



Microsoft Dynamics GP Toolkit

Administration Guide

Changepoint 2017

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Contents

1. Integrating Changepoint and Microsoft Dynamics GP	5
About the Microsoft Dynamics GP Toolkit	5
2. Setting Up the Microsoft Dynamics GP Toolkit	9
Prerequisites for Microsoft Dynamics GP	9
Setting up the Microsoft Dynamics GP Toolkit	11
Configuring MSDTC on the Changepoint and Microsoft Dynamics GP servers	11
Setting up linked servers for split configurations	12
Setting up the Great Plains build table packages on the Changepoint database	13
Setting up tables and views in the Changepoint database	15
Setting up tables and views in the Microsoft Dynamics GP database	16
Setting up the stored procedures in the Changepoint database	17
Setting up the stored procedures in the Microsoft Dynamics GP database	17
About the default GL account format and account categories	18
Editing the GL account format and account categories	19
Updating the Dynamics.set dictionary	20
About updating the integration parameters table	20
Updating the integration parameters table	21
Maintain Integration Parameters table settings	21
Setting up the stored procedure jobs on the Microsoft Dynamics GP server	23
Setting up the toolkit ASP on the Changepoint web server	24
Adding the Microsoft Dynamics GP server to the Global.asa file	24
Creating custom section items for the Microsoft Dynamics GP Toolkit views	26
Setting up Changepoint for the Microsoft Dynamics GP Toolkit	27
Setting up the resources	27
Setting up the currencies	27
Setting up the GL account codes	28
Setting up the billing offices (cost structures)	28
Setting up the companies (clients)	28
Setting up the expense categories	29
Setting up the tax rates and tax schedules	29
Integration examples	29
Importing the Microsoft Dynamics GP chart of accounts as Changepoint GL account codes	30
Importing Microsoft Dynamics GP tax schedules and tax detail IDs as Changepoint GL account codes	31
Exporting of Changepoint resources as Microsoft Dynamics GP vendors	32
Exporting Changepoint expense reports as Microsoft Dynamics GP vouchers	33

Exporting Changepoint companies (clients) as Microsoft Dynamics GP customers	35
Exporting Changepoint invoices as Microsoft Dynamics GP AR invoices and credit memos	36
Importing Microsoft Dynamics GP payments as Changepoint payments	38
3. Upgrading the Microsoft Dynamics GP Toolkit	41
Upgrading the Microsoft Dynamics GP Toolkit	41
4. Using the Microsoft Dynamics GP Toolkit	43
About using the Microsoft Dynamics GP Toolkit	43
Accessing the Microsoft Dynamics GP Toolkit	43
About exporting customers to Microsoft Dynamics GP	44
Assigning company database codes to companies (clients)	44
Assigning company database codes to resources	44
Exporting customers to Microsoft Dynamics GP	45
Exporting resources to Microsoft Dynamics GP	45
Importing GL account codes into Changepoint	46
Importing tax details and schedule IDs into Changepoint	46
Exporting invoices (cross charges) and credit notes to Microsoft Dynamics GP	46
Importing payments into Changepoint	47
About exporting expenses to Microsoft Dynamics GP	47
Exporting expenses to Microsoft Dynamics GP	48
5. Error messages	49
Error codes and descriptions in Microsoft Dynamics GP Toolkit	49
Index	59

1. Integrating Changepoint and Microsoft Dynamics GP

About the Microsoft Dynamics GP Toolkit

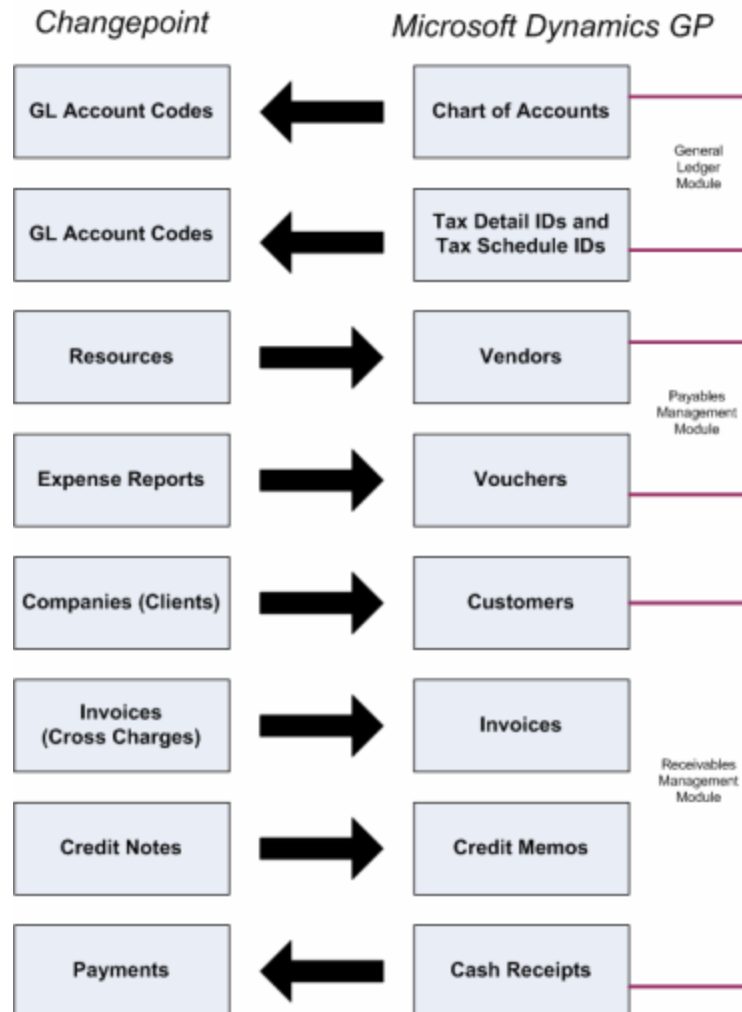
The Microsoft Dynamics GP Toolkit integrates Changepoint with the Accounts Payable (AP), Accounts Receivable (AR) and General Ledger modules of Microsoft Dynamics GP.

The toolkit integrates Changepoint with Microsoft Dynamics GP as follows:

- the chart of accounts from Microsoft Dynamics GP are imported to Changepoint as GL account codes
- tax detail IDs and tax schedule IDs from Microsoft Dynamics GP are imported to Changepoint, as Tax GL account codes
- *resources* in Changepoint are exported to Microsoft Dynamics GP as *vendors*
- *expense reports* in Changepoint are exported to Microsoft Dynamics GP as *vouchers*
- *companies (clients)* in Changepoint are exported to Microsoft Dynamics GP as *customers*
- invoices (cross charges) and credit notes that are created in Changepoint are exported to Microsoft Dynamics GP
- cash receipt payments created in Microsoft Dynamics GP are imported to Changepoint as payments

The toolkit does not support the following:

- revenue recognition
- expense advances



Microsoft Dynamics GP Toolkit features

The toolkit supports single company and multi-company Microsoft Dynamics GP configurations, and includes a set of stored procedures that are run on the Changepoint and Microsoft Dynamics GP databases. These stored procedures can be scheduled as jobs or can be run manually in Changepoint from the **Changepoint-Microsoft Dynamics CP Toolkit** view.

The toolkit supports Changepoint PSA and Changepoint PPM, which use different terminology. For example, an *invoice* in Changepoint PSA is a *cross charge* in Changepoint PPM. In this guide, the PSA term is followed by the PPM term in parentheses, for example: invoice (cross charge).

Also, the importing and exporting instructions in this guide are from the Changepoint point of view:

- *export* refers to the transfer of information from Changepoint to Microsoft Dynamics GP
- *import* refers to the transfer of information from Microsoft Dynamics GP to Changepoint.

2. Setting Up the Microsoft Dynamics GP Toolkit

Prerequisites for Microsoft Dynamics GP

This section includes the configuration that must be performed in Microsoft Dynamics GP before integrating with Changepoint.

Cutoff date for vouchers and invoices

After the toolkit has been set up, invoices (cross charges), and expenses are entered into Changepoint and then exported to Microsoft Dynamics GP. Therefore, a cutoff date for entering vouchers and invoices in Microsoft Dynamics GP must be set to prevent the duplication of vouchers and invoices.

GL account and tax data

Microsoft Dynamics GP must be installed and configured with the following:

- Chart of accounts
- Tax detail IDs
- Tax schedule IDs

Currency IDs

Currency IDs must be configured, including functional and reporting currencies, if used. The currency IDs used in Microsoft Dynamics GP must match the currencies used in Changepoint Administration. If the currency IDs do not match, then you must enter the currency IDs from Microsoft Dynamics GP into the index field of the matching currencies in Changepoint Administration.

Customer, vendor, and class ID records must include currency IDs.

Exchange rates

The exchange rates must match the exchange rates that are set up in Changepoint.

Class IDs

You must set up the following class IDs:

- `CPCUST` – to set the customer defaults for the company (client) records that are exported from Changepoint. The settings must include the accounts payable account, currency, and tax schedule ID.

- **CPRES** – to set the vendor defaults for the resource records that exported from Changepoint. The settings must include the accounts payable account, currency, and tax schedule ID.

The class ID can be changed after a customer or vendor record has been exported into Microsoft Dynamics GP. The toolkit's update process will not change the class ID fields after the initial export.

If you want to use existing class IDs instead, you must edit the integration parameters accordingly. For more information, see the "About updating the integration parameters table" section on page 20.

1. Set up a **CPCUST** class ID for customers (**Microsoft Dynamics GP > Tools > Setup > Sales > Customer Class**), and specify values for the following fields:
 - Accounts Receivables account
 - Currency
 - Tax Schedule ID
2. Set up a **CPRES** class ID for Vendors (**Microsoft Dynamics GP > Tools > Setup > Purchasing > Vendor Class**), and specify values for the following fields:
 - Accounts Payable account
 - Currency
 - Tax Schedule ID

Checkbook IDs

You must set up the default checkbook IDs for the IMPORT AP and IMPORT AR batches.

1. If the checkbook ID does not already exist, you can create one as follows:
 - a. Select **Cards > Financial > Checkbook**. The **Checkbook Maintenance** view appears.
 - b. Click the search icon beside the **Checkbook ID** field.
 - c. Click **New**.
 - d. Complete the fields.
 - e. Click **Save**.
2. To assign a default checkbook ID for the IMPORT AP batch:

- a. Select **Microsoft Dynamics GP > Tools > Setup > Purchasing > Payables**.
- b. Select the checkbook ID from the **Checkbook ID** lookup list.
3. To assign a checkbook ID for the IMPORT AR batch:
 - a. Select **Microsoft Dynamics GP > Tools > Setup > Sales > Receivables**.
 - b. Select the checkbook ID from the **Checkbook ID** lookup list.

Company database information

To set up the toolkit, you require the following values for each Microsoft Dynamics GP company database:

- company database name (`INTERID`)
- company ID (`CMPANYID`)

You can look up the values in the SY01500 table in the DYNAMICS database.

You can also access the values in Microsoft Dynamics GP (**Check Tools > Setup > Company > Company**).

Setting up the Microsoft Dynamics GP Toolkit

To set up the toolkit, you must do the following:

1. Install or upgrade Changepoint according to the instructions in the *Changepoint Installation Guide*.
2. Copy the files from the Changepoint Microsoft Dynamics GP Toolkit product media to a location on your server (<localdir>).
3. Complete the remainder of the procedures in this section in order.

Warning: The toolkit must be deployed to a test Changepoint and Microsoft Dynamics GP environment before rolling out to a production environment.

Configuring MSDTC on the Changepoint and Microsoft Dynamics GP servers

You must configure MSDTC (Microsoft Distributed Transaction Coordinator) for network access on both the Changepoint and Microsoft Dynamics GP servers.

1. To open Component Services:

- a. Click **Start**.
 - b. In the search field, type `dcomcnfg` and then press **Enter**.
2. In the **Component Services** window, expand **Component Services > Computers > My Computer > Distributed Transaction Coordinator**.
3. Right-click **Local DTC** and select **Properties**.
4. Click the **Security** tab.
5. Select the **Network DTC Access**, **Allow Remote Clients**, **Allow Inbound**, **Allow Outbound** check boxes, and select **No Authentication Required**.
6. Set the DTC Logon Account to **NT Authority\NetworkService**.
7. Click **OK**.
8. To confirm MSDTC Service will be stopped and restarted, click **Yes**.
9. To confirm the MSDTC service has been restarted, click **OK**.

Setting up linked servers for split configurations

If the Changepoint database is on a different server than the Microsoft Dynamics GP database, you must set up a linked server on both the Microsoft Dynamics GP server and Changepoint server.

You require the following accounts:

- On the Microsoft Dynamics GP server, use the SQL account used to give the Changepoint applications access to the Changepoint database.
 - On the Changepoint server, use the sa account.
1. In SQL Server Management Studio, open a New Query tab, and then select the **Master** database.
 2. Enter:

```
Execute Sp_addlinkedserver <servername>
```

The <servername> is the name of the target server. When you are setting up the linked server on the Changepoint server, the <servername> is the name of the Microsoft Dynamics GP server.

3. Select **Server Objects > Linked Servers**.

4. Right-click the Linked Server and select **Properties**.
5. Click **Security**.
6. Select the **Be made using this security context** option.
7. Enter the correct user login in the **Remote login** field and the password in the **With password** field.

Setting up the Great Plains build table packages on the Changepoint database

1. Ensure that the SQL Server Data Tools (SSDT) feature has been installed, otherwise you will not be able to import and edit the SSIS packages:
 - Great Plains Build ER Table.dtsx
 - Great Plains Build Invoice Table.dtsx

You can select the SSDT feature from your SQL installation media during the installation or you can add it after the installation.

2. Import the SSIS packages by setting up the table packages on the Changepoint database:
 - a. Start SQL Server Data Tools.
 - b. Drag the following file into Microsoft SQL Server Data Tools (SSDT):

<localdir>\SQL\SSIS Packages\Great Plains Build ER Table.dtsx

3. In Connection Manager:
 - a. Double click the **Microsoft OLE DB Provider For SQL Server** connection at the bottom of the screen.
 - b. Change the server and database names to match your server and database names.
 - c. In the **Log on to the server** option, select **1. Use Windows Authentication**.
 - d. Click **Test Connection**.
 - e. Click **OK**.
4. Click **File > Save copy of Great Plains Build ER Table.dtsx as**.
5. In the **Save Copy of Package** dialog box:
 - a. In the **Package Location** list, select **SSIS Package Store** to save it on the server.

- b. In the **Server** list, select the target database server.
- c. Click the button beside the **Package Path** label. The **SSIS package** dialog box appears.
- d. Click the **MSDB Folder** and enter the package name.
- e. Click **OK**.
- f. Ensure that the value of the **Protection level** list is set to **Do Not Save Sensitive Data**.
- g. Click **OK**.

The package is saved to the server.

- 6. Connect to **Database Engine**:
 - a. Expand the **SQL Server Agent** section, right-click **Jobs** and click **New Job**.
 - b. For the job name, enter **Great Plains Build Invoice Table**.
 - c. Navigate to the Step page and click the **New** button.
 - d. Enter a name for the step.
 - e. In the **Type** list, select **SQL Server Integration Services Package**.
- Note:** Do not modify the **Run As** field.
- f. In the **Package Source** list, select **SSIS Package Store**.
 - g. In the **Server** list, select the target server.
 - h. Click the button beside the **Package** label. The **Select SSIS Package** dialog box appears.
 - i. Expand the MSDB tree view and select the **Great Plains Build ER Table** package.
 - j. Click **OK**.
- 7. Click the Schedule page to add schedule information.
 - 8. Set up the schedule to have the DTSX run nightly and click **OK**.
 - 9. Click **OK** to save the job.
 - 10. Repeat this procedure to set up the **Great Plains Build Invoice Table** package.

Setting up tables and views in the Changepoint database

1. In SQL Server Management Studio, connect to the SQL server that hosts the Changepoint database.
2. Select the Changepoint database from the drop-down list.
3. Open `<localdir>\SQL` and run the following scripts *in the exact order*:

```
BillingOfficeCurrencyInvoiceBalance.sql  
GreatPlainsERTable.sql  
GreatPlainsInvoiceTable.sql  
CreateGreatPlainsCutOffDate Table.sql  
CreateCPMulticompanyCodeTables.sql
```

4. Open the `cp-gptoolkitversionupdate.sql` script:
 - a. Make sure the Changepoint version number is correct.
 - b. Run the script.
5. Run the `CPviews.sql` script.
6. To grant MSDB access to the SQL account used by Changepoint:
 - a. Open the `CreateMSDBRole.sql` script:
 - b. Replace “CPWeb” with the SQL account used to give the Changepoint applications access to the Changepoint database.
 - c. Run the script.
7. For single company configurations:
 - a. Right-click the **GreatPlainsMultiCompanyCodes** table to return all rows.
 - b. Delete the rows.
8. For multi-company configurations:
 - a. Right-click the **GreatPlainsMultiCompanyCodes** table to return all rows.
 - b. Replace the fields `COR` and `INC` with the company database names.
 - c. If there are more than two company databases, add the rows for each company database to the following script:

```
CreateCPMulticompanyCodeTables.sql
```

If you are unsure how to add the rows, contact your database administrator or Changepoint contact.

- d. Run the script.

9. Open the script:

```
<localdir>\SQL\CP Scripts\CreateFunctionalCurrencyTable.sql
```

- e. In the **COMPANYCODE** field, enter the company database name.
- a. In the **Company Currency** field, enter the functional currency. If the currency ID differs, use the currency index that was specified in Changepoint.
- b. Run the script.

Setting up tables and views in the Microsoft Dynamics GP database

To perform this procedure, you require the company ID (**COMPANYID**) and company database name (**INTERID**) for each Microsoft Dynamics GP database, which can be found in the SY01500 table in the DYNAMICS database.

1. Open SQL Server Management Studio.
2. Connect to the SQL server that hosts the Microsoft Dynamics GP database.
3. Open the following script:

```
<localdir>\SQL\GP Scripts\X_SY01500_NOTEINDEX.sql
```

- a. In the string `WHERE (COMPANYID= 1)`, replace 1 with the company ID (**COMPANYID**) of the Microsoft Dynamics GP company database.
- b. Edit and run the script on each MMicrosoft Dynamics GP company database.
4. Open `<localdir>\SQL\GP Scripts\` and run the following scripts in order against each Microsoft Dynamics GP company database:

```
X_CP_Error.sql  
X_CP_MC00100.sql  
X_CP_MC40200.sql  
X_CP_Payment.sql  
X_ErrorLog.sql  
X_Param.sql  
X_ProcessLog.sql
```

5. For multi-company configurations only:

- a. Open the following script:

```
<localdir>\SQL\GPScripts\CreateGPMultiCompanytables.sql
```

- b. Replace 'COR' with the company database name.
- c. Run the script.
- d. Repeat this step for each Microsoft Dynamics GP company database.

Setting up the stored procedures in the Changepoint database

1. In SQL Server Management Studio, connect to the SQL server that hosts the Changepoint database.
2. Select the Changepoint database from the drop-down list.
3. Open <localdir>\SQL\ CP Stored Procedures.
4. Run the following scripts

```
GP_CreateCreditNotes.sql  
GP_PopulateERTable.sql  
GP_PopulateInvoiceTable.sql
```

Setting up the stored procedures in the Microsoft Dynamics GP database

1. In SQL Server Management Studio, go to:

```
<localdir>\SQL\GP Stored Procedures
```

2. Open and run the following scripts in order against each Microsoft Dynamics GP company database:

```
X_CP_StoreError.sql  
XSS_ParameterDefaults.sql  
XSS_ParameterInsert.sql  
X_CP_CustomerID_Alq.sql  
X_CP_CreateImportARBatchId.sql  
X_CP_CreateImportAPBatchId.sql
```

3. If you are performing a split configuration, you must remove the following lines from the GP_Invoice_LoadDefDistribution.sql script before you run it:

```
GRANT EXECUTE ON [dbo].[GP_Invoice_loadDefDistribution] TO [Changepoint]  
GO  
GRANT EXECUTE ON [dbo].[GP_Invoice_loadDefDistribution] TO [CPACCESS]  
GO
```

4. For the next set of scripts, you must edit each script to reference the Changepoint database:
 - a. Find and replace “Changepoint.dbo” with the name of the linked Changepoint database. If the Changepoint database is on a different server, then add the Changepoint server name as a prefix to the database name (for example, ChangepointServer.Changepoint.dbo).
 - b. Run the script against each Microsoft Dynamics GP company database.

```
GP_GetBillingInfo.sql
GP_InsertPaymentInfo.sql
X_CP_CreateApVouchers.sql
X_CP_CreateARInvoices.sql
X_CP_CreateCustomers.sql
X_CP_CreateTaxDetailIds.sql
X_CP_CreateTaxSchIds.sql
X_CP_CreateVendors.sql
X_CP_CreatePayments.sql
```

About the default GL account format and account categories

Default GL account format

If the GL account format for a Microsoft Dynamics GP company is different from the default format of ###-####-##, then you must edit the `X_CP_CreateGLACodes.sql` script before you run the script on each Microsoft Dynamics GP company database.

Default account categories

The revenue and expense accounts that are mapped to the following account categories are imported to Changepoint:

- 10 - Accumulated Depreciation
- 17 - Interest Payable
- 18 - Dividends Payable
- 19 - Leases Payable (Current)
- 20 - Sinking Fund Payable (Current)
- 31 - Sales

- 33 - Cost of Goods Sold
- 34 - Selling Expense
- 35 - Administrative Expense
- 37 - Other Employee Expenses

Note: Only profit and loss accounts are imported into Changepoint.

You can check in Microsoft Dynamics GP (**Microsoft Dynamics GP** > **Tools** > **Setup** > **Financial** > **Category**) whether the revenue and expense accounts are mapped to other account categories. If required, you can remove and add account categories to the list in the `x_CP_CreateGLACodes.sql` script.

Editing the GL account format and account categories

1. In SQL Server Management Studio, open a New Query tab and select the Microsoft Dynamics GP database.

2. Open the following script:

```
<localdir>\SQL\GP Stored Procedures\X_CP_CreateGLACodes.sql.
```

3. Update the `Changepoint.dbo` reference.

4. To edit the account categories, find the following string and change the values as required:

```
ACCATNUM in (31,35,37,33,34,10,17,18,19,20)
```

5. The default GL account format is `###-####-##`. To change the number of digits in one or more segments of the GL account format:

- a. Find the line that includes: `update accounting framework here (1)`
- b. Edit the numbers that represent the digits in the segments as required. The default accounting framework is the following:

```
@ACTNUMBR_1 char (3), @ACTNUMBR_2 char (4), @ACTNUMBR_3 char (2)
```

6. To add an additional segment to the GL account format, you must edit the six lines in the script that include the following strings:

- `update accounting framework here (1)`
- `update accounting framework here (2)`
- `update accounting framework here (3)`

- update accounting framework here (4)
- update accounting framework here (5)
- update accounting framework here (6)

For example if your GL account format is: ###-####-##-##, you must insert “@ACTNUMBR_4” after “@ACTNUMR_3” in each of the six lines, being sure to follow the format in each line.

7. Repeat this procedure for each Microsoft Dynamics GP company database.

Updating the Dynamics.set dictionary

1. Make a backup copy of the `Dynamics.set` file that is in the `DYNAMICS` directory.
2. Copy the following file to the `DYNAMICS` directory:

```
<localdir>\SQL\Chunk File\2430XP02.cnk
```

3. Remove the read-only attribute from the file.
4. Start Microsoft Dynamics GP.

A message appears, asking if you want to include new code in the `Dynamics.set` dictionary.

5. Click **Yes**.

About updating the integration parameters table

The toolkit exports Changepoint resources into Microsoft Dynamics GP as vendors, which are based on the `CPRES` class ID. Changepoint companies (clients) are exported into Microsoft Dynamics GP as customers, which are based on the `CPCUST` class ID. If you want to use other class IDs from Microsoft Dynamics GP, you must edit the integration parameters accordingly.

The class IDs set default settings for the currency, Accounts Payables for vendors, and Account Receivables for customers. The Accounts Payables field in the vendor class ID and the Account Receivables in the customer class ID record must include values in order for the expense and invoice transactions to be processed by the toolkit.

You can change the class ID after a customer or vendor record has been imported into Microsoft Dynamics GP. Subsequent imports do not affect the class ID fields.

1. To verify the class IDs being used by vendors:

- a. Click **Microsoft Dynamics GP > Tools > Setup > Purchasing > Vendor Class**. The **Vendor Class Setup** screen appears.
- b. Click the search icon beside the **Class ID** field. The **Vendor Classes** screen appears.
2. To verify the class IDs used by customers:
 - a. Click **Microsoft Dynamics GP > Tools > Setup > Sales > Customer Class**. The **Customer Class Setup** view appears.
 - b. Click the search icon beside the **Class ID** field. The **Customer Classes** view appears.

Updating the integration parameters table

1. Start Microsoft Dynamics GP.
2. Select **Microsoft Dynamics GP > Tools > Setup > Company > Company**.
3. Select **Additional > Maintain Integration Parameters**.
4. Click the **Default** button.
5. Edit the default parameters as necessary.
6. To reset the parameters to the default values, click the **Default** button.
7. When you are finished, click the **are met** button and then close the window.
8. Repeat this procedure on every Microsoft Dynamics GP server.

Maintain Integration Parameters table settings

The following table includes the classes and parameter values that you must enter in the **Integration Parameters** table.

2. Setting Up the Microsoft Dynamics GP Toolkit

Class	Parameter1	Parameter3	Notes
AddrIDBillTo	Leave blank	2 (default)	The value in Parameter 3 must equal the Changepoint Address number (1 - main, 2 - billing, or 3 - shipping) that is to be imported as the Microsoft Dynamics GP Bill-to Address.
AddrIDPrimary	Leave blank	1 (default)	The value in Parameter 3 must equal the Changepoint Address number (1 - main, 2 - billing, or 3 - shipping) that is to be imported as the Microsoft Dynamics GP Primary Address.
AddrIDShipTo	Leave blank	3 (default)	The value in Parameter 3 must equal the Changepoint Address number (1 - main, 2 - billing, or 3 - shipping) that is to be imported as the Microsoft Dynamics GP Ship-to Address.
AddrIDStatement	Leave blank	1 (default)	The value in Parameter 3 must equal the Changepoint Address number (1 - main, 2 - billing, or 3 - shipping) that is to be imported as the Microsoft Dynamics GP Statement Address.
BatchNumber	IMPORT AP (default, do not change)	0 (default, do not change)	The value in Parameter 1 must equal the Microsoft Dynamics GP Batch Number to be used for imported AP Vouchers.
BatchNumber	IMPORT AR (default, do not change)	0 (default, do not change)	The value in Parameter 1 must equal the Microsoft Dynamics GP Batch Number to be used for imported AR Invoices.

Class	Parameter1	Parameter3	Notes
CustomerAddressID	PRIMARY (default, this can change to reflect Microsoft Dynamics GP address ID setup)	0 (default, do not change)	The value in Parameter 1 must equal the Microsoft Dynamics GP Customer Address ID to be used for Business Address 1.
CustomerAddressID	BILL TO (default, this can change to reflect Microsoft Dynamics GP address ID setup)	0 (default, do not change)	The value in Parameter 1 must equal the Microsoft Dynamics GP Customer Address ID to be used for Business Address 2.
CustomerAddressID	SHIP TO (default, this can change to reflect Microsoft Dynamics GP address ID setup)	0 (default, do not change)	The value in Parameter 1 must equal the Microsoft Dynamics GP Customer Address ID to be used for Business Address 3.
CustomerClassID	CPCUST (default, this can change)	0 (default, do not change)	The value in Parameter 1 must equal the Microsoft Dynamics GP Customer Class ID to be used for imported Customers.
UserID	Great Plains (default, do not change)	0 (default, do not change)	This resource profile must be created in ChangePoint before the first import is done.
VendorClassID	CPRES (default, this can change)	0 (default, do not change)	The value in Parameter 1 must equal the Microsoft Dynamics GP Vendor Class ID to be used for imported vendors.

Setting up the stored procedure jobs on the Microsoft Dynamics GP server

1. On the Microsoft Dynamics GP server, create the following shared folder for the log files created by the toolkit's SQL jobs:

c:\GPPLOG\

2. Setting Up the Microsoft Dynamics GP Toolkit

2. Open SQL Server Management Studio and connect to the Microsoft Dynamics GP server.
3. Open the script: <localdir>\SQL\Jobs\GPSQLJOBS.sql
 - a. Find and replace “TWO” with name of the Microsoft Dynamics GP database.
 - b. Find and replace “GPDATABASE” with the name of the Microsoft Dynamics GP database.
 - c. Run the script.
4. For multi-company configurations only. Repeat this procedure for each Microsoft Dynamics GP company database.

Setting up the toolkit ASP on the Changepoint web server

The following files are referenced for the setup:

```
rpGPToolkit.asp  
rpGPjobMsg.asp  
rpGPMultiCompCodes.asp  
X_CP_Error.htm
```

1. On the Changepoint web server in the Changepoint ASP directory, create a folder called GP.
2. Copy the following files to the Changepoint\GP folder.

```
<localdir>\ASP\GP\rpGPToolkit.asp  
<localdir>\ASP\GP\rpGPjobMsg.asp  
<localdir>\ASP\GP\rpGPMultiCompCodes.asp  
X_CP_Error.htm
```

3. Open the file: Changepoint\GP\rpGPjobMsg.asp.
4. To specify the location of the DTS file folder, edit the following string accordingly:

```
\\CPSERVERNAME\GPLog\
```

5. To specify the location of the log file folder, edit the following string accordingly:

```
\\GREATPLAINSSERVERNAME\GPLog\
```

Adding the Microsoft Dynamics GP server to the Global.asa file

You must encrypt a connection string for the Microsoft Dynamics GP server and then add it to the Global.asa file. You require the following:

- the user ID and password to unlock connection settings

- the SQL administrator account (sa) or an sa-equivalent account

If the password is changed, the linked servers will need to be reset in the remote logins. Also, the `gpserver_dsn` will need to be recreated and updated in the `Global.asa`.

Note: If the Microsoft Dynamics GP and Changepoint databases are on the same server, and the `cp_dsn` is configured with an account with `sa` access, then you do not have to add the `gpserver_dsn` to the `Global.asa`.

Note: If a Changepoint upgrade provides a new `Global.asa` file then you must copy the `gpserver_dsn` encrypted line to the new `Global.asa`.

1. Copy the `Web.Config` and `Global.asa` files to a temp folder.
2. Rename the copied `Global.asa` file as `Globalgp.asa`.
3. On the Changepoint web server, start the Login Settings utility:

`cp_common\LoginSettings\Login Settings.exe`.

4. In the **Connection Settings** field, select **Enterprise**.
5. In the **File Name** field, enter `Globalgp.asa`.
6. Enter the user ID and password to unlock the settings.
7. In the **Connection Settings** section, enter the following:

```
Server=GREATPLAINSSERVER
Database=GreatPlainDatabase
User ID = SAID
Password = SAPassword
```

8. Click **Test**.
9. If the test is successful, click **Save**. The DSN session variable with the Microsoft Dynamics GP connection information is encrypted.
10. In the `Globalgp.asa` file, copy the encrypted line that starts with:

```
Session("dsn") =
```

11. In the `Global.asa` file, paste the encrypted line below the line:

```
SESSION("reportsdatadsn")
```

12. In the encrypted line that you just pasted, replace `"dsn"` with `"gpserver_dsn"`.
13. Save the file.

Creating custom section items for the Microsoft Dynamics GP Toolkit views

For more information about creating custom section items, see the Changepoint Administration Guide or online help.

1. In Changepoint Administration, create a custom section item using the following values:
 - **Section** – Finance
 - **PCID** – <leave blank>
 - **Section item name** – GP Toolkit
 - **Section item key** – MGPT
 - **URL** – /GP/rpGPToolkit.asp
 - **Image path** – <leave blank>
 - **Open in new window** – <leave check box cleared>
2. For multi-company configurations only. Create another custom section item and complete the fields as follows:
 - **Section** – Finance
 - **PCID** – <leave blank>
 - **Section item name** – GP Multi-Company
 - **Section item key** – MRCGPM
 - **URL** – /GP/rpGPMultiCompCodes.asp
 - **Image path** – <leave blank>
 - **Open in new window** – <leave check box cleared>
3. Verify that you can access the views:
 - a. Sign in to Changepoint.
 - b. Click **Finance > GP Toolkit**. The **Changepoint-Microsoft Dynamics GP** view appears.
 - c. For multi-company configurations only. Click **Finance > GP Multi-Company**. The **Multi-Company Code Setup** view appears.

Setting up Changepoint for the Microsoft Dynamics GP Toolkit

Setting up Changepoint for the Microsoft Dynamics GP Toolkit includes the following:

Setting up the resources	27
Setting up the currencies	27
Setting up the GL account codes	28
Setting up the billing offices (cost structures)	28
Setting up the companies (clients)	28
Setting up the expense categories	29
Setting up the tax rates and tax schedules	29

Setting up the resources

1. In Changepoint Administration (**Resources > User Setup**), create an unassigned, undefined resource called `Great Plains`. Ensure that the **Resource type** is *not* **Contractor**.

This resource will be used when creating the GL account codes. The resource does not require an SQL or Changepoint license.

2. Set up resources, and ensure that the resource ID field contains the vendor ID from Microsoft Dynamics GP.

Note: The resource's base currency will be used as the vendor currency in Microsoft Dynamics GP. If the resource's base currency changes, a new vendor must be set up in Microsoft Dynamics GP. This can be accomplished by changing the resource ID field to another value.

Setting up the currencies

You must add the Microsoft Dynamics GP currency index to the corresponding currencies in Changepoint.

1. In Changepoint Administration, enter the Microsoft Dynamics GP currency index for the currencies in the **Currency index** field.
2. Enable the currencies for use in Changepoint.
3. Click **Save**.

Setting up the GL account codes

If GL account codes are being manually created in Changepoint Administration, you must enter the GL account index from Microsoft Dynamics GP into the **GL account index** field.

Tip: You can verify the GL account indexes in Microsoft Dynamics GP by using the SmartList tool.

If you use the toolkit to import the GL account codes, the GL account indexes will be added automatically.

Setting up the billing offices (cost structures)

For invoices to be exported to Microsoft Dynamics GP, the billing offices must be set up to allow resources to distribute invoices to GL accounts. (For cross charges to be exported to Microsoft Dynamics GP, the cost structures must be set up to allow resources to distribute cross charges to GL accounts.

In Changepoint Administration (**Finance > Billing Offices**) (**Financial Management > Cost Structures**), ensure that the option that prevents resources from distributing invoices (cost charges) is cleared.

Setting up the companies (clients)

Ensure auto-numbering is not enabled

In Changepoint Administration (**General > Auto-Numbering Setup**), you must ensure that auto-numbering is not enabled for the Company (Client) entity type because company IDs (client IDs) are assigned automatically by Microsoft Dynamics GP.

Prevent duplicate resource IDs and company IDs (client IDs)

You must set up the **Resource ID** and **Company ID (Client ID)** fields as mandatory and prevent duplicate values.

1. In Changepoint Administration (**User Interface > Metadata**), for each of the following fields:
 - Entity type: **Resource**, field name: **Number**
 - Entity type: **Customer**, field name: **UserDefinedID**
2. Select both of the following options:
 - **Field is required and the user must enter data** check box

- **Reject entry if duplicates exist** option
3. Click **Save**.

Setting up the expense categories

1. In Changepoint, use the toolkit to import the GL account codes into Changepoint. For more information, see the "Importing GL account codes into Changepoint" section on page 46.
2. In Changepoint Administration (**Time and Expenses > Expenses**), set up or edit the expense categories, ensuring that you select the GL account codes that were imported from Microsoft Dynamics GP.

Setting up the tax rates and tax schedules

It is possible to import tax schedule GL account codes into Changepoint and then map them to tax rates. However, the best practice is to do the following:

- import the tax details from Microsoft Dynamics GP as GL account codes
 - set up tax rates with the GL account codes
 - create the tax schedules with one or more of the tax rates
1. In Changepoint, use the toolkit to import the tax detail IDs and tax schedule IDs into Changepoint as GL account codes. For more information, see the "Importing tax details and schedule IDs into Changepoint" section on page 46.
 2. In Changepoint Administration (**Taxation**), do the following:
 - a. Set up or edit the tax rates with the GL account codes that were imported from the tax detail IDs and tax schedule IDs.
 - b. Set up tax schedules that include the tax rates. If recoverable taxes are used, then the recoverable taxes must be associated with the expenses.

Integration examples

Importing the Microsoft Dynamics GP chart of accounts as Changepoint GL account codes ..	30
Importing Microsoft Dynamics GP tax schedules and tax detail IDs as Changepoint GL account codes	31
Exporting of Changepoint resources as Microsoft Dynamics GP vendors	32
Exporting Changepoint expense reports as Microsoft Dynamics GP vouchers	33

Exporting Changepoint companies (clients) as Microsoft Dynamics GP customers	35
Exporting Changepoint invoices as Microsoft Dynamics GP AR invoices and credit memos ..	36
Importing Microsoft Dynamics GP payments as Changepoint payments	38

Importing the Microsoft Dynamics GP chart of accounts as Changepoint GL account codes

During this import, the initial population of the GLA Code table is based on the chart of accounts in Microsoft Dynamics GPP.

The `Modified Date` in the Microsoft Dynamics GP account table is used to determine records that have been added or modified. All GL account edits must be done in Microsoft Dynamics GP. Inactivated accounts are marked as deleted in Changepoint.

The accounts in the GL00100 table where `PSTNGTYP = 1` (profit and loss) are imported as follows:

- If the typical balance is credit (`TPCLBLNC =1`), an invoice (cross charge) distribution account is created in Changepoint.
- If the typical balance is debit (`TPCLBLNC =0`), an expense distribution account is created.

Toolkit

Stored Procedure: `X_CP_CreateGLAcodes`

Example

Microsoft Dynamics GP		Changepoint		Notes
Field	Value	Field	Value	
Account Number	00-4100-00	GL account code	COR-000-4100-00	"COR" is the company database name, which indicates a multi-company configuration.
Category	Sales	Type	Invoice Distribution (Cross Charge Distribution)	Balance is a credit, therefore an invoice (cross charge) distribution type is created in Changepoint.
Index	75	GL account index	75	The index can be viewed in the Microsoft Dynamics GP GL00100 table.
Description	Consulting	Description	Consulting	

Importing Microsoft Dynamics GP tax schedules and tax detail IDs as Changepoint GL account codes

The Microsoft Dynamics GP tax detail ID or schedule IDs are imported into the GLA Code table and then associated to tax rates and schedules in the **Taxation** section of Changepoint Administration.

In multi-company configurations, the company database name is added as a prefix to the GL account code.

Toolkit

Stored procedures:

```
X_CP_CreateTaxDetailIds
X_CP_CreateTaxSchIds
```

Example

Microsoft Dynamics GP		Changepoint		Notes
Field	Value	Field	Value	
Tax Detail ID	GST	GL account index	D:GST	"D:" indicates a tax detail. "S:" indicates a tax schedule
Type	Sales	Type	Invoice Tax	When "Type" is "Sales" in Microsoft Dynamics GP, then the "Type" in Changepoint is always set to "Invoice Tax" (not "Cross Charge Tax").
Description	GST Sales	GL account code	COR-GST SALES	"COR" is the company database name, which indicates a multi-company configuration.
Percentage	5.00000%	Tax Rate	5.00000%	Set up in the Tax Rate record.

Exporting of Changepoint resources as Microsoft Dynamics GP vendors

Resources are entered in Changepoint, and then exported to Microsoft Dynamics GP as vendors.

The Changepoint resource ID is mapped to the Microsoft Dynamics GP vendor ID.

If the resource type is "Contractor", the resource is not exported.

Toolkit

Stored Procedure: X_CP_CreateVendors

Example

Changepoint		Microsoft Dynamics GP		Notes
Field	Value	Field	Value	
First, Middle, Last name	Karen Davis	Name, Short Name, Cheque Name, Contact	Karen Davis	
Resource ID	KD001	Vendor ID	KD001	
Email	Karen	E-mail	Karen	Located in the Internet section in Microsoft Dynamics GP.
Address	30 Leek Crescent	Address	30 Leek Crescent	
City	Toronto	City	Toronto	
Postal/ZIP	L4B 4N4	Postal	L4B 4N4	
Country	Canada	Country	Canada	
Province/State	Ontario	Province	Ontario	
Home		Phone 1		
Office phone	905.886.7700	Phone 2	905.886.7700	
Pager		Phone 3		
Fax	905.886.7023	Fax	905.886.7023	

Exporting Changepoint expense reports as Microsoft Dynamics GP vouchers

All vouchers must be in a single currency even though expense reports in Changepoint can include multiple currencies.

Only reimbursable expenses that have been approved by finance are exported.

The accounts payable account is inherited by the class ID.

2. Setting Up the Microsoft Dynamics GP Toolkit

For the voucher number, Microsoft Dynamics GP adds “CPEXP-” as a prefix to the expense report number.

Expense reports that have total amounts that are positive are exported to Microsoft Dynamics GP as Sales/Invoices.

Expense reports that have total amounts that are negative are exported to Microsoft Dynamics GP as Credit Memos.

Warning: When there are both positive and negative amounts on an expense report, the tax amount is added to the sales amount. The resulting total is placed in the **Purchases** or **Credit Memo** field on the **Payables Transaction Entry** screen, and **0** is placed in the **Tax** field. In the GL distribution, the sales and tax amounts are separated correctly, but the distribution type for the tax amount is **Sales** or **Credit Memo**.

The resource’s base currency in Changepoint must match the vendor’s currency in Microsoft Dynamics GP. Therefore, the vendor profile in Microsoft Dynamics GP must not be edited after the toolkit is setup.

If the currency in the expense line is different from the functional currency in Microsoft Dynamics GP, then the amount is converted based on the applicable exchange rate.

Toolkit

DTS package: Great Plains Build ER Table.dts
Stored Procedure: X_CP_CreateAPVouchers

Example

Changepoint		Microsoft Dynamics GP		Notes
Field	Value	Field	Value	
Expense report number	132	Voucher NO. And Document Number	CPEXP-132	Microsoft Dynamics GP prefixes the expense report number with “CPEXP-”.
Resource ID	KD001	Vendor ID	KD001	

Changepoint		Microsoft Dynamics GP		Notes
Field	Value	Field	Value	
Engagement name (Initiative name)	Alcoa Steel	Description	Alcoa Steel	
Status	Finance Approved			Not exported, but only expense reports that are approved by finance are exported.
GL account	COR-000-5050-00	Purch Account	000-5050-00	"COR" is the company database name, which indicates a multi-company configuration.
Tax	COR-GST-PURCH	Taxes Account	000-1260-00	
Total	1000	Originating Totals	1000	

Exporting Changepoint companies (clients) as Microsoft Dynamics GP customers

Companies (clients) are entered and edited in Changepoint and exported to Microsoft Dynamics GP as customers.

Only Changepoint company records with a sales status of **Customer** will be imported. (Only Changepoint client records with an account status of **Client** will be imported.)

A setup option determines which of the addresses 1, 2 or 3 will map to the primary, bill-to, and ship-to addresses in Microsoft Dynamics GP.

Toolkit

Stored Procedure: X_CP_CreateCustomers

Changepoint		Microsoft Dynamics GP		Notes
Field	Value	Field	Value	
Company ID (Client ID)	THO002	Customer ID	THO002	The Changepoint value must match the Microsoft Dynamics GP value to update an existing customer record in Microsoft Dynamics GP.
Main address	1 Main Street ...	Statement to	1 Main Street ...	
Billing address (Cross charge address)	2 Bill Street...	Bill To	2 Bill Street...	
Shipping address	3 Ship Street...	Ship To	3 Ship Street	
Sales status (Account status)	Customer (Client)			
Main phone	313.555.1100	Phone1	313.555.1100	

Exporting Changepoint invoices as Microsoft Dynamics GP AR invoices and credit memos

Invoices (cross charges) and credit notes must be created in Changepoint.

Invoices (cross charges) that have total amounts that are positive, and credit memos that have totals that are negative are exported to Microsoft Dynamics GP as Sales/Invoices.

Credit notes that have total amounts that are positive, and invoices (cross charges) that have total amounts that are negative, are exported to Microsoft Dynamics GP as Credit Memos.

When there are both positive and negative amounts on an invoice (cross charge) or credit note, the absolute value of the tax amount is added to the sales amount. The resulting total is placed in the **Purchase** or **Credit Memo** field on the **Receivables Transaction Entry** screen, and **0**

is placed in the **Tax** field. In the GL distribution, the sales and tax amounts are separate, but the distribution type for the tax amount is **Sales** or **Credit Memo**.

Invoice numbers (cross charge numbers) and credit note numbers that include more than 17 characters, including prefix characters (CN-), will not be exported to Microsoft Dynamics GP.

Only non-archived invoices (cross charges) that have a “committed” or “sent” status will be exported into Microsoft Dynamics GP.

Invoices (cross charges) that already exist in Microsoft Dynamics GP will not be processed again and duplicates will not be re-processed.

Sales taxes are handled as distribution line items. Distribution is based on either the tax detail or tax schedule IDs that are associated with the invoice (cross charge). Therefore it is possible for one tax amount in Changepoint to be distributed to two or more GL accounts in Microsoft Dynamics GP.

Toolkit

DTS package: Great Plains Build Invoice Table.dts

Stored Procedure: X_CP_CreateARInvoices

Changepoint		Microsoft Dynamics GP		Notes
Field	Value	Field	Value	
Invoice Number/ Credit Note Number	TOR-2002-013	Number	TOR-2002-013	
Invoice Date/Credit Note Date	6/17/2012	Document Date	6/17/2012	
Engagement Name	Corp GP Demo	Description	Corp GP Demo	
Tax	50	Tax	50	
SubTotal	1000	Sales/Credit Amount	1000	

Changepoint		Microsoft Dynamics GP		Notes
Field	Value	Field	Value	
Invoice Status (Cross Charge Status)	Committed			Only committed invoices (cross charges) and credit notes are exported.
Invoice (Cross Charge) Distribution, Revenue and Taxes	Revenue = Consulting, 1000 Taxes = GST, 50	Distribution Reference (Sales/CRNote and Taxes)	000-4100-00, 1000 000-2155-00, 50	Invoice (cross charge) amounts must be distributed to GL account codes.
Batch Id			IMPORT AR	All invoices (cross charges) and credit notes are posted to this batch.
Invoices (Cross Charges) and Credit Notes	Invoice = TOR-2012-013	Document Type	Invoices = Sales/Invoices Credit = Credit Memo	

Importing Microsoft Dynamics GP payments as Changepoint payments

This process writes back payment information from Microsoft Dynamics GP to Changepoint.

Full and partial payments are entered, applied to invoices and posted in Microsoft Dynamics GP. After payments have been posted no further changes can be made to them. At this point, the payments can be imported to Changepoint.

The payments must be imported to Changepoint before the Sales routine 'Paid Tx. Removal' is run in Microsoft Dynamics GP.

Warning: Payments for a Sales/Invoice that was originally a credit note for a negative invoice in Changepoint are not imported.

Once you archive an invoice (cross charge) in Changepoint, you can no longer import payment information for that invoice (cross charge).

Toolkit

Stored Procedure: X_CP_CreatePayments

Microsoft Dynamics GP		Changepoint		Notes
Field	Value	Field	Value	
Date	6/19/2012			
Amount	500			
		Invoice Status (Cross Charge Status)	Paid/ Partially Paid	The invoice (cross charge) process history is updated with the Microsoft Dynamics GP account and payment status.

3. Upgrading the Microsoft Dynamics GP Toolkit

Upgrading the Microsoft Dynamics GP Toolkit

1. Upgrade Changepoint according to the instructions in the *Changepoint Installation Guide*.
2. Set up the toolkit ASP according to the instructions in the "Setting up the toolkit ASP on the Changepoint web server" on page 24.
3. On the Changepoint database server, apply the `GP_PopulateInvoiceTable.sql` stored procedure from the `CP Stored Procedures` folder on the Microsoft Dynamics GP Toolkit media. For more information, see "Setting up the stored procedures in the Changepoint database" on page 17.
4. Open the `cp-gptoolkitversionupdate.sql` in the `CP Scripts` folder:
 - a. Update the version number to 18.00.118.000.
 - b. Execute the script against the Changepoint database.
5. On the Microsoft Dynamics GP database server, apply the `X_CP_CreatePayment.sql` stored procedure from the `GP Stored Procedures` folder on the Microsoft Dynamics GP Toolkit media. For more information, see "Setting up the stored procedures in the Microsoft Dynamics GP database" on page 17.
6. Open the `cp-gptoolkitversionupdate.sql` in the `GP Scripts` folder:
 - a. Update the version number to 18.00.118.000.
 - b. Execute the script against the Microsoft Dynamics GP database.

4. Using the Microsoft Dynamics GP Toolkit

About using the Microsoft Dynamics GP Toolkit

After setting up the toolkit, you must use Changepoint to enter and edit companies (clients), resources, invoices (cross charges), credit notes, and expense reports.

Note: Only one tax rate can be active at a time.

To correct vendor records

Do not edit vendor records in Microsoft Dynamics GP. Instead, edit the corresponding resource in Changepoint and then re-export the resources.

To create a credit for an expense report

To create a credit transaction for an expense report, you must create a separate expense report for the negative amount.

To correct a resource ID after an expense report has been exported

1. In Changepoint, change the resource ID.
2. In Microsoft Dynamics GP, delete the corresponding voucher.
3. Re-export the expense reports.

To create a partial invoice (cross charge)

Create a negative invoice (cross charge) by using the additional items field. Negative invoices (cross charges) are handled as credit memos in Microsoft Dynamics GP.

To prevent a committed invoice (cross charge) or credit note from being exported

Change the status of the invoice (cross charge) or credit note to **Archived**.

Accessing the Microsoft Dynamics GP Toolkit

1. Sign in to Changepoint.
2. Click **Finance > GP Toolkit**.

The **Changepoint-Microsoft Dynamics GP Toolkit** view appears.

About exporting customers to Microsoft Dynamics GP

Companies (clients) are exported from Changepoint to Microsoft Dynamics GP as customers. Only companies with the sales status of **Customer** are exported. (Only clients with the account status of **Client** are exported.)

When you export Changepoint companies (clients) to Microsoft Dynamics GP, the customer records in Microsoft Dynamics GP that have a customer ID that matches the company (client) ID in the Changepoint company (client) records are updated.

If there is no matching customer record, or if the company (client) record does not include a company (client) ID, a new customer record is created, and is automatically assigned a customer ID in Microsoft Dynamics GP. You must then add the customer ID to the company (client) ID field of the Changepoint company (client) in Changepoint.

Assigning company database codes to companies (clients)

For multi-company configurations only, you must assign the appropriate company database code to each Changepoint company (client).

1. Access Changepoint.
2. Click **Finance > GP Multi-Company**.

The **Multi-Company Code Setup** view appears.

3. In the **Company (Client)** list, select the company (client).
4. In the **Company codes** list, select the code for the company database that the company (client) belongs to.
5. Click **Go**.

Assigning company database codes to resources

For multi-company configurations only, you must assign the appropriate company database code to each resource.

1. Access the Microsoft Dynamics GP Toolkit.
2. Click **Finance > GP Multi-Company**.

The **Multi-Company Code Setup** view appears.

3. In the **Resources** list, select the company (client).

4. In the **Company codes** list, select the code for the company database that the resource belongs to.
5. Click **Go**.

Exporting customers to Microsoft Dynamics GP

1. Access the Microsoft Dynamics GP Toolkit.
2. In the **Select the export/import job** list, select the **Great Plains [database code] Export Customers** job.
3. Click **Go** (below the job list).

The Changepoint companies (clients) are exported as customers to Microsoft Dynamics GP.

Exporting resources to Microsoft Dynamics GP

Resources are exported from Changepoint to Microsoft Dynamics GP as vendors. The following conditions must be met in order for a resource to be exported:

- Resource must be assigned a valid resource ID. For vendors that are already set up in Microsoft Dynamics GP, the Changepoint resource ID must match the corresponding vendor ID in Microsoft Dynamics GP.
- Resources whose resource type is **Contractor** are not exported.
- In multi-company configurations, each resource must be assigned the appropriate company database code.

Note: After exporting, do not use Microsoft Dynamics GP to edit vendors. Instead, edit the resource in Changepoint and then re-export the resources.

1. Access the Microsoft Dynamics GP Toolkit.
2. From the export/import job list, select **Great Plains [database code] Export Resources**.
3. Click **Go** (below the job list).

The Microsoft Dynamics GP vendor list is updated with the exported Changepoint resources.

Importing GL account codes into Changepoint

Only profit and loss GL accounts are imported as GL account codes in Changepoint as follows:

- If the typical balance for the account is credit, then an invoice (cross charge) distribution account is created.
- If the typical balance for the account is debit, then an expense distribution account is created.

Note: Balance sheet accounts must be manually entered into Changepoint.

1. Access the Microsoft Dynamics GP Toolkit.
2. From the export/import job list, select **Great Plains [database code] Import GLA Codes** and click **Go**.

The Changepoint GL account codes are updated based on the last run date.

The GL account codes are prefixed with the company database name of the Microsoft Dynamics database from which the GL account codes were imported.

Importing tax details and schedule IDs into Changepoint

1. Access the Microsoft Dynamics GP Toolkit.
2. To import the tax detail IDs:
 - a. In the export/import job list, select **Great Plains [database code] Import Tax Detail IDs**.
 - b. Click **Go**.
3. To import the tax schedule IDs:
 - a. In the export/import job list, select **Great Plains [database code] Import Tax Schedule IDs**.
 - b. Click **Go**.

Exporting invoices (cross charges) and credit notes to Microsoft Dynamics GP

Only the invoices (cross charges) and credit notes that meet the following conditions can be exported to Microsoft Dynamics GP:

- have a status of **Committed**, **Sent**, or **Paid** in Changepoint
- invoice (cross charge) amounts must be distributed to GL account codes
- customer must exist in Microsoft Dynamics GP and not be on **Hold** status
- invoice numbers (cross charge numbers) and credit note numbers do not exceed 17 characters

In Changepoint

1. Access the Microsoft Dynamics GP Toolkit.
2. In the build-table job list, select **Great Plains Build Invoice Table**.
3. Click **Go**.
4. In the export/import job list, select **Great Plains [database code] Export Invoices**.
5. Click **Go**.

In Microsoft Dynamics GP

1. Select **Transactions > Sales > Receivables Batches**.
2. Select the **IMPORT AR** batch.
3. Print and edit the list and review the imported invoices (cross charges).
4. Post the batch.

Importing payments into Changepoint

The cash receipts that have been posted in Microsoft Dynamics GP are imported as payments in Changepoint.

1. Access the Microsoft Dynamics GP Toolkit.
2. In the export/import job list, select **Great Plains [database code] Import Payments**.
3. Click **Go**.

The payments are added to the invoice (cross charge) records.

About exporting expenses to Microsoft Dynamics GP

Only the expenses that meet the following conditions can be exported to Microsoft Dynamics GP vouchers:

- distributed to a GL account code
- reimbursable
- approved by finance
- contain only positive or negative amounts
- vendor must exist in Microsoft Dynamics GP and not be on **Hold** status

Expenses can contain multiple currencies, but vouchers can only contain a single currency. If the currency in an expense line is different from the functional currency in Microsoft Dynamics GP, the amount is converted based on the exchange rate. The exchange rate must be the same in Microsoft Dynamics GP and Changepoint, or the expense will not be exported.

The prefix “CPEXP-” is added to the expense report numbers to create the voucher numbers in Microsoft Dynamics GP.

Exporting expenses to Microsoft Dynamics GP

In Changepoint

1. Access the Microsoft Dynamics GP Toolkit.
2. In the build-table job list, select **Great Plains Build ER Table**.
3. Click **Go**.
4. In the export/import job list, select **Great Plains [database code] Export Expenses**.
5. Click **Go**.

In Microsoft Dynamics GP

1. Select **Transactions > Purchasing Batches**
2. Select the **IMPORT AP** batch from the **Batch ID** list.
3. Print and edit the list and review the imported vouchers.
4. Post the batch.

5. Error messages

Error codes and descriptions in Microsoft Dynamics GP Toolkit

When you use the **Changepoint-Microsoft Dynamics GP toolkit** view, you are directed to the log files that contain the output of the import or export process. The log files contain both the successful inserts and the errors that occurred during the process.

An error is identified with an error number, which can be cross-referenced in the Microsoft Dynamics GP database in the “X_CP_Error” table. The following table provides the error code and description.

Error Code	Error Description
2	Unable to Update totals on Sales Order Header record, SOPNumber
3	Unable to Update total tax on AR Invoice, Invoice Number
6	Unable to Read Order Requisition record
12	Unable to Find/Read Customer Address Master record, Customer ID / Primary Bill to Address ID
14	Unable to Read Control record for next Sales Order Number
18	Unable to store Master Number Setup record, Master Number
26	Unable to update Sales order details on Requisition Detail record, Requisition Number / Line Sequence Number
28	Unable to Find/Read SOP setup record for Document ID/ SOP Type
46	Unable to delete Master Number record on controlled rollback, Master Number
50	Unable to Update totals on Purchase order Header record, PONumber
52	Unable to Read Control record for next Purchase Order Number
58	Unable to Read Order Requisition record
60	Unable to Read Order Line from Requisition Detail, Order Number

5. Error messages

Error Code	Error Description
62	Unable to find/read Vendor Inventory catalog record, Item
64	Unable to find/read Item Master record, Item Number
66	Unable to find/read Inventory U of M Schedule Setup record for UOMSchedule, Unit of Measure
68	Unable to Insert Purchase Order Line record, PONumber / Line Sequence Number
70	Unable to Read NEXT Order Line Requisition record
72	Unable to Read NEXT Order Requisition record
74	Unable to Update totals on Purchase order Header record for LAST Requisition Order line, PONumber
76	Unable to Update status on Requisition Order Header record to Purchase order/s created, Order Number
80	Error accessing Customer Inventory catalog table, Item / Customer
82	Unable to Find/Read Tax Detail record, Tax Detail ID
86	Unable to Update Requisition Detail record with PO Line Details, OrderNumber / PONumber / Line Sequence Number
88	Unable to Find/Read Shipping Methods record, Shipping Method
108	Unable to Insert Item Quantity Master record, Item Number/Location Code
110	Unable to Insert Item Vendor Master record, Item Number/Vendor ID
112	Unable to Update Catalog Vendor record, Item Number
118	Unable to Delete Item Vendor Master record on controlled rollback, Item number
120	Unable to Insert Catalog Vendor record, Item Number
122	Unable to Delete successfully processed Catalog Vendor Import records

Error Code	Error Description
124	Unable to Update status on successfully processed Catalog Vendor Import record, Item Number
126	Unable to Delete Catalog Vendor record on controlled rollback, Item number
138	Unable to Store Process Log for Inventory Processing, Run Date and Time
140	Unable to Find/Read Item Location Parameter Record for Non-Consignment, Class/Code
142	Unable to Find/Read Location record, Location Code
150	Unable to Find/Read Sales Order Detail record to Receipt for, PONumber/PO Line Sequence Number
152	Unable to Store Order Status Detail record for Receipt of, PONumber/PO Line Sequence Number
154	Unable to Store Order Status Header record for Receipt of, PONumber/PO Line Sequence Number
156	Unable to Update Sales Order Detail record for Receipt of, PONumber/PO Line Sequence Number
158	Unable to Store Order Status Header record after creation of Purchase Orders, SOPNumber/Requisition Order Number
160	Unable to Delete Order Status Header record on controlled rollback of Purchase order process, Requisition Order Number
162	Unable to Read/Find Sales Order Detail records to determine Order Status for receipt of, PONumber/PO Line Sequence Number
164	Unable to Update status to 'Shipped' on Requisition record for Receipt of, PONumber/PO Line Sequence Number
200	Unable to Read/Find Change point Invoice record, DisplayInvoiceID

5. Error messages

Error Code	Error Description
205	Unable to insert X_Changepoint Payments record, Invoice Number / Payment Number / Payment Info ID
210	Unable to insert Changepoint PaymentInfo record, Payment Info ID
500	Message not currently used
502	Unable to Read Tax Schedule/Detail record
503	Unable to Find/Read Resource record, Resource ID
504	Unable to Delete Import records to complete Voucher Import Process, Expense Report Number / Resource ID
505	Unable to Delete Import records to complete Invoice/Credit Notes Import Process, InvoiceID / Invoice Number / CustomerID
506	Unable to Read Transaction record
507	Unable to Read Distribution record
508	Unable to Find/Read RM Customer Master record, Customer ID
509	Invalid Document Type, Customer ID/Type
510	Unable to Find/Read RM Salesperson Master record, Salesperson ID
515	Total debit amount not equal to total credit amount for Distributions, ExpenseReportNumber / UserDefinedResourceID
516	Unable to Update Control record for next Voucher Number, Expense Report Number / Resource ID
517	No Distribution Lines exist for Transaction record, Invoice ID / Invoice Number / Customer ID
518	Total debit amount not equal to total credit amount for Distributions, Expense Report Number / Resource ID

Error Code	Error Description
519	Total debit amount not equal to total credit amount for Distributions, Invoice ID / Invoice Number / Customer ID
520	No Distribution Lines exist for Transaction record, Expense Report Number / Resource ID
521	Unable to insert RM_Keys_MSTR, Invoice Number / Invoice ID / Customer ID
522	Unable to Insert RM_Sales_WORK record, Invoice Number / Invoice ID / Customer ID
523	Unable to Insert RM_Tax_WORK record, Invoice Number / Distribution Line No / Tax Detail ID
524	Unable to Insert RM_Distribution_WORK record, Invoice Number / Distribution Line No / Invoice ID
530	Unable to update System Note Index for Invoice / Customer ID
534	Unable to Find/Read GreatPlainsERTable record for Distribution line, Expense Report Number/UserDefinedResourceId
548	Unable to Find/Read Batch Header Record, Batch Source/Batch Number
549	Unable to Find/Read Batch Number Parameter Record, Class/Code
554	Unable to Update Control record for next Invoice/Credit Note Number
555	Unable to Insert PM_Distribution_WORK_OPEN record, Voucher Number / Line No / Expense Report Number
556	Unable to Insert PM_key_MSTR record, Voucher Number / Expense Report Number / Resource ID
557	Unable to Insert PM_Transaction_WORK record, Voucher Number / Expense Report Number / Resource ID
577	Unable to Find/Read Multi-Currency setup record, Currency ID

5. Error messages

Error Code	Error Description
578	Unable to Find/Read PM Vendor Master record, Vendor ID
579	Unable to Find/Read Payment Terms record, Payment Terms ID
584	Unable to update System Note Index for Expense Report Number / Resource ID
585	Unable to update System Note Index for Invoice ID / Invoice Number / Customer ID
588	Invalid Tax detail base for import calculations, Tax detail id
589	Unable to Find/Read Account record, Account Index
590	Unable to Find/Read Tax Detail record, Tax Detail Id
591	Unable to Delete PM_Distribution_WORK_OPEN record on controlled rollback, Voucher number
592	Unable to Delete PM_Transaction_WORK record on controlled rollback, Batch Number / Batch Source / Voucher number
593	Unable to store Process Log for Invoice Import Process, Run Date and Time
594	Unable to Delete PM_key_MSTR record on controlled rollback, Voucher Number
595	Unable to store Process Log for Voucher Import Process, Run Date and Time
596	Unable to Delete RM_Sales_WORK records on controlled rollback, Invoice Number
597	Unable to Delete RM_Keys_MSTR records on controlled rollback, Invoice Number
598	Unable to Delete RM_Distribution_WORK records on controlled rollback, Invoice Number
599	Unable to Delete RM_Tax_WORK records on controlled rollback, Invoice Number
600	Unable to Find/Read Run Date parameter record, Class/Code
601	Unable to Update Last Run Date on parameter record

Error Code	Error Description
603	Unable to read Account record
606	Unable to Insert GLACodes record, Account Index/Account Description
607	Unable to Find/Read Great Plains Resource record for Resource Name
609	Unable to store Process Log for GLA Codes Export Process, Run Date and Time
610	Invoice Number already exists, Invoice Number
611	Document Number already exists, Expense Report Number / Control Type
653	Unable to read Tax Id record
656	Unable to Insert GLACodes record, Tax Id/Tax Description
658	Unable to store Process Log for Tax Detail Id Export Process, Run Date and Time
659	Unable to store Process Log for Tax Schedule Id Export Process, Run Date and Time
700	Unable to Find/Read Vendor Class record, Class ID
702	Unable to Update PM Vendor Master record, Vendor ID
704	Unable to Update PM Address Master record, Vendor ID
706	Unable to Insert PM Vendor Master record, Vendor ID
709	Unable to Insert PM Address Master record, Vendor ID
714	Unable to Delete PM Vendor Master record on controlled rollback, Vendor ID
716	Unable to Delete PM Address Master record on controlled rollback, Vendor ID
730	Unable to Find/Read Vendor Class Parameter Record, Class/Code
732	Unable to Read NEXT Vendor record
744	Unable to update System Note Index for Vendor ID

5. Error messages

Error Code	Error Description
799	Invalid Vendor ID, Vendor ID
800	Unable to Find/Read Customer Class record, Class ID
802	Unable to Update RM Customer Master record, Customer ID
804	Unable to Update RM Address Master record, Customer ID
806	Unable to Insert RM Customer Master record, Customer ID
809	Unable to Insert RM Address Master record, Customer ID
814	Unable to Delete RM Customer Master record on controlled rollback, Customer ID
816	Unable to Delete RM Address Master record on controlled rollback, Customer ID
830	Unable to Find/Read Customer Class Parameter Record, Class/Code
832	Unable to Read NEXT Customer record
844	Unable to update System Note Index for Customer ID
870	Invalid Customer 2nd Address ID on Parameter Record, ID/Class/Code
872	Invalid Customer 3rd Address ID on Parameter Record, ID/Class/Code
874	Unable to Update Changepoint Customer table for Customer ID
876	Unable to Insert RM Address Master record, Customer ID / Address ID
878	Unable to Update RM Address Master record, Customer ID / Address ID
879	Unable to Find/Read Customer Primary Address ID Parameter Record, Class/Code
880	Unable to Find/Read Customer Bill To Address ID Parameter Record, Class/Code
881	Unable to Find/Read Customer Ship To Address ID Parameter Record, Class/Code

Error Code	Error Description
882	Unable to Find/Read Customer Statement Address ID Parameter Record, Class/Code
885	Unable to generate a unique Customer ID for Customer Name
886	DB Error accessing Customer Address ID 3 Parameter Record, Class/Code
887	DB Error accessing Customer Address ID 1 Parameter Record, Class/Code
888	DB Error accessing Customer Address ID 2 Parameter Record, Class/Code
889	Invalid Customer Name, Customer Name
893	Invalid Customer Primary Address ID
894	Invalid Customer Bill to Address ID
895	Invalid Customer Ship to Address ID
896	Invalid Customer Statement Address ID
899	No Customer ID available, Customer Prefix
901	Unable to Update Parameter, Class/Code
902	Unable to Insert Parameter, Class/Code
1000	No multi currency record found for, Expense Report Number / Resource ID
1001	CP Exchange rate does not match GP Exchange rate

Index

A

- accessing the toolkit 43
- account categories
 - default format, about 18
 - default format, editing 19
- ASP files, setting up on Changepoint web server 24

B

- build table packages, setting up 13

C

- Changepoint
 - billing offices (cost structures), setting up 28
 - companies (clients), setting up 28
 - currencies, setting up 27
 - database tables and views, setting up 15
 - expense categories, setting up 29
 - GL account codes, setting up 28
 - resources, setting up 27
 - tax rates and schedules, setting up 29
 - web server ASP files, setting up 24
- company database codes
 - assigning to companies (clients) 44
 - assigning to resources 44
- configuration examples 29
- custom section items, creating 26
- customers
 - exporting to Microsoft Dynamics GP 45

D

- Dynamics.set dictionary, updating 20

E

- error codes 49
- error messages 49
- examples
 - exporting companies (clients) 35
 - exporting credit notes 36
 - exporting cross charges 36
 - exporting expenses 33
 - exporting invoices 36
 - exporting resources 32
 - importing GL account codes 30
 - importing payments 38
 - importing tax details 31
 - importing tax schedules 31
- expenses
 - exporting to Microsoft Dynamics GP 48
 - exporting to Microsoft Dynamics GP, about 47
- exporting
 - customers to Microsoft Dynamics GP 45
 - customers to Microsoft Dynamics GP, about 44
 - expenses to Microsoft Dynamics GP 48
 - expenses to Microsoft Dynamics GP, about 47
 - invoices (cross charges) to Microsoft Dynamics GP 46
 - resources to Microsoft Dynamics GP 45

G

- GL account codes
 - importing into Changepoint 46

GL accounts

- default format, about 18
- default format, editing 19

I

importing

- GL account codes into Changepoint 46
- payments into Changepoint 47
- tax details and schedule IDs into Change-
point 46

integration parameters table

- about 20
- settings 21
- updating 21

invoices (cross charges), exporting to Microsoft
Dynamics GP 46

L

linked servers, configuring 12

M

Microsoft Dynamics GP database

- stored procedures, setting up 17
- tables and views, setting up 16

Microsoft Dynamics GP server

- Global.asa file, adding to 24
- stored procedure jobs, setting up 23

Microsoft Dynamics GP toolkit

- Changepoint setup 27
- overview 5
- prerequisite configuration 9
- using 43

MSDTC, configuring on servers 11

P

payments

- importing into Changepoint 47

prerequisites

- Microsoft Dynamics GP configuration 9

R

resources

- company database codes, assigning 44
- exporting to Microsoft Dynamics GP 45

S

setup

- overview 11

stored procedures

- setting up in Changepoint database 17
- setting up in Microsoft Dynamics GP data-
base 17

T

tax details and schedule IDs

- importing into Changepoint 46