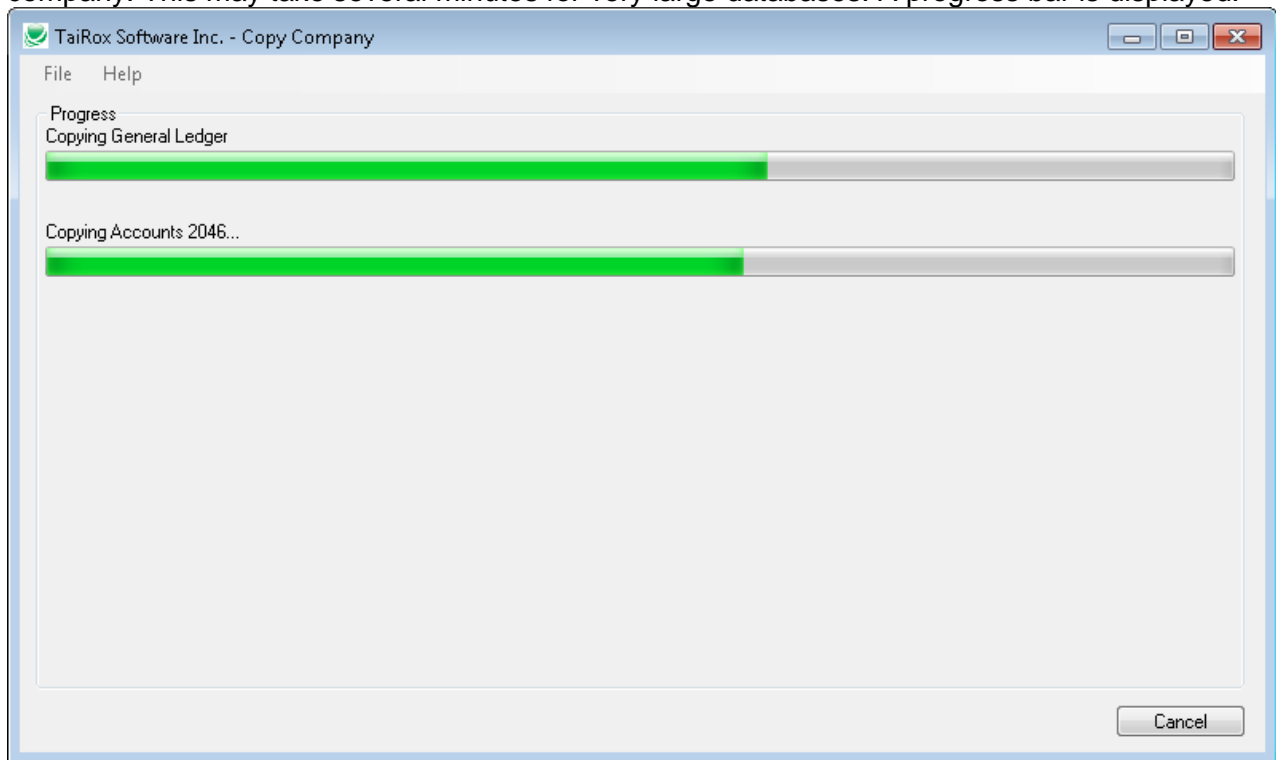
The second step allows you to select which data can be copied. Common Services and General Ledger applications are selected by default. Only Applications activated in the target company will be presented for copying. Both Canadian and US Payrolls are supported (only one is shown).



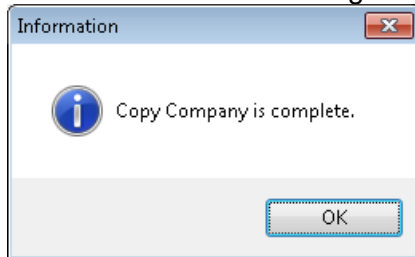
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Running Copy Company (continued)

Once the Finish button is pressed, the selected non-transactional data will be copied to the target company. This may take several minutes for very large databases. A progress bar is displayed.



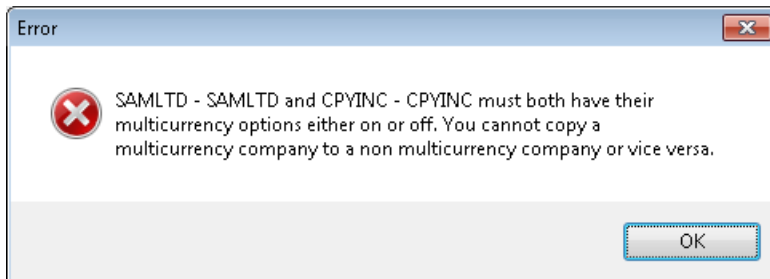
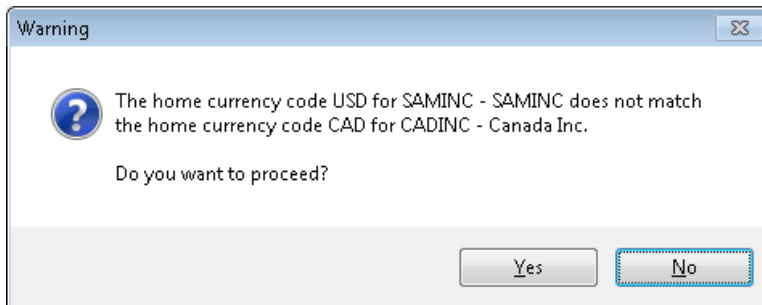
When finished the following message is displayed:



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Warnings, Error Messages and Related Notes

Copy Company may refuse to copy data if the source and target companies do not have matching setup information. Warnings are also displayed in unusual circumstances where copying is permitted. Copy Company will warn you if attempting to Copy from a source company into a target company where the target company has transactions. Copying information into a target company with transactions may affect the operation of the target company and you should not proceed unless you are certain there are no adverse effects. There are certain situations where you may want to copy information from a source company into a target company with transactions. For example, copying G/L Integration Settings will not adversely affect the target company. Conditions are checked before starting to copy the data. Sample messages are shown here.

