Tag Posted G/L Transactions

Tag Posted G/L Transactions is a Productivity Tools Enterprise Program

Note that the Tag Posted G/L Transactions Tool will **only** appear in TaiRox Productivity Tools if you have a Productivity Tools <u>Enterprise</u> License.

Tag Posted G/L Transactions lets you cost or categorize posted G/L transactions using a Sage 300 optional field – a great tool if the Project and Job Costing module is too complicated for your needs.

The program lets you:

- Select posted transactions by up to seven transaction field ranges by Account Number, Fiscal Year, Fiscal Period, Source Currency Code, Source Ledger Code, Posting Sequence Number, Batch Number, Journal Entry Number, Account Class, Cash Flow Type, or Tag values.
- Manually edit transaction optional field tags on the Tag Posted G/L Transactions screen.
- Export posted transaction tag information to Excel for reporting and analysis.

Note: If you try to run Tag Posted G/L Transactions before setting up the optional field for transaction tags, the following message will appear. This message means that the transaction tag optional field has not been added to the Productivity Options program.

S Error	×
Error	
Description: Tag Transaction Optional Field set in TaiRox Productivity Tools Options cannot be blank.	^
Source: 11:57:20 -	
Print	ose

For complete instructions on creating the transaction tag optional field, adding optional fields to the Sage General ledger, specifying the tag optional field in TaiRox Productivity Tools Options, and updating security access so users can use this program, see the <u>Productivity Tools Options User Guide</u>.

Running Tag Posted G/L Transactions

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

Home						
 > Project and Job Costing > Purchase Orders > TaiRox CRM and Collections > TaiRox Productivity Tools Accounts Payable Tools 		edger Tools (Don Thomson, TaiRox :	5	5/L Transactio	ons)	
Accounts Receivable Tools Administrative Services Tools General Ledger Tools Inventory Control Tools Multi-Company Tools	Extended G/L Accounts	Extended G/L Segment Codes	Extended G/L Account Groups Enterprise Pro	Accounting Status	Extended Create New Year	Extended Fiscal Calendar
Order Entry Tools Payroll Tools Purchase Order Tools > US Payroll	Set Recurring Dates	Copy G/L Accounts	Copy G/L Accounts Setup	Look Up G/L Account	Tag Posted G/L Transactions	

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

Open TaiRox Productivity Tools > General Ledger Tools > Tag Posted G/L Transactions

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0 • • • • • • • • • • • • • • • • • • •		<u>F</u> ile <u>H</u> elp	
	Administrator – 🗆 🛪	Tagged Posted G/L Transaction Range	
Northank Orders Nuclear CM and Collections Collections	—	Tagged Posted Gr.L. Transaction Range Select Tagged Posted Gr.L. Transactions By (Brone) V (Brone) V	To Additional Citeria. Load al Padod Home Currency Code Currency Rate Table Type
		<	Qose

The following message will appear if Excel is not installed in your Sage 300 environment:



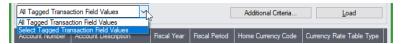
If Microsoft Excel is installed, Tag Posted G/L Transactions lets you Export all posted G/L transactions to a spreadsheet for review and reporting.

Selecting and loading posted transaction data to view and edit transaction tags

You can select posted transactions by specifying up to seven transaction field ranges – by Account Number, Fiscal Year, Fiscal Period, Source Currency Code, Source Ledger Code, Posting Sequence Number, Batch Number, Journal Entry Number, Account Class, Cash Flow Type, or Tag values.

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<u>F</u> ile <u>H</u> elp			
Tagged Posted G/L Transaction Range			
Select Tagged Posted G/L Transactions By	From	То	
Account Number		Q ZZZZZZZZZZ	ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
(None) Account Number			
Fiscal Year Fiscal Period			
Source Currency Code			
Source Ledger Code Posting Sequence Number			
Batch Number			
Journal Entry Number Account Class			
Cash Flow Type			
All Tagged Transaction Field Values \sim		Additional Criteria	<u>L</u> oad

• You can also select transactions with all tag values, or you can select using specific tag values.



