Optional Tables

OrchidSystems · Sage Tech Partner

"Create custom, multi-dimensional data structures within your Sage 300 database"

I STORE MY DETAILED FORECASTS AND TARGETS BY SALESPERSON & REGION.

Why use Optional Tables?

Optional Tables frees you from the limitations of the standard Sage 300 data model, allowing you to incorporate custom data wherever you wish.

- Create unlimited Optional Fields, linked to any Sage 300 masterfile record or transactions, to suit any purpose (e.g. KPIs, budgets, forecasts, or non-financial data)
- Support multi-dimensional reporting and analysis by linking custom data to multiple Sage 300 key fields (e.g. Sales Rep, Location, and Category)
- All your data is stored within Sage 300, making it secure, easy to share, and readily available for inclusion in reports

Optional Tables Data Entry

Data-entry screens are provided for entering Optional Tables data directly into Sage 300:

- One screen is designed for time-sensitive information (e.g. budgets and forecasts)
- Another is optimized for static masterfile input
- Alternatively, you can import data, or use the Excel Add-in to enter data then update Sage 300
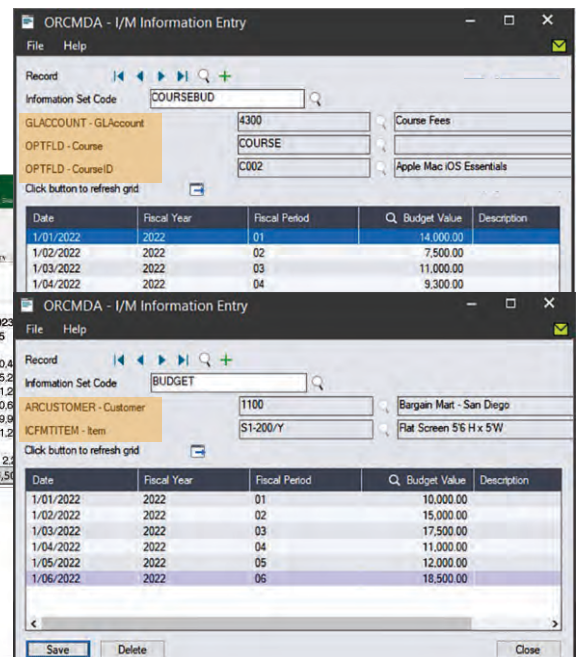
Excel® Add-in with Read & Update

The Microsoft Excel Add-in comes included with Optional Tables.

- With the help of a built-in wizard, set up formulae to extract both Optional Tables data and other Sage 300 reference data into Excel
- Format, modify and manipulate the data, as you would with any other Excel worksheet
- Use the update capability to write your modified Optional Tables data directly back to Sage 300

Using the Optional Tables Excel Add-in

Budget for GL Account/Course or Customer/Item

Work *smarter* with Orchid

Optional Tables as a Budgeting Tool

Team members can collaborate in the budget preparation process without needing Sage 300 access and training.
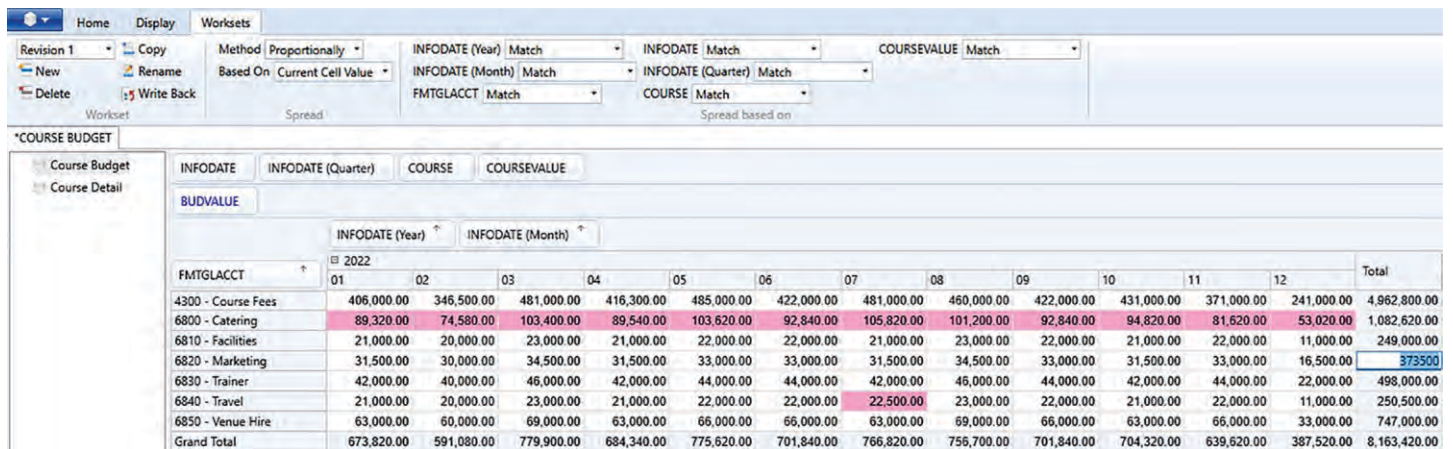
- Develop granular, multi-dimensional budget models using Microsoft Excel

- Distribute and retrieve spreadsheets by email, or use your preferred file-sharing software, to collect budget data from multiple contributors

- Use the Excel Add-in update capability, and a GL macro, to update your Sage 300 budget sets at the click of a button

- Optional Tables lets you create as many budget sets as you like, so you can maintain a full history of budget revisions

💡 Optional Tables can help apply **Dimensional Accounting** principles to Sage 300, e.g. by holding highly granular, dimension-level budget data to simplify your Chart of Accounts

Budgeting Scenario Example

Combine Optional Tables with Orchid **Info-Explorer** to incorporate slice & dice analysis, and sophisticated adjustments, into your budgeting and forecasting, e.g.:

1. Use the **Optional Tables Excel Add-in** to build a detailed bottom-up budget at the level you need, e.g. Customer & Item, then upload it to an Optional Tables 'Information Set' within your Sage 300 database.

2. Pull both the Optional Tables budget data and Sage 300 actual sales data into an **Info-Explorer** cube to perform slice & dice analysis.

3. Within the cube, make a top-down budget adjustment, using an in-built spread formula to apply the change to Customer and Item budgets.

4. Use **Info-Explorer's budget write-back** feature to update both the Sage 300 GL budget and the Optional Tables detailed budget fields.

Using Info-Explorer to analyse and adjust an Optional Field (Course) level budget

💡 Enhance your Sage 300 GL **Financial Reports** by incorporating Optional Tables formulae and data (e.g. additional budget, forecast, and subsidiary ledger information) into your FR specifications

More information

Further information about Optional Tables, including videos, is available from Orchid's Website: www.orchid.systems/products

Minimum Requirements

Optional Tables requires Sage 300 System Manager, and Transaction Analysis & Optional Fields. The Excel Add-in requires Microsoft Excel 2003 or later (32-bit). Updating Sage 300 requires appropriate security rights. Features relate to the latest supported version.

Contact your Sage Software Solution Provider

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