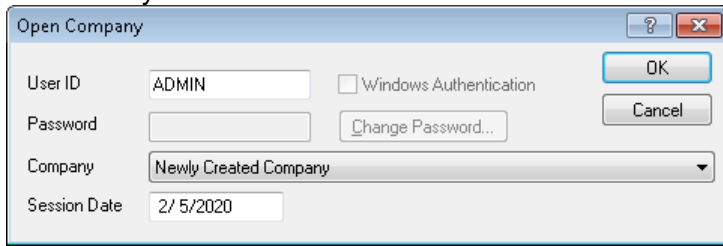


Solution Providers attempting to copy customer's data should note that Copy Company will not run in an environment where the source company will not run Sage 300.

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Appendix A – Activation

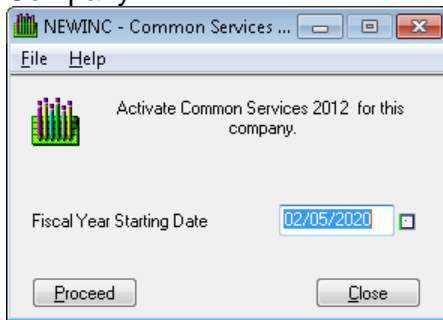
A newly created company will appear in the drop-down list when you log onto Sage 300 in the normal way:



The 'Open Company' dialog box contains the following fields and controls:

- User ID: ADMIN
- Windows Authentication:
- Password: [Empty field]
- Change Password...: [Button]
- Company: Newly Created Company (dropdown menu)
- Session Date: 2/5/2020
- OK: [Button]
- Cancel: [Button]

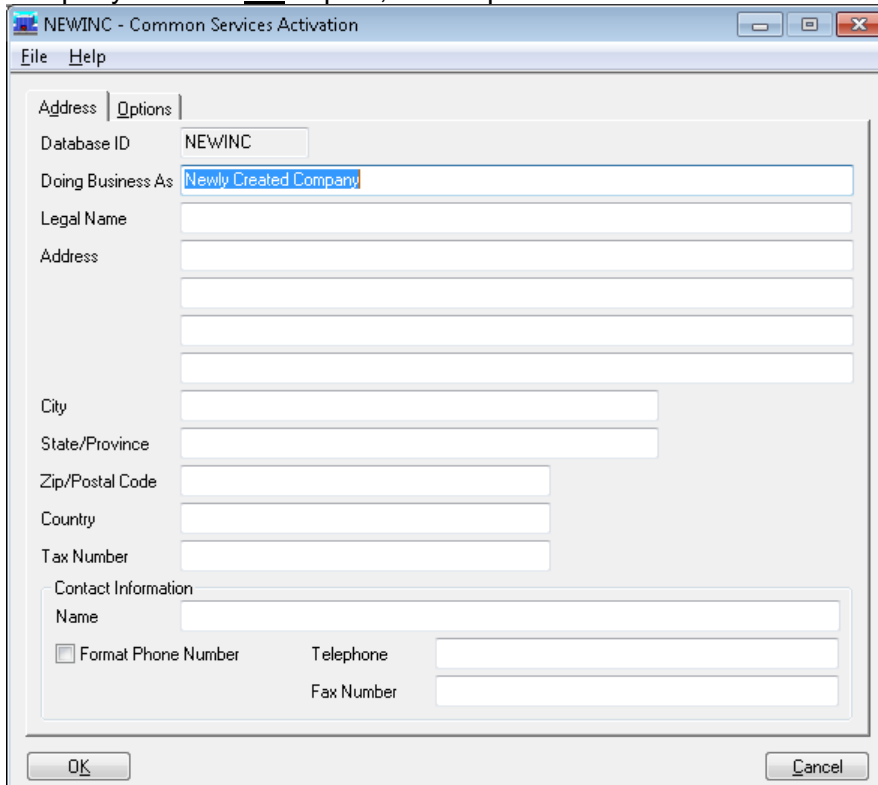
The first time you open the new company, you will be asked for a fiscal year start date and "Common Services will be activated". This is the normal way Sage 300 creates initial data for the Company.



The 'NEWINC - Common Services' dialog box displays the following information:

- Title: NEWINC - Common Services ...
- Message: Activate Common Services 2012 for this company.
- Fiscal Year Starting Date: 02/05/2020
- Buttons: Proceed, Close

After activation, a dialog will appear. You can enter address information (or not). However, you MUST click on the options tab to select a currency. Note that when using Copy Company, the company name is not copied, as it is presumed to be different.



