



# Automate G/L Consolidation

## User Guide

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# Automate G/L Consolidation

Automate G/L Consolidation drives any number of G/L Consolidation operations that you set up using the standard Sage 300 G/L Consolidations module. It eliminates the manual steps involved in consolidating Sage 300 General Ledgers, letting you consolidate 50 or 100 companies – all in a single operation.

The resulting G/L batches can optionally be posted or provisionally posted in the consolidated ledger. You can even consolidate a source company into multiple consolidation companies. (See [Consolidating a Source Company into Multiple Consolidation Companies](#) at the end of this guide.)

The program is designed to run as an unattended Windows Scheduled Task or from the user interface.

**Note:** Automate G/L Consolidation uses the business logic in the Sage 300 G/L Consolidation program. This program must be activated in all source and target companies. The use of the core application's business logic insures proper multiuser operation.

Automate G/L Consolidation stores database login and consolidation setup information in an XML file.

For situations where several consolidations are performed every month, each involving different source and target companies, you can set up multiple XML files – which can be selected when running Automate G/L Consolidation from its user interface or specified for each Windows Scheduled Task.

## Running Automate G/L Consolidation

### The Settings tab

The Settings tab includes the company, authentication, settings file name, and options selected for a consolidation task which would typically be run once a month.

Click the **Consolidate** button to run the consolidation task immediately using the displayed settings.

**Complete the fields on the Settings tab as follows:**

**Settings File** – All the settings from all tabs on the form are stored here. All password information is encrypted in the XML file. Any number of tasks can be set up, stored in different XML files and run as separate Windows Scheduled Tasks.

**Task Name** – This name can appear in the subject line of email notifications.

**Company Name** – This is the name of the Sage 300 consolidated company.

**Company ID** – This is the Sage 300 Company ID of the consolidated company.

**User** – The program will use this login ID to log in to the various companies. Using the ADMIN user is a simple way to guarantee that there will be sufficient rights in all companies.

**Password** – This password will be encrypted in the XML file.

**Transaction Date\*** – You can specify the transaction date for the transactions if you are using the Consolidate button to run the program.

**Default Fiscal Year-Period from Consolidated Company\*** – When the program is run, the fiscal year and period are defaulted from the consolidated company rather than defaulting from the system date. This setting avoids the need to set the year and period every time the program is run if the fiscal calendar does not match the calendar year.

**Fiscal Year\*** – The fiscal year for the transactions.

**Period\*** – The fiscal period for the transactions.

**Currency Rate Date\*** – Any currency conversions will use rates based on this date.

**Post G/L Batches** – Whether or not to post the G/L Batches that result from the consolidation.

**Provisionally** – If checked, posted G/L Batches will be provisionally posted.

**Posting Drop-Down** – Lets you choose "Post Batches in Range" or "Post Batches Individually".

If you post individually, the G/L will generate a separate posting journal for each batch posted – so it may be easier to match posting journals to the companies where the transactions originated.

Note that you cannot choose to post "individually" if you choose Provisional Posting.

\* **Dates, Fiscal Years and Periods are not stored in the XML file.** When running as a Windows Scheduled Task all transactions are based on the system date.

See [Create Scheduled Task](#) for instructions on setting up Windows Scheduled Tasks to fully automate consolidations.

## The Consolidation tab

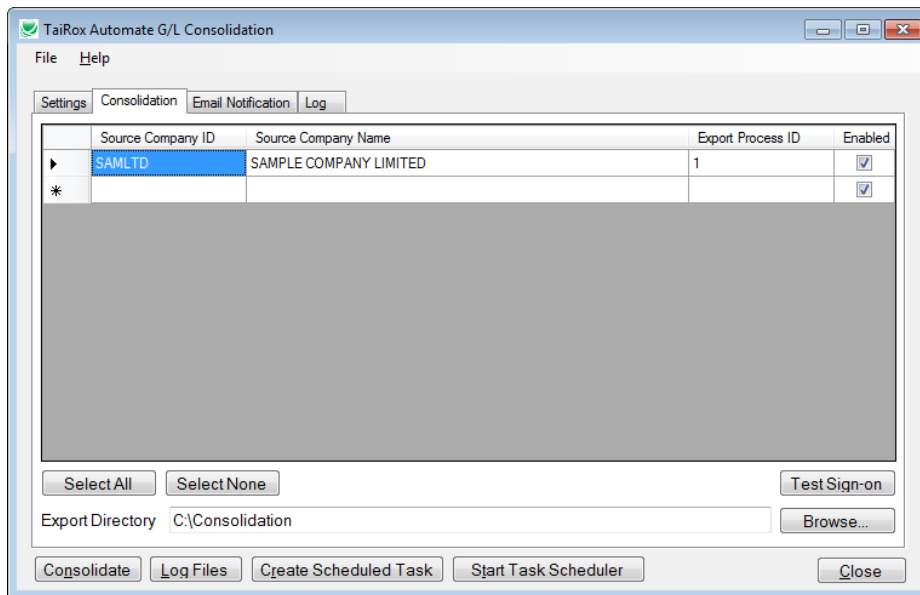
The Consolidation tab displays a grid that lists the source companies for the consolidation procedure and each of the Sage 300 G/L Consolidations "Export Process ID" being automated.

