

# Extended G/L Account Groups

Extended G/L Account Groups is an enhanced replacement for the Sage G/L Account Groups screen. It lets you copy account groups to other Sage 300 company databases.

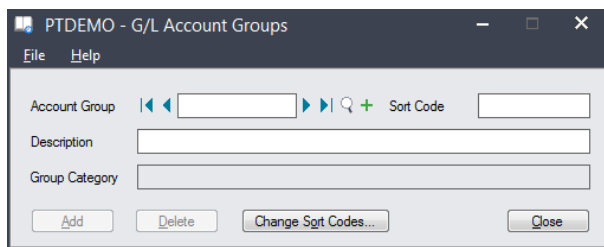
**Note:** There are important distinctions between adding an account code into multiple companies, changing a description in multiple companies and attempting to update all account properties across multiple companies (when a target account may already be in use).

## Extended G/L Account Groups lets you:

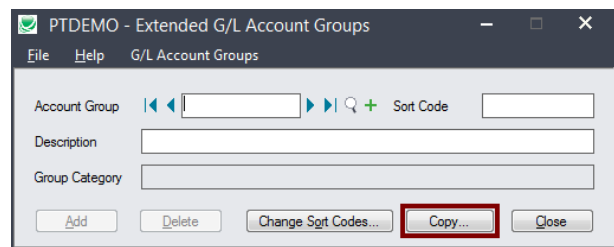
- Maintain a full or partial set of account groups across multiple Sage 300 companies using the Copy Account Groups functionality.
  - Choose the account groups that you want to copy from the current company, cherry-pick account groups from the results, and then copy the final set to other Sage 300 companies.
  - Select or de-select companies on an individual basis.
  - Update account group descriptions only.
  - Display a full log of updated account groups.

The following screens show the extra Copy Account Groups feature provided by the Extended G/L Account Groups screen:

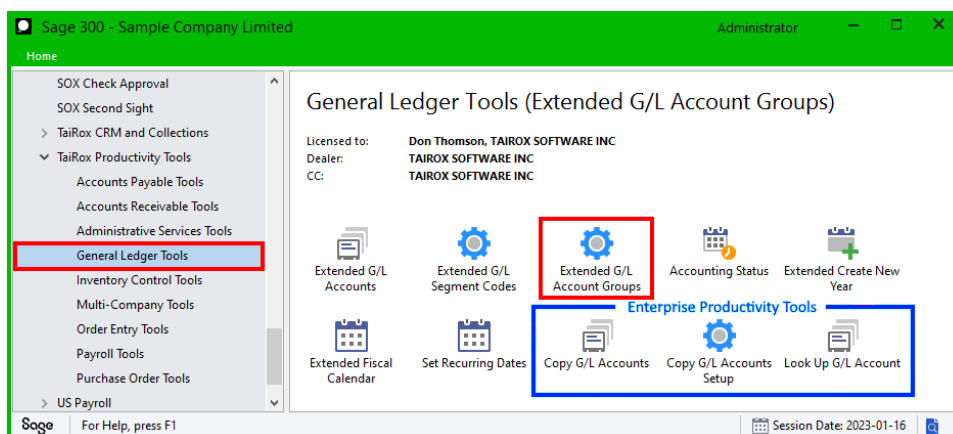
**Sage G/L Account Groups screen**



**TaiRox Extended G/L Account Groups screen**



The Extended G/L Account Groups icon appears under **TaiRox Productivity Tools > General Ledger Tools** on the Sage 300 desktop and can be copied to other menu locations.



*Enterprise Productivity Tools appear if you have an Enterprise license from TaiRox Software.*

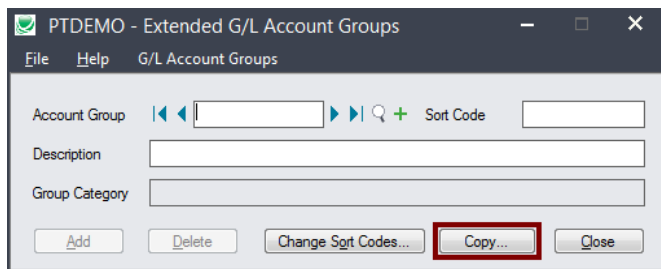
## Copy Account Groups to other Sage 300 companies

**IMPORTANT:**

You must enter a User ID and Password to copy account code information. Make sure the User ID you enter for the copy procedure has sufficient rights to complete the operation in the **target** companies.

