



Microsoft Dynamics® GP
Rapid Implementation Tools
May 6, 2011

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Introduction

You can use the Rapid Implementation Tools for Microsoft Dynamics® GP to shorten deployment time and to reduce the time to perform for routine implementation tasks. When you install the Rapid Implementation Tools, you can select to install the Rapid Migration Tool, the Rapid Configuration Tool, or both tools.

- The Rapid Configuration Tool allows you to enter basic setup information (configuration) and to import the information into a Microsoft Dynamics GP company database.
- The Rapid Migration Tool allows you to import and convert Intuit QuickBooks or Sage Peachtree data to use with Microsoft Dynamics GP.

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Send us your documentation comments](#)



What's in this manual

This manual provides guidelines for installing and using the Rapid Implementation Tools. The manual is divided into the following parts:

- [Part 1, Rapid Implementation Tools installation](#), describes how to install Rapid Implementation Tools for Microsoft Dynamics GP.
- [Part 2, Rapid Migration Tool](#), describes how to prepare your data and tasks you must perform before you migrate your data. Tasks that you need to perform after you migrate your data are also described.
- [Part 3, Rapid Configuration Tool](#), describes the steps you need to perform before and after you configure your data
- [Part 4, Configurations for Microsoft Dynamics GP](#), describes how to create, modify, and save configurations for the Microsoft Dynamics GP Rapid Implementation Tools.

Symbols and conventions

This documentation uses the following symbols and conventions to make specific types of information stand out.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Part 1: Rapid Implementation Tools installation

This part contains information about how to install the Rapid Implementation Tools for Microsoft Dynamics GP. When you install the Rapid Implementation Tools, you can select which tools you install. However, the Rapid Migration Tool should not be installed without additionally installing the Rapid Configuration Tool.

The following information is discussed.

- [Chapter 1, "Installation,"](#) provides instructions for installing Rapid Implementation Tools.

Chapter 1: Installation

Use this information to install the Rapid Implementation Tools for Microsoft Dynamics GP. When you install the Rapid Implementation Tools, you can select to install the Rapid Migration Tool, the Rapid Configuration Tool, or both tools. If you're installing the Rapid Migration Tool, we recommend that you also install the Rapid Configuration Tool.



You must uninstall your previous version of the Rapid Implementation Tools before installing the latest version of the tool.

The information is divided into the following sections.

- [System requirements](#)
- [Rapid Implementation Tools features](#)
- [Installing the Rapid Implementation Tools](#)
- [Adding a Rapid Implementation Tools feature](#)

System requirements

The following is a list of system requirements if you want to use the Rapid Migration Tool and the Rapid Configuration Tool. For current system requirements for Rapid Implementation Tools, see <http://go.microsoft.com/fwlink/?LinkID=111820>.

Item	Requirements
Microsoft [®] SQL Server [®]	Microsoft SQL Server 2000 Microsoft SQL Server 2005 Microsoft SQL Server 2005 Express Microsoft SQL Server 2008 Microsoft SQL Server 2008 Express
Operating System	Microsoft Windows Vista [®] Windows Server [®] 2003 Microsoft Windows Server 2008 Microsoft Windows [®] 7 Microsoft Windows XP Note: Only Rapid Implementation Tools for Microsoft Dynamics GP 2010 is supported on 64-bit versions of Windows.
Microsoft Dynamics GP	QuickBooks Microsoft Dynamics GP Release 10.0 Feature Pack 1 or later Microsoft Dynamics GP 2010 (11.00.1270 or later) Peachtree Microsoft Dynamics GP Release 10.00.1424 or later Microsoft Dynamics GP 2010 (11.00.1270 or later)
eConnect for Microsoft Dynamics GP	eConnect for Microsoft Dynamics GP 2010 is required if you are using Rapid Implementation Tools for Microsoft Dynamics GP 2010.
Microsoft Office	Microsoft Office Excel [®] 2007 or Excel 2010
Runtime components	Installing the Rapid Implementation Tools automatically installs the following components, if they are not already on your computer. – Microsoft Visual Studio [®] Tools for the Office system 3.0 Runtime – Microsoft .NET Framework 3.5 – Windows Installer 3.0

If you want to install the Rapid Implementation Tools to edit configurations and not to use the wizards, SQL Server and Microsoft Dynamics GP don't need to be installed on the computer you are working with.

Depending on the operating system you are using, you can use the Add or Remove Programs control panel or the Programs and Features control panel to verify whether required components are installed on your computer. If a component isn't installed, you can download the component from <http://www.microsoft.com>.

Rapid Implementation Tools features

When you install the Rapid Implementation Tools, you can install the following features.

Rapid Implementation Plug-in for Microsoft Office Helps you edit data in Microsoft Excel . This feature is required for the Rapid Configuration Tool and the Rapid Migration Tool.

Rapid Configuration Tool Allows you to enter basic setup information (configuration) and to import the information into a Microsoft Dynamics GP company.

Rapid Migration Tool Allows you to import and convert Intuit QuickBooks, Peachtree or Excel template data to use with Microsoft Dynamics GP. When you install the Rapid Migration Tool, we recommend that you also install the Rapid Configuration Tool.

Installing the Rapid Implementation Tools

Use the following procedure to install the Rapid Implementation Tools. If you are installing the Rapid Migration Tool feature, be sure to install the Rapid Implementation Tools on the same computer that has Microsoft Dynamics GP, QuickBooks, or Peachtree installed on it.

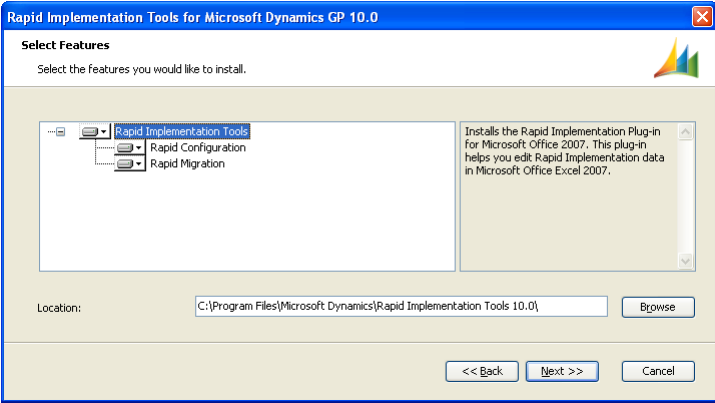


You must uninstall your previous version of the Rapid Implementation Tools before installing the latest version of the tool.




To install the Rapid Implementation Tools:

1. Download the Rapid_Tools.exe from <http://go.microsoft.com/fwlink/?LinkID=111820>.
2. In the folder that you saved it, double-click the Rapid_Tools.exe file.
3. Select a destination folder for the Rapid Implementation Tools installation files, and then click Install.
4. The Component Installation window opens if the following components are not installed on your computer.
 - Windows Installer 3.0
 - Microsoft .NET Framework 3.5
 - Visual Studio Tools for the Office system 3.0 Runtime

5. Click Install to install the missing component or components. After all the components are installed, the installation of Rapid Implementation Tools continues.
6. Follow the instructions in the window to accept the software license agreement. To install Rapid Implementation Tools, you must accept this agreement and click Next.
7. In the Select Features window, select the features to install.



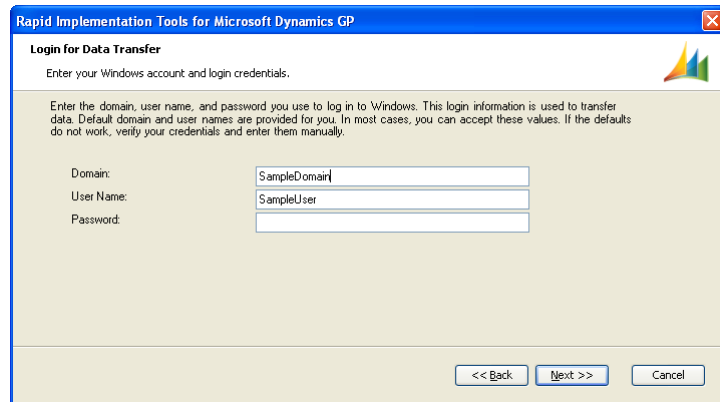
When you click a button for a feature, a pop-up menu of options appears. Refer to the table for more information about each option.

Option	What happens
 Install this feature	The selected feature will be installed on the local hard disk. (This option installs the feature, but not sub-features.)
 Install entire feature	Will install the feature and all of its sub-features.
 Do not install this feature	Will not install the selected feature or sub-features.

8. Specify the folder where you want the Rapid Implementation Tools installed. The default folder is C:\Program Files\Microsoft Dynamics\Rapid Implementation Tools <release>. To select a different folder, click Browse.

After you have specified the installation folder, click Next.

- If you selected the Rapid Migration Tool as a feature, the Login for Data Transfer window opens.



- To migrate data, accept the default domain and user name, and enter the password you use to log in to Microsoft Windows. The domain and user name of the Windows account that you used to log in as are the default entries. The password you enter should be the password of that Windows account.
- Click Next.
- In the Installation Program window, click Install.
A progress window appears, where you can view the status of the installation.
- In the Installation Complete window, click Exit.

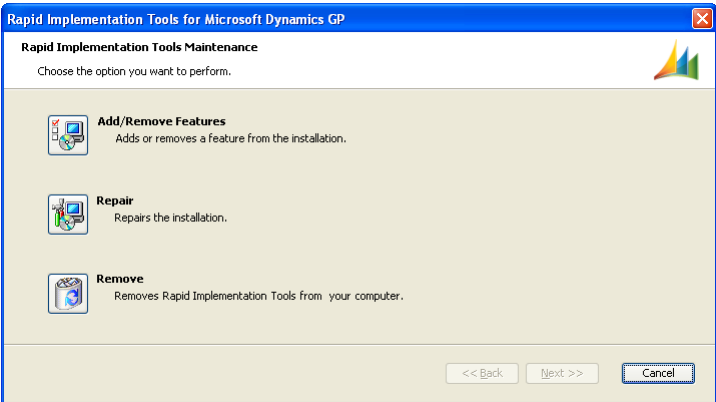
Adding a Rapid Implementation Tools feature

Use the installation wizard to add a feature from your Rapid Implementation Tools installation.

To add a Rapid Implementation Tools features:




- Start the installation wizard. You can use either of the following methods.
 - If you are using Windows XP or Windows Server 2003, open the Add or Remove Programs control panel, and select Rapid Implementation Tools for Microsoft Dynamics GP. Click Change to open the Rapid Implementation Tools Maintenance window.
—or—
 - If you are using Windows Vista or Windows Server 2008, open the Control Panel and double-click Programs and Features. Select Rapid Implementation Tools for Microsoft Dynamics GP. Click Change to open the Rapid Implementation Tools Maintenance window.
—or—
 - If you're using Windows 7, choose Start > Control Panel > Uninstall a program. Select Rapid Implementation Tools for Microsoft Dynamics GP.

Click Change to open the Rapid Implementation Tools Maintenance window.



2. Click Add/Remove Features.
3. In the Select Features window, select the features to install. When you install a new feature, you won't reinstall features that have been installed previously.

When you click a button for a feature, a pop-up menu of options appears. Refer to the table for more information about each option.

Option	What happens
 Install this feature	The selected feature will be installed on the local hard disk. (This option installs the feature, but not the sub-features.)
 Install entire feature	Will install the feature and all of its sub-features.
 Do not install this feature	Will not install the selected feature or sub-feature. Select to uninstall a feature or sub-feature.

After you have specified the feature or features, click Next.

4. In the Install Program window, click Install.
A progress window appears, where you can view the status of the installation.
5. In the Installation Complete window, click Exit.

Part 2: Rapid Migration Tool

The Rapid Migration Tool simplifies the migration of Intuit QuickBooks, Sage Peachtree or Microsoft Excel template data to Microsoft Dynamics GP. You can migrate master records, transactions, and key configuration settings such as shipping methods and payment terms. You also can review and edit information before you complete the migration.

The following topics are discussed:

- [Chapter 2, “Before you migrate your data.”](#) describes the steps you need to perform before you migrate your QuickBooks, Peachtree or Excel template data.
- [Chapter 3, “Prepare your QuickBooks data.”](#) describes the steps to prepare your QuickBooks data for migration.
- [Chapter 4, “Prepare your Peachtree data.”](#) describes the steps to prepare your Peachtree data for migration.
- [Chapter 5, “Prepare your Excel template data”](#) describes the steps to prepare Microsoft Excel template data for migration
- [Chapter 6, “Migration Troubleshooting.”](#) provides troubleshooting information.
- [Chapter 7, “After you migrate.”](#) describes the tasks you need to perform after you migrate your QuickBooks or Peachtree data.

Chapter 2: Before you migrate your data

We recommend that you review the following information and complete the following tasks before you migrate your existing accounting system's data to a Microsoft Dynamics GP company database.

- [System requirements](#)
- [Configuring for Excel template migration](#)
- [Account format](#)
- [IDs in Microsoft Dynamics GP](#)
- [Before using the Rapid Migration Tool](#)
- [Using the Rapid Migration Tool with UAC activated](#)

System requirements

The following components must be installed before you can use the Rapid Migration Tool wizard to enter the basic setup information. Be sure that your existing accounting system, Microsoft Dynamics GP, and the Rapid Migration Tool are installed on the same computer.

Check <http://go.microsoft.com/fwlink/?LinkID=11182> for the most recent requirements.

Item	Requirements
Microsoft SQL Server [®]	Microsoft SQL Server 2000 Microsoft SQL Server 2005 Microsoft SQL Server 2005 Express Microsoft SQL Server 2008 Microsoft SQL Server 2008 Express
Operating System	Microsoft Windows Vista [®] Microsoft Windows Server [®] 2003 Microsoft Windows Server 2008 Microsoft Windows [®] XP Microsoft Windows 7 Note: Only Rapid Implementation Tools for Microsoft Dynamics GP 2010 is supported on 64-bit versions of Windows.
QuickBooks	http://go.microsoft.com/fwlink/?LinkID=111820 For the current list of supported QuickBooks versions.
Peachtree	http://go.microsoft.com/fwlink/?LinkID=111820 For the current list of supported Peachtree versions
Microsoft Dynamics GP	QuickBooks Microsoft Dynamics GP Release 10.0 Feature Pack 1 or later Microsoft Dynamics GP 2010 (11.00.1270 or later) Peachtree Microsoft Dynamics GP Release 10.00.1424 or later Microsoft Dynamics GP 2010 (11.00.1270 or later)
Microsoft Office	Microsoft Office Excel [®] 2007 or Excel 2010
eConnect for Microsoft Dynamics GP	eConnect for Microsoft Dynamics GP 2010 is required if you are using Rapid Implementation Tools for Microsoft Dynamics GP 2010.

Depending on the operating system you are using, you can use the Add or Remove Programs control panel or the Programs and Features control panel to verify whether these components are installed on your computer. If a Microsoft component isn't installed, you can download the component from <http://www.microsoft.com>.

Configuring for Excel template migration

In order for your Excel template data to migrate properly in Microsoft Dynamics GP, you must first enter module setup information in Microsoft Dynamics GP. You can do this through the Rapid Configuration Tool or by using the Setup Checklist window (Microsoft Dynamics GP menu>> Tools >> Setup >> Setup Checklist).



If you are unfamiliar with Microsoft Dynamics GP, we recommend using Rapid Configuration to guide you through the setup information necessary.

Account format

When you install Microsoft Dynamics GP, you'll specify an account format. It's important that the account format be designed to meet both the current and future needs of the company you're migrating, since the changes you can make to the account format after you've started using Microsoft Dynamics GP are limited.

You should plan the different categories of information you want each segment of the account to represent. For example, if you want to use one segment each for the location, department, account, subaccount, and detail, you can set up the account format to include five segments. The location might identify an individual store within the company, and the department might represent the departmental divisions within the company. The main account segment should identify the type of account: an asset account, an expense account, and so on.

QuickBooks

During the migration to Microsoft Dynamics GP, you can convert your QuickBooks account number to segments in the account format in Microsoft Dynamics GP. If you used sub-accounts in QuickBooks, you can use segments to represent the sub-accounts' relationship to the former parent accounts.

Peachtree

During the migration to Microsoft Dynamics GP, you can convert your Peachtree account number to segments in the account format in Microsoft Dynamics GP. If your Peachtree account numbers used hyphens to separate segments, these are interpreted as separate segments by the Rapid Migration Tool.



Be sure that the maximum segment length in the Microsoft Dynamics GP account framework is greater than the maximum account length in QuickBooks. If the maximum segment length in the Microsoft Dynamics GP account framework is smaller than the maximum account length in QuickBooks, you must uninstall and reinstall Microsoft Dynamics GP and create an account framework that uses at least seven characters for each segment. When you uninstall Microsoft Dynamics GP, you must delete the DYNAMICS database and your company databases from Microsoft SQL Server before you reinstall Microsoft Dynamics GP.

IDs in Microsoft Dynamics GP

In Microsoft Dynamics GP, each master record needs to have a unique alphanumeric ID, which is used to retrieve and sort records. (The ID is separate from the name.) When your existing customers, employees, and vendors are exported to Excel workbooks, the Rapid Migration Tool assigns an ID based on the name. For example, customer “John Smith” is assigned customer ID “JOHNSMITH001”. You can modify the IDs in the Excel workbooks to have a more suitable and consistent format, such as SMITH0001, SMITH0002, and so forth before you import the records to Microsoft Dynamics GP. You cannot change an ID after you have completed the migration.

Before you edit the IDs during the migration, consider how best to arrange your current and future information. You should use a consistent number of characters in each ID to help to produce consistent results when printing reports and using lookup windows.

IDs are sorted alphanumerically. The characters are sorted from left to right and numbers take priority over letters. Characters such as # or * take priority over both numbers and letters. To obtain consistent results when sorting records, it’s necessary to use the same number of characters in each one. The following table illustrates a simple example of alphanumeric sorting.

Expected order	Sort results	Sort results when using consistent numbering
A5	A10	A005
A10	A100	A010
A50	A5	A050
A100	A50	A100
B5	B10	B005
B10	B5	B010

Be aware that if you delete or modify master records that are referenced by other master records or transactions, you may have to use the Rapid Migration Tool’s Deleted Records window to designate replacements for the records you deleted or modified. For example, if you change Smith, John to SMITH0001, you have to map the records that reference Smith, John to SMITH0001. You also can use this window to restore deleted records.

Before using the Rapid Migration Tool

1. Back up your DYNAMICS database and all company databases in Microsoft Dynamics GP.
2. You should make at least one complete backup of your existing accounting system’s data.
3. Be sure that all the other companies in your existing accounting system are closed except the company that you are migrating data from.
4. If you are migrating from QuickBooks, you must keep your existing accounting system open to migrate data, but close any open windows in your accounting system.

If you are migrating from Peachtree, Peachtree can be open and running with the company you are migrating. However, for improved performance, we recommend that you close Peachtree.

If you are migrating from an Excel template, Excel must be closed.

Using the Rapid Migration Tool with UAC activated

User Account Control (UAC) is an enhanced security feature in Windows Vista, Windows 7, and Windows Server 2008. UAC is activated by default. To migrate your data on a computer when UAC is active, use one of the following methods:

- Start the Rapid Migration Tool. You will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.
- Start the Rapid Migration Tool before you start your existing accounting system. When you reach the Company and Profile Selection window in the tool, select the company, profile, and the location of the company file. Start your existing accounting system and select the company you want to migrate. Then, click Next to continue with the migration

Chapter 3: Prepare your QuickBooks data

We recommend that you review the following information and complete the following tasks necessary to prepare your Intuit QuickBooks data for migration to a Microsoft Dynamics GP company database.

- [Back up your QuickBooks data](#)
- [Accounts](#)
- [Undeposited funds](#)
- [Vendors](#)
- [Customers](#)
- [Account balances](#)
- [Employees](#)

Back up your QuickBooks data

You should make at least one complete backup before and after you prepare your QuickBooks data for the migration. It's a good idea to name each backup differently from your other backups.

Accounts

All accounts must have account numbers, including accounts with zero balances. If you've manually added accounts to the chart of accounts, those accounts won't have account numbers. To add account numbers to your accounts, be sure that you are using account numbers as a company-wide preference (Edit menu >> Preferences >> Accounting >> Company Preferences).



Account numbers are automatically assigned to accounts without account numbers during the migration. We recommend that you assign your own account numbers to the accounts without account numbers before you migrate your data.

You should review your accounts by printing the Account Listing report for the following issues. These issues prevent you from exporting data from QuickBooks.

- Account numbers that use special characters.
- Account numbers assigned to more than one account.
- The Sales Tax Payable account isn't in your chart of accounts and you are using sales tax.
- The Inventory Asset account isn't in your chart of accounts and you are tracking the current value of your inventory.

If you found issues with your account numbers, use the Edit Account window to correct those issues. If you need to add the Sales Tax Payable account and the Inventory Asset account, use the Add New Account window. Be sure to use Sales Tax Payable and Inventory Asset as the names of those accounts.



When assigning new account numbers, we recommend that you leave at least ten numbers between each of the accounts that you set up to allow you to add accounts as your business expands. For example, if you have income accounts 45050 and 45100, you later can add account 45060.

Undeposited funds

When you receive payments from customers using QuickBooks, typically the Undeposited Funds account is debited. Once you deposit the payment, the Undeposited Funds account is credited and the cash account associated with the deposit is debited. An Undeposited Funds account isn't used in Microsoft Dynamics GP. The checkbook or cash account is debited directly for cash receipts.

We recommend that you deposit as many receipts as possible. If you can't deposit receipts, you will need to clear the Undeposited Funds account by entering a journal entry. The entry must credit the Undeposited Funds account for its balance and debit the cash account. You can enter the journal entry in QuickBooks before you migrate or Microsoft Dynamics GP after you migrate.

Vendors

You should process as many open transactions as possible, such as paying outstanding bills and closing open purchase orders.

Be sure that transactions don't have negative amounts. If a negative document amount exists, an error occurs when importing data to a Microsoft Dynamics GP company.

Purchase orders

In QuickBooks, you can receive against a drop-ship purchase order, but you don't have to invoice against it at the same time. In Microsoft Dynamics GP, you can't receive against a drop-ship purchase order. You can only invoice against a drop-ship purchase order.

Drop-ship purchase orders with items received, but **not** billed aren't migrated. A purchase order won't be migrated if a drop-ship item has been billed and another drop-ship item hasn't been billed. For example, a purchase order has ten line items. You won't be able to migrate the purchase order if you received four items, but haven't billed for the those items. If you have received four items and billed for those items, you can migrate the purchase order.

You will have to reenter a drop-ship purchase order and its associated receipts if a purchase order was partially received. You'll use the Purchase Order Entry window and the Purchasing Invoice Entry window in Microsoft Dynamics GP to enter the drop-ship purchase order and its receipts.

Be sure that vendors are assigned to purchase orders and that the items assigned to the purchase orders don't have negative rates (costs).

Sales tax transactions

The balances for vendors assigned to the Tax agency type in QuickBooks aren't migrated to Microsoft Dynamics GP. A transaction for a tax agency vendor is created for the appropriate tax collection service when an invoice with sales tax is saved. For each tax agency vendor, you'll need to enter an invoice for the sales tax using the Payables Transaction Entry window in Microsoft Dynamics GP.

You should print the Sales Tax Summary report so you can create an invoice in Microsoft Dynamics GP to debit the Sales Tax Payable account and credit the Accounts Receivable account.

Customers

You should process as many open transactions as possible, such as applying payments to invoices and depositing payments. Payments received, but not applied against invoices aren't migrated.

Be sure that transactions don't have negative amounts. If a negative document amount exists, an error occurs when importing data to a Microsoft Dynamics GP company.

Payments

If you can't apply or deposit payments, you must enter these payments as cash receipts in Receivables Management. Since the account balances for the corresponding transactions will be already posted, you can't post the cash receipts to General Ledger.

Finance charges

Finance charges that you have entered for customers aren't migrated to Microsoft Dynamics GP. You should print a report, such as the Custom Transaction Detail report, to list the outstanding finance charges that you'll have to enter in Microsoft Dynamics GP after you migrate.

Statement charges

Statement charges aren't migrated to Microsoft Dynamics GP. You should print a report, such as the Statement Charges for All Customers report, to list the outstanding statement charges that you'll have to enter in Microsoft Dynamics GP after you migrate.

Credit card numbers

Credit card numbers that you have assigned to your customers are masked during the migration. For example, a customer has a credit card number of 23456678. That number is displayed as xxxx6678 after you migrate to Microsoft Dynamics GP. You will need to reenter credit card numbers using the Customer Maintenance Options window in Microsoft Dynamics GP.

Account balances

Reconcile bank accounts and statements before migrating. The current amounts for credit cards, cash, and checkbooks are migrated.

Employees

You should review your employees by printing the Employee Contact List report for the following issues. These issues prevent you from exporting data from QuickBooks.

- Employees that don't have first names.
- Employees that don't have last names.
- Employees that don't have Social Security numbers.

Chapter 4: Prepare your Peachtree data

We recommend that you review the following information and complete the following tasks necessary to prepare your Peachtree data for migration to a Microsoft Dynamics GP company database.

- [Back up your Peachtree data](#)
- [Accounts](#)
- [Vendors](#)
- [Customers](#)
- [Account balances](#)
- [Fixed assets](#)
- [Employees](#)

Back up your Peachtree data

You should make at least one complete backup before and after you prepare your Peachtree data for the migration. It's a good idea to name each backup differently from your other backups.

Accounts

You should review your accounts by printing the Chart of Accounts report for the following issues. These issues prevent you from exporting data from Peachtree.

- Account numbers that use special characters.
- Account numbers assigned to more than one account.
- The Sales Tax Payable account isn't in your chart of accounts and you are using sales tax.
- The Inventory Asset account isn't in your chart of accounts and you are tracking the current value of your inventory.

If you found issues with your account numbers, use the View and Edit Accounts option to correct those issues. If you need to add the Sales Tax Payable account and the Inventory Asset account, select New to open the Maintain Chart of Accounts window. Be sure to use Sales Tax Payable and Inventory Asset as the names of those accounts.



When assigning new account numbers, we recommend that you leave at least ten numbers between each of the accounts that you set up to allow you to add accounts as your business expands. For example, if you have income accounts 45050 and 45100, you later can add account 45060.

Vendors

You should close as many open transactions as possible, such as paying outstanding bills and closing open purchase orders.

Be sure that transactions don't have negative amounts. If a negative document amount exists, an error occurs when importing data to a Microsoft Dynamics GP company.

Purchase orders

You should complete and process as many posted purchase orders with open items on them as possible. If you have drop-ship purchase orders, they must have a customer order assigned to them. Otherwise the drop-ship purchase orders will not be migrated.

Be sure that vendors are assigned to purchase orders and that the items assigned to the purchase orders don't have negative rates (costs).

In Peachtree, you can receive against a drop-ship purchase order, but you don't have to invoice against it at the same time. In Microsoft Dynamics GP, you can't receive against a drop-ship purchase order. You can only invoice against a drop-ship purchase order.

Partially completed purchase orders are treated as two separate transactions. The remaining open items will be migrated to Microsoft Dynamics GP, while the remaining fulfilled items will be considered closed and not migrated. In some cases in which perpetual costing is used, you might need to modify the document manually to make the costing values match.

Customers

You should process as many open transactions as possible, such as applying payments to invoices and depositing payments. Payments that are received but not applied against invoices aren't migrated.

Be sure that transactions don't have negative amounts. If a negative document amount exists, an error occurs when importing data to a Microsoft Dynamics GP company.

Customer addresses

Customers with multiple address are migrated using the Bill To address as the primary account address. You should print the Customer Master List report and use it as your guide to enter additional customer addresses in Microsoft Dynamics GP after you migrate.

Finance charges

Finance charges that you have entered for customers aren't migrated to Microsoft Dynamics GP. You should print a report, such as the Customer Ledgers report, to list the outstanding finance charges that you'll have to enter in Microsoft Dynamics GP after you migrate.

Credit limits

Customer credit limits aren't migrated. You should print a Customer Management Detail report so you can enter these limits into Microsoft Dynamics GP after you migrate.

Credit card numbers

Credit card numbers that you have assigned to your customers are not migrated. You will need to reenter credit card numbers using the Customer Maintenance Options window in Microsoft Dynamics GP.

Sales documents

Open sales documents (invoices and orders) are migrated from Peachtree to Microsoft Dynamics GP. Proposals and Sales Quotes are not migrated.

Sales order items must be shipped before they can be migrated to Microsoft Dynamics GP. If you can't ship an item before you migrate, enter a sales order for the item in Microsoft Dynamics GP after the migration is completed.

Account balances

Deposit and apply all undeposited funds. Reconcile bank accounts and statements before migrating. The current amounts for credit cards, cash, and checkbooks are migrated.

Fixed assets

Migration of fixed assets data is not supported by the Rapid Migration Tool.

Employees

You should review your employees by printing the Employee List report for the following issues. These issues prevent you from exporting data from Peachtree. All employees must have a Social Security number. Payroll data is not migrated.

- Employees that don't have first names.
- Employees that don't have last names.
- Employees that don't have Social Security numbers.

Chapter 5: Prepare your Excel template data

We recommend that you review the following information and complete the following tasks necessary to prepare your Microsoft Excel data for migration to a Microsoft Dynamics GP company database.

- [Configure Microsoft Dynamics GP setup data](#)
- [Back up your data](#)
- [Excel template worksheets](#)

Configure Microsoft Dynamics GP setup data

Before you migrate data from an Excel template, you should first configure Microsoft Dynamics GP setup information. You can use the Rapid Configuration Tool wizard to guide you through the information you'll need, or use the Setup Checklist window as a guide. The important data necessary to migrate are found in the individual module setup areas. For example, you should configure unit of measure schedules and price levels in Microsoft Dynamics GP in order for inventory items and sales transactions to migrate properly from the Excel template.

Back up your data

You should make at least one backup of your original data, the company configuration data you configured, and your template worksheet before and after you prepare your data for the migration. It's a good idea to name each backup differently from your other backups.

Set up a price group

In order for items and transactions to migrate, you must set up a price group in Microsoft Dynamics GP.

1. Open the Price Group Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Price Group)
2. Enter DEFAULT as the identifier and Default Price Group as the description. In order for the item price to migrate with the transactions properly, the price group must be named DEFAULT.
3. Choose Save.

Excel template worksheets

The Excel template is included with the installation of Rapid Migration. It is located in the same location as Microsoft Dynamics GP (Program Files > Microsoft Dynamics > Rapids > Data) named RapidMigrationExcelSourceTemplate.xlsx.

Data to verify in each worksheet

After you've imported your data into the templates, you should go through each worksheet and verify the information. There may be some editing to complete before you migrate it into Microsoft Dynamics GP. Use the Table of contents worksheet to open each worksheet containing imported data and be sure to save your changes often.

- Each worksheet denotes any Microsoft Dynamics GP required fields with an asterisk in the header of those columns. An entry for that column must appear in each row containing a record.
- Validation errors may occur in the worksheet from the import of your data into the template, such as text in column formatted as currency or capitalization that doesn't match the template. Validation errors are indicated by a green triangle in the upper-left corner of a cell. When you select the cell the Trace Error button appears and you can click the arrow next to the button for a list of options. You can also further highlight errors, choose the Data tab, then Data Validation and choose Circle Invalid Data.

Additional verifications you may need to complete in specific worksheets:

Customers Customer addresses are contained in a worksheet separate from the customer records. Be sure each customer record contains at least one Address ID.

Vendors Vendor addresses are contained in a worksheet separate from the vendor records. Be sure each vendor record contains at least one Address ID.

Employees Only employee record information is contained in the template. Payroll data is not migrated.

Item inventory Be sure each item record has a valid U of M Schedule ID and Price Level. These must match those set up for the company when you completed the procedures in the Rapid Configuration.

Accounts Be sure no account numbers use special characters, and that account numbers are not assigned to more than one account. If you're using sales tax, you must be sure there is a Sales Tax Payable account in your chart of accounts and if you're tracking the current value of your inventory, be sure there is an Inventory Asset account in your chart of accounts.

When assigning new account numbers, we recommend that you leave at least ten numbers between each of the accounts that you set up to allow you to add accounts as your business expands. For example, if you have income accounts 45050 and 45100, you later can add account 45060.

Transactions, Sales Orders, Purchase Orders and Receipts Microsoft Dynamics GP requires unique identifiers for each document or transaction type. This includes multiple line documents such as purchase orders or sales invoices containing more than one line item. If your data includes documents containing more than one item, you'll see validation errors on the Excel worksheet. You can correct this by editing the document number in the worksheet to include separate document numbers for each line item. You may want to use a number that indicates this situation, such as PO100L05 for purchase order 100, line 05.

Be sure you've posted open transactions. Any partially completed transactions, such as partially complete purchase orders will require editing. For example, if you have a purchase order for ten widgets and four have been received. If the receipt is posted prior to migrating, your inventory will be correct because the four are received. You will, however, need to edit your purchase order so that only the open quantity of six is on the Excel worksheet rather than the original ten.

Once you've verified your data, you can use the Rapid Migration Tool to import the information into Microsoft Dynamics GP.

Chapter 6: Migration Troubleshooting

The following are issues that prevent your existing accounting system data from being exported or imported. You may need to close the Rapid Migration Tool and correct errors in your existing accounting system. After the corrections are completed, start the Rapid Migration Tool and select the profile to continue the migration.

- [Exporting QuickBooks data](#)
- [Exporting Peachtree data](#)
- [Importing QuickBooks data](#)

Exporting QuickBooks data

The following are issues that prevent QuickBooks data from being exported. You might need to close the Rapid Migration Tool and correct errors in QuickBooks. After the corrections are completed, start the Rapid Migration Tool and select the profile to continue the migration.

Account issues

You should review your accounts by printing the Account Listing report for the following issues. These issues prevent you from exporting data from QuickBooks.

- Accounts with invalid account numbers.
- Account numbers that use special characters.
- Account numbers assigned to more than one account.
- The Sales Tax Payable account isn't in your chart of accounts and you are using sales tax.
- The Inventory Asset account isn't in your chart of accounts and you are tracking the current value of your inventory.

If you found issues with your account numbers, use the Edit Account window to correct those issues.

If you need to add the Sales Tax Payable account, use the Add New Account window. Be sure to enter Sales Tax Payable as the name of the account. If you need to add the Inventory Asset account, use the Add New Account window. Be sure to enter Inventory Asset as the name of the account.



When assigning new account numbers, we recommend that you leave at least ten numbers between each of the accounts that you set up to allow you to add accounts as your business expands. For example, if you have income accounts 45050 and 45100, you later can add account 45060.

Employee issues

You should review your employees by printing the Employee Contact List report for the following issues. These issues prevent you from exporting data from QuickBooks.

- Employees that don't have first names.
- Employees that don't have last names.
- Employees that don't have Social Security numbers.

Double-click an employee in the report to open the Edit Employee window, where you can modify the employee record as necessary.

Purchase order issues

You should review your purchase orders in QuickBooks by printing the Open Purchase Orders report. If a vendor isn't assigned to a purchase order, double-click the purchase order in report to open the Create Purchase Order window.

If a purchase order has a negative rate (cost), you print the Open Purchase Orders report and double-click purchase orders in the report to find the negative rate.

Exporting Peachtree data

The following are issues that prevent Peachtree data from being exported. You might need to close the Rapid Migration Tool and correct errors in Peachtree. After the corrections are completed, start the Rapid Migration Tool and select the profile to continue the migration.

Employee issues

You should review your employees by printing the Employee List report for the following issues. These issues prevent you from exporting data from Peachtree.

- Employees that don't have first names.
- Employees that don't have last names.
- Employees that don't have Social Security numbers.

Double-click an employee in the report to open the Edit Employee window, where you can modify the employee record as needed.

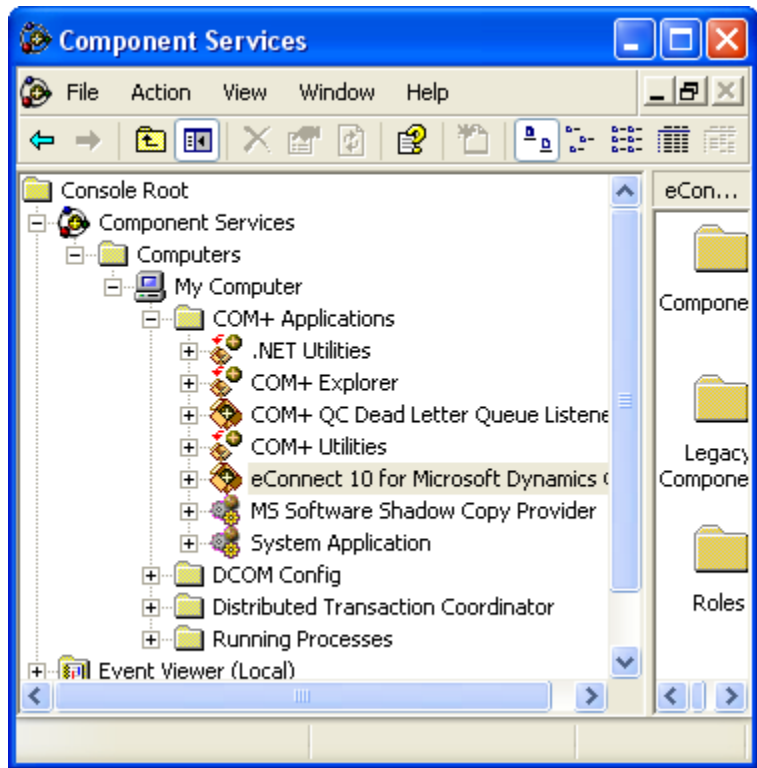
Importing QuickBooks data

The following issue prevents QuickBooks data from being imported to a Microsoft Dynamics GP company. After completing the corrections, start the Rapid Migration Tool and select the profile to continue the migration.

COM Exception occurred during use of eConnect. Most probable reason is insufficient rights on SQL Server.

eConnect is used to transfer data when you migrate. If you changed your computer password, you also need to change the password for eConnect.

1. Open the Component Services.
(Control Panel >> Administrative Tools >> Component Services)
2. Select eConnect <release number> for Microsoft Dynamics GP.
(Expand Component Services >> Computers >> My Computer >> COM+ Applications >> eConnect <release > for Microsoft Dynamics GP)



3. Right-click eConnect <release > for Microsoft Dynamics GP and select Properties.
4. Click the Identity tab and enter the password that you changed for your computer.

Chapter 7: After you migrate

We recommend that you complete the following tasks in Microsoft Dynamics GP after you migrate your data to a Microsoft Dynamics GP company database. Depending on the data that you have migrated, you might not have to perform each task.

- [Company tasks](#)
- [Financial tasks](#)
- [Inventory tasks](#)
- [Sales tasks](#)
- [Purchasing tasks](#)

Company tasks

Complete the following company tasks after you migrate data.

Back up your company data

Only a system administrator can open the Back Up Company window to make backups.

1. Open the Back Up Company window.
(Microsoft Dynamics GP menu >> Maintenance >> Backup)
2. Select the company you want to back up.
3. The path and file name of the backup file are displayed. You can modify the path and file name as needed.
4. Click OK to make the backup. The window will close, and a message will appear when the backup is complete.

Check links for the Multicurrency Setup table

Checking links examines tables, checking corresponding information in related tables and, if possible, changing damaged data to match the corresponding data in an undamaged table. Use this routine to help verify the integrity of the imported migration data.

1. Be sure that no one is using Microsoft Dynamics GP.
2. Make a backup, if you haven't made a backup already.
3. Open the Check Links window.
(Microsoft Dynamics GP menu >> Maintenance >> Check Links)
4. Select Financial as the series.
5. Highlight Multicurrency Setup in the Logical Tables list.
6. Click Insert.
7. Click OK to check links and print the Check Links Report.

The Report Destination window appears, and you can specify where the Check Links Report should be printed. If you mark File, select the appropriate file format and enter the report file name.

The Check Links Report displays any information that was re-created.

We recommend that you send the Check Links Report to the screen, and then print it if necessary, because it may be very large. Each report can only be printed once, so it's a good idea to send the report to a file as well.

Assign default posting accounts

You must assign default posting accounts to use if you didn't assign default accounts when you configured your migration data. You should set up a default posting account for every type of account that could be posted to when you post. For instance, when you post a sales transaction, amounts may need to be posted to a cash account, an accounts receivable account, a cost of goods sold account, and so on.

1. Open the Posting Accounts Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting Accounts)
2. From the Display list, select an individual series to assign default posting accounts for, or select All to display all posting accounts in the Posting Account column.
3. Place the pointer in the Accounts column of the row containing the posting account you want to assign an account for.
4. Enter an account, or select one from the lookup window. (To display the lookup window, click the lookup button next to the Accounts heading.)
5. Repeat steps 3 and 4 until you've assigned default posting accounts for each account description in the scrolling window.

To print a Posting Accounts Report showing a list of the default posting accounts that have been assigned, choose File >> Print. You also can print this report using the Company Setup Report Options window.

6. Click OK to save the information and close the window.

Set up additional fiscal years

The current fiscal year was migrated for the company. You must enter additional fiscal years if there are migrated transactions that were entered in years other than the current year. You can't post a transactions if the fiscal period that contains the posting dates for the transaction has not been set up.

1. Open the Fiscal Periods Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Fiscal Periods)
2. Enter the year.
3. Enter the first day and last day of the fiscal year. The fiscal year can be any length; it isn't limited to the length of a calendar year.

4. If you're entering fiscal periods for a historical year, mark the Historical Year check box.
5. Enter the number of fiscal periods in the fiscal year. For example, if your fiscal periods are quarterly, enter 4; if they're monthly, enter 12.
6. Click Calculate to calculate each period's first day and last day.

The beginning date of each period appears in the scrolling window. You can reenter information and recalculate the periods as many times as necessary.

7. Using the Date column, review the beginning dates of periods and make changes if necessary.
8. Using the Period Name column, change the period names to names that reflect the needs of your business. For example, you might enter Ending 1/31/2009 or Quarter 1 for Period 1.
9. Click OK to save the fiscal period information you've entered and close the window.

Set up company address information

You must enter the main address for your company. The main address entered for your company appears on all documents, such as invoices and checks.

1. Open the Company Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)
2. In the Address ID field, enter an ID for the company's main address.
3. In the Address ID field, enter a short name for the location, department or contact.
4. Enter the address information.
5. Click Save to save the address.

Financial tasks

Complete the following financial tasks for the company after you migrate data.

Print the General Transaction Edit List

Print the General Transaction Edit List to verify the accuracy of the transactions in the QB_BALANCES or PTBALANCE batch. Posting the batch creates your account balances.

1. Open the Batch Entry window.
(Transactions >> Financial >> Batches)
2. Click the Batch ID lookup button to open the Batch IDs window.
3. If you are migrating from QuickBooks, select the QB_BALANCES batch and click the Select button.

If you are migrating from Peachtree, select the PTBALANCE batch and click the Select button.

4. Choose File >> Print or click the printer icon button in the Batch Entry window to verify your entries with a General Transaction Edit List before posting.
5. If there are errors on the edit list, see [Correct unposted General Ledger transactions](#).

If there are no errors on the edit list, see [Create account balances](#).

Correct unposted General Ledger transactions

1. Open the Transaction Entry window.
(Transactions >> Financial >> Transaction Entry)
2. Enter or select the journal entry number. (You can find the journal entry number on the General Transaction Edit List you used to find the error.)
3. Replace the incorrect information with correct information.
4. Click Save.
5. To print the General Transaction Edit List, choose File >> Print.
6. You can post the QB_BALANCES or PTBALANCE batch once you resolved the transaction errors. See [Create account balances](#).

Create account balances

1. Open the Batch Entry window.
(Transactions >> Financial >> Batches)
2. Select the QB_BALANCES or PTBALANCE batch.
3. Enter a batch comment, such as “Beginning balance for FY11.”
4. Be sure that Single Use is the batch frequency.
5. Click Post.

Clear the Undeposited Funds account

If you couldn't deposit receipts before migrating your transaction data, you must clear the Undeposited Funds account by entering a journal entry. You can use the Transaction Entry window to enter a standard transaction. The transaction must credit the Undeposited Funds account for its balance and debit the cash account.

When you receive payments from customers using QuickBooks, typically the Undeposited Funds account is debited. An Undeposited Funds account isn't used in Microsoft Dynamics GP. The checkbook or cash account is debited directly for cash receipts.

For additional information about entering a journal entry, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords “standard transactions, entering”.

Inventory tasks

Complete the following inventory tasks for the company after you migrate data.

Print the Transaction Edit List

Print the Transaction Edit List to verify the accuracy of the transactions in the QB_INV_MIGRATE or PTBALANCE batch. Posting the batch creates your beginning quantities for items.

1. Open the Inventory Batch Entry window.
(Transactions >> Inventory >> Batches)
2. Click the Batch ID lookup button to open the Inventory Batch IDs window.
3. If you are migrating from QuickBooks, select the QB_INV_MIGRATE batch and click the Select button.

If you are migrating from Peachtree, select the PTBALANCE batch and click the Select button.

4. Choose File >> Print or click the printer icon button in the Inventory Batch Entry window to verify your entries with a Transaction Edit List before posting.
5. If there are errors on the edit list, see [Correct unposted inventory transactions](#).

If there are no errors on the edit list, see [Create beginning quantities for items](#).

Correct unposted inventory transactions

1. Open the Item Transaction Entry window.
(Transactions >> Inventory >> Transaction Entry)
2. Enter or select the document number. (You can find the document number on the Transaction Edit List you used to find the error.)
3. Replace the incorrect information with correct information.

If the errors on the edit list involve distributions, click the Distributions button. The Item Transaction Distribution Entry window opens, where you can distribute transaction amounts to posting accounts. Click OK to return to the Item Transaction Entry window.

4. Click Save.
5. To print the Transaction Edit List, choose File >> Print.
6. You can post the QB_INV_MIGRATE or PTBALANCE batch once you resolved the transaction errors. See [Create beginning quantities for items](#).

Create beginning quantities for items

Before you begin this procedure, be sure the inventory site has been defined and items have been assigned to it. If you're using multiple bins, you also should have created bins.

1. Open the Inventory Batch Entry window.
(Transactions >> Inventory >> Batches)
2. Select the QB_INV_MIGRATE or PTBALANCE batch.
3. Enter a batch comment, such as “Beginning quantities for FY10.”
4. Unmark the Post to General Ledger option so any transactions that have been accounted for in General Ledger won’t be duplicated.
5. Be sure that the batch frequency is Single Use.
6. Click Post.

Sales tasks

Complete the following sales tasks for the company after you migrate data.

Print the Sales Edit List

Print the Sales Edit List to verify the accuracy of the transactions in the GP_SOP_BATCH or PT_SOP_POSTED batch. Posting the batch updates your inventory items and your customer balances.

1. Open the Sales Batch Entry window.
(Transactions >> Sales >> Sales Batches)
2. Click the Batch ID lookup button to open the Batch IDs window.
3. If you are migrating from QuickBooks, select the GP_SOP_BATCH batch and click the Select button.

If you are migrating from Peachtree, select the PT_SOP_POSTED batch and click the Select button.

4. Choose File >> Print or click the printer icon button in the Sales Batch Entry window to open the Sales Document Print Options window.
5. In the Print field, select Edit List.
6. Click Print.
7. If there are errors on the edit list, see [Correct unposted sales transactions](#).

If there are no errors on the edit list, see [Post the Sales Order Processing batch](#).

Correct unposted sales transactions

1. Open the Sales Transaction Entry window.
(Transactions >> Sales >> Sales Transaction Entry)
2. Enter or select the document number. (You can find the document number on the Sales Edit List you used to find the error.)
3. Replace the incorrect information with correct information.

If the errors on the edit list involve distributions, click the Distributions button. The Sales Distribution Entry window opens, where you can distribute transaction amounts to posting accounts. Click OK to return to the Sales Transaction Entry window.

4. Click Save.
5. To print the Sales Edit List, choose File >> Print.
6. You can post the GP_SOP_BATCH or PT_SOP_POSTED batch once you resolved the transaction errors. See [Post the Sales Order Processing batch](#).

Post the Sales Order Processing batch

1. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
2. Select Sales as the series and Sales Transaction Entry as the origin.
3. Unmark Post to General Ledger. Repeat this for the origin of Sales Deposit.



The accounts in General Ledger might be overstated if you don't unmark this posting option.

4. Open the Sales Batch Entry window.
(Transactions >> Sales >> Sales Batches)
5. Select GP_SOP_BATCH or PT_SOP_POSTED as the batch ID.
6. Enter a batch comment.
7. Be sure that Single Use is the batch frequency.
8. Click Post to post your transactions.
9. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
10. Select Sales as the series and Sales Transaction Entry as the origin.
11. Mark Post to General Ledger. Repeat this for the origin of Sales Deposit.

The GP_SOP_BATCH or PT_SOP_POSTED batch may contain quotes and orders after you post.

Enter sales orders for unshipped items (Peachtree only)

If you couldn't ship items on a sales order before you migrated, you must enter these item on a sales order using the Sales Transaction Entry window in Sales Order Processing.

For additional information about entering sales orders, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords "sales order, entering".

Print the Transaction Edit List

Print the Transaction Edit List to verify the accuracy of the transactions in the QB_CRMEMO or PT_RECEIVABLE batch. Posting the batch updates your customer balances.

1. Open the Receivables Batch Entry window.
(Transactions >> Sales >> Receivables Batches)
2. Click the Batch ID lookup button to open the Batch IDs window.
3. If you are migrating from QuickBooks, select the QB_CRMEMO batch and click the Select button.

If you are migrating from Peachtree, select the PT_RECEIVABLE batch and click the Select button.

4. Choose File >> Print or click the printer icon button in the Receivables Batch Entry window to verify your entries with a Transaction Edit List before posting.
5. If there are errors on the edit list, see [Correct unposted receivables transactions](#).

If there are no errors on the edit list, see [Post the Receivables Management batch](#).

Correct unposted receivables transactions

1. Open the Receivables Transaction Entry window.
(Transactions >> Sales >> Transaction Entry)
2. Enter or select the document number. (You can find the document number on the Sales Edit List you used to find the error.)
3. Replace the incorrect information with correct information.

If the errors on the edit list involve distributions, click the Distributions button. The Sales Transaction Distribution Entry window opens, where you can distribute transaction amounts to posting accounts. Click OK to return to the Receivables Transaction Entry window.

4. Click Save.
5. To print the Transaction Edit List, choose File >> Print.
6. You can post the QB_CRMEMO or PT_RECEIVABLE batch once you resolved the transaction errors. See [Post the Receivables Management batch](#).

Post the Receivables Management batch

1. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
2. Select Sales as the series and Receivables Sales Entry as the origin.
3. Unmark Post to General Ledger.



The accounts in General Ledger might be overstated if you don't unmark this posting option.

4. Open the Receivables Batch Entry window.
(Transactions >> Sales >> Receivables Batches)
5. Select QB_CRMEMO or PT_RECEIVABLE as the batch ID.
6. Enter a batch comment.
7. Be sure that Single Use is the batch frequency.
8. Click Post to post your transactions.
9. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
10. Select Sales as the series and Receivables Sales Entry as the origin.
11. Mark Post to General Ledger.

Clear receipts from deposits

You can have duplicate receipts in Bank Reconciliation if Sales Order Processing transactions that have deposits entered for them were posted. You'll have to clear the receipts from the deposits.

1. Open the Bank Deposit Entry window.
(Transactions >> Financial >> Bank Deposits)
2. Select Enter/Edit as the option.
3. Select Clear Unused Receipts as the type.
4. Click the Mark All button.
5. Click Post. If you post a deposit, the Bank Deposit Posting Journal is printed when you close the Bank Deposit Entry window, depending on your selections in the Posting Setup window. The posting journal displays deposit information and all receipts marked for each deposit posted since you opened the window.

Delete unposted Receivables Management cash receipts

You will need to delete any unposted cash receipts.

1. Open the Cash Receipts Entry window.
(Transactions >> Sales >> Cash Receipts)
2. Enter or select the receipt to delete.
3. To delete the cash receipt, click Delete. Any applied amounts also are unapplied.

Enter finance charges

Finance charges that have you entered for customers aren't migrated. You can use the Receivables Transaction Entry window to enter finance charges. Print a report in QuickBooks, such as the Custom Transaction Detail report, to list the outstanding finance charges that you'll have to enter in Receivables Management.

For additional information about entering finance charges, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords “finance charges, entering”.

Enter debit memos

Enter debit memos for the statement charges with outstanding balances that weren't migrated to Microsoft Dynamics GP. Print a report in QuickBooks, such as the Statement Charges for All Customers report, to list the outstanding statement charges that you'll have to enter in Microsoft Dynamics GP after you migrate.

For additional information about entering debit memos, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords “debit memos, entering transactions”.

Enter cash receipts

If you couldn't apply or deposit payments before you migrated, you must enter these payments as cash receipts using the Receivables Transaction Entry window in Receivables Management.

Since the account balances for the corresponding transactions will be already posted, you can't post the cash receipts to General Ledger. In the Posting Setup window, you must unmark the Post to General Ledger option for the Receivables Sales Entry origin.

For additional information about entering cash receipts, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords “cash receipts, entering”.

Enter customer credit card numbers

If you assigned credit card numbers to your customers in QuickBooks or Peachtree, you'll need to reenter those numbers in Microsoft Dynamics GP. For example, assume that a customer record in your existing accounting system has a credit card number of 23456678. If you are migrating from QuickBooks, that number is displayed as xxxx6678 after you migrate to Microsoft Dynamics GP. You should review your customer records by printing the Customer Setup List in detail and then reenter credit card numbers using the Customer Maintenance Options window in Microsoft Dynamics GP.

For additional information about printing reports, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords “reports in Receivables Management, creating options”.

For additional information about editing customer records, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords “Customer Maintenance Options window, setting up credit, payment, and history options”.

Purchasing tasks

Complete the following purchasing tasks for the company after you migrate data.

Print the Receivings Edit List

Print the Receivings Edit List to verify the accuracy of the transactions in the QB_POP_RECEIPTS or PT_TRANSACTIONS batch. Posting the batch updates your inventory items and your vendor balances.

1. Open the Purchasing Batch Entry window.
(Transactions >> Purchasing >> Purchasing Batches)
2. Click the Batch ID lookup button to open the Batch IDs window.
3. If you're migrating from QuickBooks, select the QB_POP_RECEIPTS batch and click the Select button.

If you're migrating from Peachtree, select the PT_TRANSACTIONS batch and click the Select button.

4. Click File >> Print or the printer icon button in the Purchasing Batch Entry window to verify your entries with a Receiving Edit List before posting.
5. If there are errors on the edit list, see [Correct unposted receipts](#).

If there are no errors on the edit list, see [Post the Purchase Order Processing batch](#).

Correct unposted receipts

1. Open the Receiving Transaction Entry window.
(Transactions >> Purchasing >> Receiving Transaction Entry)
2. Enter or select the receipt. (You can find the receipt number on the Receiving Edit List you used to find the error.)
3. Replace the incorrect information with correct information.

If the errors on the edit list involve distributions, click the Distributions button. The Purchasing Distribution Entry window opens, where you can distribute transaction amounts to posting accounts. Click OK to return to the Receiving Transaction Entry window.

4. Click Save.
5. To print the Receiving Edit List, choose File >> Print.
6. You can post the QB_POP_RECEIPTS or PT_TRANSACTIONS batch once you resolved the transaction errors. See [Post the Purchase Order Processing batch](#).

Post the Purchase Order Processing batch

1. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
2. Select Purchasing as the series and Receiving Trx Entry as the origin.
3. Unmark Post to General Ledger.



The accounts in General Ledger might be overstated if you don't unmark this posting option.

4. Open the Purchasing Batch Entry window.
(Transactions >> Purchasing >> Purchasing Batches)
5. Select QB_POP_RECEIPTS or PT_TRANSACTIONS as the batch ID.

6. Enter a batch comment.
7. Be sure that Single Use is the batch frequency.
8. Click Post to post your transactions.
9. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
10. Select Purchasing as the series and Receivings Trx Entry as the origin.
11. Mark Post to General Ledger.

Enter partially received drop-ship purchase orders

Drop-ship purchase orders with items received, but **not** billed aren't migrated. You should use the Purchase Order Entry window and the Purchasing Invoice Entry window to reenter a partially received drop-ship purchase order and its associated invoice receipts.

In QuickBooks, you can receive against a drop-ship purchase order, but you don't have to invoice against it at the same time. In Microsoft Dynamics GP, you can't receive against a drop-ship purchase order. You can only invoice against a drop-ship purchase order.

For additional information about entering drop-ship purchase orders, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords "purchase orders, entering drop-ship".

For additional information about entering invoice receipts, see the Microsoft Dynamics GP help. Click the Index tab and enter the keywords "invoice receipts, entering".

Print the Payables Transaction Edit List

Print the Payables Transaction Edit List to verify the accuracy of the transactions in the QBPAYABLES or PT_PAYABLE batch. Posting the batch updates your vendor balances.

1. Open the Payables Batch Entry window.
(Transactions >> Purchasing >> Purchasing Batches)
2. Click the Batch ID lookup button to open the Batch IDs window.
3. If you're migrating from QuickBooks, select the QBPAYABLES batch and click the Select button.

If you're migrating from Peachtree, select the PT_PAYABLE batch and click the Select button.

4. Choose File >> Print or click the printer icon button in the Payables Batch Entry window to open the Sales Document Print Options window.
5. If there are errors on the edit list, see [Correct unposted payables transactions](#).

If there are no errors on the edit list, see [Post the Payables Management batch](#).

Correct unposted payables transactions

Errors are easily identified on the Payables Transaction Edit List.

1. Open the Payables Transaction Entry window.
(Transactions >> Purchasing >> Transaction Entry)
2. Enter or select the voucher number. (You can find the voucher number on the Payables Transaction Edit List you used to find the error.)
3. Replace the incorrect information with correct information.

If the errors on the edit list involve distributions, click the Distributions button. The Payables Transaction Entry Distribution window opens, where you can distribute transaction amounts to posting accounts. Click OK to return to the Payables Transaction Entry window.

4. Click Save.
5. To print the Payables Transaction Edit List, choose File >> Print.
6. You can post the QBPAYABLES or PT_PAYABLE batch once you resolved the transaction errors. See [Post the Payables Management batch](#).

Post the Payables Management batch

1. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
2. Select Purchasing as the series and Payables Trx Entry as the origin.
3. Unmark Post to General Ledger.



The accounts in General Ledger might be overstated if you don't unmark this posting option.

4. Open the Payables Batch Entry window.
(Transactions >> Purchasing >> Batches)
5. Select QBPAYABLES or PT_PAYABLE as the batch ID.
6. Enter a batch comment.
7. Be sure that Single Use is the batch frequency.
8. Open the Posting Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)
9. Select Purchasing as the series and Payables Trx Entry as the origin.
10. Mark Post to General Ledger.

Enter adjusting transactions for vendors assigned to the Tax agency type

The balances for vendors assigned with the Tax agency type in QuickBooks aren't migrated to Microsoft Dynamics GP. You'll need to enter adjusting transactions using the Payables Transaction Entry window. You should print the State Tax Liability report to find the vendor balance for the adjusting transaction.

Part 3: Rapid Configuration Tool

The Rapid Configuration Tool helps you enter the basic setup information required for Microsoft Dynamics GP. With the Rapid Configuration Tool, you can start with a standard industry configuration, modify the configuration data, and then import the data into Microsoft Dynamics GP. Or, you can import a configuration from a Microsoft Excel workbook prepared by a Microsoft Dynamics GP partner or business consultant.

The following topics are discussed.

- [Chapter 8, “Before you configure your data.”](#) describes the steps you need to perform before you configure your data.
- [Chapter 9, “After you configure your data.”](#) describes the steps you need to perform after you import your configuration data.

Chapter 8: Before you configure your data

The Rapid Configuration Tool wizard helps you enter a configuration—basic setup information—for a Microsoft Dynamics GP company. You can use the wizard in one of the following ways.

- Select one of the standard industry configurations provided by Microsoft Dynamics GP, modify the configuration, and then import the data into Microsoft Dynamics GP.
- Import a configuration from a Microsoft Excel[®] workbook prepared by a Microsoft Dynamics GP partner or business consultant. When you import a configuration, you also can use the wizard to modify the configuration.
- Export an existing Microsoft Dynamics GP company’s setup information and use it as a template when setting up other companies.

We recommend that you review the following information and complete the following tasks before you configure your data and import it to a Microsoft Dynamics GP company database.

- [System requirements](#)
- [Back up company data](#)
- [Multicurrency Management and configuration](#)
- [Using the Rapid Configuration Tool with UAC activated](#)

System requirements

The following components must be installed before you can use the Rapid Configuration Tool wizard. Check <http://go.microsoft.com/fwlink/?LinkID=111820> for the most recent requirements.

Item	Requirements
Microsoft SQL Server [®]	Microsoft SQL Server 2000 Microsoft SQL Server 2005 Microsoft SQL Server 2005 Express Microsoft SQL Server 2008 Microsoft SQL Server 2008 Express
Operating System	Microsoft Windows Vista [®] Microsoft Windows Server [®] 2003 Microsoft Windows Server 2008 Microsoft Windows [®] XP Microsoft Windows 7 Note: Only Rapid Implementation Tools for Microsoft Dynamics GP 2010 is supported on 64-bit versions of Windows.
Microsoft Dynamics GP	QuickBooks Microsoft Dynamics GP Release 10.0 Feature Pack 1 or later Microsoft Dynamics GP 2010 (11.00.1270 or later) Peachtree Microsoft Dynamics GP Release 10.00.1424 or later Microsoft Dynamics GP 2010 (11.00.1270 or later)
Microsoft Office	Microsoft Office Excel 2007 or Excel 2010
eConnect for Microsoft Dynamics GP	eConnect for Microsoft Dynamics GP 2010 is required if you are using Rapid Implementation Tools for Microsoft Dynamics GP 2010.

Depending on the operating system you are using, you can use the Add or Remove Programs control panel or the Programs and Features control panel to verify whether these components are installed on your computer. If a Microsoft component isn't installed, you can download the component from <http://www.microsoft.com>.

Back up company data

Before you use the wizard, back up your DYNAMICS database and all company databases in Microsoft Dynamics GP. Only a system administrator can open the Back Up Company window to make backups.

1. Open the Back Up Company window.
(Microsoft Dynamics GP menu >> Maintenance >> Backup)
2. Select the company you want to back up, or select System Database to back up the DYNAMICS database.
3. The path and file name of the backup file are displayed. You can modify the path and file name as needed.
4. Click OK to make the backup. The window closes, and a message appears when the backup is complete.

Multicurrency Management and configuration

Your configurations can include multicurrency information only if the Multicurrency Management module in Microsoft Dynamics GP is registered. After importing a configuration that contains multicurrency information, you will have to perform additional steps such as granting company access to currencies and specifying a functional currency for the company.

For more information, see [Assign access to currencies](#) on page 52 and [Assign a functional currency to a company](#) on page 52.

If Multicurrency Management isn't registered in Microsoft Dynamics GP, don't import a configuration that includes multicurrency information, and don't enter multicurrency information in the Excel workbooks that make up the configuration.

Using the Rapid Configuration Tool with UAC activated

User Account Control (UAC) is an enhanced security feature in Windows Vista, Windows 7, and Windows Server 2008. UAC is activated by default. To migrate your data on a computer when UAC is active, start the Rapid Configuration Tool as a user that has administrative privileges on the local computer. To do this, right-click on the Rapid Configuration Tool shortcut and choose Run as administrator.

Chapter 9: After you configure your data

We recommend that you complete the following tasks in Microsoft Dynamics GP after you import your configuration data to a Microsoft Dynamics GP company database.

- [Back up your company data](#)
- [Register Microsoft Dynamics GP](#)
- [Assign access to currencies](#)
- [Assign a functional currency to a company](#)
- [Check links](#)
- [Create a unit of measure schedule](#)
- [Define an inventory site](#)
- [Specify document type IDs for Sales Order Processing transactions](#)

Back up your company data

Back up your DYNAMICS database and all company databases in Microsoft Dynamics GP. Only a system administrator can open the Back Up Company window to make backups.

1. Open the Back Up Company window.
(Microsoft Dynamics GP menu >> Maintenance >> Backup)
2. Select the company you want to back up.
3. The path and file name of the backup file are displayed. You can modify the path and file name as needed.
4. Click OK to make the backup. The window closes, and a message appears when the backup is complete.

Register Microsoft Dynamics GP

You must register Microsoft Dynamics GP before you can use it. Enter your site name and registration keys exactly as they appear on your registration document. If you don't register a module before you begin to use it, you won't be able to open any transaction entry window. Modules in the sample company, Fabrikam, Inc., are registered and you can use the sample company to practice procedures.

You can enter your site name and registration keys for Microsoft Dynamics GP in the Registration window (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Registration).



Be sure to register the Multicurrency Management module if your configurations include multicurrency information.

After you've registered Microsoft Dynamics GP, you won't need to register additional companies that you add. To verify that a module has been registered, open the Microsoft Dynamics GP Options window (Help >> About Microsoft Dynamics GP >> Options). Registered modules have a check mark in the Registered column.

Assign access to currencies

If you imported a configuration that contains multicurrency information, you need to grant each company access to currencies.

1. Open the Multicurrency Access Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Multicurrency Access)
2. Select a currency ID.
3. Mark Access for each company that will use the selected currency.
4. Click File >> Print to verify your entries with a Multicurrency Access Report.
5. Click OK to save the entries.
6. After completing this procedure, specify a functional currency for each company. See [Assign a functional currency to a company](#) on page 52.

Assign a functional currency to a company

Perform this procedure if you imported a configuration that contains multicurrency information. You already should have granted company access to currencies. See [Assign access to currencies](#) on page 52.

1. Open the Multicurrency Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Multicurrency)
2. Enter or select the functional currency ID. The functional currency is the primary currency that the company uses for maintaining accounting records. Typically, the functional currency is the currency for the country/region where the company is located.
3. Select default transaction rate types.
4. If you've already entered transactions, when you enter the functional currency you'll be prompted to use the check links procedure to update the currency ID for existing transactions. For more information on checking links, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

Check links

Checking links examines tables, checking corresponding information in related tables and, if possible, changing the damaged data to match the corresponding data in an undamaged table. Use this routine to help verify the integrity of the imported configuration data.

1. Be sure that no one is using Microsoft Dynamics GP.
2. Make a backup, if you haven't made a backup already.

3. Open the Check Links window.
(Microsoft Dynamics GP menu >> Maintenance >> Check Links)
4. Select a series. You should check links for the following series: financial, sales, purchasing, inventory, system, and company.
5. Click All to select all the tables in the series.
6. To insert tables from another series, repeat steps 4 and 5.
7. Click OK to check links and print the Check Links Report.

The Report Destination window appears, and you can specify where the Check Links Report should be printed. If you mark File, select the appropriate table format and enter the report file name.

The Check Links Report displays any information that was re-created.

We recommend that you send the Check Links Report to the screen, and then print it if necessary, because it may be very large. Each report can only be printed once each time you check links, so it's a good idea to send the report to a file as well.

Create a unit of measure schedule

If you used a standard configuration for your industry, you must create at least one unit of measure schedule. A unit of measure schedule must be assigned to every inventoried item.

1. Open the Unit of Measure Schedule Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Inventory >> Unit of Measure Schedule)
2. Enter an identifier and a description for the unit of measure schedule.
3. Enter or select the number of the decimal places for the quantities you plan to enter on this unit of measure schedule.



The number of decimal places for entering and displaying quantity information for the item and for the unit of measure must match. You might need to create several unit of measure schedules that are the same except for the number of decimal places displayed.

4. Enter a base unit of measure. This should be the smallest unit available for the item. When you move out of the field, a base equivalency—an equivalency that states that the smallest unit is equal to itself—automatically will be created in the first line of the scrolling window.



Even if you purchase and sell an item in only one unit of measure, you need to set up a unit of measure schedule with the base equivalency information.

5. Set up the quantities, equivalents, and descriptions for each unit of measure you plan to use, relative to the base unit of measure.

For example, if you're selling cans of soft drinks and your base unit of measure is "can," you could set up equivalents as follows:

Unit of measure	Quantity	Equivalent
Can	1	Can
Six-pack	6	Can
12-pack	12	Can
Case	24	Can
Case	4	Six-pack

- When you've finished defining all units of measure for a schedule, click Save.

Define an inventory site

If you used a standard configuration for your industry, you must define at least one inventory site.

- Open the Site Maintenance window.
(Cards >> Inventory >> Site)
- Enter an identifier and a brief description for the site.
- You can enter the address information, if you like.
- If you have a specific account site segment set up in General Ledger and want to track currency amounts for this site, enter the account segment ID. Otherwise, leave this field blank.
- You can enter phone and fax number information, if you like.
- Select tax schedules that apply to merchandise sold at this site, and to merchandise delivered to this site.

The sales tax schedule you select appears as the default tax schedule in the Sales Order Processing module when the item is sold with a shipping method of Pickup. The tax schedule you select for purchases appears as the default tax schedule in the Purchase Order Processing module when the item purchased has a shipping method of Delivery.

- Click Save.

Specify document type IDs for Sales Order Processing transactions

If you plan to use the Sales Order Processing module to enter quotes, orders, invoices, back orders, fulfillment orders, and returns, and you used a standard configuration for your industry, you must set up at least one document type ID for each Sales Order Processing document type. Document type IDs are set up in the individual document type setup windows.

Document type	Window
Quote	Sales Quote Setup window
Order	Sales Order Setup window
Invoice	Sales Invoice Setup window

Document type	Window
Back orders	Sales Back Order Setup window
Fulfillment orders	Sales Fulfillment Order/Invoice Setup window
Returns	Sales Return Setup window

1. Open the setup window for the document type.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Sales >> Sales Order Processing >> Sales Document Setup button >> select the Quote, Order, Back Order, Fulfillment Order/Invoice, or Return option)
2. Enter a document ID.
3. Enter a document next number.
4. For additional information about setting up document types, refer to the "Document setup in Sales Order Processing" topic in the Microsoft Dynamics GP help (Help >> Contents >> Sales Order Processing >> Sales Setup).
5. Click Save to save the information you've entered.

Part 4: Configurations for Microsoft Dynamics GP

A configuration is a set of Microsoft® Office Excel .xlsx workbook files that contain basic setup or master record information for a Microsoft Dynamics GP company. Configurations are intended to be used in conjunction with the Rapid Implementation Tools (Rapid Configuration and Rapid Migration) for Microsoft Dynamics GP.

The following topic is discussed.

- [Chapter 10, “Working with configurations.”](#) describes how to create, modify, and save configurations for the Microsoft Dynamics GP Rapid Implementation Tools.

Chapter 10: Working with configurations

Use this information to help you understand how to create, modify, and save configurations for the Microsoft Dynamics GP Rapid Implementation Tools.

This information is intended for a Microsoft partner or experienced user who has knowledge of the Microsoft Dynamics GP system and its setup requirements.

Information is divided into the following topics:

- [Configuration overview](#)
- [Software requirements](#)
- [How you can use configurations](#)
- [Tips and troubleshooting](#)
- [Editing Rapid Migration configurations](#)
- [Rapid Configuration worksheet reference](#)

Configuration overview

A configuration is a set of Microsoft Excel .xlsx workbook files that contain basic setup or master record information for a Microsoft Dynamics GP company. Configurations are intended to be used in conjunction with the Rapid Implementation Tools (Rapid Configuration and Rapid Migration) for Microsoft Dynamics GP.



A “company” can be any type of organizational entity, including a business, a nonprofit organization, a government department, and so forth. The term is used in this document for the sake of simplicity.

A configuration is generated in one of several ways:

- When you use the Rapid Migration Tool for Microsoft Dynamics GP, a limited configuration is created that contains master records from the QuickBooks company file or the Peachtree company file that is being migrated to Microsoft Dynamics GP.
- When you choose to use the Rapid Configuration Tool wizard to quickly set up a new company in Microsoft Dynamics GP, a complete configuration is created to contain the settings you enter using the wizard.
- When you use the Rapid Configuration Tool to export an existing Microsoft Dynamics GP company’s setup information, a complete configuration is created that you can use as a template when setting up other companies.

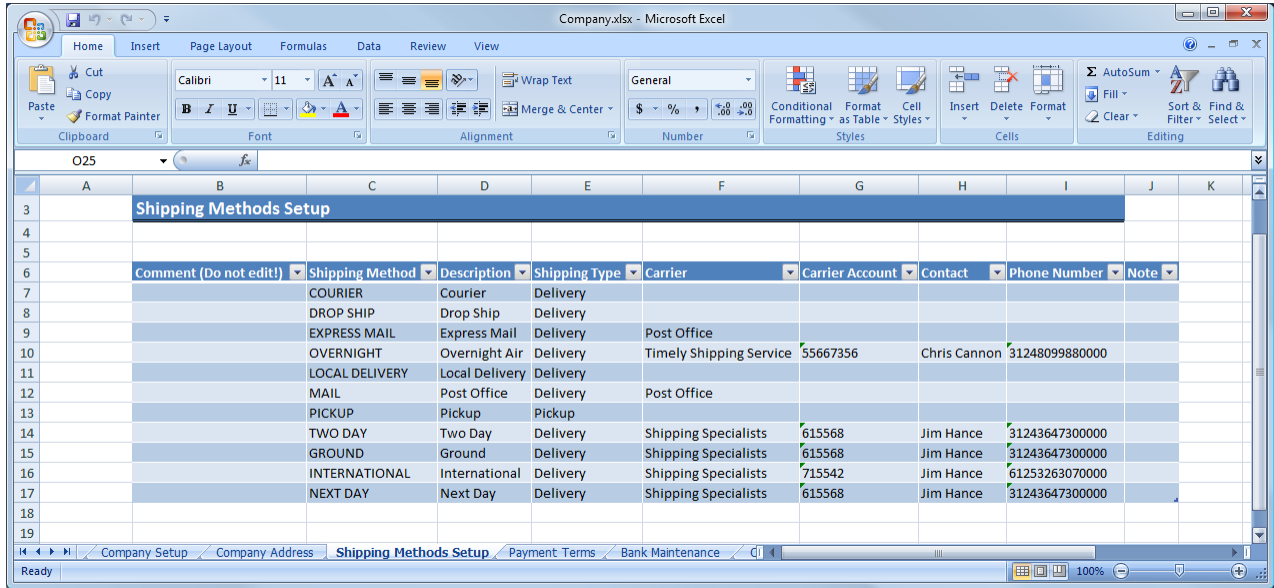
Configurations are stored in Excel workbook files so that you can quickly and easily modify setup information using the familiar spreadsheet interface. For workbooks generated by the Rapid Configuration Tool, you don’t need to have Microsoft Dynamics GP or even the Rapid Configuration Tool on your computer.

Entry cells in the spreadsheet files are formatted and labeled to help you enter appropriate values. The tools also validate entries before you import configuration information into Microsoft Dynamics GP, preventing many types of errors.



When modifying configurations, it is possible to make inappropriate entries that still pass validation tests. We recommend that you review all setup information after it has been imported into Microsoft Dynamics GP, and print relevant setup reports.

The following illustration shows a sample configuration worksheet.



Software requirements

The following components must be installed before you can edit configuration files. Check <http://go.microsoft.com/fwlink/?LinkID=111820> for the most recent requirements.

Item	Requirements
Operating System	Microsoft Windows Vista® Microsoft Windows Server® 2003 Microsoft Windows Server 2008 Microsoft Windows® XP Microsoft Windows 7 Note: Only Rapid Implementation Tools for Microsoft Dynamics GP 2010 is supported on 64-bit versions of Windows.
Microsoft Office	Microsoft Office Excel 2007 Microsoft Excel 2010
Runtime components	The Rapid Implementation Tools must be installed on the computer you use to edit configurations.
Note: You can only edit Rapid Migration Tool configurations on the computer where you are running the Rapid Migration Tool, QuickBooks or Peachtree, and Microsoft Dynamics GP.	

How you can use configurations

If you are a new customer setting up a single company, you can use the Rapid Configuration Tool wizard to enter setup information, and you probably won't need to edit configuration workbook files. The ability to edit configurations is useful in the following scenarios.

Setting up many similar companies If you are a partner or customer who needs to set up many companies that have a similar structure, you can enter setup information for the first company and use it as a template. When you've finished entering setup information in the template company, use the Rapid Configuration Tool to export the configuration to Excel. Edit the configuration file, using either Excel or the Rapid Configuration Tool wizard. Finally, import the configuration into the new Microsoft Dynamics GP company database.

Creating or modifying standard industry configurations Microsoft Dynamics GP provides 13 standard industry configurations with the Rapid Configuration Tool. If you are a Partner serving a different industry or business type, you can modify the standard configurations or create new ones. For information about the charts of accounts included with each industry type, see <http://go.microsoft.com/fwlink/?LinkId=89042>.



We don't recommend attempting to create your own configuration from scratch, because of the possibility of entering incomplete, inconsistent, or non-valid information. Always start with an existing company setup or one of the standard industry configurations supplied with the Rapid Configuration Tool.

Tips and troubleshooting

Configuration file locations Configuration files generated by the Rapid Configuration Tool are stored at the following default locations, depending upon your operating system.

QuickBooks

For Windows XP and Windows Server 2003, the files are stored at:

C:\Documents and Settings\\Local Settings\Application Data

For Windows Vista, Windows 7, and Windows Server 2008, the files are stored at:

C:\Users\\AppData\Local

Peachtree

For Windows XP and Windows Server 2003, the files are stored at:

C:\Documents and Settings\\Local Settings\Application Data\Rapid Migration Tool\PT\\Configurator

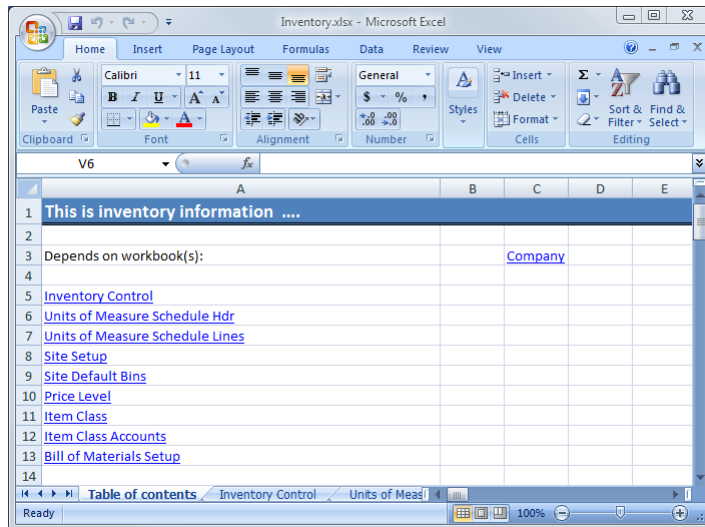
For Windows Vista, Windows 7, and Windows Server 2008, the files are stored at:

C:\Users\\AppData\Local\Rapid Migration

Tool\PT\\Configurator

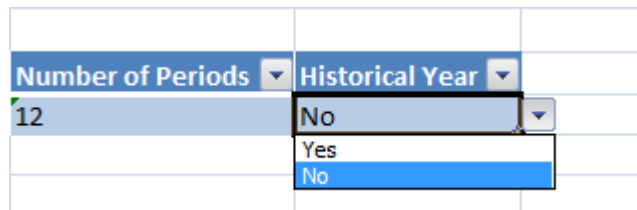
You can choose a different location in the Rapid Configuration Tool's Configuration Selection window; however, the folder you specify must already exist, and it must be a folder to which your user account has permissions to write files.

Navigating workbooks The first worksheet in each workbook is a “Table of contents” listing each worksheet or tab in the workbook. You can click a link to go to the named worksheet. The following illustration shows the Inventory workbook’s table of contents worksheet.



Workbook dependencies Some workbooks reference values stored in other workbooks. The workbook’s table of contents worksheet lists all the workbooks that the current workbook depends on. To make sure that the current workbook displays the referenced values when you are making edits, you should open all the referenced workbooks, as well. You can open the workbooks simply by clicking the links in the table of contents worksheet. The referenced values typically appear as selections in drop-down lists. See the following item for more details.

Editing cells that have predefined values Some cells accept only predefined values. When you click on one of these cells in a worksheet, a drop-down arrow appears beside the cell. Click the arrow to choose one of the predefined values. The following illustration shows such a cell.



Copying and pasting When copying and pasting from a separate spreadsheet, be careful not to change the format of cells or the order of columns.

Generating a standard industry configuration To generate one of the standard industry configurations, start the Rapid Configuration Tool wizard and in the Configuration Selection window mark the “Select a standard industry configuration and modify it using a wizard” option. In the Default Chart of Accounts window, select the appropriate business ownership and industry type. At any point thereafter you can click Cancel to exit the wizard. The workbooks containing data for the industry you selected will be generated in the default file location.

Multicurrency precautions You can enter multicurrency information in your configurations if Multicurrency Management in Microsoft Dynamics GP is registered. After importing your configuration, you will have to perform additional steps such as granting company access to currencies and specifying a functional currency for the company.

If you aren't using Multicurrency Management, don't enter multicurrency information in the Excel workbooks, and be sure that Multicurrency Management in Microsoft Dynamics GP isn't registered.

Credit card precautions In the Credit Card Setup worksheet of the Company.xlsx workbook file, you can only enter bank cards, charge cards, and check cards. To set up credit cards, use the Credit Card Setup window in Microsoft Dynamics GP.

Fixing validation issues In the Rapid Configuration Tool, the Validation Status window shows whether your configuration settings are valid. Items with a blank check box in the Passed column have issues that you must correct. The Number column contains the number of errors that you must correct for an item. Highlight an item that has issues and click Edit to open a window that lists specific errors. Click each error to open an Excel configuration worksheet to the page where a setting needs to be corrected.

Editing Rapid Migration configurations

When you use the Rapid Migration Tool for Microsoft Dynamics GP, a limited configuration is created that contains master records from the QuickBooks company file or the Peachtree company file that is being migrated to Microsoft Dynamics GP. You can edit this configuration in much the same way as you would edit configurations generated by the Rapid Configuration Tool; however, be aware of the following differences.

Record types included

The Rapid Migration Tool's configuration consists of a single workbook file (QB_Master_Records.xlsx) that includes the following record types.

- Vendors
- Vendor addresses
- Customers
- Customer addresses
- Inventory items
- Employees

Configuration file locations

The Rapid Migration Tool's configuration file is created in one of the following locations, depending upon your operating system. Separate configuration files are created for each company you migrate to. In the following paths, <user> represents the Windows user account name, and <company> represents the company name.

QuickBooks

For Windows XP and Windows Server 2003, the files are stored at:
 C:\Documents and Settings\\Local Settings\Application Data\Rapid Migration \\Export\MasterData

For Windows Vista, Windows 7, and Windows Server 2008, the files are stored at:
 C:\Users\\AppData\Local\Rapid Migration \\Export\MasterData

Peachtree

For Windows XP and Windows Server 2003, the files are stored at:
 C:\Documents and Settings\\Local Settings\Application Data\Rapid Migration Tool\PT\\Configurator

For Windows Vista, Windows 7, and Windows Server 2008, the files are stored at:
 C:\Users\\AppData\Local\Rapid Migration Tool\PT\\Configurator

Common configuration edits

When migrating to a new business management system, you have the opportunity to correct errors, omissions, or inconsistencies in your legacy business records. You also can adapt those records to take advantage of the more robust capabilities of Microsoft Dynamics GP. The following are some of the most common changes you might need to make to configurations when migrating from QuickBooks or Peachtree.

Modifying IDs In Microsoft Dynamics GP, each master record needs to have a unique alphanumeric ID, which is used to retrieve and sort records. The ID is separate from the name. When QuickBooks or Peachtree items, customers, employees, and vendors are migrated to Microsoft Dynamics GP, the Rapid Migration Tool assigns an ID based on the name. For example, customer “John Smith” is assigned customer ID “Smith, John”. You may want to assign IDs that have a more suitable and consistent format, such as SMITH0001, SMITH0002, and so forth. For more information about IDs, refer to the Rapid Migration Tool help.

Fixing incomplete records You can add information to master records that are incomplete. For example, you can add missing details for customers or vendors, or update address and contact information.

Editing precautions

Because Rapid Migration Tool workbook needs to maintain connection to the data files, the workbook must be edited on the same computer where you are running the Rapid Migration Tool, QuickBooks or Peachtree, and Microsoft Dynamics GP. Editing on a separate computer is not supported.

When you edit a workbook, you can modify records, but not add new ones. Add new master records only in Microsoft Dynamics GP.

Be aware that if you delete or modify master records that are referenced by other master records or transactions, you may have to use the Rapid Migration Tool’s Deleted Records window to designate replacements for the records you deleted or modified. You also can use this window to restore deleted records.

Rapid Configuration worksheet reference

A configuration generated by the Rapid Configuration Tool consists of several Excel workbook (.xlsx) files, each containing a different type information. Each configuration workbook contains a number of worksheets (spreadsheets). This section lists each workbook, the types of information you can edit on each worksheet, and the windows in Microsoft Dynamics GP where you can enter or edit the same information. You can refer to the windows and their online help in Microsoft Dynamics GP if you have questions about a specific entry.



The Rapid Migration Tool generates a limited configuration containing only master records. For additional details, refer to [Editing Rapid Migration configurations](#) on page 63.

Workbook name	Worksheet name	Microsoft Dynamics GP window
Company.xlsx	Account Format	Account Format Setup
	Account	Account Maintenance
	Currency Setup	Currency Setup
	Fiscal Periods Headers	Fiscal Period Setup
	Fiscal Periods Lines	Fiscal Period Setup
	Tax Details	Tax Detail Maintenance
	Tax Details Address	Tax Detail Address
	Tax Schedule Maintenance	Tax Schedule Maintenance
	Company Setup	Company Setup Company Setup Options
	Company Address	Company Address Setup
	Shipping Methods Setup	Shipping Methods Setup
	Payment Terms	Payment Terms Setup
	Bank Maintenance	Bank Maintenance
	Credit Cards Setup	Credit Card Setup
Financial.xlsx	General Ledger	General Ledger Setup
	Checkbook	Checkbook Maintenance
	Bank Reconciliation	Bank Reconciliation Setup
Fixed_Assets.xlsx	Company	Fixed Assets Company Setup Default Accounts Expand User Fields
	Account Group	Account Group Setup
	Book	Book Setup
	Class	Class Setup
	Book Class	Book Class Setup
	Insurance	Insurance Setup
	Location	Location Setup
	Physical Location	Physical Location Setup
	Purchasing Posting Accounts	Fixed Assets Purchases Posting Accounts Setup
	Quarter	Quarter Setup
	Build Calendar	Build Fixed Assets Fiscal Calendar
	Retirement	Retirement Setup
Structure	Structure Setup	

Workbook name	Worksheet name	Microsoft Dynamics GP window
Inventory.xlsx	Inventory Control	Inventory Control Setup
	Units of Measure Schedule Hdr	Unit of Measure Schedule Setup
	Units of Measure Schedule Lines	Unit of Measure Schedule Setup
	Site Setup	Site Maintenance
	Site Default Bins	Site Default Bins
	Price Level	Price Level Setup
	Item Class	Item Class Setup
	Item Class Accounts	Item Class Accounts Setup
	Bill of Materials Setup	Bill of Materials Setup
Payroll.xlsx	Payroll	Payroll Setup Payroll Setup Options
	Pay Code	Pay Code Setup
	Payroll Tax Identification	Payroll Tax Identification Setup
	Employee Class	Employee Class Setup
	Employee Class Codes	Employee Class Code Setup
	Local Tax	Local Tax Setup
	Local Tax Table	Payroll Local Tax Tables
	Payroll Posting Accounts Setup	Payroll Posting Accounts Setup
	Shift Code	Shift Code Setup
Posting.xlsx	Posting Accounts	Posting Accounts Setup
Purchasing.xlsx	Payables	Payables Management Setup
	Payables Setup Options	Payables Setup Options
	Payables 1099 Setup	1099 Setup
	Vendor Class	Vendor Class Setup
	Vendor Class Accounts	Vendor Class Accounts Setup
	Purchase Order Processing	Purchase Order Processing Setup
	Purchase Order Setup Options	Purchase Order Processing Setup Options
	PO Receivings Field Setup	Receivings User-Defined Fields Setup
	PO Receivings List Setup	Receivings User-Defined List Setup

Workbook name	Worksheet name	Microsoft Dynamics GP window
Sales.xlsx	Receivables	Receivables Management Setup
	Receivables Options	Receivables Setup Options
	Customer Class	Customer Class Setup
	Customer Class Accounts	Customer Class Accounts Setup
	Customer Class Credit Limit	Display Credit Limit Warning
	Sales Territory	Sales Territory Maintenance
	Sales Person	Salesperson Maintenance
	Process Holds	Process Holds Setup
	Sales Order Processing	Sales Order Processing Setup Sales Order Processing Setup Options
	SOP User Defined	Sales User-Defined Field Entry
	SOP User Defined List Setup	Sales User-Defined List Setup
	Comment	Comment Setup
	Quote	Sales Quote Setup
	Order	Sales Order Setup
	Back Order	Sales Back Order Setup
	Invoice	Sales Fulfillment Order/Invoice Setup
	Return	Sales Return Setup
	Sales Document Number Setup	Sales Document Numbers Setup

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