To select transactions by specific tags, choose "Select Tagged Transaction Field Values"

 \circ $\,$ Then click the Zoom button beside the dropdown field.

count Number Aco	count Description	Fiscal Year	Fiscal Period	Additional Criteria Home Currency Code	Currency Ra	<u>L</u> oad te Table
👿 SAMLTD - Ta	g Posted G/L Tran	sactions			- 0	×
Q Tag Transact		action Tag Descrij	otion			
TAG1	Tag1	description				

- Use the Insert key to add new lines in the pop-up form.
- \circ $\,$ Use the Finder to select tags.

To select posted transactions using additional criteria

Click the Additional Criteria button to select posted transactions using a field that is NOT available in the above range fields.

ount Number	Account Description	Fiscal Year	Fiscal Period	Home Currency Code	Currency Rate 1	Table
🔍 Set C	riteria - Posted Transacti	ons		-		
Column	Journal Transaction Ame	ount 🗸	Add De	elete		
Field	Journal Transaction Am	ount				
Criteria Or	> 10,000.000					
					-	

- \circ $\;$ Select a field in the Column dropdown and click the Add button.
- o Double-click the Criteria field to enter a relationship and value.
- o Click OK to save.

Load and edit the list of selected posted transactions and transaction tags

• Click the Load button to display the selected list of posted transactions.

(None)	~]			
All Tagged Transa	ction Field Values \sim		[Additional Criteria	Load
Account Number	Account Description	Fiscal Year	Fiscal Period	Home Currency Lode	Currency Rate Table Type
1000	Petty cash	2020	12	CAD	SP
1020	Bank account, operating	2020	12	C'u	SP
1020	Bank account, operating	2021	01	CAD	SP
1020	Bank account, operating	2021	01	CAD	SP
1020	Bank account, operating	2021	01	CAD	SP
1020	Bank account, operating	2021	01	CAD	AV
1020	Bank account, operating	2021	01	CAD	SP
1020	Bank account, operating	2021	01	CAD	SP
1020	Bank account, operating	2021	01	CAD	SP

Note: The load time depends on the size of your general ledger and the number of transaction details you are loading.

• Highlight a transaction and click the batch number or journal entry number to drill down to the transaction details.

squence i	2018-12-31 (2018-12-31 (000001	Journal Entry Number 00001 00001 00001 00013	Journal Detail Description Opening Balance 12/3 Opening Balance 12/3 CHECKCAD-000045400	1/ Open Balance 1/ Open Balance			
SAMLTD - G/L ile Settings H	Journal Entry elp					-	• ×	
Batch Number	∢ ∢ 000164				Entered By			
Batch Description	SAMLTD AP - 1/ 1/2015				Entries:		22	
	I I I 00013				Debits:	9	43,415.28	
Entry Number		▶ N Q 🖪			Credits:	943.415.2		
Entry Description	Applying Prepayment				Quantity:	0		
Document Date	2019-01-01 Post	ing Date 2019-	01-01 Year/Period	i 2019 - 01	Type:		Subledger	
Source Code	AP-PI Q A/P	Prepayment			Status:		Posted	
Entry Mode	Normal	Quick	Auto Reverse	•				
Entry Type	Standard	Tax Group	Q 6			Create Ta:	x Details	
Lin Reference	Description	Q Account	Account Desc	iption	Q, Currency	Source Debit	Source ^	
1 4540-Leon	Indu CHECKCAD-0000	1440	Prepayment, A	P purchases (GBP	1,356.59		
2 4540-Leon	Indu CHECKCAD-0000	2015	Accounts paya	ble, trade	GBP	0.00		
3 4540-Leon			Exchange loss		GBP	0.00		
4 4540-Leon			Accounts paya		GBP	1,356.59		
5 4540-Leon			Prepayment, A		GBP	0.00	1.3	
6 4540-Leon	Indu CHECKCAD-0000	1020	Bank account,	operating	AUD	0.00	2,5	
<							>	

• Double-click a transaction tag to select or edit a tag for the transaction.