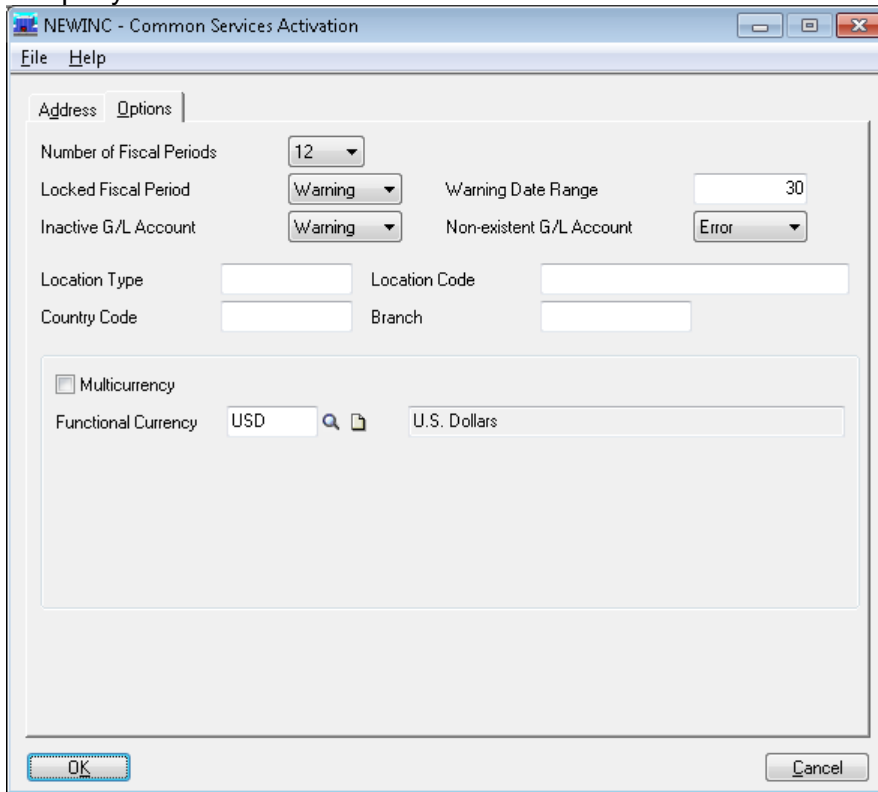
The 'NEWINC - Common Services Activation' dialog box features the following sections and fields:

- Address | Options (Tabs)
- Database ID: NEWINC
- Doing Business As: Newly Created Company
- Legal Name: [Empty field]
- Address: [Empty field]
- City: [Empty field]
- State/Province: [Empty field]
- Zip/Postal Code: [Empty field]
- Country: [Empty field]
- Tax Number: [Empty field]
- Contact Information:
 - Name: [Empty field]
 - Format Phone Number:
 - Telephone: [Empty field]
 - Fax Number: [Empty field]
- Buttons: OK, Cancel

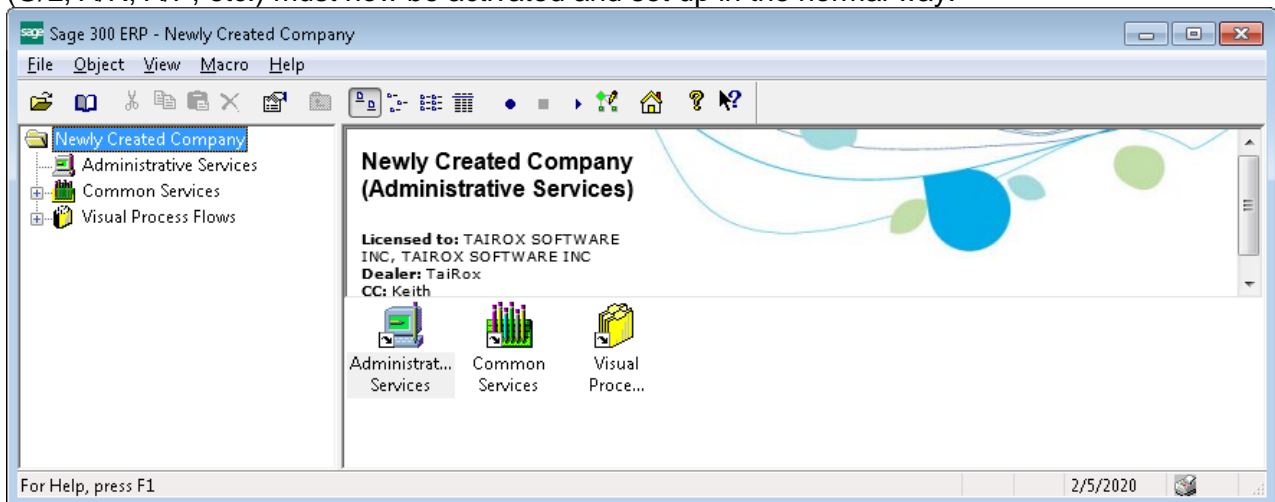
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Appendix A – Activation (continued)

You must select Single or Multi-Currency and which Currency is the functional currency of the company.



After activation, you can see the application's desktop – a brand new “blank” company. Modules (G/L, A/R, A/P, etc.) must now be activated and set up in the normal way.



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Appendix B – Change Functional Currency Recipe

Firstly, let's explain what is meant by changing the functional currency of a Sage 300 company. We'll illustrate with an example. A company has US and Canadian operations with customers and vendors set up with Canadian and US currencies, as well as customers and vendors set up with other currencies. The functional currency is Canadian dollars. The company wishes to change its functional currency to US dollars from a particular fiscal year forward.

