# Contents

**Introduction** ........................................................................................................................................... 1  
Before you begin ........................................................................................................................................... 1  
Using Validate and Import buttons ............................................................................................................ 2  
Compatibility information ........................................................................................................................... 4  
Send us your documentation comments ................................................................................................... 6  

**Chapter 1: Installing Professional Services Tools Library** ................................................................. 7  
Installation ..................................................................................................................................................... 7  
Security setup .............................................................................................................................................. 10  
What to do next ........................................................................................................................................... 12  

**Chapter 2: Using System Tools** ........................................................................................................... 13  
Using Database Disabler ............................................................................................................................ 13  
Using Shortcuts Copy ................................................................................................................................. 13  
Using Toolkit ................................................................................................................................................ 14  
Using Login/User Generator ....................................................................................................................... 15  
Using Menu Inquiry Utility ......................................................................................................................... 16  

**Chapter 3: Using Financial Tools** ....................................................................................................... 17  
Using Account Modifier/Combiner ............................................................................................................ 17  
Using Checkbook Modifier ......................................................................................................................... 22  
Using Fiscal Period Modifier ....................................................................................................................... 23  
Using General Ledger Master Record Triggers ......................................................................................... 24  

**Chapter 4: Using Sales Tools** ............................................................................................................... 25  
Using Customer Combiner ........................................................................................................................ 25  
Using Customer Modifier .......................................................................................................................... 26  
Using Customer Name Modifier .............................................................................................................. 27  
Using Receivables Management Master Record Triggers ..................................................................... 28  
Using Receivables Management Transaction Unapply .......................................................................... 29  
Using Salesperson Modifier ...................................................................................................................... 30  
Using Sales Order Processing—Customer Item Lookup ....................................................................... 31  
Using Territory Modifier ............................................................................................................................ 33  
Using Territory Combiner .......................................................................................................................... 34  

**Chapter 5: Using Inventory Tools** .................................................................................................... 35  
Using Inventory Site Combiner .................................................................................................................. 35  
Using Inventory Site Modifier ................................................................................................................... 36  
Using Item Description Modifier ............................................................................................................. 37  
Using Item Number Combiner ................................................................................................................ 38  
Using Item Number Modifier .................................................................................................................. 39  
Using Item Reconciler .............................................................................................................................. 39
Chapter 6: Using Purchasing Tools ................................................................. 41
  Using 1099 Modifier .................................................................................. 41
  Using Payables Management Master Record Triggers .................................. 42
  Using Payables Management Minimum Check ........................................... 43
  Using Select Checks Combiner .................................................................. 44
  Using Vendor Combiner ........................................................................... 44
  Using Vendor Modifier ............................................................................. 45
  Using Vendor Name Modifier .................................................................... 46

Chapter 7: Using Payroll Tools ................................................................. 47
  Using Employee Modifier .......................................................................... 47
  Using the Certified Payroll Report ............................................................... 48

Chapter 8: Using Miscellaneous Tools ..................................................... 53
  Using Fixed Asset Modifier ...................................................................... 53
  Using Minimum PO/Receipt Number ........................................................ 54
Introduction

The Professional Services Tools Library is designed for use with Microsoft® Dynamics™ GP. This document contains descriptions and information on the functionality of each tool, as well as how to implement the tools available in the Professional Services Tools Library.

Information is divided into the following sections:

- Before you begin
- Using Validate and Import buttons
- Compatibility information
- Send us your documentation comments

Before you begin

This section includes information and precautions that will help you use Professional Services Tools Library more effectively.

**Making backups** Before running any tool, make a backup of the databases that will be affected. It is important to make a backup of your Microsoft SQL Server™ data. Many of the tools will prompt users to back up their data before being allowed to execute the command selected. Make a backup before continuing with the tool operation. The tools that do not prompt users with a warning message either have another type of warning or assume that the user has taken steps to appropriately backup the data.

**Additional users** Most tools will require that you are the only user logged into the company. If there are additional users logged into the company you will receive an error message listing the total number of users in the system. Make sure all users are logged out and then reopen the tool. Tools that do not require all users to be logged out are:

- Item Reconciler
- Toolkit
- Shortcuts Copy

> If additional products are installed, all 3rd party tables should be tested for validation.
Using the “sa” login  Regardless of how role-based Security is defined in Microsoft Dynamics GP, there are certain tools that will require users to be logged in as “sa.” These tools are:

- Toolkit
- Database Disabler
- Customer Modifier
- Customer Combiner
- Customer Name Modifier
- Item Number Modifier
- Item Number Combiner
- Vendor Modifier
- Vendor Combiner
- Vendor Name Modifier
- Login/User Generator
- Account Modifier/Combiner
- Salesperson Modifier
- Territory Modifier
- Territory Combiner

Using Validate and Import buttons

Validate and Import buttons are available on many of the tools that modify or combine data. These buttons allow data to be imported without having to manually enter the information, making the tools useful to change or combine many pieces of data.

For example, if you want to change 1000 current item numbers to 1000 new item numbers one at a time, you can save time by importing a two-column spreadsheet into modifier and combiner tools.

Preparing your spreadsheet data:

1. Enter existing system data — such as the Vendor ID numbers or Item numbers — in the first column of data in the spreadsheet.

2. The second column of data should contain the new ID or number, as you would enter it in the appropriate field of the respective tool.

   If you are entering account numbers in your spreadsheet, be sure to include dashes.

3. Save your spreadsheet as a text file

   The spreadsheet must be saved as a text file in Microsoft Excel® (tab delimited file), to ensure that information in Microsoft Dynamics GP is updated correctly.
Validating and importing your data:
A typical example of the Validate and Import function functionality would be during an Employee ID change:

1. Choose the Validate button first. Select the file and choose Open to start the validation process.

2. A Report Destination window will appear. Select the report destination to view a report verifying that information is valid. If the report states that there is invalid data, fix the spreadsheet and go through the validation process again.

3. Once the Validate report lists no invalid employee ID numbers, the data is ready to be imported.

   If you choose the Import button, you will receive a message to choose Validate first. The Validate button ensures that the tool will run properly. In this example, the Validate button will verify that each current employee ID number exists in your system before the conversion is performed.

4. After validating your data, choose the Import button, and choose the valid text spreadsheet.

5. When the data is done being imported, you will receive a message stating that the Import function is finished.

6. Choose OK, and close the modifier or combiner tool to receive another report destination window and view the report to see the changed data.
Compatibility information

The following table lists the compatibility of modules in Release 10.0 with the individual Professional Services Tools.

All of the tools are compatible with core modules. Core modules include General Ledger, Receivables Management, Payables Management, Sales Order Processing, Purchase Order Processing, Inventory, Bank Reconciliation, Inventory, Payroll, Bill of Materials and Multicurrency.

When using the Combine tools, SmartList queries may need to be modified after the combine is completed.