You must set up the consolidation processes in the Sage 300 G/L Consolidation module before you can add them here.

The Enabled checkbox lets you include or exclude export processes when you run the consolidation task.

You can use the Select All and Select None buttons to choose or exclude all export processes in the list.

The Export directory is used for transferring export files from the source ledgers to the consolidation ledger.

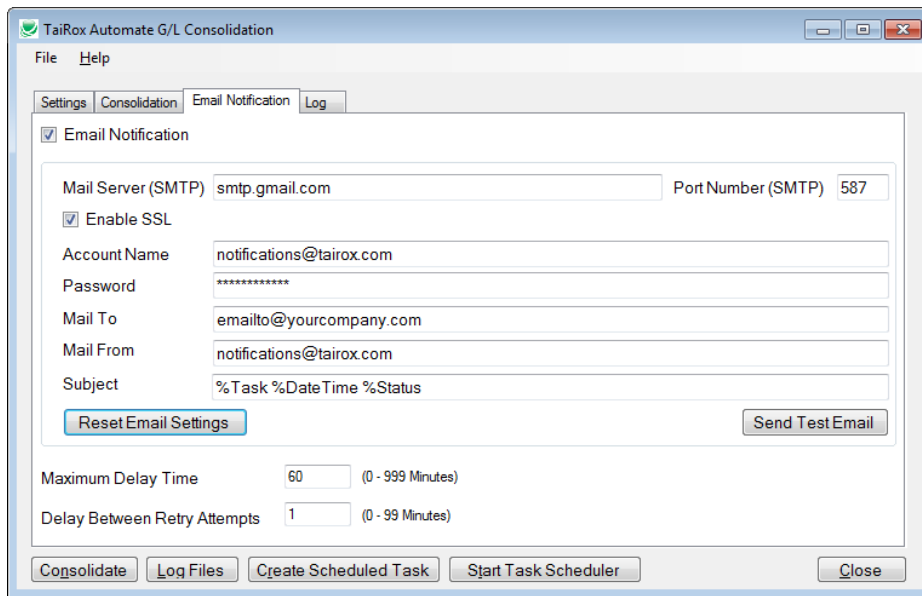


## The Email Notification tab

The Email Notification tab contains the settings for email notification.

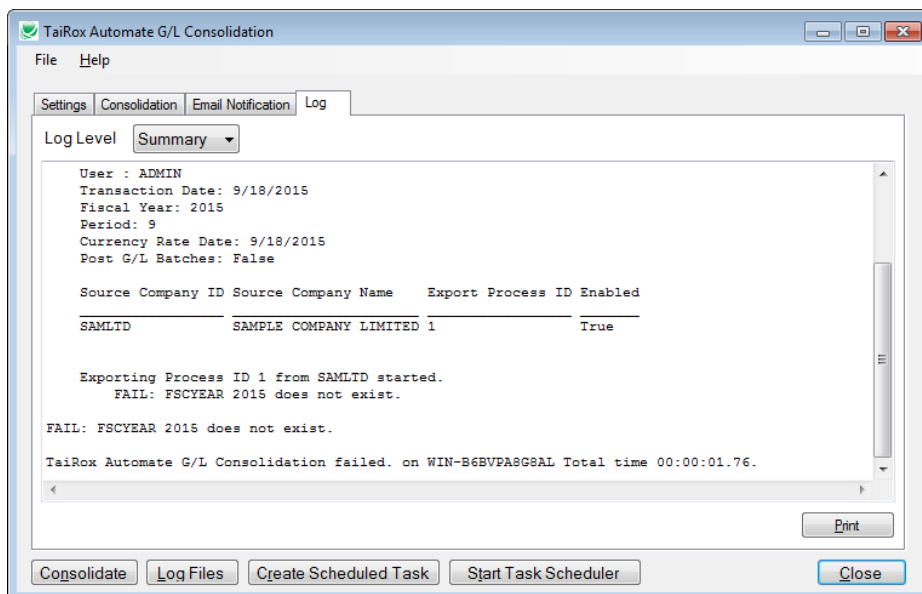
The default values shown below are for a TaiRox gmail account that you can use, or you can enter settings that work for your email client.

