

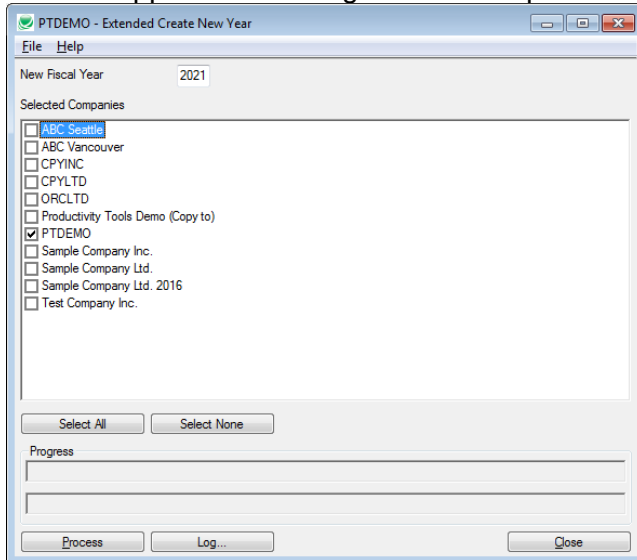
# TaiRox Productivity Tools User Guide

## Summary and Overview – Extended Create New Year

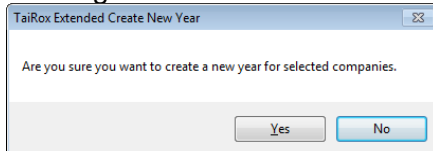
Extended Create New Year extends the functionality of Sage 300 by creating a new year in multiple companies in one step. In controlled environments, this will shorten the work for a senior accounting resource. **Important Note:** A fiscal calendar must exist for the new year for all selected companies prior to running Extended Create New Year.

## Running Extended Create New Year

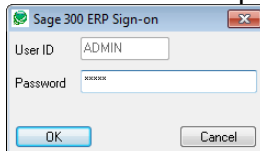
Once the TaiRox Productivity Tools are installed and activated, the Extended Create New Year icon will appear on the Sage 300 desktop. When run, the following form is displayed.



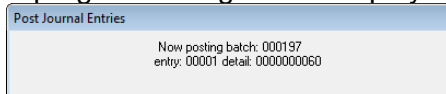
Clicking on Process asks for confirmation:



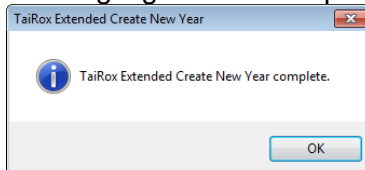
The admin user's password needs to be entered, providing rights in all companies:



A progress dialog will be displayed during the operation:



A dialog signals the completion of the operation:



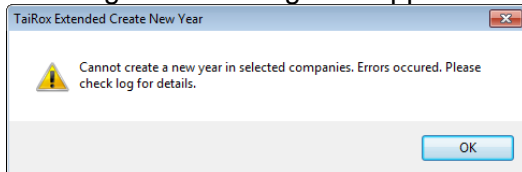
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## Running Extended Create New Year (continued)

**Important Note:** Extended Create New Year is an “all or nothing” operation. Before processing any of the companies, they are all checked for the existence of a fiscal calendar for the specified year. If any of the companies does not have its fiscal calendar set up, then no companies will be processed.

A log file contains the details of the operations performed:

If the fiscal calendar for the new year does not exist in some of the selected companies, the following error message will appear:



The log retains a record of both failed and successful operations:

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