Journal Transaction Amo	unt Journal	Transaction Quantity	Q T	ag Transaction	Optional Field	Transac	tion Tag [Description	^
10,000).00	0.000	TAG1			Tag1 de	scription		
1,514,402	2.30	0.000	TAG2		Q	Tag1 de	scription		
-3,182	2.56	0.000	TAG1			Tag1 de	scription		
-2	2.83	0.000	TAG1			Tag1 de	scription		
Q Fi	nder - Option	al Field Values				-		×	
<u>F</u> ile	<u>K</u> ey Se <u>t</u> ting:	s <u>G</u> lobal Settings							
Find B	y: Show all r	ecords		✓ <u>Find Not</u>	w Set Crite	eria			
				<mark>∕ A</mark> uto Se	earch				
lext	Value	Description							
TAG	1	Tag1 description							
TAG	2	Tag 2 description							
TAG	3	Tag 3 description							~
< TAG	4	Tag 4 description						× 1	>
Export						<u>S</u> elect	Car	ncel	

Tag edits are saved immediately and appear if you reload the list.

Exporting posted transactions to Excel to view, report, and edit transactions tags

Excel must be installed in your Sage 300 environment in order for the Export function to be active.

To Export posted transaction data and transaction tags to Excel

- Follow the instructions above to select and load posted transaction data and tags.
- Click the Export button when the posted transaction data has been loaded.



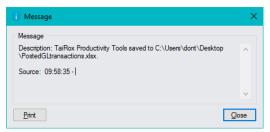
• The program will proceed with export process and display a status message.

1020	Bank account, operating		01	CAD	SP	
1020 <	Bank account operating	2021	01	CAD	SP	>
<u>E</u> xport	Exporting All Tagged Tr	ransaction	Field Values		G	ancel

Then display the following screen to let you specify the filename and location for the Excel file.

🚺 TaiRox Productivity	y Tools							×
← → ~ ↑	≪ dont → Desktop	>	~	ō	۶	Search D	esktop	
Organize 🔻 Ne	w folder							- ?
 DefaultApp dont .business .ms-ad 3D Object AppData Contacts 	objects ts	~	Name ACME Pro Coastal El Contacts Installatio Office Fur Office Fur	ectric export n Price miture oos.xls	Price I file.xl e List.x Price	List.xlsx lsx klsx		Date moc 2020-12-0 2023-02- 2021-03- 2021-09- 2022-01-2 2022-01-2
File <u>n</u> ame: Save as <u>t</u> ype: Authors:	PostedGLtransactions. Excel Workbook (*.xls: Morgan Thomas		Ta	ags: /	Add a	tag		~
 Hide Folders 			Too	o <u>l</u> s 🔻		<u>S</u> ave	C	Cancel

• The following message will appear to confirm that the file has been saved.



Excel spreadsheet fields

The Excel spreadsheet has the same columns as the Tag Posted G/L Transactions program.

8 4	5 - 0	2 - 1													Morgan Thomas 📲	6 – 0	×	
	Hon	ne Insert Page Lays	nut Farma	ilas Data	Review View	Help	Acrobat 🖓	Tell me what you	want to do									
017		• : × √ fr																
a A		в	с	D	E	F	G	н	1	1	к	L	м	N	0	Р	Q	
Acco	unt A	ccount Description	Fiscal Year	Fiscal Period	Source Ledger	Source Type	Posting Sequence	e Journal Date	Batch Number	Journal Entry	Journal Detail Description	Journal Detail Reference	Amount	Quantity	Tag Transaction Optional Field	Tag Transaction Optional Field	Transaction Tag Descript	tion
1020	B	ank account, operating	2021	01	AP	PY		3 2019-01-30	000007	00001	CHECKUSD-00000000357-CCB	4540-Leon Industries	-24334.600	0.000		TAG1	Tag 1 description	
1020	B	ank account, operating	2021	01	AP	PY		3 2019-01-30	000007	00002	CHECKUSD-00000000358-CCB	1450-Intercontinental Electronics	-54,400	0.000		TAG2	Tag 2 description	
1020	B	ank account, operating	2021	01	GL	JE		3 2019-01-31	000008	00001	Misc. cash entries	January 2019 entries	66116.880	0.000		TAG2	Tag 2 description	
1020	B	ank account, operating	2021	01	GL	JE		3 2019-01-31	000008	00001	Misc. payroll entries	January 2019 entries	-78965.720	0.000		TAG2	Tag 2 description	
1020	B	ank account, operating	2021	01	GL	JE		3 2019-01-31	000008	00001	Misc. journal entries	January 2019 entries	-13500.000	0.000		TAG3	Tag 3 description	