If using these settings, you will only have to update the Mail To email address.

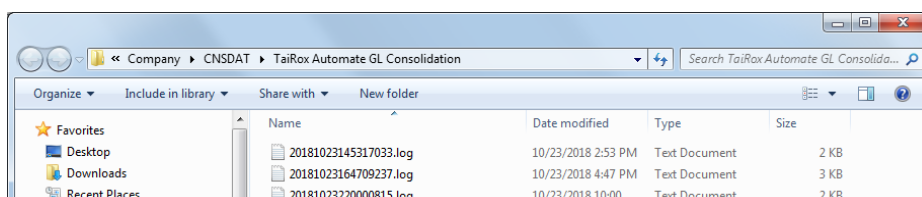


## The Log tab

The Log tab provides a display window that is active when you click the Consolidate button.



Automate G/L Consolidation keeps a daily log file. You can view previous log files by clicking on the Log Files button at the bottom of the screen. It will launch Windows Explorer and display the log file directory.



# Creating and Automating a Scheduled Task

Automate G/L Consolidation will create a basic task that can be managed with the Task Scheduler. The task will have the Task Name that you specify on the Automate G/L Consolidation Settings tab.

We provide this feature to ensure that the Task Scheduler's Action tab will have the correct path to the Automate G/L Consolidation program and have the current XML path and name. These are the most common errors made by consultants who are unfamiliar with the Task Scheduler.

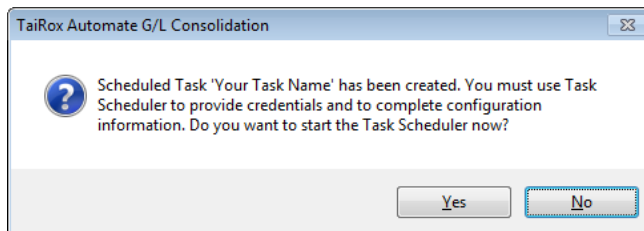
**Important:** You **MUST** edit the task created by Automate G/L Consolidation in the Windows Task Scheduler to provide credentials for the task. Otherwise it will not run. Other important options also need to be set up properly.

Consult the Windows Task Scheduler documentation for important details beyond the scope of this document.

## Using the Create Scheduled Task button

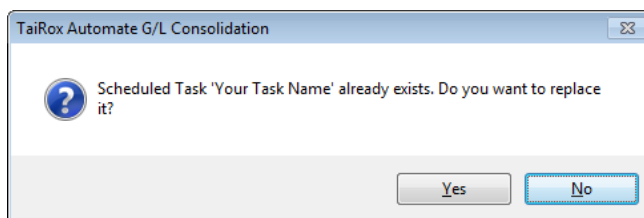
Fill in the fields for Automate G/L Consolidations and run it manually before creating the scheduled task to ensure that the XML file is properly set up.

- **Click the Create Scheduled Task button to create the task.** The following message will appear:



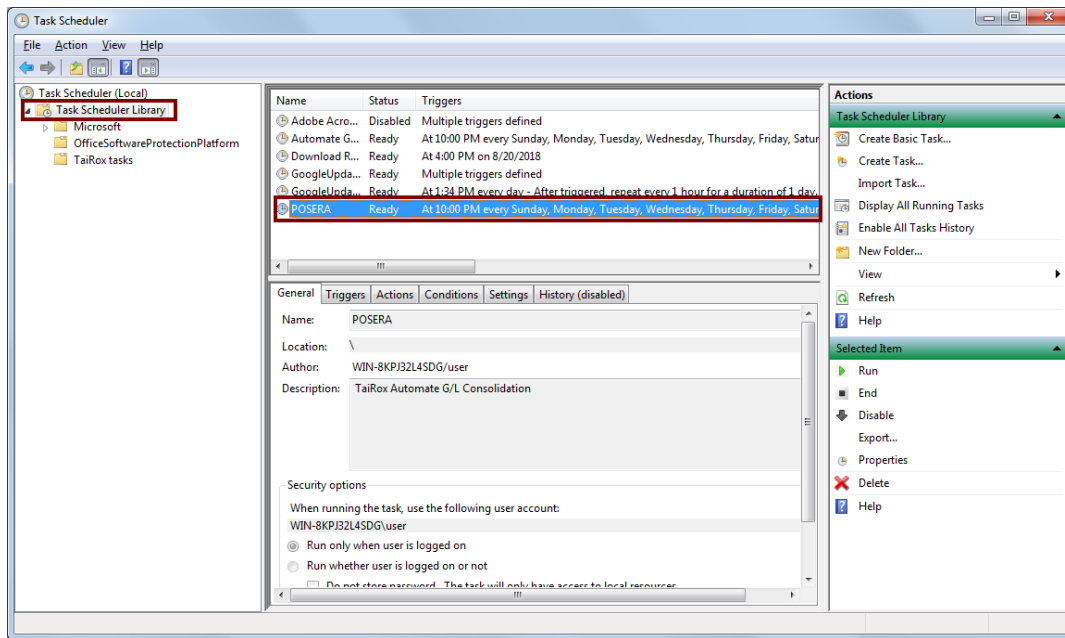
- Click Yes to start the Windows Task Scheduler.

If a task with the same name already exists, the program will warn you that the task exists.



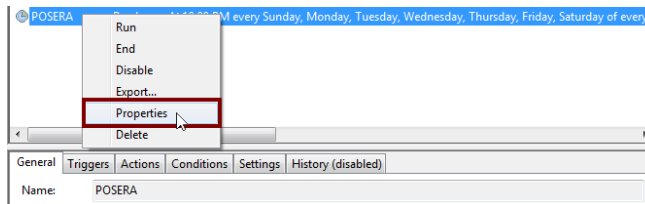
**Note:** If you replace the task, you will lose the existing (i.e. previous) task settings.

- **Click the Start Task Scheduler button to open the Task Scheduler window.**  
The Task Scheduler varies in appearance from one version of Windows to another.



- **Click the “Task Scheduler Library” folder in the left panel, and then select the task you just created in the middle panel.**
  - Right-click the task entry and select **Properties** to edit the task settings.

**You MUST edit the properties to add the task user account password.** When you save the properties, the program will ask you to provide the password for the task user.



If the task does not run properly after set up, the problem is usually that some authentication has failed.

#### Some hints:

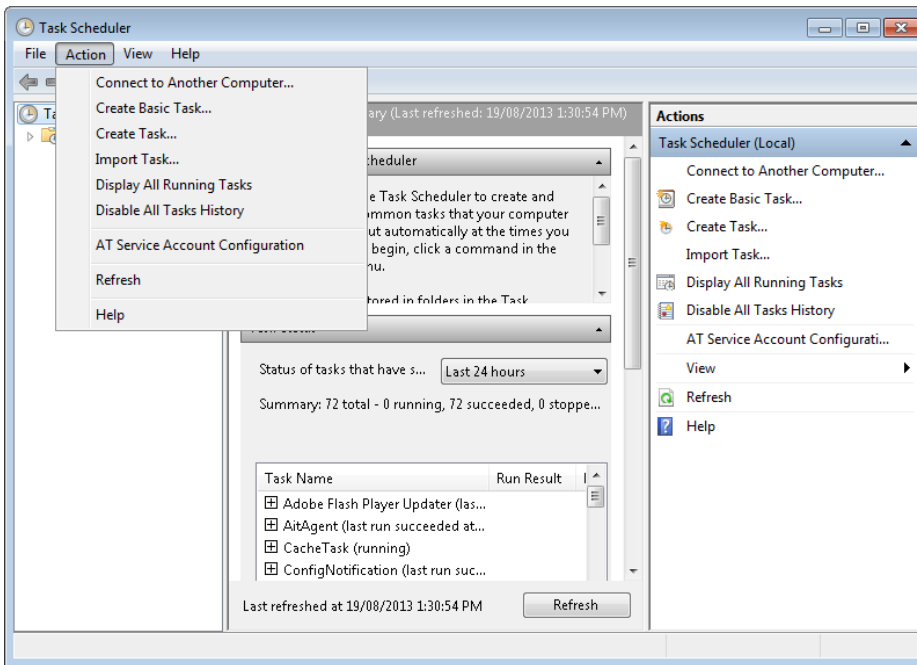
- The scheduler requires a user and password. Create Scheduled Task created the task with a task user, but it did not add the task user’s password.  
You must edit the task properties to specify the password (when you click Save).  
You can also change the task user when you edit the task properties.
- An experienced Windows IT person should be able to solve any problems.
- Your error has occurred before – do an internet search specifying the error message.

