# Maximizer™ CRM 11

## Accounting Link *for Microsoft Dynamics™ GP*

**User's Guide**

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## Applicability

This document applies to Maximizer CRM 11 Accounting Link.

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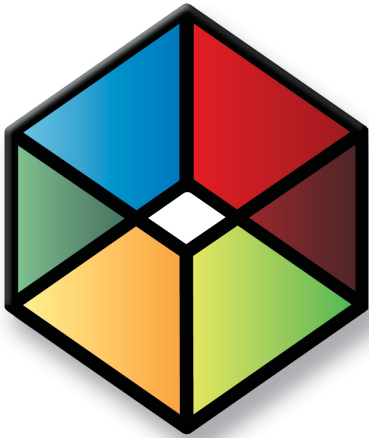www.maximizer.co.uk

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# Introduction 1

In this chapter...

Maximizer Accounting Link for Microsoft Dynamics™ GP enables you to create quotes, invoices, and purchase orders from within Maximizer, while simultaneously creating them in the Dynamics GP database. Entering Dynamics GP transactions through Maximizer also logs a note for the related Address Book entry.

For a current list of supported Dynamics GP versions, refer to the Maximizer website at www.maximizer.com.

This guide explains how to install, configure, and operate Accounting Link.

# Configuration

In a typical client/server configuration, the client connects to the Dynamics GP database on the SQL server. In this environment, multiple Maximizer machines can connect to the same Dynamics GP server. This configuration requires Dynamics GP to be installed on the Dynamics GP application machine. The Installation chapter explains how to install this software.
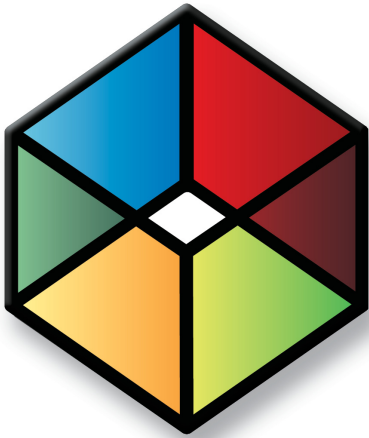
# Maximizer System Requirements

The hardware and software requirements for Accounting Link installation are listed in the following table. Please refer to the Maximizer website at www.maximizer.com for updated information.

These are the minimum system requirements for Maximizer. Your operating system may have higher requirements for some components, such as processor speed and RAM.

| Maximizer Version | Maximizer CRM 11 (Workstation or Server) |
|---|---|
| Minimum Processor Speed | 800 MHz (minimum)<br>1.6 GHz (recommended) |
| Available RAM | 512 MB (minimum)<br>1 GB (recommended) |
| Operating System | Microsoft Windows Vista, XP, or 2003 Server (updated to their latest service packs) |

# Installing Accounting Link

In this chapter...

# Pre-Installation Steps for Accounting Link

Before installing Accounting Link for Microsoft Dynamics GP, the following pre-installation steps must be performed:
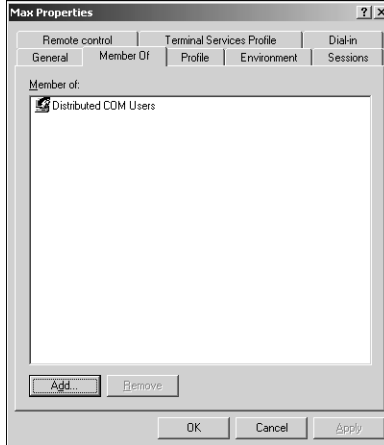
**1** Create a COM+ user account.

**2** Enable Distributed Transaction Coordinator (DTC) and Microsoft Message Queueing (MSMQ).

**3** Set up functional currency.

**4** Install eConnect Business Objects into company.

The following sections explain each of these steps in greater detail.

## Creating a COM+ User Account

Accounting Link uses a COM+ user account to communicate with the Microsoft Dynamics GP company file.

A COM+ user account is a Windows User account that is in the Distributed COM Users group. Your network administrator should create this account.



If Accounting Link is installed on a computer that is in a domain, the COM+ user account must be a domain user account.

If Accounting Link is installed on a different computer than the Dynamics GP server in a workgroup environment, create the COM+ user account on the Dynamics GP server.

Accounting Link prompts for the COM+ user account during installation.

