

# Extended G/L Segment Codes

Extended G/L Segment Codes is an enhanced replacement for the Sage G/L Segment Codes screen. It lets you copy segment codes to other Sage 300 company databases.

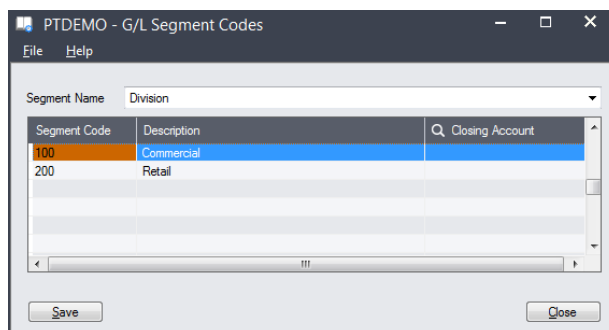
**Note:** There are important distinctions between adding a segment code into multiple companies, changing a description in multiple companies and attempting to update all segment properties across multiple companies (when a target account may already be in use).

## Extended G/L Segment Codes lets you:

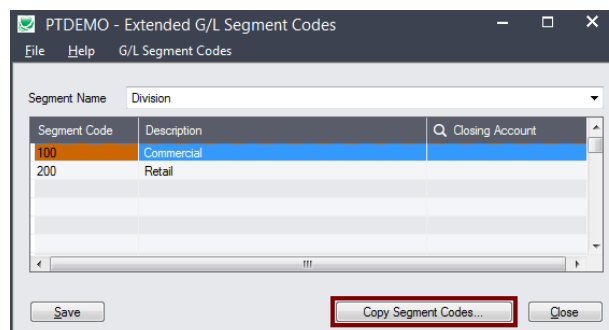
- Maintain a full or partial set of segment codes across multiple Sage 300 companies using the Copy Segment Codes functionality.
  - Choose the account segment with the segment codes that you want to copy from the current company, cherry-pick segment codes from the results, and then copy the final set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

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

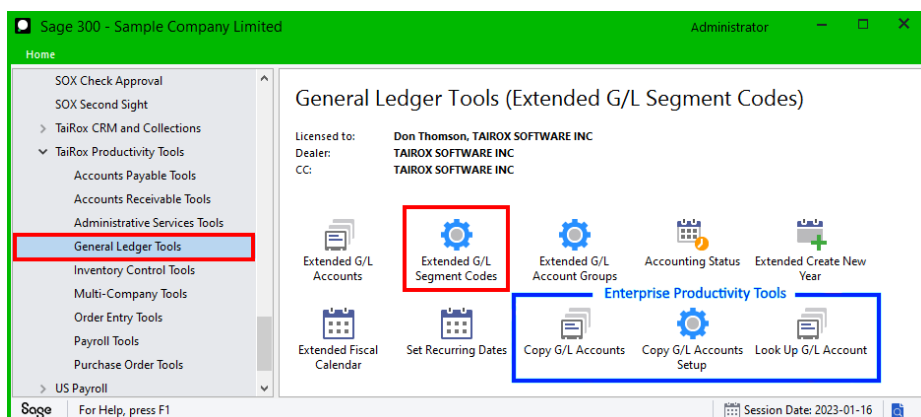
**Sage G/L Segment Codes screen**



**TaiRox Extended G/L Segment Codes screen**



The Extended G/L Segment Codes 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.*

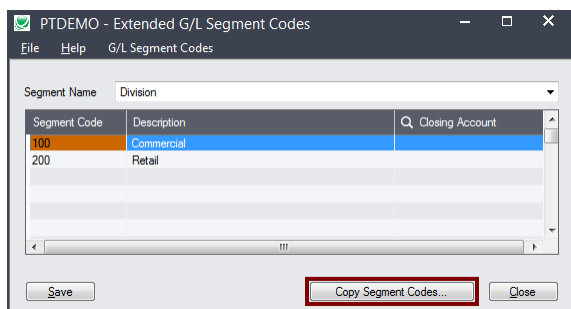
## Copy Segment Codes to other Sage 300 companies