## Manually create a Basic Windows Task

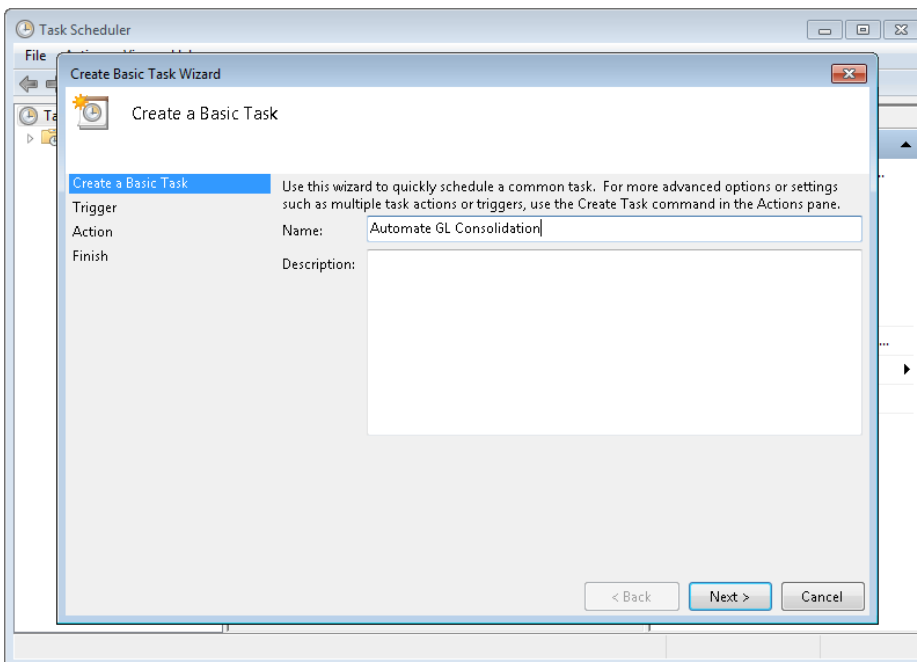
The easiest and most reliable way to create the Windows task is to use the Create Scheduled Task button – described above. However, you can also follow these general instructions to create the task from scratch, using the Windows Task Wizard.

The Windows Task Scheduler program is available from **Control Panel > Administrative Tools > Task Scheduler**.

- Select **Action > Create Basic Task** to start the task wizard.