## Ensuring the COM+ Account is Part of the DynGroup Role

Your SQL Server administrator must ensure that the COM+ user account is part of the DynGroup role for the following databases:

• The Microsoft Dynamics GP Company database that Accounting Link will connect to.

• The DYNAMICS database.

## Enabling DTC and MSMQ

Your network administrator must enable Distributed Transaction Coordinator (DTC) and Microsoft Message Queueing (MSMQ) in the following places:

• The Microsoft Dynamics GP server.

• Each workstation that Accounting Link is installed on.

You can install eConnect before enabling MSMQ, but the eConnect services will not start until MSMQ is available.

DTC requires configuration. For more information about DTC and MSMQ, see Microsoft Windows documentation.

## Setting Up Functional Currency

Your Microsoft Dynamics GP administrator must set up functional currency for each Microsoft Dynamics GP company file that Accounting Link will be connecting to. For information on currency setup and multicurrency access, see the Microsoft Dynamics GP documentation.

## Installing eConnect Business Objects into Company

Your network or SQL Server administrator must install eConnect Business Objects in the Dynamics GP company from the SQL Server computer where the Microsoft Dynamics company (database) is located. This step must be performed only once.

➤ **To install eConnect Business Objects into the Dynamics GP company**

**1** Insert the Maximizer Accounting Link for Microsoft Dynamics GP disc.
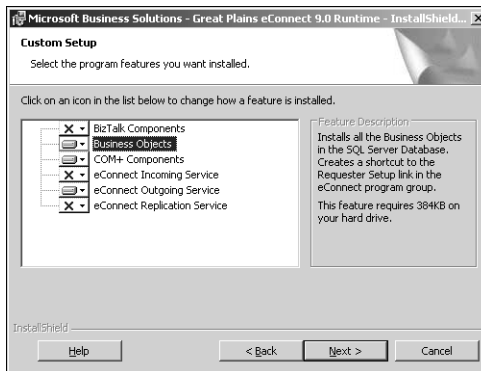
The installation wizard runs automatically.

**2** Select **Install eConnect Business Objects (SQL Procedures) into Company**.

Follow the general instructions in the InstallShield wizard.

**3** On the **Setup Type** screen, select **Custom**.

**4** In the **Custom Setup** screen, ensure the **Business Objects**, **COM+ Components**, and **eConnect Outgoing Service** features are selected.



**5** On the **Microsoft OLE DB Provider for SQL Server** screen, click the ellipsis button, then enter the server name.

**6** Select **Use Windows NT Integrated security** to use Windows Authentication for your domain.

**7** Select **Select the database on the server** and choose the Microsoft Dynamics GP company (database).

Accounting Link will connect to this database.

**8** Click **Test Connection** to confirm proper eConnection
communication and click **OK**.
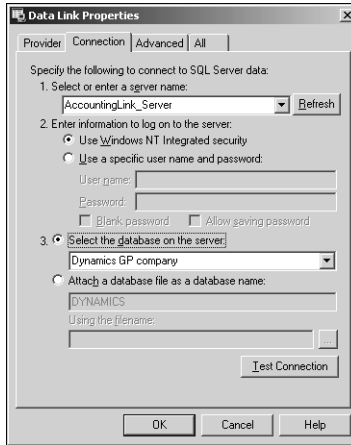


**9** Follow the remaining instructions to finish the installation.

# Installing Accounting Link

Maximizer must be installed before you can install Accounting Link. Install Accounting Link software on all computers that will connect to Dynamics GP through Maximizer.

If you are installing Accounting Link on a computer running Microsoft Windows Vista, you should follow some additional steps after installing Accounting LInk. See "Installing Accounting Link on Windows Vista" on page 10 for details.

➤ **To install Maximizer Accounting Link for Microsoft Dynamics GP**

**1** Insert the Maximizer Accounting Link for Microsoft Dynamics GP disc.

The installation wizard runs automatically.

**(i)** If the setup doesn't start automatically, you can start it manually by running autorun.exe from the disc.

**2** Select **Install Accounting Link for Microsoft Dynamics GP**.

The InstallShield Wizard starts.