Consultants familiar with Sage 300 will realize that a “new” company must be created at year end that will process all future transactions. An “old” company will process any transactions (e.g. adjustments) relating to previous fiscal years. Any comparative statements across the new and old companies will be done using consolidation techniques. These restrictions are in the nature of the problem and the data kept by Sage 300. For example, historical exchange rates and settlements between currencies cannot be “recalculated”.

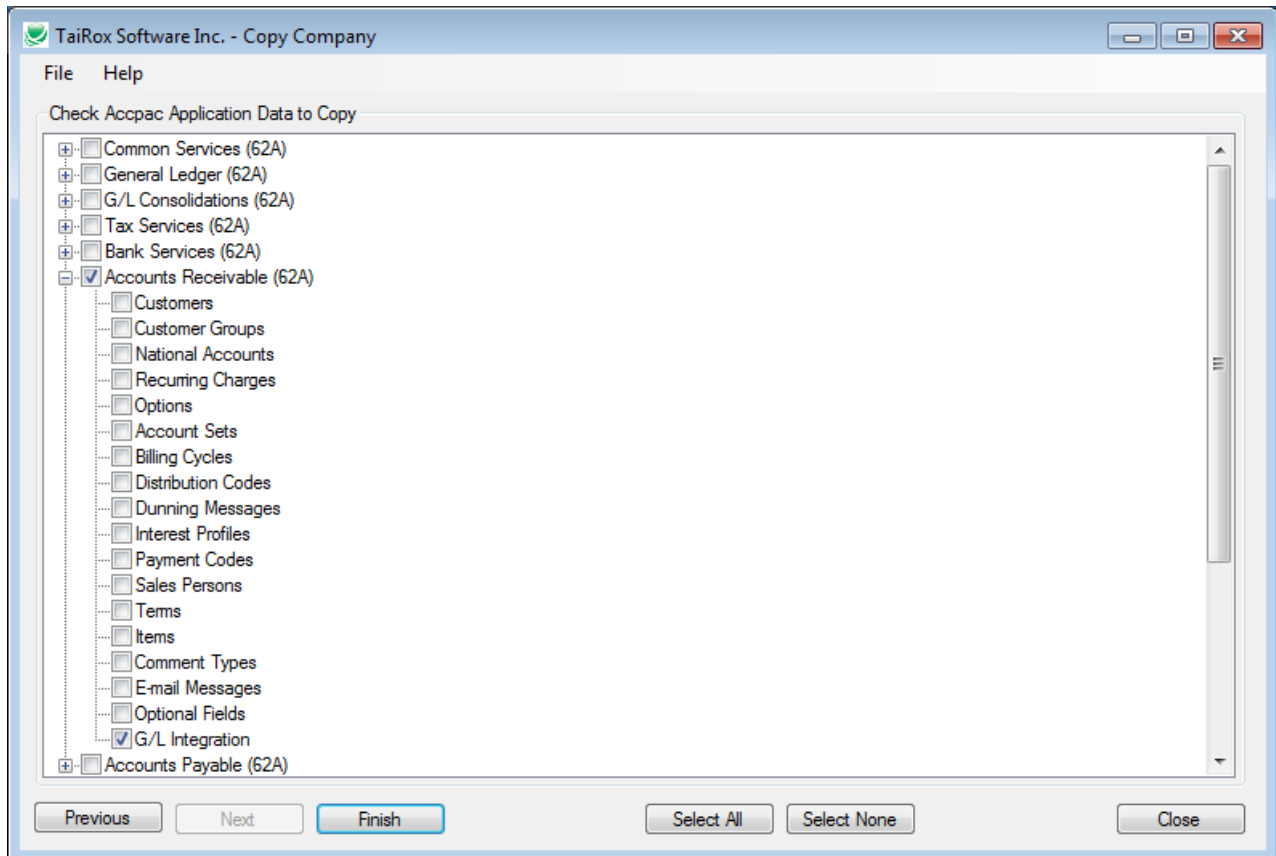
The recipe works by copying large amounts of data (e.g. customers and vendors), while allowing manual setup of smaller amounts of data – customer account sets, vendor account sets, banks, general ledger accounts. Because the general ledger accounts are NOT copied, this is an opportunity to recode the general ledger, if desired.

1. Create a new company, turn on Multicurrency, and set the Functional Currency Appropriately.
2. Activate all required modules except General Ledger.
3. Select the Multicurrency Option in A/R and A/P Options.
4. Add A/R and A/P Account sets. Some planning is required. The account set codes should match the account set codes in the old company. The account sets are NOT copied from the old company, but the codes will be referred to by the customers and vendors.
5. Add Bank Accounts. While these will be for the same banks, the setup will be different in the respect that some bank accounts will change from functional to non-functional accounts or vice-versa.
6. Run Copy Company, selecting source and target companies and appropriate modules to copy:
 - a) For Bank Services Uncheck Banks.
 - b) For A/R and A/P Uncheck Account Sets
 - c) For I/C Uncheck Item Pricing. (Depending on how pricing is set up you may or may not be able to copy pricing directly).
 - d) Click on the finish button and copy the company data.
7. Activate General Ledger.
8. Run Copy Company again to copy the General Ledger setup information.
 - a) Select General Ledger as the only module to copy.
 - b) Within General Ledger you need to copy setup data only so uncheck Accounts, Account Security, Revaluation Codes, and Recurring Entries.
9. Add G/L Accounts in the new company.
10. Run the Integrity Checker and check all module data. Fix any errors that are identified, which will typically be G/L accounts you have missed. For example G/L accounts used in sub ledgers such as A/R may or may not exist, or may not be set up appropriately for a Multicurrency Company.

