



# AA Tools

For Microsoft Dynamics GP

*Helping you maximize your Analytical Accounting  
Investment*



# Corporate Renaissance Group

## AA Tools

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# Chapter 1

## Introduction

### General Overview

CRG AA Tools consists of a series of modules that will allow you to maximize your investment in Microsoft Dynamics GP and Analytical Accounting. AA Tools will help you:

- Save time
- Complete complex analysis
- Manage your account structure
- Automate routine activities

### AA SegmentConverter

The AA SegmentConverter tool combined with CRG's GL Changer tool allows the user to simplify their Chart of Accounts by replacing a complete segment with Analytical Accounting Trx Dimension Codes.

### AA Backfiller

The AA Backfiller tool allows the user to mass assign Analytical Accounting Trx Dimension Codes to posted General Ledger transactions thereby eliminating the tedious task of assigning codes at the transaction level.

### AA Changer

The AA Changer tool allows the user to merge or change Trx Dimension Codes.

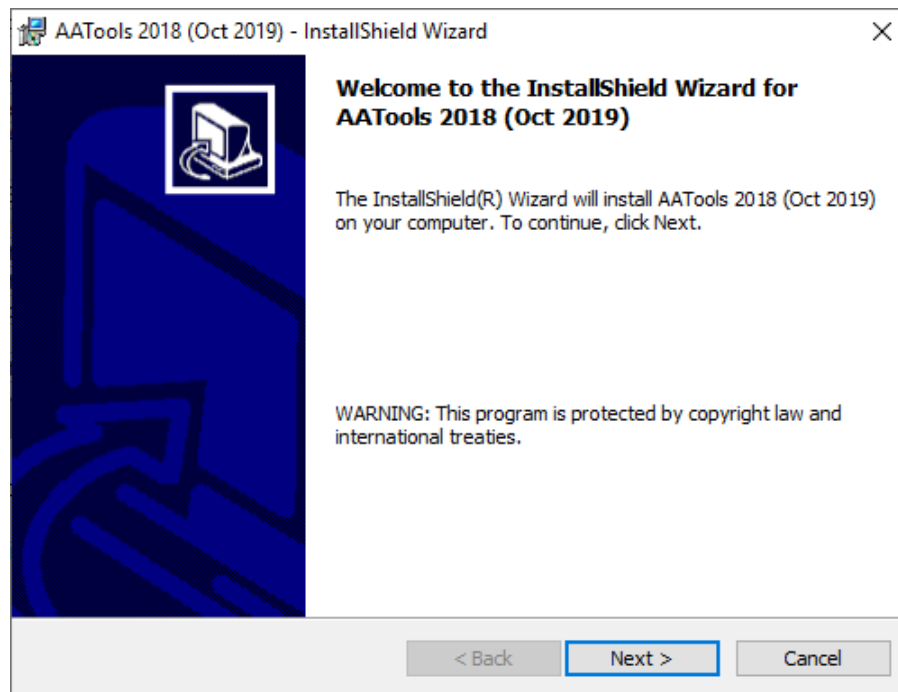
## Chapter 2

### Installing AA Tools

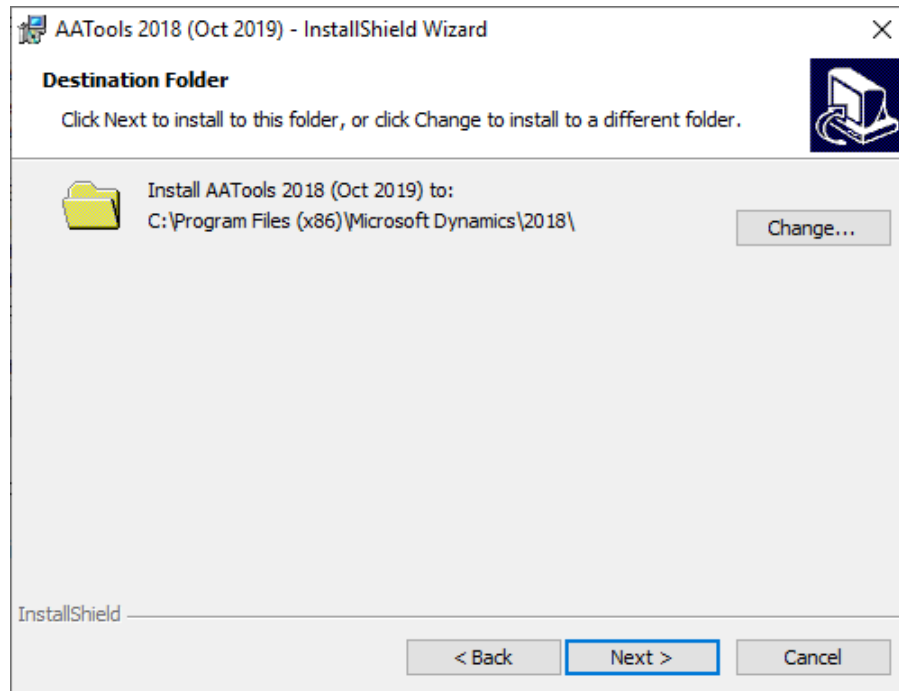
The following instructions outline the steps required to install AA Tools.

#### Installation Procedure

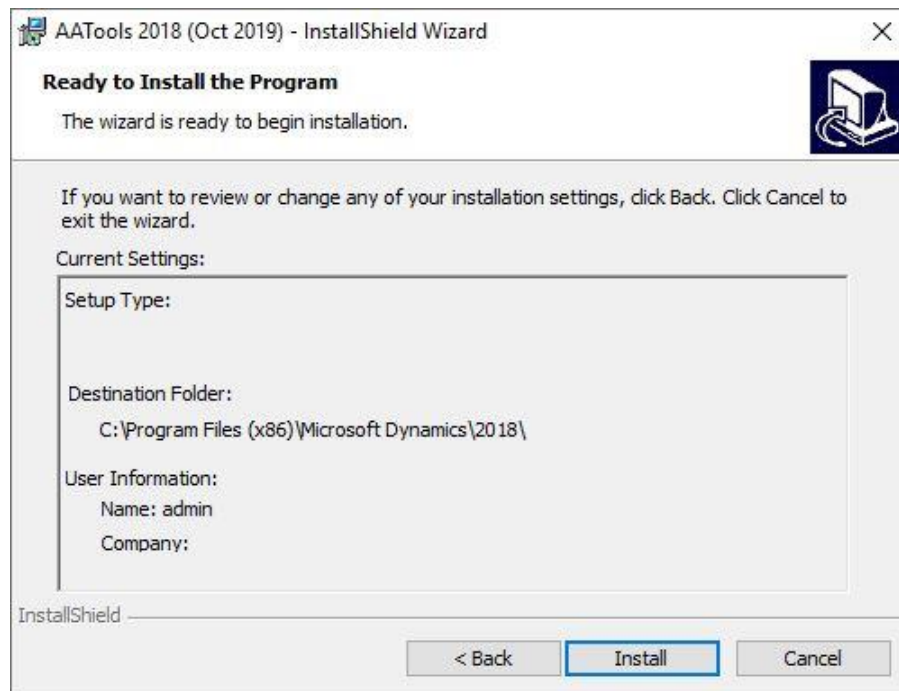
1. Go to the Software Downloads section of our website, [www.crgroup.com](http://www.crgroup.com). Select 'AA Tools for Microsoft Dynamics GP' from the product drop-down list.
2. Under the correct Version section, download the file "AATools.exe".
3. Once downloaded, open the file "AATools.exe". The following window will open. Click Next.



4. Accept the License Agreement. Click Next.
5. The 'Select Installation Folder' window will open. Select the same directory where Microsoft Dynamics GP is installed.



6. Click Install on the 'Ready to Install the Program' window.



7. Click Finish on the Completed window.

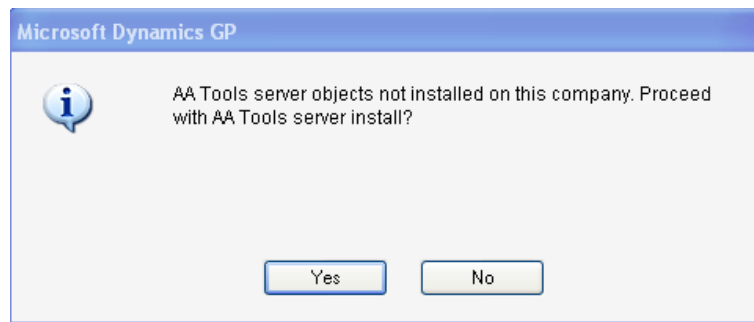
8. Start Microsoft Dynamics GP. When GP is launched the first time after installing AA Tools, the user will be prompted with a message "New code must be included in the DYNAMICS.SET dictionary. Do you wish to include new code now?". Selecting 'Yes' will create the AA Tools dictionary, synchronize the AA Tools dictionary and update the GP launch file. If 'No' is selected, this message will appear each time GP is launched, until the new code is included in the Dynamics.set file.
9. The installation (steps 3 to 7) should be run on each workstation on which you wish to use AA Tools.

### Server Installation of AA Tools

Running AA Tools Server Installation will create tables and stored procedures on SQL server and set permissions on these objects.

Server Installation should be run for each company on which you wish to use AA Tools. User must be logged on as 'sa' to run AA Tools Server Installation.

When Microsoft Dynamics GP is launched after running the AA Tools setup, the following dialog box will automatically come up for server installation (only for 'sa' user) when the user logs in to a company on which the server installation process is not done.



Server installation can be done simply by selecting 'Yes'.

This dialog box gives users a choice of not installing AA Tools on the company on which they do not wish to use it.

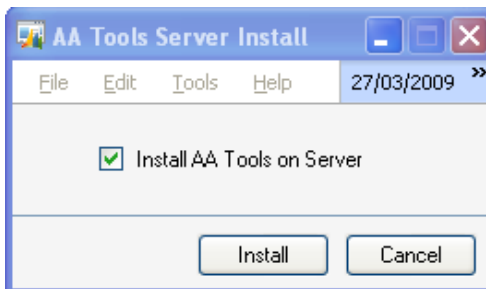
If the above dialog box does not open after GP is launched, follow the procedure below to open the server installation window. (Skip to the next section if AA Tools server objects installation dialog box opens and server objects are installed.)

**To attach AA Tools Server Install window to your navigation pane:**

1. On the Navigation Pane, right-click on the Shortcuts option (or click on the arrow at the bottom of the Navigation pane) and select 'Add' > 'Add Window...'
2. In the 'Add Window Shortcut' window, double-click AA Tools, double-click 3<sup>rd</sup> Party and select 'AA Tools Server Install'.
3. Click the 'Add' Button. 'AA Tools Server Install' will be added to Navigation pane. Click on the 'Done' button to close the 'Add Window shortcut' window.

To run AA Tools Server Installation, choose 'AA Tools Server Install' from the navigation pane. Select 'Install AA Tools on Server' option and click the 'Install' button.

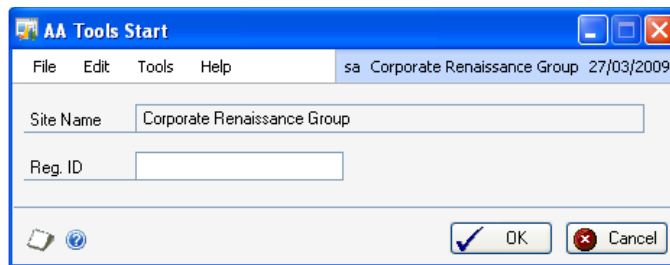
The 'AA Tools Server Install' window will close automatically after the installation is complete.

**Accessing and Registering AA Tools**

As part of installation, AA Tools automatically get added to the Dynamics GP menu. To access AA Tools, select Microsoft Dynamics GP - Tools – Utilities – Financial – AA Tools.

At this point, if you have not registered AA Tools, you will be prompted with a screen requiring you to either register AA Tools for use or to use it as demo on the sample company (Fabrikam, Inc.).

If you have received your Registration ID from Corporate Renaissance Group and select to register, the Changer Start window appears as below.



Enter the Registration ID provided to you in the corresponding field. Select the Save button to validate your license to use AA Tools.

*Note: AA Tools registration ID is based on the AA Tools modules purchased. If the registration key changes at any time due to purchase of additional modules, the registration window can be accessed by adding the AA Tools Registration window to the Navigation Pane under Home - Shortcuts. AA Registration window can be found under AA Tools – Company on the 'Add Window Shortcut' window.*

## Chapter 3

### AA SegmentConverter

AA SegmentConverter can be used to assign analysis information to selected GL accounts in Microsoft Dynamics GP

The following instructions outline the steps required to run AA SegmentConverter.

#### Prerequisites

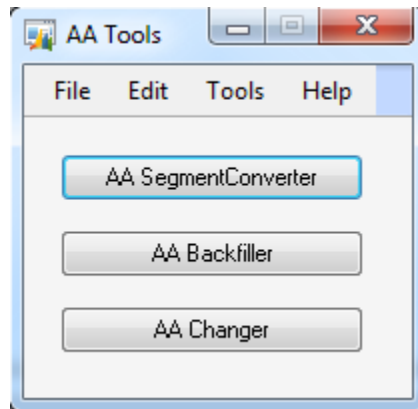
The following conditions must be met before running AA SegmentConverter:

1. All open GL transactions should be posted prior to using AA SegmentConverter. AA SegmentConverter will not add analysis information to un-posted GL transactions.
2. A new Transaction Dimension must be created. This must be a new Dimension that has not been used in any transactions.
3. The Relations for the Transaction Dimension created in Step 2 must be set to "All combinations allowed" for all relationships to all other Transaction Dimensions.
4. The Transaction Dimension created in Step 2 must be added to a new or existing Accounting Class(es) ensuring that the Trx Dimension is mapped to selected accounts to be processed in one or more Accounting Class(es).
5. Transaction Dimension Codes must be created and user access assigned.

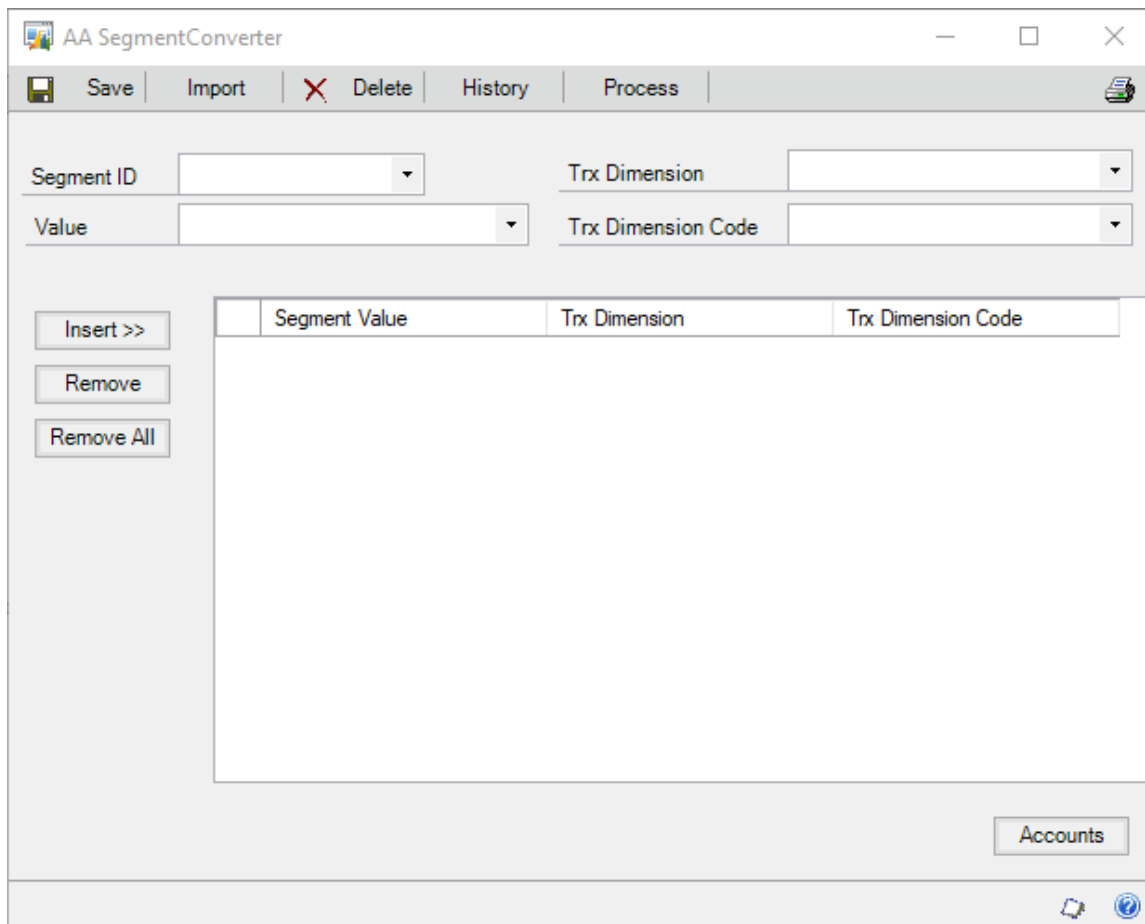
**Note:** *If the "Include in Year End Close" option is activated for Analytical Accounting, the user should use the Reverse Historical Year option of GP after running AA Converter if AA should be added to year end transactions.*

#### Accessing AA SegmentConverter

1. Select the AA Tools option from the Microsoft Dynamics GP – Tools – Utilities – Financial menu.



2. Select the AA SegmentConverter button.

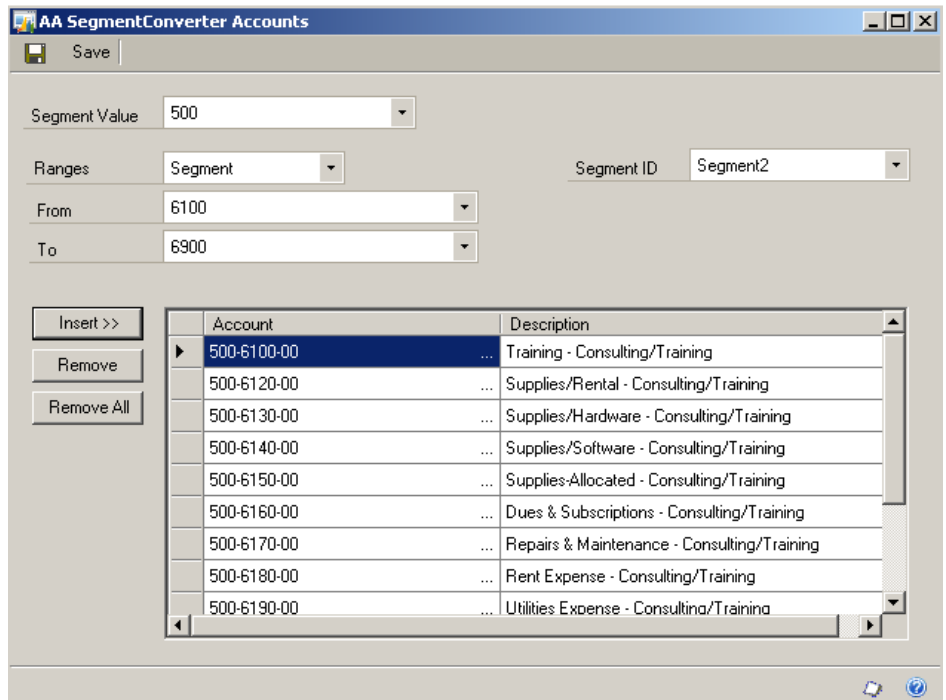


### Entering Mapping Data

1. Select the Segment ID for which Trx Dimension codes will be assigned from the drop down list.



2. Select a Segment Value for the selected Segment ID to assign analysis information.
3. Select the Analytical Accounting Trx Dimension.
4. Select the Trx Dimension Code that you would like to assign to the transactions of the selected segment value.
5. Select the Insert button.
6. Repeat steps 2 to 5 to assign Trx Dimension codes to all the selected Segment Values.
7. To remove a mapping, highlight the mapping row in the grid and select the Remove button. To remove all mappings, select the Remove All button.
8. To delete all information – including the Segment ID selected, select the Delete button.
9. The selection of segment values can be further restricted to only certain GL accounts. Select the Accounts button to open the AA SegmentConverter Accounts window.



10. The Segment Value drop-down will show the segment values mapped on the AA SegmentConverter window. Select a value for which you want to restrict the GL accounts. Initially all the GL accounts will show in the list. This means that analysis information will be assigned to all the GL accounts that have the selected segment value. To assign analysis information to only certain accounts, follow the steps below.

- a. Highlight the row that you want to remove and click the Remove button.
- Or
- b. Click the 'Remove All' button to remove all the accounts and use the ranges to insert accounts. Ranges can be set by either segments or GL accounts. To select the accounts by segment range, select 'Segment' from the Ranges drop-down list, select the Segment ID, select From and To segment values and click Insert. Similarly, accounts can be inserted by selecting 'Account' from the Ranges drop-down.
11. Repeat the process for all the segment values for which you want to apply account restriction. Click the Save button to return to the AA SegmentConverter window.
  12. To Save the mapping data, select the Save button on the AA SegmentConverter window.
  13. To view a report of all mappings entered, select the print icon.

| Segment | To Trx Dimension | To Trx Dimension Code |
|---------|------------------|-----------------------|
| 000     | TD1              | TD1C1                 |
| 100     | TD1              | TD1C2                 |
| 200     | TD1              | TD1C3                 |
| 300     | TD1              | TD1C4                 |
| 400     | TD2              | TD2C1                 |

| Account     | Mapped |
|-------------|--------|
| 400-5100-00 | Mapped |
| 400-5101-00 | Mapped |
| 400-5110-00 | Mapped |
| 400-5111-00 | Mapped |
| 400-5120-00 | Mapped |
| 400-5121-00 | Mapped |
| 400-5130-00 | Mapped |

### Importing Mapping Data

As an alternative to manually entering the mapping data, AA SegmentConverter has an Import facility to import mapping data for Alphanumeric Transaction Dimension Codes.

1. Create a tab-delimited text file (with no header row) with the following four fields in the following order:

**Segment Number** – This is the position number of the segment i.e 1,2,3

**Segment Value** – The value of the segment

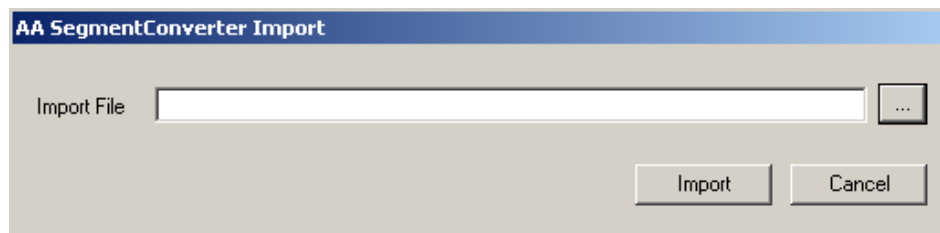
**Trx Dimension** – The Trx Dimension must exist in Dynamics GP

**Trx Dimension Code** – The Trx Dimension Code must exist in Dynamics GP.

Example: AAIMPORT.TXT

| 1 <sup>st</sup> Column | 2 <sup>nd</sup> column | 3 <sup>rd</sup> column | 4 <sup>th</sup> column |
|------------------------|------------------------|------------------------|------------------------|
| 1                      | 1101                   | TD2                    | TDWA                   |

2. Select the Import button on the AA SegmentConverter window (To access window see the Accessing AA SegmentConverter section above).

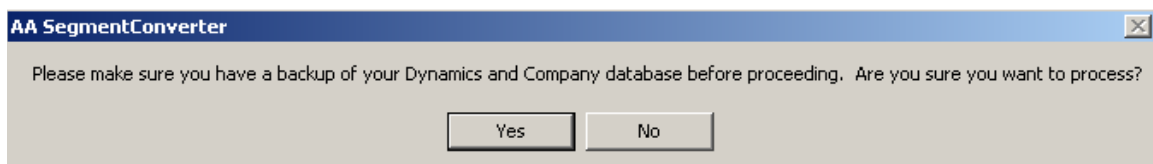


3. Select the file to import.
4. Select the Import button.
5. If the import was successful the grid on the AA SegmentConverter window will be populated with imported mapping data.
6. If the import was not successful, a report will be displayed with import errors. Fix the errors, and re-import the file.
7. To Save the imported mapping data, select the Save button.
8. To view a report of all mappings imported, select the print icon.

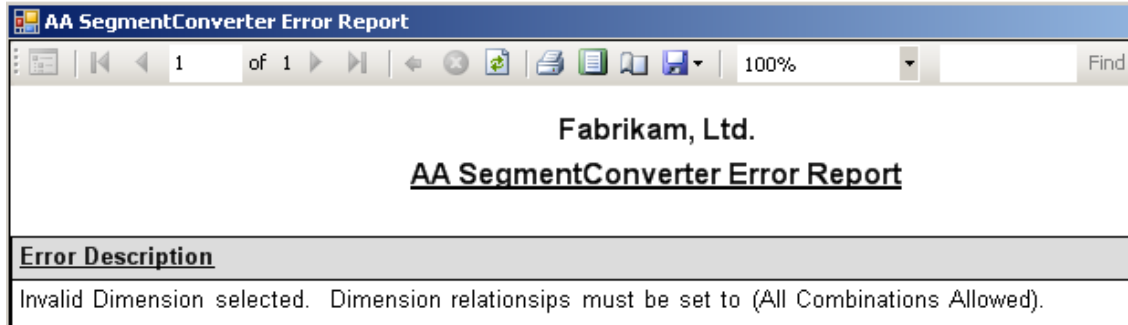
### Processing AA SegmentConverter

**Note:** Before processing make sure you have a backup of the Dynamics and company database.

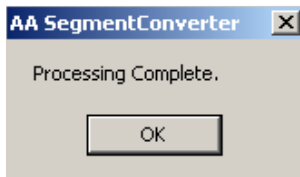
1. Select the Process button.



2. Select Yes to the warning message if the backups have been completed.
3. If you have not mapped all Segment Values to a Dimension Code, a warning message will be displayed. If you want to continue, select Yes. Note that once the conversion process is complete, you cannot use the same Transaction Dimension again for conversion. Make sure that all the Dimension Codes for the selected Trx Dimension are mapped to corresponding GL segment values.
4. If validation of the mapping data is unsuccessful, a message will be displayed and then a report will be produced with mapping errors.



5. If the validation is successful, the processing will continue.
6. A Process complete message will be displayed when processing has finished. Click Ok to the message.

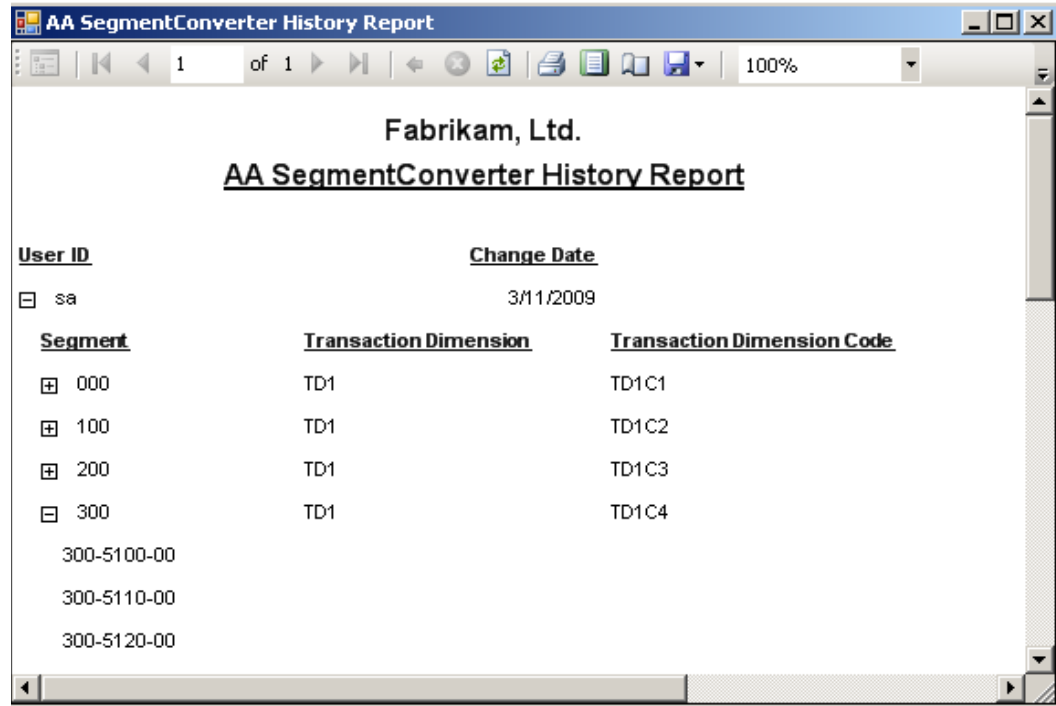


**Note:** If the “Include in Year End Close” option is activated for Analytical Accounting, the user should use the Reverse Historical Year option of GP after running AA Converter if AA should be added to year end transactions.

## History

The user can print a report of all history mappings processed.

1. Select the History button on the AA SegmentConverter window.
2. A report will be displayed grouped by User ID of all mappings that have been processed. You can export this report to excel or PDF.



**Fabrikam, Ltd.**  
**AA SegmentConverter History Report**

| <u>User ID</u> | <u>Change Date</u>           |                                   |  |  |
|----------------|------------------------------|-----------------------------------|--|--|
| sa             | 3/11/2009                    |                                   |  |  |
| <u>Segment</u> | <u>Transaction Dimension</u> | <u>Transaction Dimension Code</u> |  |  |
| 000            | TD1                          | TD1C1                             |  |  |
| 100            | TD1                          | TD1C2                             |  |  |
| 200            | TD1                          | TD1C3                             |  |  |
| 300            | TD1                          | TD1C4                             |  |  |
| 300-5100-00    |                              |                                   |  |  |
| 300-5110-00    |                              |                                   |  |  |
| 300-5120-00    |                              |                                   |  |  |

3. After viewing the report, close the report window.

### **Running GL Changer after AA SegmentConverter**

Once the processing is complete you have the option to run GL Changer to remove the segment to which you just assigned analysis information. To run Changer, please refer to the Changer user guide at <http://www.crgroup.com>.

## Chapter 4

### AA Backfiller

The AA Backfiller tool allows the user to mass assign Analytical Accounting Trx Dimension Codes to General Ledger transactions thereby eliminating the tedious task of assigning codes at the transaction level.

**Note: Existing analysis information will be overwritten by Backfiller for selected transactions.**

The following instructions outline the steps required to run AA Backfiller.

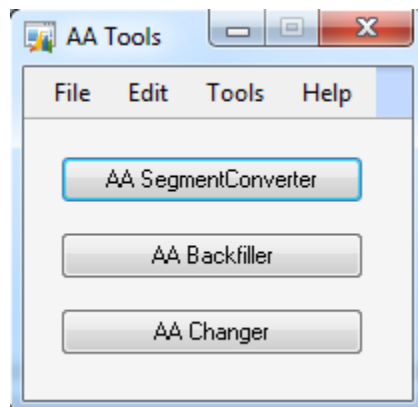
### Prerequisites

The following must be met before running AA Backfiller:

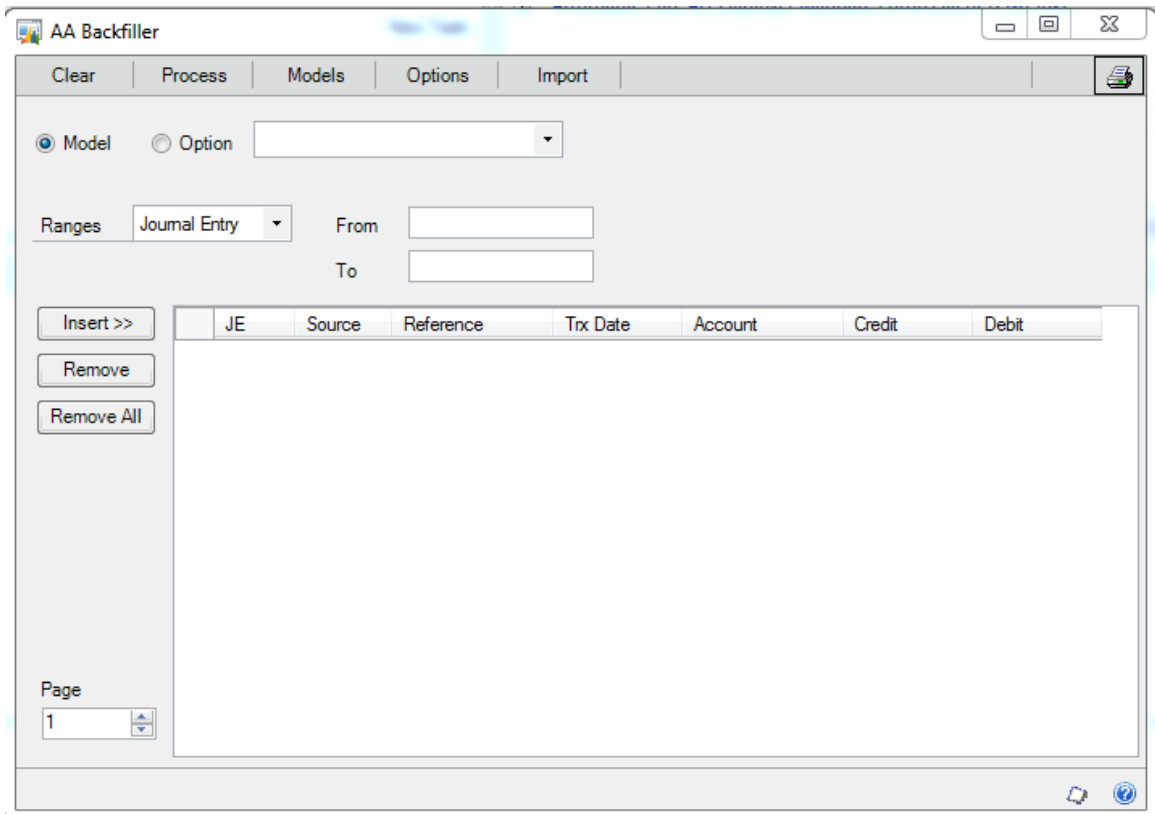
1. All open GL transactions that need to be backfilled should be posted prior to using AA Backfiller. AA Backfiller will not add analysis information to un-posted GL transactions.

### Accessing AA Backfiller

1. Select the AA Tools option from the Microsoft Dynamics GP – Tools – Utilities – Financial menu.



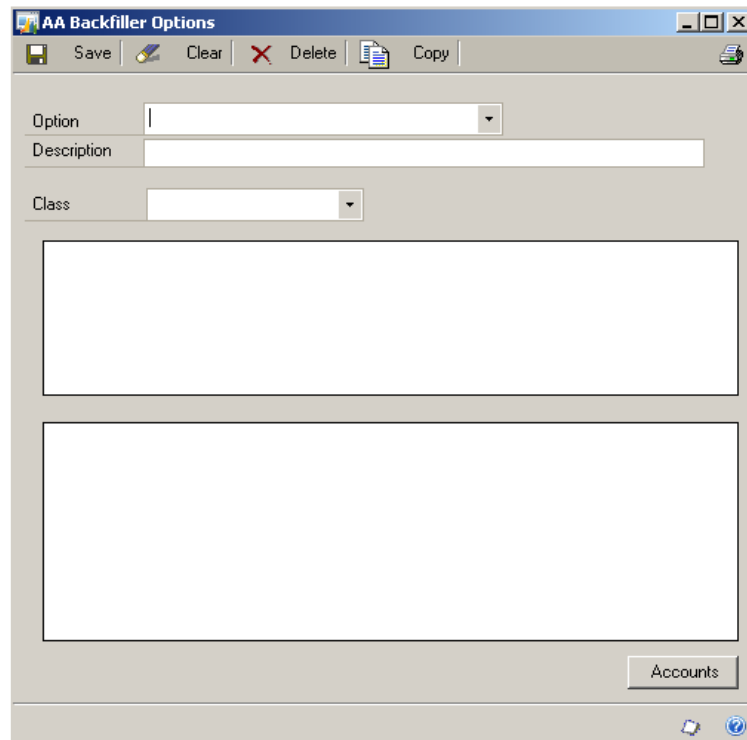
2. Select the AA Backfiller button. The following window will open.



### Setting up Options

Options are combinations of Trx Dimension Codes and percentages that will be used to assign to transactions.

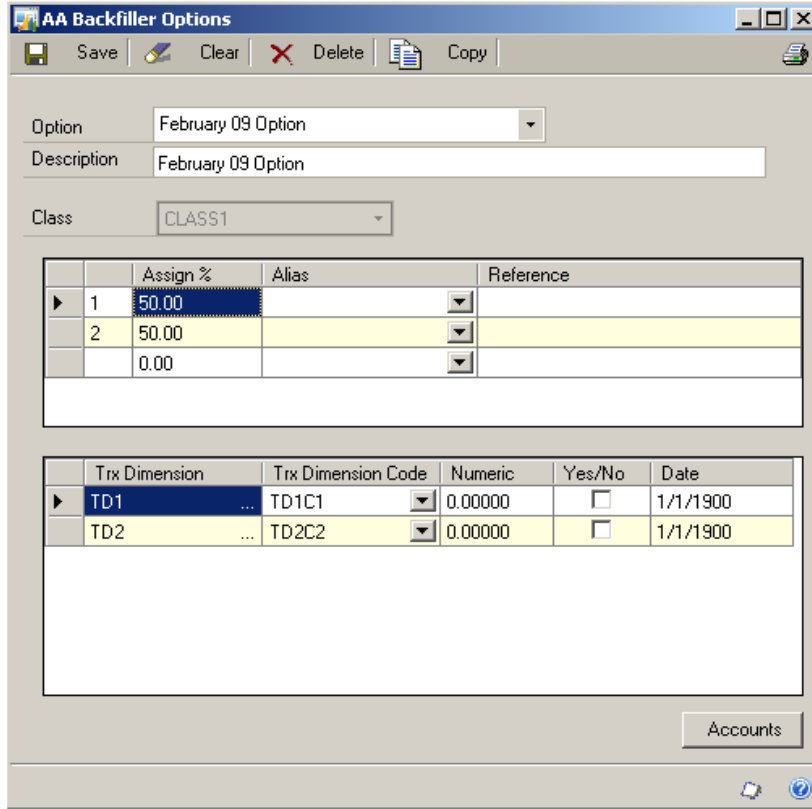
1. Select the Options button from the AA Backfiller window.



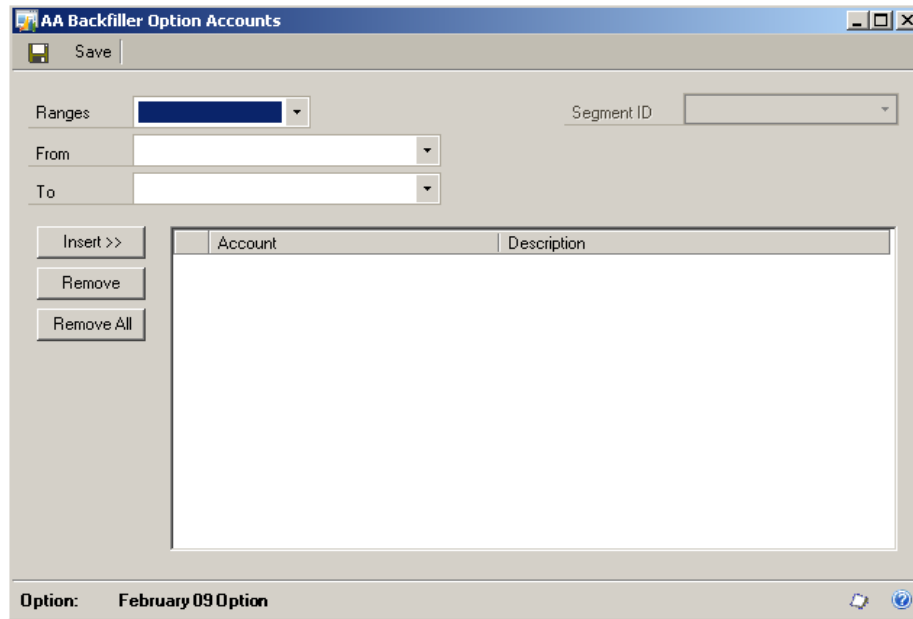
The screenshot shows a window titled "AA Backfiller Options". At the top, there is a menu bar with icons and labels for "Save", "Clear", "Delete", and "Copy". Below the menu bar, there are three input fields: "Option" (a dropdown menu), "Description" (a text box), and "Class" (a dropdown menu). Below these fields are two large, empty rectangular boxes. In the bottom right corner of the dialog, there is a button labeled "Accounts".

2. Enter an Option name and description. To access an existing Option, select it from the drop down list.
3. Select the Class for this Option. The class will be used to determine available accounts to associate with this option.
4. Enter the Assign % and Dimension codes or values for each % amount.





5. Select the Accounts button to assign accounts to the selected option. If the option has not yet been saved, the user will be prompted to save the Option. Select Yes to save the option.



6. Select a range of accounts based on a category, segment or account and select the Insert button. Only accounts assigned to the class selected will be available for

selection. To remove an account, highlight the row to delete and select the Remove button. To remove all accounts, select the Remove All button.

7. Select Save after all accounts have been entered for this Option.
8. Select the Save button on the AA Backfiller Options window to save the option. If there were any errors saving the option a report will be displayed.
9. To delete an option, select the Delete button on the AA Backfiller Options window.

### Copying an Option

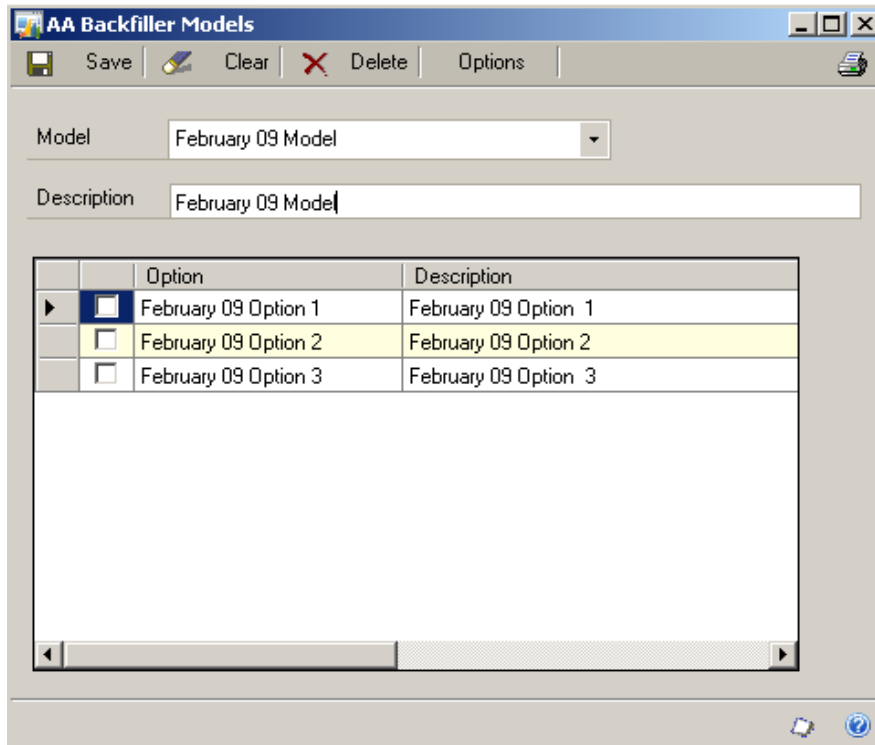
1. To copy an Option, select the Option to copy from the Option drop down list.
2. Select the Copy button

3. Enter a new option name to copy to.
4. Select the Copy button. A new option will be created with the new name.

### Setting up Models

Models are created by combining one or more Options.

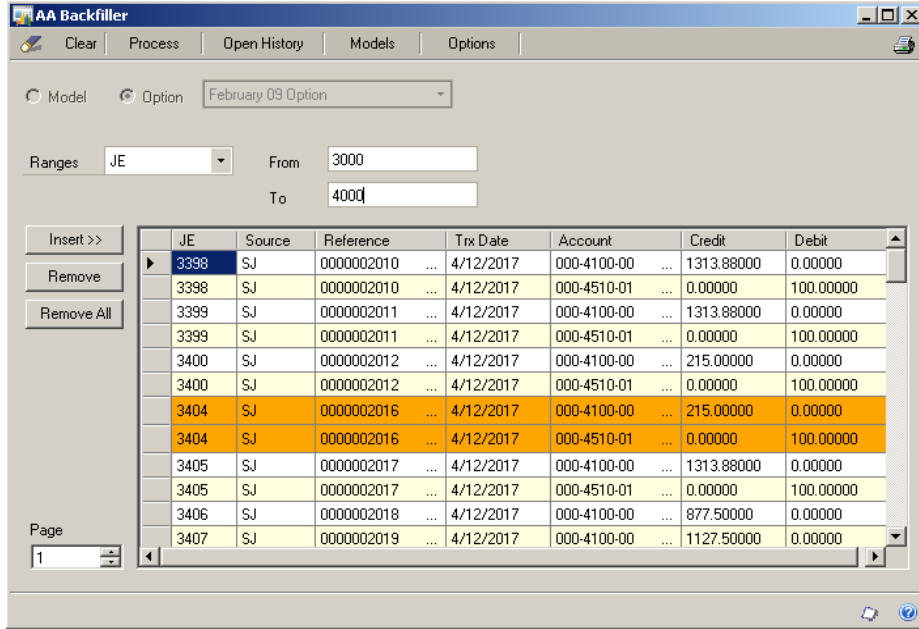
1. Select the Models button from the AA Backfiller window.
2. Enter a Model name and description. To select an existing model, select the model from the drop down list.



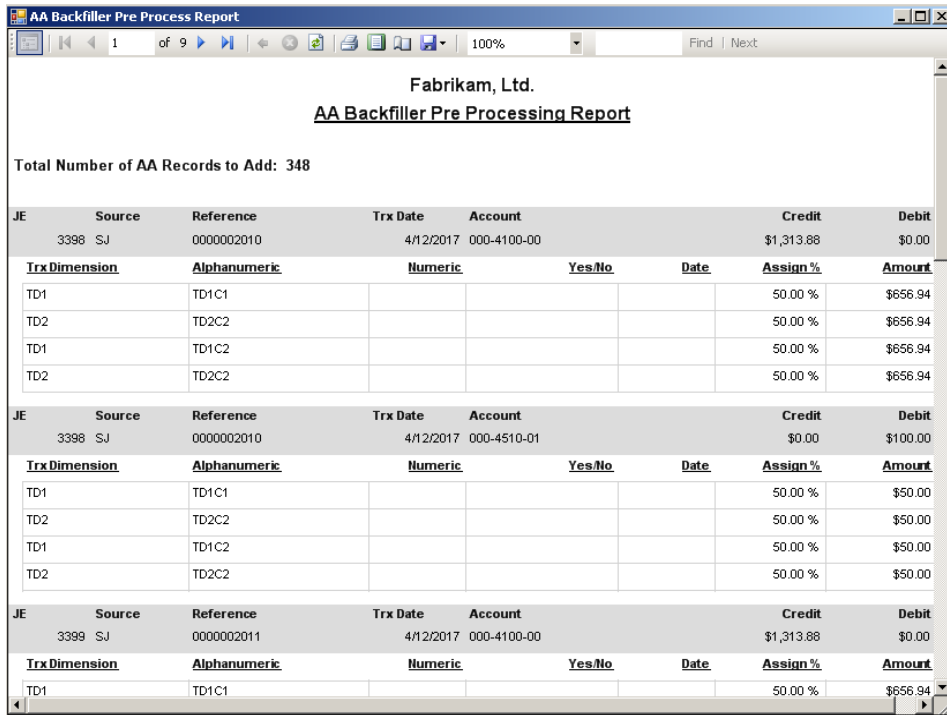
3. Select the Options to include in the Model.
4. Select the Save button.
5. To Delete a model, select the Delete button.

### Processing AA Backfiller

1. Select the Model or Option selection.
2. Select the Model or option from the drop down list
3. Select the range option of JE (Journal Entry) or Date.
4. If JE is selected, enter a range of Journal Entries, if Date is selected enter a date range.
5. Select the Insert button. Journal Entries within the range will be entered in the grid. **Note that any transactions that already have analysis information will be displayed with an orange back color and will be overwritten when Backfiller is processed.**

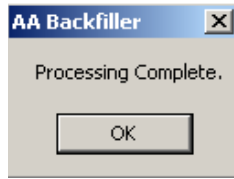


6. To remove a Journal Entry, click on the row to delete and select the Remove button. To remove all Journal Entries, select the Remove All button.
7. Print a pre-processing report by selecting the Print button.



8. Select the Process button. Select Yes to the message asking if you want to process.

9. If there are any errors, a report will be displayed. Otherwise a message will be displayed when processing is complete.



### Year End Transactions

If the "Include In Year End Close" option is activated for Analytical Accounting, the user might want to recreate year end transactions after processing AA Backfiller. This would be the case if history year transactions were overwritten using AA Backfiller.

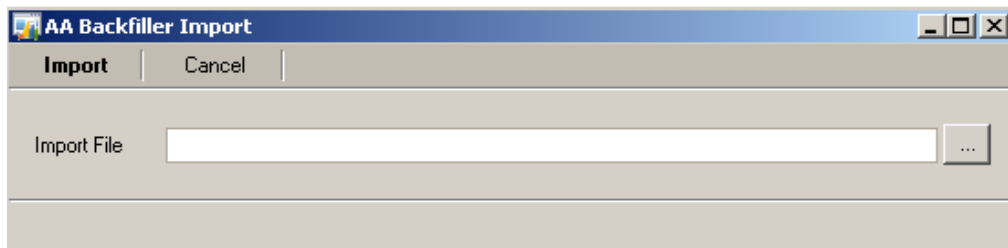
To do this use the Reverse Historic Year function of GP.

### Import

***Note: The import feature of AA Backfiller can only be used with Alphanumeric codes.***

The Import feature of Backfiller allows the user to by-pass using the Options/Models of Backfiller and assign Transaction Dimension Code directly to Journal Entries.

1. Select the Import button.

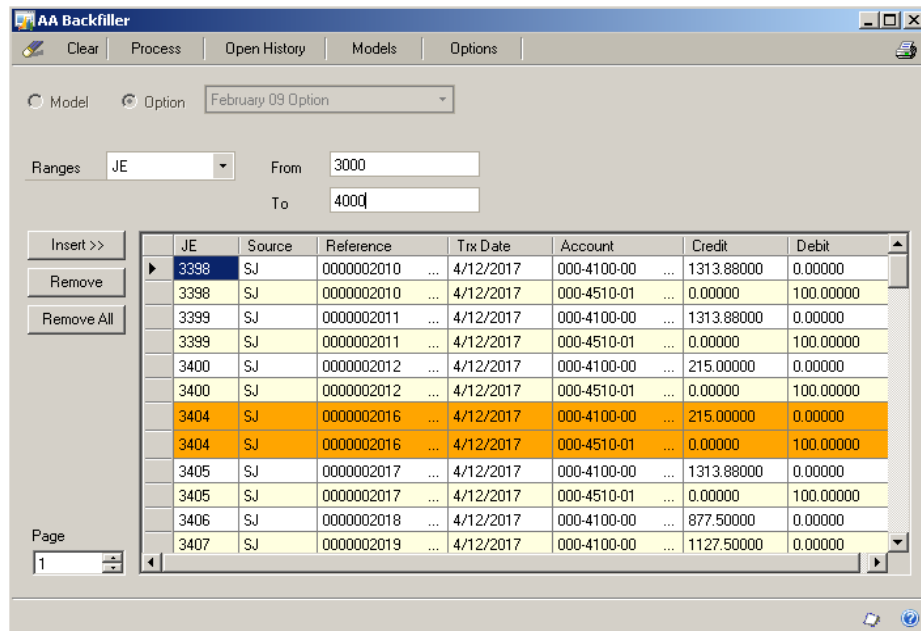


2. Select a valid Import File. A valid Import File must be a tab delimited file with no header row with the following data fields: Year, Journal Entry, Recurring TRX Sequence, Sequence Number, Account Index, Transaction Dimension, Transaction Dimension Code, Assign Percentage, AA Assign Percentage Line #. For example:

2018 3001 0 131072 201 DIMPROJECT PROJCODEA 50% 1  
 2018 3001 0 131072 201 DIMPROJECT PROJCODEB 50% 2  
 2018 3002 0 3276842 DIMPROJECT PROJCODEA 100% 1  
 2018 3004 0 4915243 DIMPROJECT PROJCODEC 100% 1

\*SmartList may be used to get the required information.

3. Once a Valid Import file has been selected, click the Import button.
4. If there were errors during the import, a report will be displayed with the list of errors. If the import was successful, an Import Complete message will be displayed.
5. Click OK to the Import Complete Message and the Import window will close and the AA Backfiller window will be populated. **Note that any transactions that already have analysis information will be displayed with an orange back color and will be overwritten when Backfiller is processed.**



6. To remove a Journal Entry, click on the row to delete and select the Remove button. To remove all Journal Entries, select the Remove All button.
7. Print a pre-processing report by selecting the Print button.

**Fabrikam, Ltd.**  
**AA Backfiller Pre Processing Report**

Total Number of AA Records to Add: 348

| JE            | Source       | Reference  | Trx Date  | Account     | Credit     | Debit    |
|---------------|--------------|------------|-----------|-------------|------------|----------|
| 3398          | SJ           | 0000002010 | 4/12/2017 | 000-4100-00 | \$1,313.88 | \$0.00   |
| Trx Dimension | Alphanumeric | Numeric    | Yes/No    | Date        | Assign %   | Amount   |
| TD1           | TD1C1        |            |           |             | 50.00 %    | \$656.94 |
| TD2           | TD2C2        |            |           |             | 50.00 %    | \$656.94 |
| TD1           | TD1C2        |            |           |             | 50.00 %    | \$656.94 |
| TD2           | TD2C2        |            |           |             | 50.00 %    | \$656.94 |

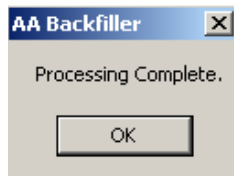
  

| JE            | Source       | Reference  | Trx Date  | Account     | Credit   | Debit    |
|---------------|--------------|------------|-----------|-------------|----------|----------|
| 3398          | SJ           | 0000002010 | 4/12/2017 | 000-4510-01 | \$0.00   | \$100.00 |
| Trx Dimension | Alphanumeric | Numeric    | Yes/No    | Date        | Assign % | Amount   |
| TD1           | TD1C1        |            |           |             | 50.00 %  | \$50.00  |
| TD2           | TD2C2        |            |           |             | 50.00 %  | \$50.00  |
| TD1           | TD1C2        |            |           |             | 50.00 %  | \$50.00  |
| TD2           | TD2C2        |            |           |             | 50.00 %  | \$50.00  |

| JE            | Source       | Reference  | Trx Date  | Account     | Credit     | Debit    |
|---------------|--------------|------------|-----------|-------------|------------|----------|
| 3398          | SJ           | 0000002011 | 4/12/2017 | 000-4100-00 | \$1,313.88 | \$0.00   |
| Trx Dimension | Alphanumeric | Numeric    | Yes/No    | Date        | Assign %   | Amount   |
| TD1           | TD1C1        |            |           |             | 50.00 %    | \$656.94 |

8. Select the Process button. Select Yes to the message asking if you want to process.
9. If there are any errors, a report will be displayed. Otherwise a message will be displayed when processing is complete.



## Chapter 5

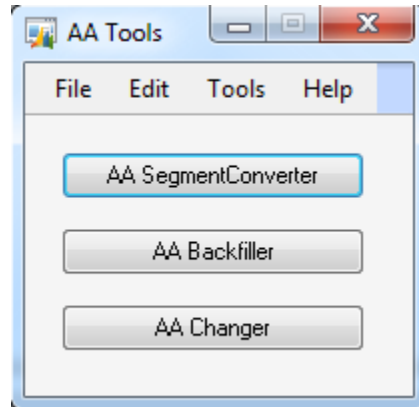
### AA Changer

AA Changer can be used to merge or change Transactions Dimension Codes.

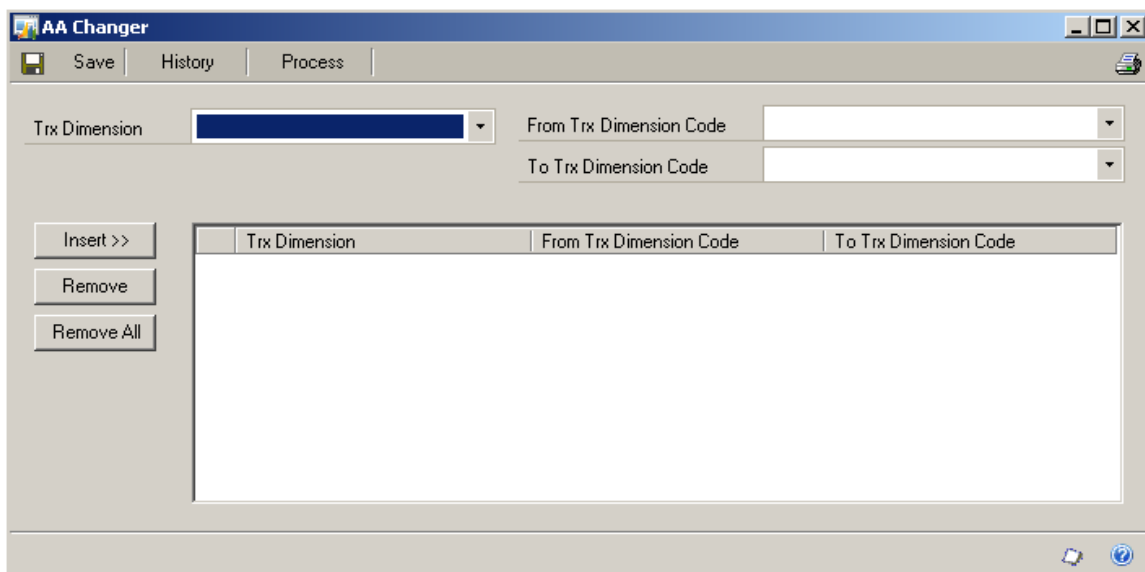
The following instructions outline the steps required to run AA Changer.

#### Accessing AA Changer

1. Select the AA Tools option from the Microsoft Dynamics GP – Tools – Utilities – Financial menu.



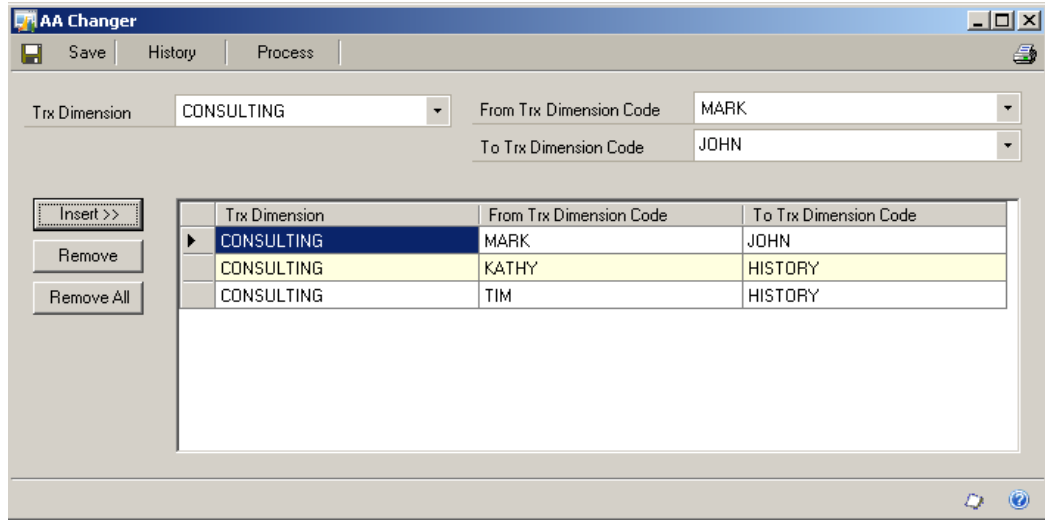
2. Select the AA Changer button.



### Entering Mapping Data

1. Select the Trx Dimension from the drop down list.
2. Select the From Trx Dimension Code.
3. Select the To Trx Dimension Code to merge into or enter a new Trx Dimension Code if changing.
4. Select the Insert button. To remove a mapping, highlight the row and select the Remove button. To remove all the mappings, select the Remove All button.





5. Repeat steps 1 to 4 to enter all mappings for merging or changing Trx Dimension Codes.
6. To save the mappings, select the Save button.
7. To print a report of the mappings, select the Print button.

**AA Changer Report**

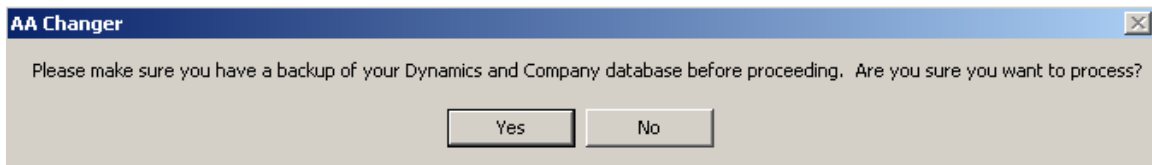
| Trx Dimension | From Trx Dimension Code | To Trx Dimension Code |
|---------------|-------------------------|-----------------------|
| CONSULTING    | MARK                    | JOHN                  |
| CONSULTING    | KATHY                   | HISTORY               |
| CONSULTING    | TIM                     | HISTORY               |

3/11/2009

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**Processing AA Changer**

1. Select the Process button.



2. Select Yes to the warning message if a backup of your databases have been taken and you want to process the changes.
3. A process complete message will be displayed when the processing is complete. If there are errors, a report will be displayed.

**Note:** When merging codes AA Changer does not delete the original code. AA Changer does not change or merge codes in budgets.

**History**

1. Select the History button.
2. A report will be displayed of all the changes/merges ever processed.