QUISITIVE

Changer
For Microsoft Dynamics GP

Version Oct 2024: 18.8 and above

Use Changer to change or combine General Ledger Accounts, Vendor Numbers, Item Numbers and Customer Numbers for all current and historical transactions. In addition, Changer can transfer Employee ID with all current and historical transactions to new Employee IDs.

Contents

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Introduction

Microsoft Dynamics GP does not allow changing the GL account numbers, Customer Numbers, Vendor IDs, Item Numbers, and Employee IDs once they are created in GP.

Changer provides you with a tool to change/merge account numbers and allows for multiple accounts to be consolidated into a single account. All associated transactions and summary details from the old accounts "are transferred" to the "new account". Changes made by Changer do not in any way change the standard Dynamics GP functionality.

Changer changes GL account numbers, RM customer numbers, PM vendor IDs, IV item numbers and Payroll employee IDs. Changer is comprised of distinct components that deal with each series separately (GL/RM/PM/IV/Payroll).

Another module of Changer (Changer PA) changes Project Numbers and Contract Numbers in the Project Accounting module of Microsoft Dynamics GP.

1. GL Accounts (General Ledger)

The GL Changer allows you to globally change or consolidate one or more GL account numbers (and all associated transactions). Changer also allows you to transfer the transactions of one account to another account only after a specified date. GL Changer is very useful in ever-changing business scenarios that require changes to chart of accounts originally set-up.

2. RM Customer (Receivable Management)

The RM Changer allows you to globally change customer identification numbers and all associated transactions into an existing or new single customer. RM Changer is useful if same customer is set up multiple times by mistake or if customer consolidation is required due to company mergers etc.

3. PM Vendor (Payables Management)

The PM Changer allows you to globally change or consolidate vendor identification numbers and all associated transactions. PM Changer is useful if same vendor is set up multiple times by mistake or if vendor consolidation is required due to company mergers etc.

4. IV Items (Inventory)

The IV Changer allows you to globally change or consolidate item numbers and all associated transactions (Some restrictions apply. Please check Appendix B for Validation Rules). IV Changer is useful if same item is set up multiple times by mistake, or if manufacturers code for an item changes and GP item numbers are same as these codes or if item consolidation is required.

5. Payroll Employee (US Payroll/Canadian Payroll)

The Payroll Changer allows you to globally change employee IDs and all associated transactions. Payroll Changer is useful if Employee IDs need to be changed.

6. Project Numbers and Contract Numbers (Project Accounting)

Changer PA (Changer for Project Accounting) allows you to globally change project numbers and contract numbers in Project Accounting module. Changer PA is useful if contract numbers or projects numbers need to be changed at a later stage after they are set up.

Installation

Changer Hardware/OS and Software Requirements

Changer is designed to work with Microsoft Dynamics GP Version (Oct 2024: 18.8) and hence supports the requirements that Dynamics GP Version (Oct 2024: 18.8) supports. Refer to the documentation provided by Microsoft with requirements for both client and server.

Changer Installation

Before beginning Changer installation, be sure your system meets the following requirements:

- Microsoft Dynamics GP version (Oct 2024: 18.8) installed and configured.
- Microsoft Dynamics GP version (Oct 2024: 18.8) – client installed and configured on all the workstations that Changer will be used from.

Installation Procedures

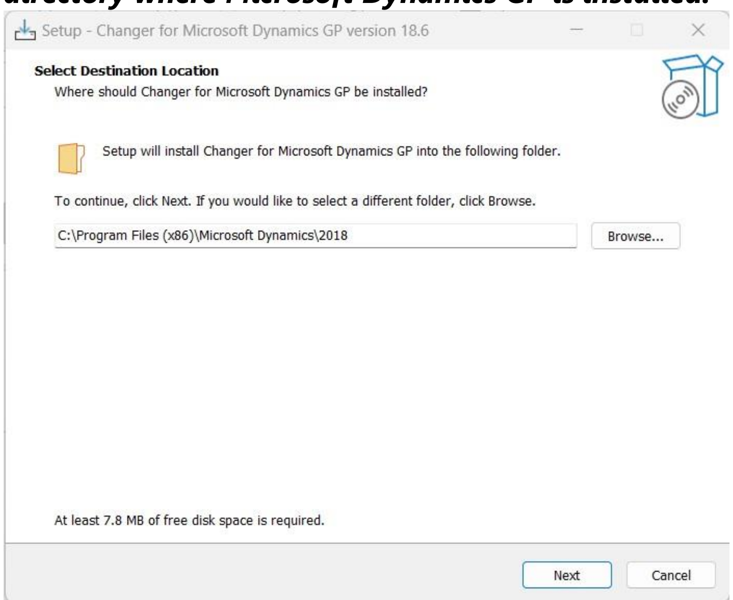
Same steps can be followed for upgrading Changer from previous versions of Microsoft Dynamics GP.

1. Download Changer version (Oct 2025: 18.8) setup file from the download section of Quisitive web site www.crgroup.com/changer
2. Once downloaded, open the file “ChangerSetup188.exe”.
3. Accept the License Agreement. Click Next.

4. A message will appear confirming "Setup is now ready to begin installing Changer for Microsoft Dynamics GP 18.8 on your computer. Clink Install to continue with the installation" Select "Install".

Note: If an instance of Changer for Microsoft Dynamics GP (Oct 2025: 18.8) is already installed on the machine, you will receive a message that another version of the product is already installed. If you wish to install a new instance of Changer in addition to the previous instance for a separate install of Dynamics GP, remove the previous instance through Control Panel ***>>Programs and Features and run the Changer Setup again. During the installation point to the directory where the additional instance of Dynamics GP is installed.***

5. After accepting the License Agreement, the next window requires the destination location of where Changer will be installed on the workstation. ***Select the same directory where Microsoft Dynamics GP is installed.***



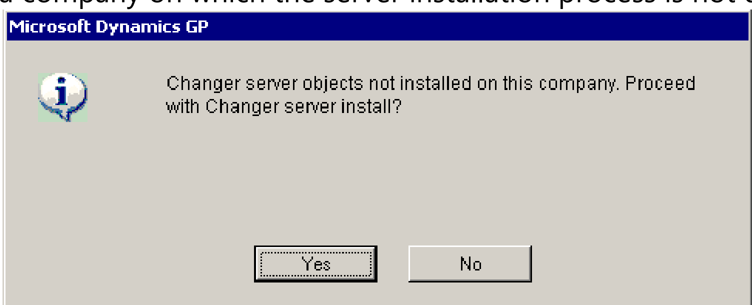
6. Click on Browse to change location or just select 'Next' to accept the default.
7. The Setup program now lets you review and, if necessary, change the settings. Selecting 'Install' will begin copying the files, ending the Client Installation process.
8. When the Completed window is shown select "Finish" to close the setup program.
9. **Start Microsoft Dynamics GP.** When GP is launched the first time after installing Changer, 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 Changer dictionary, synchronize the Changer 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.
10. The installation (steps 2 to 9) should be run on each workstation on which you wish to use Changer.

Server Installation of Changer

Running Changer Server Installation will create tables and stored procedures on SQL Server and set permissions on these objects. If updating from a previous versions of Microsoft Dynamics GP, the server installation will update the tables and stored procedures.

Server installation should be run for each company on which you wish to run Changer. If Changer is installed on multiple workstations, server install can be run from any workstation. User must be logged on as 'sa' to run Changer Server Installation.

When Microsoft Dynamics GP is launched after running the Changer 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'.

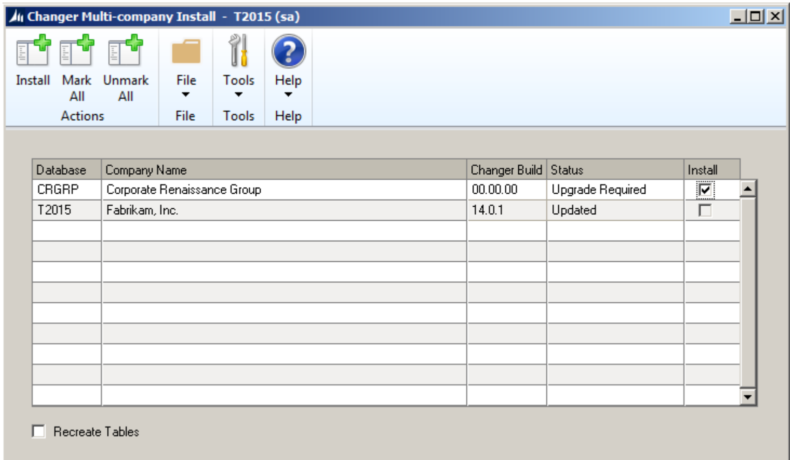
This dialog box gives users a choice of not installing Changer on the company on which they do not wish to use it.

If the above dialog box does not open after GP is launched or if you wish to install Changer on other companies within Dynamics GP, follow the procedure below to open the server installation window.

To attach Changer Server Installation form to your shortcuts bar:

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 Changer, double-click 3rd Party and select 'Changer Multi-company Install'.
3. Click the 'Add' Button. 'Changer Multi-company Install' will be added to Navigation pane. Click on the 'Done' button to close the 'Add Window shortcut' window.

To run Changer Server Installation on one or more company databases, choose 'Changer Multi-company Install' from the navigation pane. The following window will open listing all the Dynamics GP companies along with Changer build information as well as Status of Changer install.



Select the companies you wish to install Changer on by clicking the check-box in the 'Install' column. All the companies can be marked or un-marked by using the 'Mark All' and 'Unmark All' buttons respectively. Once the companies are selected for installation, click the Install button to start the installation. After successful installation, the status will change to 'Updated' for each company and the Changer build will show the latest Changer build.

- If the client workstation has an older build of Changer than the server version, the Status column in the Changer Multi-Company Install window will show as 'Client Upgrade Required'. In this scenario, it will be required to un-install the current version and re-install the new version of Changer on the workstation so that client is up-to-date with server.
- If there are table structure changes since the last upgrade of Changer, these tables will be updated automatically. If there are no changes to table structures, the tables will be recreated only if 'Recreate Tables' is marked on the Changer Multi-Company Install window.

Setting Security Access for Changer Windows and Reports

User 'sa' (who is a power user in GP) will always have access to Changer windows and reports. For other users, there are multiple ways of setting up security access for Changer windows and reports.

1. During server installation of Changer, a security task called CHANGERDEFAULUSER is created. This task can be assigned to any existing role. The users with that role will have access to Changer.
2. A new role called 'CHANGER USER' is also created with CHANGERDEFAULTUSER task assigned to this role. This role can be assigned to any user. That user will have access to Changer.

3. Alternatively, a new task can be manually created or Changer windows and reports can be added to an existing task which in turn can be assigned to a new or existing role. If a new role is created, it can then be assigned to appropriate users.

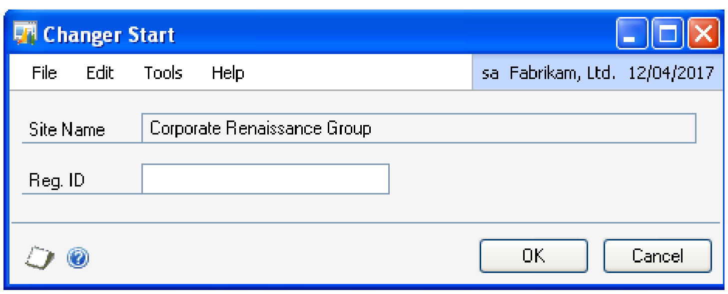
Accessing and Registering Changer

As part of installation, Changer automatically gets added to the Dynamics GP menu. To access the Main Changer Control Window, select Microsoft Dynamics GP - Tools – Utilities – Company - Changer.

To access the Main Changer Control Window for Changer PA, select Tools – Utilities – Company – Changer PA.

To add a shortcut on the Navigation Pane to open the Main Changer Control window, select the 'Changer Start' window from Changer >> 3rd Party on the 'Add Window Shortcut' window.
At this point, if you have not registered Changer, you will be prompted with a screen requiring you to either register Changer for use or to use it as demo. Changer can be used as a demo on the sample company (Fabrikam, Inc.).

If you have received your Registration ID from Quisitive 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 Changer.

Note: Changer registration ID is based on the Changer 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 Changer Registration window to the Navigation Pane under Home - Shortcuts. Changer Registration window can be found under Changer – Financial on the 'Add Window Shortcut' window.

Changer Maintenance

Changer does not require any ongoing maintenance (such as separate data backup) outside the maintenance procedures required for Dynamics GP.

Changer uses the Microsoft Dynamics GP Dexterity customization and extension capabilities. For information on modifications to Changer reports and windows, refer to ReportWriter.pdf and ModifierUserGuide.pdf in the Dynamics GP [Installation]\Documentation folder.

Uninstalling Changer

Users may have three scenarios while un-installing Changer:

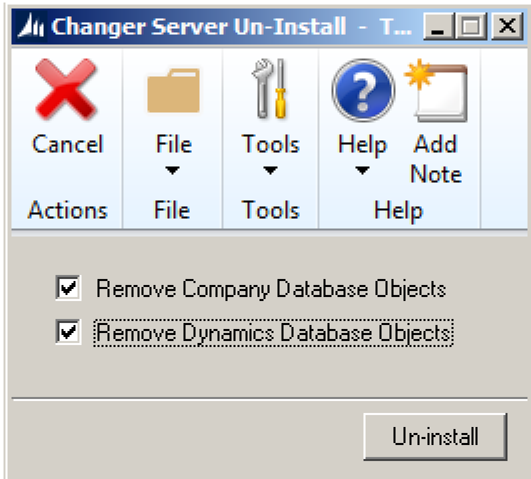
- Scenario 1: User wants to remove Changer entirely from GP.
- Scenario 2: User wants to remove Changer from one company only.
- Scenario 3: User wants to remove Changer only from the workstation. It will still be used from other workstations.

Depending on your scenario, you can follow the steps below:

Scenario 1: User wants to remove Changer entirely from GP

The following steps should be followed in the same order:

1. Go to Start – Control Panel – Programs and Features. Select Changer for Dynamics GP and click on the Remove button. Repeat this process on each workstation from which you want to remove Changer entirely.
2. The following process should be run for each company on which you wish to un-install Changer. Users must be logged on to GP as 'sa' to run the Changer Server Un-install process. Running Changer Server Un-install will remove tables and stored procedures from the company database on SQL Server.
   - On the Navigation Pane, right-click on the Shortcuts option and select 'Add' > 'Add Window…'
   - In the 'Add Window Shortcut' window, double-click Changer, double-click 3rd Party and select 'Changer Server Un-Install'.
   - Click the 'Add' Button. 'Changer Server Un-Install' will be added to Navigation pane. Click on the 'Done' button to close the 'Add Window shortcut' window.
   - Choose 'Changer Server Un-Install' from the navigation pane. The following widow will show.



- 'Remove Company Database Objects' is always checked and cannot be changed. Select 'Remove Dynamics Database Objects' and click the 'Un-Install' button. The 'Changer Server Un-Install' window will close automatically after the installation is complete.
- Repeat this process for each company. After the process is run for all the companies, remove the 'Changer Server Un-install' shortcut from the navigation pane.

3. Remove Changer from the Dynamics.set file:
   - Open the Dynamics.set file (located in the GP installation folder on the workstation) in notepad.
   - Change the number on the top line of the Dynamics.set file to 1 less than what it is currently. (For example if the number on the top line shows as 14, change it to 13.)
   - Find and delete the following five lines from the file:

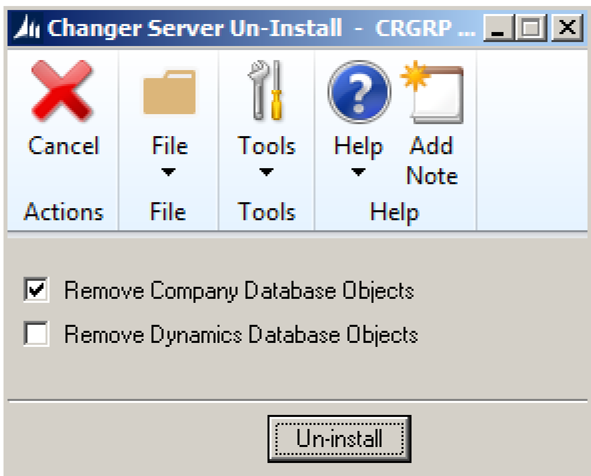
     342
     Changer
     {Directory where GP is installed}/CHANGER.DIC
     {Directory where GP is installed}/Data/FRM342.DIC
     {Directory where GP is installed}/Data/RPT342.DIC

   - Save the Dynamics.set file.
     Note: This will need to be completed on all client installations on which Changer was installed.
4. Remove Changer.dic file from the GP installation folder. This will need to be done on all client workstations on which Changer was installed.
5. If 'Changer Server Installation' shortcut or any other shortcuts are added to Navigation Pane to open Changer windows directly from the Navigation Pane, these should be removed as these will no longer work after the un-install.
6. If CHANGERDEFAULTUSER task and CHANGER USER role are not used for giving access to any windows other than Changer windows, these can also be deleted as this task and role will not be required.

Scenario 2: User wants to remove Changer from one company only

Login to the company on which you wish to un-install Changer. Users must be logged on to GP as 'sa' to run the Changer Server Un-install process. Running Changer Server Un-install will remove tables and stored procedures from the company database on SQL Server.

- On the Navigation Pane, right-click on the Shortcuts option and select 'Add' > 'Add Window…'
- In the 'Add Window Shortcut' window, double-click Changer, double-click 3rd Party and select 'Changer Server Un-Install'.
- Click the 'Add' Button. 'Changer Server Un-Install' will be added to Navigation pane. Click on the 'Done' button to close the 'Add Window shortcut' window.
- Choose 'Changer Server Un-Install' from the navigation pane. The following widow will show.



'Remove Company Database Objects' is always checked and cannot be changed. DO NOT select 'Remove Dynamics Database Objects'. This will make sure that Changer can run on other companies on which it is already installed. Click the 'Un-Install' button. The 'Changer Server Un-Install' window will close automatically after the installation is complete.

Scenario 3: User wants to remove Changer only from the workstation. It will still be used from other workstations

1. On the workstation that you wish to un-install Changer from, go to Start – Control Panel – Add and Remove Programs. Select Changer for Dynamics GP and click on the Remove button.
2. Remove Changer from the Dynamics.set file:
   - Open the Dynamics.set file (located in the GP installation folder on the workstation) in notepad.

- Change the number at the top of the Dynamics.set file to 1 less than what it is currently.
- Delete the following lines from the file:

  342
  Changer
  {Directory where GP is installed}/CHANGER.DIC
  {Directory where GP is installed}/Data/FRM342.DIC
  {Directory where GP is installed}/Data/RPT342.DIC

- Save the Dynamics.set file.

3. Remove Changer.dic file from the GP installation folder.

Preparing for Changer (Operational checklist)

Before making any changes, check Data Integrity of GP data. Within Microsoft Dynamics GP, complete the following:

a) Check Links (for all files). If running Changer PA, also complete the PA Check Links.
b) Print Open and Historical trial balance and receivable/payables summary. These reports can be used for reference after the Changer process.

In addition to the above procedures, please follow the guidelines below while running Changer.

- Make a complete backup of the existing data before and after the file maintenance procedure and before processing Changer.
- For information about using Changer with third party products (or any additional modules/products outside Dynamics dictionary such as Fixed Assets, Project Accounting etc.), please refer to Appendix D.
- Although users other than 'sa' can process Changer, the user must have full access to all the tables and accounts. If you are not sure about the security level of the user, please log in as 'sa' to process Changer batches.
- If multiple accounts are merged into a single account, the information (such as account description, Alias, category, active/inactive) from the first account set to be changed will be copied to the new account. If the first 'From' account is inactive, the new account will be created as 'inactive' if created by Changer.
- If Project Accounting module is used and Payroll Changer is used to change an employee ID that has project related expenses, make sure that PM Changer is used to change the related Vendor ID to exactly the new Employee ID. If Vendor ID is not changed, the link between employee and vendor will be broken.

- If intercompany transactions are used and the GL accounts that are used in another company are changed using Changer, the accounts in the other company do not get changed as Changer does not work across companies.
- If Sub Account Format is used in Project Accounting, it may be required to manually re-enter the Override Values for the Sub Acct Format for both the Project Maintenance and Contract Maintenance.
- If Vendor Approval workflow is in use for approval of new vendors, it should be noted that Changer process does not follow the workflow process while creating the new vendors as these vendors are created directly on the server. This also applies to the General Ledger Account Approval workflow.

The Changer Process

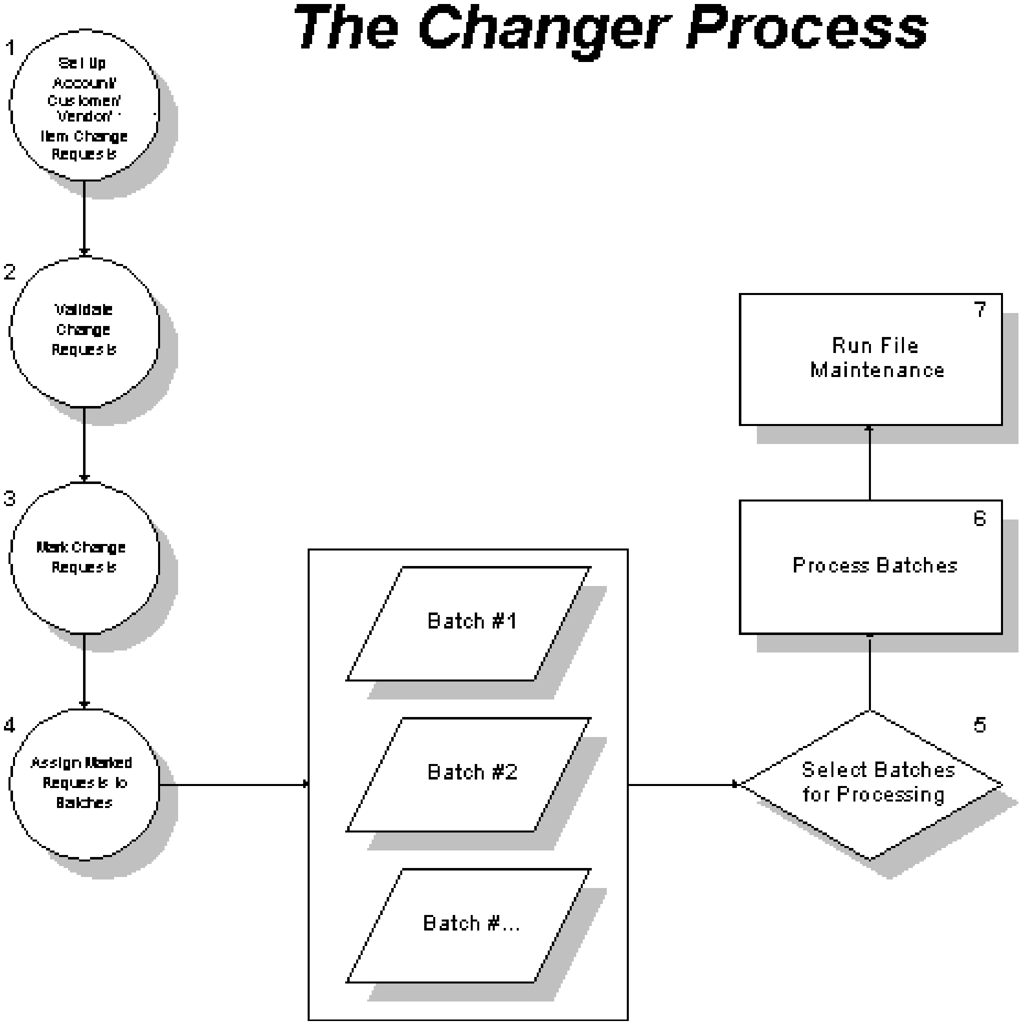
To successfully change or merge accounts, it is imperative to understand the steps in the Changer process. The following illustrates the major steps in the Changer process:

NOTE: Unless otherwise specified, "accounts" includes GL accounts, Customer IDs, Vendor IDs, Item Numbers and Employee IDs.

The Changer process consists of the steps elaborated in the flow chart below. The details related to each step are explained later in this chapter.

Please read the entire user guide before processing Changer.

The Changer Process



WARNING! DO NOT PROCESS CHANGER WHILE ANY OTHER ACTIVITY IS BEING PERFORMED ASSOCIATED WITH GP (including activities such as running Management Reporter Reports, integrations that change data in GP).

Due to the nature of the Changer process, make sure that all users (other than the Changer user) exit from GP before running Changer.

1. **Set Up Account/Customer/Vendor/Item/Employee Change Requests.**
   Using the Changer Maintenance Windows, setup the accounts, customers, vendors, items or employees to change. This "mapping" of accounts is referred to as **setting up change requests**. In this step, the mapping of accounts, customers, vendors or items to an existing account or new account is completed. For Employee Ids mapping can be done to new non-existing codes only.

2. **Validate Change Requests.**
Changer includes a validation process that ensures that the change requests are valid. In the case of GL accounts, Changer will only allow accounts of the same type (Posting Account, Unit Account etc..) and the same posting type (Balance Sheet, Profit and Loss) to be merged. Changer will not allow the consolidation of a Balance Sheet account with an Income Statement account or a unit account with a posting account. In case of Item numbers, Changer will only allow to merge the items with the same Quantity of Decimals, Item Type, Valuation Method and U of M Schedule ID. Changer will not allow merging of items if they are defined as kit or as BOM. Changer will also not allow merging of items if the item tracking option is serial number. A "change" request will not be processed unless it is validated. A comprehensive listing of all validation rules is included in Appendix B.

3. **Mark Changes for Processing.**
Once the change requests are validated, they must be marked before they can be assigned to a batch. This provides flexibility in the timing of Changer processing. If there are a large number of change requests, processing could be very time consuming. Changer allows you to individually mark change requests, so that you can assign them to a batch allowing you to control both the amount and scope of processing. The batches can then be processed separately.

4. **Assign Change Requests to Batches.**
All marked change requests must be assigned to a batch. To further enhance flexibility in processing, Changer also provides the functionality to specify a maximum number of change requests to be assigned per batch. Batches will then be automatically tagged in sequence and referenced to the original batch ID. The "batch" function provides the ability to assign changes to multiple batches.

5. **Select the batches to process.**
Changer allows you to select the batches that you want to process. This is extremely useful if a large number of change requests are to be processed and you don't have the available time to process all the change requests at once. By default, all batches are flagged to be processed.

6. **Process the batches.**
At this stage, all change requests have been selected, validated, marked, assigned to batches, and the respective batches selected for processing. The final step is to initiate the processing of each batch.

7. **Run File Maintenance**
Check Links process is recommended for all files in the series for which Changer has processed. If Account Format is changed using Changer, Check Links process after Changer will take longer than usual.

Chapter 1

Main Changer Control Window

To Access the Main Changer Control Window:

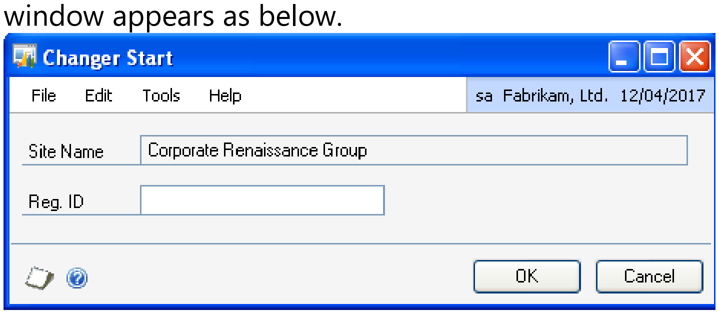
In Microsoft Dynamics GP, select Microsoft Dynamics GP - Tools - Utilities – Company - Changer from the main menu.

To access Changer PA, select Tools – Utilities – Company – Changer PA.

At this point, if you didn't register Changer, you will be prompted with a screen requiring you to either register Changer for use or to use it as demo on the sample company (Fabrikam, Inc.).

NOTE: If Changer has been registered before, skip to the next page showing the Changer Control Window.

If you have received your Registration ID from Quisitive and wish 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 Changer.

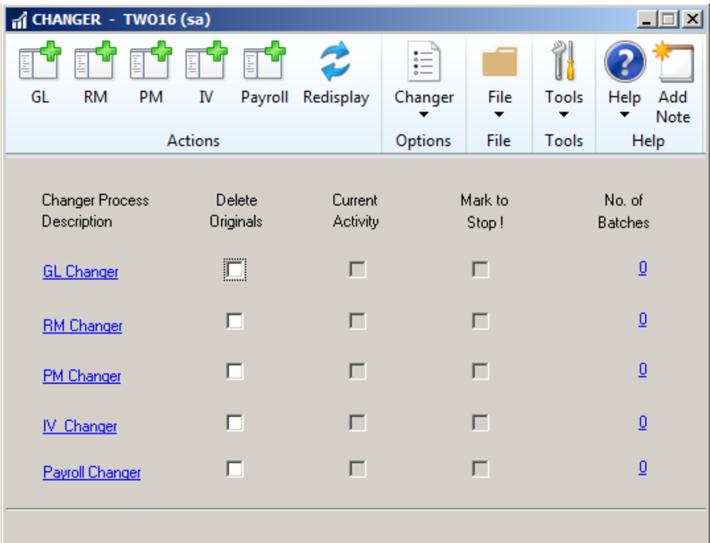
Note: Changer registration ID is based on the Changer modules purchased. If the registration key changes at any time due to purchase of additional modules, the registration window can be accessed by adding the Changer Registration window to the navigation pane. Changer Registration window can be found under Changer – Financial on the 'Add Window Shortcut' window. For instructions on how to add a window to navigation pane, refer to Installation Chapter (page 3)

If it is the correct Registration ID then the **Changer Control Window** is displayed. The previous registration process is only completed once at initial startup. This window will appear directly after choosing **Microsoft Dynamics GP > Tools > Utilities > Company > Changer (or Changer PA)** once registration has been completed. Note that separate registration keys are required to access Changer and Changer PA.

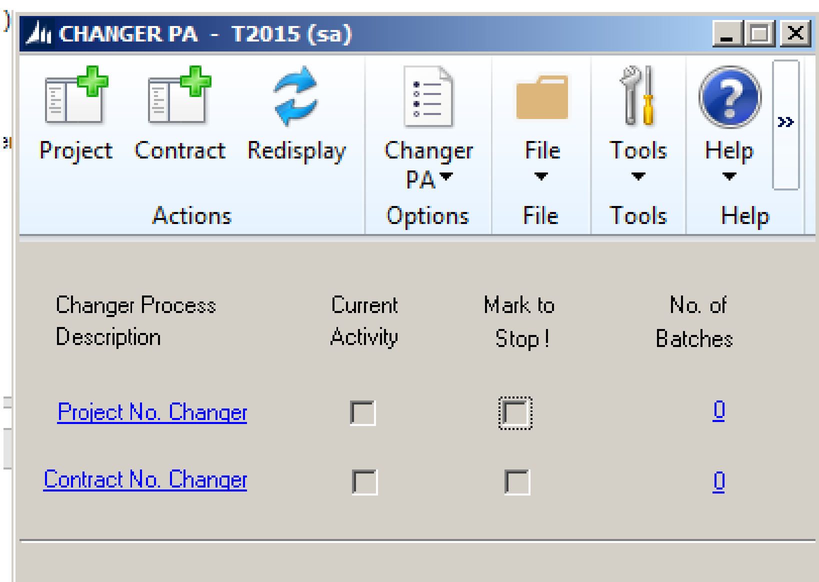
Before processing any changes, the accounts to be changed and/or merged must be set up, validated, and assigned to a batch. Once this is accomplished, Changer requests can be processed.

The following section describes the functionality and processing features of the main Changer window.

Changer:



Changer PA:



Changer Main Window Controls

1. **GL, RM, PM, IV, Payroll buttons**
   These buttons initiate the respective Changer processes, which perform the changes. **GL** will process the change requests for GL accounts while **RM, PM, IV and Payroll** will process the change requests for customers, vendors, items and employees respectively. Changer change requests should be set up prior to processing using the maintenance windows which can be accessed using the respective links in blue.
2. **Changer Process Description**
   In this column, the five main components of Changer are listed: GL Changer, RM Changer, PM Changer, IV Changer and Payroll Changer. Each row has four status columns. They provide information on whether the component is processing, whether the process has been marked to stop, how many batches have been assigned, and whether the accounts should be deleted after the Changer process.
   In order to set up change requests, you need to activate the corresponding [GL/RM/PM/IV/Payroll] Changer Maintenance Window. To do this, position the cursor on the text describing the relevant Changer Process Descriptions (e.g. RM Changer). When the cursor is positioned over the text RM Changer, it changes its shape from an arrow to a pointing hand. Clicking on the mouse when the cursor is in the shape of a pointing hand will open the RM Changer Maintenance Window or the GL/PM/IV/Payroll Changer Maintenance window depending on which button is selected.

3. **Delete Originals**
   This column provides the functionality to delete all the original accounts once they have been changed for any or all of the modules. Once the change requests are processed with this function, it is not possible to reverse it.

4. **Current Activity**
   This column indicates whether a Changer component is currently processing. If an 'X' is marked in any of the boxes in this column, the corresponding Changer component is currently processing. Changer components can only be processed one at a time.

5. **Mark to Stop**
   An 'X' marked in any of the boxes in this column indicates that the corresponding Changer process has been marked to be halted upon completion of the current batch. This can be accomplished by checking 'Mark to Stop' checkbox for the appropriate Changer component.

6. **No. of Batches**
   This column indicates how many batches are ready for processing in each of the Changer components.

7. **Redisplay**
Selecting redisplay refreshes the contents of the window to display the current Changer activity status.

Changer PA Main Window Controls

1. **Project, Contract**
These buttons initiate the respective Changer processes, which perform the changes. Project button will process the change requests for Project Numbers while Contract button will process the change requests for Contract Numbers..
2. **Changer Process Description**
In this column, the main components of Changer are listed: Project No. Changer and Contract No. Changer. Each row has three status columns. They provide information on whether the component is processing, whether the process has been marked to stop as well as how many batches have been assigned.

In order to set up change requests, you need to activate the corresponding [Project/Contract] Changer Maintenance Window. To do this, position the cursor on the text describing the relevant Changer Process Descriptions (e.g. Project No. Changer). When the cursor is positioned over the, it changes its shape from an arrow to a pointing hand. Clicking on the mouse when the cursor is in the shape of a pointing hand will open the Changer Maintenance window.

3. **Current Activity**
This column indicates whether a Changer component is currently processing. If an 'X' is marked in any of the boxes in this column, the corresponding Changer component is currently processing. Changer components should only be processed one at a time.

4. **Mark to Stop**
An 'X' marked in any of the boxes in this column indicates that the corresponding Changer process has been marked to be halted upon completion of the current batch.

5. **No. of Batches**
This column indicates how many batches are ready for processing in each of the Changer components.

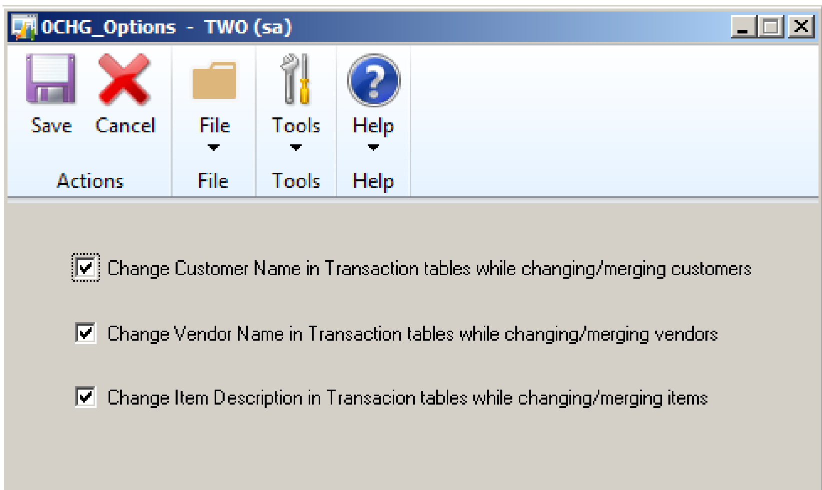
6. **Redisplay**
Selecting Redisplay refreshes the contents of the window to display the current Changer activity status.

Chapter 2

Changer Options window

A 'Changer' menu item will be available on the Main Changer Control window when this window is open.

Select Changer > Changer Options from the menu. The Changer Options window will open.



Changer Options window allows users to decide whether to change the Item Description, Customer Name and Vendor Name in transactions during the Changer process.

By default these check boxes are checked.

Customer Name Change Option 'Change Customer Name in Transaction tables while changing/merging customers' –

If the customer name is changed from the default customer name to a different name while creating invoices, this option can be cleared so that the customer name will not be changed by Changer in any of the invoices. When this box is cleared, customer names will not change in any transaction tables when the customer numbers are changed or merged.

Item Description Change Option 'Change Item Description in Transaction tables while changing/merging items' –

If the item description is being changed from the default description to a new description while creating invoices, this option can be cleared so that the item descriptions will not be changed by Changer in any of the invoices. When this box is cleared, the item descriptions will not change in any transaction tables when the items are changed or merged.

Vendor Name Change Option 'Change Vendor Name in Transaction tables while changing/merging vendors' –

If the vendor name is changed from the default vendor name to a different name while creating invoices, this option can be cleared so that the vendor name will not be changed by Changer in any of the invoices. When this box is cleared, vendor names will not change in any transaction tables when the vendor IDs are changed or merged.

Chapter 3

Setting Up Changer Requests

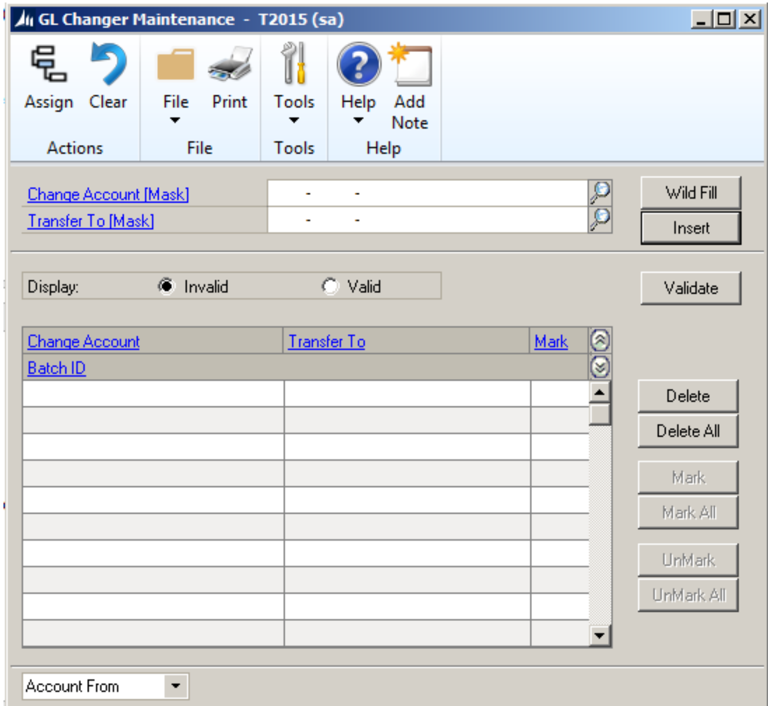
To make GL account, vendor, customer, item, or employee changes, you must first access the corresponding Changer Maintenance Window; [GL Changer Maintenance, RM Changer Maintenance, PM Changer Maintenance, IV Changer Maintenance or Payroll Changer Maintenance] and set up the change request. A change request basically represents information about the mapping of accounts. Thus change 000-1150-02 to 000-1950-02 is an example of a change request. The appearance of each Changer Maintenance Window is nearly identical, but each window sets up change requests for the given Changer component. GL Changer Maintenance assigns change requests for GL accounts while RM, PM, IV Changer and Payroll Changer Maintenance assign change requests for Customer, Vendor, Item numbers and Employee numbers respectively.

Project Changer Maintenance window assigns change requests for Project Numbers and Contract Changer Maintenance window assigns change requests for Contract Numbers.

To access a Changer Maintenance Window:

1. Position the cursor over the Changer component in the Changer Process Description column that you wish to setup changes for.
2. The shape of the cursor will change to a magnifying glass.
3. Click the mouse.

The following Changer Maintenance Window will appear, if the cursor is positioned over GL Changer and the mouse is clicked:



To access the RM, PM, IV and Payroll Changer Maintenance Windows, position the cursor over the text RM / PM/ IV/Payroll Changer and click.

To access the Project and Changer maintenance windows, position the cursor on 'Project No. Changer'/ 'Contract No. Changer' in the Changer PA window and click.

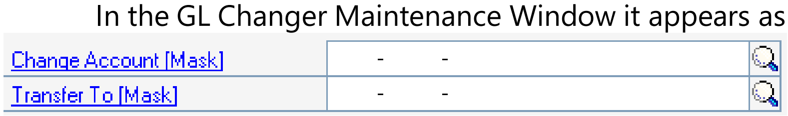
Maintenance Window Controls

The Maintenance Windows are workplaces where you select the accounts, customers, or vendors to be changed, set up change requests, mark them, and assign them to batches.

Selecting Accounts for Setup

1. **Change Account [Mask]/ Transfer To [Mask]**

   In the GL Changer Maintenance Window it appears as follows:



- **GL Changer Maintenance**

  Change Account [Mask] represents the account(s) you wish to change, modify, or merge. Enter or lookup the account number you wish to change. Transfer To [Mask] represents the new account to which the account(s) to Cbe changed will be transferred. You may use wildcards in both these modes to set up multiple change requests.

- **RM Changer Maintenance**
  Change Customer [Mask] represents the customer(s) you wish to change, modify, or merge. Enter or look up the customer number you wish to change. Transfer To [Mask] represents the new customer to which customer(s) will be transferred to. You may use wildcards in both these masks to set up multiple change requests.

- **PM Changer Maintenance**
  Change Vendor [Mask] represents the vendor(s) you wish to change, modify, or merge. Enter or look up the vendor ID you wish to change. Transfer To [Mask] represents the new vendor name where the Change Vendor [Mask] vendor(s) will be transferred to. You may use wildcards in both these masks to set up multiple change requests.

- **IV Changer Maintenance**
  Change Item [Mask] represents the item(s) you wish to change or merge. Enter or look up the item number you wish to change. Transfer To [Mask] represents the new item number where the Change Item [Mask] item(s) will be transferred to. You may use wildcards in both these masks to set up multiple change requests.

- **Payroll Changer Maintenance**
  Change Employee [Mask] represents the employee(s) you wish to change. Enter or look up the employee ID you wish to change. Transfer To [Mask] represents the new employee ID where the Change Employee [Mask] employee(s) will be transferred to. You may use wildcards in both these masks to set up multiple change requests.

2. **Insert, Wild Fill**
   Select Insert to enter a “change request” from the Change Account [Mask] /Transfer To [Mask] to the listing. However, **Insert** will not enter a change involving wildcards. Select Wild Fill to insert a change request that uses wildcards. Selecting **Wild Fill** will use the wildcard mask(s) and select the matched patterns, to set up change requests.

Wildcards

In each of the Changer Maintenance Windows as well as Changer PA Maintenance Windows, you may use wildcards in both Change Account [mask] and Transfer To [mask]. If the Account Numbers/Customer Numbers/Vendor Ids/Item Numbers/Employee IDs that need to be changed have a common pattern in their numbering scheme, wildcards can help you enter multiple change requests in one pass. You can use one or more wildcards to specify groups of accounts, customers, or vendors. While GL Changer supports only the question mark (?) as a wildcard, other Changer support both the question mark (?) and the asterisk (*) to represent single and multiple pattern matches respectively. The following three examples illustrate the use of wildcards.

NOTE: The examples illustrated have been designed to help you understand how Changer performs pattern matching.

Importing 'Changer Requests'

For instructions on importing the 'Changer Requests' refer to Appendix C.

1. In the GL Changer Maintenance Window:

The following accounts will be merged into a single account:

Change Account From	Transfer To Account
000-1271-00	**000-1270-00**
000-1272-00	**---*---**
000-1273-00	**---*---**
000-1274-00	**---*---**
000-1275-00	**---*---**
000-1276-00	**---*---**
000-1277-00	**---*---**

Using wildcards, the entry would look as follows:

Change Account [Mask]	000-127?-??
Transfer To [Mask]	000-1270-00

If you use wildcards in the Change Account [mask], only while the Transfer To [mask] is set up with a single account number, the wild fill will result in setting up multiple accounts [which match the wildcard pattern] to be merged into a single transfer to account.

Changer DOES NOT support the opposite process shown below. Transactions from one account cannot be divided up and transferred into several accounts (e.g. from 000-1270-00 to 000-127?-??).

2. **In the GL Changer Maintenance Window:**

NOTE: The following example illustrates the use of wildcards in both Change Account From and Transfer To Account fields. The setup for the account change requests is displayed below.

Using wildcards, the change requests can be setup using only one entry. The entry would look as follows:

Change Account [Mask]	100-90?0-??
Transfer To [Mask]	110-9???-??

Wildcards in both Change Account From and Transfer To Account indicate multiple changes to accounts. The Account Mask Set up in the Transfer To Account is used to generate the new account number.

Change Account From:	***Transfer To Account:***
100-9010-00	***110-9010-00***
100-9020-00	**110-9020-00**
100-9030-00	**110-9030-00**

3. **In the RM Changer Maintenance Window:**
This example illustrates the use of asterisks (*) in Customer From and Customer To. The entry would appear as follows:

Change Customer [Mask]	CUST*
Transfer To [Mask]	NEWC*

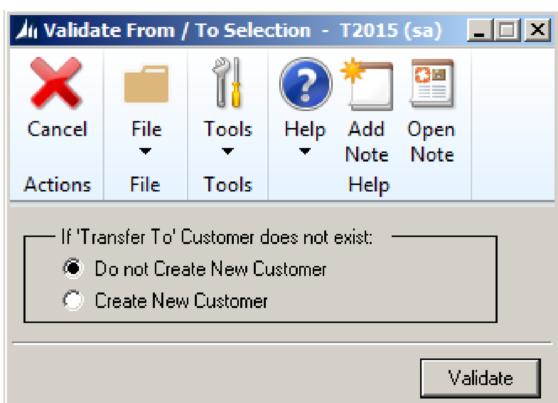
All accounts beginning with 'CUST' will now begin with 'NEWC'.

NOTE: Changer performs standard DOS pattern matching. This results in all characters to the right of a * being ignored during a pattern match. CUST*5 will only search all data beginning with CUST, the 5 is ignored. Also, characters may only be overwritten, no insertion is permitted.

Change Customers	To Customers
Cust00001	NewC00001
Cust00002	NewC00002
Cust00003	NewC00003
Cust00004	NewC00004

Account Validation

1. **Display(Invalid/Valid)**
   Display allows you to look at valid change requests or change requests yet to be validated. Selecting Invalid will display all change requests that have not been validated or are invalid. Selecting Valid displays all change requests that have been validated.
2. **Validate**
   After setting up the change requests, they must be validated. Validation determines whether the change requests are legal or illegal. For example, GL Changer will not allow the consolidation of a Balance Sheet account with an Income Statement account. A list of validation rules is provided in Appendix B.



3. **Case: Transfer To Account Does Not Exist**
   When Validate is selected, a window appears asking you the action to be taken if the Transfer To Account does not exist. If Transfer To Account does not exist, select Create New Account, otherwise select Don't Create New Account. Validate checks the validity of all changes in the table. If the “change request” is legal, Changer moves the “change request” to the valid table. Select Display - Valid, to view the change. If the “change request” is illegal, it will remain on the Invalid table.
   NOTE:

In case of Payroll validation, New Employee must be created during the validation process as Changer does not support merging of employees.
For Changer PA, validation will check non-existence of the 'New' Project and Contract Numbers.

Maintenance Window Table Display

The table displays all relevant information about accounts, customers, vendors, items and employees that have been selected for "change request". Five elements are displayed in the table: The 'From' Account/Customer/Vendor/Item/Employee/Project/Contract, transfer 'To' Account/Customer/Vendor/Item/Employee, Batch ID, Sequence Number, and Marked status. The word "Accounts" is used to designate GL accounts, Customer Numbers, Vendor IDs, Item Numbers, Employee IDs, Project Numbers and Contract Numbers.

1. **Sort By**
   Located at the top left hand corner of all Maintenance Windows, this drop down list allows you to sort the table by Account/Customer /Vendor/Item From or by Account/Customer/Vendor/Item/Employee To.

2. **Change Account:**
   This column displays all accounts, which are to be changed or merged.

3. **Transfer To Account:**
   Represents the new account or merged account.

4. **Mark:**
   Indicates which requests are ready to be assigned to a batch. You cannot assign a change request to a batch request unless it is marked and you cannot mark a change request unless it is validated.

5. **Batch ID:**
   This is the name of the batch to which the change request has been assigned. If a maximum number of change requests per batch is specified, Changer will generate as many batches as are required to assign all the marked change requests. Changer will simply append a sequence number (beginning with the number 1) to the end of the batch ID thus generating a unique batch ID + Sequence number combination for each batch.

Marking Changes for Processing

1. **Delete // Delete All**
   This function removes a change request from the list. The change request can be deleted before or after it is assigned to a batch. Selecting Delete All will delete all

change requests listed in the window. To delete an individual change request, highlight the "change request" in the window and select Delete.

2. Mark // Mark All

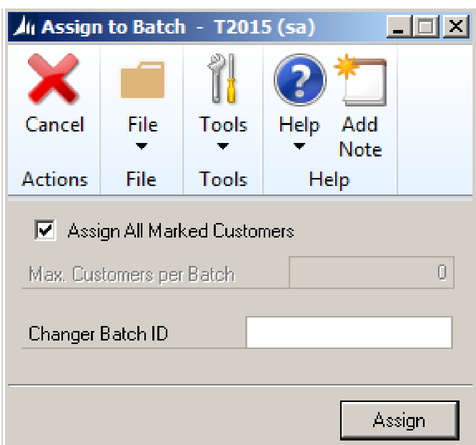
This feature provides flexibility in processing your change requests by determining which change requests will be assigned to a batch.. If a change request is not marked it cannot be assigned to a batch. Therefore, all changes that have been marked will be assigned to a batch while the change requests that are unmarked will not be assigned to a batch.
To mark a change request, highlight the desired "change request" and select Mark.
To mark all change requests, select Mark All.

3. UnMark // UnMark All

To un-mark a "change request", highlight the "change request" and select UnMark.
To un-mark all change requests, select UnMark All.

Assigning Changes to Batch Processing

Having setup, validated, and marked the desired change requests, you must now assign them to a batch. Select Assign to assign change requests to a batch. The following window appears:



This window is designed to assign GL account changes to batches. The RM, PM, and IV **Assign to batch** windows are identical except that they refer to "Customers", "Vendors", "Items" and "Employees" instead of "Accounts".
If you want all marked change requests to be assigned to one batch, select **Assign All Marked Accounts.** However, if the batch contains a large number of changes, you may want to break the batch up to processes in smaller intervals. The following steps are required to achieve this:

1. If an 'X' is marked in **Assign All Marked Accounts**, click the box to deactivate the function.

2. Specify the number of change requests per batch by setting **Max. Accounts per Batch** to a preferred value.
3. In the **Changer Batch ID** field, give the batch a name. The batch name can be any text with a maximum length of 15 characters. Changer will append a sequence number (starting with number one) to the end of the batch ID to create a new batch ID for each new batch.

   Example
   There are 130 changes assigned to a batch called "TEST" and **Max. Accounts per Batch** is set to 50. Changer will use the batch ID "TEST" and generate a sequence numbers to create 3 smaller batches:

   Changer would assign the first 50 changes to TEST1, the next 50 to TEST2, and the remaining 30 to TEST3. This increases flexibility in processing times because Changer enables you to process each batch separately.

   Please note that if multiple accounts are being merged into a single account, Changer may automatically create more batches than expected in order to make the processing easy.

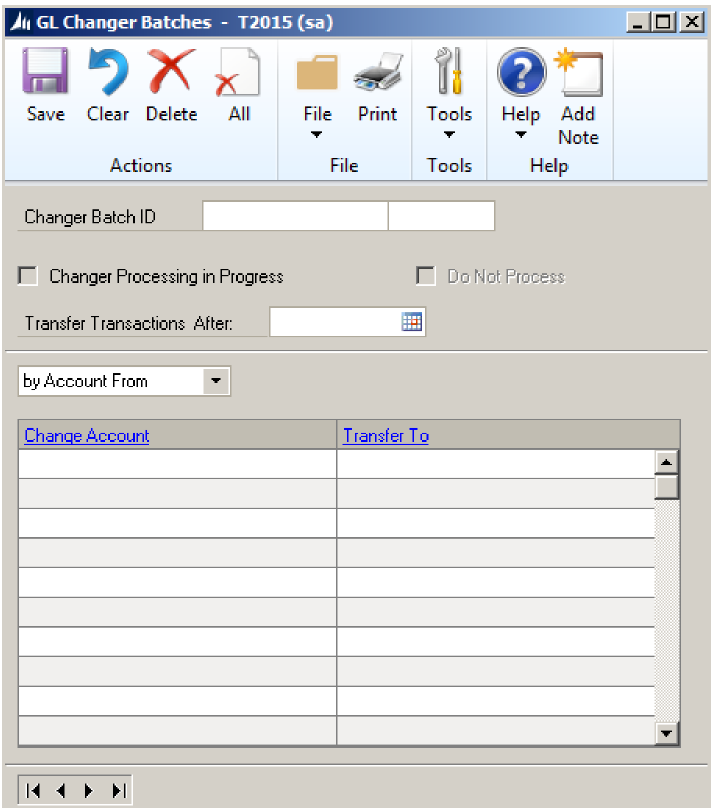
This method of using multiple batches is highly recommended if you have many change requests. To process requests all at once (a single batch) it may be an overload on the network and/or server. Also, if nightly backups are run while Changer is still processing requests, the process will quit before final completion because the files Changer needs to access are locked due to the backup. The entire process will have to be restarted. If multiple batches are used, then in the same situation only the batch Changer was processing at the time of disruption would have to be restarted. The previously completed batches would not need to be rerun.

Since process is done completely on the SQL server, your workstation looks free but that may not be true. To get the status of the Changer Process, select the Microsoft Dynamics GP > Process Monitor and if it is not completed you will see a process still working.

Chapter 4

Batch Adjustments

Once all change requests have been assigned to a batch, you may want to specify which batches are processed. The following window accomplishes this task:



The window displayed is the GL Changer Batches. The RM, PM, IV and Payroll Changer Batches are identical in layout and functionality.

To access the Changer Batch Window:

1. From the Main Changer Control Window, position the cursor over the corresponding Changer component in the **No. of Batches** column.
2. The shape of the cursor will transform into a pointing hand.
3. Click the mouse.

   The window allows you to do the following:

   - Review the batches to verify that they are correct.
     - Determine which batches you want to process.
     - For GL Changer, if you want to transfer the transactions of the 'From' Account only after a certain date to the 'To' Account, you can specify the date on this window. For all the accounts in the batch for which a date is

specified, only the transactions after the specified date will be transferred to the 'To' Account. All the setup information will be transferred to the 'To' Account. i.e. All the information of the 'From' Account will be transferred to the 'To' Account except the transactions before the specified date. **For more information please refer to Appendix E.**

To review the batches you have created, browse batches using the video buttons in the bottom left corner of the window  . The name of the batch will be displayed in the field **Changer Batch ID**. The box to the right of the batch ID shows the generated sequence number if the "max. number of changes per batch" function was used. The corresponding change requests are listed in the scrolling window.

Batch Window Controls

1. **Sort By**
   The drop down menu listing by Change Account From and by Transfer To Account, allows you to sort the table by Change Account From or by Transfer To Account.

2. **Remove**
   To remove any change requests assigned to the batch, select Remove. This will un-assign the request from the batch, leaving it as an un-marked request.

3. **Delete**
   If you want to delete an entire batch, browse to the desired batch and select Del. If you want all batches to be deleted, select All.

   NOTE: Delete from the batch control window will simply move all assigned changes back to the un-marked status on the Maintenance Control Window.

4. **Do Not Process**
   To flag the batches you do not want to process, browse to the appropriate batches and select **Do Not Process**. You may also remove the **Do Not Process** mark so that the batch may be processed.

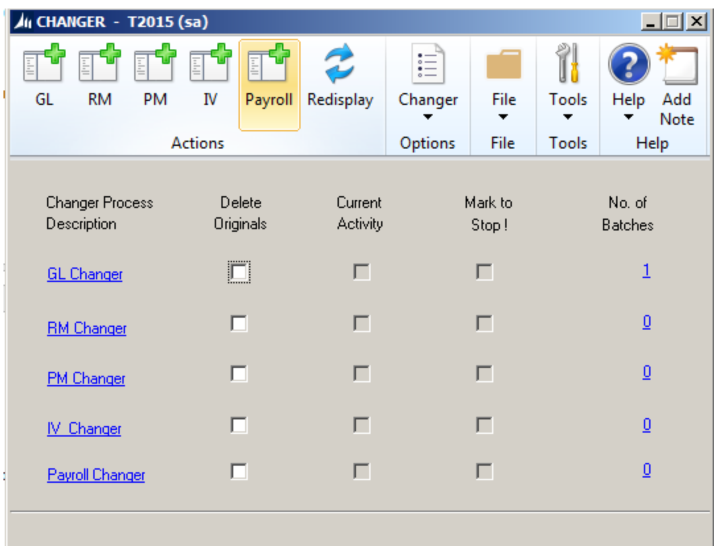
5. **Changer Processing in Progress**
   If an "X" is marked in **Changer Processing in Process** field, it indicates that Changer is currently processing the batch or sub-batch.

Chapter 5

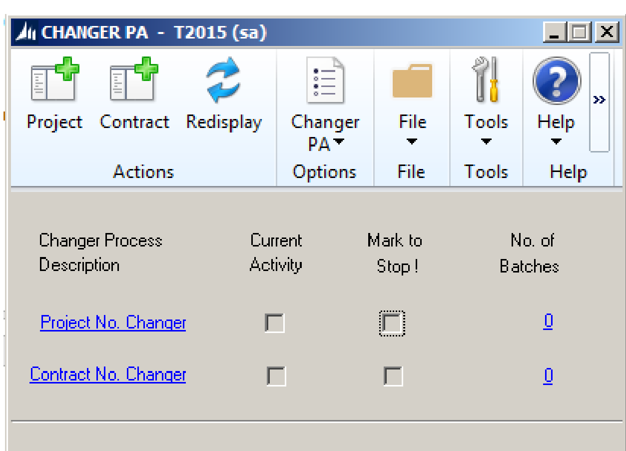
Processing Assigned Batches

After assigning all change requests to batches, close all open windows to return back to the Main Changer Control Window.

This window provides information on the number of batches in each category, (GL Changer, RM Changer, PM Changer, IV Changer, Payroll Changer). Choose whether to delete original accounts after the process, then select the respective category button to begin processing for the category, (i.e. select the GL button to begin GL Changer).

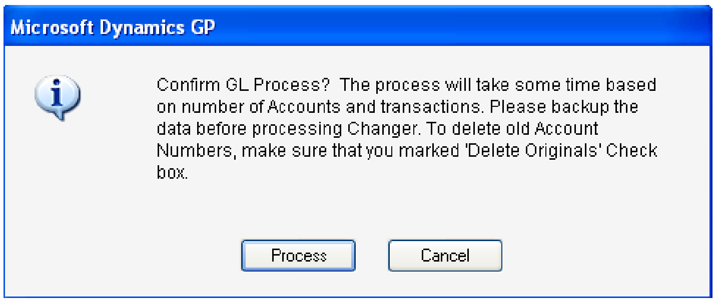


The Main Control window for Changer PA is similar as below. Click the respective category button to begin processing for the category. For Changer PA, the original codes are always replaced with the new codes, hence the 'Delete Originals' option is not available.



NOTE: Although users other than 'sa' can process Changer, the user must have the full access to all tables and accounts. If you're not sure about the security level of the user, please log in as 'sa' to process Changer batches.

After making a selection, the following window will appear requesting confirmation of the process.



Select the Cancel button to return to the Main Changer Control Window without processing or click Process.

NOTE: Use Process Monitor to check the status of the Changer SQL process.
Once completed, perform "Check Links" as described in the Microsoft Dynamics GP User's Guide.

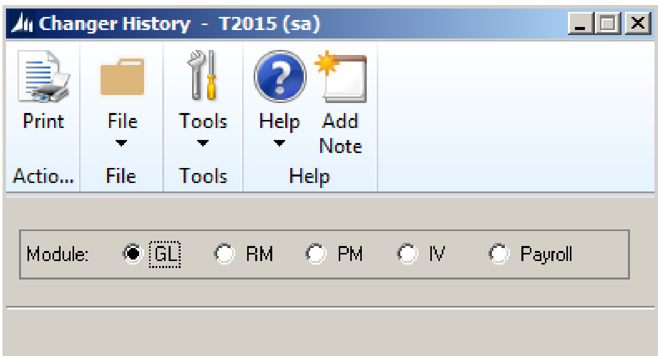
After the process, a report is printed which shows the changes made by Changer process. The report includes the accounts that have been changed. An example of the report is shown below.

Changer GL : List of Changed Accounts

Account Number	New Account Number	Status of Old Account
000-1100-00	000-1100-99	Deleted
000-1101-00	000-1101-99	Deleted
000-1103-99	000-1103-00	Deleted
000-1104-00	001-1104-11	Deleted
000-1105-00	000-1105-11	Deleted
000-1106-00	000-1106-22	Deleted
000-1107-00	000-1107-22	Deleted
000-1110-00	000-1110-22	Deleted

Printing Changer History

A report can be printed for each module to see the history of changes made using Changer. To print the Changer History report, select Changer >> Changer History (or Changer PA >> Changer History). This menu is available only when the main Changer window is open. The following window will open when this menu item is selected.



To print the Changer PA History report, select Extras >> Changer PA >> Changer History. This menu is available only when the main Changer PA window is open.

An example of the history report is shown below:

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History of changes made to GL Accounts

Old Account	New Account	Date of Change
000-1100-00	000-1100-99	16/08/2005
000-1101-00	000-1101-99	16/08/2005
000-1102-00	000-1102-99	16/08/2005
000-1103-00	000-1103-99	16/08/2005

Chapter 6

Notes:

RM Changer

If more than one customer is consolidated (merged) into a single customer, the summary details pertaining to the "Highest Balance" and "Average Days to Pay" of the remitting consolidated customer may not necessarily reflect the correct amounts.

Old Accounts

If you did not select "Delete Originals" when performing change requests, the old account is not removed automatically by the Changer process. Once the process is complete, do the following in Dynamics to delete the old accounts:

Cards > Financial > Mass Modify (for old GL account)
Tools > Utilities > Sales > Mass Delete (for old Customer ID)
Tools > Utilities > Purchases > Mass Delete (for old Vendor ID)
Cards > Inventory > Item Number (for old Item Number, item by item)
Cards > Payroll > Employee (for old Employee ID in US Payroll, one by one)
Cards > Payroll-Canada > Employee (for old Employee ID in Canadian Payroll, one by one)

The following are a few suggestions for checking the data after the Changer process has been run. It is, however, not an exclusive list.

- Print Open and historical trial balance.
- Print Receivables/ Payables summary.
- Select accounts/customers/vendors/items/Employee to check the detail.

Chapter 7

Changer with Dates

To keep the transactions before a certain date under 'old' Account number 'Changer Batch Window' can be used. This feature is available only for GL Changer. Following is the procedure if you are using this feature while changing GL Account Number.

1. If you do not specify any date in the 'Changer Batch Window' for any existing batch, all the transactions will be transferred to the new Account Number. If you specify a date for any batch in this window in the 'Transfer Transactions After' field, the transactions of all the 'old' accounts in that batch **AFTER** the specified date will be transferred to the new accounts numbers and all the transactions UPTO the specified date will remain under 'old' account. For example, if the date specified is 01/01/2016, all transactions from 01/02/2016 onwards will be transferred to the new accounts. To

transfer all the transactions from 01/01/2016 to the new account, specify 12/31/2015 in the 'Transfer Transactions After' field. Even if 'delete originals' check box is marked on the main Changer window, accounts in this batch will not be deleted as transactions may exist for the old accounts.

2. **Date can be specified only from an open financial year.**
3. All the un-posted transactions will transfer to new accounts irrespective of the date.
4. Summary will not be adjusted during the Changer process if a date is specified. Reconciling the financial information will update the summary information. If you keep history information, reconcile current and all history years (Microsoft Dynamics GP > Tools > Utilities > Financial > Reconcile, check and select the appropriate year), else reconcile only the current year.
5. All the setup information will be changed to the new account. This feature works on the assumption that user wants to change all the data and setup information to new account except the data up to the specified date.
6. **Please note that this feature is available only for GP core modules**. If you have any third party products or modules/additional products outside the GP dictionary (such as Project Accounting, Fixed Assets etc.), data in those modules will not change to new account number if a date is specified while running Changer. The data in third party modules will change if no date is specified in the 'Changer Batch Window' as per the list of products/modules supported by Changer. (please refer to Appendix D for list of products supported by Changer)

Appendices

Appendix A

Changer Illustrations

The following step by step example provides a thorough understanding of the Changer process. The example uses account, customer and vendor change requests with normal and wildcard entries.

Assume "Fabrikam, Inc.", the sample company provided with GP, requires the following changes to their accounts.

Change Account From	Transfer To Account
000-1220-00	000-1220-10
000-1220-01	000-1220-10
000-1220-02	000-1220-10
000-1220-03	000-1220-10
000-1220-04	000-1220-10
000-8020-00	000-8888-00
100-6100-00	100-9900-00
100-6110-00	100-9910-00
100-6120-00	100-9920-00
100-6130-00	100-9930-00
100-6140-00	100-9940-00
100-6150-00	100-9950-00
100-6160-00	100-9960-00
100-6170-00	100-9970-00
100-6180-00	100-9980-00
100-6190-00	100-9990-00

In the first "change request", Fabrikam, Inc, would like to consolidate its credit card receivables into a single account. They also require interest expense account numbers 000-8020-00 to be renumbered as 000-8888-00. Finally, all Administration expenses need to be renumbered for accounting purposes.

Changer Procedures

1. Install Changer (see Chapter Installation for details).
2. To Start:
   a) Launch Microsoft Dynamics GP.
   b) Select Tools > Utilities > Company > Changer from the main menu
      When the Changer Control window appears, position the cursor over GL Changer in the Changer Process Description column.

The shape of the cursor will transform into a magnifying glass. Click the mouse button.

3. Setup Change Requests

Setup the account change requests in GL Changer Maintenance window.

a) The first entry is a consolidation of 5 GL accounts into a single account. The first entry is as follows:

Change Account [Mask]	000 -1220 -??
Transfer To [Mask]	000 -1220 -10

Because the first seven positions of Credit Card Receivables are identical, placing wildcards in the final two positions will allow all Credit Card Receivable accounts to be merged into a single account. Select **Wild Fill** to insert the "change request" into the table.

b) The second entry changes the account designation of interest expense. Enter the following to "change" the interest expense designation:

Change Account [Mask]	000 -8020 -00
Transfer To [Mask]	000 -0888 -00

Select **Insert** to input the "change request" to the table.

c) The third entry requires all Administration expenses to be renumbered. The following "change request" accomplishes this task:

Change Account [Mask]	1?? -61?? -??
Transfer To [Mask]	??? -99?? -??

In this "change request", all accounts with '1', '6', and '1' in positions one, four, and five will be affected. Those account numbers will be translated according to the notation denoted in Transfer To [Mask] T. Positions four and five of the accounts will be converted to '9' and '9', respectively.

4. Validation

Select "Invalid" from the Display panel to list any changes not yet validated. Select **Validate**, or if the Transfer To account does not already exist, select Create New Account otherwise select Don't Create New Account. All valid changes will be moved from the Invalid Display list to the Valid Display list.

5. Mark Changes

Select **Mark All** to mark the changes for processing.

6. Assign Changes

Select Assign to assign all marked changes to a batch. Assign all changes to one batch called TESTBATCH.

7. Activate Processing

Close the Maintenance Control Window to access the Main Changer Control Window. To commence processing of GL Changer, click on GL located at the top of the main Changer Control Window. This will initiate GL Changer processing.

Appendix B

Validation Rules

These rules specify the conditions, which should be met in order for a change request to be considered valid.

If the accounts are being merged:

Both the 'account changed from' and the 'account transferred to' must:

a) exist
b) be the same account type
c) be the same posting type

If customers are being merged:

Both the 'changed from' and the 'transferred to' customers must:

a) exist
b) have the same Currency ID and Tax Schedule ID
c) have the same Balance Type

If vendors are being merged:

Both the 'changed from' and the 'transferred to' vendors must:

a) exist
b) have the same Currency ID and Tax Schedule ID

If items are being merged:

Both from and To item transferred to must:

a) be of same Quantity of Decimals.
b) be of same Currency of Decimals.
c) be of same Item Type.
d) be of same Valuation Method.
e) be of same U of M Schedule ID.
f) Not defined as kit or BOM.

g) Not assigned with serial numbers or lot numbers as tracking option.
h) Please refer to the notes below if merging items.

Note:

1. On Purchase orders and Receiving entries, the notes attached to 'From' items will be lost if items that are being merged into, are in the same PO.
2. The price levels of 'From' items are not added to the existing price levels of 'To' items when items are being merged. If you wish to use the price levels of old items after merging, please add these prices levels to 'To' items manually. These items will still be validated and can be merged. This applies only to merging items. If item is being changed to a brand new item, all the price levels will be carried forward to the new item.
3. Items cannot be merged if manufacturing module is used.

If Employee IDs are being changed:
The Employee ID transferred to must be:

- A new ID (i.e. should not exist in GP). The new Employee ID will be created by Changer.

Appendix C

Import GL Accounts for Mass Account Modification

1. Create a tab-delimited text file with the following three fields in the following order:

Change Account - the original account in GP

Transfer To - the new account to be changed to

Account Index - the index for the original account*.

Example: GLBTIMP.TXT

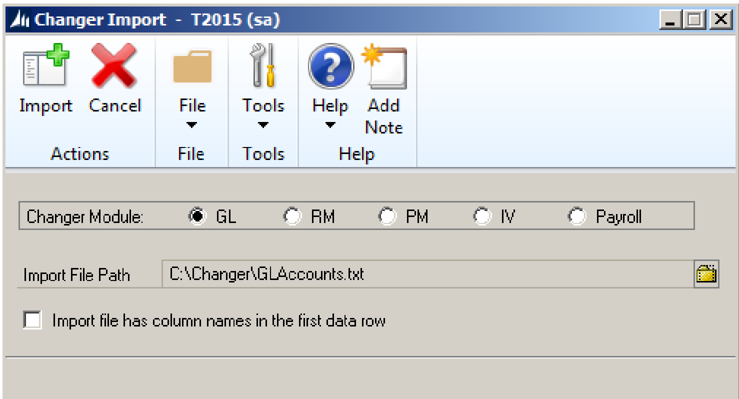
1st column	2nd column	3rd column
100-100-000	100-100-123	121

All three fields should be in text format with Account Numbers with dashes (-) as shown above.

*SmartList may also be used to get the account index.

A ‘Changer’ menu item will be available on the Main Changer Control window when this window is open.

Select Changer > Changer Import from the menu. The Changer Import window will open.



Select ‘GL’ as the Changer Module.

Select the Import file.

Check the ‘Import file has column names in the first data row’ checkbox if the file has a header row and click Import.

A message will be displayed after the import process is complete. If any records are not imported, a message will be displayed to check reject.rjt file placed in the same folder as the import file.

2. After importing the accounts, the GL Changer Maintenance window (on user’s guide p.19) should be filled in with the accounts. Click the Validate button to validate the imported accounts. The rest of the procedures can be read from Chapter 3.

Import RM Customer ID for Mass Customer ID Modification

1. Create a tab-delimited text file with the following two fields:

<u>Change Customer</u> - the original customer in GP

<u>Transfer To</u> - the new customer to be changed to

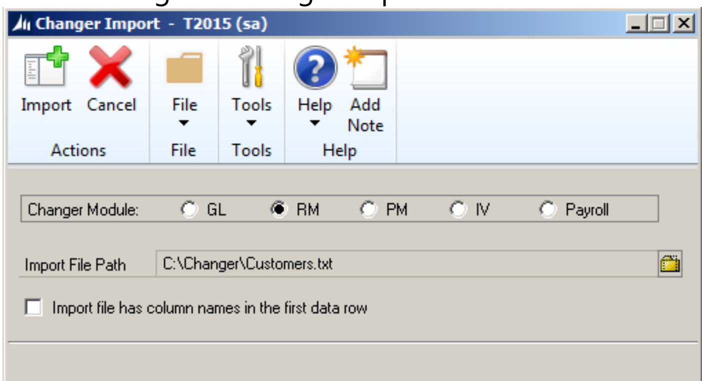
Example: RMBTIMP.TXT

1st column	2nd column
AARONFIT0001	AARONFIT

Both fields should be in the above order.

A 'Changer' menu item will be available on the Main Changer Control window when this window is open.

Select Changer > Changer Import from the menu. The Changer Import window will open.



Select 'RM' as the Changer Module.

Select the Import file.

Check the 'Import file has column names in the first data row' checkbox if the file has a header row and click Import.

A message will be displayed after the import process is complete. If any records are not imported, a message will be displayed to check reject.rjt file placed in the same folder as the import file.

2. After importing the RM Customer ID's, the RM Changer Maintenance window should be filled with the customer IDs. Click the Validate button to validate the imported customers. The rest of the procedures can be read from Chapter 3.

Import PM Vendor ID for Mass Vendor ID Modification

1. Create a tab-delimited text file with the following two fields:

<u>Change Vendor</u> - the original vendor in GP

<u>Transfer To</u> - the new vendor to be changed to

Example: PMBTIMP.TXT

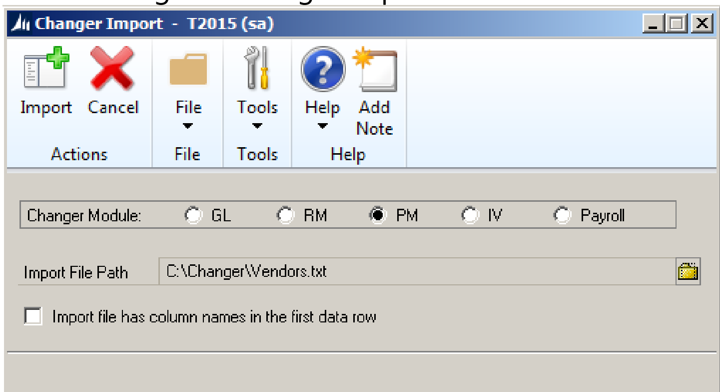
1st column 2nd column

ACETRAVE0001 ACETRAVEL

Both fields should be in a text format and in the above order.

A 'Changer' menu item will be available on the Main Changer Control window when this window is open.

Select Changer > Changer Import from the menu. The Changer Import window will open.



Select 'PM' as the Changer Module.

Select the Import file.

Check the 'Import file has column names in the first data row' checkbox if the file has a header row and click Import.

A message will be displayed after the import process is complete. If any records are not imported, a message will be displayed to check reject.rjt file placed in the same folder as the import file.

After importing the PM Vendor ID's, the PM Changer Maintenance window should be filled with the vendor ID's. Click the Validate button to validate the imported vendors. The rest of the procedures can be read from Chapter 3.

Import IV Item Numbers for Mass Item Number Modification

1. Create a tab-delimited text file with the following two fields:

   <u>Change Item</u> - the original Item in GP

   <u>Transfer To</u> - the new Item to be changed to

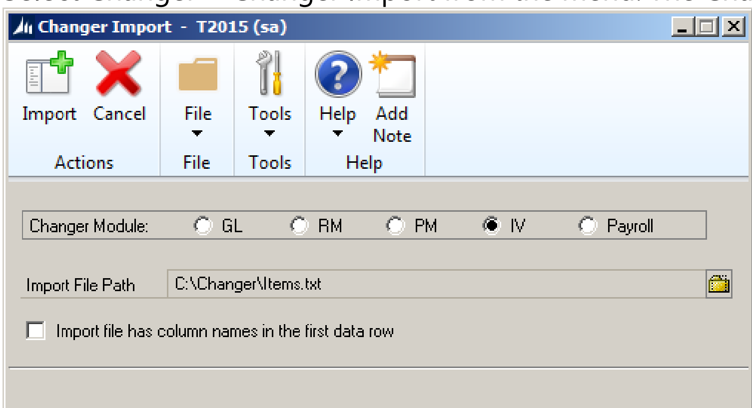
Example: IVBTIMP.TXT

1st column	2nd column
ACCS-CRD-12WH	PHCORD0112

Both fields should be text fields in the above order.

A 'Changer' menu item will be available on the Main Changer Control window when this window is open.

Select Changer > Changer Import from the menu. The Changer Import window will open.



Select 'IV' as the Changer Module.

Select the Import file.

Check the 'Import file has column names in the first data row' checkbox if the file has a header row and click Import.

A message will be displayed after the import process is complete. If any records are not imported, a message will be displayed to check reject.rjt file placed in the same folder as the import file.

After importing the IV Item Numbers, the IV Changer Maintenance window should be filled with the item numbers. Click the Validate button to validate the imported items. The rest of the procedures can be read from Chapter 3.

Import Payroll Employee ID for Mass Employee ID Modification

1. Create a tab-delimited text file with the following two fields:

   <u>Change Employee</u> - the original Employee in GP

Transfer To - the new Employee to be changed to

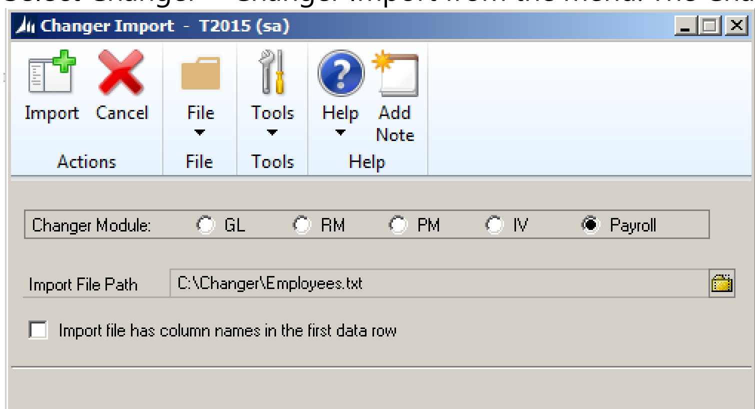
Example: PRBTIMP.TXT

1st column	2nd column
ALVA001	AMARIA

Both fields should be text fields in the above order.

A 'Changer' menu item will be available on the Main Changer Control window when this window is open.

Select Changer > Changer Import from the menu. The Changer Import window will open.



Select 'Payroll' as the Changer Module.

Select the Import file.

Check the 'Import file has column names in the first data row' checkbox if the file has a header row and click Import.

A message will be displayed after the import process is complete. If any records are not imported, a message will be displayed to check reject.rjt file placed in the same folder as the import file.

After importing the employees, the Payroll Changer Maintenance window should be filled with the employee IDs. Click the Validate button to validate the imported employees. The rest of the procedures can be read from Chapter 3.

Import Project Numbers for Mass Modification

1. Create a tab-delimited text file with the following two fields:

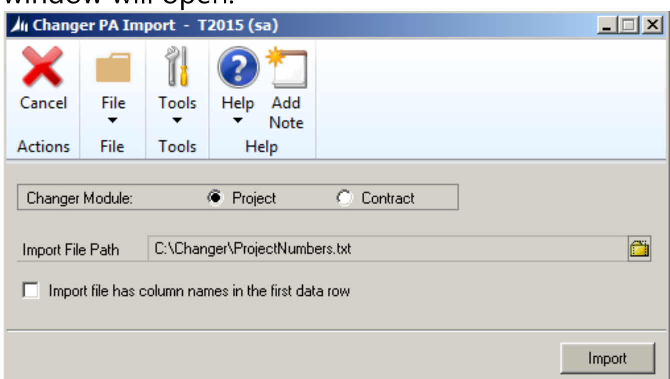
   Change Project Number - the original Project Number in GP PA

   Transfer To - the new Project number to be changed to

   Both fields should be text fields in the above order.

   A 'Changer PA' menu item will be available on the Main Changer PA Control window.

   Select Changer PA > Changer PA Import from this menu. The Changer PA Import window will open.



   Select 'Project' as the Module.

   Select the Import file.

   Check the 'Import file has column names in the first data row' checkbox if the file has a header row and click Import.

   A message will be displayed after the import process is complete. If any records are not imported, a message will be displayed to check reject.rjt file placed in the same folder as the import file.

   After importing the project numbers, the Project Changer Maintenance window should be filled with the project numbers. The rest of the procedures can be read from Chapter 3.

Import Contract Numbers for Mass Modification

2. Create a tab-delimited text file with the following two fields:

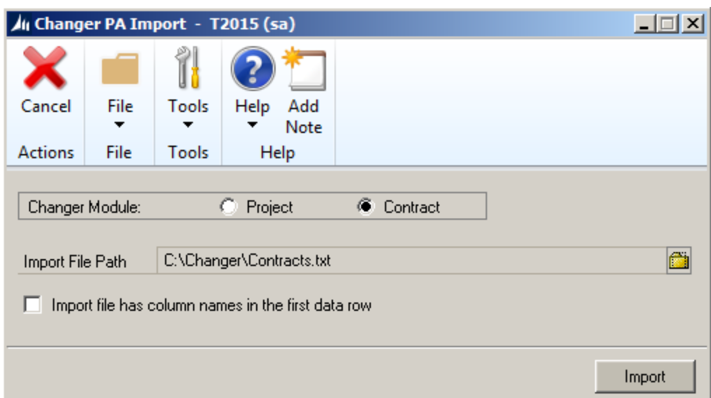
Change Contract Number - the original Contract Number in GP PA

Transfer To - the new Contract number to be changed to

Both fields should be text fields in the above order.

A 'Changer PA' menu item will be available when the Main Changer PA Control window is open.

Select Changer PA > Changer PA Import from this menu. The Changer PA Import window will open.



Select 'Contract' as the Module.

Select the Import file.

Check the 'Import file has column names in the first data row' checkbox if the file has a header row and click Import.

A message will be displayed after the import process is complete. If any records are not imported, a message will be displayed to check reject.rjt file placed in the same folder as the import file.

After importing the contract numbers, the Contract Changer Maintenance window should be filled with the contract numbers. The rest of the procedures can be read from Chapter 3.

Appendix D

Third party products and GP non-core modules (additional products) updated by Changer:

1. Fixed Assets
2. Project Accounting
   If Personal Data Keeper is installed, you may need to re-setup PDK on machines working offline.
3. Collections Management
4. EFT for Receivables Management
5. EFT for Payables Management
6. Safe Pay
7. Electronic Reconcile
8. Cash Flow Management
9. Human Resources
10. Revenue Expense Deferral
11. MICR (by Mekorma)
12. Canadian Payroll
13. Service Advantage (Field Service)
14. Manufacturing (Items cannot be merged if using Manufacturing module)
15. PO Enhancements
16. Billing Series (by Encore Business Solutions)
17. Project Tracking (by Encore Business Solutions)
18. Tax Distribution (Formerly referred to as GST/PST Distribution by Encore Business Solutions)
19. Interfund
    - Changer does not check segment IDs in the setup of Interfund. Only account numbers in the setup will be changed. The account number may no longer match the segment ID and will have to be updated manually.
20. Encumbrance Management
21. Electronic Bankrec (by Encore Business Solutions)
22. Enhanced Commitment Management
23. Control Account Management
    - Changer does not check segment IDs in the setup of Control Account Management. Only account numbers in the setup will be changed. The account number may no longer match the segment ID and will have to be updated manually.
24. Enhanced Customer Statements (by Encore Business Solutions)
25. KEY2ACT (Job Cost and Service Management)
26. KEY2ACT (Equipment Series)

27. Cashbook (Bank Management)
28. Integrity Data (HRMSS)
29. Analytical Accounting
30. Grant Management
31. Payment Document Management
32. ML Checks
33. VAT Daybook
34. Dynamics Online Services
35. Extender
36. Horizons Manufacturing Module (HMS)
37. Project Cost (Olympic Systems) (GL Changer only)
38. Diamond Software (GL Changer only)
39. Binary Stream Multi-Entity Management

If you are using any of these modules, Changer should be processed from a workstation that has all of these products/modules installed. Make sure that the latest service packs for these products/modules are installed.