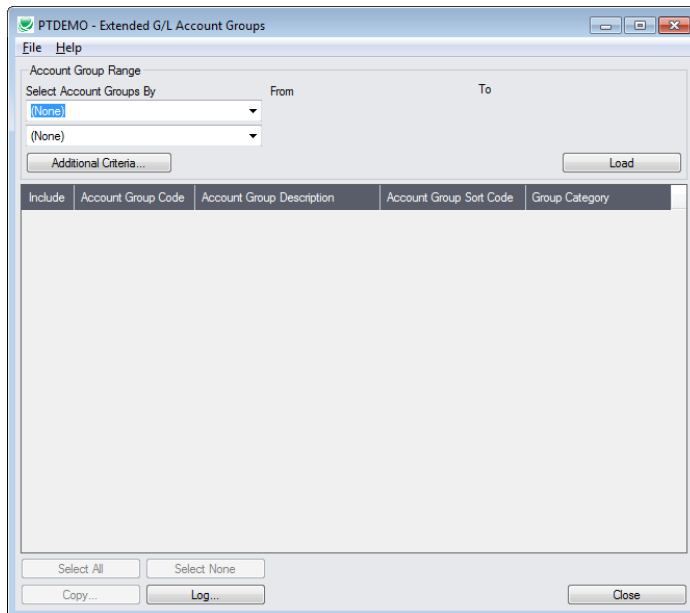
If you are inserting new account groups in other companies, check that a current backup exists for the databases being affected.

- Open the Sage 300 company with the account groups that you want to copy.
  - Copy Account Groups operates from within an existing "source" company, and lets you copy account groups to other Sage 300 company databases.
- Open the Extended G/L Account Groups form, and click the Copy button at the bottom of the form.



When the Copy Account Groups button is pressed, a window will pop up for selecting account groups in the current (source) company.

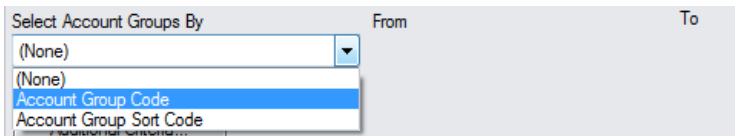
You start by choosing a range of G/L account groups that includes the groups that you want to copy.



**Note:** By default, the grid at the bottom of the form will display any new or changed account groups from your current session. This allows you to copy the new/changed account groups directly to other Sage company databases.

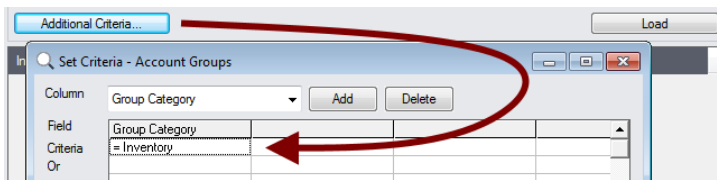
To copy or update any set of account groups, start at the top of the form to specify the range of groups that you want to copy or update.

**Specify the range of account groups that you want to copy:**



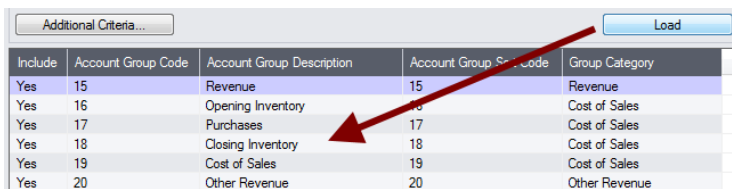
- You can specify a range of account group codes and a range of account group sort codes to narrow down the codes that you want to copy.

**Choose additional criteria:**



- Click the Additional Criteria button to use other account group fields to filter account groups for copying. Click OK to save.

**Load the list of account groups and choose which ones to copy:**



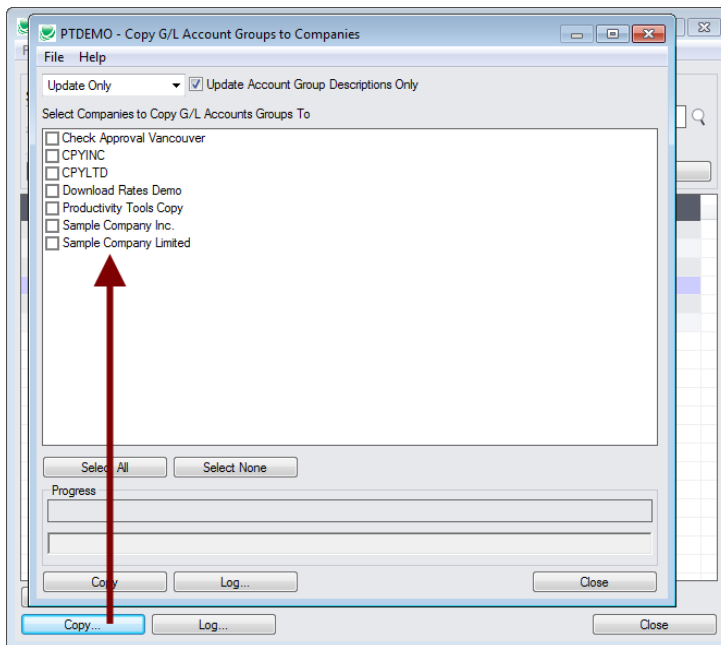
- Click the Load button to display the list of selected account group codes. When the Load button is pressed, the program will display the account groups for the current range settings and additional criteria.
- Click the Select All and Select None buttons at the bottom of the screen to include all or none of the account groups loaded in the grid.



