

Copy Master Data

The Copy Master Data extension allows you to copy some master data records (G/L Accounts, Vendors, Customers, Fixed Assets, Items), as well as Dimension codes and values from the current company, to one or all other companies. This can be useful for organizations with many companies, where it would be very time-consuming or inconvenient to copy master data and dimensions manually.

The screenshot shows a software interface with a modal dialog box titled "EDIT - COPY MASTER DATA". The dialog has a "Options" section with the following controls:

- Table**: A dropdown menu.
- No. Filter**: A text input field with a search icon.
- Copy All Records**: A toggle switch, currently turned on.
- Overwrite Existing Records**: A toggle switch, currently turned on.
- Copy Default Dimensions**: A toggle switch, currently turned off.
- Copy Dimension**: A dropdown menu.
- Copy All Dims and Values**: A toggle switch, currently turned off.
- Dim. Value Filter**: A text input field with a search icon.
- Copy All Dim. Values**: A toggle switch, currently turned on.
- Copy To Companies**: A multi-select dropdown menu.

At the bottom of the dialog are three buttons: "Schedule...", "OK", and "Cancel".

The background interface shows a sidebar with "Management" and "Accounts" menus. The main area displays a "DUE SALES AMOUNT" of "39,9" and a "See more" link. Below the dialog, there are two sections: "ONGOING PURCHASES" and "APPROVALS".

ONGOING PURCHASES		APPROVALS	
SALES INVOICES	PURCHASE ORDERS	ONGOING PUR... INVOICES	PURCH. INVOI... NEXT WEEK
7	4	3	13
			REQUESTS TO APPROVE
			0

When the Copy Master Data processing report is run, it will present you with a set of options:

- Table: This option allows you to select what kind of data you want to replicate. Select either 'G/L Account', 'Dimension', 'Vendor', 'Customer', 'Fixed Asset' or 'Item'.
- No. Filter: This allows you to select or filter on specific records to be copied, based on the No. field.
- Copy All Records: Selecting this option copies all records in the selected Table.
- Overwrite Existing Records: If a record to be copied already exists in the destination company (based on the No. field), this option determines whether or not Copy Master Data will overwrite the record.
- Copy Default Dimensions: This allows you to also copy any Default Dimensions associated with the record. Default Dimensions will always be overwritten.
- Copy Dimension: If the Table option is set to 'Dimension', this option allows you to select which Dimension will be copied. When the Table option is set to anything other than 'Dimension', this option is ignored.
- Copy All Dims and Values: If the Table option is set to 'Dimension', this option allows you to copy all Dimensions. When the Table option is set to anything other than 'Dimension', this option is ignored.

- **Dim. Value Filter:** This allows you to select or filter on specific Dimension Values to be copied, based on the Code field.
- **Copy All Dim. Values:** Selecting this option copies all Dimension Values for the Dimension selected. If “Copy All Dims and Values” is also selected, Copy Master Data will copy all Dimensions and all Dimension Values.
- **Copy To Companies:** This allows you to select which company or companies the data should be copied to. Press the ellipsis button to open the Company Selection page. On this page, you can “Select All” or “Unselect All” companies using the buttons at the top of the page.

Select All

Unselect All

Open in Excel

Actions

Fewer options

COMPANY SELECTION - US

SELECTED

NAME ↑

<input type="checkbox"/>	Canada
<input checked="" type="checkbox"/>	Master
<input type="checkbox"/>	⋮ My Company
<input checked="" type="checkbox"/>	⋮ US My Company

OK


Cancel

Once the options have been set, press **OK**. When the replication is complete, you’ll see a message indicating success and confirming how many companies the data was copied to.

Notes:

- If a record with the same key (No. or Code) does not exist, it will be created in the destination company.
- If a record already exists in the destination company, the data will be updated by Copy Master Data from the record in the current company, if the 'Overwrite Existing Records' option is selected. If this option is not selected, the existing record will not be modified.
- When the Table option is set to 'Dimension', if the Dimension being copied does not exist in the destination company, Copy Master Data will first create the Dimension before copying the Dimension Values to the destination company.
- Copy Master Data can also copy the Default Dimensions for any type of data being replicated. You can turn this feature on by selecting 'Copy Default Dimensions'.

Examples:

EDIT - COPY MASTER DATA 

Options

Table

Vendor ▼

No. Filter

30000|40000 ...

Copy All Records

☐

Overwrite Existing Records ...

☒

Copy Default Dimensions ...

☒

Copy Dimension

▼

Copy All Dims and Values ...

☐

Dim. Value Filter

...

Copy All Dim. Values

☒

Copy To Companies

Multiple ...

Schedule...

OK

Cancel

In the options screen above, the user wants to copy only 2 Vendor records: No. 30000 and No. 40000, along with their **Default Dimensions**. If the records already exist in the destination companies, the records will be overwritten. The **Dimension-**related options are not used.



Options

Table	Dimension ▼
No. Filter
Copy All Records	<input checked="" type="checkbox"/>
Overwrite Existing Records ...	<input checked="" type="checkbox"/>
Copy Default Dimensions ...	<input type="checkbox"/>
Copy Dimension	DEPARTMENT ▼
Copy All Dims and Values ...	<input type="checkbox"/>
Dim. Value Filter	SALES ...
Copy All Dim. Values	<input type="checkbox"/>
Copy To Companies

In the options screen above, the user wants to copy a single **DEPARTMENT** Dimension Value, **SALES**, to other companies. If the Dimension Value already exists in the destination companies, the record will be overwritten.



Options

Table	G/L Account ▼
No. Filter
Copy All Records	<input checked="" type="checkbox"/>
Overwrite Existing Records ...	<input type="checkbox"/>
Copy Default Dimensions	<input type="checkbox"/>
Copy Dimension	▼
Copy All Dims and Values	<input type="checkbox"/>
Dim. Value Filter
Copy All Dim. Values	<input checked="" type="checkbox"/>
Copy To Companies

Schedule...OKCancel

In the options screen above, the user wants to copy all G/L Accounts in the Chart of Accounts, to other companies. If a G/L Account No. from this company already exists in the destination company, it will not be overwritten. The Default Dimensions associated with each G/L Account will not be copied. The Dimension-related options are not used.



Options

Table	Dimension ▼
No. Filter
Copy All Records	<input checked="" type="checkbox"/>
Overwrite Existing Records ...	<input checked="" type="checkbox"/>
Copy Default Dimensions ...	<input type="checkbox"/>
Copy Dimension	DEPARTMENT ▼
Copy All Dims and Values ...	<input type="checkbox"/>
Dim. Value Filter
Copy All Dim. Values	<input checked="" type="checkbox"/>
Copy To Companies

Schedule...OKCancel

In the options screen above, the user wants to copy all DEPARTMENT Dim. Values to other companies (Copy All Dims and Values = False, Copy Dimension = DEPARTMENT, and Copy All Dim. Values = True). If the DEPARTMENT Dimension has not yet been created in the destination companies, Copy Master Data will create the DEPARTMENT Dimension, and then copy all its Dimension Values. If a DEPARTMENT Dimension Value from this company already exists in the destination company, it will be overwritten (Overwrite Existing Records = True). The other options are not used.



Options

Table	Dimension ▼
No. Filter
Copy All Records	<input checked="" type="checkbox"/>
Overwrite Existing Records	<input checked="" type="checkbox"/>
Copy Default Dimensions	<input type="checkbox"/>
Copy Dimension	▼
Copy All Dims and Values	<input checked="" type="checkbox"/>
Dim. Value Filter
Copy All Dim. Values	<input checked="" type="checkbox"/>
Copy To Companies

In the options screen above, the user wants to copy all Dimensions and Values in this company to other companies (Copy All Dims and Values = True, and Copy All Dim. Values = True). If any Dimension from this company has not been created in the destination companies, Copy Master Data will create the Dimension, and then copy all its Dimension Values. If any Dimension Value from this company already exists in the destination company, it will be overwritten (Overwrite Existing Records = True). The other options are not used.



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