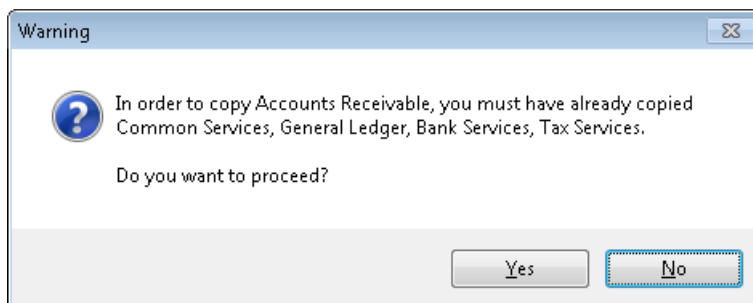
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Appendix D – Copying G/L Integration Settings

One of the more tedious processes for Sage 300 users with multiple companies involves changing the G/L Integration Settings in all modules for all companies. Copy Company can be used to speed up this process by copying these settings from a template company to each target company. Note that the process involves copying setup data to a company with posted transactions. While copying G/L Integration Settings is "safe", not all setup data can be copied to a company with transactions – so Copy Company will display a warning message. When asked which data to copy, select only G/L Integration for each module that has changes. For example, make selections for the Accounts Receivable module as illustrated here. **Note that as of Build 2014-12-10, G/L Integration Settings now copies some "Options entries" presented in the G/L Integration Settings UIs.**



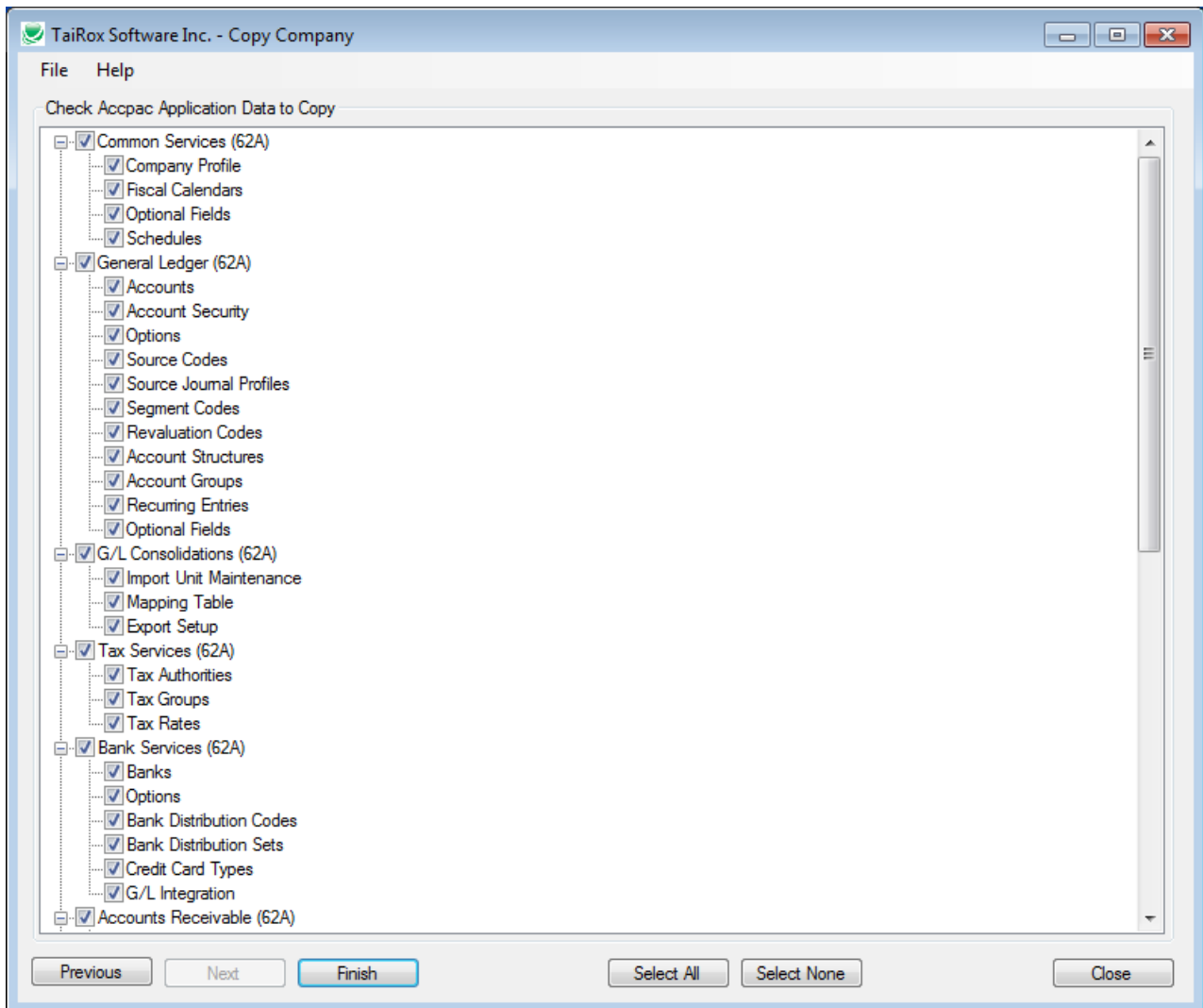
A warning message will appear. Check carefully that the source and target companies are correct and that you have a backup of the data. You will then need to click on Yes to proceed.