- Double-click in the Include column to “cherry-pick” account groups:

Include	Account Group Code	Account Group Description	Account Group Sort Code	Group Category
No	15	Revenue	15	Revenue
Yes	16	Opening Inventory	16	Cost of Sales
Yes	17	Purchases	17	Cost of Sales
Yes	18	Closing Inventory	18	Cost of Sales
No	19	Cost of Sales	19	Cost of Sales
No	20	Other Revenue	20	Other Revenue

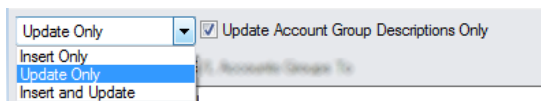
**Click the Copy button to display the To Companies screen:**



**Select whether to insert new account groups or update existing ones in target companies:**

Before proceeding, you must decide whether to add or update codes in the target companies.

For example, choose Update Only to update only the existing account code descriptions.



- Choose whether to insert, insert and update, or just update account groups.
  - Insert Only will only add account groups if the code does not already exist.
  - Update Only will only update account groups that already exist.
  - Insert and Update will perform both of these operations.
- **Except for the special case of changing the description only**, an update operation will attempt to change the group in the target company to be just like the group in the source company. In order to do so, various properties (such as Optional Fields and Optional Transaction Fields) are deleted from the target group and then properties from the source group are added. This may cause the update to fail if properties don't match or are in use.

### ***Update Account Group Descriptions Only***

- Update Account Group Descriptions Only appears when you choose Update Only.

**Select target Sage companies:**

Select Companies to Copy G/L Accounts Groups To

- Check Approval Vancouver
- CPYINC
- CPYLTD
- Download Rates Demo
- Productivity Tools Copy
- Sample Company Inc.
- Sample Company Limited

- Click the Select All and Select None buttons at the bottom of the form to include all or none of the target companies.

- Click the checkboxes to complete your company selections.

**Click the Copy button in the pop-up To Companies screen to copy account groups:**

PTDEMO - Copy G/L Account Groups to Companies

Update Only  Update Account Group Descriptions Only

Select Companies to Copy G/L Accounts Groups To

- Check Approval Vancouver
- CPYINC
- CPYLTD
- Download Rates Demo
- Productivity Tools Copy
- Sample Company Inc.
- Sample Company Limited

Select All Select None

Progress

Copy Log... Close

PTDEMO - Sage 300 Sign-on

User ID ADMIN

Password

OK Cancel

- Click the Copy button to start the copy procedure.
- Enter your User ID and password in the Sage 300 Sign-On window and click OK.
 

**Note:** You MUST have sufficient permissions to update account groups in the target companies for copying to proceed.
- The program will copy the account groups to the target companies.
- If no changes are required for a selected group code, no update will be performed – so the audit stamp will be preserved.
- If you cancel the operation during the copying process, you must check the log to see which procedures were completed and assess how you want to continue.

**Click the Log button to confirm which Account Groups were processed:**

```
7/31/2020 1:14:20 PM Copy G/L Account Groups to Companies started.
7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM Logged in user: ADMIN
7/31/2020 1:14:20 PM Performed by user: MORGAN
```

```

7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM Update Only
7/31/2020 1:14:20 PM Update Account Group Descriptions Only: Yes
7/31/2020 1:14:20 PM Copy G/L Account Groups to Companies: Sample Company Inc.
7/31/2020 1:14:20 PM Sample Company Limited
7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM Copying account groups from Productivity Tools Demo to Sample Company
Inc. started.
7/31/2020 1:14:20 PM Logging in to Sample Company Inc....
7/31/2020 1:14:20 PM Updating account group description for account group Opening
Inventory...
7/31/2020 1:14:20 PM Account Group description updated.
7/31/2020 1:14:20 PM Updating account group description for account group Purchases...
7/31/2020 1:14:20 PM Account Group description updated.
7/31/2020 1:14:20 PM Updating account group description for account group Closing
Inventory...
7/31/2020 1:14:20 PM Account Group description updated.
7/31/2020 1:14:20 PM Logging off of Sample Company Inc....
7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM There was 3 account groups updated.
7/31/2020 1:14:20 PM Copying account groups from Productivity Tools Demo to Sample Company
Inc. complete.
7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM Copying account groups from Productivity Tools Demo to Sample Company
Limited started.
7/31/2020 1:14:20 PM Logging in to Sample Company Limited...
7/31/2020 1:14:20 PM Updating account group description for account group Opening
Inventory...
7/31/2020 1:14:20 PM Account Group description updated.
7/31/2020 1:14:20 PM Updating account group description for account group Purchases...
7/31/2020 1:14:20 PM Account Group description updated.
7/31/2020 1:14:20 PM Updating account group description for account group Closing
Inventory...
7/31/2020 1:14:20 PM Account Group description updated.
7/31/2020 1:14:20 PM Logging off of Sample Company Limited...
7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM There was 3 account groups updated.
7/31/2020 1:14:20 PM Copying account groups from Productivity Tools Demo to Sample Company
Limited complete.
7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM
7/31/2020 1:14:20 PM Copy G/L Account Groups to Companies complete.
7/31/2020 1:14:20 PM
=====

```

#### The Log lists:

- The user, the type of operation performed, and the account groups being updated.
- Each code that was processed and whether the codes were updated or inserted.