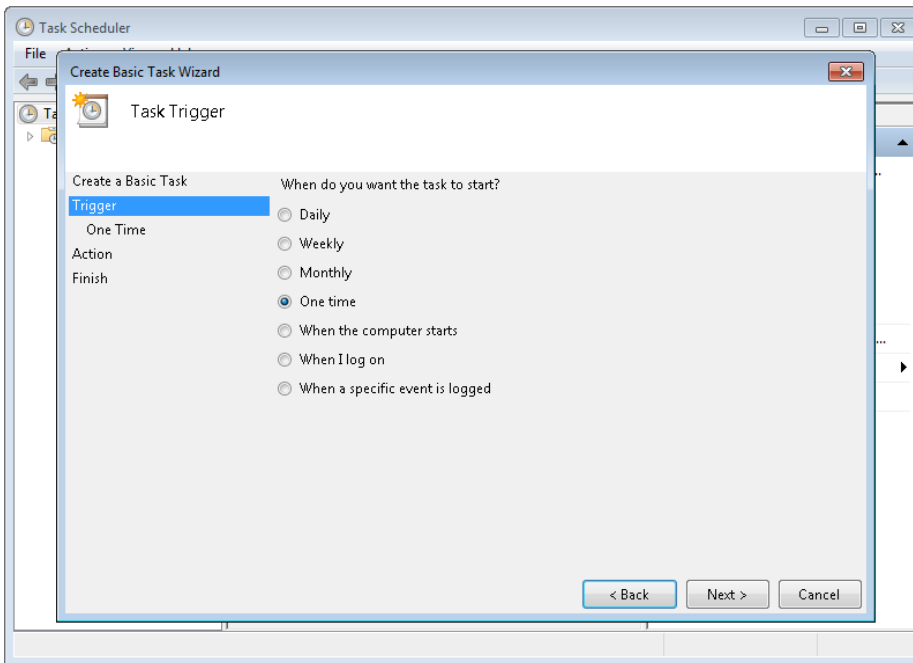


- Enter the name of the task and click next.

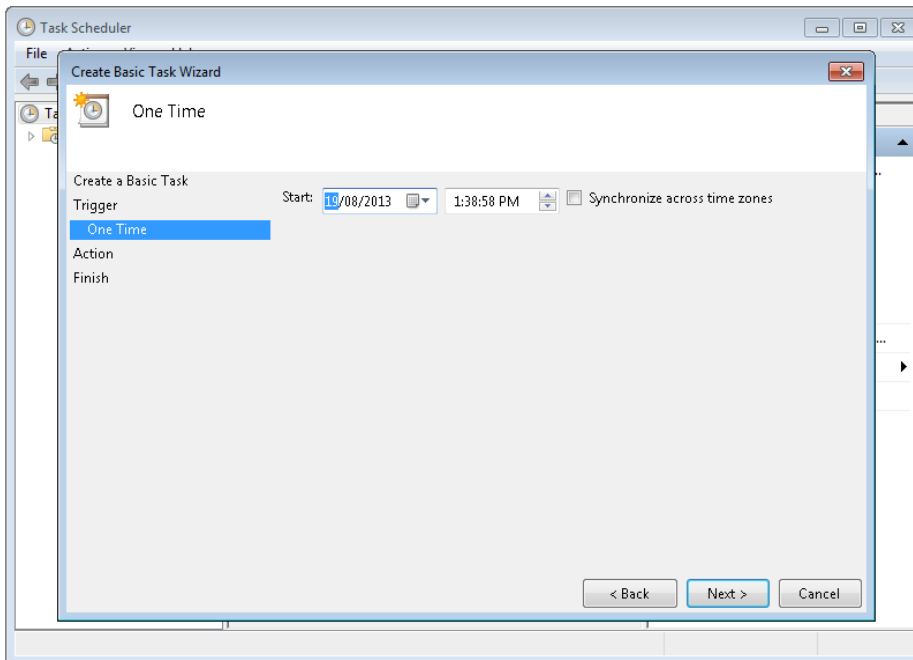




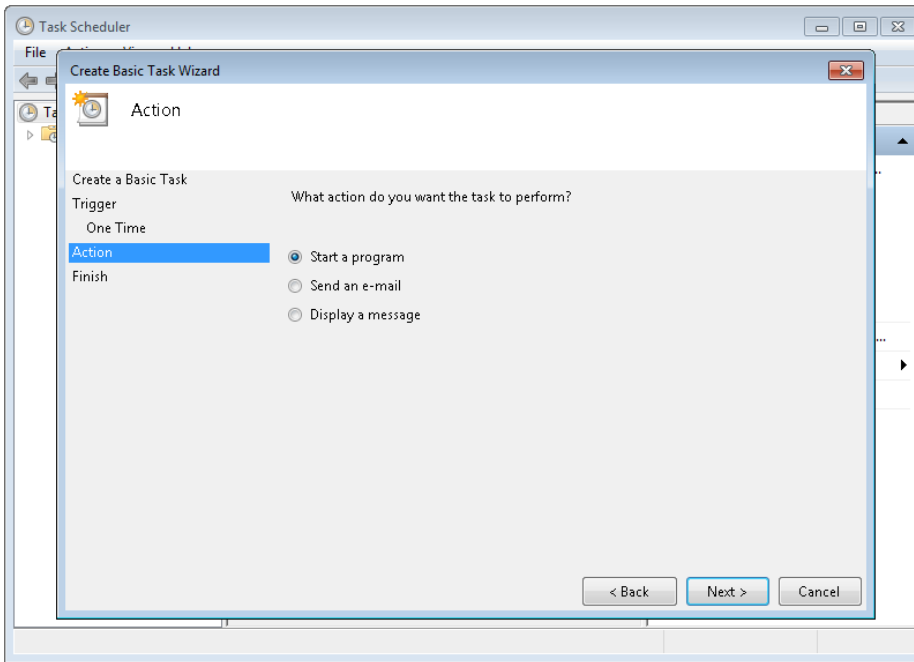
- You can select any schedule you want. In this example Automate G/L Consolidation is scheduled to run One Time.