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Appendix E – Setup Data

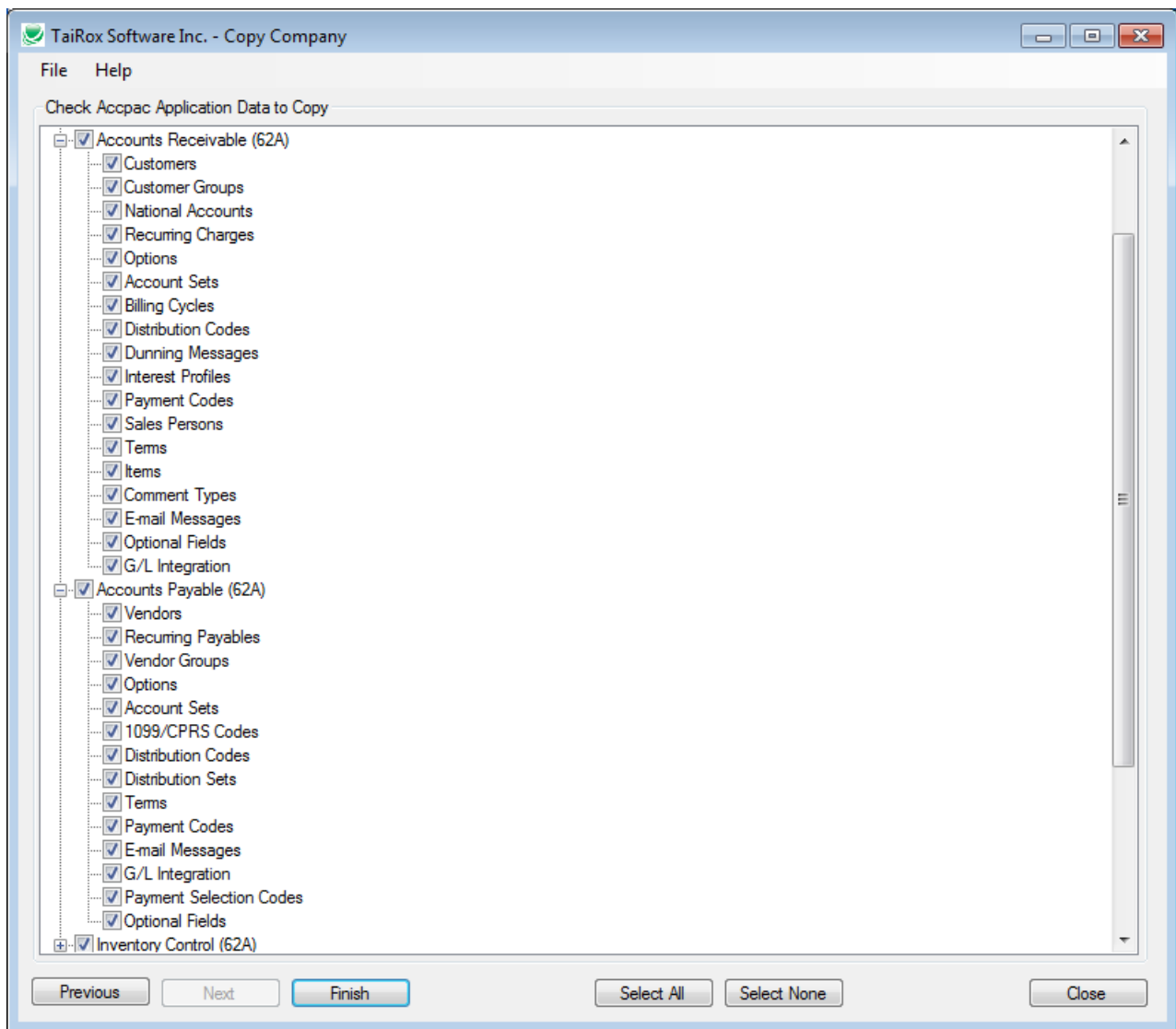
Common Services, General Ledger, G/L Consolidation, Bank Services and Tax Services:



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Appendix E – Setup Data (continued)