**3** Click **Next**.

**4** Read the License Agreement, and click **Yes**.

**5** Enter your **Product Serial Number**, **First Name**, **Last Name**, and **Company**, and click **Next**.

**6** Enter the Windows login credentials for the domain user to connect through eConnect to the Dynamics GP server (SQL server).
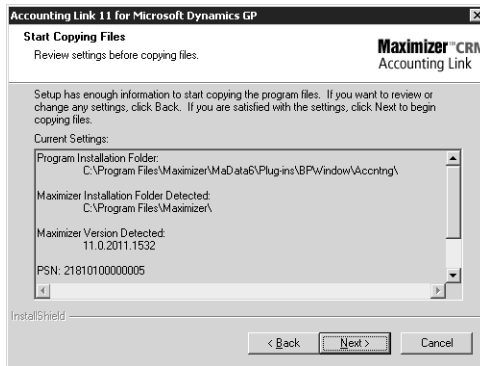


If you are installing Accounting Link in a workgroup environment, leave the **Domain** field blank.

**7** Enter the SQL login creditials for Accounting Link to connect to the Dynamics GP server.

**8** Click **Next** to begin the installation.



The wizard displays an installation progress indicator.

## Installing Accounting Link on Windows Vista

After installing Accounting Link for Microsoft Dynamics GP on a computer running Windows Vista, you need to follow some additional steps:

**1** Enable Distributed Transaction Coordinator (DTC) access.

**2** Allow DTC through the Windows firewall.

**3** Restart DTC service.

**4** Restart the Microsoft SQL Server computer.

See Microsoft Windows documentation for information on any of these steps.

# Configuring the Accounting Link for Remote Operation
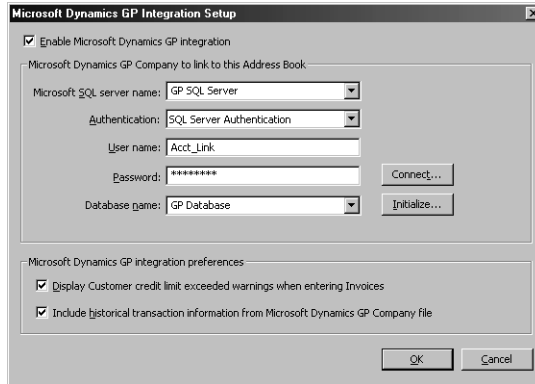
In this chapter...

# Setting Accounting Link Preferences

After you have installed Accounting Link, the first time you start Maximizer, the Integration Setup dialog box appears. Enter the information as described in the following steps.

**1** In Maximizer, on the **Setup** tab, select **Preferences**, and click the **Accounting Setup** button.



**2** Select the **Enable Microsoft Dynamics GP Integration** checkbox.

**3** Select the SQL server that is hosting the Dynamics GP database.

**4** Select the type of **Authentication** you are using.

**5** Enter the **User name** and **password** for the selected SQL server and click the **Connect** button. This connects to the SQL server and a list of available databases appears in the Database name field.

**6** Once you have successfully connected to the SQL server, select the database you are using with Accounting Link from the **Database name** field and click the **Initialize** button. Clicking this button verifies you have chosen a valid Dynamics GP database for integration with Accounting Link.

The next time you start Maximizer, Accounting Link will connect to the selected Dynamics GP database. If you modify the integration information, restart Maximizer to initialize the changes.

For instructions on using Accounting Link, refer to "Using Accounting Link" on page 17.
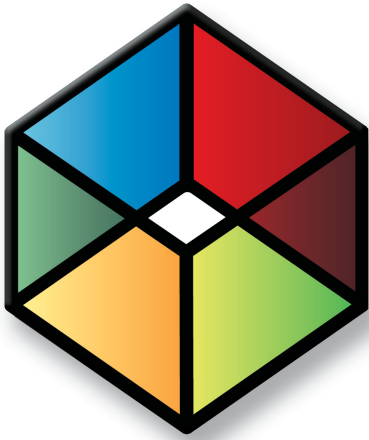
# Providing Accounting Rights to Maximizer Users

# 4

In this chapter...

# Enabling Accounting Module Access

After installing Accounting Link licenses, you can set user access in the Module Login list in user properties. Users must have Accounting module access enabled before they can use Accounting Link in Maximizer.

➤ **To enable accounting module access for a user**

**1** Log in to the Address Book in Administrator.

**2** Select **File > Manage Users**.

**3** Select the user to grant accounting privileges, and click **Properties**.

**4** In the **Module Login** section of the **General** tab, set the Accounting module to **Enabled**.



**5** Click **OK**.

Repeat this procedure for all users who will be using Accounting Link.