The columns are as follows: Account Number, Account Description, Fiscal Year, Fiscal Period, Source Ledger Code, Source Type Code, Posting Sequence Number, Journal Date, Batch Number, Journal Entry Number, Journal Detail Description, Journal Detail Reference, Journal Transaction Amount, Journal Transaction Quantity, Tag Transaction Optional Field, and Transaction Tag Description

Appendix A: Tag Posted G/L Transactions Permissions

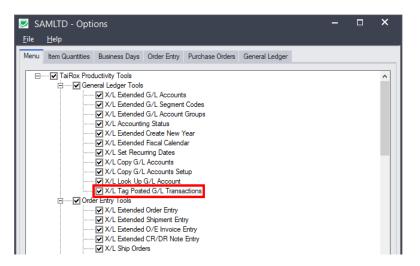
The Tag Posted G/L Transactions icon appears under **TaiRox Productivity Tools > General Ledger Tools** on the Sage 300 desktop.

Tag Posted G/L Transactions is a Productivity Tools <u>Enterprise</u> Program

Note that the Enterprise Productivity Tools outlined below will **only** appear in TaiRox Productivity Tools if you have a Productivity Tools <u>Enterprise</u> License.

Sage 300	- Sample Company	Limit	ed				Administrator	-		×
Home										
> Purchase > TaiRox C > TaiRox Pu Acco	ind Job Costing	^		dger Tools (Don Thomson, TaiRox S	2	G/L Transacti	ons)			
Adm Gene Inver	inistrative Services Tools eral Ledger Tools ntory Control Tools		Extended G/L Accounts	Extended G/L Segment Codes	Extended G/L Account Groups	Accounting Status	Extended Create New Year	Extended Calend	Fiscal	
Orde Payro	i-Company Tools r Entry Tools oll Tools hase Order Tools		Set Recurring Dates	Copy G/L Accounts	Copy G/L Accounts Setup	Look Up G/L Account	Tag Posted G/L Transactions			
Soge For Help, press F1						۵				

If you have a Productivity Tools Enterprise license and you do not see Tag Posted G/L Transactions in the General Ledger Tools folder for TaiRox Productivity Tools, open Productivity Tools Options, and see if the program is selected. If it is not checked, it will not appear on the desktop.



Security permissions for users to tag posted transactions

If you use Sage 300 security features, users must have sufficient rights to run Tag Posted G/L Transactions and view – or edit – transaction tags.

In order to run the Tag Posted G/L Transactions Productivity Tool, users need security access to the program in the TaiRox Productivity Tools Security Group.

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<u>F</u> ile <u>H</u> elp							
Application	TaiRox Productivity Tools 6.1A						
Group ID							
Group Description	Full Access to TPT						
Select to grant security access							
Look Up G/L Accounts							
Application Security Create Price List							
✓ Extended O/E Invoice Entry							
Remove Items from Price Lists							
Customer Backorders Update Customers							
Check Mailing Labels							
✓ Tag Posted G/L Transactions							
<u>S</u> ave <u>D</u> e	lete S <u>e</u> lect All <u>R</u> em	ove All	Clo	se			

In order to tag a posted transaction, users need General Ledger Transaction Maintenance security access.

To inquire on / export G/L tags, users must have History/Budget Inquiry security access **or** History/Budget Maintenance security access.

💀 SAMLTD - Security Groups 🛛 🗖 🗖						×	
<u> </u>							
Application	General Ledger	7.1A		~			
Group ID			_)) Q	+			
Group Description	Full Access						
Select to grant security access							
Account Maintenance							
Setup Maintenance Transaction Mainten Iransaction Inguin	enance 🚽	Re	quired to	tag/e	dit		
History/Budget Maintenance History/Budget Inquiry History/Budget Inquiry						t	
Journal Posting Journal Entry	rv					~	
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For more information on setting up Tag Posted G/L Transactions, see the TaiRox Productivity Tools Options User Guide.