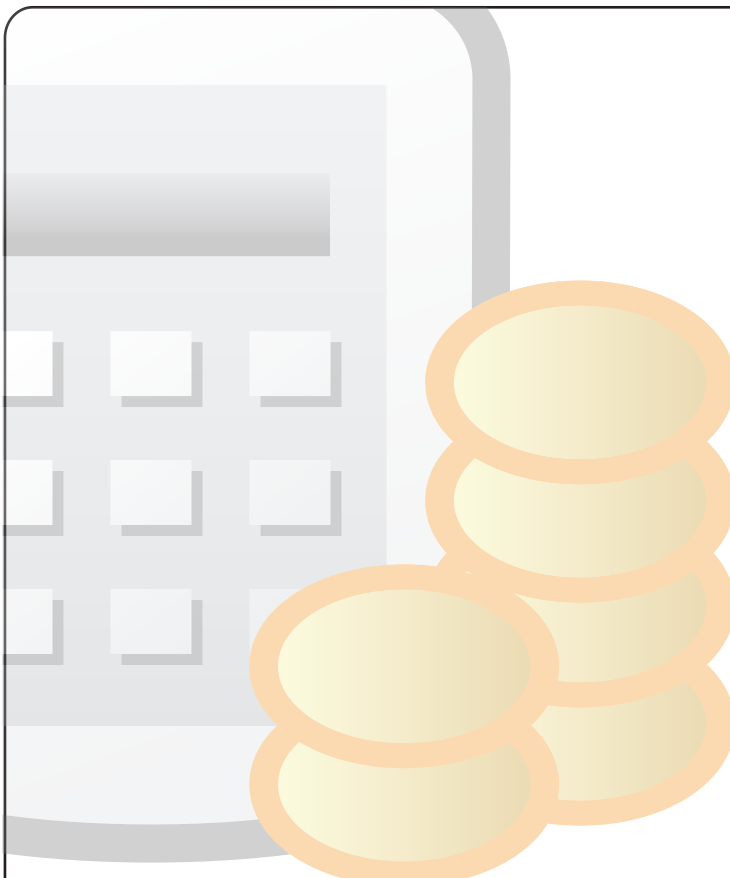
Maximizer CRM™ 10 Accounting Link *for Microsoft Dynamics™ GP*

User's Guide



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This document applies to Maximizer CRM 10 Accounting Link.

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CHAPTER 1

Introduction

In this chapter...

You cannot use Accounting Link with MaxExchange Remote Workstations.

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

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

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

Configuration

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

CHAPTER 2

Installing Accounting Link

In this chapter...

Pre-Installation Steps for Accounting Link

During the installation of Accounting Link, the installer prompts for login information to the Microsoft Dynamics GP database. This information is used to verify a connection to the SQL server hosting the Microsoft Dynamics GP database. The first time Maximizer is launched after the installation of Accounting Link, Maximizer will prompt again for this information.

The user account you specify for the eConnect portion of the installation must be a Domain user account that is a part of the DynGroup role for the Microsoft Dynamics GP Company and DYNAMICS database. This user account must be a COM+ user account.

In addition, Distributed Transaction Coordinator (DTC) and Microsoft Message Queueing (MSMQ) must be enabled on the Microsoft Dynamics GP server and the workstation on which Accounting Link is being installed. Note that you can install eConnect before MSMQ, but the eConnect services will not start until MSMQ is available. Note also that DTC requires configuration.

You must set up a functional currency for the Microsoft Dynamics GP company that Accounting Link will be connecting to, even if multicurrency is not being used. For information on setting up a functional currency, refer to the Microsoft Dynamics GP documentation.

For complete instructions on enabling these services and configuring DTC for eConnect, please refer to your eConnect Install Administrator's Guide (eConnectInstallAdminGuide.PDF).

Installing Accounting Link

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

➤ To install Maximizer Accounting Link for Microsoft Dynamics GP

1. Insert the Maximizer Accounting Link for Microsoft Dynamics GP CD into the CD-ROM drive.

   The installation wizard runs automatically.

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

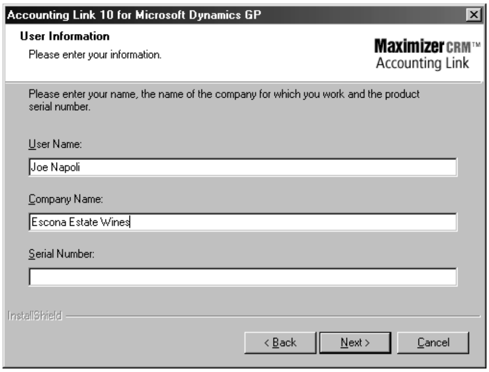
2. Select **Install Accounting Link for Microsoft Dynamics GP**.

   The InstallShield Wizard starts.

3. Click **Next**.

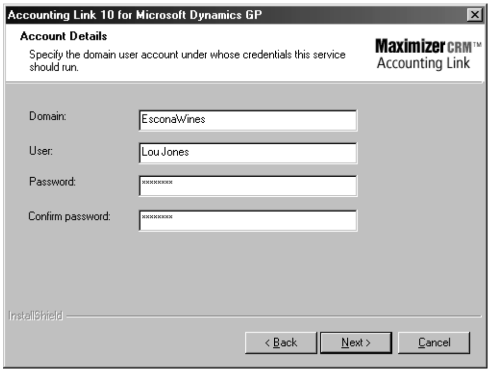
4. Read the License Agreement, and select **I accept the terms of the license agreement,** and click **Next**.

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

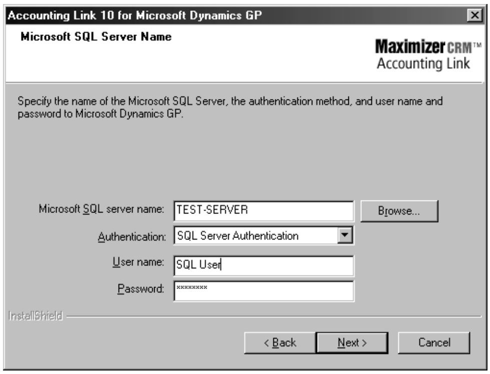


6. Read the Release Notes, and click **Next**.

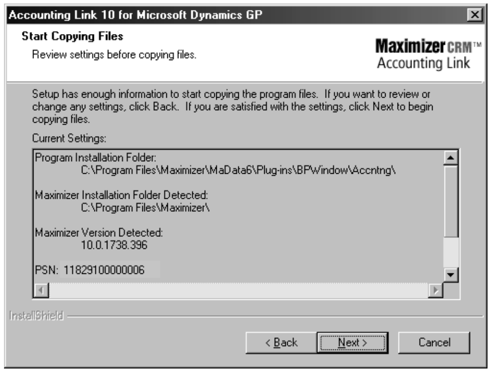
7 Enter the Windows login credentials for the domain user to connect through eConnect to the Dynamics GP server (SQL server).



8 Enter the SQL login credentials for Accounting Link to connect to the Dynamics GP server.



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



The wizard displays an installation progress indicator.

CHAPTER 3

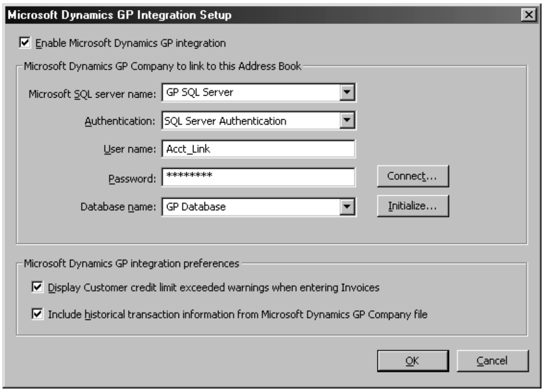
Configuring the Accounting Link for Remote Operation

In this chapter...

Setting Accounting Link Preferences

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

1. In Maximizer, select **File** > **Preferences**, and click the **Accounting Setup** button.



2. Select the **Enable Microsoft Dynamics GP Integration** checkbox.
3. Select the SQL server that is hosting the Dynamics GP database.
4. Select the type of **Authentication** you are using.
5. Enter the **User name** and **password** for the selected SQL server and click the **Connect** button. This connects to the SQL server and a list of available databases appears in the Database name field.
6. Once you have successfully connected to the SQL server, select the database you are using with Accounting Link from the **Database name** field and click the **Initialize** button. Clicking this button verifies you have chosen a valid Dynamics GP database for integration with Accounting Link.

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

   For instructions on using Accounting Link, refer to "Using Accounting Link" on page 15.

CHAPTER 4

Providing Accounting Rights to Maximizer Users

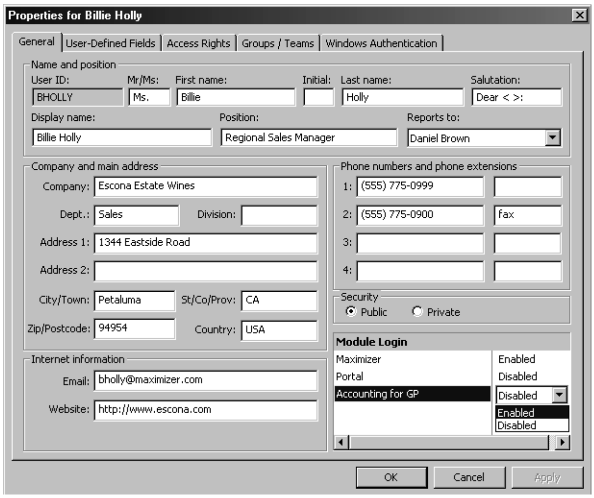
In this chapter...

Enabling Accounting Module Access

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

➤ To enable accounting module access for a user

1. Log into the Address Book in Administrator.
2. Select **File** > **Users**.
3. Select the user to grant accounting privileges, and click **Properties**.
4. In the **Module Login** section of the **General** tab, set the Accounting module to **Enabled**.



5. Click **OK**.

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

Adding Users to the Accounting Security Group

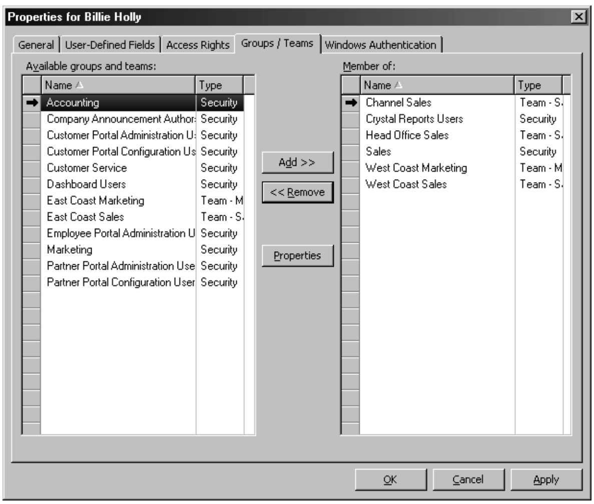
For more information about user and group security, refer to your Maximizer Administrator documentation.

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

You can add multiple users to the security group by selecting File > Security Groups and Teams, selecting the Accounting security group and clicking Properties, clicking the Members tab, and then adding users to the group.

➤ To add a user to the Accounting security group

1. Log into the Address Book in Administrator.
2. Select **File** > **Users**.
3. Select the user to grant accounting privileges, and click **Properties**.
4. Click the **Groups/Teams** tab.
5. Select the **Accounting** security group from the **Available groups and teams** list, and click **Add**.



The Accounting security group now appears in the Member of list.

6. Click **OK**.

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

Granting Accounting Permissions

Delete permissions are not available for accounting transactions.

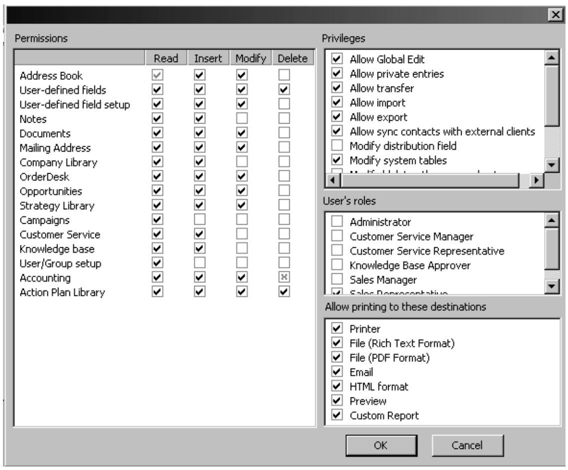
Accounting permissions control whether users can read, insert, or modify accounting transactions.

For more information about user and group security, refer to your Maximizer Administrator documentation.

➤ To grant accounting permissions to a user

1. Log into the Address Book in Administrator.
2. Select **File** > **Users**.
3. Select the user to grant accounting privileges, and click **Properties**.
4. Click the **Access Rights** tab.
5. Click the **Modify User Access Settings** button.
6. In the **Permissions** group, select any of the Accounting rights, as appropriate for the user, and click **OK**.
7. Click **OK** to close the user properties dialog box.

The Delete permission for Accounting is disabled because Accounting Link cannot delete transactions from the accounting database.



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

CHAPTER 5

Using Accounting Link

In this chapter...

Connecting to Dynamics GP with Maximizer

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

Linking Address Book Entries

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

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

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

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

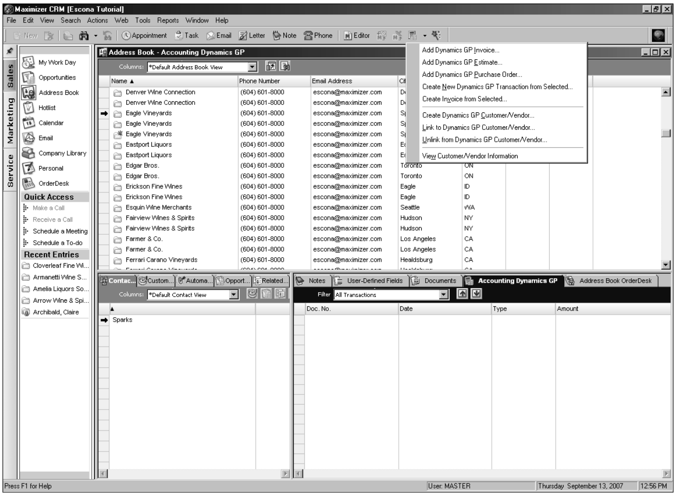
➤ To link an Address Book entry to Dynamics GP

1. Open your Maximizer **Address Book**.
2. Select the **Company** or **Individual** to link with Dynamics GP.

   – or –

   If the Company or Individual exists in Dynamics GP, but not in Maximizer, create a new Address Book entry in Maximizer.
3. In Maximizer, click on the Accounting Link button on the toolbar to open the Accounting drop-down menu and select **Link to Dynamics GP Customer/Vendor**.

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



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

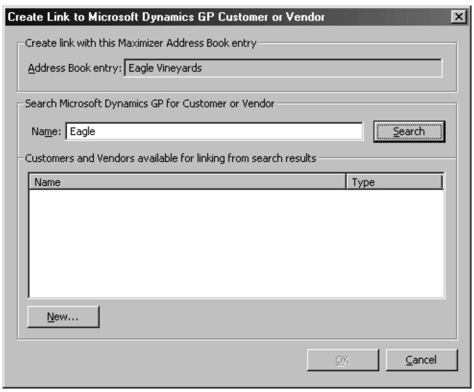
4 Click **Search** to display a list of matching customers and/or vendors, if any.

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

If you were able to complete this step, then skip the remainder of this procedure. The records are linked, and you can create purchase orders (vendors) or invoices and quotes (customers) for that Company or Individual.

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

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



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

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

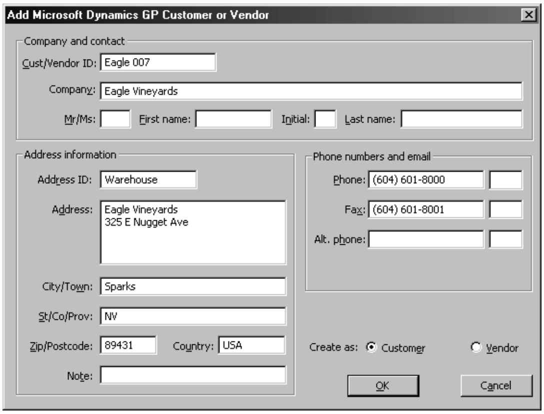
– or –

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

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

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

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



Creating Invoices, Quotes, and Purchase Orders

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

- To create an invoice or quote, the Address Book entry must be linked to a customer record.
- To create a purchase order, the Address Book entry must be linked to a vendor record.

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

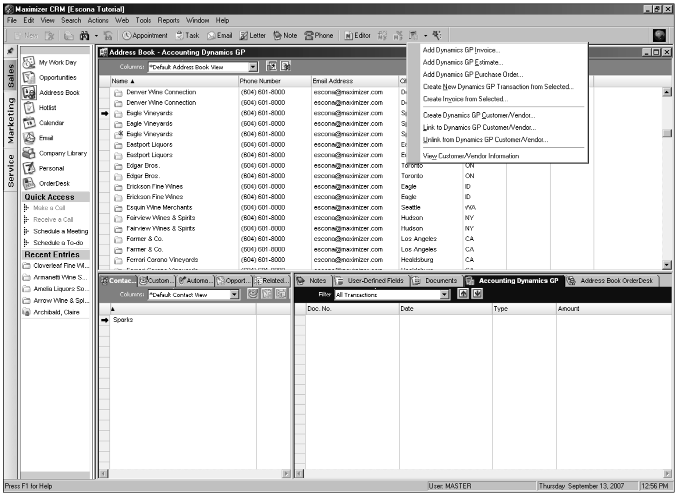
Each time an invoice, a quote, or a purchase order is created or modified, a note is logged in Maximizer.

➤ To create an invoice, quote, or purchase order

1. In Maximizer, open the **Address Book** and select the Company or Individual to create a transaction for.
2. Ensure that the Address Book entry is linked to the Dynamics GP database. If it isn't, refer to "Linking Address Book Entries" on page 16 before proceeding with this procedure.

These menu items are also available from the shortcut menu and the Edit menu in the Accounting following window.

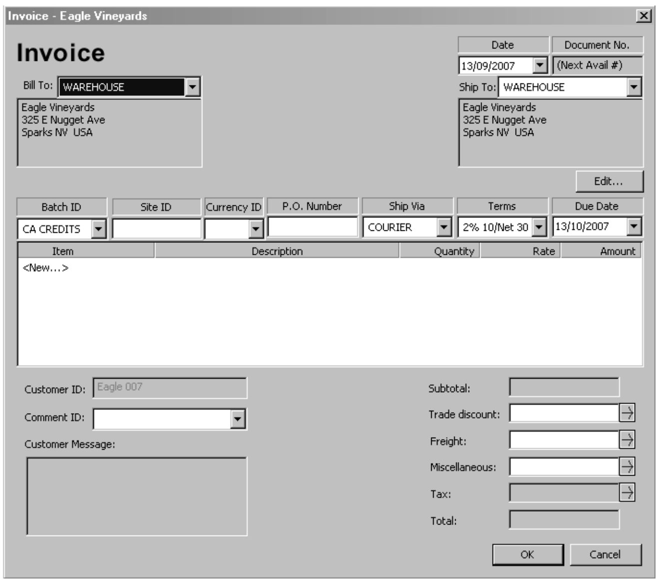
3 Open the Accounting drop-down menu, and select **Add Dynamics GP Invoice, Add Dynamics GP Quote, or Add Dynamics GP Purchase Order**.



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

You cannot enter a value in the Invoice #, quote #, or P.O. Number field. When you click OK, the number is assigned automatically and the value is then read-only.

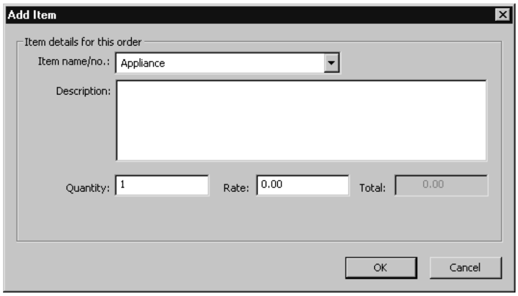
4 In the **Item** column, click on **New**.



For detailed information about any of these fields, select the dialog box, and press F1.

5. In the Add Item dialog box, select the **Item name/number** from the drop-down list.

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



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

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

   The transaction has now been created in both Maximizer and Dynamics GP, and Maximizer creates a history note in the Notes window of the Address Book. You can also view the invoice, quote, or purchase order from the Accounting tab of the Maximizer Address Book following window, as described on page 25.

Creating a New Transaction Based on an Existing One

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

➤ To create a new transaction based on an existing transaction

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

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

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

Click the **Accounting** drop-down menu, and select **Create New Dynamics GP Transaction from Selected**.

– or –

Select **Edit** > **Create New Dynamics GP Transaction from Selected**.

– or –

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

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

You cannot enter a value in the Invoice #, Quote #, or P.O. Number field. When you click OK, the number is assigned automatically and the value is then read-only.

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

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

4. Click **OK**.

   The transaction has now been created in both Maximizer and Dynamics GP, and Maximizer creates a history note in the Notes window of the Address Book. You can also view the invoice, quote, or purchase order from the Accounting tab of the Maximizer Address Book following window, as described on page 24.

Creating an Invoice from a Quote

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

➤ To create a new invoice based on an existing quote

1. In Maximizer, open the **Address Book** and select the Company or Individual for whom to create an invoice.
2. Open the **Accounting** following window, and select the quote to use as the basis for the new transaction.

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

3 Click the **Accounting** drop-down menu, and select **Create Invoice from Selected**.

– or –

Select **Edit** > **Create Invoice from Selected**.

– or –

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

– or –

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

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

You cannot enter a value in the Invoice # field. When you click OK, the number is assigned automatically and the value is then read-only.

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

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

5 Click **OK**.

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

Viewing Invoices, Quotes, and Purchase Orders

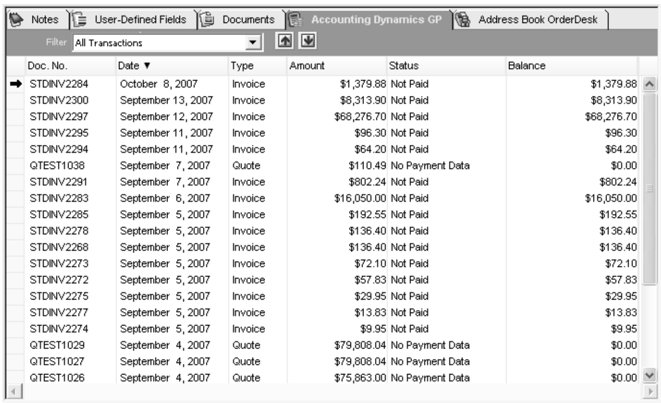
You can view existing invoices, quotes, and/or purchase orders for a customer or vendor from within Maximizer, even if the transaction was not created in Maximizer. When you link a Maximizer Address Book entry to a customer or vendor, existing invoices, quotes, or purchase orders display in Maximizer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

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

➤ To view an invoice, quote, or purchase order

1. In Maximizer, open the Address Book and select the Company or Individual for whom to view a transaction.
2. Click the **Accounting** tab.
3. Open the **Filter** drop-down list, and select **Invoices**, **Quotes**, **Purchase Orders**, or **All Transactions**

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



Doc. No.	Date ▼	Type	Amount	Status	Balance
STDINV2284	October 8, 2007	Invoice	$1,379.88	Not Paid	$1,379.88
STDINV2300	September 13, 2007	Invoice	$8,313.90	Not Paid	$8,313.90
STDINV2297	September 12, 2007	Invoice	$68,276.70	Not Paid	$68,276.70
STDINV2295	September 11, 2007	Invoice	$96.30	Not Paid	$96.30
STDINV2294	September 11, 2007	Invoice	$64.20	Not Paid	$64.20
QTEST1038	September 7, 2007	Quote	$110.49	No Payment Data	$0.00
STDINV2291	September 7, 2007	Invoice	$802.24	Not Paid	$802.24
STDINV2283	September 6, 2007	Invoice	$16,050.00	Not Paid	$16,050.00
STDINV2285	September 5, 2007	Invoice	$192.55	Not Paid	$192.55
STDINV2278	September 5, 2007	Invoice	$136.40	Not Paid	$136.40
STDINV2268	September 5, 2007	Invoice	$136.40	Not Paid	$136.40
STDINV2273	September 5, 2007	Invoice	$72.10	Not Paid	$72.10
STDINV2272	September 5, 2007	Invoice	$57.83	Not Paid	$57.83
STDINV2275	September 5, 2007	Invoice	$29.95	Not Paid	$29.95
STDINV2277	September 5, 2007	Invoice	$13.83	Not Paid	$13.83
STDINV2274	September 5, 2007	Invoice	$9.95	Not Paid	$9.95
QTEST1029	September 4, 2007	Quote	$79,808.04	No Payment Data	$0.00
QTEST1027	September 4, 2007	Quote	$79,808.04	No Payment Data	$0.00
QTEST1026	September 4, 2007	Quote	$75,863.00	No Payment Data	$0.00

Viewing Accounting Details about a Customer or Vendor

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

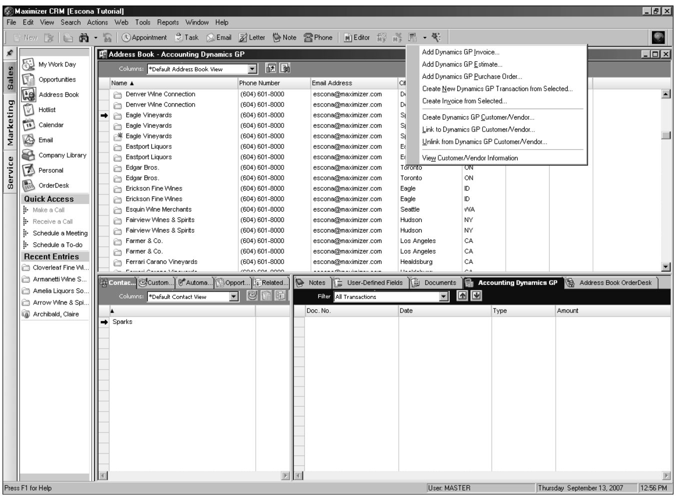
- customer balance
- aged analysis (30-, 60-, or 90-day balances)
- credit limit
- remaining available credit

➤ To view Dynamics GP accounting details

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

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

2. Open the Accounting drop-down menu, and select **View Customer/Vendor Info**.

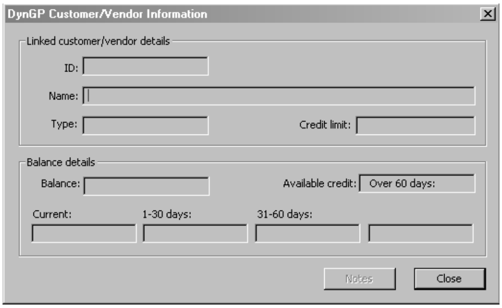


   The Customer/Vendor Information dialog box opens. It contains the accounting details for the selected Company or Individual.

3. View the accounting details in the dialog box.

4. You can click the **Notes** button to view or add additional information about the customer or vendor.

5 Click **Close**.



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