# Adding Users to the Accounting Security Group

The Accounting security group enables users to restrict accounting transaction notes to members of this group. If an Accounting Link user is not a member of the Accounting security group, notes for any accounting transactions created by that user are Public. However, notes for transactions created by members of the Accounting group are restricted to members of that group.

➤ **To add a user to the Accounting security group**

**1** Log in to the Address Book in Administrator.

**2** Select **File > Manage Users**.

**3** Select the user to grant accounting privileges, and click **Properties**.

**4** Click the **Groups/Teams** tab.

**5** Select the **Accounting** security group from the **Available groups and teams** list, and click **Add**.
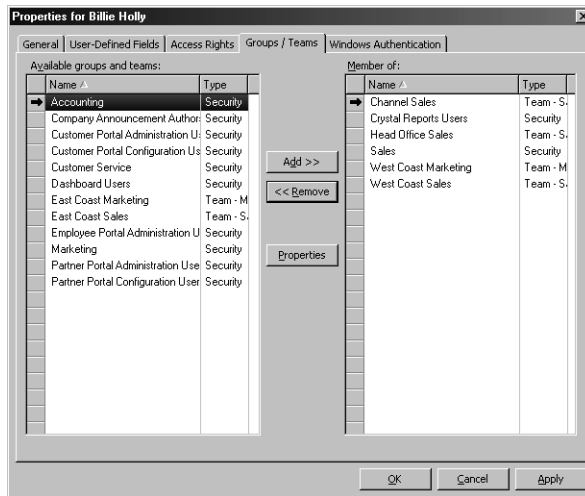
The Accounting security group now appears in the Member of list.

**6** Click **OK**.

Repeat this procedure for all users who will be using Accounting Link.

# Granting Accounting Permissions

Accounting permissions control whether users can read, insert, or modify accounting transactions.

➤ **To grant accounting permissions to a user**

**1** Log into the Address Book in Administrator.

**2** Select **File > Manage Users**.

**3** Select the user to grant accounting privileges, and click **Properties**.

**4** Click the **Access Rights** tab.

**5** Click the **Modify User Access Settings** button.

**6** In the **Permissions** group, select any of the Accounting rights, as appropriate for the user, and click **OK**.

**7** Click **OK** to close the user properties dialog box.
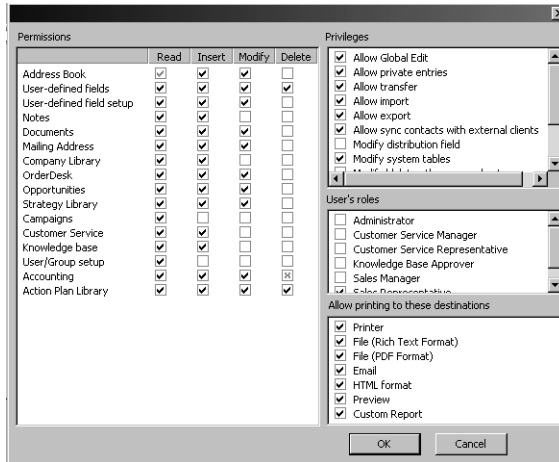
Repeat this procedure for all users who will be using Accounting Link.

# Using Accounting Link

## In this chapter...

# Connecting to Dynamics GP with Maximizer

It's important that Accounting Link and Maximizer are configured correctly before proceeding. Otherwise, the procedures outlined in this chapter will not work properly.

When Accounting Link is successfully installed and configured, you can access Accounting Link transactions and commands from the Address Book window in the following ways:

• View transactions for the selected Address Book entry in the Accounting following window.

• Access accounting commands from the Accounting icon on the Edit and View tabs or from the right-click menu in the Accounting following window.
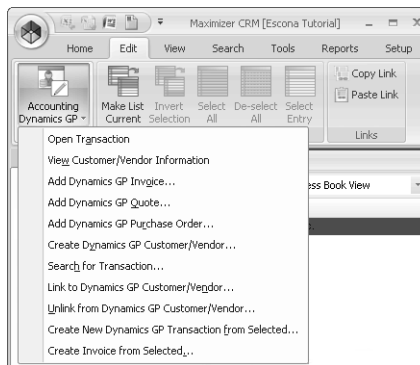
# Linking Address Book Entries

If you re-link a Company file to a different Address Book, all of your Address Book entries must also be re-linked.

Before you can create any invoices, quotes, or purchase orders in Maximizer, you must create a link between each Maximizer Address Book entry and Microsoft Dynamics GP customer or vendor.

- If the customer or vendor record does not exist in the Dynamics GP database, you can create the Accounting Link record from Maximizer using an existing Maximizer Address Book entry.

- If the customer or vendor record does exist in the Dynamics GP database, Maximizer creates a connection between the records.

After you have linked an Address Book entry, you can create and view Dynamics GP invoices, quotes, and purchase orders from within Maximizer.

➤ **To link an Address Book entry to Dynamics GP**

**1** Open your Maximizer **Address Book**.

**2** Select the **Company** or **Individual** to link with Dynamics GP.

**3** In Maximizer, select the **Accounting** following window.

**4** On the **Edit** tab, select **Accounting > Link to Dynamics GP Customer/Vendor**.

Alternatively, you can choose the command by right-clicking in the Accounting following window.

You can expand your search by entering only the first few letters of the Company or Individual name in the Name field.

**5** Click **Search** to display a list of matching customers and/or vendors.

**6** If a matching entry appears in the list, select the entry and click **OK** to link the Address Book entry with the customer/vendor.

The records are linked, and you can create purchase orders (vendors) or invoices and quotes (customers) for that Company or Individual. You may skip the remainder of this procedure.

– or –

If a matching entry does not appear in the list, click **New**.

The OK button is disabled until you select a Dynamics GP record from the list of search results.

---

**Create Link to Microsoft Dynamics GP Customer or Vendor**

Create link with this Maximizer Address Book entry

Address Book entry: Eagle Vineyards

Search Microsoft Dynamics GP for Customer or Vendor

Name: Eagle                                    Search

Customers and Vendors available for linking from search results

| Name | Type |
|------|------|
|      |      |

New...

OK    Cancel

---
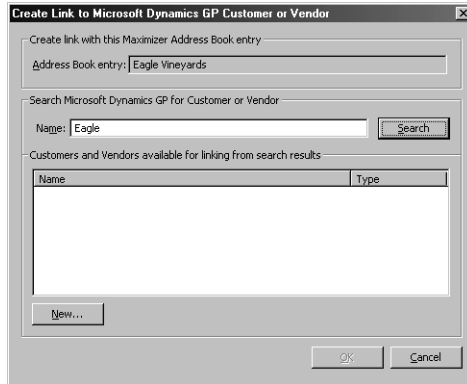
The Add Accounting Customer/Vendor dialog box opens. Maximizer automatically fills in any existing contact information.

**7** Select the **Customer** option to create the Address Book entry as a customer in Dynamics GP. (You can create invoices and quotes for customers.)

– or –

Select the **Vendor** option to create the Address Book entry as a vendor in Dynamics GP. (You can create purchase orders for vendors.)

If you know the entry does not exist in your Company database, you can select Create Dynamics GP Customer/ Vendor from the Accounting icon on the Edit tab in Maximizer while the Address Book entry is selected.

**8** Enter a Cust/Vendor ID and Address ID such as you would in Dynamics GP and click **OK**. These identifiers are controlled manually in this dialog box.

Maximizer and Dynamics GP now share a connection between these records.

## Creating Address Book Entries from Customers and Vendors

You can create new Maximizer Address Book entries from existing Dynamics GP customers and vendors. New entries are automatically linked to the customers and vendors.

➤ **To create an Address Book entry from a customer or vendor**

**1** Select the **Accounting** following window.

**2** On the **Edit** tab, select **Accounting > Create New Address Book Entry from Dynamics GP Customer/Vendor**.

The Create Maximizer Address Book Entry dialog box opens.

**3** Enter the name of the customer or vendor, or leave the **Name** field empty to view all customers and vendors. Click **Search**.

All matching customers and vendors are retrieved.

**4** Select the customer/vendor that you want to create the entry for.

**5** In the **Options** area, choose the type of Address Book entry that you want to create. You can also click **Field Mappings** to choose the Maximizer fields that some of the Dynamics GP fields are mapped to.

**6** Click **OK**.



The new Address Book entry is created with the data from the Dynamics GP customer or vendor. You can specify additional details in the Address Book entry.

# Creating Invoices, Quotes, and Purchase Orders

You can create invoices, quotes, and purchase orders in Maximizer, and they will automatically be created in Dynamics GP as well. Before you can create any of these transactions, the Company or Individual must be linked to either a customer or vendor record in Dynamics GP:

• To create an invoice or quote, the Address Book entry must be linked to a customer record.

• To create a purchase order, the Address Book entry must be linked to a vendor record.

You can also create new transactions based on existing transactions, and create invoices based on quotes. Maximizer copies the information from the original transaction into a new transaction and enables you to modify the new transaction before saving it. Details on these procedures are provided further along in this section.

Each time an invoice, a quote, or a purchase order is created or modified, a note is logged in Maximizer.

➤ **To create an invoice, quote, or purchase order**

**1** In Maximizer, open the **Address Book** and select the Company or Individual to create a transaction for.

Ensure that the Address Book entry is linked to a Dynamics GP record. If it isn't, refer to "Linking Address Book Entries" on page 19 before proceeding with this procedure.

ⓘ These menu items are also available from the Accounting icon in the Edit tab.

**2** In the Accounting following window, right-click and select **Add > Invoice/Quote/Purchase Order**.

The Invoice, Quote, or Purchase Order dialog box opens. Maximizer automatically fills in the customer or vendor name and address, the date, and any tax information. Click on the arrow keys to view the details for information such as the tax.

**3** In the **Item** column, click on **New**.

**4** In the Add New Item dialog box, select the **Item name/number** for the item from the drop-down list.

**5** Add or change any of the other information in the Add New Item dialog box, as required, and click **OK**.



**6** Repeat the last three steps until all required items have been added to the transaction.

**7** Complete any remaining fields, as required, and click **OK.**

The transaction has now been created in both Maximizer and Dynamics GP, and Maximizer creates a history note in the Notes window of the Address Book entry. You can also view the invoice, quote, or purchase order from the Accounting tab of the Maximizer Address Book following window, as described on page 27.

# Creating a New Transaction Based on an Existing One

Accounting Link enables you to create a new transaction (invoice, quote, or purchase order) based on an existing transaction, so the newly created transaction automatically contains the information from the original transaction, which you can then modify as required. This method saves you time because it reduces the amount of information you need to enter for similar transactions.

➤ **To create a new transaction based on an existing transaction**

**1** In Maximizer, open the **Address Book** and select the Company or Individual for whom to create an invoice, quote, or purchase order.

**2** Open the **Accounting** following window, and select the invoice, quote, or purchase order to use as the basis for the new transaction.

ⓘ If the menu item is disabled, then you did not select a transaction in step 2. Select a transaction, and then create the new transaction.

**3** On the **Edit** tab, select **Accounting > Create New Dynamics GP Transaction from Selected**.

– or –

Right-click in the **Accounting** following window, and select **Add** > **Create New from Selected**.

The Invoice, Quote, or Purchase Order dialog box opens, depending on the original transaction. Maximizer automatically fills in all the information from the original transaction.

**4** Change any of the information in the transaction, or add more items to the list, as required.

To remove an item, right-click on it and select **Delete** from the shortcut menu.

ⓘ You cannot enter a value in the Document No., Quote Document No., or P.O. Number field. When you click OK, the number is assigned automatically and the value is then read-only.

**5** Click **OK**.

The transaction has now been created in both Maximizer and Dynamics GP, and Maximizer creates a history note in the Notes window of the Address Book entry. You can also view the invoice, quote, or purchase order from the Accounting following window, as described on page 27.

## Creating an Invoice from a Quote

Accounting Link enables you to create a new invoice based on an existing quote, so the newly created invoice automatically contains the information from the original quote, which you can then modify as required. Making changes to the invoice does not apply those changes to the quote.

➤ **To create a new invoice based on an existing quote**

**1** In Maximizer, open the **Address Book** and select the Company or Individual for whom to create an invoice.

**2** Open the **Accounting** following window, and select the quote to use as the basis for the new transaction.

ⓘ If the menu item is disabled, then you did not select an invoice in step 2, or the selected transaction is not a quote. Select a quote, and then create the new invoice.

**3** On the **Edit** tab, select **Accounting > Create Invoice from Selected**.

– or –

Right-click in the **Accounting** following window, and select **Add** > **Create Invoice from Selected**.

– or –

Open the quote and click the **Invoice** button.

The Invoice dialog box opens. Maximizer automatically fills in all the information from the original quote.

ⓘ You cannot enter a value in the Document No. field. When you click OK, the number is assigned automatically and the value is then read-only.

**4** Change any of the information in the transaction, or add more items to the list, as required.

To remove an item, right-click on it and select **Delete** from the shortcut menu.

**5** Click **OK**.

The invoice has now been created in both Maximizer and Dynamics GP, and Maximizer creates a history note in the Notes window of the Address Book entry. You can also view the invoice from the Accounting following window, as described in the following section.

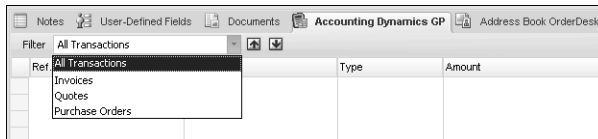# Viewing Invoices, Quotes, and Purchase Orders

You can view existing invoices, quotes, and/or purchase orders for a customer or vendor from within Maximizer, even if the transaction was not created in Maximizer. When you link a Maximizer Address Book entry to a customer or vendor, existing invoices, quotes, or purchase orders display in Maximizer automatically.

You can view existing transactions in the Accounting tab of the Maximizer Address Book following window.

### ➤ **To view an invoice, quote, or purchase order**

**1** In Maximizer, open the Address Book and select the Company or Individual for whom to view a transaction.

**2** Select the **Accounting** following window.

**3** Open the **Filter** drop-down list, and select **Invoices**, **Quotes**, **Purchase Orders**, or **All Transactions**

The transactions of that type for the selected customer or vendor appear. You can double-click any item to view the details.

## Searching for Invoices, Quotes, and Purchase Orders

You can search your accounting application for invoices, quotes, and purchase orders and then view the transactions in Maximizer. If the transaction's customer or vendor is not linked to an Address Book entry, you can also create a new Address Book entry at the same time.

You can search for all types of transactions by transaction number. You can search for invoices and quotes by P.O. number.

➤ **To search for invoices, quotes, and purchase orders**

**1** Open the **Accounting** following window.

**2** On the **Edit** tab, select **Accounting > Search for Transaction**.
– or –

Right-click in the **Accounting** following window, and select **Add** > **Search for Transaction**.

The Search for a Transaction dialog box opens.

**3** In the **Options** area, specify the search criteria for the transaction.

The transaction number is the unique identifier for the transaction while the P.O. number is an optional user-defined number.

**4** To open the transaction automatically after the search, select the **Open found transaction** checkbox. Otherwise, the search returns all transactions for the Address Book entry.

**5** In the **Find matching** area, specify the types of transactions that you want to search for.
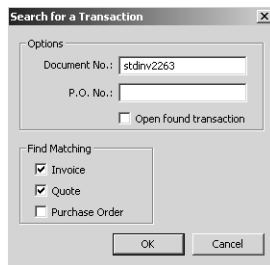


**6** Click **OK**.

If the customer or vendor for the matching transaction is not linked to an Address Book entry, you are prompted to create a new Address Book entry from the customer or vendor. See

"Creating Address Book Entries from Customers and Vendors" on page 22 for details.

**7** If multiple transactions are found, select the transaction from the list of matching transactions.

The Address Book entry that is linked to the transaction is selected, and the transaction is listed in the Accounting following window.

# Viewing Accounting Details about a Customer or Vendor

Maximizer enables you to view the following accounting details about a customer or vendor from within Maximizer:

- customer balance
- aged analysis (30-, 60-, or 90-day balances)
- credit limit
- remaining available credit

➤ **To view Dynamics GP accounting details**

**1** In Maximizer, open the Address Book and select the Company or Individual for whom you want to view accounting details.

**2** Select the **Accounting** following window.

**3** On the **Edit** tab, select **Accounting > View Customer/Vendor Info**.

The Customer/Vendor Information dialog box opens. It contains the accounting details for the selected Company or Individual.

**4** View the accounting details in the dialog box.

**5** Click **Close**.

ⓘ This menu item is also available from the shortcut menu in the Accounting following window.

ⓘ The Balance details section shows the sums of non-posted transactions that have payment details—the transactions visible in the Accounting following window.

**Microsoft Dynamics GP Customer/Vendor Information**

Linked customer/vendor details
ID: EAGLEVIN0001
Name: Eagle Vineyards
Type: Customer          Credit limit: 35,000.00

Balance details
Balance: 75927.15          Available credit: 0.00
Current: 0.00   1-30 days: 0.00   31-60 days: 75,927.15   Over 60 days: 0.00

Close

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