<table>
<thead>
<tr>
<th>Tool name</th>
<th>Compatible modules and features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Modifier/Combiner</td>
<td>Core Modules, Analytical Accounting, Control Account Management, Excel Based Budgeting, Field Service, Fixed Assets, Interfund Management, Manufacturing, Project Accounting, Revenue/Expense Deferrals, SmartList</td>
</tr>
<tr>
<td>Checkbook Modifier</td>
<td>Core Modules, Project Accounting</td>
</tr>
<tr>
<td>Customer Modifier</td>
<td>Core Modules, Analytical Accounting, Field Service, Collections Management, SmartList, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Customer Combiner</td>
<td>Core Modules, Analytical Accounting, SmartList, Field Service, Collections Management, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Customer Name Modifier</td>
<td>Core Modules, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Employee Modifier (US and Canadian Payroll)</td>
<td>Core Modules, Human Resources, Project Accounting, Personal Data Keeper</td>
</tr>
<tr>
<td>Item Number Modifier</td>
<td>Core Modules, Analytical Accounting, Manufacturing, Field Service, SmartList, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Tool name</td>
<td>Compatible modules and features</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Item Number Combiner</td>
<td>Core Modules, Analytical Accounting, Manufacturing, Field Service, SmartList, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Item Description Modifier</td>
<td>Core Modules, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Inventory Site Modifier</td>
<td>Core Modules, Manufacturing, Field Service, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Inventory Site Combiner</td>
<td>Core Modules, Field Service, Project Accounting, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Salesperson Modifier</td>
<td>Core Modules, Collections Management</td>
</tr>
<tr>
<td>Territory Modifier</td>
<td>Core Modules, Collections Management, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Territory Combiner</td>
<td>Core Modules, Collections Management, Microsoft Dynamics CRM</td>
</tr>
<tr>
<td>Vendor Modifier</td>
<td>Core Modules, Analytical Accounting, Manufacturing, SmartList, Project Accounting</td>
</tr>
<tr>
<td>Vendor Combiner</td>
<td>Core Modules, Analytical Accounting, Manufacturing, SmartList, Project Accounting</td>
</tr>
<tr>
<td>Vendor Name Modifier</td>
<td>Core Modules, Project Accounting</td>
</tr>
</tbody>
</table>

If you would like to purchase any of the tools included in the Professional Services Tools Library, or if you have any questions, please contact MBSProfessionalServices@microsoft.com.
There are several other tools and services delivered by Microsoft. Some of the services bid on an hourly basis and miscellaneous tools are listed below. Contact MBSProfessionalServices@microsoft.com for a more complete list of the tools and services available.

- Account Reformatter
- Company Splitter
- Company Combiner.

available, not included in this suite:

- SOP Partial Kit Transfers
- SOP Lot Overrides

**Send us your documentation comments**

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com. To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

*Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.*
Chapter 1: Installing Professional Services Tools Library

This chapter explains how to install Professional Services Tools Library. Information is divided into the following sections:

- Installation
- Security setup
- What to do next

Installation

Professional Services Tools Library can be installed directly from your Release 10.0 CD.

![Warning icon]

Download the most current version from PartnerSource or CustomerSource.
[PartnerSource >> Downloads & Updates >> Product Releases or CustomerSource >> Downloads & Updates >> Service Packs/Product Releases]

Installing Professional Services Tools Library:
1. Insert the Release 10.0 CD1 into your CD-ROM drive. Refer to the Microsoft Dynamics GP installation documentation pertaining to new installation or updating an existing location.

2. Select Professional Services Tool Library from the Select Features window.

3. Start Microsoft Dynamics GP and choose Yes to include new code.

4. In order to add the Professional Services Tools Library to the Home menu, right-click and choose Add >> Add window.
5. In the Available Windows folder list, expand the Technical Service Tools list, then expand Project. Select Professional Services Tools Library.

![Add Window Shortcut](image)

6. Choose Done, and then choose Yes to save the changes.

7. Professional Services Tools Library should now be available on your Home menu.

![Microsoft Dynamics GP](image)

8. You will need to repeat steps 1-7 for each company where you want to use the Professional Services Tools Library. You must also load the Professional Services Tools Library at each client machine where you want the tool functionality available.

9. The first time that you use Professional Services Tools Library, you will need to enter the registration key provided with your purchase. You must log in as “sa” the first time to enter the registration code and to allow the Professional Services Tools Library to create stored procedures.

Several tools are available for no charge to customers with a current service plan. To activate these tools, choose Cancel from the registration window. To activate the entire Professional Services Tools Library suite for the sample company, Fabrikam, Inc., you can enter SMPE0102030405 for the registration key.

*The registration key can be entered from any company that you set up to use Professional Services Tools Library and will not need to be reentered for each company.*

The initial installation creates many tables and stored procedures and may take a several minutes to finish.
10. Open Professional Services Tools Library from the Home menu.

You have access to each Tool that has a check next to it.

Mark the radio button next to the tool you wish to use and choose Next.

Some tools have a second check box that appears directly to the left of the radio button. These tools modify functions within Microsoft Dynamics GP. Mark the second check box to activate the tool and modify existing forms and menus within Microsoft Dynamics GP automatically.

To add the new functionality that the following tools offer, simply mark the second check box and close the Professional Services Tools Library window.

- PM Minimum Check
- Select Checks Combiner
- SOP Customer Item Lookup
- Certified Payroll Report
- Minimum PO/Receipt #

The Next button will be unavailable once the second check box is marked.

*If additional products are installed, all 3rd party tables should be tested for validation.*
CHAPTER 1  INSTALLING PROFESSIONAL SERVICES TOOLS LIBRARY

Entering new registration keys:
If you decide to purchase additional tools at a later date and receive a new registration key, you can easily change the registration key.

1. Choose the Registration button on the main window.
2. Log in with the “sa” login, and you can automatically re-create all objects for the Professional Services Tools Library.

The registration key can be entered from any company that you set up to use Professional Services Tools Library and will not need to be reentered for each company.

Security setup
You can add a Professional Services Tools Library task to an existing security task or create a new task. Once a security task is created, you can either add the task to an existing role ID or create a new role ID. The instructions provided demonstrate how to create a new task, new role ID, and apply the new role ID to a user through User Security Setup.

Predefined security tasks and roles are not set up in Microsoft Dynamics GP for Professional Services Tools Library. If you want to log in as a user other than “sa,” you must set up security tasks and roles specific for each desired user(s).

Regardless of how role-based security is defined in Microsoft Dynamics GP, there are multiple Professional Services Tools that require the user be logged in as “sa.” Refer to Before you begin on page 1 for information on the specific tools.

In order for a tool to execute properly and run reports as designed, all operations relating to the Reports and Files associated to the tools must be given access along with the Window Type.

Some of the options in creating a security task illustrated below can be changed depending on what type of security you need.

Security task setup:
1. Go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security Tasks
2. Create a new Task ID. In this example, the task name PSTL is used.
3. Select Other as the Category
4. Enter PSTL for the task name and description.
5. Select Technical Service Tools from the Product drop-down list.
6. Select Windows from the Type drop-down list.
7. Select Financials from the Series drop-down list.
8. Select Mark All to select all the operations listed.
9. Repeat steps 6 through 8 until all Windows, Reports, and File operations have been marked for the Professional Services Tools Library for all of the combinations possible from the Series drop down-list.

<table>
<thead>
<tr>
<th>Type values</th>
<th>Series values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td>Financial, Sales, Purchasing, Inventory, Payroll, Project, System</td>
</tr>
<tr>
<td>Reports</td>
<td>Financial, Sales, Purchasing, Inventory, Payroll, System</td>
</tr>
<tr>
<td>Files</td>
<td>Financial, Sales, Purchasing, Inventory, Payroll, Project, System, Company</td>
</tr>
</tbody>
</table>

Windows selected from the Type drop-down list, Project selected from the Series drop-down list, and Professional Services Tools Library marked as an operation is required to get into the main Professional Services Tools Library window.

10. Select Save to save the new security task.

**Security role setup:**


2. Create a new Role ID. In this example, the name of PSTL is used.

3. Enter PSTL for the Role Name and Description

4. In the Display drop-down, select the Category related to the security task you will associate to this Role ID. (In this example, the category is Other.)
5. Click Mark All to select the Security Task ID.

6. Choose Save to save the new Security Role.

**Security user setup:**

1. Go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Security

2. Select the desired User from the lookup window that you want to grant access to the newly defined Security Role ID.

3. Select the appropriate Company from the Company drop-down list.

4. Mark the check box for the Security Role ID created for the Professional Services Tools Library objects. The example Role ID is “PSTL.”

5. Choose Save to save the new User Security Setup.

**What to do next**

Refer to the additional chapters in this manual for details on using specific Professional Services Tools. If you would like to purchase additional tools or have any questions, please contact mbsprofessionalservices@microsoft.com.
Chapter 2: Using System Tools

This chapter explains how to use the System Series Professional Services Tools. Information is divided into the following sections:

- Using Database Disabler
- Using Shortcuts Copy
- Using Toolkit
- Using Login/User Generator
- Using Menu Inquiry Utility

Using Database Disabler

This tool allows the “sa” user to disable any company database. Once the database is disabled, the company option is removed from the Microsoft Dynamics GP log in window. The company database can easily be reactivated.

This tool requires that the user be logged in as “sa.”

To disable a database:
1. To disable a company, mark the check box in the Disable column.

Once Disable has been marked, no users will be able to log in to that company. The company option is removed from the Microsoft Dynamics GP log in window.

2. To allow users to log back into Professional Services Tools as “sa” and unmark the check box in the Disable column for that company.

Using Shortcuts Copy

Use this tool to copy the Shortcuts options from one user to another user with the click of a button. With the Shortcuts Copy tool, you don’t have to manually set the shortcuts up for each user on the system. This is especially useful when macros are used with a window (e.g., Purchase Order entry to always add item).

To copy a shortcut:
1. Enter the User ID that you want to copy the Shortcuts from in the Copy From User ID field.

2. Enter the User ID you want to copy the Shortcuts to in the Copy To User ID field.
3. Choose copy.

![Copy Tool Image]

4. You will be prompted to make a backup of your database. Choose Continue once you have made a backup.

5. An alert message signals the end of the Shortcuts copy process.

   *No Report Destination window will appear after using this tool. To verify the results, simply check to see if the users specified to have the Shortcuts copied have the same Shortcuts button.*

**Using Toolkit**

Use Toolkit to rebuild the GL00105 table, re-create Dex Procs, rebuild indexes, re-create tables, and check identities of tables all within Microsoft Dynamics GP.

*This tool requires that the user be logged in as “sa.”*

**To rebuild the GL001005 table:**

1. To to rebuild the GL001005 table, select Rebuild GL001005 in the Toolkit Options group.

   ![Toolkit Options Image]

2. Choose Next.

**To re-create Microsoft SQL Objects:**

There are several options when selecting Recreate SQL Objects.

*You should have all users out of the system when re-creating any objects using this tool.*

1. Select Recreate SQL Objects under the Toolkit Options heading and choose Next.
2. Choose the series or table you wish to change.

3. Choose the SQL object you want to re-create by selecting a function in the Maintenance Options group.

   When re-creating tables there is an additional check box, Recreate data for selected table(s). If you mark this option the table will be re-created and the data will be left intact. If you leave the option unmarked the table will be re-created and the data will be lost.

4. Choose Perform Selected Maintenance to proceed.

   Keep in mind when re-creating a table with data that it may take some time to re-create depending on the table size.

**Using Login/User Generator**

Use Login/User Generator to re-create all logins and users based on the users that are currently set up in your system. This tool is useful for re-creating Users and Logins to a restored database on a new server or a test server.

This tool requires that the user be logged in as “sa.” Also note all users belonging to DYNGRP but not assigned as a user to the database via Microsoft Dynamics GP will be dropped and not recreated. The Login will be retained, but those users must be recreated manually and assigned back to DYNGRP in the appropriate databases.

**To re-create logins and users:**
1. Choose proceed from the Login/User Generator window.

A message will signal the end of the process.
Using Menu Inquiry Utility

The Menu Inquiry Utility allows you to see all of the commands on the menus, whether they are hidden or not, and helps identify where those commands come from (which product) and other properties of the commands.

To display menu commands:
1. Choose a menu group from the Menu Groups field.

2. Select a Command from the resulting Categories/Commands list on the right-hand side to display the command properties at the bottom of the Menu Inquiry window.

3. Checkmarks designate certain properties of the command:
   - If the Enabled box is checked, the command is enabled.
   - If the Checked box is checked, the command or option has been selected and activated within Microsoft Dynamics.
   - If the Visible box is checked, the command or option is visible and accessible.

4. To open the corresponding window for the command, click on the gears icon next to the Tag # heading.

If the gear icon appears unlit or gray, this option is unavailable for the command selected.
Chapter 3: Using Financial Tools

This chapter explains how to use the Financial Series Professional Services Tools. Information is divided into the following sections:

- Using Account Modifier/Combiner
- Using Checkbook Modifier
- Using Fiscal Period Modifier
- Using General Ledger Master Record Triggers

Using Account Modifier/Combiner

You can change previous account numbers into new account numbers or combine existing accounts with the Account Modifier/Combiner tool. This tool can identify which one of these activities you are trying to perform.

This tool requires that the user be logged in as “sa.”

The difference between the modifier and combiner is that both accounts involved in the combiner portion of the utility currently exist in the system, while the new account number in the modifier portion is introduced as a new number to the system.

Please remember to run the reconcile process for all your open and historical years after using the account modifier/combiner to ensure that detail and summary records agree.

Using the Repopulate Column List function

If you load a dictionary after the initial install of the Professional Services Tools Library, you should re-create an internal table using the Repopulate Column List function. If you install a product after the initial installation of Professional Services Tools and do not mark the Repopulate Column List check box, the new products may not be included when using this tool. This Repopulate Column List function only has to be marked the first time running the tool after loading a new dictionary.
Account Modifier
You can manipulate an account number with the Account Modifier by changing a single account number into a new account number or by changing an entire range of accounts. All of the open and historical information can change without any loss of data.

To change an account number:
1. Enter the old account number in the Account Number field.
2. Enter the new account number in the Convert To Account Number field.
3. After entering the account numbers, choose Convert to make the change throughout the system.
4. When the process is finished, choose OK. You will be asked if there are any combines to perform.
5. If you choose No, you will receive a report describing which accounts were modified. If you have accounts that you wish to combine, choose Yes to make the tool combine those accounts. When the combine process is complete, you will receive a prompt to reconcile your open and historical years.
6. Choose a report destination. The report will list all the account modifications and combinations that took place, as well as all accounts that were modified and combined.

If you are running FRx® 6.5 Service Pack 5 or higher you will need to run the Server based Indexing scripts after you complete the Account changer process.

The scripts can be found on the FRx CD under Bin >> FRx Reporter >> Scripts >> SQL Server 7.0 and 2000 >> Server Based Index.

Once the scripts have been completed you will need to Delete GL00105, run Check Links on Account Master and delete all G32 files.
To change a range of accounts:

1. Select the range of accounts to be changed and identify what segment of the account structure will change from the Field Type drop down list.

2. After the account segment has been identified, enter a new segment value and choose Convert. The accounts will change throughout the system.

When using the Range convert option, combines cannot be done. If any of the changes require a combine, the change will not take place. If combines are required for many accounts, use the Import option.

This table is an example showing what would happen if segment 1 was changed from 111 to 222.

<table>
<thead>
<tr>
<th>Range of accounts selected</th>
<th>New account structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>111-1111-11</td>
<td>222-1111-11</td>
</tr>
<tr>
<td>111-1111-12</td>
<td>222-1111-12</td>
</tr>
<tr>
<td>111-1111-13</td>
<td>222-1111-13</td>
</tr>
<tr>
<td>111-1111-14</td>
<td>222-1111-14</td>
</tr>
<tr>
<td>111-1111-15</td>
<td>222-1111-15</td>
</tr>
<tr>
<td>111-1111-16</td>
<td>222-1111-16</td>
</tr>
<tr>
<td>111-1111-17</td>
<td>222-1111-17</td>
</tr>
<tr>
<td>111-1111-18</td>
<td>222-1111-18</td>
</tr>
<tr>
<td>111-1111-19</td>
<td>222-1111-18</td>
</tr>
<tr>
<td>111-1111-20</td>
<td>222-1111-20</td>
</tr>
</tbody>
</table>
3. When the process is finished, choose OK. You will be asked if you want to combine any accounts.

4. If you choose No, you will receive a report describing which accounts were modified. If you have accounts that you wish to combine, choose Yes to make the tool combine those accounts.

5. When the combine process is complete, you will receive a prompt to reconcile your open and historical years.

6. Choose a report destination. The report will list all the account modifications and combinations that took place, as well as all accounts that were modified and combined.

   If you are running FRx 6.5 Service Pack 5 or higher you will need to run the Server based Indexing scripts after you complete the Account changer process.

   The scripts can be found on the FRx CD under Bin >> FRx Reporter >> Scripts >> SQL Server 7.0 and 2000 >> Server Based Index.

   Once the scripts have been completed you will need to Delete GL00105, run Check Links on Account Master and delete all G32 files.

Account Combiner

Use the Account Combiner portion of this tool to combine like accounts into one single account. You can combine account numbers in much the same way as you change accounts.

**To combine similar accounts:**

1. Enter an existing account number in the Account Number field.

2. Enter the existing account number to which you want to combine in the Convert To Account Number field.
3. After entering the account numbers, select the Convert button to make the change throughout the system.

Account Combiner works under the assumption that both accounts have the same posting type — either Balance Sheet or Profit and Loss. You cannot combine a Balance Sheet account into a Profit and Loss account or combine a Profit and Loss account into a Balance Sheet account. The Beginning Balance entries would be invalid if you cross match a Balance Sheet account with a Profit and Loss account.

4. Choose a report destination. The report will list all the account modifications and combinations that took place, as well as all accounts that were modified and combined.

To combine or change multiple accounts from a spreadsheet:

1. Enter existing account numbers in the first column of data in the spreadsheet, as you would enter it in the Account Number field.

2. The second column of data should contain the new account numbers, as you would enter it in Convert To Account Number field.

   Be sure to include dashes in the account numbers.

3. Save your spreadsheet as a text file.

4. Choose Import in the Select By field.

5. Two new buttons, Validate and Modify, are now available. Choose the Validate button first. Select the text spreadsheet file and choose Open to start the validation process.

   The Validate button will verify that each current account number exists in your system before the conversion is performed.

6. Once the validation report contains no errors, choose Modify and select your validated text spreadsheet to change or combine accounts.

Previewing changes in your system:

If you want to double check for errors before making final changes to your system, all of the account mappings that were valid in your spreadsheet are now contained in a Microsoft SQL Server table called TACHANGE.

If you want to preview the changes that are about to occur on the system before combining accounts, perform a select statement against the TACHANGE table (Select * from TACHANGE) to view the valid mappings from your spreadsheet.

If you see an error in the TACHANGE table due to a mistake in the spreadsheet, simply make the change to your spreadsheet and import the spreadsheet again. The old mappings from the spreadsheet will be deleted and the new ones will be inserted into the TACHANGE table.

You must perform the select statement in Microsoft SQL Server before closing the Account Modifier/Combiner window.
Using Checkbook Modifier

This tool allows changes in checkbook IDs to take place. You can change an existing checkbook ID to a new checkbook ID without any loss of work, open, or historical records. Refer to *Using Validate and Import buttons* on page 2 for information on importing data.

To change a checkbook ID:
1. Enter the Starting Checkbook ID and Ending Checkbook ID in the window, and choose Convert.
2. You will be prompted to back up your database. Choose Continue once you have a backup of the database you are changing. An alert message will signal the end of the Checkbook Modifier.
3. Choose OK and close the Checkbook Modifier window.
4. A report destination window will appear. Choose a destination for the report to view the Modified Checkbook IDs report.
Using Fiscal Period Modifier

Use the Fiscal Period Modifier to change fiscal year definitions and reset data in the open and history tables.

Before changing data in the company, make a backup of the company database.

This tool does not support changing the month and/or day on closed years as the tool does not recalculate the ending and beginning balances. Only use the Fiscal Period Modifier to change the Year stamp back for years that are currently closed.

The Fiscal Period Modifier tool does not affect Contract Administration. You will need to bill all invoices and recognize all revenue before changing your periods using this tool.

To change fiscal year definitions:

1. Choose Setup Periods to create the new fiscal year definitions and remove previous fiscal year definitions. When defining the new periods, be sure to keep all transactions associated with the same year, only change the name of the year. The utility does not allow transactions for a year to be split between different years.

2. If you have a year that was previously closed and is open under the new fiscal year definitions, select a year from the drop down list and choose Open Year. You will receive a message stating that the year selected has been changed to an open year.

3. Choose Process to align your history and open data and remove the old GL summary data.

4. Reconcile each history and open year from the Reconcile Financial Information window, located under Utilities >> Financial >> Reconcile. Start with the oldest history year, and work towards the most current open year.

5. Review the GL data. If the data is not as expected, restore the company from the backup.
Using General Ledger Master Record Triggers

This tool allows you to create General Ledger account master records and replicate records to another database on the same server. You can also choose to replicate these records to some or all of your companies.

If you are using Integration Manager to import account, customer, or vendor master records to the main company database and the integration fails for any reason, any records imported to the main company database will be deleted (rolled back). However, if you have enabled master record triggers, the records will be replicated to company databases that you specify in the Replicate To DB field, and will not be rolled back. You must delete such replicated records manually.

To create and update General Ledger account master records:

1. In the Master DB field, choose the database where you will be creating or updating records.

2. In the Replicate To DB field, choose the database to which the master records will be copied.

   To use General Ledger Master Triggers, the “Replicate To” database must have the same company account structure setup as the Master database. This information can be found using query analyzer and doing a query on the SY00300 table against each database, or in Microsoft Dynamics GP you can go to Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Account Format. The same number of Segments must be setup, and each Segment must be the same length.

3. Mark the Accounts option.

   You will not be able to mark a check box if you are not registered for that particular Master Trigger.

Close Master Triggers Setup. When you create or update a master record in the database you entered in the Master DB field, the record will be inserted or updated in the database you chose in the Replicate To DB field.
Chapter 4: Using Sales Tools

This chapter explains how to use the Sales Series Professional Services Tools. Information is divided into the following sections:

- Using Customer Combiner
- Using Customer Modifier
- Using Customer Name Modifier
- Using Receivables Management Master Record Triggers
- Using Receivables Management Transaction Unapply
- Using Salesperson Modifier
- Using Sales Order Processing—Customer Item Lookup
- Using Territory Modifier
- Using Territory Combiner

Using Customer Combiner

Use this tool to combine a customer number into another customer number without losing any data. The Customer Combiner removes old customer numbers from the system and recalculates the Summary records to include both customers’ summary information. If you need to import large amounts of data, refer to Using Validate and Import buttons on page 2.

This tool requires that the user be logged in as “sa.”

To combine customer numbers:

1. Enter the Starting Customer number and the customer number you want to combine it with. Choose Convert.

2. You will be prompted to back up your data. Once you possess a current backup, continue with the Customer Combiner process.

3. You will receive an alert that the Customer Combine has been completed when the process is finished.

4. Choose the OK to close the Customer utility window and generate a Combined Customer Report.

5. A Report Destination window will appear. Select the report destination to view the Combined Customer Numbers report:
Using Customer Modifier

Use this tool to change customer numbers without manually entering new customer numbers and changing open invoices. The process is similar to the procedure used to change account numbers.

*This tool requires that the user be logged in as “sa.”*

**To change a customer number:**

1. Enter the existing customer number in the Starting Customer Number field.

2. Enter the new customer number in the New Customer Number field. Select the Convert button.

   For use of the Validate and Import buttons, please refer to *Using Validate and Import buttons* on page 2.

3. You will be prompted to make a backup before continuing with the process. Once you have a current backup of the database, choose Continue.

4. An alert message stating that the process has completed will appear when the Customer Modifier is finished. Choose OK to close the Customer Modifier window.

5. A Report Destination window will appear. Select the destination for the Changed Customers Report and view the converted customer numbers.
Using Customer Name Modifier

Use this tool to change the Customer Name. You can change an existing customer name to a new customer name without any loss of work, open, or historical records.

*This tool requires that the user be logged in as “sa.”*

**To change a customer name:**

1. Enter the Starting Customer Number that you want to modify. The existing Starting Customer Name will appear automatically.

2. Enter the Ending Customer Name, or the name you want to change to.

3. Choose the Convert button to update records. Refer to *Using Validate and Import buttons* on page 2 for information on importing data.

4. You will be prompted to back up your database. Choose Continue once you have a backup of the database you are running the change on.

5. A message will signal the end of the Customer Name Modifier process. Choose OK and close the Customer Name Modifier window.

6. A report destination window will appear. Choose a destination for the report to view a Modified Customer Names report.
Using Receivables Management Master Record Triggers

Use this tool to create customer and customer address master records and replicate records to another database on the same server. You can also choose to replicate these records to some or all of your companies.

If you are using Integration Manager to import account, customer, or vendor master records to the main company database and the integration fails for any reason, any records imported to the main company database will be deleted (rolled back). However, if you have enabled master record triggers, the records will be replicated to company databases that you specify in the Replicate To DB field, and will not be rolled back. You must delete such replicated records manually.

To create and update customer and customer address master records:

1. In the Master DB field, choose the database where you will be creating or updating records.

2. In the Replicate To DB field, choose the database to which the master records will be copied.

3. Mark the Customers option.

You will not be able to select an option if you are not registered for that particular Master Trigger.

4. Close Master Triggers Setup. When you create or update a master record in the database you entered in the Master DB field, the record will be inserted or updated in the database you chose in the Replicate To DB field.
Using Receivables Management Transaction Unapply

This tool enables you to unapply documents in the history table and automatically move the records back to the open table even if there are discounts and/or write-offs associated with the document. You can reapply the records as needed. Using this tool can be a good alternative to removing history and reentering data if records were applied incorrectly.

If a discount and/or write-offs exist, a General Ledger journal transaction will be created using the original distributions of the document and the transaction will be in a batch in the General Ledger. An edit list can be printed prior to posting into the General Ledger.

The Receivables Management Transaction Unapply tool does not allow users to unapply Multi-currency documents that have discounts and/or write-offs associated with them.

To unapply Receivables Management transactions:

1. Choose the Customer ID.
2. Choose the document numbers or dates for which you want to unapply the transactions. Mark All to unapply all documents or enter a range of documents in the From and To fields.
3. You will be prompted to verify that you want to unapply the documents. Choose Unapply to continue. You can also view the report only or cancel.
4. Choose a report destination to view a report with information about the unapplied transactions.
Using Salesperson Modifier

Use the Salesperson Modifier tool to change current Salesperson IDs. The result is a new Salesperson ID with no data lost or having to be reentered into the system. If you plan on importing large amounts of data, please refer to Using Validate and Import buttons on page 2 where there is information about the Validate and Import buttons.

This tool requires that the user be logged in as “sa.”

To change a salesperson ID:
1. Enter the Starting Salesperson ID.
2. Enter the New Salesperson ID and choose Convert.
3. You will be prompted to backup your database. Once you have a backup of the proper data, choose Continue to begin the change process.
4. A message signals the end of the Salesperson change process.
5. Choose OK and close the Salesperson Modifier window to display a Report Destination window. Select a report destination to view the Changed Salespersons report.
Using Sales Order Processing—Customer Item Lookup

Use this tool to store customer-specific ordering history, as well as the last invoice date and the last price used, and view that information from within Sales Order Processing Entry and the Sales Item Detail windows.

**Customer item lookup setup:**

1. This tool modifies existing features within Microsoft Dynamics GP. To activate the new functionality that this tool offers, simply mark the second check box next to SOP Customer Item Lookup from the Professional Services Tools Library menu. Close the window.

2. To build initial data from your existing history tables, choose Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing to open the Sales Order Processing Setup window.

3. Choose Create Initial Data from the Additional menu. This process could take some time depending on how much historical SOP Line Item data exists. You will receive a message when processing is finished.

   You must be logged in as “sa” do the initial data creation.
4. The new Customer Item Lookup window is now available from the SOP Entry and the SOP Item Detail windows. You can open the lookup window by pressing CTRL H or by choosing Additional >> Customer Item Lookup.

The window displays the historical purchasing information for this customer and the most recent price for each item purchased. By highlighting a record, you can zoom back to the SOP Document Inquiry window. As Invoice documents are posted, new entries are added to the table that stores the Customer Item historical data.

If a customer purchases the same item in two different unit of measure codes, both records will show in the Customer Item Lookup window. However, the unit of measure and price that will appear is based off of the item’s default unit of measure. If the unit of measure changes within a sales document, a new price will become the default.
**Using Territory Modifier**

This tool allows changes in territory IDs to take place and the process mirrors that of how account numbers are changed. The user is able to change an existing territory id to a new territory id without any loss of work, open, or historical records. Just by clicking the convert button the records are updated. If you want to import large amounts of data, refer to *Using Validate and Import buttons* on page 2, where there is information on how to import data.

*This tool requires that the user be logged in as “sa.”*

**To change a Territory ID:**

1. Choose the starting Territory ID.

2. Enter the new Territory ID.

3. You will be prompted to back up your database. Once you have a backup of the proper data, choose Continue to begin the change process.

4. The process is complete when you receive another message stating the Territory Modifier is finished.

Using Territory Combiner

Use the Territory Combiner to combine an existing Territory ID with another existing Territory ID without any loss of work, open, or historical records.

This tool requires that the user be logged in as “sa.”

To combine a Territory ID:
1. Select the Territory ID you wish to convert using the lookup window in the Starting Territory ID field.

2. Select the ending Territory ID with the lookup window in the Combined Into Territory ID field.

3. Choose the convert button to update records. If you want to import large amounts of data, refer to Using Validate and Import buttons on page 2.

4. You will be prompted to back up your database. Once you have a backup of the proper data, choose Continue to begin the combine process.

A message signals the end of the Territory Combine process.
Chapter 5: Using Inventory Tools

This chapter explains how to use the Inventory Series Professional Services Tools. Information is divided into the following sections:

- Using Inventory Site Combiner
- Using Inventory Site Modifier
- Using Item Description Modifier
- Using Item Number Combiner
- Using Item Number Modifier
- Using Item Reconciler

Using Inventory Site Combiner

This tool allows you to combine Site/Location Codes without losing any data. Refer to Using Validate and Import buttons on page 2 for information on the Validate and Import buttons, which make it possible to import large amounts of data.

To combine an inventory site:

1. Enter the starting Site ID.

2. Enter the Site ID to which the starting Site ID will be combined.

3. Choose Convert.

4. You will be prompted to back up your database. Once you have a current backup of the database, choose Continue.

5. The process is complete when a message appears. Choose OK.

If Manufacturing is part of your solution, you must run a full MRP Regeneration after the combine process has finished in order to complete the process for MRP tables.

6. Choose a report destination. The report indicates what Site IDs were combined in the system.
Using Inventory Site Modifier

This tool allows you to change the current Site/Location Code to a new code without losing any data. Refer to *Using Validate and Import buttons* on page 2 for information on the Validate and Import buttons, which make it possible to import large amounts of data.

To change an inventory site:

1. Enter the starting Site ID.
2. Enter the new Site ID name in the Ending Site ID field.
3. Choose Convert.
4. You will be prompted to back up your database. Once you have a current backup of the database, choose Continue.
5. The process is complete a message indicating the Site Modifier is finished appears.
6. A Report Destination window will appear after you select OK and close the Site Modifier window. The report indicates what Site IDs were changed in the system.
Using Item Description Modifier

Use this tool to change Item Descriptions. You can change an existing item description to a new item description without any loss of work, open, or historical records. Refer to Using Validate and Import buttons on page 2 for information on importing data.

**To change an item description:**

1. Choose the item you wish to change in the Starting Item Number field.

2. The Starting Item Description field is populated automatically. Enter a new description in the Ending Item Description field.

3. Choose Convert.

4. You will be prompted to back up your database. Choose Continue once you have a backup of your database. A message will signal the end of the Item Description Modifier.

5. Choose OK and close the Item Description Modifier window. A report destination window will appear.

6. Choose a destination for the report to view an Item Descriptions Modified report.
Using Item Number Combiner

Use the Item Number Combiner to combine existing item numbers. The old item number is removed from the system after the combine process is finished. All Work, Open, and History records are combined into the new item number. Refer to Using Validate and Import buttons on page 2 for information on the Validate and Import buttons, which make it possible to import large amounts of data.

If you are using Bill of Materials or Manufacturing with Bill Of Materials, you can NOT combine parent objects, only child objects will be able to be combined.

This tool requires that the user be logged in as “sa.”

If you are using Manufacturing, before you use the Item Number Combiner tool, post any saved Issue or Reverse Issue Pick Documents.

If you are using Manufacturing, you may have difficulty entering a Reverse Issue transaction for combined items. To enter and process Reverse Issue transactions, change the Restrict Items To drop down list to Show All in order to see the combined items. Note you must know the exact quantity you desire to Reverse Issue, and the same applies to Reverse Scrap transactions.

To combine an item number:
1. Choose the starting item number.
2. Choose the item number to which you want to combine in the Combined Into Item Number field.
3. Choose Convert.
4. After you choose Convert you will be prompted to back up your data. Once you have a backup of the company database, choose Continue to start the combine process.
5. Another message is displayed when the item number combine process is complete. Choose OK to continue.
Using Item Number Modifier

Item Number Modifier is like other modifier tools in that it allows the user to change a current inventory item number to a new number without losing any work, open or history records. See Using Validate and Import buttons on page 2 for information on the Validate and Import buttons.

This tool requires that the user be logged in as “sa.”

To change an item number:
1. Enter the starting item number.
2. Enter the new item number.
3. Choose Convert.
4. You will be prompted to make a backup of your database. Once a backup is made, choose Continue.
5. You will receive an alert when the process is finished.
6. Choose OK and close the Item Modifier window. A Report Destination window will appear. Select the report destination to view the Converted Item Number(s) report.

Using Item Reconciler

Item Reconciler allows you to reconcile Inventory. The Reconciler’s function is the same as the reconcile functions built into Microsoft Dynamics GP with one exception: only those items that need reconciling will be reconciled using Professional Services Tools Library. This can increase performance if all items don’t need to be reconciled.

To reconcile Inventory:
1. Choose the module you want to reconcile: Inventory.
2. Choose Reconcile to reconcile the module(s).
Chapter 6: Using Purchasing Tools

This chapter explains how to use the Purchasing Series Professional Services Tools. Information is divided into the following sections:

- Using 1099 Modifier
- Using Payables Management Master Record Triggers
- Using Payables Management Minimum Check
- Using Select Checks Combiner
- Using Vendor Combiner
- Using Vendor Modifier
- Using Vendor Name Modifier

Using 1099 Modifier

This tool allows you to update the 1099 amounts for vendors who are not set up as a 1099 vendor for the year or a portion of the year.

This tool will only modify records that are already paid and should be 1099 records for the year selected. If you have any work or open records that haven’t been paid but were entered/posted while the vendor was not set up as a 1099 vendor, those records will not be changed. You need to execute this tool the next year prior to printing 1099 reports to be sure that work and open records that were paid in the new year, get updated.

To update 1099 amounts:

1. Set the vendor up as a 1099 vendor by selecting that option on the Vendor Card.

2. Once the vendor is marked as a 1099 vendor, open the 1099 Modifier tool from the Professional Services Tools Library menu.

3. Select whether you would like to Print Report Only or Process and Print Report. The Print Report Only option shows you the Vendor, Voucher Number, and Amount that will be converted to a 1099 amount. The Process and Print Report option makes the changes, prints the report and prints an updated Summary records report for the 1099 amount.

4. Select the calendar year to which you want to make the changes.
5. You will be prompted to back up your database. Choose Continue once you have a backup of your database. A message will signal when the 1099 Modifier has finished processing.

If you selected Process and Print Report, you may get an additional report showing summary table changes that have been made to the 1099 amount field. The number under the Amount After heading is the amount that prints on your 1099 reports.

6. Close the 1099 Modifier window. A report destination window will appear. Choose a destination for the report to view a 1099 Modified Records report. This report shows the specific vouchers that were changed to 1099 amounts.

Using Payables Management Master Record Triggers

This tool allows you to add a vendor and vendor address master record and replicate records to another database on the same server. You can also choose to replicate these records to some or all of your companies.

If you are using Integration Manager to import account, customer, or vendor master records to the main company database and the integration fails for any reason, any records imported to the main company database will be deleted (rolled back). However, if you have enabled master record triggers, the records will be replicated to company databases that you specify in the Replicate To DB field, and will not be rolled back. You must delete such replicated records manually.

To create and update vendor and vendor address records:

1. In the Master DB field, choose the database where you will be creating or updating records.

2. In the Replicate To DB field, choose the database to which the master records will be copied.

3. Mark the Vendors option.

   You will not be able to mark an option if you are not registered for that particular Master Trigger.

4. Close Master Triggers Setup. When you create or update a master record in the database you entered in the Master DB field, the record will be inserted or updated in the database you chose in the Replicate To DB field.
Using Payables Management Minimum Check

Use the Payables Management Minimum Check tool to set a minimum amount for your Payables checks within the Select Checks process.

*This process occurs after the Payment Vouchers have already been created. This will cause a break in the payment vouchers sequence in the system but will not harm anything.*

**Payables Management Minimum Check setup:**

1. This tool modifies existing features within Microsoft Dynamics GP. To activate the new functionality that this tool offers, simply mark the second check box next to PM Minimum Check from the Professional Services Tools Library menu. Close the window.

2. When opening the Select Payables Checks window, the title bar of the window will display the current settings for the minimum check amount.

3. To change the Minimum Check amount, choose Additional >> Set Minimum Check Amount. The Minimum Select Check Amount window will appear.

4. Enter the new minimum check amount in the Minimum Check Amount field.

   You can turn the minimum check amount on or off by marking or unmarking the Use Minimum Amount check box.

   *The settings are per machine and stored in the Dex.ini for use in the next check build process, for example MinPMCheck=201.00.*
CHAPTER 6 USING PURCHASING TOOLS

Using Select Checks Combiner

Use this tool to consolidate checks to match the same vendor when users are appending to an existing checks batch. This can be useful if users frequently build batches of Payables checks and select different document number ranges or date ranges.

To activate Select Checks Combiner:
1. This tool modifies existing features within Microsoft Dynamics GP. To activate the new functionality that this tool offers, simply mark the second check box next to Select Checks Combiner from the Professional Services Tools Library menu. Close the window.

2. If a check exists for a vendor when checks are rebuilt, new amounts will be added to the existing check — instead of issuing multiple checks. This only applies if the One Check Per field is set to Vendor in the Select Payables Checks window.

Using Vendor Combiner

Use the Vendor Combiner tool to combine a current vendor ID with another existing vendor ID. The original vendor ID is removed from the system after the combine process is finished. Data integrity is ensured as no data is lost, and work, open and history records are combined into the new vendor. Refer to Using Validate and Import buttons on page 2 for information on the Validate and Import buttons, which make it possible to import data.

If one of the Vendor records is linked to an Employee through the Project Accounting Module, the Employee Modifier code will automatically execute to keep the Vendor and the Employee synchronized throughout the system, and prevent orphaned records in the database.

This tool requires that the user be logged in as “sa.”

To combine vendor IDs:
1. Enter the existing vendor ID that you want to combine and remove in the Starting Vendor ID field and the vendor ID to which you want to combine in the Combine into Vendor ID field. Choose Convert.

2. You will be prompted to make a backup of your database. Once you have a backup of the database, choose Continue. A message signals the end of the vendor combine.

If you execute a Vendor Combine and both Vendor IDs are linked to Employee IDs, you will receive an error and the records remain unchanged. Even though you can combine Vendor records, you cannot combine Employee records.

Using Vendor Modifier

Use this tool to change an existing vendor ID to a new vendor ID. You will not have to manually enter a new vendor ID and reenter all open invoices. You can use the Vendor Modifier to update all work, open, and history records while ensuring data integrity at the same time. If you plan to import large amounts of data, refer to Using Validate and Import buttons on page 2 to learn how to use the Validate and Import buttons.

If a Vendor record is linked to an Employee through the Project Accounting Module, the Employee Modifier code will automatically execute to keep the Vendor and the Employee synchronized throughout the system, and prevent orphaned records in the database.

This tool requires that the user be logged in as “sa.”

To change a vendor ID:
1. Enter the Starting Vendor ID and the New Vendor ID in the window and choose Convert.

2. You will be prompted to back up your database. Choose Continue once you have a backup of the database. A message will signal the end of the vendor change.

3. Choose OK and close the Vendor Modifier window. A report destination window will appear. Choose a destination for the report to view a Changed Vendors report.
Using Vendor Name Modifier

Use this tool to change the Vendor Name. You can change an existing vendor name to a new vendor name without any loss of work, open, or historical records.

This tool requires that the user be logged in as "sa."

To change a vendor name:

1. In the Starting Vendor Number field, enter the name that you want to modify. The existing Starting Vendor Name will automatically appear.

2. In the Ending Vendor Name field, enter the name you want to change to. Choose Convert to update records. Refer to Using the Using Validate and Import buttons on page 2 for information on importing data.

3. You will be prompted to back up your database. Choose Continue once you have a backup of the database. A message will signal the end of the vendor name change.

4. Choose OK and close the Vendor Name Modifier window.

A report destination window will appear. Choose a destination for the report to view a Vendor Descriptions Modified report.
Chapter 7: Using Payroll Tools

This chapter explains how to use the Payroll Series Professional Services Tools. Information is divided into the following sections:

- Using Employee Modifier
- Using the Certified Payroll Report

Using Employee Modifier

This tool allows the user to change an existing employee ID to a new employee ID without losing any work, open, or history records. If you plan to import large amounts of data, refer to Using Validate and Import buttons on page 2 to use the Validate and Import buttons.

To change an employee ID:

1. Enter the Starting Employee ID.

2. Enter the new Employee ID.

3. Choose Convert. You will be prompted to back up your database. Once a backup is made of the database, Choose Continue.

4. A message will appear when the employee ID change is finished.

5. Choose OK and close the Employee Change window. A Report Destination window will appear. Choose a destination to view the Converted Employee IDs report.

![Employee Modifier Window](image-url)
Using the Certified Payroll Report

Use the Certified Payroll Report with US Payroll to add a project number to employees’ hourly transactions and track them on a per project basis. This tool will also capture information posted from the Timesheet Entry window in Project Accounting Timesheet Entry. You can print these transactions on a weekly report and view employees, departments, job titles, and pay codes by project.

Certified Payroll Report setup:
1. This tool modifies existing features within Microsoft Dynamics GP. To activate the new functionality that this tool offers, simply mark the second check box next to Certified Payroll Report in the Professional Services Tools menu. Close the window.

2. Open the Alternate/Modified Forms and Reports window by choosing Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Alternate/Modified Forms and Reports.

3. Select the ID for which you want to view the Certified Payroll Report.

4. Select Technical Service Tools from the Product drop-down list.

5. Select Windows for the Type drop-down list.

6. Expand the + beside the Payroll folder.

7. Expand the + beside Payroll Transaction Entry.

8. You should now see an option for Microsoft Dynamics GP or Technical Service Tools. Select Technical Service Tools.

9. Click Save on the form.
10. To create a shortcut, right-click in the Home menu and select Add >> Add Window.


12. Choose Done and select Yes to save the changes.
To use Payroll Transaction Entry:

To use the Certified Payroll functionality, simply enter a Job Number while entering Payroll transactions.

The Job Number field is located in the expanded area of the Payroll Transaction Entry window. This field is only active for transactions that are Hourly, Overtime or Double Time payroll types, and will be disabled for any other types of transactions.

There is no validation for the Job Number itself, and the Job Number can be any string of 15 characters or less.

Once a batch is posted along with a check run, the information about the transaction is stored to be printed later on the Certified Payroll Report. The report includes the Employee ID, Job Number, Job Title, Department, Pay Code, number of hours, and the Pay Rate for this check. This information will remain in the system for as long as the user keeps Check History for the employee.
To print the Certified Payroll Report:

Once transactions have been posted with information about the Job Number, users can access the Certified Payroll Report from whichever palette was chosen during setup. Typically, this would be the Payroll Transactions palette.

1. Open the Certified Payroll Report window.

2. Mark All jobs or enter a range of jobs.

3. Choose the Ending Date of the 7-day period to be printed on the report. All transactions for the week that ends on the date specified and meets the range of Job Numbers will print on the report.

4. Mark Print Report Headings to manually enter the Contract and Contractor information.

5. Mark Print Signature Paragraph to print a paragraph on your report stating your certification that the payroll is correct and complete and the wage rates are valid according to the Secretary of Labor.

6. Choose Print to print the report. The information that prints on the report is summarized for each employee within each job. Each employee could have several line items for a single job if the employee used different pay codes, job titles or departments during the week period. Each employee could have different line items on more than one job report if the employee worked on more than one job during the week period. A summary total of the employee's total weekly hours for the Job and their total Job Gross Pay is printed for each employee on every job report.

The employee’s total weekly gross and net pay, along with their total FICA, federal, state and other withholding is given on the report as summary information. Keep in mind that these summary figures may contain amounts that may have been allocated to other jobs during the week or may have come from a pay code that does not allow job number entry, such as sick or vacation time.

The report also contains a summary for an entire job that describes the total job-specific gross pay along with the total overall gross pay for all employees who worked on that job during the week. Each separate Job will reset the report to start over with page 1.
Chapter 8: Using Miscellaneous Tools

This chapter explains how to use Professional Services Tools that are not associated with a particular series. Information is divided into the following sections:

- Using Fixed Asset Modifier
- Using Minimum PO/Receipt Number

Using Fixed Asset Modifier

Use this tool to reclassify an asset code within the Fixed Assets module. All tables throughout the system will reflect this change.

To reclassify an asset code:
1. Enter the existing Asset ID.
2. Enter the new Asset ID value. Choose Change. The Fixed Assets Modifier tool will update the following tables with the new ID:
   - FA00100
   - FA00700
   - FA00701
   - FA00800
   - FA00801
   - FA01002
   - FA01100
   - FA01300
   - FA10200
CHAPTER 8  USING MISCELLANEOUS TOOLS

Using Minimum PO/Receipt Number

This tool adds the ability to prevent Purchase Order Processing from defaulting to the next PO Number or Receipt Number. You can set the default to a number before the current PO number when a previously existing PO number is deleted. You can also set the minimum PO Number default, so defaults will never go below the set amount.

To set a Minimum PO or Receipt number:
1. To activate the new functionality that this tool offers, simply mark the second check box next to Minimum PO/Receipt # from the Professional Services Tools menu. Close the window.

2. Open Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing, and then choose Additional >> Minimum PO Number.

3. Enter the minimum purchase order and receipt numbers.

4. If you do not want to use previous PO or receipt numbers, select the check box to never default to a previous PO or receipt number.

   The Minimum PO Number Default and Minimum Receipt Number Default fields will be disabled.

5. Choose Save.

   This functionality will only work for document numbers that are the same length. If the next PO Number field is not the same length as the Minimum PO Number entered, then the system will function as it did without the customization.