



# Copy Company

## User Guide

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### **Important Notice**

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# Copy Company Overview

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Copy Company copies the structure of an existing Sage 300 company to a new activated company database without copying any transactional data. You can copy general ledger accounts, and you can optionally copy customers, vendors, inventory items, employees, recurring entries, and financial and operational setup options.

The program flawlessly performs many hours of manual manipulation with one click of a button.

This functionality is particularly useful if you manage a group of companies and need to add a new company to the group with identical or nearly identical G/L accounts, customers, vendors, employees or inventory items. Copy Company supports both Canadian and US Payroll and also supports some "Third Party" products.

A highly-skilled Sage 300 Solution Provider can copy an existing company's accounts, customers, vendors, employees and items using Sage 300's export and import functionality. However, this procedure will generally take several hours and may produce an incomplete result because of "chicken and egg" problems. Some examples of these problems are documented in the Overview section below.

You can also use Copy Company as part of an accounting process to change a Sage 300 company's functional currency. See [Appendix B – Change Functional Currency Recipe](#) for a description of the steps involved. And you can use Copy Company to copy G/L Integration Settings from a template company to a target company, even if the target company has posted transactions. See [Appendix C – Copying G/L Integration Settings](#).

## Uses Sage Business Logic to Copy Data

The simplest use of Copy Company is to take an existing company (the "source" or "from" company) and copy some of its data (the "setup" or non-transactional data) to a brand new "target" company. See [Appendix D - Setup Data](#) for a complete listing of the data being copied for each application.

Copy Company does not directly perform database operations. Instead, it drives all its activity through Sage 300's business logic layer, which ensures data integrity and means that any supported Sage 300 database – version 5.6 and higher – will work with Copy Company.

### **Notes:**

- The target company must already exist, be installed in the same site directory as the source company, and be activated. See [Appendix A – Activation](#).
- The source and target companies must **both** be either single currency or multicurrency.
- Copy Company uses two database connections. Older versions of Sage 300 require 2 Lanpaks,

Copy Company uses a "multi-pass" algorithm to copy data to solve "chicken and egg" problems that encumber import / export approaches. For example, if a General Ledger has allocation accounts (where the G/L allocation accounts refer to other G/L accounts), the first pass of Copy Company will create all G/L accounts, and the second pass will populate the allocation accounts.

Inactive accounts that have allocations can also be mishandled by import / export procedures. The important thing to remember is that you tell Copy Company what you want copied, and Copy Company knows how to do it.

A basic copy operation involves Common Services and General Ledger applications.

You can optionally include Tax Services, Bank Services, G/L Consolidations, Accounts Receivable, Accounts Payable, Inventory Control, Order Entry, Purchase Order, Canadian Payroll, US Payroll, Project & Job Costing, Orchid Return Materials Authorization, Orchid Bin Tracking, Orchid Inter-Entity, Orchid EFT Processing, Norming Asset Management and TaiRox Productivity Tools.

Copying all the data for an application creates a target company with a consistent set of data. While you are able to copy selected components of an application, not every combination will result in consistent data. There are specific recipes in this manual you can follow to insure consistency.

Finally, note that Copy Company performs “insert” and “update” operations, but does not delete accounts or account data from the target company. It inserts new accounts and updates existing accounts.

## Installing Copy Company

Copy Company is installed and run like any other Windows program. The installation program adds it to the Windows Start List, and you can create an icon to launch the program from the Sage 300 desktop.

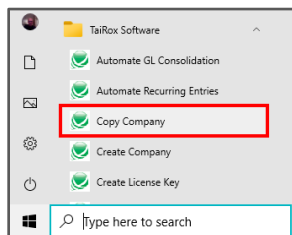
Copy Company can be uninstalled from **Windows Control Panel > Programs and Features** or from **Settings > Apps and Features**, depending on your version of Windows.

Copy Company is distributed as 1 file, Setup.msi.

- The program is installed by default in “C:\Program Files (x86)\TaiRox\CopyCompany\”

## Running Copy Company

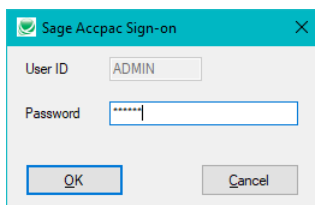
Start Copy Company from the Windows **Start list > TaiRox Software**.



You can also start the program from a shortcut on the Windows desktop or on the Sage 300 desktop.

## Sign On as the Sage 300 Administrator

Copy Company will ask you to sign on as the Sage 300 administrator. You **MUST** know the password.



Copy Company will then inspect the Sage installation to find the names of existing companies.