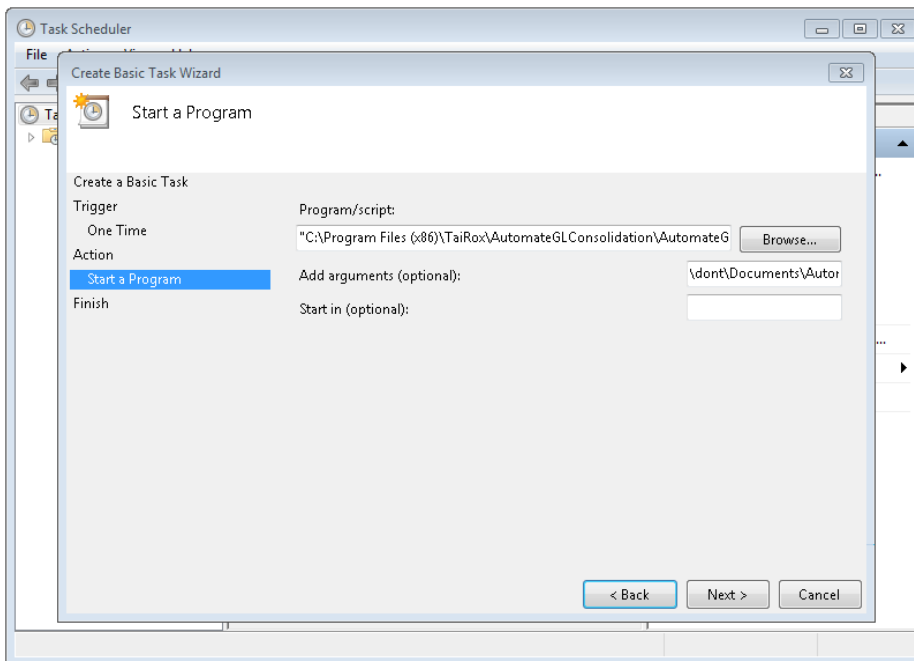
- Select when you want to start the task and click next.
- Select the date and time you want to run Automate G/L Consolidation One Time and click next.



- To run Automate G/L Consolidation select Start a Program and click next.