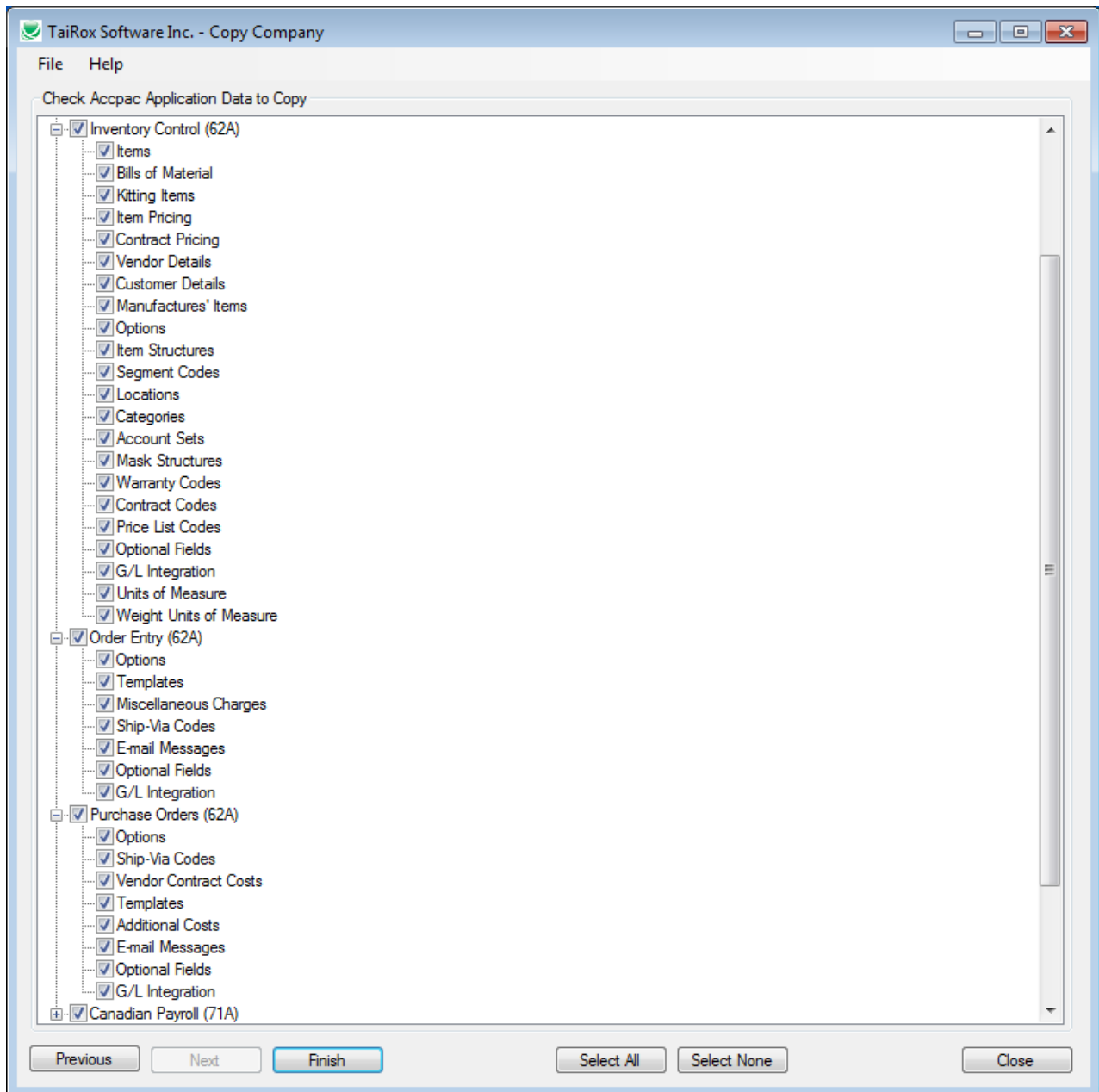
Accounts Receivable and Accounts Payable:



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Appendix E – Setup Data (continued)

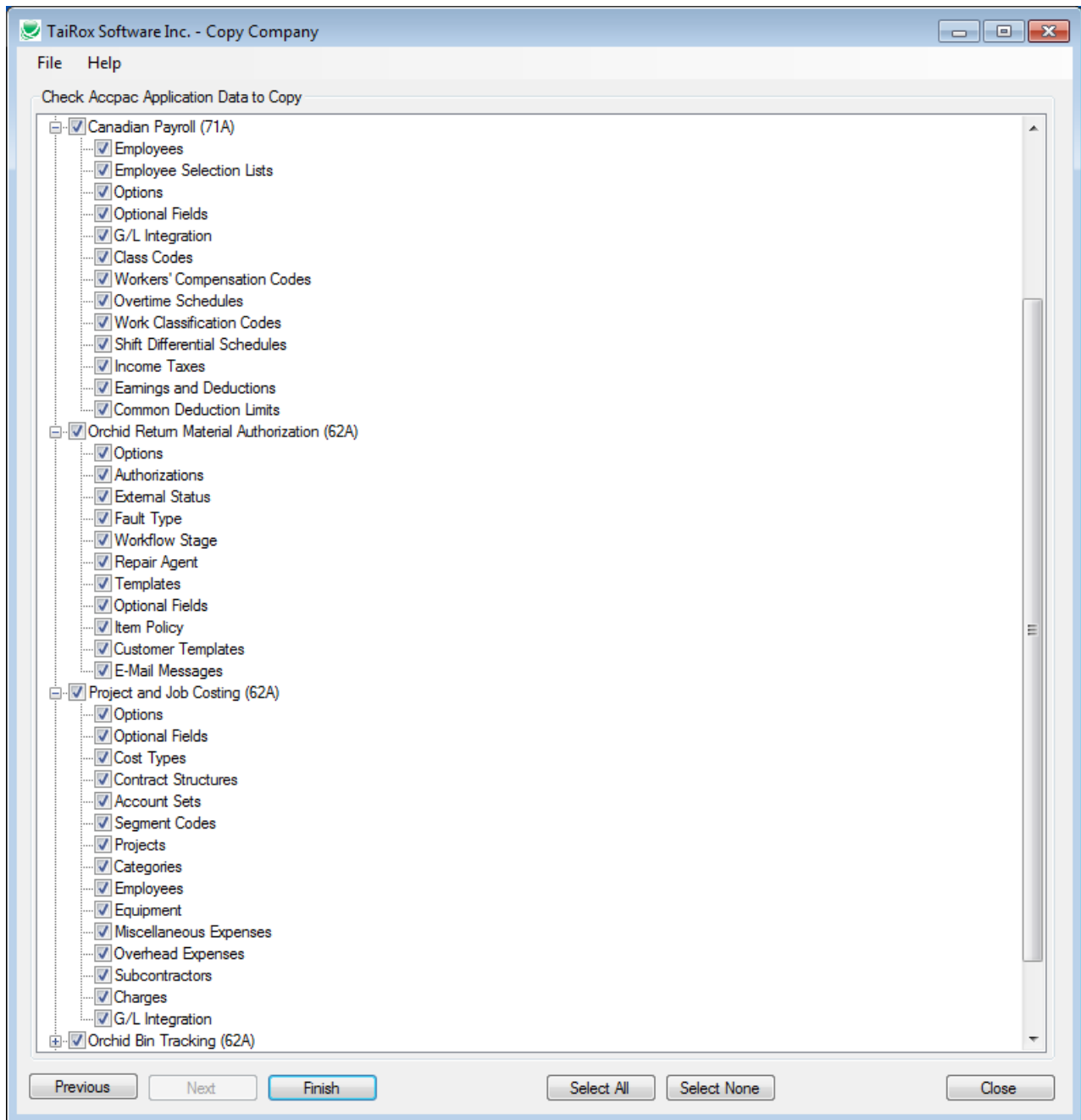
Inventory Control, Order Entry and Purchase Orders:



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Appendix E – Setup Data (continued)

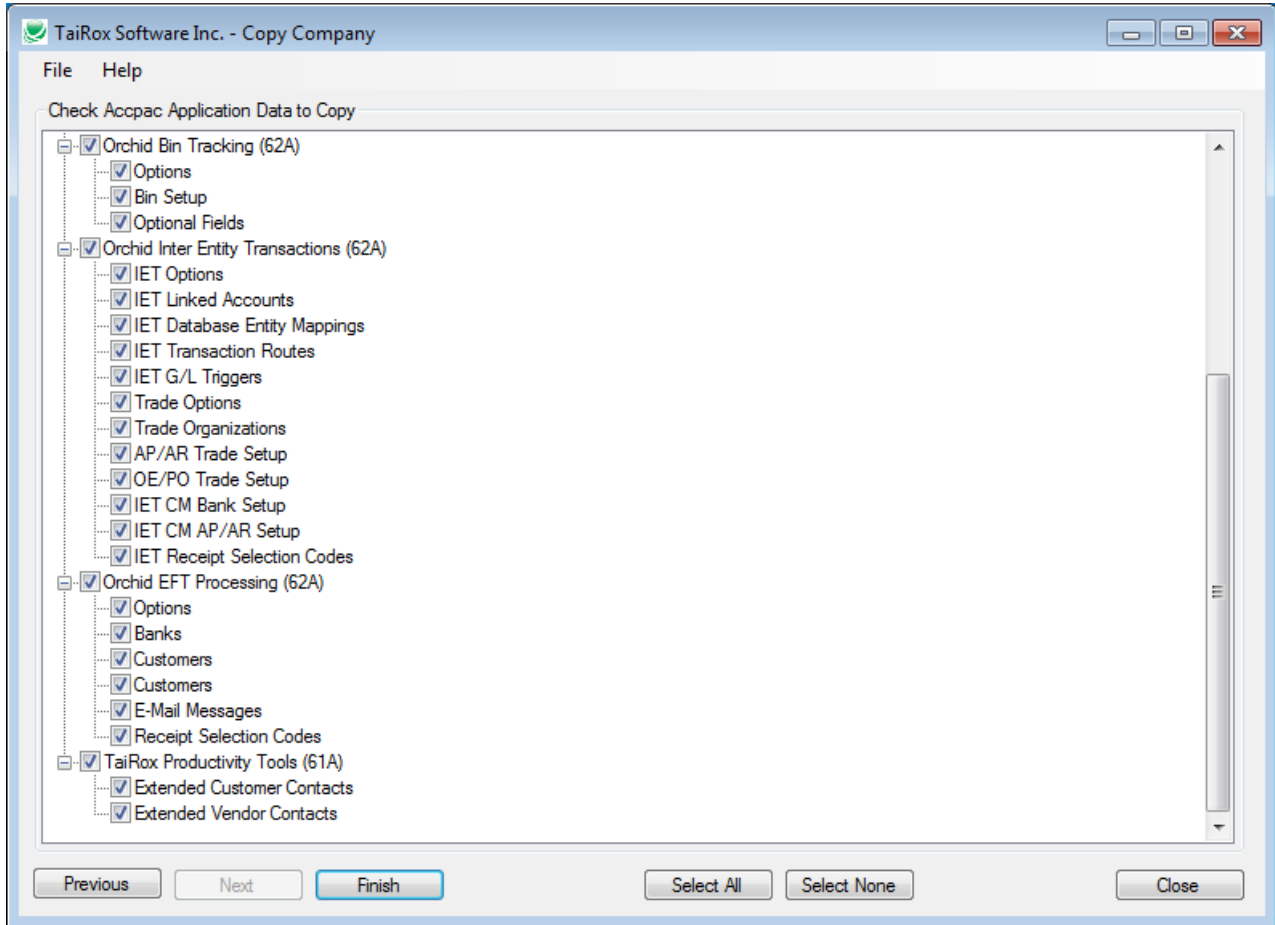
Payroll, Return Materials Authorization and Project & Job Costing:



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Appendix E – Setup Data (continued)

Orchid Bin Tracking, Orchid Inter-Entity Transactions, Orchid EFT Processing and TaiRox Productivity Tools:



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Appendix E – Setup Data (continued)

Norming Asset Management:

