



# **General Ledger Integration**

**for Microsoft Dynamics GP 9, 10 & 2010**

**Install and User Guide**

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## Overview

This document forms the user documentation for the Dynamics GP General Ledger Integration module, and as such covers the setup of the system, and all the processing and reporting screens necessary for the performance of the integration process.

This system allows the integration of General Ledger data into Dynamics GP from files produced by other systems. The integration process uses the standard Dynamics GP Batch Processing mechanisms.

This document is a guide to the system as it currently exists. It is expected that the system will change in response to user requirements.

The general ledger interface is divided into two sections, the interface definitions and the interface processing:

### Interface Definitions

This allows the defining of the files and file contents which are to be interfaced to the Dynamics GP General Ledger via the Dynamics GP Batch Update process.

For each type of interface file to be presented to the Dynamics GP General Ledger, a description of the interface along with the file name, location, type and any sequence numbering can be defined.

Each field in the Dynamics GP General Ledger Batch files can be mapped to field numbers on the source file, or filled with user defined values.

### Interface Processing

This process takes data from the files and fields as previously defined, and writes this data to Dynamics GP batches. On completion of this processing the standard Dynamics GP Batch update routines may be used to process the data into Dynamics GP. Where data problems exist, the Dynamics GP Batch processing will not allow those transactions to be integrated to the General Ledger.

As each batch is processed a printout highlighting any interface problems and processing details may be produced. An audit trail record containing the relevant batch details is also created for future reference.

The system is geared towards delivering external data to Dynamics GP, without compromising the system's integrity. Providing processing which fills Dynamics GP batches for onward processing by Dynamics GP ensures this is achieved.

## Installation

### Software Installation (Server and Clients)

Before installing GL Integration, please ensure that there are no users logged into Microsoft Dynamics GP as this could adversely affect the installation process.

This process will need to be completed on all workstations on which Dynamics GP is installed. However, if Dynamics GP is run from a network (DYNAMICS.dic is installed in a network location), you only need to install to that location.

1. Launch the install application.
2. Follow the on-screen instructions to complete the install. The install will confirm the location of Dynamics GP and will install the GL Integration chunk file into this directory.
3. Once the install has completed, run Dynamics GP to load the chunk file.

## Database Installation and Product Registration (Server Only)

Follow the following steps to properly register and install General Ledger Integration

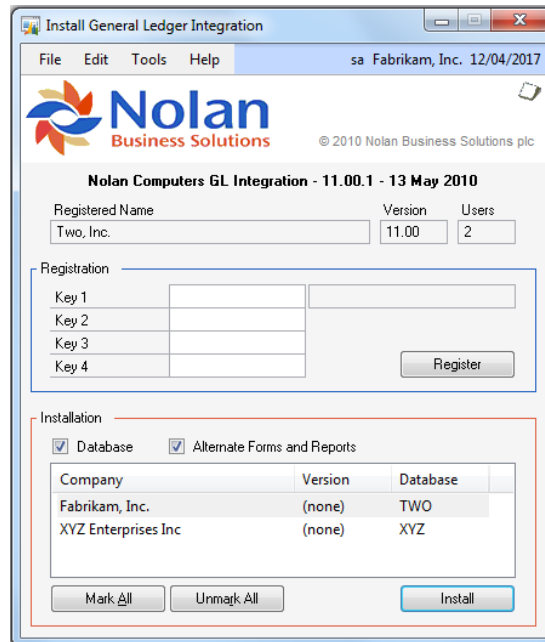
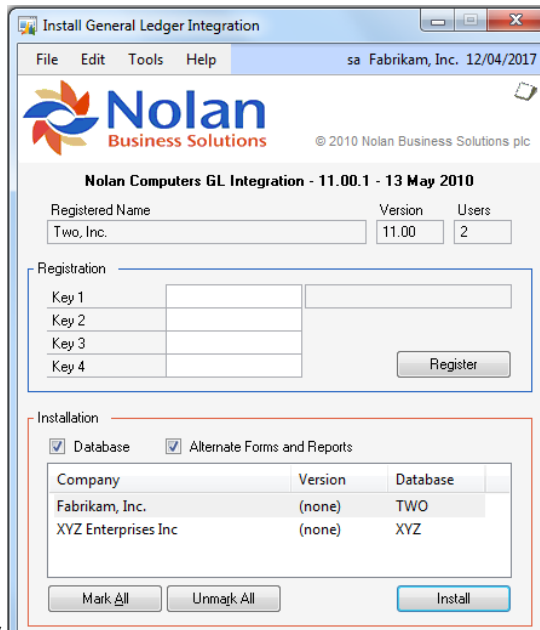



Figure 1: GL Integration Install Window

Form security changes, palette modifications, and any necessary file upgrades are not made during the previous installation step. Use the Install window to do these automatically by following the steps below.

1. Make sure that no other users are logged into the system
2. Start Dynamics GP – if you log in using the 'sa' user, the install window will automatically be added to your shortcuts (go to step 7). You must login as 'sa' to install to a SQL database.
3. If not logged in as the 'sa' user, open the 'Shortcut Bar' and select **Add**. Then select Other Window.
4. Enter **GL Integration Install** into the **Name** field and then expand the *General Ledger Integration* folder in the *Available Windows* list.
5. Expand the *Company* folder. Then find and select the *Install General Ledger Integration* window in the list and push the **Add** button.
6. Click on the **Done** button to close the *Add Shortcut* window.

7. Select *General Ledger Integration Install* from the *Shortcut Bar*. A window showing all the companies will



appear, as illustrated above (  **Figure 1**).

8. To register General Ledger Integration, enter your four 8-Digit Registration Keys in the fields provided (You will have received these Registration Keys with your purchase of General Ledger Integration). This is required to enable use of General Ledger Integration in companies other than the lesson company Fabrikam, Inc. Note: The registration keys may have a built in expiry date. This information is displayed in the window.
9. Click on **Register**, you will receive a message indicating that the Registration was successful.
10. For SQL Installations, make sure the **Database** option is ticked to create the tables on SQL, set permissions to them correctly and install stored procedures. The install window will automatically tick this option if it detects that either the tables are missing or a table upgrade is required.
11. Use the Mark/Unmark, Mark All and Unmark All buttons to mark all the companies to install General Ledger Integration to.
12. Press the Install button to install the software.

## Getting Started

The General Ledger Interface uses an Import Definition to control the interface of data in a text file into the Dynamics GP General Ledger.

Before creating an Import Definition, it is useful to know the layout of your source file, and know which fields you wish to import.

If you are going to translate values (such as external account numbers into Dynamics GP account numbers), it is advisable to use the Code Table Maintenance (found on the Financial Cards menu) to create a code table of the values.

Once you know the file details, and have created any code tables you need, the import definition can then be created.

This is done using the Import Definition window (also on the Financial Cards menu).

When the definition is correctly set up and saved, you are ready to import your data.

The following list of Dynamics GP fields is currently supported. These are the fields that will contain the imported data in Dynamics GP:

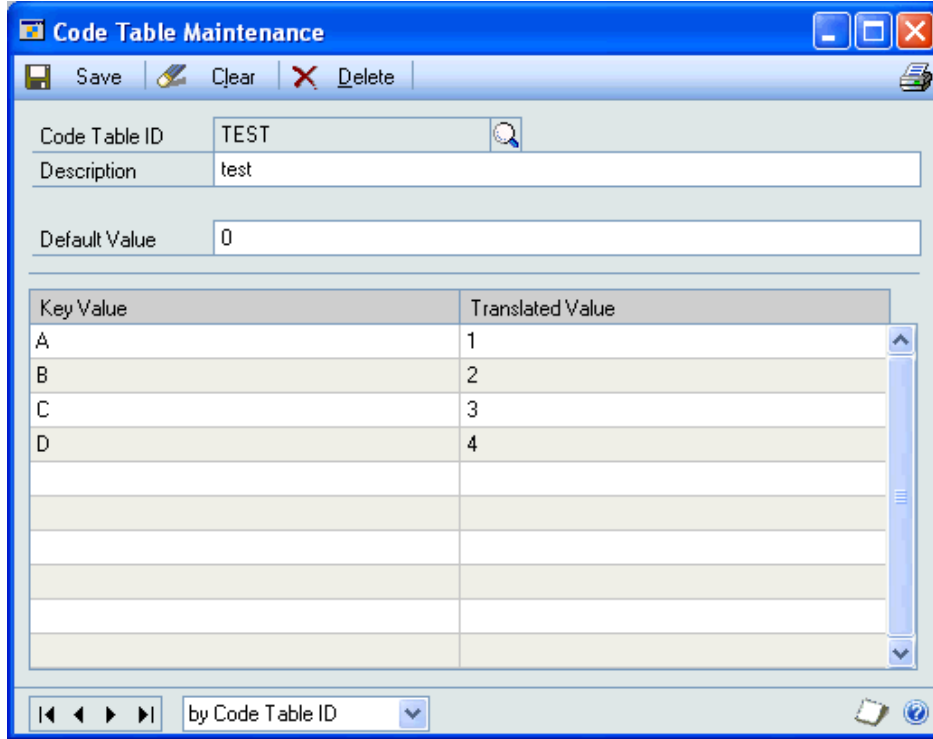
Dynamics Field Name	Description
Account Number	Standard Dynamics Account Number
Account Number Segments	Account Segments for each Account No.
Source Document	An abbreviation to help point to a journal
Reference	Helps to identify transactions (can be any alpha numeric characters)
Reversing Date	Date transaction will be reversed
Recurring TRX	Can be ON or OFF. If on, means transaction will be posted periodically (i.e. once a month)
TRX Date	Date of transaction
Transaction Type	Type of transaction (e.g. Standard, Reversing).
Recurring TRX Sequence	Sequence number of this instance of a periodic transaction.
Balance For Calculation	This field is used for GL Clearing Entry
TRX Source	This will store an audit trail code on a record when saved.
Batch Number	The Batch to save the transaction in.
Destination Account	The destination company nominal account for use with Nolan Business Solutions InterCompany.
Currency ID	The currency of the transaction.
TRX Amount	This is the amount to post to the distribution. Positive for debit, negative for credit.
Debit Amount	The debit amount to post to the distribution.
Credit Amount	The credit amount to post to the distribution.
Account Index	This is the account index that the distribution will be posted to.
Description	Description of the account the imported transactions will get posted to.
MDA Group	MDA group to add to the distribution.
MDA Code	MDA code to add to the distribution.
MDA Posting Description	Description for this MDA code entry.
MDA Amount	Amount for this MDA code entry.

## Code Table Definition

### Summary

This program will be used primarily by systems installers and systems aware users, and allows the definition of code tables to translate imported values, such as account numbers, to Dynamics GP values.

## Screen Layout



## Description

This screen allows the creation, amendment and deletion of code tables.

Like the standard Dynamics GP cards, the browse buttons may be used to move through the defined code tables, and the lookup button will open a window allowing the selection of a code table from a list of the defined tables.

An existing code table can also be retrieved by entering the Code Table ID.

Entering a new Code Table ID allows the creation of a new code table.

The Description field is used to provide a general description of the code table which helps it to be identified when retrieving it for use or amendment.

During an import, a value which is marked for conversion using a code table is read and then located on the table as the 'Key Value'. The 'Translated Value' is then used in its place when placing the data into Dynamics GP.

Thus to replace the letters A, B and C with the numbers 1, 2 and 3 respectively, the following Key and Translated values would be set up in a code table.

Key Value	Translated Value
A	1
B	2
C	3

If the imported value cannot be found in the code table, the 'Default Value' is used in its place.

The currently defined Code Tables can be printed using the Dynamics GP Print function (found on the File menu).

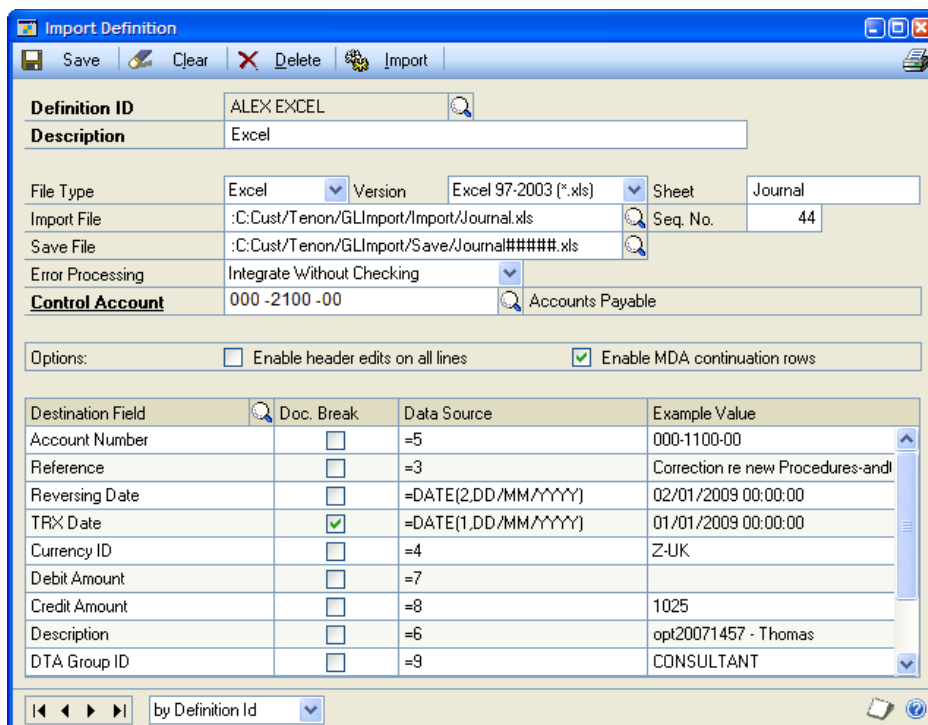
## Interface File Definitions

### Summary

This program will be used primarily by systems installers and systems aware users, and allows the definition of the various interface file formats to be integrated to the Dynamics GP General Ledger.

The program allows the definition of the file details, including type location etc., and the mapping of fields within the source file to Dynamics GP posting fields.

### Screen Layout



Destination Field	Doc. Break	Data Source	Example Value
Account Number	<input type="checkbox"/>	=5	000-1100-00
Reference	<input type="checkbox"/>	=3	Correction re new Procedures-andl
Reversing Date	<input type="checkbox"/>	=DATE(2,DD/MM/YYYY)	02/01/2009 00:00:00
TRX Date	<input checked="" type="checkbox"/>	=DATE(1,DD/MM/YYYY)	01/01/2009 00:00:00
Currency ID	<input type="checkbox"/>	=4	Z-UK
Debit Amount	<input type="checkbox"/>	=7	
Credit Amount	<input type="checkbox"/>	=8	1025
Description	<input type="checkbox"/>	=6	opt20071457 - Thomas
DTA Group ID	<input type="checkbox"/>	=9	CONSULTANT

### Description

This screen allows the creation, amendment and deletion of import definitions.

Like the standard Dynamics GP cards, the browse buttons may be used to move through the current import definitions, and the lookup button will open a window allowing the selection of a definition from a list of available ones.

An existing import definition can also be retrieved by entering the Definition Id.

Entering a new Definition Id allows the creation of a new import definition.

The Description field is used to provide a general description of the import definition which helps it to be identified when retrieving it for use or amendment.

This description also appears as the comment on each batch created using this import definition, to identify how the batch was created.

The File Type field allows the type of import file to be selected. Supported values are CSV and Excel. For CSV file types, a field separator can be chosen. For Excel file types, the version of the Excel file and a sheet name must be entered.

The source file to be imported should be entered as the Import File. The lookup button will open a standard file window to allow the file to be selected, or the file name can be entered directly.

The General Ledger Interface system supports the use of a sequential number as part of the file name. Each time the file is imported, the sequence number is incremented by one.

To denote the presence of a sequential number in the file name, use a '#' character for each digit of the number.

For example, an import file of GLDATA05.CSV would be entered as GLDATA##.CSV, with a sequence number of five. Once this file had been successfully imported, the sequence number would be updated to six, and the file GLDATA06.CSV would be expected when the import is next performed.

When the import process takes place, it copies the imported file to a save file. This is defined by the Save File name, and like the Import File it can include a sequence number. It will share this number with the import file.

For example, if the save file for the above example was GLSAVE##.CSV, the file GLSAVE05.CSV would be produced by the import process.

When an import process completes successfully, the original import file is deleted (to prevent accidental re-interfacing), so it is advisable that a save file is always provided. The save file cannot be the same file as the original import file.

The Error Processing drop-down list allows the selection of the error processing method to be used when interfacing the import file. This is one of the following options:

- Integrate Without Checking

In this case all the data is delivered to Dynamics GP exactly as it is presented to the integration program.

- Correct Balances

The balance at the transaction level for all the distributions is checked, and a balancing distribution posting is created if necessary. Any other errors found are reported and the batch is rejected.

- Reject On Error

The accounts and transaction distribution balances are checked for the entire file before integration is performed. In the event of any errors, the batch is rejected and the errors reported.

The Control Account field is used to provide the account number to which any balancing postings are made (using the Correct Balances Error Processing option). The lookup button allows the account to be selected from a list of accounts.

The 'Enable header edits on all lines' option controls if new header-level values can be set by any document line from the import file or not. If turned off, all the header-level fields will be set by just the first line. This results in a significant performance increase.

The 'Enable MDA continuation lines' option allows some lines from the import file to be treated as more MDA lines for the previous distribution, rather than as another new distribution line. When enabled, any line which has the same nominal account as the previous line, and has a zero amount, will have any MDA information added to the previous distribution. Any number of MDA continuation lines can follow a distribution line.

The scrolling window at the bottom of the Import Definition window is where the individual fields are defined.

The Destination Field is the Dynamics GP field to which the data is to be loaded. This may be selected from a list of available fields by using the lookup button.

If you wish to create reversing transactions, the 'Transaction Type' Dynamics GP field must be set to 1 for the reversing transaction. This field will default to 0 (normal transactions).

When interfacing the import file, each line of the source file becomes a single transaction distribution. The Doc Break field is used to group these distributions into Journal Entries within the batch.

If no fields have the Doc Break flag set, all the imported lines will appear on a single journal entry.

Where a field does have the Doc Break flag set, a new journal entry is created whenever the value of that field changes.

This flag is typically set for the 'Reference' destination field.

If the 'Correct Balances' error processing method is being used, it is the overall balance of each journal entry which is validated, and a corrective posting is made to that journal entry where required.

The Data Source field indicates where the value for the Destination Field is taken from. This may be a simple constant value, such as a fixed description, or it may be taken from the source file.

To specify a constant value, simply enter the value in the Data Source field.

To use a source field from the import file, use one of the functions described below. Note that each function begins with an '=' character to distinguish it from a constant value.

- =nnn                      Use the source field nnn as found in the import file.
- =nnn(dd)                Use the source field nnn, rounded to dd decimal places. If dd is negative, this indicates an implied decimal place in the source field, as shown in the example below.
- =TODAY                  Use today's date.
- =DATE(nnn,fmt)        Convert the source field from date format fmt. This is explained further below.
- =CONV(nnn, yyy)        Convert the source field nnn using Code Table ID yyy.

The DATE function uses following format specifiers to locate the day, month and year within the source date, and then converts the date to the Dynamics GP format, held internally as day, month, year.

- DD                      Day, e.g. 21
- MM                      Month, e.g. 11
- YY                      Year, e.g. 95
- YYYY                    Full four digit year, e.g. 1995

The following table provides some examples of use of the Data Source field.

Data Source	Value in source field of import file	Result
Imported Transaction	N/A (Data Source is a constant)	Imported Transaction
=3	12345	12345
=3(-2)	12345	123.45
=TODAY	N/A (Data Source is system date)	current date

=DATE(5,YY/MM/DD)	95/01/15	150195
=CONV(2,ACCOUNT)	1105	000-1100-00

The last example looks for the Code Table with an ID of ACCOUNT, and then tries to find the Key Value 1105 (the source field value). It then uses the Translated Value of the Key Value as the result.

It is important to note that both the DATE and CONV functions consider all characters between the comma and the closing bracket to be significant. If a space is entered after the comma, the CONV function will look for a Code Table Id beginning with a space, whilst the DATE function will expect a character before the start of the date.

The Example Value field in the Import Definition window will show the result of the Data Source entry, using the data found in the first line of the currently defined Import File to provide the source values. If this file is undefined or does not exist, only constant values will be shown in the Example Value field.

Where the Dynamics GP Print function is selected from the menu (File/Print), the interface file definitions report is automatically called.

## Data Integration

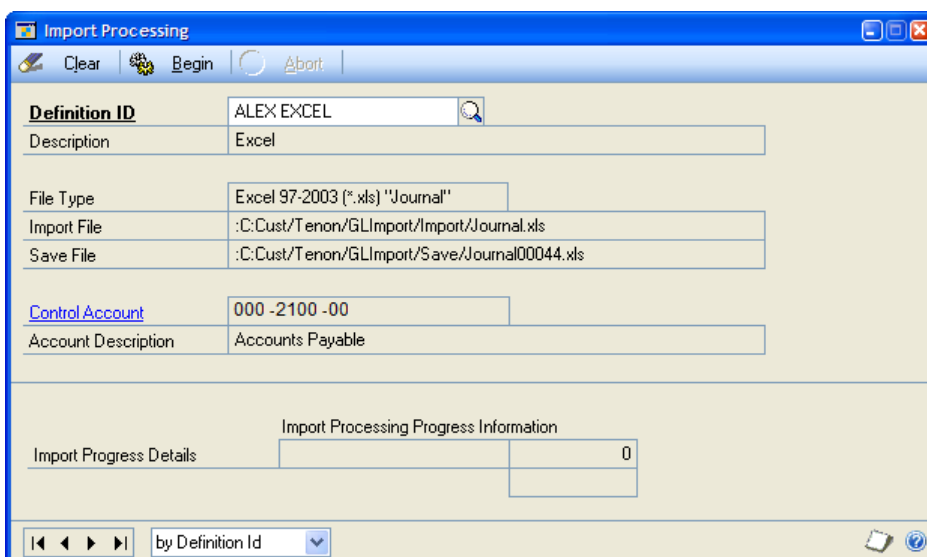
### Summary

This is the program which performs the actual task of extracting data from the source files and delivering it to the Dynamics GP General Ledger batches.

The program will create a new batch for each separate run, and will fill the batch files in accordance with the definition being used.

Each batch interfaced will be recorded in an interface audit file, which will store all the relevant interfacing details.

### Screen Layout



## Description

The data integration allows the selection of a Definition Id for which data is to be imported either by keying or by selection via the lookup on the Definition Id button.

On selection of a definition Id, the file name and relevant details are displayed. Any sequence number applied is the one last stored from the integration process or as entered in the data definition screen.

Once a valid definition is selected, the Begin button may be activated.

Once the Begin button is pressed, processing commences, with the enabling of the Abort button.

On completion, an error report highlighting any errors found is produced. The Dynamics GP batch processing mechanism also performs extensive checking of its own data before this is passed on to the General Ledger.

Once the integration process commences the interface batch details are included in the interface audit file - using the in progress status.

The source file is processed record by record, applying the defined field default values to the relevant fields, these default values are then overwritten with the values as defined for the individual fields required.

The General Ledger integration process works on transactions which comprise of distribution postings. New transactions are indicated via a change in the field values against which the Doc Break indicator is set.

Where transactions have invalid accounts, or transactions which do not balance, this fact is highlighted on the data integration error report, along with other relevant interfacing data.

The data will be imported from CSV files into tables, according to the table layout defined in the Import Definition window. The tables will contain a Header which will show the status of the batch and transaction records with the Header or Pack number contained within the transaction.

Transactions in error will be reported via an output file and the whole batch will be rejected.

On starting the import the header table will be scanned and packs with a status of "Available" will be imported. Through the process the status flag will be updated to reflect success or failure.

The import will wait for a user defined period between scans of the import header table.

The transaction data will contain values in fields specified in the Import Definition window. These fields will be available by G/L journal on an amended General Journal Entry window for entry or amendment on un-posted transactions and for viewing on Enquiry windows. Where possible the entry of the data will be allowed on the front or main window.

Reporting from this new "Extra" table will be performed via external report writers and it will mainly act as a Keys file with a link back to the journal entry on the standard Dynamics GP tables.

On completion of an interface run, the interface audit file is updated to reflect the relevant interface details.

Dynamics GP batches created by this process are created with a batch number of FBI####, where #### is a sequential number held within the system.

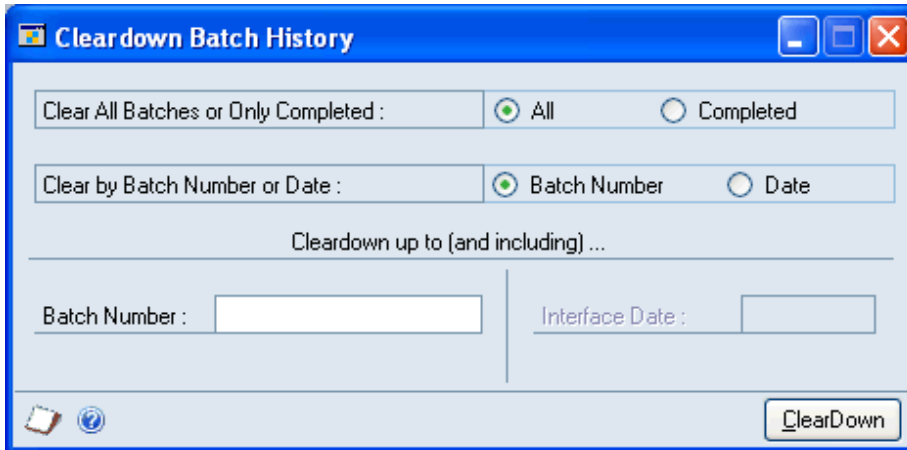
Dynamics GP batches created using this interface software can always be modified, updated or deleted by using the standard Dynamics GP General Ledger batch and posting programs.

## Integration Audit Cleardown

### Summary

This program will allow the cleardown of the interface audit trail file as and when required.

### Screen Layout



**Cleardown Batch History**

Clear All Batches or Only Completed :  All  Completed

Clear by Batch Number or Date :  Batch Number  Date

Cleardown up to (and including) ...

Batch Number :  Interface Date :

### Description

The 'Clear All Batches or Only Completed' field is used to determine whether all batch history within the specified range should be removed, or only history for those batches which completed successfully.

The range for the cleardown can be specified by either batch number or interface date. In either case the value determines the highest (most recent) batch to be cleared.

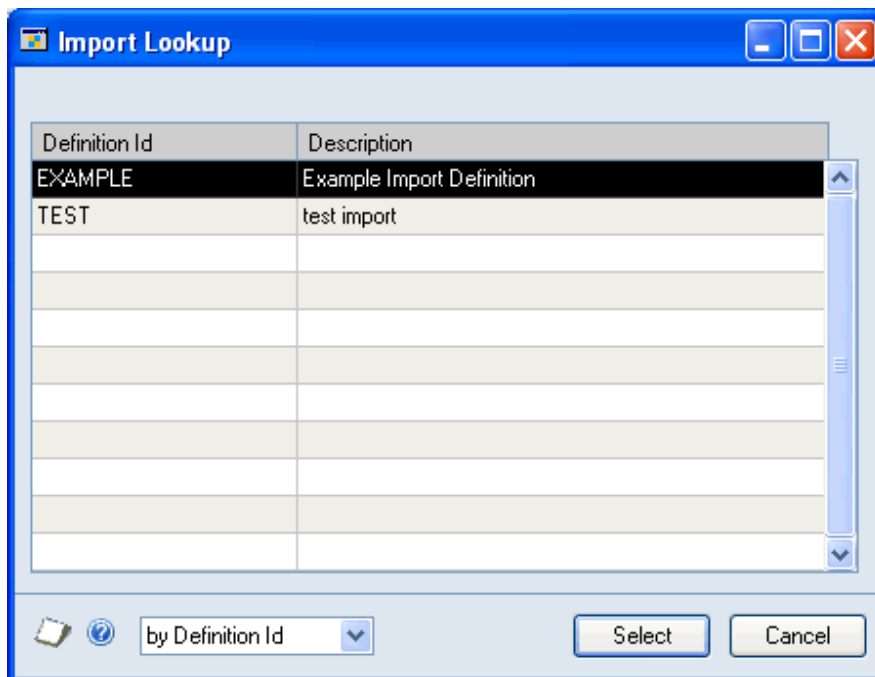
A printout of the audit records cleared down is produced to the defined destination. The report layout is similar to that used for the integration audit report.

## Interface Definitions Lookup

### Summary

This program allows the lookup of interface file definitions, in accordance with standard Dynamics GP processing.

### Screen Layout



### Description

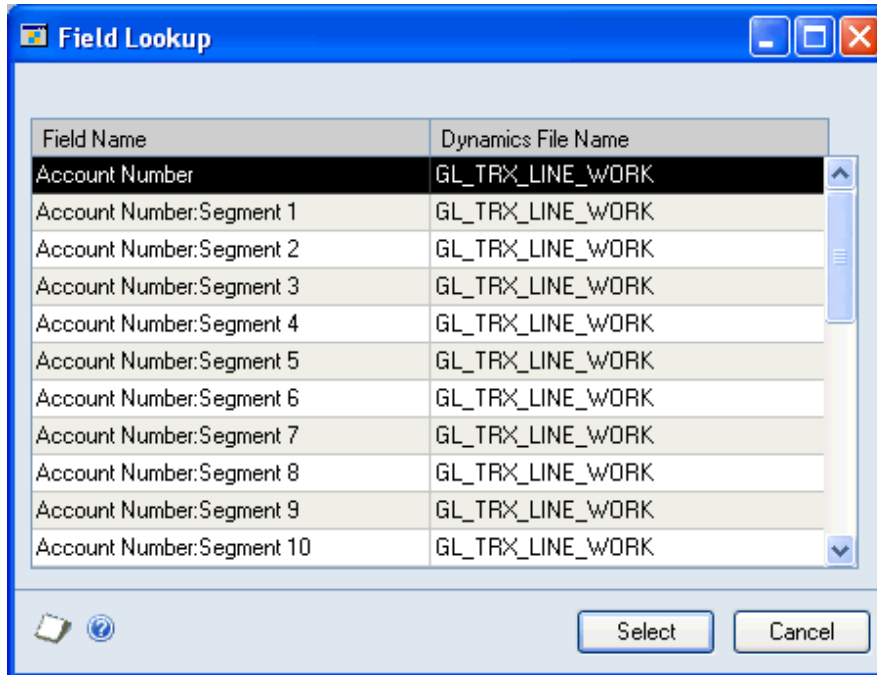
This screen is called from either the Import Definition window or the Import Processing window, and allows the selection of the desired Import Definition from a list of the available definitions.

## Interface Fields Lookup

### Summary

This program allows the lookup of Dynamics GP fields available to be filled by the data integration program.

### Screen Layout



### Description

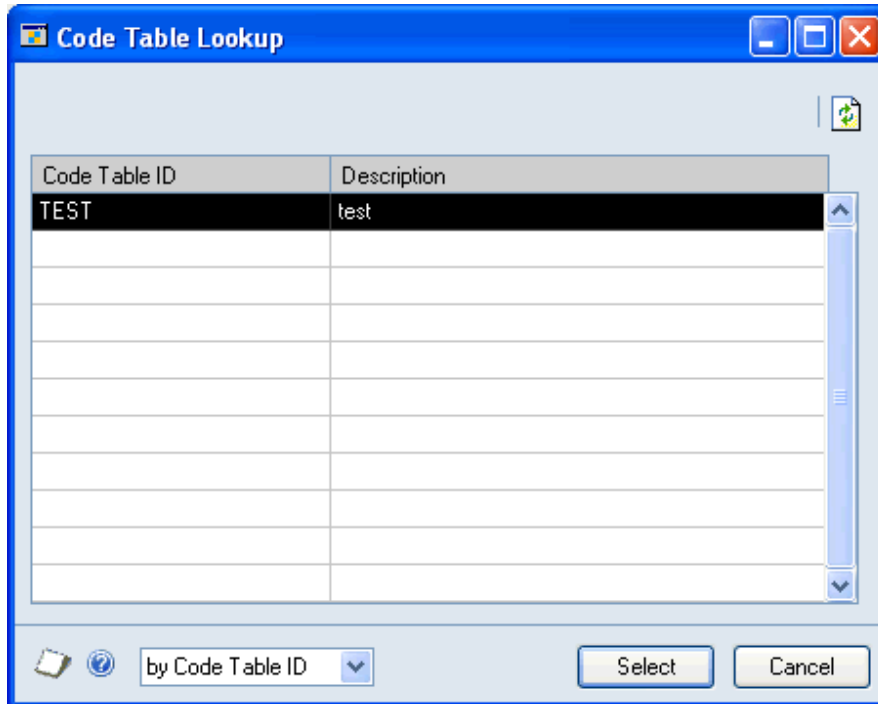
This screen is called from 'Destination Field' on the Import Definition window, and allows the selection of the desired Dynamics GP field from a list of the available fields.

## Code Tables Lookup

### Summary

This program allows the lookup of Dynamics GP fields available to be filled by the data integration program.

### Screen Layout



### Description

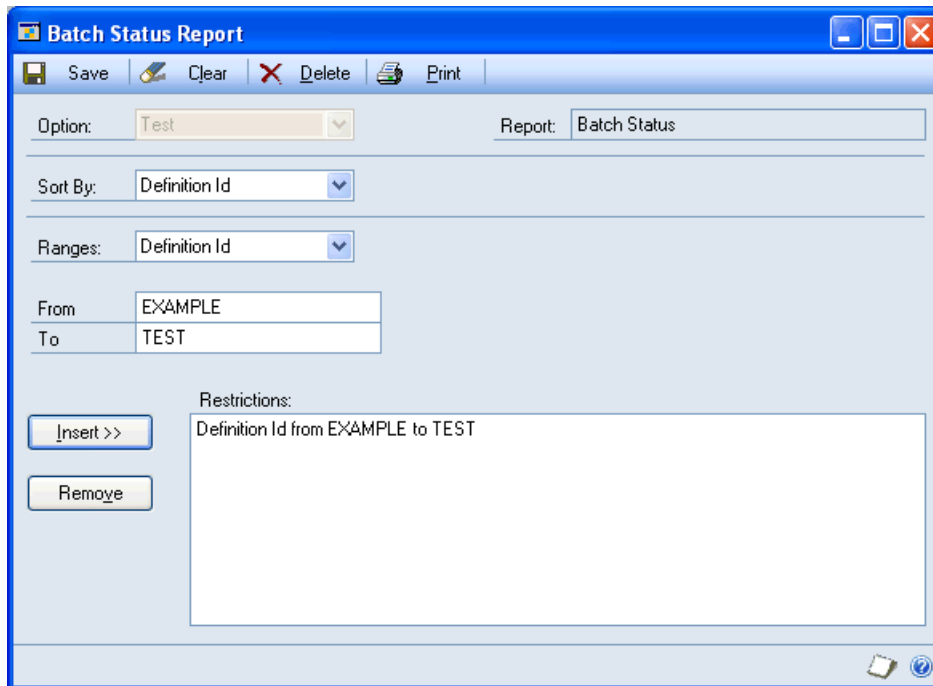
This screen is called from the Code Table Maintenance window, and allows the selection of the desired code table from a list of the available tables.

## Integration Audit Report Options

### Summary

This program will allow the definition and printing of the interface audit report as and when required.

### Screen Layout



The screenshot shows a software window titled "Batch Status Report". The window has a menu bar with "Save", "Clear", "Delete", and "Print" options. Below the menu bar, there are several input fields and buttons:

- Option:** A drop-down menu currently showing "Test".
- Report:** A text field containing "Batch Status".
- Sort By:** A drop-down menu currently showing "Definition Id".
- Ranges:** A drop-down menu currently showing "Definition Id".
- From:** A text field containing "EXAMPLE".
- To:** A text field containing "TEST".
- Restrictions:** A large text area containing the text "Definition Id from EXAMPLE to TEST".
- Buttons:** "Insert >>" and "Remove".

### Description

This screen will allow the definition of report options which can then be used to print the interface audit report.

The sorting order for the report can be selected from the Sort By drop-down list.

Range restrictions can be defined for the report by selecting a field from the Ranges drop-down list, entering the From/To values, and using the 'Insert >>' button to add the range to the restrictions list.

Only one restriction can be defined for each field.

Restrictions can be removed from the list by selecting the restriction and then pressing the Remove button.

The Print button will print the report to the selected destination.

## Interface File Definitions Report

### Summary

This program will allow the printing of the interface file definitions as created by the Interface File Definitions program.

### Print Layout

03/03/95

10:16:38

Page 1

#### Import Definition Report

Definition Id      EXAMPLE  
 Description      An Example Import Definition  
 Import Filename    :C:\TMP\IMPORT##.CSV  
 Savefile Filename :C:\TMP\IMPORT##.SAV  
 Control Account    000-1130-00  
 Error Processing    Correct Balances And Integrate

Destination Field	Source	Document Break ?
Account Number	=1	No
Reference	=5	Yes
TRX Date	=2	No
TRX Amount	=4(-2)	No
Description	=3	No

### Description

This report is produced by selecting Print from the File menu when within the Import Definition window.

## Data Integration Error Report

### Summary

This report is produced as a consequence of running the Data Integration program, and produces a print showing the error details of an integration run. It is not produced if the integration completes without errors.

### Print Layout

03/03/95

11:57:13

Page 1

#### Import Errors Report

Batch Number	Definition ID	Source (Import) Filename	Sequence No.
Error Description			Line No.
Imported Line			
FBI0007	EXAMPLE	:C:\TMP\IMPORT07.CSV	7
Invalid Account Number in Transactions: 999-9999-99.			2
999-9999-99,200195,Misc. Posting,45678,991043			

## Integration Audit Report

### Summary

This program allows the production of a report showing an audit of integration runs which have been performed by the system.

This report will allow users to relate Dynamics GP batches with source data files and the date and time they were integrated.

### Print Layout

03/03/95

15:49:15

Page 1

#### Imported Batches Status Report

Batch Number	Financial	Interface Date	Imported Total
Definition Id	Save File	Interface Time	Journal Entries
Status	File Sequence		Lines Imported
FBI0001	:C:\TMP\IMPORT01.CSV	03/03/95	£1,107.00
EXAMPLE	:C:\TMP\IMPORT01.SAV	10:09:30	1
Processed OK	1		3
FBI0002	:C:\TMP\IMPORT02.CSV	03/03/95	£1,107.00
EXAMPLE	:C:\TMP\IMPORT02.SAV	10:22:39	1
Processed OK	2		3
FBI0003	:C:\TMP\IMPORT03.CSV	03/03/95	£2,331.00
EXAMPLE	:C:\TMP\IMPORT03.SAV	10:23:46	1
Processed OK	3		3

### Description

This report shows all of the detail relevant to the Dynamics GP General Ledger batch interfacing.

It is produced from the audit report options window.

## Code Tables Report

### Summary

This program allows the production of a report showing the detail of the code tables defined on the system.

### Print Layout

03/03/95  
15:47:55

The World On-line, Inc.

Page 1

#### Code Tables Report

Code Table ID : ACCOUNT  
Description : Accounts Code Table

Key Value	Translated Value
1100	000-1100-00
1200	000-1200-00
2100	001-1100-00
3100	002-1100-00

### Processing

This report is produced by selecting Print from the File menu when within the Code Table Maintenance window.

## Appendix A: Dynamics GP modifications

### Menus

The GL Integration windows will be available in the following menus for the companies selected during install:

- **Transactions, Financial, GL Integration**
  - G/L Interface                      GL import processing
  
- **Cards, Financial, GL Integration**
  - Interface Definition              Setting up of the import definition
  - Codes Definition                  Setting up of the code translation tables
  
- **Reports, Financial, GL Integration**
  - Interface Audit                      Interface audit report selection
  - Interface Cleardown              Interface batch history cleardown processing and report

## Appendix B: Document Statistics

Document Owner: **Peter Boniface**  
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### Revision Summary:

Date	Author of Revision	Summary
March 1995	Peter Boniface	Original
March 1995	Tim Nolan	Quality Control
March 1995	Peter Boniface	Final Version
March 1997	Alexander Wingrove	Installation Procedure for Great Plains 3.15
February 1999	Andrew Gilliam	Upgrade to Great Plains version 5.00
September 2000	Ian Bishop	Upgrade to Great Plains v6.00
October 2004	Ian Bishop	Upgrade to Great Plains v8.00
February 2009	Alex Wingrove	Update for Dynamics GP and new options.
May 2010	Peter Boniface	Updates for GP 2010.

## Contact us

We welcome comments regarding the usefulness of the Nolan Business Solutions documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: [info@nolanbusinesssolutions.com](mailto:info@nolanbusinesssolutions.com).

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