Tag Posted G/L Transactions

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

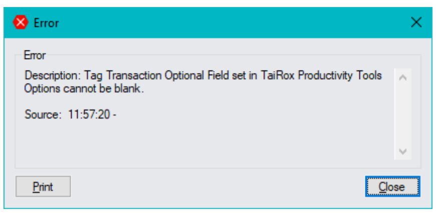
Note that the Tag Posted G/L Transactions Tool will ***only*** appear in TaiRox Productivity Tools if you have a Productivity Tools *Enterprise* License.

TaiRox Productivity Tools Enterprise edition lets you use an optional field for tagging posted general ledger transactions with the Tag Posted G/L Transactions Productivity Tool.

The program also 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.

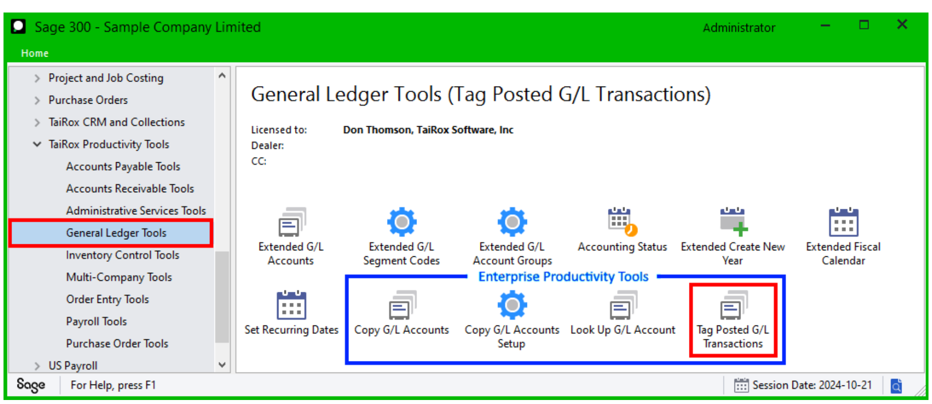
Note: If you try to run Tag Posted G/L Transactions before setting up the optional field for transaction tags, the following message will appear. This message means that the transaction tag optional field has not been added to the Productivity Options program.



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 Productivity Tools Options User Guide.

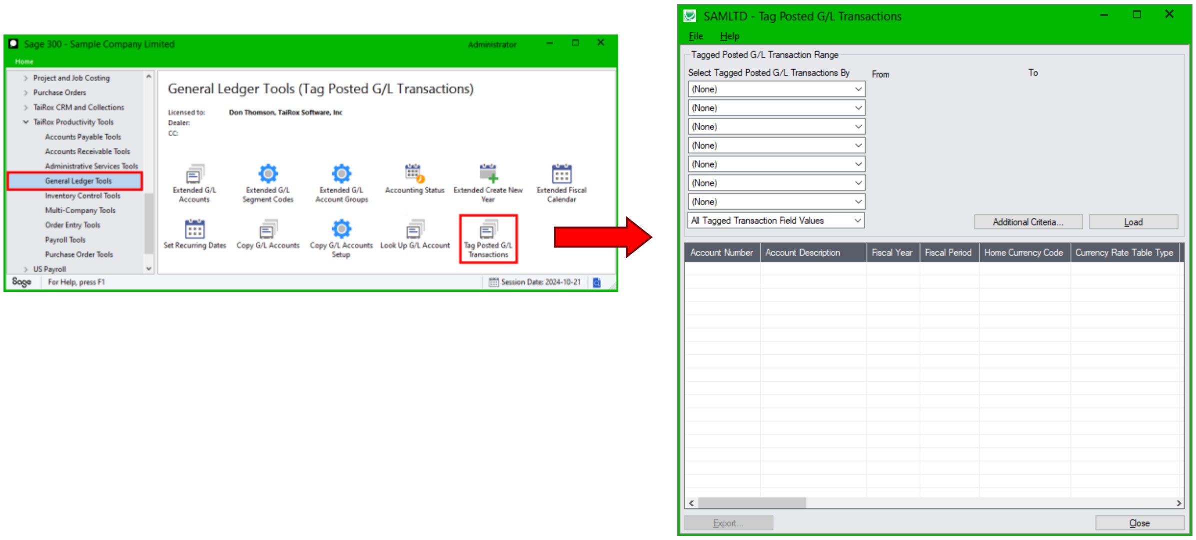
Running Tag Posted G/L Transactions

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.

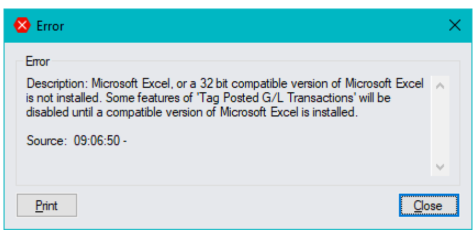


Enterprise Productivity Tools appear if you have an Enterprise license from TaiRox Software.

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



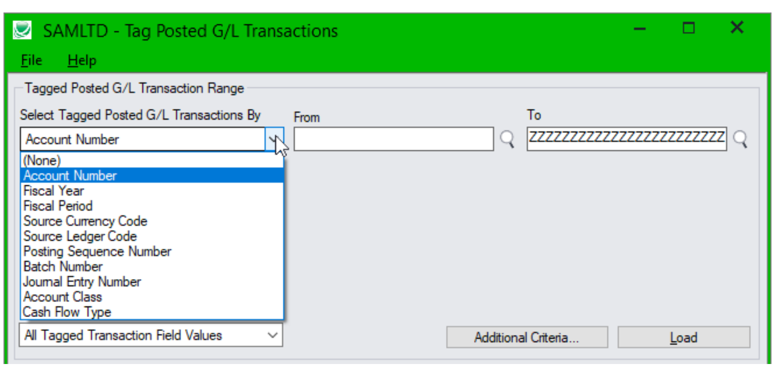
The following message will appear if Excel is not installed in your Sage 300 environment:



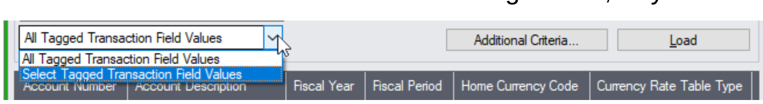
If Microsoft Excel is installed, Tag Posted G/L Transactions lets you Export all posted G/L transactions to a spreadsheet for review and reporting.

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.

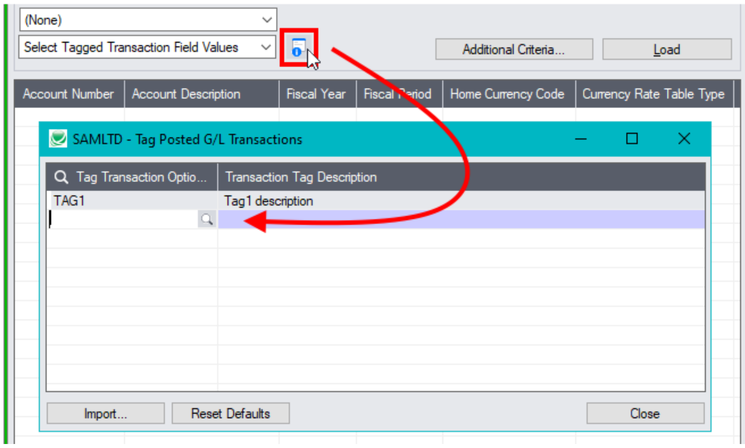


- You can also select transactions with all tag values, or you can select using specific tag values.



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

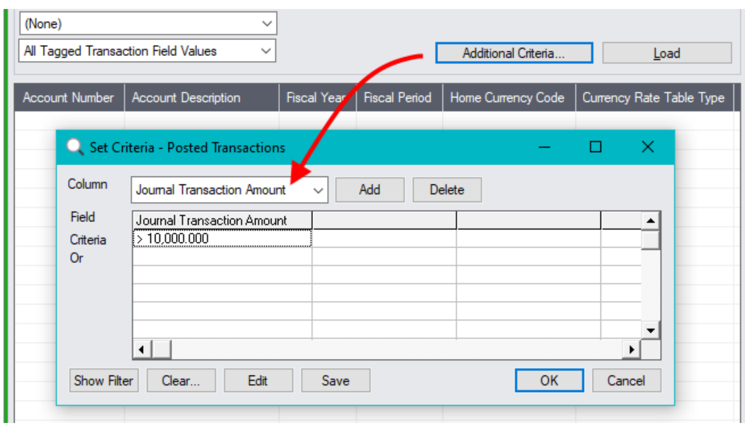
- Then click the Zoom button beside the dropdown field.



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

To select posted transactions using additional criteria

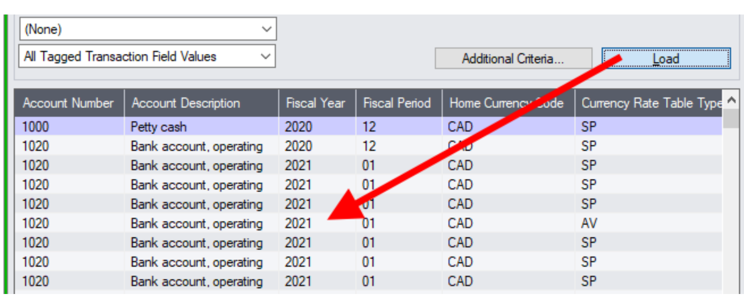
Click the Additional Criteria button to select posted transactions using a field that is NOT available in the above range fields.



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

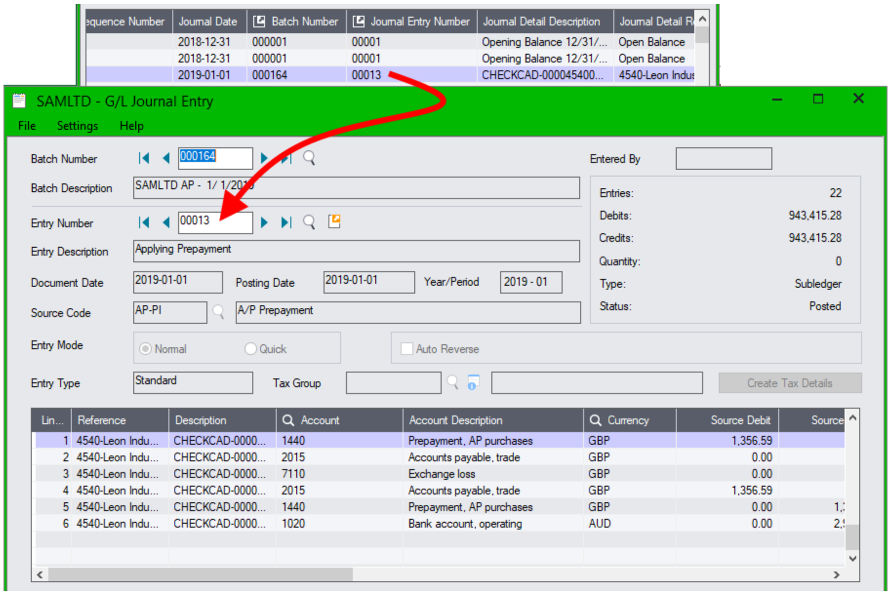
Load and edit the list of selected posted transactions and transaction tags

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

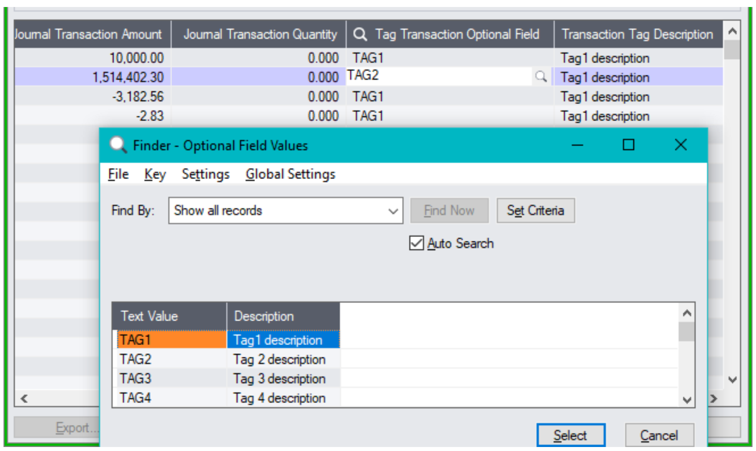


Note: The load time depends on the size of your general ledger and the number of transaction details you are loading.

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



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



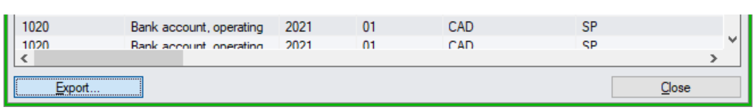
Tag edits are saved immediately and appear if you reload the list.

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

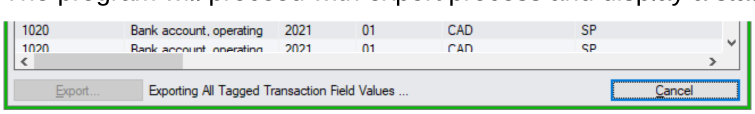
Excel must be installed in your Sage 300 environment in order for the Export function to be active.

To Export posted transaction data and transaction tags to Excel

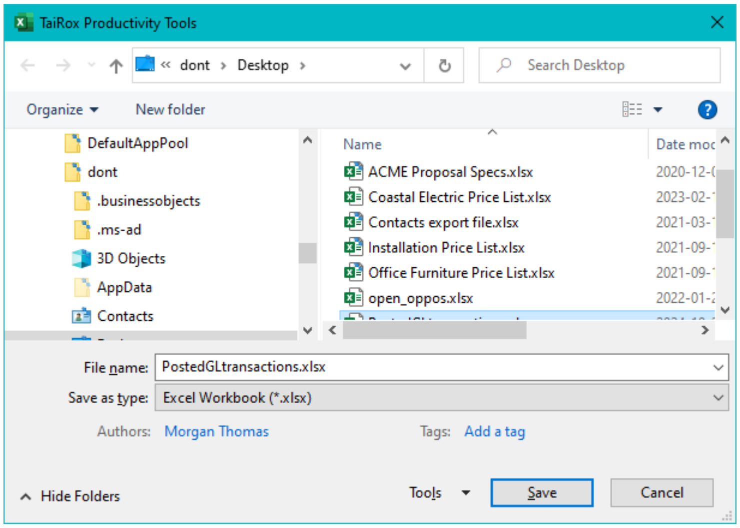
- Follow the instructions above to select and load posted transaction data and tags.
- Click the Export button when the posted transaction data has been loaded.



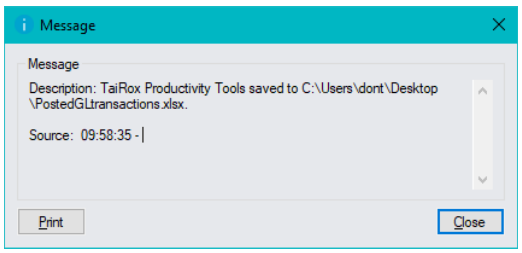
- The program will proceed with export process and display a status message.



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

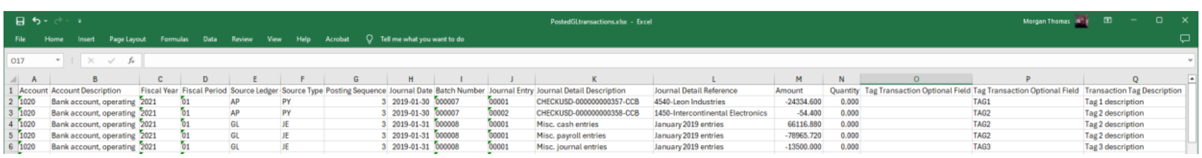


- The following message will appear to confirm that the file has been saved.



Excel spreadsheet fields

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



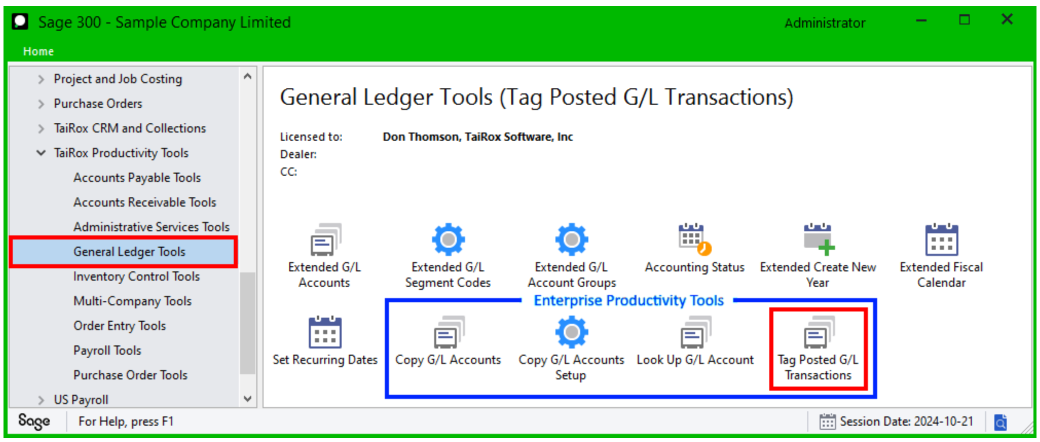
The columns are as follows: Account Number, Account Description, Fiscal Year, Fiscal Period, Source Ledger Code, Source Type Code, Posting Sequence Number, Journal Date, Batch Number, Journal Entry Number, Journal Detail Description, Journal Detail Reference, Journal Transaction Amount, Journal Transaction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

Appendix A: Tag Posted G/L Transactions Permissions

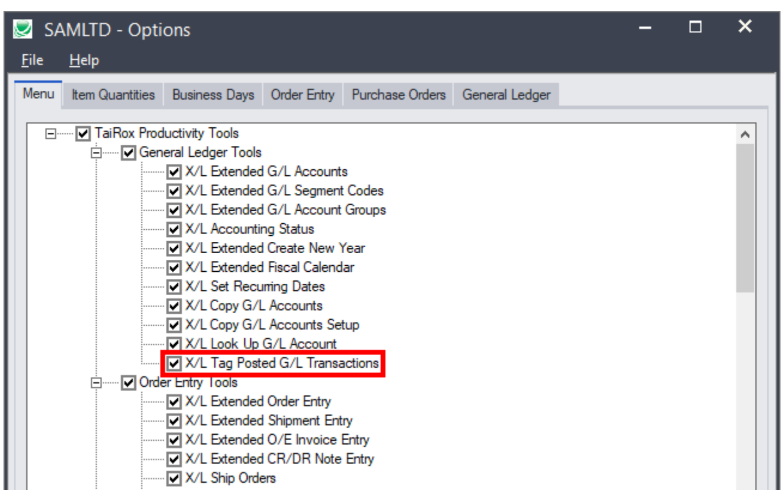
The Tag Posted G/L Transactions icon appears under **TaiRox Productivity Tools > General Ledger Tools** on the Sage 300 desktop.

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.



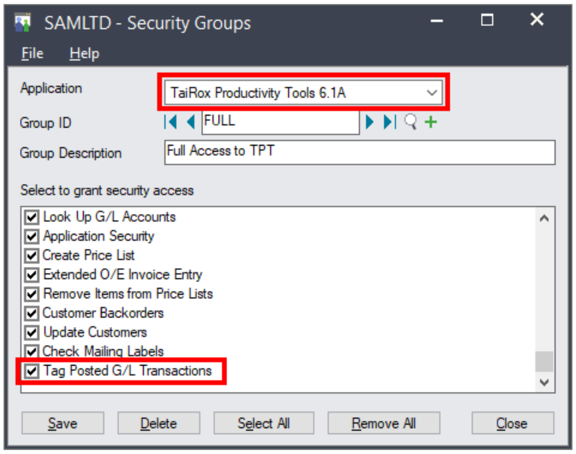
If you have a Productivity Tools Enterprise license and you do not see Tag Posted G/L Transactions in the General Ledger Tools folder for TaiRox Productivity Tools, open Productivity Tools Options, and see if the program is selected. If it is not checked, it will not appear on the desktop.



Security permissions for users to tag posted transactions

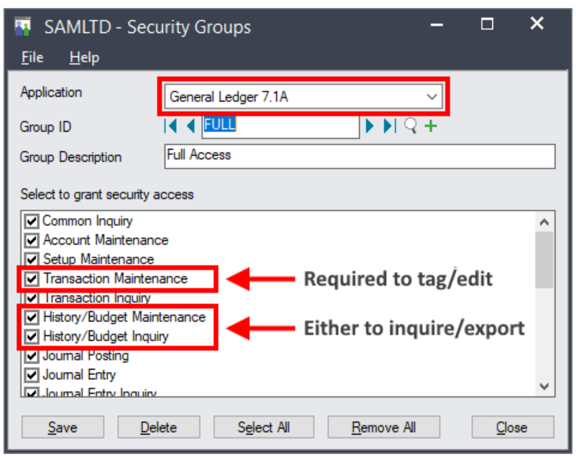
If you use Sage 300 security features, users must have sufficient rights to run Tag Posted G/L Transactions and view – or edit – transaction tags.

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.



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.



For more information on setting up Tag Posted G/L Transactions, see the TaiRox Productivity Tools Options User Guide.