**IMPORTANT:**

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

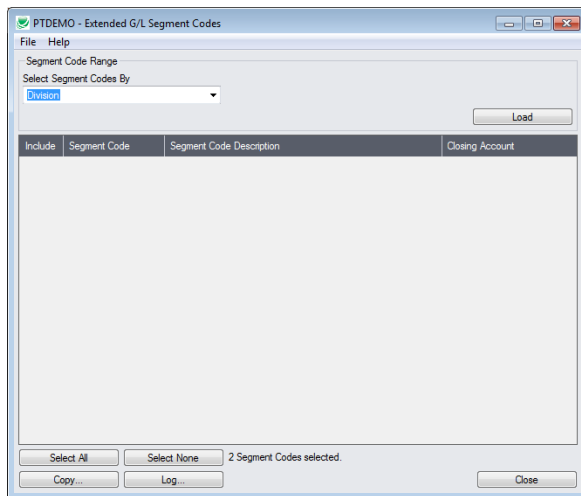
If you are inserting new segment codes in other companies, check that a current backup exists for the databases being affected.

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



When the Copy Segment Codes button is pressed, a window will pop up for selecting account segment codes in the current (source) company.

You start by choosing the G/L account number segment for the codes you want to copy.



**Note:** By default, the grid at the bottom of the form will display the set of segment codes that you changed if any new segment codes were added in this session. This allows you to copy the new segment codes directly to other Sage company databases.

**To copy or update any set of segment codes,** start at the top of the form to specify which account segment has the codes that you want to copy or update. Click the Load button to use the codes for the currently displayed segment.

**Specify the segment with the codes you want to copy:**

Select Segment Codes By

Division

Division

Region

Load

- Choose the segment with the codes that you want to copy. The program will display ALL codes for the segment you select when you click the Load button.

**Load the list of segment codes and choose which ones to copy:**

PTDEMO - Extended G/L Segment Codes

File Help

Segment Code Range

Select Segment Codes By

Region

Load

Include	Segment Code	Segment Code Description	Closing Account
Yes	10	Northern	
Yes	20	Southern	
Yes	30	Eastern	
Yes	40	Western	

- Click the Load button to display the list of codes for the selected segment.  
When the Load button is pressed, the program will display ALL the segment codes for the current segment.
- Click the Select All and Select None buttons at the bottom of the screen to include all or none of the segment codes loaded in the grid.

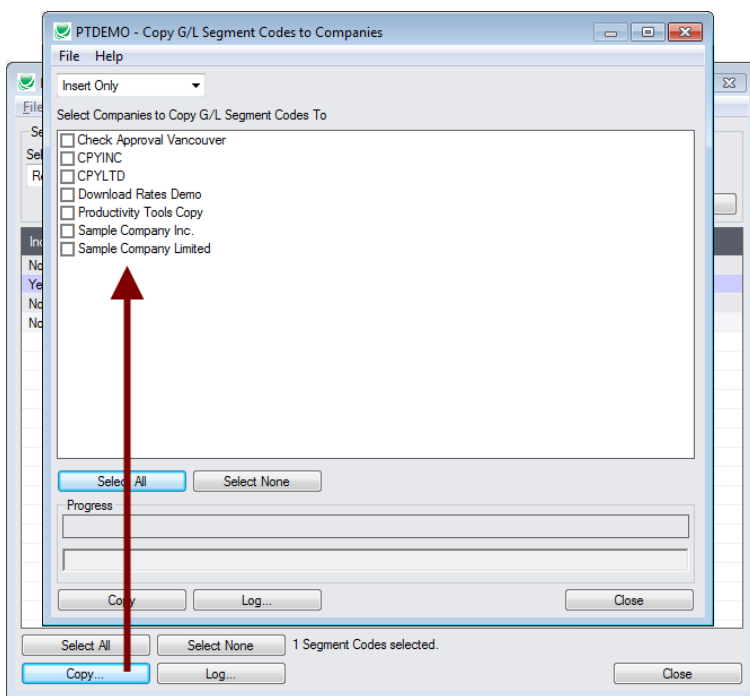
Select All

Select None

- Double-click in the Include column to “cherry-pick” segment codes:

Include	Segment Code	Segment Code Description	Closing Account
No	10	Northern	
Yes	20	Southern	
No	30	Eastern	
No	40	Western	

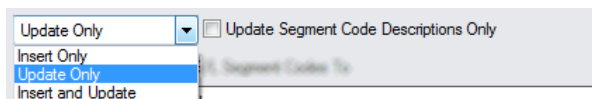
**Click the Copy button to display the To Companies screen:**



**Select whether to insert new segment codes 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 segment code descriptions.



- Choose whether to insert, insert and update, or just update segment codes.
  - Insert Only will only add segment codes if the code does not already exist.
  - Update Only will only update segment codes that already exist.
  - Insert and Update will perform both of these operations.
- Update operations attempt to change the code in the target company to be just like the account in the source company.

It's possible for the update to fail if properties don't match or segment codes are in use.

### ***Update Segment Code Descriptions Only***

- Update Segment Code Descriptions Only appears when you choose Update Only.

**Select target Sage companies:**

Select Companies to Copy G/L Segment Codes To

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

Select All    Select None

- 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 segment codes:**

PTDEMO - Copy G/L Segment Codes to Companies

File Help

Update Only    ☐ Update Segment Code Descriptions Only

Select Companies to Copy G/L Segment Codes 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 segment codes in the target companies for copying to proceed.
- The program will copy the segment codes to the target companies.
  - If no changes are required for a selected 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 Segment Codes were processed:**

```

7/31/2020 9:17:12 AM Copy G/L Segment Codes to Companies started.
7/31/2020 9:17:12 AM
7/31/2020 9:17:12 AM Logged in user: ADMIN
7/31/2020 9:17:12 AM Performed by user: MORGAN
7/31/2020 9:17:12 AM
7/31/2020 9:17:12 AM Insert Only
7/31/2020 9:17:12 AM Region
7/31/2020 9:17:12 AM Copy G/L Segment Codes to Companies: Sample Company Inc.

```

```
7/31/2020 9:17:12 AM                               Sample Company Limited
7/31/2020 9:17:12 AM
7/31/2020 9:17:12 AM Copying segment codes from Productivity Tools Demo to Sample Company
Inc. started.
7/31/2020 9:17:12 AM      Logging in to Sample Company Inc....
7/31/2020 9:17:12 AM      Segment Code 50 already exists. Segment not inserted.
7/31/2020 9:17:12 AM      Logging off of Sample Company Inc....
7/31/2020 9:17:12 AM
7/31/2020 9:17:12 AM      There was 1 segment code not inserted.
7/31/2020 9:17:12 AM Copying segment codes from Productivity Tools Demo to Sample Company
Inc. complete.
7/31/2020 9:17:12 AM
7/31/2020 9:17:12 AM Copying segment codes from Productivity Tools Demo to Sample Company
Limited started.
7/31/2020 9:17:12 AM      Logging in to Sample Company Limited...
7/31/2020 9:17:13 AM      Inserting segment code 50...
7/31/2020 9:17:13 AM      Segment Code inserted.
7/31/2020 9:17:13 AM      Logging off of Sample Company Limited...
7/31/2020 9:17:13 AM
7/31/2020 9:17:13 AM      There was 1 segment code inserted.
7/31/2020 9:17:13 AM Copying segment codes from Productivity Tools Demo to Sample Company
Limited complete.
7/31/2020 9:17:13 AM
7/31/2020 9:17:13 AM
7/31/2020 9:17:13 AM Copy G/L Segment Codes to Companies complete.
7/31/2020 9:17:13 AM
=====
```

#### The Log lists:

- The user, the type of operation performed, and the segment being updated (e.g. Region).
- Each code that was processed and whether the codes were updated or inserted.