

TaiRox Productivity Tools User Guide

Summary - Accounting Status

Account Status assists with the management of Sage 300 accounting processes by providing status information in a single window. This benefit is targeted at larger clients who have several people involved in closing a month-end or year-end.

Overview - Accounting Status

Accounting Status displays un-posted batches and un-transferred sub-ledger transactions from all Sage 300 applications in a single SDK window. User can drill-down from that window to see batch control records and other pertinent information.

Running Accounting Status

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

When Accounting Status is launched a main window will appear. Each application will have a section that displays the status of batches and other pertinent data that may need to be addressed as part of a period-end process. Clicking on underlined counts will drill-down to more information. Generally, **green** indicates "Ready to Post", **blue** and **red** indicate "Open" or "Not Complete". **Red** items would normally need to be completed as part of a period-end process.

The windows in this manual are for illustration purposes - they show all possible items that might appear. Normally, much less information will be visible. For example, the following Account Receivable section would not show the "Batches to Create" lines unless there actually are batches that need to be transferred to the General Ledger.

Accounts Receivable	Invoice Batch Status	Receipt Batch Status	Adjustment Batch Status	Refund Batch Status
	Open	<u>1</u> Open	<u>1</u> Open	<u>1</u> Open
	Ready To Post	<u>2</u> Ready To Post	<u>1</u> Ready To Post	<u>1</u> Ready To Post
	General Ledger Batches to Create			
	Invoice Batches	Yes		
	Receipt Batches	Yes		
	Adjustment Batches	Yes		
	Refund Batches	Yes		
	Revaluation Batches	Yes		

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Running Accounting Status (continued)

For illustration purposes, all possible conditions are displayed here:

Application: PTDEMO - TaiRox Accounting Status									
File Help									
General Ledger									
Batch Status									
Open		1							
Ready To Post		1							
Accounts Receivable									
Invoice Batch Status									
Open		1							
Ready To Post		2							
Receipt Batch Status									
Open		1							
Ready To Post		1							
Adjustment Batch Status									
Open		1							
Ready To Post		1							
Refund Batch Status									
Open		1							
Ready To Post		1							
General Ledger Batches to Create									
Invoice Batches		Yes							
Receipt Batches		Yes							
Adjustment Batches		Yes							
Refund Batches		Yes							
Revaluation Batches		Yes							
Accounts Payable									
Invoice Batch Status									
Open		1							
Ready To Post		2							
Payment Batch Status									
Open		1							
Ready To Post		2							
Adjustment Batch Status									
Open		1							
Ready To Post		1							
General Ledger Batches to Create									
Invoice Batches		Yes							
Payment Batches		Yes							
Adjustment Batches		Yes							
Revaluation Batches		Yes							
Order Entry									
Active Orders									
Not Complete		10							
On Hold		1							
Shipments									
Not Complete		1							
General Ledger Batches to Create									
Order Entry		Yes							
Purchase Orders									
Requisitions									
Not Complete		3							
General Ledger Batches to Create									
Purchase Orders		Yes							
Inventory Control									
Receipts									
Entered		1							
General Ledger Batches to Create									
Inventory Control		Yes							
Bank Services									
Bank Reconciliation Entries									
Not posted		1							
General Ledger Batches to Create									
Bank Services		Yes							

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Running Accounting Status (continued)

Clicking on the Open A/R Invoice Batch count will display a list of those items:

The screenshot shows the PTDEMO - Accounts Receivable (Invoice Batch Status - Open) window. The main table contains the following data:

Batch Number	Batch Date	Description	Number of Entries	Batch Total	Batch Type	Batch Status	Source Application	B.
68	05/07/2020	July Transactions	1	108,250	Entered	Open	AR	N

The window also features a 'Refresh' button and a 'Close' button at the bottom.

Clicking on the O/E Active Orders Not Complete count will display a list of those items:

The screenshot shows the PTDEMO - Order Entry (Active Orders - Not Complete) window. The main table contains the following data:

Order Number	Order Description	Order Date	Order Type	Customer Number	Bill-To Name	Purchase Order Number
ORD0000000000001	Please ship ASAP	15/01/2019	Active	1200	Mr. Ronald Black	
ORD0000000000002	No backorder ple	15/01/2019	Active	1210	ACME Plumbing	
ORD0000000000003	No backorder	30/06/2020	Active	1105	Bargain Mart - Oa	
ORD0000000000004		01/07/2020	Active	1200	Mr. Ronald Black	
ORD0000000000005		01/07/2020	Active	1200	Mr. Ronald Black	
ORD0000000000006		05/02/2020	Active	1200	Mr. Ronald Black	
ORD0000000000007		05/02/2020	Active	1210	ACME Plumbing	
ORD0000000000008		05/02/2020	Active	1240	The Courtyard	
ORD0000000000009		05/02/2020	Active	1500	Custom Comfort	
ORD0000000000070		05/02/2020	Active	1200	Mr. Ronald Black	

The window also features a 'Refresh' button and a 'Close' button at the bottom.