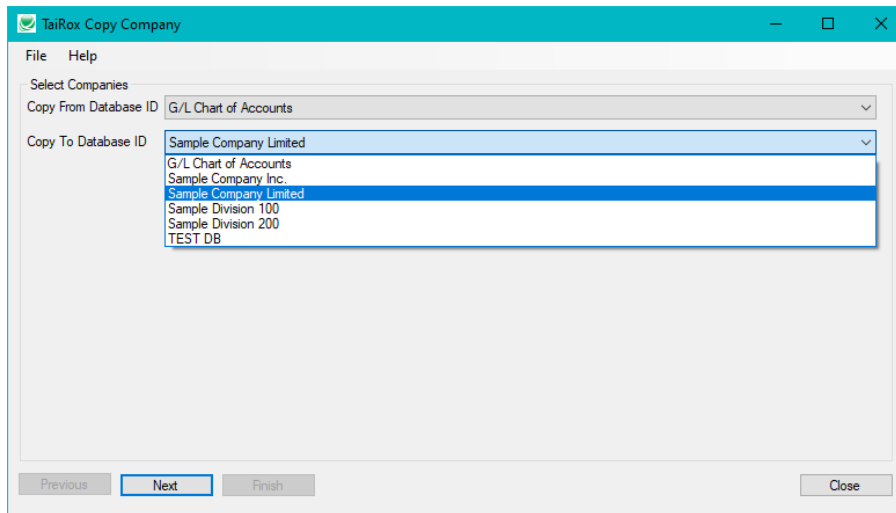
**Note:** Copy Company will *not* create a new company. The target company must already exist, and *all Sage 300 applications that you are copying* must be activated. [See Appendix A – Activation](#).

# Complete the Copy Company Wizard Screens

## Screen 1 – Select Companies

Select a source company and a target company. Copy Company displays all companies in the Sage 300 site directory.

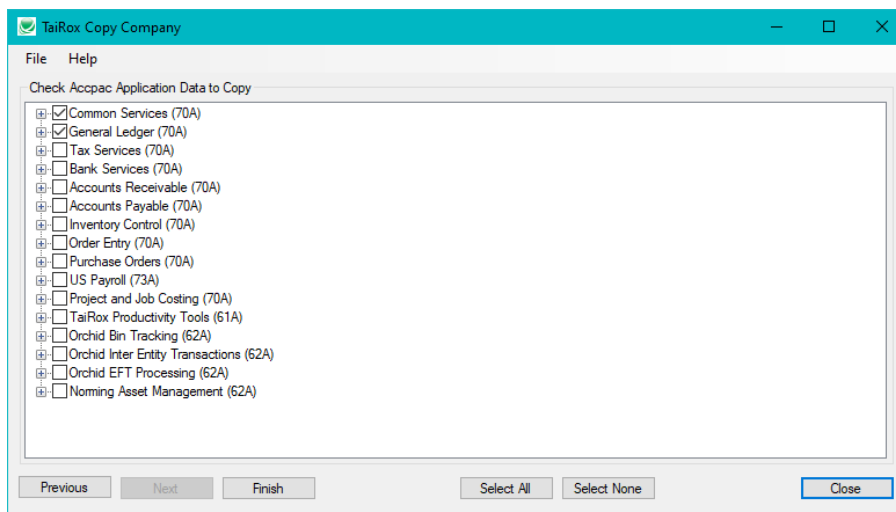
To protect against accidents, Copy Company will warn you if the target company has transactional data. It will also warn you if the two companies' single currency/multicurrency settings don't match.



## Screen 2 – Select Data for Copying

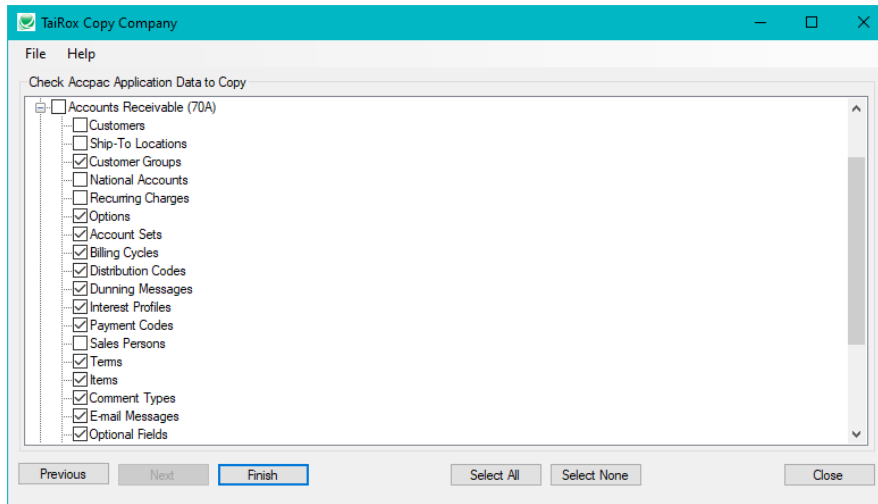
The second screen lets you select the Sage application data that you want to copy. (Note that Copy Company performs both “insert” and “update” operations in the target company, and it updates all existing accounts. It does not delete account data from the target company.)

Common Services and General Ledger applications are selected by default. Only applications activated in the target company will be presented for copying. Both Canadian and US Payrolls are supported (only one is shown below).



Each application expands, allowing you to select particular data for each one.

For example, you might copy all A/R data except customer records, ship-to locations, national accounts, recurring charges, and sales persons – as below.

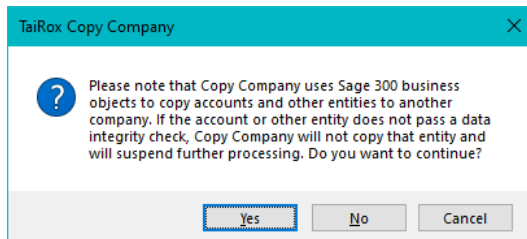


## Click the Finish Button to Copy Data

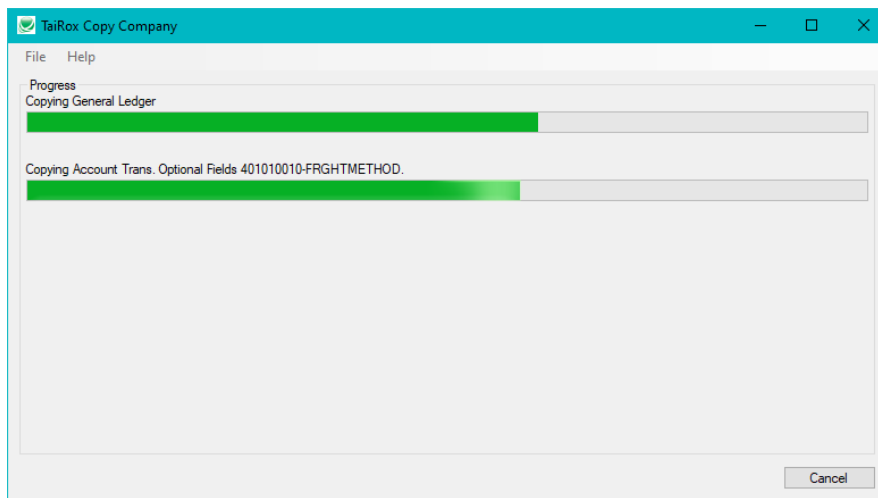
When you click the Finish button, the selected non-transactional data will be copied to the target company. This may take several minutes for very large databases.

The following warning will appear, stating that accounts that do not pass an integrity test will not be copied, and that Copy Company will suspend the copy operation if it hits integrity issues.

Click the Yes button to continue.



Copy Company displays a progress bar while copying data.



The following message will appear when copying is finished.



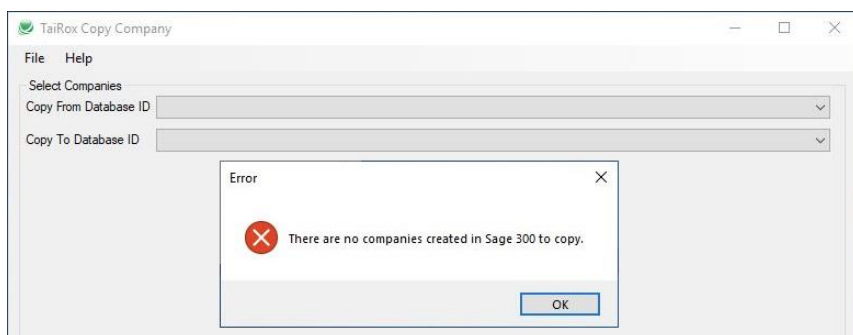
## Warnings, Error Messages and Related Notes

Copy Company checks a list of conditions before starting to copy the data.

It may refuse to copy data if the structures of the source and target companies do not match. And the program will also display warnings if it encounters unusual circumstances where copying is permitted, but the results may have issues.

Copy Company performs “insert” and “update” operations in the target company. It does not delete account data.

### No Companies Appear on the Select Companies Screen



Make sure that you have installed the most recent version of Copy Company, and that you have installed it on the active Sage 300 server.

This situation mainly arises when users have updated Sage 300 from an older version that did not use the Vault database (Sage 2023 PU1 or earlier) but have not updated to a recent version of Copy Company. Older versions of Copy Company (prior to Sage 2023 PU2) will not read company information from the Vault database.

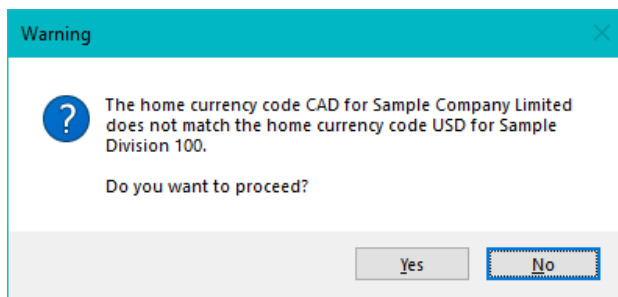
### Target company has transactions

Copy Company will warn you if you try to copy from a source company to a target company where the target company has transactions. Copying information into a target company with transactions may affect the operation of the target company, and you should not proceed unless you are certain there will be no adverse effects.

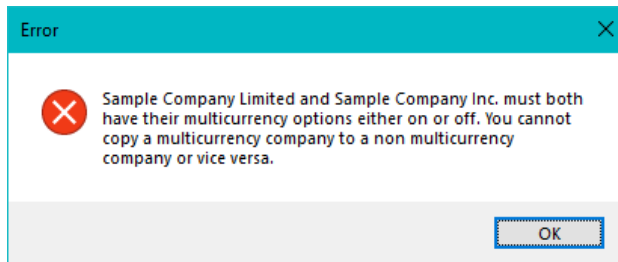
For example, copying G/L Integration Settings will not adversely affect the target company.

### Multicurrency options or functional (home) currencies don't match

If the functional currencies don't match, you can still proceed to copy data.



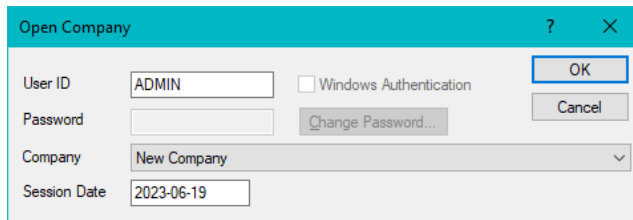
If the multicurrency options do not match (if one company is a single-currency company and the other is a multicurrency company), you cannot proceed.



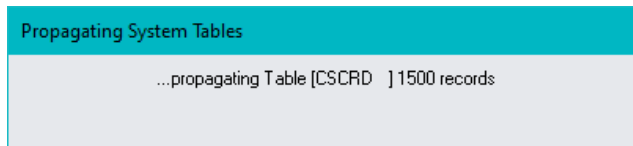
# Appendix A – Activation

**Note:** Copy Company will **not** create or activate a new company. The target company must already exist, and *all Sage 300 applications that you are copying* must be activated.

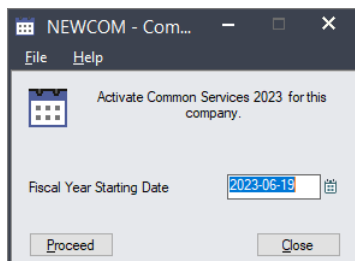
Create a new company database and the use Sage Database Setup to add the new company to Sage 300. The newly created company will appear in the drop-down list when you log onto Sage 300 in the normal way:

The 'Open Company' dialog box has a teal header with a question mark and a close button. It contains fields for 'User ID' (set to 'ADMIN'), 'Password', 'Company' (a dropdown menu set to 'New Company'), and 'Session Date' (set to '2023-06-19'). There is a checkbox for 'Windows Authentication' and a 'Change Password...' button. 'OK' and 'Cancel' buttons are at the bottom right.

The first time you open the new company, it will create some tables,

The 'Propagating System Tables' dialog box has a teal header. The main area is light gray and contains the text: '...propagating Table [CSCRD ] 1500 records'.

and then you will be asked for a fiscal year start date. Enter the date, and click the Proceed button to activate Common Services. This is the normal way that Sage 300 creates initial data for the Company.

The 'NEWCOM - Com...' dialog box has a standard Windows title bar and menu bar (File, Help). It features a Sage logo and the text 'Activate Common Services 2023 for this company.'. Below this is a 'Fiscal Year Starting Date' field with '2023-06-19' and a calendar icon. 'Proceed' and 'Close' buttons are at the bottom.

After activation, a dialog will appear. You can enter or skip the address information, but you **MUST** click on the options tab to select a currency.

Note that when using Copy Company, the company name is not copied, as it is presumed to be different.



The screenshot shows the 'NEWCOM - Common Services Activation' window with the 'Address' tab selected. The form contains the following fields:

- Database ID: NEWCOM
- Doing Business As: New Company
- Tax Number: (empty)
- Business Reg. No.: (empty)
- Legal Name: (empty)
- Address: (four empty lines)
- City: (empty)
- State/Province: (empty)
- Zip/Postal Code: (empty)
- Country: (empty)
- Contact Information:
  - Name: (empty)
  - ☐ Format Phone Number
  - Telephone: (empty)
  - Fax Number: (empty)

Buttons: OK, Cancel

You must select Single or Multicurrency and which currency is the functional (home) currency of the company.

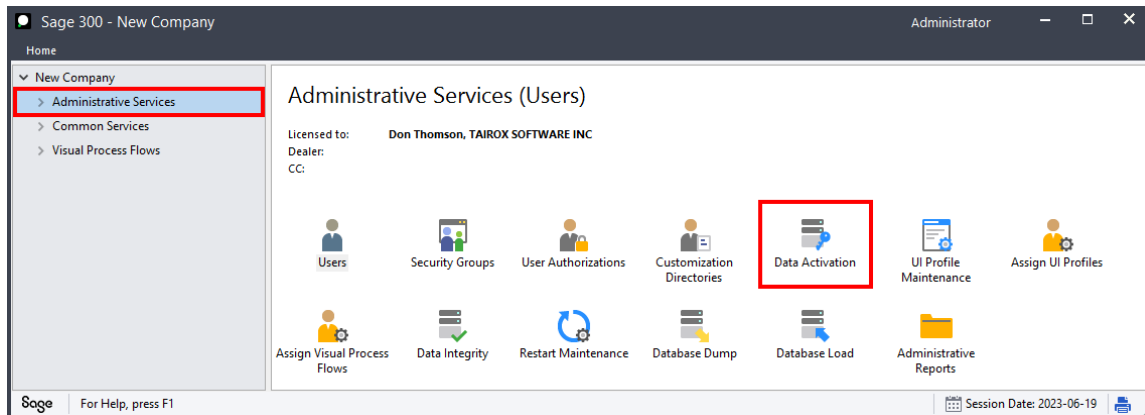
The screenshot shows the 'NEWCOM - Common Services Activation' window with the 'Options' tab selected. The form contains the following fields:

- Number of Fiscal Periods: 12 (dropdown)
- Locked Fiscal Period: Warning (dropdown)
- Warning Date Range: 30 (text)
- Inactive G/L Account: Warning (dropdown)
- Non-existent G/L Account: Error (dropdown)
- Location Type: (empty)
- Location Code: (empty)
- Country Code: (empty)
- Branch: (empty)
- ☐ Multicurrency
- Functional Currency: (empty) [Search icon] [Add icon] (empty)
- Sage Data & Analytics:
  - Web Address Subdomain: (empty) [Info icon]

Buttons: OK, Cancel

You cannot change the Multicurrency setting or the functional currency after activating the company. All other information – on all three tabs – can be edited on the Company Profile in Common Services.

After activating Common Services, you will see the Sage company desktop for the new company. You must now use the Data Activation function in Administrative Services to activate the accounting modules you need for the new company (G/L, A/R, A/P, etc.).



## Appendix B – Change Functional Currency Recipe

### How can you change the functional currency of a Sage 300 company?

We'll illustrate with an example.

A company has US and Canadian operations with customers and vendors set up with Canadian and US currencies, as well as customers and vendors set up with other currencies. The functional currency is Canadian dollars. The company wishes to change its functional currency to US dollars from a particular fiscal year forward.

If you are familiar with Sage 300, you will realize that:

- You must create a “new” company at year end that will process all future transactions.
- Your “old” company will process any transactions (e.g. adjustments) related to previous fiscal years.
- Any comparative statements across the new and old companies will be done using consolidation techniques.

These restrictions are in the nature of the problem and the data kept by Sage 300. For example, historical exchange rates and settlements between currencies cannot be “recalculated”.

### Steps for creating the new company

The recipe works by copying large amounts of data (e.g. customers and vendors), while allowing manual setup of smaller amounts of data – customer account sets, vendor account sets, banks, general ledger accounts.

Because the general ledger accounts are NOT copied, this is an opportunity to recode the general ledger, if desired.

**Step 1: Create a new company**

- Turn on Multicurrency and set the Functional Currency appropriately.
- Activate all required modules **except General Ledger**.
- Select the Multicurrency Option in A/R and A/P Options.
- Add A/R and A/P Account sets.

Some planning is required. The account set codes should match the account set codes in the old company.

The account sets are NOT copied from the old company, but the codes will be referred to by the customers and vendors.

- Add Bank Accounts. While these will be for the same banks, the setup will be different in that some bank accounts will change from functional to non-functional accounts or vice-versa.

**Step 2: Run Copy Company, selecting source and target companies and appropriate modules to copy**

- For Bank Services, Uncheck Banks.
- For A/R and A/P, Uncheck Account Sets.
- For I/C, Uncheck Item Pricing. (Depending on how pricing is set up, you may or may not be able to copy pricing directly).
- Click the Finish button to copy the company data.

**Step 3: Activate General Ledger****Step 4: Run Copy Company again to copy the General Ledger setup information**

- Select General Ledger as the only module to copy.
- Within General Ledger you need to copy setup data only, so uncheck Accounts, Account Security, Revaluation Codes, and Recurring Entries.

**Step 5: Add G/L Accounts in the new company****Step 6: Run the Integrity Checker and check all module data**

Fix any errors that are identified – these will typically be G/L accounts that you have missed.

For example, G/L accounts used in sub ledgers such as A/R may or may not exist, or may not be set up appropriately for a Multicurrency Company.

# Appendix C – Copying G/L Integration Settings

One of the more tedious processes for Sage 300 users with multiple companies involves changing the G/L Integration Settings in all modules for all companies.

You can use Copy Company to speed up this process by copying these settings from a template company to each target company.

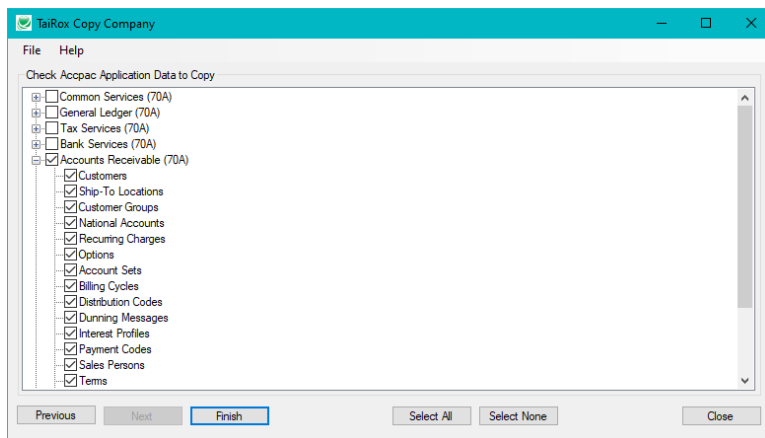
**Note:** This process involves copying setup data to a company with posted transactions.

Copying G/L Integration Settings is "safe", but not all setup data can be copied to a company with transactions. As a result, Copy Company will display a warning message before it starts copying.

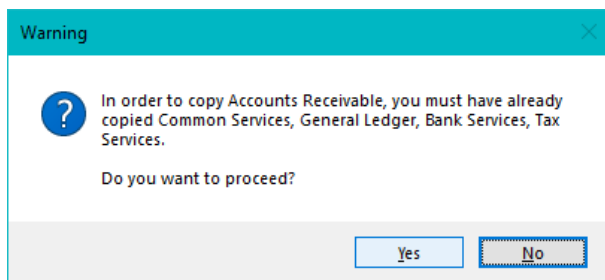
When you specify the data for copying, **select only G/L Integration** for each module that has changes.

For example, make selections for the Accounts Receivable module as shown below.

Note that as of Build 2014-12-10, G/L Integration Settings now copies some "Options entries" presented in the G/L Integration Settings UIs.



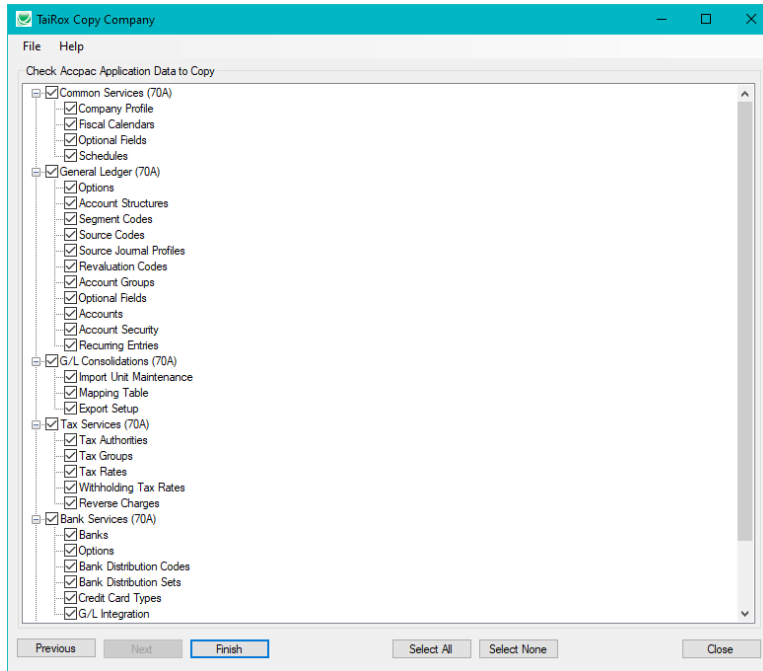
A warning message will appear. Check carefully that the source and target companies are correct and that you have a backup of the data. You will then need to click on Yes to proceed.



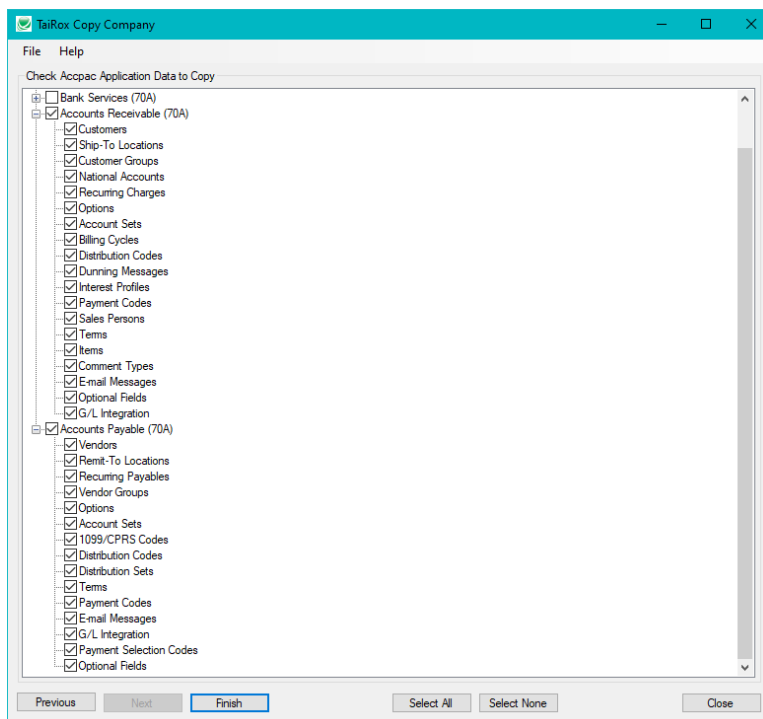
# Appendix D – Setup Data

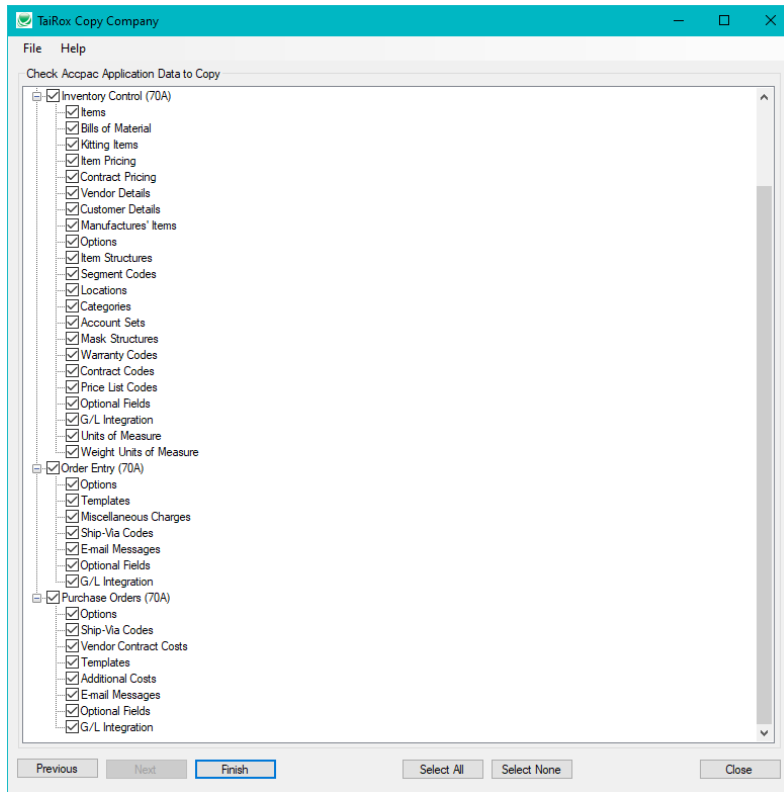
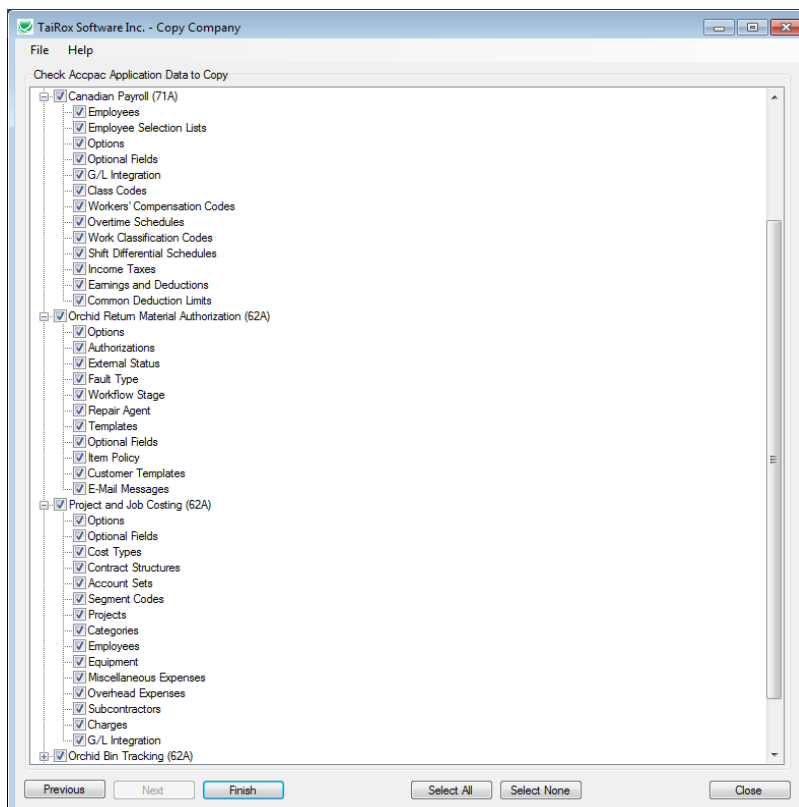
This appendix shows the setup data that can be copied for different Sage and third-party applications.

## ***Common Services, General Ledger, G/L Consolidation, Bank Services and Tax Services:***

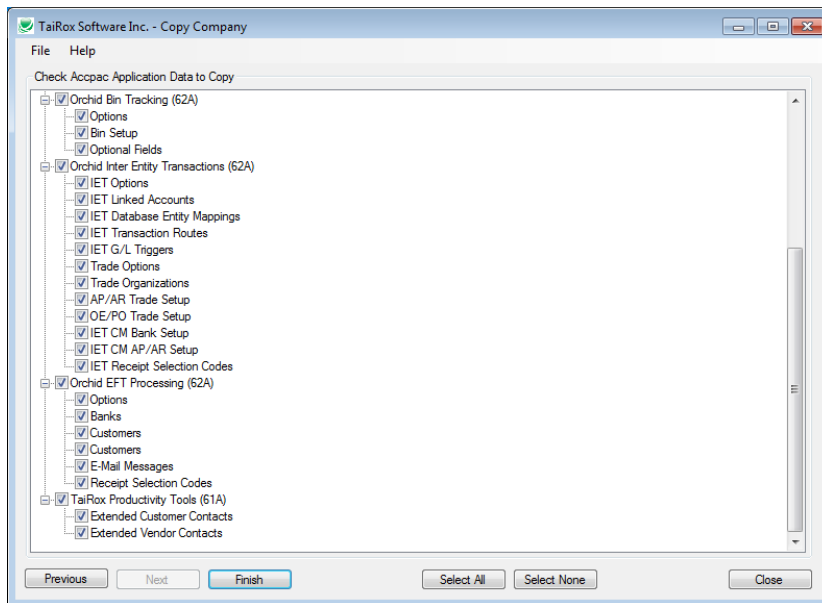


## ***Accounts Receivable and Accounts Payable:***



***Inventory Control, Order Entry and Purchase Orders:******Payroll, Return Materials Authorization and Project & Job Costing:***

## ***Orchid Bin Tracking, Orchid Inter-Entity Transactions, Orchid EFT Processing and TaiRox Productivity Tools:***



## ***Norming Asset Management:***

