

Look Up G/L Account

“Look Up G/L Account” lets you quickly find G/L accounts by simultaneously searching through multiple G/L account fields, including the account descriptions, natural account numbers, account structure codes, and account segment descriptions. It’s extremely useful if you have thousands of accounts in your G/L, assigned to different divisions, regions, cost centres, branches, departments, etc.

The program:

- Quickly finds the account you want from thousands of G/L accounts.
- Simultaneously searches through multiple G/L account fields. Just add more search terms, in any order, until you find the account – such as “cost retail west tools”.
- For users with appropriate security rights, displays account balances for a selected fiscal year and period.
- Supports all applications and multi-company searches through the Windows clipboard.

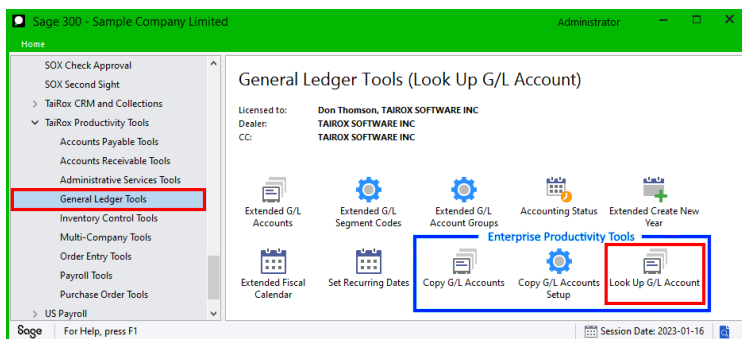
You can copy the G/L account number you want and paste it into a Sage 300 account number field, or double-click an account number to drill down to the G/L account record itself.

Look Up G/L Account is a Productivity Tools Enterprise Program

Note that the Look Up G/L Account icon will appear only if you have an Enterprise License for TaiRox Productivity Tools.

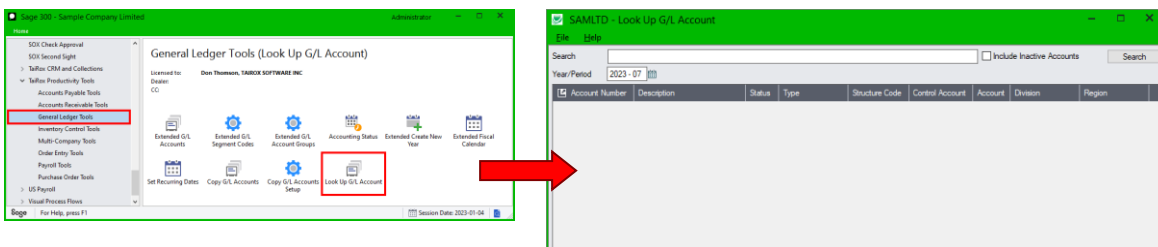
Running Look Up G/L Account

The Look Up G/L Account 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.

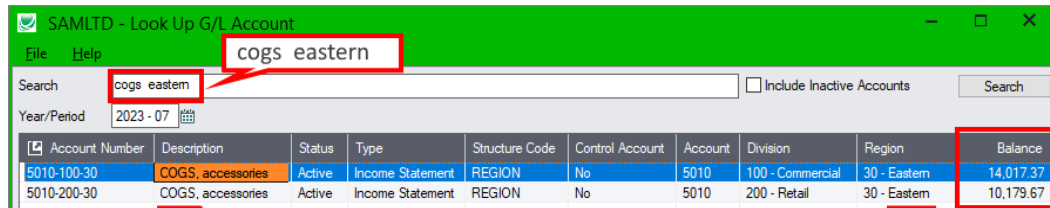
Open TaiRox Productivity Tools > General Ledger Tools > Look Up G/L Account



Enter the search terms for the account you want to find:

- Enter one or more words or word fragments in the search entry field to search multiple text fields in the G/L account. For example:
 - Enter partial words in the Search field that might be in the account description.
- And/or*
 - Enter an account segment name or number – such as the name of a region.
- Optionally, select the Include Inactive Accounts checkbox to include inactive G/L accounts.
- *If you have security rights to view account balances*, select a fiscal year and period to view the account balances for a particular fiscal period.
- Press Enter, or click the Search button to find the G/L Account record.

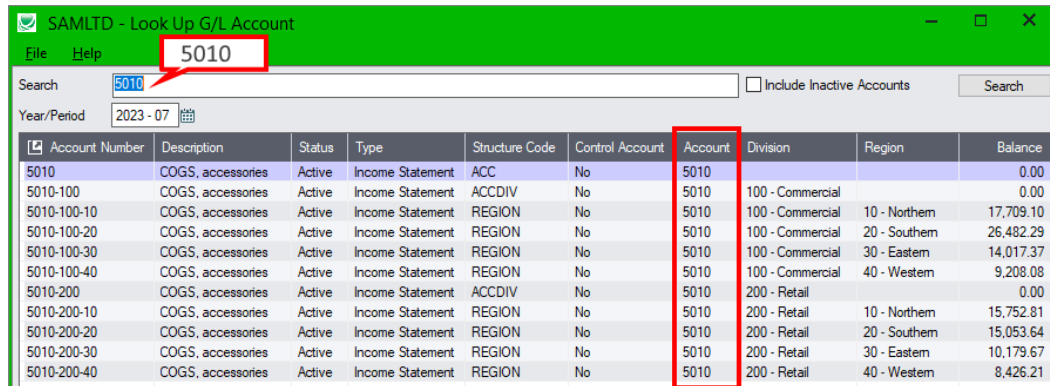
Example 1 – Search by account description and by account segment name



In this example, the search terms are “cogs” and “eastern”.

- “cogs” finds all “COGS” account names that are in the eastern region.

Example 2 – Search by account number

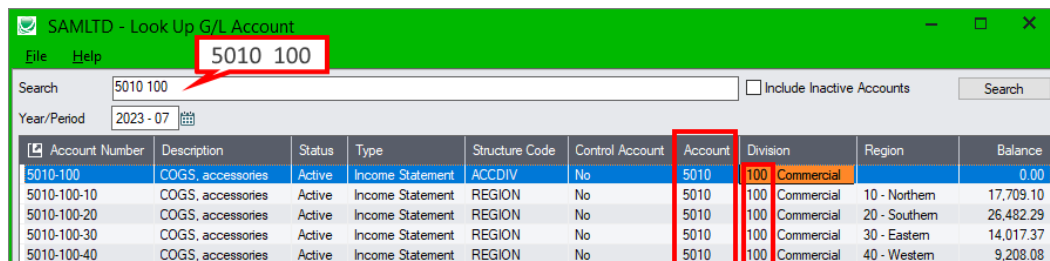


In the example above, the search term is 5010, and the program displays all of the results with account number 5010 in the Account column.

Example 3 – Search by account number and segment number

To look up account 5010 for division 100, enter “5010 100” (no hyphen). The program finds “5010” in the Account column, and “100” in the Division column.

You can add “west” or “40” to narrow down the account to the “Western” region.



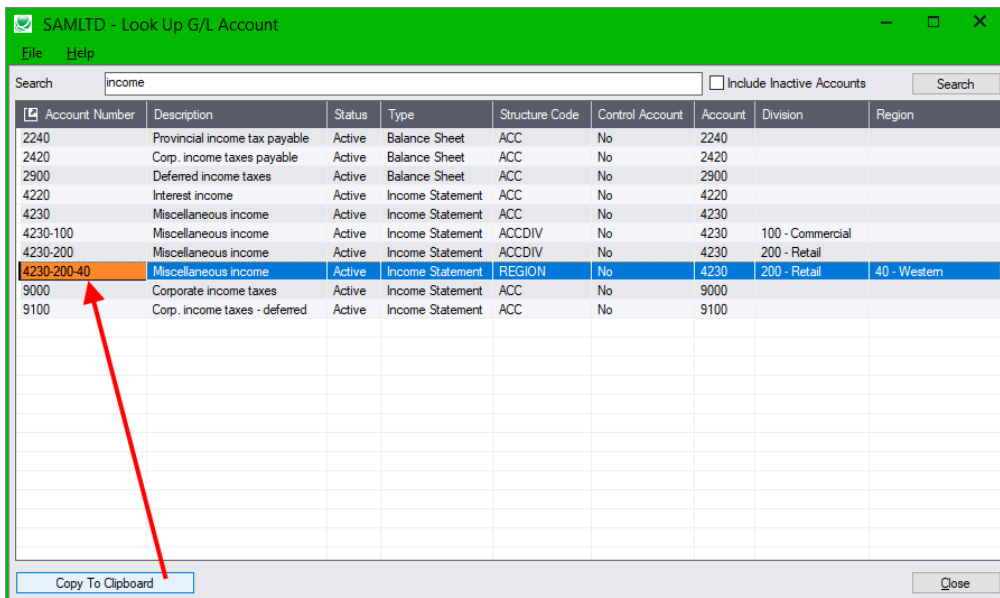
Notes:

- Users need G/L security rights for “History/Budget Maintenance” or “History/Budget Inquiry” to see account balances.
If users do not have the appropriate G/L security, the Year/Period field and the Balance column will not be displayed.
- The program does not search the Account Number, Status, or Type columns.
- Enclose search words in double quotes to treat a phrase as a single search term.
 - cogs region – would be treated as 2 search words.
 - “cogs region” – would be treated as 1 search word.

Click the Copy To Clipboard button to copy the account number to the Windows clipboard:

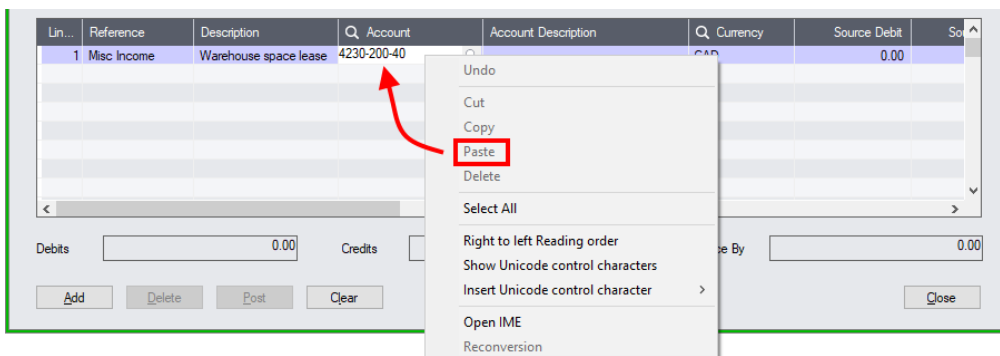
To quickly transfer an account number to a Sage 300 entry form:

- Highlight the account line.
- Click the “Copy to Clipboard” button.



Copies the Account Number only to the clipboard.

- Right-click the Sage 300 field where you want the account number, and choose “Paste”, or click the field and press Ctrl+V (to paste the account number from the clipboard).



Double-click an account number to drill down to the account in Extended G/L Accounts:

To quickly drill down to the account record in Extended G/L Accounts:

- Highlight the account line and click the Account Number column heading.
Or . . .
- Double-click the account number in the Account Number column.