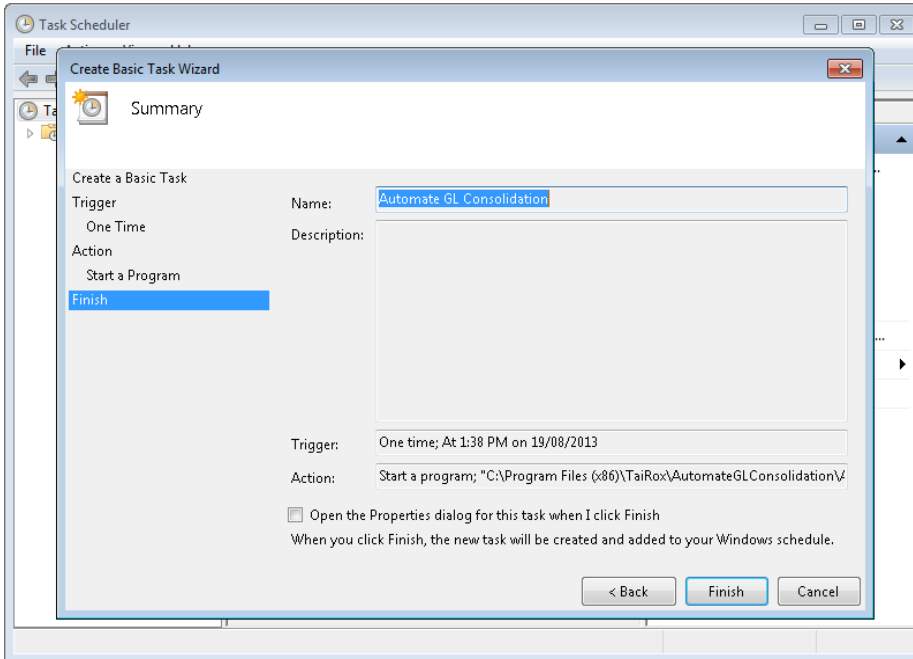


- Click the Browse button and browse to:  
"C:\Program Files (x86)\TaiRox\AutomateGLConsolidation"  
and select AutomateGLConsolidation.exe as the program to start.

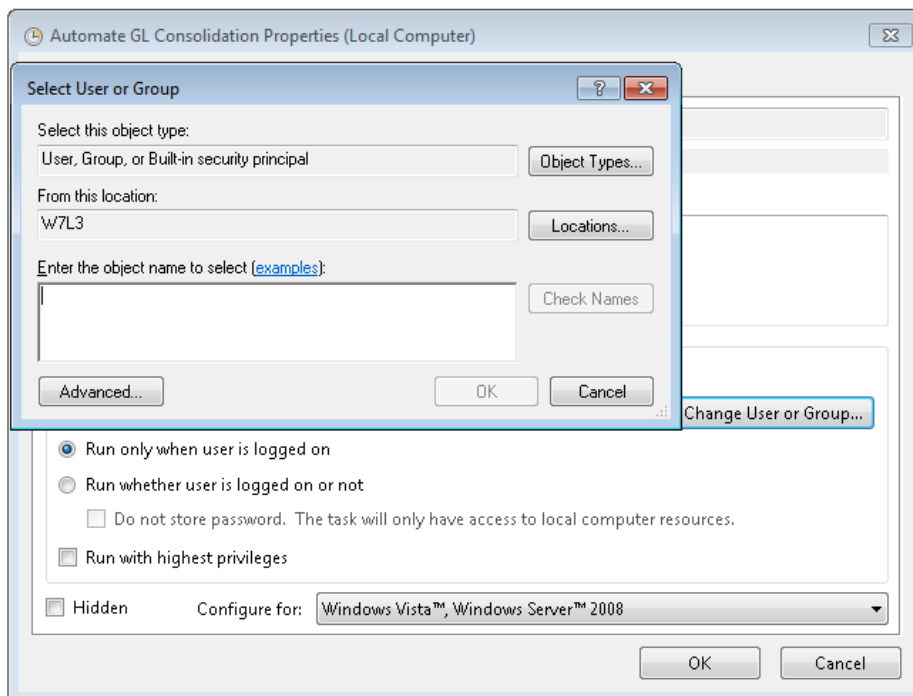


- Add as optional arguments the path to your XML file that you created and saved that are your settings to run Automate G/L Consolidation. Click next.

- Click finish.



- Depending on your Windows security model you may have to provide a domain account to run the task.
- Click on the properties of the task and Change User or Group.



# Consolidating a Source Company into Multiple Consolidation Companies

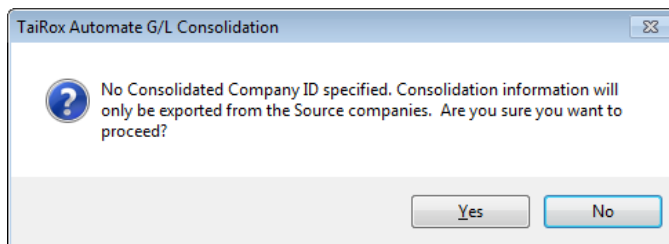
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Suppose you have 30 source companies that are to be consolidated into 5 consolidation companies, with some of the same source companies consolidating into more than one consolidation company.

**Step 1:** Set up Automate G/L Consolidation to do "Only Export" by blanking out the Consolidation Company field in the set up.

The 30 source companies are identified as normal. Saver this XML file as "Export Only".

When operating manually during initial setup and testing, you will be warned before this operation proceeds:



**Step 2:** Set up a BAT file to copy the appropriate files from the export directory into the 5 consolidation import directories.

**Step 3:** Set up Automate G/L Consolidation with 5 "Import Only" jobs.

These jobs will have no source companies in the setup. When operating manually during initial setup and testing, you will be warned before this operation proceeds:

