Advanced Intercompany Transactions

for Microsoft Dynamics GP version 9.0
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Revised for Microsoft Dynamics GP version 9.0

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Introduction

Welcome to mc2 Advanced Intercompany Transactions (AIT), a valuable component of a complete financial solution. Microsoft Dynamics GP offers a streamlined solution to your total business needs by providing financial information quickly, efficiently and accurately. With Advanced Intercompany Transactions, you’ll more easily manage enterprise-wide financial transactions, giving you information that you can use to make better and more timely decisions.

Even if you’ve never used a computerized accounting system, you’ll find Advanced Intercompany Transactions both easy to learn and easy to use. The simple, yet sophisticated interface is intuitive and flexible, making it easily adaptable to your business’ ever-changing needs. If you’re already familiar with Microsoft Dynamics GP, you’ll find that Advanced Intercompany Transactions uses the same window and report design attributes you’ve already seen in Microsoft Dynamics GP, so the program seamlessly integrates into your Microsoft Dynamics GP system. Now that you’ve chosen Advanced Intercompany Transactions, you’re ready to begin using the software to increase the effectiveness of your Advanced Intercompany accounting transactions.

As a Certified Microsoft Partner, with Microsoft Dynamics GP and ISV Competencies, mc2 brings together computer and accounting expertise to deliver complete business automation solutions to its clients and customers. A diverse background in operating systems, application development, hardware platforms, network environments and accounting software installations gives its customers and partners powerful advantage over their competitors. Advanced Intercompany Transactions was developed completely in Dexterity, utilizing source code, and seamlessly integrates with Microsoft Dynamics GP on all platforms that Microsoft supports.
Getting Started

**Getting Started**

Microsoft and Microsoft have provided a number of tools to aid you in understanding Advanced Intercompany Transactions. Your individual learning style and basic computer knowledge will dictate how extensively you need to use these aids.

- The *Advanced Intercompany Transactions* manual contains information on setting up and using Advanced Intercompany features. The “Setup” chapter takes you through the installation process and the necessary steps to set up your Microsoft Dynamics GP system and *Advanced Intercompany Transactions* module for everyday Advanced Intercompany tasks. The “Procedures” chapter helps you in completing maintenance and routine Advanced Intercompany tasks. Steps essential for completing each procedure are listed in a checklist at the beginning of each procedure. Each step of the procedure is then listed again, followed by additional explanations and tips to help you complete it.

- The Microsoft Dynamics GP’ *General Ledger* manual outlines basic setup and accounting tasks. The manual contains information to help you complete routine and period-end accounting functions, choose options for your financial statements and budget for the future.

- The Microsoft Dynamics GP’ *System Manager* manuals contain an explanation of all the tools available to set up and run your Microsoft Dynamics GP system. They also include information on the steps you can take to customize the Microsoft Dynamics GP system to best serve your needs and how to maintain security within Microsoft Dynamics GP. These manuals also contain information on the value of an integrated accounting system as a total solution to your business needs.

- The Microsoft Dynamics GP’ *online documentation* system is a detailed reference guide that describes the accounting system and related topics. The online documentation provides access to information about a specific Microsoft Dynamics GP item or feature. If you need information about a selected item in
a Microsoft Dynamics GP window, such as a data entry field, choose the selected item from the Help menu. Microsoft Dynamics GP will search its general help topics and provide you with information about the Microsoft Dynamics GP item you’ve selected.

- The **online tutorial** teaches you how to navigate Microsoft Dynamics GP windows. The tutorial includes lessons on using the tool bar and palettes, moving through a Microsoft Dynamics GP window and using different objects in a window, and using the online documentation. The tutorial also includes tips for identifying the visual cues found throughout Microsoft Dynamics GP. These lessons are interactive – as you go through them the computer will prompt you to make the appropriate keystrokes. If you haven’t used the tutorial yet, we recommend you do so before continuing.

- If you prefer, you can learn more about Microsoft Dynamics GP using the “Learning” chapter of the System Manager’s User’s Guide. The chapter explains basic accounting principles, the visual cues you’ll need to be familiar with when using Microsoft Dynamics GP and other standard elements used when moving around in the accounting system. Information about how to use Microsoft Dynamics GP’s comprehensive online documentation is also included in the “Learning” chapter.
Features and benefits

The Advanced Intercompany Transactions module for Microsoft Dynamics GP is a fully-integrated application designed for the company that needs to distribute an expense or other general accounting transaction across multiple companies in a single step.

Advanced Intercompany Transactions is filled with a variety of flexible features. We recommend you familiarize yourself with these features so that you can fully take advantage of the software’s capabilities.

Simple Setup for all Advanced Intercompany Transactions

- It’s easy to set up Advanced Intercompany Transactions because you’ll only need to define the Advanced Intercompany general ledger relationships only once for each company no matter how many accounts you add to your general ledger.

- You define default Advanced Intercompany general ledger Due From and Due To accounts for both the originating and destination companies. These accounts then generate and validate default Balance Sheet distributions in the originating and destination companies.

Versatile Company Configurations

- You can manage which companies can receive Advanced Intercompany transactions, and can configure each company to handle Advanced Intercompany transactions differently.

- You can setup your Microsoft Dynamics GP companies as a standard company or as an “internal” company where multiple companies are contained in a single Microsoft Dynamics GP company database.

Setup Default Allocations for Each Transaction

- When you enter a General Ledger journal entry or Payables Management voucher, you can use a Template to automatically calculate the multi-company distributions. Once these default distributions have been
calculated, you can alter them by adjusting the percentages or amounts. These distributions will then be posted to their appropriate companies’ general ledgers with a complete, detailed audit trail.

- You can use posting or allocation accounts, and two decimal places to designate percentages to distribute any voucher, including recurring batches and reversing entries, to as many companies as necessary.

**Flexible Transaction Entry**

- If you don’t want to use an Allocation Template, you can manually distribute a GL Journal Entry, Payables Voucher or Bank Transaction to as many companies and accounts as you need.

- You can change the Due From/Due To account for any distribution, enter reversing and recurring transactions, and even enter transactions in another company that are not true Advanced Intercompany distributions.

**Thorough Cross-Company Verifications**

- When entering transactions, account and company information is validated at a basic level, such as valid GL Accounts and the users’ company access.

- When printing or posting, company and general ledger account verification will be performed at all levels. The module will check for open periods, make sure accounts exist or are active, validate allocations, and more. Even multi-currency settings are verified. Companies do not need to have identical account numbers, periods, or allocation details.

**Complete Instant Advanced Intercompany Entries**

- When you post a transaction, the module will automatically update the Advanced Intercompany Receivable or Payable accounts, as well as any intracompany distributions. At the same time, it will generate a balanced entry in each of the destination companies’ general ledgers, based on the accounts
specified in the transaction, and on the Due From or Due To account defined for each distribution.

- Based on your posting settings, a transaction can be posted straight through to the General Ledger of all companies.

**Complete On-screen Inquiry and Drill-down**

- In the originating company, you can view all transaction details, including which companies and which GL accounts any transaction impacted.

- In the destination companies, you can view all originating company information, and even drill-down to the originating transaction in the originating company.

**Maintain a Customized and Detailed Audit Trail**

- All transactions maintain a complete, historical audit trail, and you can choose which transaction detail is transferred to the destination company.

- In the originating company, you can perform an on-screen inquiry to recall any journal entry. If that transaction contained Advanced Intercompany distributions, you will be able to view the companies, accounts and amounts posted across your enterprise, including currency information.

- In the destination company, you can view any journal entry on-screen, and even drill-down to the originating transaction in the originating company.

**Complete Multi-currency capabilities**

- General Ledger transactions and Payables Management vouchers can be entered in any valid currency, and exchange rates are applied to the Advanced Intercompany distributions.
• A company can have any valid currency as the functional currency, so that you can post transactions to companies that have different functional currencies.
What’s in this manual

The Advanced Intercompany Transactions manual assumes that you already have a basic understanding of how to operate the Microsoft Dynamics GP accounting system. It also assumes that you have already installed and configured the Microsoft Dynamics GP General Ledger (GL), Payables Management (PM), Bank Reconciliation (BR), Payroll (UPR), Purchase Order Processing (POP) and Receivables Management (RM) modules.

This manual contains setup instructions that you can use to help you prepare the Advanced Intercompany Transactions module for routine data entry. This manual also contains procedures to help you complete everyday accounting tasks for Advanced Intercompany transactions. Refer to the following descriptions of each Advanced Intercompany Transactions chapter for more information.

Setup The “Setup” chapter is divided into five parts. The first section directs the more experienced user through a “Quick Setup”. The next two sections lead you through installing and registering your software. The last two sections provide a more comprehensive guide to setting up your Microsoft Dynamics GP system to work with the Advanced Intercompany Transactions module, as well as directions for setting up account relationships within the module itself.

Procedures The “Procedures” chapter takes you through the tasks you’ll need to perform on a regular basis during your everyday use of the Advanced Intercompany Transactions module. The “Procedures” chapter contains instructions for entering GL and PM Advanced Intercompany transactions, adding new companies, and performing Advanced Intercompany inquiries.

Appendices The “Appendices” chapter includes technical information on advanced features of Advanced Intercompany Transactions.
Symbols and conventions

To help you understand and use the manual more effectively, this manual uses the following symbols to make specific types of information stand out:

The T-Account icon points out accounting explanations about a particular topic to give you a better idea of how a procedure will impact your general ledger. Accounting explanations are guided by Generally Accepted Accounting Principles (GAAP).

This highlights features or procedures that are new or different from previous versions of this module. You will sometimes see references to both the latest version, as well as a previous update.

Margin notes point out key information about a concept or procedure. Typically, notes can be used to summarize the most critical information or to find a particular topic.

The pointing symbol indicates those situations of which you should be especially aware when completing a procedure.

Integration: Comprehensive accounting

Integration is the process of linking two or more accounting modules to form a comprehensive accounting system. Microsoft Dynamics GP modules integrate with one another automatically when they’re installed. In an integrated system like Microsoft Dynamics GP, the boundaries between modules vanish. Information entered in one module is shared with all parts of the system.

Lookup windows for accounts, customers and other master records are available throughout Microsoft Dynamics GP, regardless of where you first entered the records. If
the record you want hasn’t been created yet, you can add it, and then continue entering transactions using the new records.

Within each Microsoft Dynamics GP series, all entries will post to the corresponding core module (Payables Management, for example), and all the core modules will post to General Ledger. *Advanced Intercompany Transactions* is a separate module belonging to the financial series. Yet Advanced Intercompany transactions can be entered and posted directly in General Ledger, and a General Ledger batch can contain both standard and Advanced Intercompany transactions. This design and integration provides a seamless way to enter both Advanced Intercompany and General Ledger transactions as part of your daily accounting tasks.

Perhaps the most important benefit of integration is that transactions can be posted from one module to another, automatically updating records throughout Microsoft Dynamics GP. Because General Ledger is the central repository for accounting information, it’s the module most strongly tied to all other modules in Microsoft Dynamics GP. For example, a Payables voucher can be posted and it will immediately update all your financial records. Other benefits of integration include faster data entry, fewer opportunities for errors and more powerful, in-depth reporting.

You can also print financial statements that contain Advanced Intercompany information, because the transactions entered in *Advanced Intercompany Transactions* will be combined and analyzed along with the information entered in other modules.
What to do next

For a shortened guide to setting up Advanced Intercompany Transactions, refer to the first section of the “Setup” chapter, “Quick Setup”. This section is for those who already have experience installing Advanced Intercompany Transactions and need only a short reminder of setup procedures.

If you would like a more thorough explanation of setup procedures, read through the second and third sections of the “Setup” chapter. These sections provide information about setting up your Advanced Intercompany templates and account relationships.

Once you’ve completed setup, you can begin entering Advanced Intercompany transactions.

If Advanced Intercompany Transactions has been set up already, you can decide which accounting tasks you need to complete and then refer to the “Procedures” chapter for more information about how to accomplish these tasks.
Setup

This chapter includes procedures that you can follow to set up your module, companies, Advanced Intercompany templates and account relationships. Setup procedures generally need to be completed only once, but you may want to refer to this chapter at other times for instructions on modifying or viewing existing entries.

During the setup process, you’ll setup information at the system level that will be used by all companies that you’ve set up to use Microsoft Dynamics GP. You’ll also setup information specifically for each company. For example, for each company, you’ll set up default information, assign posting accounts and Due From, Due To accounts.

Setup is divided into five sections. The first section, “Quick Setup”, was created for those who have already installed Advanced Intercompany Transactions and only need a quick review of the steps. The other sections contain a more thorough explanation of installation, registration and setup procedures.

When you’ve completed the steps outlined in this chapter, you’ll be ready to begin performing the accounting tasks described in the “Procedures” chapter.
Quick Setup

This chapter is written for people who have installed the Advanced Intercompany Transactions module before and only need a quick summary of the setup steps. Refer to the Table of Contents at the beginning of the manual to locate more detailed descriptions of setup procedures.

1. Install Microsoft Dynamics GP and create all of your Microsoft Dynamics GP companies.

2. Finish your Microsoft Dynamics GP Company setup, including a starting Chart of Accounts.

3. Install Advanced Intercompany Transactions. Choose a Server or Custom install on the first workstation or your first installation on your server. By first we mean the first computer on which you are installing whether a new version, new build or the first time ever.

4. Launch Microsoft Dynamics GP and include the new code.

5. Choose Setup, when prompted, to run the automatic setup procedure using the AIT Setup Wizard immediately upon login.

6. Choose Update tables if you are upgrading from another version.

7. Choose Install SQL Objects if you are installing Advanced Intercompany Transactions for the first time.

8. Enter your registration keys.


10. Setup your companies with the Company Setup window.
11. Set up *Advanced Intercompany Transactions* Due From and Due To accounts.

12. Assign a functional currency to all companies.

**Installation**

This section contains information on how to install the *Advanced Intercompany Transactions* module.

**Before Installation**

Before you install *Advanced Intercompany Transactions*, you should have completed your Microsoft Dynamics GP setup. If you do not complete create all of your companies, enter a Chart of Accounts, and configure your accounting modules, you will need to run the *Advanced Intercompany Transactions* Setup Wizard and build the AIT tables each time you add or setup a company.

**Installation**

Use the instructions in this section to install *Advanced Intercompany Transactions* in a single- or multi-user environment. The instructions in this section apply to Windows 2000, Windows XP and Windows Server 2003.
   When you click on the file (located in the Download section of our website, you will be asked to save the file to a location on your local computer. When the download is complete, you will have a complete installation program on your computer.

   The file names will vary based on the month in which they were built. Only the latest release of the current version is listed, so you always know that you have the correct version. All programs for download are complete applications, rather than “patches” or “service packs” that must be added to an existing program.

2. Double click on the file you have downloaded.
   Using Windows Explorer, double click on the file you just downloaded. This will launch the self-extracting Installshield program that will lead you thorough the rest of the installation process.

   The setup program must be run at each workstation including any Microsoft Dynamics Process Servers.

3. Follow the on-screen instructions.

4. Launch Microsoft Dynamics GP and include new code.

5. Click Setup button to setup all companies.
To install the program, follow the on-screen instructions. The default path for the installation will be C:\Program Files\Microsoft Dynamics\GP\. If you have installed the Microsoft Dynamics GP application in a different folder, you will need to change the installation path.

*If you are installing Advanced Intercompany Transactions for the first time or on the first workstation or server, you should choose a Server installation. This applies whether you’re installing a brand new version or updating to a new build.*

5. **Launch Microsoft Dynamics GP and include new code.**
   Double-click on the Microsoft Dynamics GP icon to launch Microsoft Dynamics GP. As Microsoft Dynamics GP starts, you’ll see a dialog box that will display text similar to the following:

   “New code must be included in the ... /DYNAMICS.SET dictionary. Do you wish to include new code now?”

   Click on “Yes” to install Advanced Intercompany Transactions.

6. **Click Setup button to setup all companies.**
   After the new code is installed, you will be asked if you want to set up all your companies. This will be your opportunity to setup all security posting and for your Advanced Intercompany Transactions module in all companies currently installed in your Microsoft Dynamics GP system. Click the Cancel button to stop the program from setting up your companies or if you do not want to run the AIT Setup Wizard.

   *If you have already completed the setup wizard on your first workstation installation, you do not have to run it on any subsequent workstation installations. If you have already completed the setup wizard and run it again, this will not change any system settings or duplicate your previous automatic setup.*
Setup Wizard

After you have successfully logged into a company, the setup wizard will appear. Follow the instructions displayed on the wizard windows to setup your companies.

If you need to perform the setup procedure again at any time, you can access the AIT Setup Wizard from the Tools menu by choosing Setup => AIT Setup => AIT Setup Wizard.

If you are Installing Advanced Intercompany Transactions, choose Install. If you are uninstalling, choose Uninstall. For more information on uninstalling Advanced Intercompany Transactions, go to page 31.
Choose Install and click Next to begin the setting up Advanced Intercompany Transactions. You will then be able to choose which options you want to setup for your installation. Choose Uninstall to remove Advanced Intercompany Transactions from your Microsoft Dynamics GP system.
Your installation choice will determine the items that appear on the Setup Options window. If you are installing Advanced Intercompany Transactions for Microsoft Dynamics GP for the first time, you will be able to install SQL Objects.

**IMPORTANT:** You must create the SQL objects in ALL databases, even if you do not plan on using AIT in all of them.
1. Choose Setup Posting Info to setup all posting and audit trail settings.

2. Choose Setup Security to automatically grant access to Advanced Intercompany Transactions windows and reports.

3. Choose Build AIT Tables to automatically generate data required by Advanced Intercompany Transactions.

4. Choose Update Tables if you are upgrading from a previous version of Advanced Intercompany Transactions.

5. Choose Install SQL Objects if you are using Microsoft Dynamics GP for Microsoft SQL Server.

1. Posting Setup Info

When you select this option, the Setup Wizard will make sure that all posting information, such as Posting Options, Audit Trail Codes, Posting Report Options, and Source Documents are configured for the selected companies. This setting is required for the first-time installation.

Repeating the Setup Wizard with this option chosen will not change existing Advanced Intercompany Transactions settings.

2. Setup Security

When you select this option, the Setup Wizard will make sure that all users selected will have access to the special Advanced Intercompany
Transactions windows. This setting is recommended for the first-time installation.

Repeating the Setup Wizard with this option chosen will add user security based on your selection, but will not remove access from any user who already has access to the Advanced Intercompany Transactions windows.

3. Build AIT Tables

When you select this option, the Setup Wizard will automatically populate database tables that contain basic setup information, including building the Advanced Intercompany Account Master (the table that includes all GL accounts from your various companies. This setting is recommended for the first-time installation.

Repeating the Setup Wizard with this option chosen will not change existing Advanced Intercompany Transactions settings.

4. Update Tables

When you select this option, the Setup Wizard will update the Advanced Intercompany Transactions database tables that have changed since a previous version.

This setting is not required for a first-time installation, but is required if updating from a previous version. Repeating the Setup Wizard with this option chosen will not change existing Advanced Intercompany Transactions settings.

If you choose to update tables, you should also mark the Install SQL Objects to insure that all tables, views and stored procedures match the current version.
This version of Advanced Intercompany Transactions only supports update from versions 7.x. If you have an older version, you must first install and update to version 7.5 before you update to the current version.

5. Choose Install SQL Objects if you are installing Microsoft Dynamics GP for the first time

If you are installing Advanced Intercompany Transactions for the first time, or updating from a previous version and installing a new version of Advanced Intercompany Transactions for the first, you will need to install the required SQL objects. Without these objects, Advanced Intercompany Transactions will not function properly. You will be also required to enter or choose the path to the location of the SQL script files that are used to create the SQL Objects. These files are located in a \SQL\MC2 directory located within your Microsoft Dynamics GP installation directory.

If you first installed Advanced Intercompany Transactions on the first workstation, you should have chosen a Server or Custom installation and chosen SQL Scripts. These are required for the AIT Setup Wizard.

YOU MUST INSTALL SQL OBJECTS IN ALL COMPANY DATABASES OR YOU WILL NOT BE ABLE TO COMPLETE THE SETUP WIZARD.

**Updating Tables**

If you have chosen to Update Tables from a previous version, this process will automatically begin for you when you finish the setup wizard. You should download from our website the latest version of the Advanced Intercompany Transactions version you are currently running. Make sure that you use that version to complete all table maintenance procedures (shrink, rebuild and check links) before attempting your Microsoft Dynamics GP update. If you choose to update tables, you should also mark
the Install SQL Objects to insure that all tables, views and stored procedures match the current version

Before you update your Advanced Intercompany Transactions tables, you must update all Microsoft Dynamics GP companies, including any test companies or companies that you no longer use. If you choose to not update these companies, then you must remove them from your system before attempting the Advanced Intercompany Transactions table update. You should also have successfully updated all Microsoft Dynamics GP Forms and Reports dictionaries.

Once you have successfully updated your Microsoft Dynamics GP, make another backup of your data, so that, if the Advanced Intercompany Transactions update fails, you do not have to update Microsoft Dynamics GP again. The Advanced Intercompany Transactions update procedure will clear the IT Account Master and IT Account Format setup tables, so that it can make sure that all the data is accurate for updating account information.

During the update process, Advanced Intercompany Transactions will log all activity, including the check links procedures that are executed. The report that is generated at the end of the procedure is your only opportunity to view the success or failure of the update process.

Many Advanced Intercompany Transactions tables are only in an originating company database, so you might find that for some of your companies you will get a message like this: “The table did not contain any data.” This is normal for any table that has not been used by Advanced Intercompany Transactions. If you find that a table did not update properly, you will have to restore your backup and re-run the update.
Click on Finish to begin the setup, installation and migration or update process.

**Uninstallation**

Choose Uninstall and click Next to begin removing *Advanced Intercompany Transactions*. You will then be able to choose which options you want to setup for your uninstall.
Your choices will determine which items are removed from your Microsoft Dynamics GP system.
1. Choose Uninstall Posting to remove all posting and audit trail settings

2. Choose Uninstall Security to remove access to Advanced Intercompany Transactions and Alternate Microsoft Dynamics GP windows and reports.

3. Choose Remove Company Data to clear Advanced Intercompany Transactions tables from company databases.

4. Choose Remove System Data to clear Advanced Intercompany Transactions tables from the DYNAMICS (System) database.

5. Choose Drop Company SQL Obj. to remove all Advanced Intercompany Transactions SQL Objects from the company databases.

6. Choose Drop System SQL Obj. to remove all Advanced Intercompany Transactions SQL Objects from the DYNAMICS (System) database.

1. Uninstall Posting

When you select this option, the Setup Wizard will make sure that all posting information, such as Posting Options, Audit Trail Codes, Posting Report Options, and Source Documents are removed from the companies you choose. This will not impact any Posting Settings for your Microsoft Dynamics GP modules.

2. Uninstall Security
3. Remove Company Data

When you select this option, the Setup Wizard will automatically remove records from all Advanced Intercompany Transactions tables. It will not remove the table from the database. If you want to also remove the tables, choose the Drop Company SQL Obj. option.

4. Remove System Data

When you select this option, the Setup Wizard will automatically remove records from all Advanced Intercompany Transactions tables. It will not remove the table from the database. If you want to also remove the tables, choose the Drop Company SQL Obj. option.

5. Remove Company SQL Obj.

When you select this option, the Setup Wizard will automatically drop all SQL Objects (tables, stored procedures and views) from the companies that you choose.

6. Remove System SQL Obj.
When you select this option, the Setup Wizard will automatically drop all SQL Objects (tables, stored procedures and views) from the DYNAMICS (System) database.

AFTER COMPLETING THE UNINSTALLATION PROCESS, YOU MUST EDIT YOUR DYNAMICS.SET FILE TO REMOVE REFERENCES TO THE Advanced Intercompany Transactions APPLICATION. CONTACT MICROSOFT OR YOUR MICROSOFT DYNAMICS GP PARTNER FOR ASSISTANCE.

The wizard does not remove any program files, such as the IC.DIC, nor does it edit the DYNAMICS.SET file. You must do this manually using Windows Explorer.
Registration

In order to fully access Advanced Intercompany Transactions and post any transactions, you will need to enter registration keys into the system. These registration keys are unrelated to the Microsoft Dynamics GP registration keys you received from Microsoft. Open the mc2 Registration window from the AIT Setup menu.

If you do not register Advanced Intercompany Transactions, your data is safe, but you will not be able to post any transactions.

Drag the pointer through the Tools menu and choose Setup. Then choose mc2 Registration from the AIT Setup menu. The mc2 Registration window will appear.

1. Enter the Product ID.
2. Enter the registration keys in the appropriate fields.
3. Click Save,
1. Enter the Product ID.
   In the Product ID field, enter the Product ID for Advanced Intercompany Transactions, which is always 267.

2. Enter the registration keys in the appropriate fields.
   Enter the registration keys in the appropriate Registration Key fields. Registration keys will vary in length for each field. You need to get registration keys from $mc^2$ or your Microsoft Dynamics GP Partner. If you have entered all the information correctly, you will see a checkmark next to the modules for which you are registered.

3. Click Save.
   Click Save to accept the registration information.

**Problems with Registration**

If you are having problem with your registration keys, make sure that the Site Name on the $mc^2$ Registration window is the same as the Site Name on the Registration Report you received from $mc^2$. If it is not, print the Registration Report by clicking on the Print button, or by selecting Print from the File menu.
Microsoft Dynamics GP Setup

In this section, you will set up information at the system level that will be used by all the companies that you’ve set up to use Microsoft Dynamics GP. If you chose to run the setup procedure when you installed Advanced Intercompany Transactions, you do not need to make any changes to user security, unless you want to disable Advanced Intercompany Transactions for some users.

Setting up user security

It is important to make sure user security is set up for all of the windows and reports your company will be accessing in the Advanced Intercompany Transactions module. You can use the security features in Microsoft Dynamics GP to limit access to system-wide features to any company you’ve set up in Microsoft Dynamics GP, or to windows or reports in the Microsoft Dynamics GP system. You need to use the security feature in Microsoft Dynamics GP to access any original windows or reports that have been modified for Advanced Intercompany Transactions.

Advanced Intercompany Transactions adds new fields and accounting logic to a few original Microsoft Dynamics GP windows. These windows often look similar, or are visually indistinguishable from the original Microsoft Dynamics GP window. When you are running Advanced Intercompany Transactions, the only way Microsoft Dynamics GP knows to present you with the Advanced Intercompany Transactions version (or Alternate Microsoft Dynamics GP window) is by using the security features. If Microsoft Dynamics GP sees that a user has been granted rights to an Alternate Microsoft Dynamics GP window, the user will be presented with the Alternate, not the Original. If the user is not granted rights to the Alternate, then they will be presented with the Original.

If you have any modified versions of Microsoft Dynamics GP Original forms with the Modifier, and these same forms are Alternate forms in Advanced Intercompany Transactions, the modified Original will not be accessible as long as a user has been granted rights to the Alternate. If you need to modify a Microsoft Dynamics GP form, you must modify the Alternate. You can do
this by selecting “Advanced Intercompany Transactions” from the dropdown list you are presented with when you choose Modifier from the File menu.

Because the Alternate Microsoft Dynamics GP and Original Microsoft Dynamics GP windows can look identical to the user, we have added the $mc^2$ logo to all Advanced Intercompany Transactions, so that you can immediately know that you are looking at the correct window.

We will review the security setup procedure only as it relates to Advanced Intercompany Transactions. For further information about securing your system and how to manage security in Microsoft Dynamics GP, refer to the System Manager Setup manual from Microsoft.
Drag the pointer through the Setup menu and choose System. If a System Password has been setup, you will need to enter the correct password. The System Setup palette will appear. Select Security to open the Security Setup window.

1. Select a user and company.
   Select the user ID for the person for whom you’re setting security privileges. All the companies to which the user has access will appear in the Company list.

   Next, select a company. The privileges you set for a company will apply to the user only when they access that company.

2. Select a Product.
   Choose Microsoft Dynamics GP when you’re working with an original Microsoft Dynamics GP Window. Select Advanced Intercompany Transactions when you’re working with an Alternate Microsoft Dynamics GP Window, or original Advanced Intercompany Transactions windows.

3. Select a Microsoft Dynamics GP type from the Type list.
Types are broad categories of Microsoft Dynamics GP items, such as windows, reports, tasks and files. For example, if you want to set privileges for a number of Microsoft Dynamics GP windows, select Windows from the list.

<table>
<thead>
<tr>
<th>Type</th>
<th>Product</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td>Microsoft Dynamics GP and Advanced Intercompany Transactions</td>
<td>Windows in the selected product.</td>
</tr>
<tr>
<td>Reports</td>
<td>Microsoft Dynamics GP and Advanced Intercompany Transactions</td>
<td>Reports in the selected product.</td>
</tr>
<tr>
<td>Modified Windows</td>
<td>Microsoft Dynamics GP and Advanced Intercompany Transactions</td>
<td>Windows customized using the Microsoft Dynamics GP Modifier.</td>
</tr>
<tr>
<td>Modified Reports</td>
<td>Microsoft Dynamics GP and Advanced Intercompany Transactions</td>
<td>Primary copies of reports created using the Microsoft Dynamics GP Report Writer.</td>
</tr>
<tr>
<td>Alternate Windows</td>
<td>Advanced Intercompany Transactions</td>
<td>Microsoft Dynamics GP windows that have been incorporated into integrating products you’ve installed.</td>
</tr>
</tbody>
</table>
### Microsoft Dynamics GP SETUP

<table>
<thead>
<tr>
<th>Feature</th>
<th>Availability</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Reports</td>
<td>Not Applicable</td>
<td>There are no Alternate Microsoft Dynamics GP Reports in Advanced Intercompany Transactions.</td>
</tr>
<tr>
<td>Modified Alternate Windows</td>
<td>Not Applicable</td>
<td>Alternate windows that have been modified using the Microsoft Dynamics GP Modifier.</td>
</tr>
<tr>
<td>Modified Alternate Reports</td>
<td>Not Applicable</td>
<td>Alternate reports that have been modified using the Microsoft Dynamics GP Report Writer.</td>
</tr>
<tr>
<td>Files</td>
<td>Microsoft Dynamics GP and AIT</td>
<td>Files in the selected product and series.</td>
</tr>
<tr>
<td>Custom Products</td>
<td>Microsoft Dynamics GP and AIT</td>
<td>Secondary copies of modified reports created using the Microsoft Dynamics GP Report Writer.</td>
</tr>
<tr>
<td>Microsoft Dynamics GP Import</td>
<td>Microsoft</td>
<td>The Microsoft Dynamics GP Import Utility.</td>
</tr>
<tr>
<td>Series Posting Permissions</td>
<td>Microsoft Dynamics GP</td>
<td>Specific posting tasks for each Microsoft Dynamics GP product you've purchased.</td>
</tr>
<tr>
<td>Customization Tools</td>
<td>Microsoft Dynamics GP</td>
<td>Tools you use to customize the accounting system, such as the Report Writer or Modifier.</td>
</tr>
</tbody>
</table>

4. Select a series from the Series list.

5. Remove or grant access to individual items.
   When you select a series, the Access list will display the items for the product type and series you selected. Each selection will appear marked with an asterisk (*), meaning the selection is available to this class. Make a selection unavailable by double-clicking it to remove the asterisk.
By default, Microsoft Dynamics GP will automatically grant rights to Microsoft Dynamics GP Windows and deny access to Alternate Microsoft Dynamics GP Windows. This would disable much of the Advanced Intercompany Transactions module.

The Alternate Microsoft Dynamics GP Windows will not appear in the list unless you already have access rights to the original Microsoft Dynamics GP Window.

When you’ve finished setting access to items for the selected type and series, select other types and series until you’ve completed setting privileges for this user.

When you’ve finished setting access for the selected user, repeat the previous steps to continue setting security for all other users.

6. Click OK to save the user access information.

Use the following table to determine to which Products and Types you will need to grant access in order for Advanced Intercompany Transactions to function:

<table>
<thead>
<tr>
<th>Window Display Name</th>
<th>Product</th>
<th>Series</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Entry (General Entry)</td>
<td>AIT</td>
<td>Financial</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
<tr>
<td>Bank Transaction Entry</td>
<td>AIT</td>
<td>Financial</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
<tr>
<td>Bank Transfer Entry</td>
<td>AIT</td>
<td>Financial</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
</tbody>
</table>
### Setting up GL account formats

Companies can now have different account formats. If you change the account format for a company, you must run the check links procedure on the IT Account Master and the IT Account Format tables (File menu => Maintenance => AIT Maintenance).

If you change the account format for a company, either by adding segments or changing the length of a segment, you must run the check links procedure on the IT Account Format table.

### Advanced Intercompany Transactions Setup

Now that you’ve set up your Microsoft Dynamics GP system to manage Advanced Intercompany transactions, you’ll also need to perform specific setup procedures within the Advanced Intercompany Transactions module.

<table>
<thead>
<tr>
<th>Transaction Entry</th>
<th>Module</th>
<th>Purchasing</th>
<th>Alternate Microsoft Dynamics GP Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables Transaction Entry</td>
<td>AIT</td>
<td>Purchasing</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
<tr>
<td>UPR Standard Transactions Entry</td>
<td>AIT</td>
<td>Payroll</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
<tr>
<td>Receivables Transaction Entry</td>
<td>Microsoft Dynamics GP</td>
<td>Sales</td>
<td>Windows (NOT an Alternate Microsoft Dynamics GP Window)</td>
</tr>
<tr>
<td>Purchase Order Entry</td>
<td>AIT</td>
<td>Purchasing</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
<tr>
<td>Purchase Receipt Entry</td>
<td>AIT</td>
<td>Purchasing</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
<tr>
<td>Inventory Transfer Entry</td>
<td>AIT</td>
<td>Inventory</td>
<td>Alternate Microsoft Dynamics GP Windows</td>
</tr>
</tbody>
</table>
Module Setup

After you have installed and registered Advanced Intercompany Transactions, you will need to setup the options available in this module. This window lets you configure your module settings to operate depending on your needs. These settings are universal to all companies in your Microsoft Dynamics GP system, so you need to configure this window only once.

Drag the pointer through the Tools menu and choose Setup. Then choose AIT Setup from the AIT Setup menu to open the AIT Setup window.

Some of the settings that were configured on this window in previous version have been moved to the AIT User Options window (page 61).

Use the System tab to configure options related to the System Manager settings of your Microsoft Dynamics GP system.
1. Choose the Company Account Segment.

If you are going to use internal companies, you will need to choose a segment from your chart of accounts to act as the company identifier.

2. Choose the Verify Offset Accounts option.

3. Choose the Verify Account Entry option.

4. Choose the Enable Interfund option.
This will assure that all non-Advanced Intercompany transactions use the same segment value for that segment. You do not setup the specific company identifier on this window, but only the segment of the account number that will hold the segment (company) value.

*If you are not using internal companies, leave this field empty.*

**Example:**

Let’s assume your account format is XX-XXXX-XXXX-XX, and the first two digits are the company indicator, and you have called the first segment “Company” in your Microsoft Dynamics GP account setup (Setup => Company => Account Format). In this case, you would enter “Company.”

### 2. Choose the Verify Offset Account option.
Mark this option if you want AIT to completely verify destination and originating company Due From/Due To accounts. If you do not believe you have any performance issues when posting AIT transactions, you should mark this option, to help insure accurate verification and posting. If you unmark the option, AIT will not verify the state of a Due From/Due To account. After unmarking the option, test your system to make sure that any benefits in processing speed are significant.

### 3. Choose the Verify Account Entry option.
Choose ‘All Accounts’ if you want AIT to verify the ‘Allow Account Entry’ field for every account.

Choose ‘Distribution Account’ if you want AIT to verify only accounts manually entered into transactions. If you unmark the field for the Due From/Due To accounts, they will be blocked from manual distributions, but AIT will still generate automatic distributions to those accounts.
Choose ‘Offset Accounts’ if you want AIT to verify the ‘Allow Account Entry’ field for only the Due From/Due To accounts.

4. Choose the Enable Interfund option.
Mark the Enable Interfund option if you have installed, setup and want to use Microsoft Dynamics GP Interfund module. If you mark this option, Interfund distributions will be created in the originating and destination companies based on your Interfund settings. For information or support on the Interfund module, please contact Microsoft Dynamics support.

Select the Posting tab to configure options related to the posting settings of your Microsoft Dynamics GP system.
1. Choose the Control Number Option to use.

   This drop-down list lets you choose the information that Advanced Intercompany Transactions transfers to the destination companies. In each company’s detailed GL transaction information, Microsoft Dynamics GP stores originating transaction information, such as Originating Master ID and Originating Master Name. They maintain information about the originating transactions, so that a Payables Management transaction, when posted to the GL will fill these fields with the Vendor ID and Vendor Name, and a Receivables Management transaction will fill these fields with Customer Number and Customer Name. This option in Advanced Intercompany Transactions lets you choose which information is posted to the destination company for three of these Originating transaction fields: Originating Control Number, Originating Master ID, and Originating Master Name.

   For Originating Control Number, choose between Journal Entry or Module Control Number. If you choose Module Control number, the information transferred will depend on the originating module:

   2. Choose the Master ID Option to use.

   3. Choose the Master Name Option to use.

   4. Choose the Reference Option to use.

   5. Choose the Description Option to use.

   6. Choose Destination Posting option.

   7. Choose Originating Posting option.
2. Choose the Master ID Option to use

This drop-down list lets you choose the information that Advanced Intercompany Transactions transfers to the destination companies. For Originating Master ID, choose Vendor/Customer/Employee ID, Template ID, or Company ID.

You must choose Module Control Number and Vendor/Employee/Customer ID (see next option) in order to drill down across companies to the originating company's transaction.

3. Choose the Master Name to use

This drop-down list lets you choose the information that Advanced Intercompany Transactions transfers to the destination companies. For

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Control Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger</td>
<td>Journal Entry</td>
</tr>
<tr>
<td>Payables Management</td>
<td>Voucher Number</td>
</tr>
<tr>
<td>Receivables Management</td>
<td>Document Number</td>
</tr>
<tr>
<td>U.S. Payroll</td>
<td>Transaction Number</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>Bank Transfer or Transaction Number</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Purchase Receipt Document Number</td>
</tr>
<tr>
<td>Inventory</td>
<td>Inventory Transfer Number</td>
</tr>
</tbody>
</table>
Originating Master Name, choose between Vendor/Employee/Customer Name or Company Name.

*You must choose Vendor/Employee/Customer Name in order to drill down across companies to the originating company’s transaction.*

4. Choose the Reference to use
   This drop-down list lets you choose the information that *Advanced Intercompany Transactions* transfers to the destination companies. For Reference Option, choose among Reference, Master Name or AIT Reference. In some cases, Microsoft Dynamics GP chooses the Reference value when PM transactions are posted to the General Ledger. These values cannot be controlled by *Advanced Intercompany Transactions*.

5. Choose the Transaction Description to use
   This drop-down list lets you choose the information that *Advanced Intercompany Transactions* transfers to the destination companies. For Description Option, choose among Transaction Description, Transaction Reference, Master Name or AIT Reference. In some cases, Microsoft Dynamics GP chooses the Reference value when PM transactions are posted to the General Ledger. These values cannot be controlled by *Advanced Intercompany Transactions*.

6. Choose the Destination Posting option
   This checkbox lets you choose how *Advanced Intercompany Transactions* will post in the destination companies. If the option is checked, the distribution information in the destination company will be posted in detail, line for line, so that you can maintain complete detail in the destination company. If the option is not checked, the distribution information will be summarized per GL Account, so that multiple distributions will be totaled into one distribution item for each destination company Journal Entry.

7. Choose to the Originating Posting option
Mark this checkbox if you want Advanced Intercompany Transactions to generate an originating company distribution for every destination company distribution. This will enable you to maintain complete originating company distribution reference information for Trial Balance reports. If this checkbox is unmarked, Advanced Intercompany Transactions will summarize the originating company distribution based on the Due From/Due To Accounts.

If you change this setting while unposted transactions exist in your Microsoft Dynamics GP system, you must Default To Distributions each transaction in order to create the detailed originating company distributions.

Select the Module tab to configure options related to the different Microsoft Dynamics GP modules with which Advanced Intercompany Transactions integrates.
1. Choose whether or not to Post FICA expenses to Destination Companies.

If you mark this option, then FICA Social Security and FICA Medicare employer expenses will be distributed to destination companies. If an employee has an allocation template or company assigned on the AIT Employee Options window, then the payroll expenses will be allocated.
according to the same formula. If you do not mark this option, the all Payroll expenses will be distributed to the originating company.

When FICA employer expenses are distributed to destination companies, AIT will use the gross wages ratio to calculate the amount distributed to the destination companies. For example, if an hourly wage employee has 22% of their Gross wages distributed to a destination company, then 22% of the FICA/SS and 22% of the FICA/ME expense will be distributed to the same company.

Posting accounts must be assigned for the FICA/SE and FICA/ME payroll codes on the AIT Payroll Account Setup window. If accounts are not assigned to these codes, the check run will not post.

2. Choose whether or not to allocate FICA by Department.
   This option will allocate the FICA/SE and FICA/ME amounts based on the departmental ratio of FICA wages for each company.

   If this option is marked, the ratio of FICA wages by department will be used to allocation the FICA/SE and FICA/ME expenses by the same ratio to the same departments. For each department, AIT will create a separate General Ledger distribution, based on the accounts entered on the AIT Payroll Account Setup window. If different departments use the same distribution accounts, AIT will still create one distribution for each department.

   If this option is unmarked, AIT will assign the FICA/SE and FICA/ME accounts based on the Employee’s Department entered on the Employee Maintenance window and the accounts entered on the AIT Payroll Account Setup window.

3. Choose whether or not to Allocate SUTA and FUTA tax expenses based on SUTA/FUTA wage distributions.
   This option is for future use. When available it will have the following impact on your system:
If you mark this option, FUTA and SUTA tax liabilities will be allocated to destination companies. AIT will use the SUTA/FUTA eligible wages, and calculate the SUTA/FUTA expense based on the companies and departments that were assigned to the employees’ wages. AIT will use accounts entered on the AIT Payroll Account Setup window to determine the General Ledger distributions.

4. Choose whether or not to print all employees on AIT Payroll Edit Lists and Posting Journals.
   If you mark this option, AIT will print distribution information for all employees on the AIT Payroll Edit List and Posting Journal. Previous versions of AIT would print only employees that had wages allocated to another company. This allows you to preview all GL distributions before printing or posting the payroll checks.

5. Choose the GL Account for Bank Transactions.
   When you enter a Bank Transaction, AIT can use the GL Account from either the Checkbook or the Due From/Due To Account for the originating company distribution. With Standard Company implementations, you would normally choose the cash account from the Checkbook, but when using internal companies, you may want to choose the Due From/Due To Account if you have checkbooks with cash accounts that belong to an internal company.

   If you choose to use the Due From/Due To Account, when you are using internal companies, if the checkbook you have selected has a cash account that belongs to an internal company, AIT will figure out the company based on the Company Segment and choose the Due From/Due To Account from the AIT Account Setup window. By selecting the Due From/To Account, AIT will create an originating (main) company distribution to that account on the Standard tab of the Bank Transaction Entry window for the cash distribution. AIT will also create a balancing cash distribution to the checkbook’s cash account on
the AIT tab. This entry will then balance across company segments in both the Main company and the Internal company.

6. Choose whether or not to Create IV Records.
   If you are using the Inventory option for Advanced Intercompany Transactions, you can choose whether or not AIT will automatically add Inventory Master or Setup records in the destination company. If you mark this option and the information is missing from the destination company, Inventory records, such as the Item Master, Price List, Location, etc. information will be added to the destination company.
   You will receive a warning message on the AIT edit list of any items that will be added, but the records will be added only when the transaction is posted. If you do not mark the option, Advanced Intercompany Transactions will not post the transaction. The Inventory module must be setup in the destination company in order for AIT to add the information: if you cannot manually add information in that company, AIT will also not be able to add that information. Advanced Intercompany Transactions will add records to the following tables:

   IV_Item_MSTR, IV_Item_MSTR_QTYS, IV_Item_MSTR_KIT, ivItemCurr, ivItemPurch, ivItemPriceListOpt, ivItemPriceList, IV_SerialNumberMask, ivPriceGroup, IV_UofM_SETP_HDR, IV_UofM_SETP_DTL, IV_Price_Level_SETP, IV_Location_SETP.

**Company Setup**

After you have setup the Advanced Intercompany Transactions options, you will need to setup the companies. This window will determine how Advanced Intercompany Transactions handles the different companies in your accounting system. New features in this version will add more flexibility to the configuration of your system. When you setup your companies, you need to decide the type of company you want: a standard or internal.
A standard company is a regular Microsoft Dynamics GP company: one created from the Company Setup window in Microsoft Dynamics GP, and one that contains accounting information. If you chose to Build AIT Tables during the Setup Wizard, all of your companies will be setup for you. If you did not choose to Build AIT Tables during the Setup Wizard, you need to either enter all of your companies using this window, or run the Check Links routine from the AIT Table Maintenance window.

Choose an internal company if you want to track a company within another company’s general ledger.

*If you plan to use internal companies, please refer to the Appendix on page 205 for the setup procedures.*

Drag the pointer through the *Tools* menu and choose *Setup*. Then choose *AIT Setup* from the *AIT Company Setup* menu to open the AIT Company Setup window.
Advanced Intercompany Transactions SETUP

1. Choose a company.
2. Choose a company type.
3. If an Internal Company, choose a company name.
4. If an Internal Company, choose the main company.
5. If an Internal Company, choose the company segment identifier.
6. Allow or disallow receiving AIT distributions
7. Choose the modules in which you will be originating AIT transactions
1. Choose a company.
   Type in the Company ID or refer to the lookup window for a list of available companies. If this is an internal company, do not enter one for the primary company.

2. Choose a company type.
   Choose Standard, if this is a separate Microsoft Dynamics GP company or database.

   If the company has not already been created within your Microsoft Dynamics GP system, you will not be able to add a Standard company.

   Choose Internal if you want to track a company within another company’s general ledger.

   You must follow the steps described in the Appendix on page 205 before you can setup internal companies.

   If you use an internal company, make sure Microsoft Dynamics GP settings conform to this type of configuration:

   ✓ Dedicate a segment of the Chart of Accounts to represent each company.

   ✓ All internal companies must have the same fiscal year.

   ✓ Setup the General Ledger to close to divisional segments (Setup => Financial =>: General Ledger).

3. If an Internal Company, choose a company name.
   If this is an internal company, choose a name to appear on Advanced Intercompany Transactions reports.

   This field is disabled if not an internal company.

4. If an Internal Company, choose the main company.
You need to choose the main company in which the internal company is to be tracked. The main company must be a standard Microsoft Dynamics GP company.

This field is disabled if not an internal company.

5. If an Internal Company, choose the company segment identifier.
   You need to choose a Chart of Accounts segment identifier for this company. Click on the lookup button to get a list of the available segment values. If you have not chosen a Company Segment on the AIT Setup window (see page 46), or you have not added a GL Account with that segment value, you will not be able to assign this value.

   Do not assign an internal company to all of your segment values. You must leave at least one segment value unassigned.

   If you do not see a list of segments or get an error when entering a segment value that you know exists, make sure you have completed all steps in the Appendix on page 205.

   You may also want to add the segment descriptions to your Microsoft Dynamics GP company: Setup => Financial => Segments.

   This field is disabled if not an internal company.

6. Allow or disallow Advanced Intercompany transactions.
   If you choose to allow Advanced Intercompany transactions, then users can enter and post transactions to and from the selected company.

   If you do not choose to allow Advanced Intercompany transactions, then users cannot enter or post transactions to and from the selected company, and this company’s General Ledger accounts will not appear in the Advanced Intercompany Account Lookup window.
This option is not available if this is an internal company. If you want to enable or disable this option for an internal company, you must mark or unmark this option on that company’s Main Company.

Only companies that allow Advanced Intercompany transactions will be included in the Advanced Intercompany Account Master.

7. Choose the modules in which you will be originating AIT transactions.

You can choose which modules you want to enable Advanced Intercompany Transactions features. If you have enabled any module other than GL, GL will automatically be enabled. If this is an internal company, all modules will be enabled.

You must disable Alternate Window security in order to take advantage of this feature. If you do not, Advanced Intercompany Transactions Alternate windows will be displayed, but will not function properly.

**Company Lookup**

Throughout the Advanced Intercompany Transactions module, you will be able to choose a company from the Company lookup window. On this window, you can choose to display all companies or only the companies that allow Advanced Intercompany Transactions by clicking on the corresponding radio button.

**User Options**

After you have installed and registered Advanced Intercompany Transactions, you will need to setup the options available to each user. This window lets you configure your user settings to operate depending on your needs. These settings are specific to the current user, for all companies in your Microsoft Dynamics GP system, so you need to configure this window only once for each user. The settings are stored in your Microsoft Dynamics GP system, so they will be used regardless of the workstation a user uses.
Drag the pointer through the **Tools** menu and choose **Setup**. Then choose **AIT User Options** from the **AIT Setup** menu to open the **AIT User Options** window.

Use the **System** tab to configure options related to the System Manager settings of your Microsoft Dynamics GP system.

**Disable Security Warnings**

Mark this item only if you are using Integration Manager.

Mark this item to have AIT disable the normal security warning messages. If AIT detects that your Microsoft Dynamics GP security settings are inconsistent with a configuration that posts AIT transactions, warning messages will be
displayed when you open a window that could cause data integrity problems. Although this protects you from entering invalid AIT data, if you are using the Microsoft Dynamics GP Integration Manager (IM), the warning message prevent IM from completing integration tasks. For more information about configuring AIT and IM to operate cooperatively, please refer to the support document found on our web site.

**Auto-Expand Tree**

Mark this item to have AIT automatically expand the company tree as you add, remove or update distributions.

**Verify Accounts**

Mark this item to have AIT automatically verify GL Account information whenever you enter an account. AIT will normally verify GL Account information when printing an edit list or posting a transaction. Performance improvements in SQL Server and computer hardware now allow AIT to perform this process-intensive task at time of data-entry.

**Disable MDA Warning**

Mark this item to have AIT automatically disable the warning messages that MDA displays when you do not enter MDA information for a transaction. If MDA groups and codes are Optional, you may find the standard Microsoft Dynamics GP MDA warnings interfere with Integration Manager or that they are unnecessary. If MDA groups or codes are Required, it is recommended that you do not enable this option.

**Display All Companies**

Mark this checkbox if you want the all companies to appear in the AIT Company Tree. When all companies are displayed, any company that has one or more distributions will be marked with a check. If this checkbox is
unmarked, only companies with one or more distributions will appear in the Company Tree.

Verify Account Entry

Mark this item to have AIT automatically verify GL Account information “on-the-fly” whenever you enter a GL Account on an AIT window. Leave this option unmarked to have AIT verify GL Account information only when printing an edit list or posting a transaction. Performance improvements in SQL Server and computer hardware now allow AIT to perform this process-intensive task at time of data-entry, however if you see performance degradation during data entry after marking this option, you should not choose to verify account information on-the-fly or upgrade your server and workstation.

Use AIT Drill-down

Mark this checkbox if you want Advanced Intercompany Transactions to add or replace the normal Microsoft Dynamics GP drill-down links with AIT drill-down link. If you choose this option, you will be able to drill-down across companies to the originating transaction directly from Microsoft Dynamics GP windows, and no longer need to use special Advanced Intercompany Transactions windows.

Print Originating Company

Mark this checkbox if you want the originating company distributions to print on the Advanced Intercompany Transactions Edit Lists and Posting Journals. Normally, only destination company information prints on these reports, but if you want to setup your system so that you have to review only one edit list, you will want to mark this option.

Use the Purchasing tab to configure options related to the System Manager settings of your Microsoft Dynamics GP system.
Display Vendor Address

When selecting a vendor on the PM Transaction Entry window, AIT can automatically display the Remit To address of the vendor, to help you confirm that you have selected the correct record. Enter the number of seconds that you want a vendor’s address to be displayed on the PM Transaction Entry window. A zero or blank will not display any address information.
Use the System tab to configure options related to the System Manager settings of your Microsoft Dynamics GP system.

**Auto-update UPR Account**

Mark this item to have AIT automatically update the Payroll Distribution account when you change any of the following fields: Pay Code; Department; Position; Company ID. If you are entering a new Payroll transaction, AIT will assign a GL Account to the transaction. If you change any of the above-mentioned fields (e.g. change the Department because the employee worked for a different department on this transaction) AIT will normally not change the GL Account. If mark this option, AIT will change the GL account each time you change information on the Payroll Transaction Entry window.
Building the AIT Account Master File

After installing Advanced Intercompany Transactions or when adding a new destination company to your Microsoft Dynamics GP system, make sure to run the check links procedure on the file called “AIT Account Master”.

Before you proceed with this step, make sure that you have completed your Company Setup. Only companies setup to allow Advanced Intercompany transactions will have their accounts added, and accounts for companies not allowing Advanced Intercompany transactions will not be added or the accounts will be removed.

The check links program uses the relationships among physical tables to find information that may be missing from one file within the relationship. If information in one physical table is missing, incomplete or does not match, the check links program examines other physical tables where the same information is stored, and recreates the missing or incomplete record in the table. This will build and update the table with all posting and allocation accounts in any company that allows Advanced Intercompany transactions. Unit accounts will not be added to the Advanced Intercompany Account Master.

If you are importing a Chart of Accounts directly into your database through back-end database operations (such as DTS or Microsoft Access), you no longer need to run the check links process. Advanced Intercompany Transactions now uses SQL triggers to automatically maintain it’s tables.

If Internal Companies are being used, any account that has the matching company segment value will be included in the Internal Company’s account lookup window, and will be excluded from the Main Company’s account lookup window.

You will need to be logged into Microsoft Dynamics GP as the ‘sa’ in order to run check links on the AIT Account Master.

Drag the pointer through the File menu and choose AIT Maintenance from the Maintenance menu to open the AIT Table Maintenance window.
1. Select Check Links.
2. Select IT Account Master and click the Insert button.
3. Click OK.
4. Specify a report destination.

1. Select Check Links.
   From the Procedures drop-down list, select Check Links

2. Select AIT Account Master and click the Insert button.
   This will insert this file into the Selected Files window.

3. Click OK.
This will start the update process for all companies and their respective accounts for use in Advanced Intercompany Transactions. When the update is completed, the Report Destination window will appear.

4. Specify a report destination.
The File Maintenance Error log will list any errors encountered.

Looking Up Accounts
Once you have run the check links program on the Advanced Intercompany Account Master, you will be able to lookup any account in any company in your Microsoft Dynamics GP system.
Setup AIT Posting

When you set up your Microsoft Dynamics GP system, you were able to specify how you wanted transactions to be posted in the Posting Setup window. With Advanced Intercompany Transactions, you also can control how Advanced Intercompany transactions are posted within each destination company. Refer to the System Manager Setup manual for a more detailed description of Posting Setup procedures.

Drag the pointer through the Setup menu and choose Posting from the Posting menu to open the Posting Setup window.

Select Financial as the Series and GL Advanced Intercompany Entry as the Origin from the drop-down lists. You can now apply settings that will determine how Advanced Intercompany transactions will post within the destination company.
1. Select General Ledger posting options.
   You can specify how transactions will be posted to the General Ledger, if at all. If you choose to post to General Ledger, the batch or batches will be posted directly to General Ledger from the originating companies. Batches must then be posted within General Ledger to update the posting accounts associated with the transactions.

2. Choose whether General Ledger accounts will be updated automatically when you post from another company.
   These settings apply to transactions sent to another company and to transactions received from another company. If you mark the Post Through General Ledger Files option, transactions posted to other companies will create a General Ledger batch in the destination company. If the destination company is also marked to Post Though General Ledger Files, the transaction will be posted in the destination company.
company as well. If the destination company is not marked to Post Through General Ledger, the GL batch will not post. If the originating company is not marked and the destination company is marked, the GL Batch will not post through to the GL.

If the destination company is marked to Post Through General Ledger Files, no posting reports will be printed for the ITTRX##### batch (with P.SQL 2000) or the GLTRX##### (with MS SQL Server) in the destination company. The Advanced Intercompany Posting Journal from the originating company will be the only audit trail posting report.

3. Choose to post transactions to General Ledger in detail.
   If you select to post a Journal Entry per transaction, all transaction amounts for each account will be recorded individually. Do not select to post a Journal Entry per Batch, the net change to posting accounts will be recorded, and not the individual transaction amounts. Make sure that the posting settings for the Advanced Intercompany Origin match the posting settings for the Microsoft Dynamics GP Origin.

   Posting in summary or per batch, and Use Account Settings option are not supported in this version, except in the Payroll module.

4. Choose whether to allow transaction-level posting.
   If you mark the Allow Transaction Posting selection, you’ll have the option of posting transactions individually from the GL Transaction entry window. If you decide not to mark this option, all transactions will have to be entered in batches.

   Transaction-level posting is now available for AIT journal entries.

5. Choose whether your transactions append to a single, existing batch or create a new one each time you post.
   If you append, each time you post transactions to this company the transactions will be added to a GLTRX batch in your General Ledger. If you choose “Create New”, each time a batch is posted from another
company it will create a new, separate GLTRX### batch in your General Ledger.

6. Define how posting reports will be printed.
   Once you’ve selected the Financial series and GL Advanced Intercompany Entry as your origin, a list of the available posting reports for that source will be displayed in the scrolling window. Posting reports aren’t required; you can print the reports you want simply by leaving the Print selections next to them marked. You must unmark the selections to inactivate printing.

7. Determine how a report will print within the originating company.
   Each time you post to the General Ledger, you will get the regular Microsoft Dynamics GP posting reports, plus an Advanced Intercompany posting journal. For each report, you can specify where you want the report sent: to the screen, to the printer or to a file; or you can specify that you’ll be able to select report destinations each time the report is printed.

8. Save the settings and print a Posting Settings Report.
   Click Save to save the posting and reporting settings you’ve entered for the GL Advanced Intercompany Entry origin. Choose Print... from the File menu to print a Posting Settings Report.

9. Repeat steps 1-8 for the Purchasing series and the IC PM Transaction entry.
   This will setup your Microsoft Dynamics GP system for Accounts Payable Advanced Intercompany transactions.

   Transaction-level posting is now available for AIT Vouchers.

   No special posting settings are required for Bank Reconciliation Transactions or Payroll Transactions.
**Advanced Intercompany GL Accounts Setup**

In order to post *Advanced Intercompany* transactions, you’ll need to set up your *Advanced Intercompany* general ledger offset accounts. These offset accounts are usually referred to as Due From/Due To accounts. You must enter this information separately for each company that is originating *Advanced Intercompany* transactions. If multiple companies are originating *Advanced Intercompany* transactions, you will need to enter offset accounts within each company. With *Advanced Intercompany Transactions*, each company in your system can be an originating company, if that is the company in which you are entering a transaction. You do not need to create a record for companies that are simply receiving *Advanced Intercompany* transactions, nor for the company you are logged into, since this is the originating company. If you want to prevent certain companies from receiving distributions from an originating company, do not setup these accounts: this will prevent users from inadvertently posting to that company.

Drag the pointer through the **Tools** menu and choose **Setup**, then **AIT Setup**, then **AIT Account Setup** to open the AIT Account Setup window.
1. Choose a company.
   Type in the Company ID or refer to the lookup window for a list of available companies.

   You do not define Due From/Due To accounts for the company which you are logged into, since this is the originating company. Originating Company settings are selected on the Company Setup window.

2. Choose the Due From and Due To accounts.
   If this is a destination company, choose the Advanced Intercompany Due From and Due To accounts in the originating and destination companies. These accounts will be used to generate self-balancing journal entries in both the originating and destination companies. If this is the originating company, you do not need to enter any accounts. Click on the lookup window buttons to see the available accounts.

   Destination company accounts are only default values. The destination company offset account can be changed when you enter the Advanced Intercompany transaction distribution.

   When you are assigning account numbers for use in your transaction, Advanced Intercompany Transactions uses the following rules for assigning Due From and Due To accounts:

<table>
<thead>
<tr>
<th>DR</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>123.00</td>
<td>123.00</td>
</tr>
</tbody>
</table>
### Advanced Intercompany Transactions

#### SETUP

<table>
<thead>
<tr>
<th>Originating Transaction</th>
<th>Destination Distribution Balance</th>
<th>Originating Company Account Used</th>
<th>Destination Company Account Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger</td>
<td>Debit</td>
<td>Due From</td>
<td>Due To</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Credit</td>
<td>Due To</td>
<td>Due From</td>
</tr>
<tr>
<td>Payables Management</td>
<td>Invoice</td>
<td>Due From</td>
<td>Due To</td>
</tr>
<tr>
<td>Payables Management</td>
<td>Credit or Return</td>
<td>Due To</td>
<td>Due From</td>
</tr>
<tr>
<td>Payables Management</td>
<td>Void Voucher</td>
<td>Due From</td>
<td>Due To</td>
</tr>
<tr>
<td>Purchase Order Receipt</td>
<td>Invoice</td>
<td>Due From</td>
<td>Due To</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>Increase Transaction</td>
<td>Due From</td>
<td>Due To</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>Decrease Transaction</td>
<td>Due To</td>
<td>Due From</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>Transfer</td>
<td>Due To</td>
<td>Due From</td>
</tr>
<tr>
<td>Payroll</td>
<td>Any Transaction</td>
<td>Due From</td>
<td>Do To</td>
</tr>
<tr>
<td>Receivables Management</td>
<td>Sale/Debit</td>
<td>Due To</td>
<td>Due From</td>
</tr>
<tr>
<td>Receivables Management</td>
<td>Credit/Return</td>
<td>Due From</td>
<td>Due To</td>
</tr>
<tr>
<td>Inventory Management</td>
<td>Transfer</td>
<td>Due To</td>
<td>Due From</td>
</tr>
</tbody>
</table>

The Due From account can be the same as the Due To account. In this case, the debits and credits will be applied to the same accounts in the originating company’s general ledger, regardless of the transaction type.

   To print an Advanced Intercompany Account Setup Report, drag the pointer through the File menu and select Print.

### Advanced Intercompany Payroll Accounts Setup

If you are using AIT Payroll option, you will need to setup Posting Accounts for the Payroll Codes. These accounts are used to distribute wage, benefit and tax expense distributions to other companies. These accounts are used for payroll distributions if
you have not assigned distribution accounts or a Template on the AIT Employee Options window (see page 98), or have not assigned a distribution account on the Payroll Transaction Entry window. If you have assigned a company but not an account on the AIT Employee Options window, the information entered on the AIT Payroll Account Setup window will be used to default distribution accounts for the employee when you enter a transaction for an employee.

*Advanced Intercompany Transactions* will distribute salary type pay codes and benefit codes to other companies only if you have assigned an employee to a company or template. If you assign a company to an employee with hourly pay code types, the company will be defaulted on the Payroll Transaction Entry window. If you do not assign a company to an employee or to a transaction, *Advanced Intercompany Transactions* will not allocate any salary, benefits or tax expense for the employee, and all distributions will be allocated to the originating company based on the Microsoft Dynamics GP Payroll Account Setup window.

The AIT Payroll Account Setup will display all Payroll expense code codes that exist in the originating company, and no direct link can be made between a payroll code and a specific company. In other words, assigning a distribution account to a Pay Code, Department, Position and Company will not automatically distribute a payroll to that account: you must also assign a company to the employee or to a transaction.

Drag the pointer through the Setup menu and choose Company. The Company Setup palette will appear. Select *AIT Payroll Accounts* to open the AIT Payroll Account Setup window.
1. Choose a company.

2. Choose a Code Type.

3. Enter the distribution and offset accounts.

1. Choose a company

   Click on the company in the tree. You will then be able to expand the tree to see the different codes available.

   If you choose the originating Company, you will not be able to edit the accounts. Use the Microsoft Dynamics GP Payroll Account Setup window to edit the originating company accounts.
2. Choose a Code Type
   Click on the code for which you want to assign accounts.

   If you choose the originating Company, you will not be able to edit the accounts. Use the Microsoft Dynamics GP Payroll Account Setup window to edit the originating company accounts.

3. Enter the distribution and offset accounts
   When you choose a code, department and title (position), you will be able to enter a valid posting account. The default Due From/Due To accounts for that company will be automatically supplied.

**Advanced Intercompany Extended Account Setup**

If you are using internal companies or if you want to setup all accounts from a single window, you can use the AIT Extended Account Setup window. This window gives you the ability to assign specific default Due From/Due To accounts for posting from specific originating companies. Any information entered on the AIT Account Setup window will also appear on this window, and any information saved on this window will be reflected on the AIT Account Setup window, if appropriate.

Drag the pointer through the Setup menu and choose AIT Extended Account Setup from the AIT Setup menu to open the AIT Extended Account Setup window.
1. Choose an originating company.

2. Choose a destination company.

3. Enter the Due From/Due To accounts.

4. Click the Save button.

5. Click the Printer icon to print a report

1. Choose an originating company
Click on one of your existing companies in the list on the left. If you have already entered Due From/Due To Accounts for this company and have selected a destination company, the GL Accounts will be displayed.

2. Choose a destination company
   Click on the destination company in the list on the right. If you have already entered Due From/Due To Accounts for this company and have selected an originating company, the GL Accounts will be displayed.

3. Enter the Due From/Due To Accounts
   Enter the GL Accounts that you want to use for the Due From/Due To account defaults when you enter an AIT distribution. If you do not see accounts for any of your internal companies, make sure you have completed the steps in the appendix on Setting Up Internal Companies.

4. Click the Save button
   Click the Save button to save the Due From/Due To account information.

5. Click the Print button to print a report
   Click the Print button to print the AIT Extended Account Setup List report to review the information you have entered.

**Advanced Intercompany Site Maintenance**

If you are using the AIT Purchase Order Processing option, you can assign a default company to each of your inventory sites, and setup Due From/Due To Accounts for your different sites. This information will be used to default the Company ID and Due From/Due To Accounts when you choose a Site for a Purchase Order and Purchase Order Receipt. The accounts assigned on the AIT Site Maintenance window will override the default Due From/Due To accounts otherwise assigned to that company. If you did not purchase the Inventory module, Microsoft Dynamics GP will not allow you to assign inventory sites.
Drag the pointer through the Setup menu and choose Inventory. Select AIT Site Setup to open the AIT Site Maintenance window.

1. Choose a Site.
2. Choose a Company.
3. Enter the offset accounts.

1. Choose a Site
Click on the inventory sites on the left. If the site has already been assigned to a company, that company will be displayed in the list.
2. Choose a Company
   Click on the company code on the right to choose a company for this site. Either double-click on the company or click the Link button to link a site to a company.

3. Enter the offset accounts
   If you choose to assign different Due From/Due To accounts for an inventory site, enter them while the site is selected. When you click the Link button, or double click on the company on the right, the account information will be saved. The default Due From/Due To accounts for that company will be automatically supplied.

The Advanced Intercompany Allocation Template

The Advanced Intercompany Allocation Template is a crucial part of the Advanced Intercompany Transactions module. This template sets up which companies and accounts will usually receive Advanced Intercompany transactions, and how much they will receive. It also sets up default descriptive information and posting verification options for each transaction that uses a particular template. The AIT Template can be used with three types of transactions: General Ledger General Journal Entries, Payables Management Vouchers and Payroll Transactions. They can also be used to allocation Payroll distributions that are not transaction based, such as Salaries.

Some examples of how you might use a template are monthly rent or insurance invoices. Often these types of invoices need to regularly be disbursed to multiple companies. If you enter a rent bill as an Advanced Intercompany transaction, you would apply an Advanced Intercompany Template ID. The template will automatically calculate the distributions for any companies or accounts you have chosen.

Templates now allow a tremendous amount of flexibility for allocation distributions. You can create three types of template: Fixed, Variable and Multi-level. Fixed Allocation Templates are designed for calculation where fixed percentages can be used to generate the distributions you need. Variable Allocation Templates can be used where the
accounts might be the same each time, but the percentages might vary based on other financial information in your accounting system. Multi-level Allocation Templates let you combine Fixed and Variable Allocation Templates in tiers, so that one Template can be used to calculate just a portion of another Template.

If you do not allocate all of your transactions, but disburse exact dollar amounts to specific accounts and individual companies, you do not need to define any allocations at this point, nor do you need to create a Template.

If your allocation amounts vary from invoice to invoice, but you always use the same companies and accounts, you may want to put in a minimum percent, so that the companies and accounts will be added to the Advanced Intercompany Transaction Distribution window. If you put 0.00%, the allocation will not create a $0.00 distribution, because $0.00 distributions are not allowed in Journal Entries.

Drag the pointer through the Cards menu and choose Financial. The Financial Cards palette will appear. Select AIT Templates to open the Intercompany Template Maintenance window.
1. Enter a Template ID.

Each template must be assigned a Template ID. Template ID’s can represent allocation types and can be up to 15 characters in length. Each Advanced Intercompany Template will have an ID, which can then be used when you enter a Payables or GL Transaction. Some example Template ID’s are RENT, INSURANCE, PAYROLL or AUTO.

2. Enter a Description

Enter a short description of this template.

3. Select the verification options

Select this option if you want to verify account information in a destination company. Advanced Intercompany Transactions will always verify posting dates, multi-currency settings and posting settings of a
destination company. The template’s verification options will be used to
default verification options for any transaction using the template. The
template’s verification options are defaulted by the company settings you
supplied on the Advanced Intercompany Accounts Setup window.

4. Enter an Allocation Type

Choose either Fixed or Variable for the Allocation Type. If you choose
Fixed, you will be able to enter distribution percentages for your
allocations. If you choose Variable, you will be able to select two groups
of accounts to calculate the allocation amount: distribution accounts
and allocation basis accounts. The distribution accounts are the
accounts that get the distribution amount. The allocation basis
accounts are the accounts that are used to calculate the allocation
amount. See the next section for more details

5. Enter a Template Type

If you have chosen to enter a Fixed Allocation type, choose either Single
or Multi-Level for the Template Type. If you choose Single level, you
will be able to enter distribution percentages for different companies
and GL accounts. If you choose Multi-Level, you will be able enter
distribution percentages for other Allocation Templates.

6. Choose a Variable Allocation balance

If you have chosen to enter a Variable Allocation template, you must
choose the GL Account balance to use for the allocation basis accounts.
If you choose Current Balance, Advanced Intercompany Transactions will
use the Current Balance (based on the transaction date) of the allocation
basis accounts to calculate the allocation amounts. If you choose YTD
Balance, Advanced Intercompany Transactions will use the Year-To-Date
Balance of the allocation basis accounts to calculate the allocation
amounts.
7. Enter a valid balance account

For General Ledger Advanced Intercompany transactions, you will need to assign a balance account. This will be used as one side of the balancing journal entry against which all of your other distributions, both Advanced Intercompany and intracompany, will be placed.

With Payable Management transactions, the offset balance is based on the Voucher type and the settings in the Payables Management, so you do not need to supply a balance account if the template will be used only for Payables Management transactions. The account you enter will be overridden by the Payables Management or System Manager defaults.

With Payroll transactions, the offset balance is based on the transaction type and the settings in the Payroll module, so you do not need to supply a balance account if the template will be used only for Payroll transactions. The account you enter will be overridden by the Payroll or System Manager defaults.

This balance account should not be confused with the Due From/Due To offset accounts that are used to balance an Advanced Intercompany distribution. The Template’s offset account is used to balance the originating company’s journal entry.

8. Enter a default Reference

When you complete a General Ledger transaction, the Reference is used for default Journal Entry values. This saves the time that it would take during a GL transaction entry to fill in the required fields. When using the template for a Payables Management transaction, the Reference will be overridden by the Payables Management or System Manager defaults.
Entering Companies and Accounts into the AIT Template

Once you have assigned a Template ID, Allocation and Template Type and the balance account, and verification options as described in the above section, you’ll be able to start entering companies and distribution accounts into the template. You can enter an unlimited number of companies and accounts to a Template.

The template can contain multiple accounts for each company, and the account types can be Posting, Fixed Allocation, or Variable Allocation. Unit accounts are not allowed.

1. Enter or select a company or a Template ID.
2. Enter or select a GL distribution account.
3. Create a description for the distributions (optional).
4. Enter a default percentage.
5. Enter Calculation Basis accounts.

1. Enter or select a company or a Template ID.
   
   If this is a Single-Level Template, you can enter either a destination company, or the originating company. If you want to allocate an amount to the originating company, enter the company you are currently accessing. If you want to allocate an amount to another company, enter the ID for that company. Click on the look-up button to see a list of available companies. If this is a Multi-Level Template, you can enter a Template ID.

2. Enter or select a Distribution account.
   
   Once you have entered a valid Company or Template ID, you will be able to enter distribution accounts in the scrolling window. Enter the accounts to which Advanced Intercompany allocations will be
Advanced Intercompany Transactions

**SETUP**

distributed. This can be any valid posting or allocation account from the company you have selected. If you have not selected a company, you will not be allowed to enter an account. Click on the lookup window button to view the available accounts and their descriptions for the company you’ve chosen.

You do not need to enter any Advanced Intercompany Due-From or Due-To accounts on this window – they will be generated automatically when you enter a transaction using this template. However, if you want to change the Due From/Due To accounts for this distribution, you can click on the Offset Account Button and choose new offset accounts for both the originating and destination companies.

You can create over-ride the default offset accounts.

Once you add an account to the template, the AIT Company Tree will display the company you have entered. If you want to view the distributions, click on the tree branch to view the accounts and percentages you have entered.
3. Enter a description for the distribution.
   In the Description column, add information specific to this allocation distribution. The description for an account detail will be used as the default distribution references in both General Ledger and Payables Management transactions.

4. Enter a distribution percentage.
   If you are entering a Fixed Allocation Template, this percent distribution is used when you apply this template to a transaction amount. If you are entering a Variable Allocation Template, this field will be disabled.

   If you are entering a Single-Level Template, the percentage you entered will be used to calculate the amount that will be distributed to this destination company’s account. If you are entering a Multi-Level template, the percentage you entered will be used to calculate the amount that will be used by the lower-level Template for its calculations.

   When designating a percentage to distribute to another company, you can enter negative percentages. Advanced Intercompany Transactions will accommodate for the fact that technically it is a credit to that account.

   If you do not assign a percentage to this allocation detail in will not be used in any transaction distributions, because Microsoft Dynamics GP does not allow 0.00 distributions in a GL Journal Entry. If the percent allocation will vary and you want to make sure to include this company, account and description information, you can supply a small percentage (such as 0.10%), and then edit the value only when you use it for a transaction.

5. Enter Calculation Basis accounts.
   If you are entering a Variable Allocation Template, you will need to assign Calculation Basis accounts for each distribution account. You can use any account in any company as a Calculation Basis account.
Advanced Intercompany Transactions uses Calculation Basis accounts to calculate a total allocation base amount by totaling all of the Allocation Basis accounts in a template. Then the individual balances in each of the Calculation Basis accounts are compared to that total base amount and a percent of the base amount is computed. This computed percentage is then used to calculate the distribution amount for the distribution account.

To enter the Calculation Basis accounts, click on the distribution account in the AIT Company Tree. You will then be able to enter Calculation Basis accounts into the scrolling window.
If you want to preview the Calculation Basis account balances that will be used for the calculations as well as the allocation base amount, print the Allocation Template List. To print a report of the Allocation Template you have entered, select Print from the File menu or click on the Print icon at the top of the Template Maintenance window.

When printing a Variable Allocation Template List, the period balances used for calculations are derived from your User Date (as displayed on the Microsoft Dynamics GP toolbar). If you want to see the calculations for a specific period, change the User Date to any date within that period.

**Copying an AIT Template**

You can create a new template and use the information from an existing template, by clicking on the Copy button.
1. Click the Copy button on the Template Maintenance window.

2. Select a Template ID to copy.

3. Enter an ID for the new Template.

4. Enter a description, if different.

5. Click the Copy button.

Once you have made the copy, you can retrieve it on the AIT Template Maintenance window and make any changes you want to the new template.
Vendor Advanced Intercompany Options

Microsoft Dynamics GP gives you the ability to setup default distribution account options for each vendor in your system. Advanced Intercompany Transactions extends that ability so that you can enter default company and account information, or even a default template for each vendor, to make your data entry even easier.

When you setup vendor options, Advanced Intercompany Transactions will use these settings to default distribution information when you enter a voucher for this vendor. If you do not setup a vendor option record, no distribution information will be defaulted for the transaction.

Drag the pointer through the Cards menu and choose Purchasing. The Purchasing Cards palette will appear. Select AIT Vendor Info to open the AIT Vendor Options window.

You can also access the AIT Vendor Options window from the Microsoft Dynamics GP Vendor Maintenance window. From the Extras menu, choose AIT Vendor Options.
1. Enter a Vendor ID.
2. Choose to allocate by Company ID or Template ID.
3. Enter a valid Company ID or Template ID.
4. Enter a GL Account.
1. Enter a Vendor ID
   Enter the Vendor ID for which you want to define Advanced Intercompany options

2. Choose to allocate by Company ID or Template ID
   Choose whether to allocate distributions to a single company or to allocate a transaction using an Allocation Template.

3. Enter a Valid Company or Template ID
   If you chose to allocate by Company ID, you can enter a default Company ID for this vendor.

   If you chose to allocate by Template ID, you can enter a default Template ID for this vendor.

4. Enter a Purchasing distribution account
   If you chose to allocate by Company ID, you can enter a GL Account from the default company you have entered.

   If you chose to allocate by Template ID, this field is disabled.

5. Enter a destination company Due From/Due To account
   You can over-ride the default Due From/Due To account for the company you have selected. If you leave this field empty, the Company’s default Due From/Due To account will be used.

   This field is disabled if you chose to assign an Allocation Template to this vendor.

6. Enter an originating company Due From/Due To account
   You can over-ride the default Due From/Due To account for the originating company. If you leave this field empty, the Company’s default Due From/Due To account will be used.

   This field is disabled if you chose to assign an Allocation Template to this vendor.
**Employee Class Options**

Microsoft Dynamics GP gives you the ability to setup default options for each Employee Class in your system. Advanced Intercompany Transactions extends that ability so that you can enter default company and account information, or even a default template for each employee class, to make your data entry even easier.

When you setup an employee, Advanced Intercompany Transactions will use these settings to default distribution information when you run a payroll for employees in a class. If you make a change to an employee class and roll-down the changes to all employees in the same class, Employee Class options will also get rolled-down.

Under the Tools menu, choose Setup, then select Employee Class from the Payroll item to open the Employee Class Setup window. You can access the Intercompany Employee Class Options window from the Microsoft Dynamics GP Employee Class Setup window. From the Extras menu, choose Intercompany Payroll Options.
1. **Enter a Class ID.**
   Enter the Class ID for which you want to define AIT options.

2. **Choose to allocate by Company ID or Template ID.**
   Choose whether to allocate distributions to a single company or to allocate a transaction using an Allocation Template.

3. **Enter a valid Company ID or Template ID.**
   If you chose to allocate by Company ID, you can enter a default Company ID for this employee class.
   If you chose to allocate by Template ID, you can enter a default Template ID for this employee class.

4. **Enter a Salary distribution account.**
   If you chose to allocate by Company ID, you can enter a GL Account from the default company you have entered. If you do not assign a GL Account, *Advanced Intercompany Transactions* will use the account.
assigned on the AIT Payroll Account Setup window (see page 77) when you enter a transaction for this employee.

If you chose to allocate by Template ID, this field is disabled.

5. Choose an Employee Benefit Code
The Benefit Codes assigned to this employee will appear in the tree view on the left. Choose the Benefit Code that you want to update, add or delete.

If a checkmark appears next to the Benefit Code, a Company ID or Template ID has been assigned.

If you do not assign a company to a Benefit Code, the Benefit Code will be distributed to the Company ID you have assigned to this employee. If you want benefit expense to be distributed to the originating company, enter that code.

We recommend, for clarity, that you assign a Company ID to all Benefit Codes.

6. Enter a Valid Company or Template ID
If you chose to allocate by Company ID, you can enter a default Company ID for this employee class. If you want the Benefit Code for this employee to be allocated to the originating company, you must enter that company in this field. If you leave the field empty, the Benefit Code will be allocated to the employee’s default company.

If you chose to allocate by Template ID, you can enter a default Template ID for this Employee Benefit Code.

7. Enter a Benefit distribution account
If you chose to allocate by Company ID, you can enter a GL Account from the default company you have entered. If you have entered a Company ID, but do not assign a GL Account, Advanced Intercompany
Transactions will use the account assigned on the AIT Payroll Account Setup window.

If you chose to allocate by Template ID, this field is disabled.

**Employee Options**

When you setup an employee, *Advanced Intercompany Transactions* will use these settings to default distribution information when you enter payroll transactions for an employee or process payroll for your employees.

Employee Options are required if you want to distribute an employee’s salary to another company. When you run the Build Checks and Calculate Checks as part of a payroll, *Advanced Intercompany Transactions* will use the options assigned to an employee to calculate the intercompany distributions for that employee. If the employee was assigned a company and a distribution account, all Salary Pay Type calculations will be distributed to that company and account. If an employee was assigned a Template, the Gross Salary amount will be allocated based on the Template’s calculation formula.

If you use the Payroll Mass Transaction Entry window to generate batches of Payroll transactions, the Employee options will be used to automatically create intercompany payroll transactions for the employee. If you do not assign a Template or default Company and distribution account for an employee, you will need to use the Payroll Transaction Entry window to assign intercompany distributions to a payroll transaction. If you use the Standard Transaction Entry window, AIT Employee Options will be used as you enter transactions.

Under the Cards menu, select Employee from the Payroll item to open the Employee Maintenance window. You can access the Intercompany Employee Options window from the Microsoft Dynamics GP Employee Maintenance window. From the Extras menu, choose Intercompany Payroll Options.
Advanced Intercompany Transactions

**SETUP**

![Employee Options Window](image)

- **Employee ID**: ALVA0001
- **Employee Name**: Alvarza, Alicia M.
- **Allocate By**: Company ID
- **Template ID**: PAYROLL
- **Description**: Payroll Allocation
- **Salary Account**: 
- **Account Name**: 
- **Benefits**: 401K, INS, LIFE
- **Allocate By**: Company
- **Dest Comp**: 
- **Account Description**: 

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1. Enter an Employee ID.
   Enter the Employee ID for which you want to define AIT options.

2. Choose to allocate by Company ID or Template ID.
   Choose whether to allocate distributions to a single company or to allocate a transaction using an Allocation Template.

3. Enter a valid Company ID or Template ID.

4. Enter a GL Account.

5. Choose an Employee Benefit Codes

6. Enter a valid Company ID or Template ID

7. Enter a GL Account

1. Enter an Employee ID
   Enter the Employee ID for which you want to define AIT options.

2. Choose to allocate by Company ID or Template ID
   Choose whether to allocate distributions to a single company or to allocate a transaction using an Allocation Template.

3. Enter a Valid Company or Template ID
   If you chose to allocate by Company ID, you can enter a default Company ID for this employee. If you want the salary for this employee to be allocated to the originating company, leave this field empty.
   
   If you chose to allocate by Template ID, you can enter a default Template ID for this employee

4. Enter a Salary distribution account
   If you chose to allocate by Company ID, you can enter a GL Account from the default company you have entered. If you do not assign a GL Account, Advanced Intercompany Transactions will use the account
assigned on the AIT Payroll Account Setup window (see page 77) when you enter a transaction for this employee.

If you chose to allocate by Template ID, this field is disabled.

5. Choose an Employee Benefit Code
   The Benefit Codes assigned to this employee will appear in the tree view on the left. Choose the Benefit Code that you want to update, add or delete.

   If a checkmark appears next to the Benefit Code, a Company ID or Template ID has been assigned.

6. Enter a Valid Company or Template ID
   If you chose to allocate by Company ID, you can enter a default Company ID for this employee. If you want the Benefit Code for this employee to be allocated to the originating company, you must enter that company in this field. If you leave the field empty, the Benefit Code will be allocated to the employee’s default company.

   If you chose to allocate by Template ID, you can enter a default Template ID for this Employee Benefit Code.

   If you do not assign a company to a Benefit Code, the Benefit Code will be distributed to the Company ID you have assigned to this employee or to the Company ID entered on the Payroll Transaction Entry window.

   If you want benefit expense to be distributed to the originating company, enter that code.

   We recommend, for clarity, that you assign a Company ID to all Benefit Codes.

7. Enter a Benefit distribution account
   If you chose to allocate by Company ID, you can enter a GL Account from the default company you have entered. If you have entered a Company ID, but do not assign a GL Account, Advanced Intercompany
Transactions will use the account assigned on the AIT Payroll Account Setup window.

If you chose to allocate by Template ID, this field is disabled.

**Customer Advanced Intercompany Options**

Microsoft Dynamics GP gives you the ability to setup default distribution accounts for each customer in your system. *Advanced Intercompany Transactions* extends that ability so that you can enter default company and account information, or even a default template for each customer, to make your data entry even easier.

When you setup customer options, *Advanced Intercompany Transactions* will use these settings to default distribution information when you enter a transaction for a customer. If you do not setup a customer option record, no distribution information will be defaulted for the transaction.

Drag the pointer through the Cards menu and choose Sales. The Purchasing Cards palette will appear. Select *AIT Customer Info* to open the AIT Customer Options window.
You can also access the AIT Customer Options window from the Microsoft Dynamics GP Customer Maintenance window. From the Extras menu, choose AIT Customer Options.
1. Enter a Customer Number.
   Enter the Customer Number for which you want to define Advanced Intercompany options.

2. Choose to allocate by Company ID or Template ID.
   Choose whether to allocate distributions to a single company or to allocate a transaction using an Allocation Template.

3. Enter a Valid Company or Template ID.
   If you chose to allocate by Company ID, you can enter a default Company ID for this customer.
   If you chose to allocate by Template ID, you can enter a default Template ID for this customer.

4. Enter a Purchasing distribution account.
   If you chose to allocate by Company ID, you can enter a GL Account from the default company you have entered.
   If you chose to allocate by Template ID, this field is disabled.

5. Enter a destination company Due From/Due To account.
   You can over-ride the default Due From/Due To account for the company you have selected. If you leave this field empty, the Company's default Due From/Due To account will be used.
This field is disabled if you chose to assign an Allocation Template to this vendor.

6. Enter an originating company Due From/Due To account
   You can over-ride the default Due From/Due To account for the originating company. If you leave this field empty, the Company’s default Due From/Due To account will be used.

   This field is disabled if you chose to assign an Allocation Template to this vendor.

**AIT Workstation Settings**

*Advanced Intercompany Transactions* includes ability to customize some settings for each workstation. These settings are specific to the computer on which *Advanced Intercompany Transactions* is installed (they are stored in the DEX.INI file) and do not transfer to another computer. Use this window to configure options that you may want to implement when only you use Microsoft Dynamics GP and *Advanced Intercompany Transactions*.

*If some settings are changed on this window, they will not go into effect until after you exit Microsoft Dynamics GP.*

Drag the pointer through the Setup menu and choose Company. The Company Setup palette will appear. Select *AIT Workstation Settings* to open the AIT Workstation Settings window.
Log SQL

Mark this item if you want the Microsoft Dynamics GP to log all SQL statements and ODBC Errors.

*Mark this item only if instructed by our technical support staff.*

mc2 Setup

Mark this item if you want the AIT Setup Wizard to automatically launch the next time you login to Microsoft Dynamics GP.

*Mark this item only if instructed by our technical support staff.*

mc2 Trace

This is used for testing only. Mark this item to have AIT automatically generate special log files for technical support analysis.

*Mark this item only if instructed by our technical support staff.*

Enable Script Debugger

This is used for testing and debugging only. Mark this item to have AIT automatically generate special log files for technical support analysis.

*Mark this item only if instructed by our technical support staff.*
Procedures

The procedures described in this chapter provide a step-by-step guide for completing Advanced Intercompany accounting tasks. All the standard accounting tasks that Advanced Intercompany Transactions was designed to perform are described in this chapter.

In Routine Procedures, you learn how to perform Advanced Intercompany accounts payable and general ledger transactions and how to adjust percentages created by templates. You also learn how to verify and post transactions.

In Analysis Procedures, you learn how to gain quick, easy access to Advanced Intercompany financial information. The Advanced Intercompany Transactions module adds a Journal Entry Number Inquiry Window to the Microsoft Dynamics GP inquiry tools.

In Maintenance Procedures, you learn how to perform maintenance tasks to your Advanced Intercompany setup, such as adding a new company to your Microsoft Dynamics GP system. You’ll also learn about utility, setup and update procedures that you can use to setup a company, verify your Microsoft Dynamics GP setup or update your data from an earlier version of this program.
Entering Transactions

Entering and posting transactions are two of the most common routines in accounting. Transactions can be saved, and edited if necessary, but do not become part of your permanent accounting records until they are posted.

In this chapter, you learn how to perform Advanced Intercompany Accounts Payable and General Ledger transactions and how to adjust distributions created by templates. You also learn how to verify and post transactions.

Entering an Advanced Intercompany GL Transaction

With Advanced Intercompany Transactions, you can enter a transaction by manually distributing amounts to various companies and GL Accounts, or you can allocate transaction amounts using an Allocation Template.

If you are using an Allocation Template, you need to assign two pieces of information to transform a simple GL transaction entry into an Advanced Intercompany Transaction: a transaction amount; and Template ID. When you assign a Template ID to a transaction amount, the Template calculates the Intercompany Distributions for you.

For example, you can apply an Advanced Intercompany Template to a transaction entry of $5000.00. That amount will then be distributed in percentages to different companies’ accounts based on the settings in that template.

If you assigned debits to the company distribution in your template, those will be allocated to the destination company accounts as debits. The Due From/Due To account entered in AIT Account Setup window will be used for the offsetting, balancing entry, in this case a $5000.00 credit.

If you are not going to use an Allocation Template, you can manually distribute a transaction to a virtually unlimited number of companies and to as many companies as you have setup in your Microsoft Dynamics GP system. As you distribute amounts to destination companies, Advanced Intercompany Transactions will automatically generate an
offset distribution to the Due From/Due To GL Accounts you setup on the Advanced Intercompany Account Setup window (see page 75).

Refer to the General Ledger manual for more information about entering Journal Entries into Microsoft Dynamics GP.

Drag the pointer through the Transactions menu and choose Financial. The Financial Transaction palette will appear. Select General to open the Transaction Entry window.
1. Enter the Microsoft Dynamics GP Journal Entry information.

   Enter a Journal Entry as you normally would. If you want to save the transaction, you must assign the transaction to a batch. If you plan on posting the transaction immediately, you cannot assign the transaction to a batch. If this journal entry already has Advanced Intercompany distributions, a check mark will appear next to the AIT Transaction window text.

   When the AIT check indicator appears, you will not be able to edit the distributions in the standard Microsoft Dynamics GP scrolling window. You will need to click on the “AIT” tab to use the Advanced Intercompany Distribution Entry window.

   You can enter both reversing and recurring transactions.

   You can post AIT journal entries on-line. If any of the standard verification steps fail, all errors will be displayed for you before the transaction can be posted.

2. For a standard Microsoft Dynamics GP Journal Entry, enter valid GL Accounts and amounts.

   You can enter any valid GL Account and currency amount for your distributions.

   Advanced Intercompany Transactions disables the intercompany abilities you can find in Microsoft Dynamics GP.
3. Save the entry.
   Click on the Save button to save your standard or reversing Microsoft Dynamics GP Journal Entry.

**Entering Distributions for an AIT Journal Entry**

If you are going to enter intercompany distributions, you will need to enter all distributions – both for the originating and destination companies – on the Advanced Intercompany Transactions scrolling window, which you view when you click on the “AIT” tab. If you have entered any intercompany distributions on this window, the standard Microsoft Dynamics GP distribution scrolling window will be locked to insure data and accounting integrity. You can view the originating company distributions by clicking on the Standard tab, but you will not be able to edit them.

If you are using a Template and need to change some distributions for an individual transaction, you do not need to make any changes to the Template. Simply edit the distributions created by the Template, and save the transaction. Any changes to distributions will not update the Template distributions. The distributions, Source Document and Additional Reference are defaulted from the information in the Template. If Template accounts were entered without a distribution percentage, they will not be included in this transaction, because Microsoft Dynamics GP does not support 0.00 distribution amounts. If the Template was not fully allocated to 100.00%, you will need to adjust one of the distributions manually.

When entering an intercompany distribution, any originating company distributions will be reflected as a Microsoft Dynamics GP distribution to the same account. When entering a destination company distribution, Advanced Intercompany Transactions will automatically generate a Microsoft Dynamics GP offset distribution, based on the Due From/Due To accounts assigned to the company. Any changes to these distributions will automatically update the Microsoft Dynamics GP distribution.

Click on the “AIT” tab to access Advanced Intercompany Transactions features of the General Entry window.
### Advanced Intercompany Transactions

#### Procedures

![Transaction Entry Form](image)

**Transaction Entry**

- **Journal Entry**: 1.688
- **Batch ID**: 

**Standard**

- **Allocation ID**: 
- **Originating Company**: 
- **Allocation Amount**: $0.00
- **Additional Reference**: 

**Displayed Totals**: Transaction

<table>
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<th>Company ID</th>
<th>Account</th>
<th>Debt Amount</th>
<th>Credit Amount</th>
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</tbody>
</table>

<table>
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<th>Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
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<th>Credit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Status**: Unposted

**AIT**

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**ADVANCED INTERCOMPANY TRANSACTIONS 115**
1. Click on the “AIT” tab to enter intercompany information.

2. Assign a Template ID (optional).

3. Enter an Originating Company (optional).

4. Enter an Allocation Amount (optional).

5. Enter a Transaction Reference (optional).

6. Enter a Company ID.

7. Enter a GL Account.

8. Change the percentage, if using a Template.

9. Change or enter the distribution amount.

10. Change the Destination Company offset account (optional).

11. Save or Post the entry.

1. Click on the “AIT” table to enter intercompany information.

   If you are going to enter an intercompany distribution, you need to click on the “AIT” tab to view the *Advanced Intercompany Transactions* allocation fields and scrolling window.

2. Choose a Template ID.
If you have chosen to allocate by Template, you need to enter a Template ID and an Allocation Amount.

*If you have entered 0.00% for a Template's company distribution, that distribution will not appear on the Advanced Intercompany Distribution window (Microsoft Dynamics GP does not allow a $0.00 distribution amount on this window).

3. Enter an Originating Company (optional).
   If you are using internal companies, and you are entering this transaction in a Main Company, you can choose another company as the originating company. This originating company will hold the balancing distribution for the transaction, and make it unnecessary to pass any transaction details through the Main company. You can choose any company that is internal to the current login company as the originating company. *Advanced Intercompany Transactions* will attempt to substitute this segment value into any template distribution account. If the account with that substitution does not exist, the original account will be used.

   This feature can be only if you are using internal companies and are logged into the Main company of the Originating company you choose.

4. Enter an allocation amount (optional).
   If you are distributing a debit balance to the destination companies of a Template, enter a positive number. If you are distributing a credit balance to the destination companies of a Template, enter a negative number. This amount will then be allocated according to the template setup.

   If a Template cannot allocate 100% of the transaction, the final amount will be distributed to the last company and account of the template.

5. Edit the Advanced Intercompany distributions.
Click in the Advanced Intercompany Transactions scrolling window to edit the intercompany distributions.

6. Enter a Transaction Reference.
   Enter a descriptive reference that will help you further identify the information this transaction records.

7. Enter a Company ID.
   Enter a valid Company ID. If you have chosen a default Company ID, this field will be filled in for you.

8. Enter a GL Account.
   Enter a GL Account that has been entered into the company chosen in the Company ID field.

9. Change the percentage, if using a Template.
   If you are using a template for this transaction, you will be able to change the distribution percentage. If you are not using a template, the field will be disabled.

10. Change or enter the distribution amount.
    Enter any valid currency amount. If you have chosen a different currency for this transaction, you can enter either the Functional or Originating amounts.

    | DR    | CR    |
    |-------|-------|
    | 123.00| 123.00|

When you change a distribution amount in this window, the offsetting entry to the Due From/Due To account for this company will automatically be adjusted when you display the standard Microsoft Dynamics GP scrolling window. The Due From/Due To accounts are determined based on the diagrams on page 75.

If you are entering both debits and credits to a destination company and you have different accounts for both the Due From and Due To accounts, Advanced Intercompany Transactions will generate entries for
each type of distribution. You will be prompted to reconcile these amounts when you save the transaction.

If you enter a fully balanced distribution to a destination company, no offset distribution will be generated for the originating company. This feature gives you the flexibility of entering Journal Entries in multiple companies simultaneously.

11. Change the Destination Company offset account (optional).
   If you need to select a different Due From/Due To account in the destination company, click on the T-Account button. This will allow you to change the originating and destination company’s Due From/Due To accounts.

12. Save or Post the distributions.
   To save the transaction click the Save button. To Post the transaction, click on the Post button.
You can now post Advanced Intercompany transactions from this window.

If the Microsoft Dynamics GP distributions do not match the AIT distributions, you can automatically recalculate the Microsoft Dynamics GP distributions based on the Advanced Intercompany distributions or recalculate the Voucher from the Advanced Intercompany Template. Click on the Reset Button on the Payables Transaction to recalculate the Microsoft Dynamics GP originating company distributions based on the intercompany distributions you have entered. Click on the Reset Button on the Payables Transaction to recalculate all distributions based on the Template.

**Entering an Advanced Intercompany Payables Transaction**

Refer to the Payables Management manual for more detailed information about entering Vouchers. Once you have entered all required information on the Payables Transaction Entry window, you will be able to enter intercompany distributions for your transaction.

If you are using a Template and need to change some distributions for an individual transaction, you do not need to make any changes to the Template. Simply edit the distributions created by the Template, and save the transaction. Any changes to distributions will not update the Template distributions. The distributions and verification options are defaulted from the information in the Template. If Template accounts were entered without a distribution percentage, they will not be included with this transaction. Microsoft Dynamics GP does not support 0.00 distribution amounts. If the Template was not fully allocated to 100.00%, the last distribution will contain the remainder of the allocation amount, regardless of the distribution percentage assigned to that Template account.

When entering an intercompany distribution, any originating company distributions will be reflected as a Microsoft Dynamics GP distribution to the same account. When entering a destination company distribution, Advanced Intercompany Transactions will automatically generate a Microsoft Dynamics GP offset distribution, based on the Due From/Due To accounts assigned to the company. Any changes to these distributions will automatically update the Microsoft Dynamics GP distribution.
If you are entering both debits and credits to a destination company, and you are using different GL accounts for the Due From and Due To accounts you will notice different accounts used for the debits and the credits. When you save the transaction, you will be asked if you want to adjust the offset distribution. Advanced Intercompany Transactions will adjust the account and amount based on the net change to the destination company.

When entering intercompany distributions, you must enter all distributions but one distribution, both for the originating and destination companies on the AIT Payables Transaction Entry window. The only exception is the mandatory credit (with invoices) or debit (with credit memos) to your default Accounts Payable Account.

If you are entering Advanced Intercompany transactions, all distributions except for the transaction’s AP offset are entered in the scrolling window on the Payable Transaction Entry window. If you enter distributions only to the originating company, you can enter on either the Payables Transaction Entry window or the Payables Transaction Entry Distribution window. If you enter both destination and originating company distributions, enter both distributions on the Payables Transaction Entry window.

If you are using a template, you do not need to change the template to change distributions, and any changes to distributions will not update the template distributions.

If you have entered a Template ID, these distributions and verification options were derived from the information in the Advanced Intercompany Template. If template accounts were entered without a distribution percentage, they will not appear on this window. If the template was not fully allocated to 100.00%, the last distribution will contain the remainder of the allocation amount.

When you change the originating company distribution, the Microsoft Dynamics GP distribution will be updated automatically. When you change a destination company’s distributions, the Advanced Intercompany offset distribution will automatically be updated, based on the Due From/Due To accounts assigned to the company (see page 75).
The “repeat” menu option, that has been in AIT since versions 4.0 has been removed because this feature is now built into Microsoft Dynamics GP.

Drag the pointer through the Transactions menu and choose Purchasing. The Purchasing Transaction palette will appear. Select Transaction Entry to open the Payables Transaction Entry window.
1. Enter standard payable transaction information.
   Enter a Voucher No., Document Type, Description, Batch ID, Document No., Doc. Date, and P. O. Number. Tab off each entry to finally arrive at the Purchases field.

2. Assign a Purchases amount.
   The Purchases amount of the voucher is the only amount that can be distributed to your different companies. (You will not be able to distribute Discounts, Miscellaneous, etc. distributions.) If you are allocating by template, this amount will be allocated. If you are allocating by company, 100% of the amount will be distributed to the default purchases accounts for the vendor.

   Only the Purchases amount can be distributed to different companies. If this voucher has Advanced Intercompany distributions, a check mark will appear next to the Company ID /Template ID field.

3. Enter a Template ID.
   The Purchases amount of the voucher can be fully allocated to one company or can be allocated using a template. If you choose to allocate using a template, you will be able to enter a Template ID. If you have setup Advanced Intercompany Vendor Options for this vendor, this field will be set to the value you assigned.
If a default company or account has been assigned to the current vendor, that account will be assigned if it exists in the destination company. If no vendor purchases account can be found, the default purchases account will be assigned. If no default purchases account can be found, no Advanced Intercompany distribution will be assigned. Only accounts that exist in the destination company will be used.

If you choose to allocate using a Template ID, the Purchase Amount will be automatically distributed based on the settings in the template. The distributions will appear in the Advanced Intercompany Distribution scrolling window.

If you choose a Template ID, you can easily change the distribution percentage allocated to each of the companies or, if you are using a multi-level template, the secondary level templates. Click on the expansion button next to the Purchases amount to open the Allocate Transaction Amounts window.
4. Enter an Originating Company (optional).
   If you are using internal companies, and you are entering this transaction in a Main Company, you can choose another company as the originating company. This originating company will hold the balancing distribution for the transaction, and make it unnecessary to pass any transaction details through the Main company. You can choose any company that is internal to the current login company as the originating company. Advanced Intercompany Transactions will attempt to substitute this segment value into any template distribution account. If the account with that substitution does not exist, the original account will be used.

   This feature can be only if you are using internal companies and are logged into the Main company of the Originating company you choose.

5. Enter a GL Account.
   Enter a GL Account that exists in the company chosen in the Company ID field.

6. Change the percentage, if using a Template.
   If you are using a template for this transaction, you will be able to change the distribution percentage. If you are not using a template, the field will be disabled.

7. Change or enter the distribution amount.
   Enter any valid currency amount. If you have chosen a different currency for this transaction, you can enter either the Functional or Originating amounts.

   When you change a distribution amount in this window, the offsetting entry to the Due From/Due To account for this company will automatically be adjusted when you display the standard Microsoft Dynamics GP scrolling window. The Due From/Due To accounts are determined based on the diagrams on page 75.
If you are entering both debits and credits to a destination company and you have different accounts for both the Due From and Due To accounts, Advanced Intercompany Transactions will generate entries for each type of distribution. You will be prompted to reconcile these amounts when you save the transaction.

8. Change the Destination Company offset account (optional).
   If you need to select a different Due From/Due To account in the destination company, click on the Offset Account button. This will change the Journal Entry that gets posted to the destination company.

   If the Microsoft Dynamics GP distributions do not match the AIT distributions, you can recalculate the Microsoft Dynamics GP distributions based on the AIT distributions or recalculate the Voucher from the AIT Template. Click on the Reset Button on the Payables Transaction to recalculate the Microsoft Dynamics GP originating company distributions based on the intercompany distributions you have entered. Click on the Default Button on the Payables Transaction to
recalculate all distributions based on the Template or to reset all Microsoft Dynamics GP distributions to their default value.
**Entering an Advanced Intercompany Bank Transaction**

With Advanced Intercompany Transactions, you can enter a transaction by manually distributing amounts to various companies and GL Accounts. Template are now available for a Bank Transaction. Intercompany distributions are allowed only when Entering a Transaction (Check, Withdrawal or Adjustment) or a Receipt. Voided transactions are currently not supported.

For example, you can apply an Advanced Intercompany Template to a transaction entry of $5000.00. That amount will then be distributed in percentages to different companies' accounts based on the settings in that template.

If you assigned debits to the company distribution in your template, those will be allocated to the destination company accounts as debits. The Due From/Due To account entered in Advanced Intercompany Account Setup will be used for the offsetting, balancing entry, in this case a $5000.00 credit.

You can manually distribute a transaction to a virtually unlimited number of companies and to as many companies as you have setup in your Microsoft Dynamics GP system. As you distribute amounts to destination companies, companies Advanced Intercompany Transactions will automatically generate an offset distribution to the Due From/Due To GL Accounts you setup Advanced Intercompany Account Setup window.

Refer to the Bank Reconciliation manual for more information about entering Bank Transactions into Microsoft Dynamics GP.

Drag the pointer through the Transactions menu and choose Financial. The Financial Transaction palette will appear. Select Bank Transaction to open the Bank Transaction Entry window.
1. Enter the Microsoft Dynamics GP Bank Transaction information.
2. Enter a Template ID (optional).
3. Enter an Originating Company (optional).
4. Enter intercompany distributions.
5. Post the Transaction.
1. Enter the Microsoft Dynamics GP Bank Transaction information.
   Enter a Bank Transaction as you normally would. You will be able to
   enter intercompany distributions when entering Transaction and
   Receipts.

   Voided Transactions and Receipts are now supported in Advanced
   Intercompany Transactions. When you void a transaction or receipt, you
   will be able to enter intercompany distributions, and you will no longer
   need to enter the destination company journal entry manually.

2. Enter a Template ID.
   The Purchases amount of the voucher can be fully allocated to one
   company or can be allocated using a template. If you choose to allocate
   using a template, you will be able to enter a Template ID. If you have
   setup Advanced Intercompany Vendor Options for this vendor, this
   field will be set to the value you assigned.

   If a default company or account has been assigned to the current
   vendor, that account will be assigned if it exists in the destination
   company. If no vendor purchases account can be found, the default
   purchases account will be assigned. If no default purchases account can
   be found, no Advanced Intercompany distribution will be assigned.
   Only accounts that exist in the destination company will be used.

   If you choose to allocate using a Template ID, the Purchase Amount will
   be automatically distributed based on the settings in the template. The
   distributions will appear in the Advanced Intercompany Distribution
   scrolling window.

3. Enter an Originating Company (optional).
If you are using internal companies, and you are entering this transaction in a Main Company, you can choose another company as the originating company. This originating company will hold the balancing distribution for the transaction, and make it unnecessary to pass any transaction details through the Main company. You can choose any company that is internal to the current login company as the originating company. Advanced Intercompany Transactions will attempt to substitute this segment value into any template distribution account. If the account with that substitution does not exist, the original account will be used.

This feature can be only if you are using internal companies and are logged into the Main company of the Originating company you choose.

4. Enter intercompany distributions.
   Click on the Intercompany radio button to display the Advanced Intercompany Transactions scrolling window. This scrolling window will let you enter originating and destination GL Account distributions for your Bank Transaction.

   Advanced Intercompany Transactions disables the standard Bank Transaction scrolling window if you have entered any destination company distributions.

5. Post the transaction.
   The Microsoft Dynamics GP Bank Reconciliation module does not let you save transactions to a batch or print edit lists. After you have finished entering a transaction, you must either post it or delete it. Click on the Post button to post your transaction to your Microsoft Dynamics GP system.
Entering Distributions for an AIT Bank Transaction

If you going to enter intercompany distributions, you will need to enter all distributions, both for the originating and destination companies on the Advanced Intercompany Transactions scrolling window, which you view when you click on the Intercompany radio button. If you have entered any intercompany distributions on this window, the standard Microsoft Dynamics GP distribution scrolling window will be locked to insure data and accounting integrity. You can view the originating company distributions by clicking on the Standard tab, but you will not be able to edit them. If you enter distributions only for the originating company, do not enter any distributions on the Advanced Intercompany Transactions scrolling window.

When entering an intercompany distribution, any originating company distributions will be reflected as a Microsoft Dynamics GP distribution to the same account. When entering a destination company distribution, Advanced Intercompany Transactions will automatically generate a Microsoft Dynamics GP offset distribution, based on the Due From/Due To accounts assigned to the company. Any changes to these distributions will automatically update the Microsoft Dynamics GP distribution.

If you are entering both debits and credits to a destination company, and you are using different GL accounts for the Due From and Due To accounts you will notice different accounts used for the debits and the credits. When you save the transaction, you will be asked if you want to adjust the offset distribution. Advanced Intercompany Transactions will adjust the account and amount based on the net change to the destination company.
1. Enter a Company ID.

Enter a valid Company ID. If you have chosen a default Company ID, this field will be filled in for you.

2. Enter a GL Account.

Enter a GL Account that has been entered into the company chosen in the Company ID field.

3. Enter the distribution amount.

Enter any valid currency amount. If you have chosen a different currency for this transaction, you can enter either the Functional or Originating amounts.

When you change a distribution amount in this window, the offsetting entry to the Due From/Due To account for this company will automatically be adjusted when you display the standard Microsoft Dynamics GP scrolling window. The Due From/Due To accounts are determined based on the diagrams on page 75.

If you are entering both debits and credits to a destination company and you have different accounts for both the Due From and Due To accounts, Advanced Intercompany Transactions will generate entries for each type of distribution. You will be prompted to reconcile these amounts when you save the transaction.
If you enter a fully balanced distribution to a destination company, no offset distribution will be generated for the originating company. This feature gives you the flexibility of entering Journal Entries in multiple companies simultaneously.

4. Change the Destination Company offset account (optional)
   If you need to select a different Due From/Due To account in the destination company, click on the Offset Account button. This will change the Journal Entry that is posted to the destination company.

5. Post the transaction.
   Save the transaction distributions by clicking the Save button

   *If the Microsoft Dynamics GP distributions do not match the AIT distributions, you can automatically recalculate the Microsoft Dynamics GP distributions based on the Advanced Intercompany distributions or recalculate the Voucher from the Advanced Intercompany Template. Click on the Reset Button on the Payables Transaction to recalculate the Microsoft Dynamics GP originating*
company distributions based on the intercompany distributions you have entered. Click on the Reset Button on the Payables Transaction to recalculate all distributions based on the Template.

**Entering an Advanced Intercompany Bank Transfer**

With Advanced Intercompany Transactions, you can enter a Bank Transfer to transfer an amount from a checkbook in one company to a checkbook in another company.

Refer to the Bank Reconciliation manual for more information about entering Bank Transfers into Microsoft Dynamics GP.

Drag the pointer through the Transactions menu and choose Financial, Bank Transfers to open the Bank Transfer Entry window.
1. Enter the Microsoft Dynamics GP Bank Transfer information.

2. Enter the Originating Company Checkbook.

3. Enter a Distribution Reference (optional).

4. Enter a Transfer Amount.

5. Enter a Destination Company.

6. Enter the Destination Company Checkbook.

7. Enter a Distribution Reference (optional).

8. Post the Transaction.

1. Enter the Microsoft Dynamics GP Bank Transfer information.
   Enter a Bank Transfer as you normally would. You may only choose Enter Transfer if you are transferring to another company. If you want to Void Transfer, you will need to choose Enter Transfer in the other company.

2. Enter the Originating Company Checkbook.
   Choose one of your current checkbooks from the current company out of which you want to transfer an amount.

3. Enter a Distribution Reference.
If you want to add additional descriptive information for this transfer, enter it as a Distribution Reference. This information will be posted to the originating company.

4. Enter a Transfer Amount.
   Enter the amount you want to transfer.

5. Enter the Destination Company.
   Choose one of your current companies to which you want to transfer the amount. If you want to transfer to a checkbook in your current company, choose that company or leave the field empty.

6. Enter the Destination Company Checkbook.
   Choose one of the checkbooks from the company entered above.

7. Enter a Distribution Reference.
   If you want to add additional descriptive information for this transfer, enter it as a Distribution Reference. This information will be transferred to the destination company.

8. Post the transaction.
   The Microsoft Dynamics GP Bank Reconciliation module does not let you save transactions to a batch or print edit lists. After you have finished entering a transaction, you must either post it or delete it. Click on the Post button to post your transaction to your Microsoft Dynamics GP system.

**Entering a Payroll Transaction**

With Advanced Intercompany Transactions, you can enter a payroll transaction by manually distributing amounts to one company and one a GL Account for each Payroll transaction, or you can allocate the transaction amount using an Allocation Template. The GL Account will be for the Gross Salary amount of the transaction.
Refer to the Payroll manual for more information about entering Payroll Transactions into Microsoft Dynamics GP. Also refer to the Advanced Intercompany Transactions Payroll Class Options and Employee Options starting on page 98.

Drag the pointer through the Transactions menu and choose Payroll. The Payroll Transaction palette will appear. Select Transaction Entry to open the Payroll Transaction Entry window.
1. Enter the Microsoft Dynamics GP Payroll Transaction information.

Enter a Payroll Transaction as you normally would. All transactions must be assigned to a batch. If this journal entry already has Advanced Intercompany distributions, a check mark will appear next to the AIT Transaction window text.

2. Choose to allocate by company or Template.

The Salary amount of the transaction can be fully allocated to one company or can be allocated using a template. If you choose to allocate to a company, you will be able to enter a Company ID. If you choose to allocate using a template, you will be able to enter a Template ID.

3. Apply a Company ID or an Advanced Intercompany Template ID.

Enter a Company ID or a Template ID in the Company ID/IC Template ID field. If you have setup Advanced Intercompany Employee Options for this employee, this field will be set to the value you assigned.

If you choose to allocate using a Company ID, the Salary amount will be automatically distributed to the destination company you choose. If a default account has been assigned to the current employee, that account will be assigned if it exists in the destination company. If no employee salary account can be found, the you will need to manually assign the account. Only accounts that exist in the destination company will be used.
If you choose to allocate using a Template ID, the Salary amount will be automatically distributed based on the settings in the template. The distributions will appear on the AIT Payroll Distribution report, printed after the Calculate Checks procedure.

4. Enter a Company ID.
   Enter a valid Company ID. If you have chosen a default Company ID, this field will be filled in for you.

5. Enter a GL Account.
   Enter a GL Account that exists in the company chosen in the Company ID field.

6. Change the Destination Company offset account (optional).
   If you need to select a different Due From/Due To account in the destination company, click on the Offset Account button. This will change the Journal Entry that gets posted to the destination company.
When you run the Build Checks routine, *Advanced Intercompany Transactions* will use the intercompany information to generate intercompany distributions for each batch selected for the Build. If you have marked to include Salary pay types, employees with Intercompany Options, will automatically be flagged for intercompany distributions. When you run the Calculate Checks routine, the exact intercompany distribution amount and accounts will be calculated, including the originating and destination company Due From/Due To accounts. When the Calculate Checks process has finished, you will be able to print the AIT Payroll Distribution Report.

**Entering an Advanced Intercompany Receivables Transaction**

Refer to the Receivables Management manual for more detailed information about entering Sales transactions. Once you have entered all required information on the Receivables Transaction Entry window, you will be able to enter intercompany distributions for your transaction.

If you are using a Template and need to change some distributions for an individual transaction, you do not need to make any changes to the Template. Simply edit the distributions created by the Template, and save the transaction. Any changes to distributions will not update the Template distributions. The distributions and verification options are defaulted from the information in the Template. If Template accounts were entered without a distribution percentage, they will not be included with this transaction. Microsoft Dynamics GP does not support 0.00 distribution amounts. If the Template was not fully allocated to 100.00%, the last distribution will contain the remainder of the allocation amount, regardless of the distribution percentage assigned to that Template account.

When entering an intercompany distribution, any originating company distributions will be reflected as a Microsoft Dynamics GP distribution to the same account. When entering a destination company distribution, *Advanced Intercompany Transactions* will automatically generate a Microsoft Dynamics GP offset distribution, based on the Due From/Due To accounts assigned to the company. Any changes to these distributions will automatically update the Microsoft Dynamics GP distribution.
If you are entering both debits and credits to a destination company, and you are using different GL accounts for the Due From and Due To accounts you will notice different accounts used for the debits and the credits. When you save the transaction, you will be asked if you want to adjust the offset distribution. **Advanced Intercompany Transactions** will adjust the account and amount based on the net change to the destination company.

When entering intercompany distributions, you must to enter all distributions but one distribution, both for the originating and destination companies on the AIT Receivables Transaction Entry window. The only exception is the mandatory credit (with invoices) or debit (with credit memos) to your default Accounts Payable Account.

If you are entering Advanced Intercompany transactions, all distributions except for the transaction’s A/R offset are entered in the scrolling window on the Sales Transaction Distribution Entry window. If you enter distributions only to the originating company, you can enter on either the AIT Receivables Transaction Entry window or the Sales Transaction Distribution Entry window. If you enter both destination and originating company distributions, enter both distributions on the Sales Transaction Distribution Entry window.

If you have entered a Template ID, these distributions and verification options were derived from the information in the Advanced Intercompany Template. If template accounts were entered without a distribution percentage, they will not appear on this window. If the template was not fully allocated to 100.00%, the last distribution will contain the remainder of the allocation amount.

When you change the originating company distribution, the Microsoft Dynamics GP distribution will be updated automatically. When you change a destination company’s distributions, the Advanced Intercompany offset distribution will automatically be updated, based on the Due From/Due To accounts assigned to the company (see page 75).

Drag the pointer through the Transactions menu and choose Purchasing. The Purchasing Transaction palette will appear. Select Transaction Entry to open the Payables Transaction Entry window.
1. Enter the receivables transaction information.
2. Assign a Sales amount.
3. Click on the AIT logo button to allocate by company or template.
4. Save the entry.
1. Enter the receivables transaction information.
   Enter all the required sales transaction information.

2. Assign a Sales amount.
   The Sales amount of the document is the only amount that can be
   distributed to your different companies. (You will not be able to
   distribute Discounts, Miscellaneous, etc. distributions.) If you are
   allocating by template, this amount will be allocated. If you are
   allocating by company, 100% of the amount will be distributed to the
   default sales accounts for the customer.

   Only the Sales amount can be distributed to different companies. If this
document has Advanced Intercompany distributions, a check mark will appear
on the AIT Toolbar.

3. Click on the AIT logo button to allocate by company or template.
   When you click on the AIT logo button to allocate the transaction to
different companies, the AIT Receivables Transaction Entry window
will open. If the document’s customer had AIT options assigned, the
document will automatically be distributed based on those options.
1. Enter a default substitution segment
2. Enter a Company ID.
3. Enter a GL Account.
4. Enter the distribution amount.
5. Change the Destination offset account (optional).
6. Save the Transaction.

1. Enter a default segment substitution (optional).
Based on the segment you have chosen on the IC Setup window, you will be able to choose a default GL Account Segment ID. *Advanced Intercompany Transactions* will attempt to substitute this segment value into any default distribution account. If the account with that substitution does not exist, the standard default account will be used.

Example:

Let’s assume your GL Account has a department segment, and one of your department is “100”. Let’s also assume that the GL account number for telephone expense is 000-5100-000, that you are entering a voucher for your local telephone company, and that you have setup this vendor with a default purchases account of 000-5100-000. If you enter “100” in the segment substitution field, *Advanced Intercompany Transactions* will attempt to distribute the voucher to 100-5100-000, even though the vendor had a different default distribution account.

This feature is available on if you are using a default company or template. If no segment substitution value is entered, the standard default distribution account is used.

2. Enter a Company ID.
   Enter a valid Company ID. If you have chosen a default Company ID, this field will be filled in for you.

3. Enter a GL Account.
   Enter a GL Account that has been entered into the company chosen in the Company ID field.

4. Enter the distribution amount.
   Enter any valid currency amount. If you have chosen a different currency for this transaction, you can enter either the Functional or Originating amounts.
When you change a distribution amount in this window, the offsetting entry to the Due From/Due To account for this company will automatically be adjusted when you display the standard Microsoft Dynamics GP scrolling window. The Due From/Due To accounts are determined based on the diagrams on page 75.

If you are entering both debits and credits to a destination company and you have different accounts for both the Due From and Due To accounts, Advanced Intercompany Transactions will generate entries for each type of distribution. You will be prompted to reconcile these amounts when you save the transaction.

If you enter a fully balanced distribution to a destination company, no offset distribution will be generated for the originating company. This feature gives you the flexibility of entering Journal Entries in multiple companies simultaneously.

5. Change the Destination Company offset account (optional)
   If you need to select a different Due From/Due To account in the destination company, click on the Offset Account button. This will

![AIT Offset Accounts]

- **Company**: CMP01
- **Document**: SALES000000000062

**Destination Company**
- **Due From/Due To**: 300 -1280 -00
- **Description**: Due From TWO

**Originating Company**
- **Due From/Due To**: 000 -2750 -01
- **Description**: Due To Company 1

![mc²]

OK  Cancel
change the Journal Entry that is posted to the destination company. You will not be able to change the originating company’s Due From/Due To account.

6. Save the transaction.
   Save the transaction distributions by clicking the Save button.

If you discover that the Microsoft Dynamics GP distributions do not balance with the Advanced Intercompany distributions, you can automatically recalculate the Microsoft Dynamics GP distributions based on the Advanced Intercompany distribution. Click on the Default Button on the Advanced entire Journal Intercompany Distribution window to reset the distributions to their default values.
Entering an Advanced Intercompany Purchase Order

Refer to the Purchase Order Processing manual for more detailed information about entering Purchase Orders. Once you have entered all required information on the Purchase Order Entry window, you will be able to assign a company to each line item of the Purchase Order.

Drag the pointer through the Transactions menu and choose Purchasing. The Purchasing Transaction palette will appear. Select Purchase Order Entry to open the Purchase Order Entry window.
1. Enter standard Purchase Order transaction information.

2. Assign an originating company (optional).

3. Enter Purchase Order line items.

4. Assign a company to the line item.

5. Edit Purchase Order line item.

1. Enter standard Purchase Order Transaction information.
   Enter the information that you would normally enter for a Purchase Order. For more information about entering a Purchase Order, please refer to the Microsoft Dynamics GP documentation.

2. Assign an originating company (optional).
   If you are using internal companies, and you are entering this transaction in a Main Company, you can choose another company as the originating company. This originating company will hold the balancing distribution for the transaction, and make it unnecessary to pass any transaction details through the Main company. You can choose any company that is internal to the current login company as the originating company. Advanced Intercompany Transactions will attempt to substitute this segment value into any template distribution account. If the account with that substitution does not exist, the original account will be used.

   This feature can be only if you are using internal companies and are logged into the Main company of the Originating company you choose.

3. Enter Purchase Order line items.
   Enter Purchase Order line items as you normally would. If you have assigned a default Site, Advanced Intercompany Transactions will use the AIT Site Maintenance information to assign a company and Due From/Due To accounts.
4. Assign a company to the line item.
   When entering a company for a line item, if you choose the originating company, distributions will be reflected as a Microsoft Dynamics GP distribution to the same account.

   When entering a destination company Advanced Intercompany Transactions will attempt to assign a distribution account for your line item. If an account has been assigned to the inventory item, Advanced Intercompany Transactions will confirm that that account also exists in the destination company. If you have assigned a default account segment code for the inventory site, or if you are using internal companies, Advanced Intercompany Transactions will attempt to substitute that segment value. If an account cannot be validated for this item, the account entered on the Posting Account Setup window in the destination company is used. If you do not have an account assigned, you will receive an error message.

   Advanced Intercompany Transactions will also automatically generate a Microsoft Dynamics GP distribution, based on the Due From/Due To accounts assigned to the company. If you have not assigned separate offset accounts on the AIT Site Maintenance window (see page 82), the offset accounts will be assigned based on the Due From/Due To accounts assigned to the company (see page 75).

5. Edit Purchase Order line item.
   If you want to edit more information for this line item, such as the distribution account or Due From/Due To accounts, click the Expansion button to open the Purchasing Item Detail Entry window.
Entering an Advanced Intercompany Purchasing Receipt

Refer to the Purchase Order Processing manual for more detailed information about entering Purchasing Receipts. Once you have entered all required information on the Receivings Transaction Entry window, you will be able to assign a company to each line item of the Purchasing Receipt.
Drag the pointer through the Transactions menu and choose Purchasing. The Purchasing Transaction palette will appear. Select Receivings Trx Entry to open the Receivings Transaction Entry window.
1. Enter standard Purchasing Receipt information.

Enter the information that you would normally enter for a Purchasing Receipt. For more information about entering a Purchase Order, please refer to the Microsoft Dynamics GP documentation.

If you enter the transaction as a Shipment, Advanced Intercompany Transactions will create an AIT Journal Entry in the originating company. If you have configured your posting settings to “Post Through General Ledger Files,” AIT will post intercompany distributions to the originating and destination company General Ledger. When you post the Invoice, the standard Microsoft Dynamics GP invoice posting process will be invoked, crediting the Accounts Payable account, debiting the Accrued distribution from the Shipment posting, and updating Payables Management. As a shipment, no AIT information will be posted to the Payables Management module.

If you enter the transactions as a Shipment/Invoice, Advanced Intercompany Transactions an AIT Journal Entry in the originating company. If you have configured your posting settings to “Post Through General Ledger Files,” AIT will post intercompany distributions to the originating and destination company General Ledger. As an Shipment/Invoice, AIT will also add AIT distributions information to the Payables Management module, linked to the Payables Management voucher.
2. Assign an originating company (optional).
   If you are using internal companies, and you are entering this transaction in a Main Company, you can choose another company as the originating company. This originating company will hold the balancing distribution for the transaction, and make it unnecessary to pass any transaction details through the Main company. You can choose any company that is internal to the current login company as the originating company. *Advanced Intercompany Transactions* will attempt to substitute this segment value into any template distribution account. If the account with that substitution does not exist, the original account will be used.

   This feature can be only if you are using internal companies and are logged into the Main company of the Originating company you choose.

3. Enter Purchasing Receipt line items.
   Enter Purchasing Receipt line items as you normally would.

   If you Auto-Receive a Purchase Order, *Advanced Intercompany Transactions* will use the line item details from the Purchase Order to assign the company, distribution account and Due From/Due To account information.

   If you manually choose a Purchase Order, *Advanced Intercompany Transactions* will use the line item details from the Purchase Order to assign the company, distribution account and Due From/Due To account information.

   If you add a new line item without a Purchase Order, *Advanced Intercompany Transactions* will assign company and account information as described in the following paragraphs.

4. Assign a company to the line item.
When entering a company for a line item, if you choose the originating company, distributions will be reflected as a Microsoft Dynamics GP distribution to the same account.

When entering a destination company Advanced Intercompany Transactions will attempt to assign a distribution account for your line item. If an account has been assigned to the inventory item, Advanced Intercompany Transactions will confirm that that account also exists in the destination company. If you have assigned a default account segment code for the inventory site, or if you are using internal companies, Advanced Intercompany Transactions will attempt to substitute that segment value. If an account cannot be validated for this item, the account entered on the Posting Account Setup window in the destination company is used. If you do not have an account assigned, you will receive an error message.

Advanced Intercompany Transactions will also automatically generate a Microsoft Dynamics GP distribution, based on the Due From/Due To accounts assigned to the company. If you have not assigned separate offset accounts on the AIT Site Maintenance window (see page 82), the offset accounts will be assigned based on the Due From/Due To accounts assigned to the company (see page 75).

5. Edit Purchasing Receipt line item.
   If you want to edit more information for this line item, such as the distribution account or Due From/Due To accounts, click the Expansion button to open the Purchasing Item Detail Entry window.
**Entering an Advanced Intercompany Inventory Transfer**

Refer to the Inventory manual for more detailed information about entering Inventory Transfers. Once you have entered all required information on the Inventory Transfer Entry window, you will be able to assign a company to each line item of the Inventory Transfer.

Drag the pointer through the Transactions menu and choose Inventory and select Inventory Transfer to open the Inventory Transfer Transaction Entry window.
1. Enter standard Inventory Transfer transaction information.

2. Assign an originating company (optional).

3. Assign a company to each line item.

4. Edit the General Ledger distributions (optional).

5. Post the transaction or Save it to a batch.
1. Enter the standard Inventory Transfer information.
   Enter the information that you would normally enter for an Inventory Transfer transaction. For more information about entering an Inventory Transfer, please refer to the Microsoft Dynamics GP documentation.

2. Assign an originating company (optional).
   If you are using internal companies, and you are entering this transaction in a Main Company, you can choose another company as the originating company. This originating company will hold the balancing distribution for the transaction, and make it unnecessary to pass any transaction details through the Main company. You can choose any company that is internal to the current login company as the originating company. Advanced Intercompany Transactions will attempt to substitute this segment value into any template distribution account. If the account with that substitution does not exist, the original account will be used.

   This feature can be only if you are using internal companies and are logged into the Main company of the Originating company you choose.

3. Enter the Inventory Transfer line items.
   Enter Inventory Transfer line items as you normally would.

4. Assign a company to the line item.
   When entering a company for a line item, if you choose the originating company, distributions will be reflected as a Microsoft Dynamics GP distribution to the same account.

   When entering a destination company Advanced Intercompany Transactions will attempt to assign a distribution account for your line item. If an account has been assigned to the inventory item, Advanced
Intercompany Transactions will confirm that that account also exists in the destination company. If you have assigned a default account segment code for the inventory site, or if you are using internal companies, Advanced Intercompany Transactions will attempt to substitute that segment value. If an account cannot be validated for this item, the account entered on the Posting Account Setup window in the destination company is used. If you do not have an account assigned, you will receive an error message.

Advanced Intercompany Transactions will also automatically generate a Microsoft Dynamics GP distribution, based on the Due From/Due To accounts assigned to the company. If you have not assigned separate offset accounts on the AIT Site Maintenance window (see page 82), the offset accounts will be assigned based on the Due From/Due To accounts assigned to the company (see page 75).

When you assign a destination Company ID to a line item, Advanced Intercompany Transactions will validate the item in the destination company and location. If you have enabled Create IV Records on the AIT Setup window (see page 56), Advanced Intercompany Transactions will automatically create all related information in the destination company if the item does not already exist. If the item or related information exists, Advanced Intercompany Transactions will not update or change that information and only add required, new information.

5. Edit the General Ledger distributions.

If you want to edit more information for this line item, such as the distribution account or Due From/Due To accounts, click the Expansion button to open the Purchasing Item Detail Entry window.
posting transactions

After you have entered and reviewed your transactions, you will want to post them to make them part of your permanent accounting records. In addition to verifying transactions by viewing them on your computer, you can perform additional verifications by printing edit lists of your batches. Edit lists will simulate the posting process and will report any errors that the transaction would encounter if posted.

printing or posting a general ledger batch

Drag the pointer through the Transactions menu and choose Financial. The Financial Transaction palette will appear. Select Batches to open the Batch Entry window.
1. Enter a batch number.
   If you know the batch you want to print, enter it into the Batch Number field. If you don’t know the batch number, click on the lookup button next to the field and select the batch.

2. Select General Entry from the drop-down list.
   If you have not selected a batch from the Batches lookup window, Click on the Origin drop-down list and select General Entry.

3. Print an edit list or Post the batch.
   Drag the pointer through the File menu and select Print. You will be asked for a destination for your edit list.
   Click on the Post button to being the posting process.

   You can print an edit list only from the Batch Entry window, not from the Transaction Entry window.

3. Post the batch
   Click on the Post button to being the posting process.

**Printing or Posting a Payables Transaction Batch**

Drag the pointer through the Transactions menu and choose Purchasing. The Purchasing Transaction palette will appear. Select Batches to open the Payables Batch Entry
window.

1. Enter a batch number.
2. Select Payables Trx Entry from the drop-down list.
3. Print an edit list or Post the batch.
1. Enter a batch Number.
   If you know the batch you want to print, enter it into the Batch Number field. If you don’t know the batch number, click on the lookup button next to the field and select the batch.

2. Select Payables Trx Entry from the drop down list.
   If you have not selected a batch from the Batches lookup window, Click on the Origin drop-down list and select Transaction Entry.

3. Print an edit list.
   Drag the pointer through the File menu and select Print. You will be asked for a destination for your edit list.

   Click on the Post button to begin the posting process.

   You can print an edit list only from the Batch Entry window, not from the Transaction Entry window.

**Series Posting Advanced Intercompany Transactions**

In addition to batch-level posting, Advanced Intercompany transactions can also be posted through series-level posting. When you select to post by series, all batches that have been marked in the Series Posting window will be posted. Because batches are groups of related transactions, series posting can be useful when you want to post several batches that have something in common. For example, series posting could be used to post all the batches of Advanced Intercompany transactions that have been entered within a particular week.

In batch-level posting, the posting process is started in the window where batches are created. In series-level posting, the process is started in a window designed solely for posting.
As with batch posting, a posting journal may be printed when the series posting process is complete if you've marked the option to print audit trail reports in the Posting Setup window.

**Financial Series Posting**

The standard Microsoft Dynamics GP Financial Series Posting can be used to post all Financial Series batches, both standard Microsoft Dynamics GP General Ledger batches, as well as Advanced Intercompany batches.


![Series Posting Window](image)

All of the batches available for posting in General Ledger are displayed here, including batches containing Advanced Intercompany transactions. The batch status column in the Series Posting window displays the current status of each batch and allows you to mark them for posting. If a batch is marked *Available*, it isn’t in use and can be edited.
Click the box and that status will change to Marked. Marked batches can be posted by clicking Post. Once a batch as been marked, it can’t be edited unless you change its status back to Available.

If you’re using Microsoft Dynamics GP on a network, click Redisplay before posting and the window will be updated to show any batches that have been added or changed by your coworkers since you opened the window.

**Purchasing Series Posting**

Drag the pointer through the Transactions menu and choose Purchasing. The Purchasing Transaction palette will appear. Select Series Posting to open the Posting Series window.

This window will show all Purchasing Series batches, whether or not they contain Advanced Intercompany journal entries. The batch status column in the Purchasing Series Posting window displays the current status of each batch and allows you to mark...
them for posting. If a batch is marked *Available*, it isn’t in use and can be edited. Click the box and that status will change to *Marked*. Marked batches can be posted by click *Post*. Once a batch as been marked, it can’t be edited unless you change its status back to *Available*.

If you’re using Microsoft Dynamics GP on a network, click *Redisplay* before posting and the window will be updated to show any batches that have been added or changed by your coworkers since you opened the window.
Analysis Procedures

The Advanced Intercompany Transactions module includes inquiry windows which allows you to view detailed information about posted transactions.

Journal Entry Inquiry

If you need more information about a specific Journal Entry, you can use this window to access more details, including any Advanced Intercompany distributions and multi-currency information.
Drag the pointer through the Inquiry menu and choose Financial. The Financial Inquiry palette will appear. Select mc2 Journal Entry to open the Journal Entry Inquiry window.

1. Enter the Journal Entry number.
2. Select Originating or Functional.
3. View the Advanced Intercompany distributions.
4. Click OK.
5. Print an Journal Entry report (optional).
6. Click OK.

1. Enter the Journal Entry number.
   Enter the number of the GL entry in the Journal Entry field. You will then be able to click on the Notes button to the left of the number and view any notes that were attached to the original entry.

   If the transaction was part of a recurring batch, the first posted entry will be retrieved. Use the VCR (browse) buttons on the top of the window to view the remaining recurrences of the Journal Entry.
2. Select Originating or Functional.
   If this transaction was in a currency other than the Functional Currency, you can choose to view the distributions in either the Originating or Functional currency.

3. View the Advanced Intercompany distributions.
   If this transaction included distributions to other companies, a checkmark will appear on the bottom of the window. Click on the Standard radio button to view the standard distributions. Click on the Intercompany radio button to view the AIT distributions.

4. Print a Journal Entry report.
   If you want to print the Microsoft Dynamics GP Journal Entry Cross Reference report for this transaction, drag the pointer through the File menu and select Print.

5. Click OK to close the window.
Cross-Company Drill Down

If you are viewing a Journal Entry that originated in another company, you can use this window to drill-down, across company boundaries, to see details of the originating transaction.
Payables Transaction Inquiry

If you need more information about a Payables Voucher, and want to review the intercompany distributions, first view the transaction on the Payables Transaction Entry Zoom window. Then choose AIT Transaction Zoom from the Extras/Additional menu.
ADVANCED INTERCOMPANY TRANSACTIONS
If you need more information about your transactions, you can use this window to access more details, including any Journal Entry in your system, whether it originated in the currency company or another company. This window will display any GL transaction, whether or not it has been posted, and will include Journal Entries from both open and closed fiscal years.

Drag the pointer through the Inquiry menu and choose AIT Transaction Inquiry from the Financial menu.
1. Enter a Date Range (Optional)

Enter a date range if you want to restrict the transactions to a specific period in time. If you want transactions regardless of date, click on the “All” radio button.

2. Enter a Master ID Range (Optional)

Enter a Master ID range if you want to restrict the transactions to a specific period Master ID. If you want transactions regardless of Master ID, click on the “All” radio button.

The Master ID is the ID associated with the master record for the transaction. If the transaction originating in Payables Management or Purchase Order Processing, the Master ID is the Vendor ID. If the transaction originating in Receivables Payables Management or Sales Order Processing, the Master ID is the Customer Number. If the transaction originating in Payroll, the Master ID is the Employee ID.
3. Enter a Company ID Range.
   Enter an originating Company ID if you want to restrict the transactions to a specific originating Company. If you want transactions regardless Company, click on the “All” radio button.

4. Enter a Document Number Range.
   Enter a Document Number range if you want to restrict the transactions to specific Document Numbers. If you want transactions regardless of date, click on the “All” radio button.

5. Enter a Reference.
   Enter a Reference if you want to restrict the transactions to a specific Reference. If you want transactions regardless of date, leave this field blank.

Reconciliation Reports

If you need more information about posted transactions, use the Reconciliation Reports Window to print transaction distribution details. Choose AIT Reconciliation Reports from the Reports/AIT Reports menu.
AIT Distribution History

The AIT Distribution History report will print all AIT Payables Management voucher distributions posted within the current login company.

Destination Company Reconciliation

The Destination Company Reconciliation report will print all distributions that have been posted to the currency login company that originated in a different company. The report will group transaction by the destination company’s Journal Entry number. If there are any differences in the amount posted for the journal entry, it will be printed in the Journal Entry footer.

PM Originating Company Reconciliation

The Originating Company Reconciliation report will print all Payables Management transactions that were distributed to other companies. The report will group transaction by the destination company, General Ledger posting date and General Ledger account. If there are any differences in the amount posted for the journal entry, it will be printed in the respective footer.
Maintenance Procedures

Once you’ve been using Advanced Intercompany Transactions for a while, you’ll find that proper maintenance of these records is essential to preserving the accuracy of your accounting information. Refer to the Microsoft Dynamics GP documentation for more details on Shrinking, Rebuilding, Clearing Data, Checking Links and Reconciling your data.

File Maintenance

All Advanced Intercompany Transaction file maintenance procedures are run from this window: Reconcile, Check Links, Rebuild, Shrink and Clear Data.

Drag the pointer through the File menu and choose Maintenance. The Maintenance palette will open. Choose AIT Maintenance to open the AIT Table Maintenance window.
1. Select a File Maintenance procedure.
   Choose one of the five file maintenance procedures from the drop-down list. Each procedure will display a different list of files that you can select.

   Choose Reconcile to fix the totals and distributions of any transactions that may have been damaged or not saved completely due to a system crash.

   Choose Check Links to verify the relational integrity of your data.

   Choose Rebuild to verify that files contain valid field information.

   Choose Shrink to remove unused space from data files, and to recreate the sorting indexes.

   Choose Clear Data to completely erase the file from your accounting system.

2. Display Logical or Physical files.
   If you have chosen Reconcile or Check Links, these radio buttons will be disabled. If you have chosen Rebuild, Shrink or Clear Data, you can choose either the Logical or Physical file.

3. Select a file from the file list.
   Highlight the file that you want, and click the Insert button to select the file.
4. Click OK to begin the procedure.
Once you have selected all the files that you want, click the OK button to start the procedure.

**Adding a New Company**

Before you add a new company to your Microsoft Dynamics GP system, we recommend that you review the Setup section of this manual, so that the new company is configured to accept Advanced Intercompany Transactions. Before Advanced Intercompany transactions can be posted, you must make sure that the new company is set up appropriately in Microsoft Dynamics GP.

- The new company will have to have its files updated by the setup procedures that are provided with Advanced Intercompany Transactions.

- The new company will have to have its GL accounts added to the Advanced Intercompany Account Master file. If you add the accounts manually from the Microsoft Dynamics GP Account Maintenance windows, the accounts will automatically be added. If you copy a chart of accounts from another company or import the accounts with an application outside of the Microsoft Dynamics GP environment, you will have to run the utility described in this chapter.

- In order to post Advanced Intercompany transactions, you’ll need to set up your Advanced Intercompany GL offset accounts for each company that will receive Advanced Intercompany transactions from this company.

If you are adding a company to your Microsoft Dynamics GP system, you do not need to separately perform the Check Links procedure on the Advanced Intercompany Account Master File as you did for your original Advanced Intercompany Transactions setup. You also will not need to manually set up the company’s posting options. The Advanced Intercompany Transactions Setup Wizard will perform these procedures automatically if it detects that they are required. Security settings can be configured when adding a new company, but it will never be automatically selected by the Setup Wizard.
These are the steps needed to add a new company. If you do not plan to use AIT in the new company, you must still run at least the first seven steps.

1. Create a new company using Microsoft Dynamics GP Utilities.

2. Setup the GL account format from the Account Format item on the Company Setup palette.

3. If you are copying the chart of accounts from another company, copy the appropriate tables.

4. If your Microsoft Dynamics GP database option is MSSQL Server, proceed to step 5, otherwise, on the AIT Company Setup window, mark the Enable AIT in GL, Enable AIT in BR, Enable AIT in PM, and any other modules that you plan to use for originating AIT transactions.

5. Run the Setup Wizard from the Tools/Setup/AIT Setup menu and choose the Install option.

6. Choose to Setup Posting, Setup Security and Build AIT Tables. If the wizard detects any missing SQL Objects or required AIT data, options will be chosen automatically.

7. The Setup Wizard will automatically choose the companies that you recently added. Finish the Setup Wizard to complete the process.

8. Setup the Due From/Due To accounts (page 75).

**Uninstalling Advanced Intercompany Transactions**

If you need to uninstall Advanced Intercompany Transactions you will need to follow the steps listed below. Uninstalling the program will not remove any accounting data from the accounting system. It will only remove data from Microsoft Dynamics GP files that allow you to navigate to Advanced Intercompany Transactions windows and reports.

1. Select the Setup tab from the IC Utilities window.
2. Run the Setup Wizard from the Setup tab on the *Advanced Intercompany Transactions* Utilities and choose the Uninstall option.

3. Choose whether or not to remove Company or System data.

4. Choose the companies from which you are going to remove data.

5. Exit Microsoft Dynamics GP.

6. Remove all references to Advanced Intercompany Transactions dictionaries from the MICROSOFT DYNAMICS GP.SET launch file.

**Setup**

Setup procedures are tasks you need to run so that a single company can begin using *Advanced Intercompany Transactions*. These procedures also help make sure that your Microsoft Dynamics GP system is compatible with *Advanced Intercompany Transactions*, or make sure that the Advanced Intercompany Account Master includes all accounts from the current company.

Choose *AIT Setup Wizard* from the Tools/Setup/AIT Setup menu to begin the AIT Setup Wizard.

**Utilities**

*Advanced Intercompany Transactions* includes extra Utility tools that you can use as a safeguard against system crashes and help uninstall the information that the Setup Wizard adds to your Microsoft Dynamics GP system.

This utilities section often includes special procedures that you can use to fix problems in your accounting system. Please check our web site regularly for additional utilities or documentation related to special programs and procedures run from this window.
Drag the pointer through the Utilities menu and choose Financial. The Financial Utilities palette will appear. Select AIT Utilities to open the Advanced Intercompany Utilities window.

Click on the Utilities tab in the Advanced Intercompany Utilities window.

Cleanup Failed Update

You must be logged in as the ‘sa’ in order to run this utility.

Select item to cleanup a failed SQL 6.0 to 7.X update. When Microsoft Dynamics GP updates databases, it removes all Dexterity table procedures, even those for ISV tables. The removal of these tables could cause problems for an AIT update. This process cleans up the databases in the event of a system failure.

Only run this process if instructed by our technical support staff.
Print AIT UPR Distributions

Select item to print the AIT distributions for a pay run. You will be asked for the date of the pay run. Enter the date in a MM/DD/YY format.

Recreate Dex Table Procs

You must be logged in as the ‘sa’ in order to run this utility.

Select item to recreate Dexterity table stored procedures for AIT. Dexterity uses stored procedures for handing most table operations. These stored procedures (prefixed with “zDP_tablename”) are usually automatically created, but after certain types of update, you may need to recreate them.

When you select this item, you will be asked which databases in which you want to create the stored procedures: System, This Company or All Companies. System will recreate stored procedures only in the DYNAMICS database. This company will recreate stored procedures only in the company in which you are currently logged in. All Companies will recreate stored procedures in the DYNAMICS database and all company databases.
Only run this process if instructed by our technical support staff.

Recreate Indexes

You must be logged in as the ‘sa’ in order to run this utility.

Select item to recreate indexes for AIT tables. These indexes are normally self-maintained, but after some types of update, you may need to recreate them.

When you select this item, you will be asked which databases in which you want to create the indexes: System, This Company or All Companies. System will recreate indexes only in the DYNAMICS database. This company will recreate indexes only in the company in which you are currently logged in. All Companies will recreate indexes in the DYNAMICS database and all company databases.

Recreate Install Tables

You must be logged in as the ‘sa’ in order to run this utility.
Select item to recreate installation tables. These tables are normally automatically created when you install AIT, but under some circumstances, you may need to manually recreate them.

*Only run this process if instructed by our technical support staff.*

**Release Background**

Select item to release any processes that are in the background processing queue. During posting or printing an edit list and when Advanced Intercompany Transaction verification is required, the background processing queue will be held until cross-company verification has been completed. If for some reason the verification encounters problems, the background processing queue will still be held. To confirm this, you will see Pause_Background at the top of the Process Monitor window. This will not allow any other background tasks, such as report printing or posting to continue, and you will not be able to exit Microsoft Dynamics GP. Click OK to release the background processing queue, and any tasks that had been sent to the queue will resume. To confirm this, the Process Monitor window will be empty.

**Update AIT POP Tables**

*You must be logged in as the ‘sa’ in order to run this utility.*

Select item to update AIT POP tables. These tables are normally automatically updated when you run the AIT Setup Wizard, but under some circumstances, you may need to manually update them if you cannot run the entire AIT Setup Wizard.

*Only run this process if instructed by our technical support staff.*

**Update AIT Account Master**

*You must be logged in as the ‘sa’ in order to run this utility.*
Select item to update the AIT Account Master only for the current company. You can use this process instead of running check links on the AIT Account Master if you want to update the AIT Account Master with GL Accounts from only one company. Make sure there are no other users logged into your current company.
Appendix

**Multicurrency Processing**

This section will give you details about the processing of multicurrency transactions in *Advanced Intercompany Transactions*. You should be thoroughly familiar with the Multicurrency Management module of Microsoft Dynamics GP and multicurrency terminology.

If you did not install the Multicurrency Management module for Microsoft Dynamics GP, but are posting to companies that have different functional currencies, you should review this section, because it will have an impact on how your transactions post. You will need to have the Multicurrency Management module for transactions to post properly.

*Advanced Intercompany Transactions* calculates, validates and verifies all multicurrency information before the transaction is posted. If *Advanced Intercompany Transactions* cannot calculate a valid destination company functional amount, it will report the errors on the Multicurrency GL or PM Advanced Intercompany Transaction Edit List. This report will print only if you have marked that option on the Posting Setup window (Setup ⇒ Posting ⇒ Posting).

*Advanced Intercompany Transactions* requires the Multicurrency Module to be setup so that it can correctly calculate the currency amounts as follows:

- The same Rate Type IDs must exist in all companies
- Exchange Rates must exist for the chosen currency and transaction date
- If originating currency transactions will post to companies with different functional currencies, then Exchange Rates must exist between the originating
currency to the different functional currencies. This is required because Advanced Intercompany Transactions performs triangulation, and does NOT convert the originating currency to the originating company’s functional currency before it is converted to the destination company’s functional currency. The originating currency is converted directly to the destination companies functional currency.

Multicurrency transactions fall into three types:

1. A functional currency transaction going to a company that uses a different functional currency;

2. An originating currency transaction going to a company whose functional currency is the same as the transaction’s originating currency;

3. An originating currency transaction going to a company that uses a different functional currency.

You will see examples for each type of transaction. For these examples, use the following currency information:

- Company 1 uses US$ for its functional currency
- Company 2 uses Canadian $ for its functional currency
- C$ 1.00 = US$ 0.70

**Functional currency to different functional currency**

This type of transaction is posted as a standard functional currency transaction in the originating company, and in any other company that uses the same functional currency. No multicurrency information is required to enter the transaction into Microsoft
Dynamics GP, because no foreign currency conversion is required for it to post in the originating company. However, in the destination company (the one that uses another functional currency) it becomes a transaction in a different, originating currency. This means that you must have a valid exchange rate and rate type to convert from the originating company’s functional currency to the destination company’s functional currency.

Example:

We need to post a US$100.00 invoice in Company 1, and distribute the expense to Company 2.

- In Company 1, US$100.00 will be debited to the Due From Company 1 offset account, and US$100.00 will be credited to the Accounts Payable account.

- In Company 2, a US$ 100.00 multicurrency transaction will be generated. Based on the current exchange rate, the functional amount of C$142.86 will be calculated. C$142.86 will appear as the Destination Amount on the GL or PM Multicurrency Advanced Intercompany Transaction Edit List.

**Originating currency to same functional currency**

This type of transaction is posted as a standard originating currency transaction in the originating company, and in any other company that uses the same functional currency. All standard multicurrency information is required for it to post. In the destination company (the one that uses the originating currency as its functional currency) it becomes a standard functional currency transaction.

Example:

We are about to post a C$200.00 invoice in Company 1, and distribute the expense to Company 2.
• In Company 1, US$140.00 will be debited to the Due From Company 1 offset account, and US$140.00 will be credited to the Accounts Payable account.

• In Company 2, a C$ 200.00 transaction will be generated, and no multicurrency information will be passed to the destination company. C$200.00 will appear as the Originating and Destination Amount on the GL or PM Multicurrency Advanced Intercompany Transaction Edit List.

**Originating currency to two different functional currencies**

This type of transaction is posted as a standard originating currency transaction in the originating company, and in any other company that uses the same functional currency. All standard multicurrency information is required for it to post. In the destination company it also becomes a standard multicurrency transaction, but will use different exchange tables and rates.

Currency conversion is always directly from the originating currency to the destination currency, and is never converted first to a common functional currency and then to the destination currency. This means that you must have valid exchange rates and rate type to convert from the currency of the transaction to both the originating company’s functional currency and to the destination company’s functional currency.

Example:

For this example, we will process a British Pounds Sterling (£) transaction. An exchange table has been setup to convert Pounds to US$ and from Pounds to C$. Note that the conversion rate is not the same as if converting from Pounds to $US to C$.

- £ 1.40 = US$ 1.00
- £ 0.40 = C$ 1.00
We need to post a £140.00 invoice in Company 1, and distribute the expense to Company 2.

- In Company 1, US$100.00 will be debited to the Due From Company 1 offset account, and US$100.00 will be credited to the Accounts Payable account.

- In Company 2, a £140.00 multicurrency transaction will be generated, with Pounds as the originating currency. Based on the current exchange rate between Pounds and C$, the functional amount of C$350.00 will be calculated. C$350.00 will appear as the Destination Amount on the GL or PM Multicurrency Advanced Intercompany Transaction Edit List.

Unlike Microsoft Dynamics GP, Advanced Intercompany Transactions will triangulate the transaction currency. The originating currency is not first converted to the originating company’s functional currency, and then, when posted to the destination company, converted back to the destination company’s functional currency.
Integrating AIT Transactions

This section will outline the procedures for importing an Advanced Intercompany Transaction into your Microsoft Dynamics GP system. AIT offers you two options to integrate external data into an AIT transaction. You can import distributions into a Journal Entries, Bank Transaction, Payables Voucher or a Receivables Transaction. You can also integrate multiple transaction distributions into existing Microsoft Dynamics GP transaction.

Integrating Distributions

To begin importing a journal entry into Advanced Intercompany Transactions, go to the Transaction Entry window (either Transactions => Financial => General or Transactions => Purchasing => Transaction Entry).

Before you can import a transaction into Advanced Intercompany Transactions, you must enter all required fields on the Transaction Entry window. Once you have completed this information, choose Import from the Data menu to open the AIT Import Transaction window.
1. Enter a File Name.

2. Choose the file type.

3. Enter the column positions.

4. Click Import to begin the procedure.

1. Enter a File Name.
Enter the name of the text file that you want to import, or click on the folder button to select a file.

All text files must exclude column headings, variant records, or footer checksums. If a file contains this type of information, AIT will attempt to import the rows and report errors. The import will fail.

2. Choose the file type.
   Choose the type of the text file that you are going to import. Three file types are supported: comma delimited, tab delimited and fixed field length. Each row in the file should contain one distribution, however, the combination of Company and Account can be repeated in more than one row.

3. Enter the column positions.
   Enter the column positions that contain the data elements you are going to import. If you are importing from a comma or tab delimited file, enter the column number for that each field in the file. If you are importing from a fixed field length file, enter the byte position of the beginning of each field. If you do not use any of the optional columns, leave the value zero.

   Company ID: This is the five character identified for the company. This must be a valid Microsoft Dynamics GP company.

   Account Number: This is the GL Distribution account for each row. This must be a valid account in the company identified in the Company ID field. This field must be a fully formatted Account Number including the “separator character” (e.g “-“). The separator character must match the separator character in your Microsoft Dynamics GP system. In other words, if you use a dash in Microsoft Dynamics GP and a period is used in the import file, replace all separators before importing, or your account numbers will not be properly validated. Also, the import utility will not auto-fill missing zeros, so if you create your file
in Excel, open the file with a program such as Notepad to make sure that the file is properly formatted with any necessary leasing zeros.

Debit or Credit: This field should contain a “D” or “0” for a debit distributions, and a “C” or “1” for a credit distribution. This field is not necessary unless you cannot properly format the distribution amount to represent a negative value.

If your Distribution Amount field contains a signed currency amount, you do not have to supply a value in this field.

Distribution Amount: This field must contain a non-zero number for the amount that is to be distributed to the Company and GL Account identified above. If a Debit or Credit field value is found, the currency amount found in this field will be distributed based on the value found in the Debit or Credit field, regardless of the sign. If no value is found in the Debit or Credit field, the distribution amount will be determined by the signed value of this field. A positive number will be distributed as a debit, and a negative number will be distributed as a credit. If the distribution amount is 0.00, the row will not be imported and an error will be reported, but this will not prevent the process from importing the transaction.

All number values must be in the following format: -####.##. Do not include currency symbols, thousands separators, or trailing signs. Up to 18 total digits and 5 decimal places are supported. All distribution amounts are assumed to be in the currency of the transaction.

Description: Enter an optional distribution description. This field is optional.

Offset Distribution: Enter a destination company offset account. This field is optional, and must be a valid GL account in the company identified above. If this field is not imported, the standard destination
offset account will automatically be assigned by Advanced Intercompany Transactions.

4. Import the file.

Click on the Import button to begin importing your file. You will be asked for a Report Destination. This report will be printed when the import process has completed, and will indicate any errors found during the import process.

As each row of the import file is verified, if all values are valid, an intercompany distribution will be added to the Journal Entry, and an automatic originating company offset distribution will be generated.

**ALWAYS PRINT AN EDIT LIST AFTER IMPORTING AND BEFORE POSTING AN INTERCOMPANY TRANSACTION!**

### Integrating Transactions

Before you can import a transaction into Advanced Intercompany Transactions, the transaction must already exist in Microsoft Dynamics GP. You may have entered the transaction manually, or you may have created it using the Microsoft Dynamics GP Integration Manager. Once you have created all of your Microsoft Dynamics GP Transactions, you will be able to add AIT distributions to those transactions.

Drag the pointer through the Routines toolbar button and choose Company. The Company Routines palette will appear. Select Integrate AIT Transactions to open the AIT Integrate Transactions window.
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AIT Integrate Transactions

Series: Purchasing
Transaction Type: Payables Trn Entry
File Name: //Twan/Data/Documents/support/testimp11-pmbatch2.txt
File Type: Comma Delimited

Column | Column | Preview of Row
--- | --- | ---
Batch Number | 1 | 
Document Number | 2 | ✓
Company ID | 3 | 
Distribution Amount | 5 | 
GL Account | 4 | 
Offset Account | 0 | 
Originating Offset | 0 | 
Distribution Reference | 0 | 

Messages:

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1. Choose a Transaction Series
   Choose the Series into which you want to integrate AIT distributions. You can choose from Financial, Sales, Purchasing, Payroll or Inventory.

   Payroll and Inventory may not be available at initial release. Check www.mc2software.net for more details on release information.

2. Choose a Transaction Origin.
   Choose the Origin (transaction type) into which you want to integrate distributions. Based on which Series you choose, you will see a different set of options.

3. Enter a File Name.
   Enter the name of the text file that you want to import, or click on the folder button to select a file.

   All text files must exclude column headings, variant records, or footer checksums. If a file contains this type of information, AIT will attempt to import the rows and report errors. The import will fail.
4. Choose the file type.
   Choose the type of the text file that you are going to import. Three file
types are supported: comma delimited, tab delimited and fixed field
length. Each row in the file should contain one distribution, however,
the combination of Company and Account can be repeated in more
than one row.

5. Enter the column positions.
   Enter the column positions that contain the data elements you are going
to import. If you are importing from a comma or tab delimited file,
enter the column number for that each field in the file. If you are
importing from a fixed field length file, enter the byte position of the
beginning of each field. If you do not use any of the optional columns,
leave the value zero.

Batch Number: This is a required field. Enter the batch number into
which the distribution information will be integrated. This batch must
already exist in Microsoft Dynamics GP.

Journal Entry or Document Number: This is a required field. Enter the
Journal Entry into which the distribution information will be integrated.
This Journal Entry must already exist in Microsoft Dynamics GP.

Company ID: This is the five character identified for the company.
This must be a valid Microsoft Dynamics GP company.

Account Number: This is the GL Distribution account for each row.
This must be a valid account in the company identified in the Company
ID field. This field must be a fully formatted Account Number
including the “separator character” (e.g “.”). The separator character
must match the separator character in your Microsoft Dynamics GP
system. In other words, if you use a dash in Microsoft Dynamics GP
and a period is used in the import file, replace all separators before
importing, or your account numbers will not be properly validated. Also,
the import utility will not auto-fill missing zeros, so if you create your file
in Excel, open the file with a program such as Notepad to make sure that the file is properly formatted with any necessary leasing zeros.

Distribution Amount: This field must contain a non-zero number for the amount that is to be distributed to the Company and GL Account identified above. The debit or credit value is determined by the signed value of this field. A positive number will be distributed as a debit, and a negative number will be distributed as a credit. If the distribution amount is 0.00, the row will not be imported and an error will be reported, but this will not prevent the process from importing the transaction.

All number values must be in the following format: \([-|+]\)####.##. If the number is unsigned, it will be interpreted as a debit. Do not include currency symbols, thousands separators, or trailing signs. Up to 18 total digits and 5 decimal places are supported. All distribution amounts are assumed to be in the currency of the original Microsoft Dynamics GP transaction.

Description: Enter an optional distribution description.

Offset and Originating Offset Distribution: Enter a destination or originating company offset account. This field is optional, and must be a valid GL account. If this field is not imported, the standard destination offset account will automatically be assigned by Advanced Intercompany Transactions.

6. Preview your data.
   Use the arrow buttons to preview your data. If any error are found, the will be display in the field at the bottom of the window.

7. Choose an action.
   The buttons across the top of the window give you a choice of options.
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Save – Click the Save button to save the current window as your default settings.

Clear – Click the Clear button to clear the current window setting.

Print – Click the Print button to print an error report. This report can be printed before you integrate your data, to verify that there will be no errors when you integrate your data. This report will not print an error log of a previous integration, only the current one.

Import – Click the Import button to begin the integration process. When the process is finished, you will receive an error log of the import.

Default – Click the Default button to retrieve your settings last saved when you clicked the Save button.

Cancel – Click the Cancel button to close the AIT Integrate Transactions window.

ALWAYS PRINT THE MICROSOFT DYNAMICS GP TRANSACTION EDIT LIST AFTER IMPORTING AND BEFORE POSTING AN INTERCOMPANY TRANSACTION!

Converting Integrated Payables Transaction Batches

If you have integrated Dynamics GP Intercompany distributions into a Payables Transaction Entry batch, you can convert the transactions in that batch to AIT transactions. When the batch is posted, all AIT features, such as straight-through posting, detailed audit trail and cross-company drill-down will now follow that batch.

Open the Payables Batch Entry window and select a Payables Transaction Entry batch. Before you can convert the transactions into an AIT transactions, the transaction must
have Microsoft Dynamics GP intercompany distributions. These distributions can be entered manually or added to Microsoft Dynamics GP via eConnect, Integration Manager, etc. Once you have retrieved the batch, choose Convert GP IC Batch for AIT from the Extras menu. AIT will remove all PURCH distributions from these transactions and recreate these distributions as AIT distributions. Once you have completed the conversion, print an edit list to verify the information.
Setting up Internal Companies

This section will outline the procedures for setting up internal companies in your Advanced Intercompany Transaction module. You will see examples within this section that are designed to help you practice this configuration in TWO, Inc.

The internal company feature is not designed to produce intercompany transactions to each other, nor to produce intercompany transactions to the main company. It is primarily designed to generate distributions from the main company to an internal company, and to behave like destination companies.

You must have the main company as a standard company, reserving at least one company segment value for this main company. If you chose an internal company as the originating company for a transaction, you can do this only if you are logged into the main company for that originating internal company. For example, in TWO Inc., we will use the “000” Department segment to represent the main company. You would never use this as the company segment value for any internal company. DO NOT ATTEMPT TO ASSIGN THE MAIN COMPANY AS AN INTERNAL COMPANY TYPE!

Internal companies are recommended primarily if you are limited by your hardware capacity, where you cannot physically fit all of your companies on a server, or if you have too many companies to manage an SQL upgrade within a three-day period (i.e., over a weekend). Advanced Intercompany Transactions does not prevent other modules or Solution Developer applications from posting transactions that can debit and credit different internal companies. If this happens, an out-of-balance situation in your internal companies.

You must follow these steps in the exact order shown. If you skip a step, you will not be able to complete the other steps or process transactions. If you go back to a previous step, you must proceed from that step in order to the next step, ending in the final step. For example, if you setup one company in step 4, and then complete step 5 and step 6, and then go back to setup another company as described in 4, you must complete steps 5 and 6 again. If, on the second company, you complete step 4
and then jump to step 6, you will not be able to enter any accounts on the AIT Account Setup window.

1. Choose a segment of your chart of accounts as a company identifier using the AIT Setup window (Setup => Company => AIT Setup).

2. Make sure the Company Segment is spelled identically in all companies (i.e. if the first segment is called “Company” in one database, and “company” in another database, internal companies will not work properly). Go to Setup => Company => Account Format to verify Segment Names.

3. Run Check Links on the IC Account Format file from the AIT Table Maintenance window (File => Maintenance => AIT Maintenance).

4. Add your internal company using the AIT Company Setup window (Setup => Company => AIT Company Setup). Please refer to page 56 for additional information on adding companies. You will need to choose a Main Company ID and a segment value for the company. The segment value will be based on the segment you chose as the company identifier in step 1 above. For example, in TWO, Inc., you could choose Department segments “100” or “200” etc. for company segment values. Do not attempt to enter the real Microsoft Dynamics GP database company as an internal company. You must leave at least one segment value (such as “000” in TWO, Inc.) unassigned.

   If at any time you add, delete an internal company or change the Company Segment value, you must complete all remaining steps listed below.

5. Once you have added all internal companies on the AIT Company Setup window, run Check Links on the AIT Account Format and AIT Account Master files.

   If you do not complete this step, you will not be able to complete the next step, and you will not see any accounts for this company. The Check Links procedures reassign the GL Accounts from the main company to the new internal companies.

6. Enter the intercompany Due From/Due To relationships using the AIT Account Setup window (Setup => Company => AIT Account Setup).
Once you have completed these steps you will be able to process intercompany transactions to the internal companies as if they were separate companies.

When you enter a standard Journal Entry, Advanced Intercompany Transactions will verify that the accounts entered are either all within the same internal company, or will determine that the segment values are not used by any internal company. This protects you from entering a debit into one internal company, and a credit to another internal company.

When you enter an AIT transaction, Advanced Intercompany Transactions will handle the transaction just as it would handle the transaction with separate companies. The originating company will receive a Journal Entry that updates the Due From/Due To accounts and any originating company distributions. Then the internal destination companies will each receive a Journal Entry that posts to the internal company’s Due From/Due To accounts and any destination distributions.

In other words, an AIT transaction that includes distributions to three destination companies will generate four journal entries: one to the originating company, and one to each of the destination companies. If all three companies are internal companies, then you will see all four journal entries in the main company.

If you want to keep track of the automatic distributions, for example the credit to Accounts Payable, you need to take into account special features within the module, and configure your Chart of Accounts to accommodate these features. Using the Accounts Payable example, you have to have the same main account segment for all of your A/P accounts, so for company 100, you might have 100-2100-000, for company 200 you might have 200-2100-000. Then, you must have the same main account for the originating company Due From/Due To accounts, such as 100-1300-000 for company 100 and 200-1300-000 for company 200. Finally, when you enter a transaction, enter an Originating Company on the transaction entry window. Based on which originating company you choose, AIT will take the account segment value of that internal company and substitute the segment value into each of the automatic distributions and into the Due From/Due To accounts. For example, if you enter a voucher without an originating company and distribute the entry to company 200, your A/P distribution will go to 000-2100-000 and the originating company Due From/To distribution will be
assigned 000-1300-000. If you enter company 100 as the originating company, you will instead have an A/P distribution of 100-2100-000 and the originating company Due From/To will be 100-1300-000.
MDA for AIT Transactions

This section describes how to add MDA (Multi-Dimensional Analysis) distribution information to AIT transactions in the General Ledger, Payables Management and Receivables Management modules.

When you enter MDA distribution information for another company, you must add the information for the account displayed on an AIT scrolling window. The Analysis button will not be enabled unless you have assigned MDA Groups and Code to the Due From/Due To GL Account for the destination company of your accounting distribution. AIT adds the MDA distributions to the originating company’s Due From/Due To GL Account.

When the transaction is posted, the MDA distribution information will be posted to both the destination company's distribution account and the originating company’s Due From/Due To account. You do not need to manually add the MDA Groups and Codes to any destination company: AIT will automatically create any MDA Groups and MDA Codes for a distribution account for you. Although the MDA Groups and Codes will be transferred, AIT will not verify required Groups or Codes or display any warnings if analysis information is missing.

In order to enter MDA distribution information, follow these directions:

1. Setup your MDA Groups and Codes in the originating company, using the Microsoft Dynamics GP Analysis Group Maintenance window. Please refer to your Microsoft Dynamics GP documentation for more information about MDA Groups and Codes.

2. Assign the Due From/Due To accounts in the originating company to the MDA Groups and Codes that you plan to use, using the Account Analysis Defaults window. Please refer to the Microsoft Dynamics GP documentation for more help on assigning GL accounts to MDA Groups or Codes.
3. Mark “Post Originating Detail” and “Post Destination Detail” on the Posting tab of the AIT Setup window. If this option is not marked, AIT MDA distribution information will not be added correctly to the originating or destination company (see page 44).

4. Mark “Enable MDA in AIT” on the AIT Company Setup window (see page 56) for the companies in which you plan to use MDA with AIT distributions.

5. Enter the MDA distribution information by clicking on the Analysis button when you highlight a line in the AIT distribution scrolling window.
AIT cannot verify whether or not an MDA Code is required, nor can it use any default allocations.

6. When the AIT transaction is posted, AIT will automatically add the MDA Groups and Code to the destination company if it is not already assigned. AIT will also automatically assign the destination company distribution account to the MDA Group and Code in that destination company if it is not already assigned.

AIT does not lookup MDA information (such as whether or not a code is required) across companies, nor will AIT display any warning messages if you do not MDA distributions if you have assigned them to the destination company distribution account. (Warning dialogs for optional information is an unacceptable design feature in a GUI application, and does not conform to the Dexterity design standards. Therefore, MDA warnings can be disabled for AIT. Refer to the AIT User Options window on page 61 for more information.)
Transaction Flow

This section outlines the processing flow of Advanced Intercompany Transactions, so that you can better understand how your accounting data moves from an originating company batch to a posted transaction.
DEX.INI Settings

This section describes the DEX.INI file settings that are used in Advanced Intercompany Transactions. You should be familiar with editing a text file. Making changes to the DEX.INI file is recommended only for advanced users. Always make a backup of your DEX.INI file before making changes. All settings and values are case sensitive.

For more information on DEX.INI settings used by Microsoft Dynamics GP, please refer to the Dexterity documentation.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Values</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>mc² Setup</td>
<td>AIT</td>
<td>This settings is used to determine if the Setup Wizard should run when you first log into Microsoft Dynamics GP</td>
</tr>
<tr>
<td></td>
<td>FALSE</td>
<td></td>
</tr>
<tr>
<td>mc2logSQL</td>
<td>TRUE</td>
<td>Turns on SQL logging during AIT Posting. Logging information is added to the DEXSQL.LOG file.</td>
</tr>
<tr>
<td></td>
<td>FALSE</td>
<td></td>
</tr>
<tr>
<td>mc² Install</td>
<td>:D:Path</td>
<td>This indicates he path for the AIT SQL Script files.</td>
</tr>
<tr>
<td>mc2Trace</td>
<td>TRUE</td>
<td>Turns on logging of AIT database migrations. Logging information is added to a “trace.txt” file.</td>
</tr>
<tr>
<td></td>
<td>FALSE</td>
<td></td>
</tr>
</tbody>
</table>
This section describes the API (Application Programmer’s Interface) for integrating custom or other Solution Developer applications into Advanced Intercompany Transactions. You can use this to generate Advanced Intercompany Transactions transactions from another application.

**Bold parameters are required**

Use these functions to verify or get GL Account information from other companies.

**Function Name:** mc2_ICAccountIndex

**Parameters:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>'Account Number'</td>
<td>Account Number (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Destination Company (required)</td>
</tr>
<tr>
<td>in</td>
<td>'AccountNumStr'</td>
<td>Formatted Account String (optional)</td>
</tr>
</tbody>
</table>

**Purpose:** This procedure gets the Account Index for any Posting or Allocation account in any company.
**Returns:** Long ‘Account Index’.
**Prerequisites:** None.

**Function Name:** mc2_ICAccountDescription

**Parameters:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>'Account Index'</td>
<td>Account Index (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Destination Company (required)</td>
</tr>
</tbody>
</table>

**Purpose:** This procedure gets the Account Index for any Posting or Allocation account in any company.
**Returns:** String.
**Prerequisites:** None.

**Function Name:** mc2_ICAccountNumber
Parameters:

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>'Account Index'</td>
<td>Account Index (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Destination Company (required)</td>
</tr>
</tbody>
</table>

Purpose: This procedure gets the Account Index for any Posting or Allocation account in any company.

Returns: Long 'Account Number'.

Prerequisites: None.

Function Name: mc2_ICAccountString

Parameters:

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>'Account Index'</td>
<td>Account Index (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Destination Company (required)</td>
</tr>
</tbody>
</table>

Purpose: This procedure gets the Account Index for any Posting or Allocation account in any company.

Returns: ‘AccountNumStr’ (Microsoft Dynamics GP Data Type).

Prerequisites: None.

Use this sample code to open and return account information from a lookup window.

Usage: In order for this code to work, you will need to import the some AIT Dexterity resources into your developer dictionary. The ICAccountInfo composite field is returned when the Select button is clicked on the AIT Account Lookup window. These resources can be found in the ICAccountInfo.txt file. This file is placed in the Microsoft Dynamics GP program directory when you install the API Resource Option, accomplished by performing a Custom Install of AIT.

{assign values to the ICAccountInfo composite window field}

ICAccountInfo = mc2_AccountInfo('Intercompany ID',

    AccountNumStr, { in window field})

    'Account Description', {in window field}

    'Account Index' {in window field}) of form ITAccountNumberObj;

{open the AIT Account Lookup window. Selecting return will return
additional information to the ICAccountInfo composite

call Open of form IT_Account_Lookup,

    ICAccountInfo, (in window field)
    1, (sort by)
    AIT_ACCOUNTINFO_RETURN,
    sDisplay_Name; (leave empty)

(now verify the ICAccountInfo and get the account description and index)

call AccountInfo,

    AccountNumStr, (window field)
    'Intercompany ID', (window field)
    iError, (table error code returned – matches err() function values)

    'Account Description', {field returned}
    'Account Index'; {field returned}

Use these functions create an AIT Journal Entry.

Function Name:       SaveITGLHeader of form ITGLTrxObj

Parameters:

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>'Journal Entry'</td>
<td>Journal Entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number</td>
</tr>
</tbody>
</table>

Purpose: This procedure saves AIT Journal Entry information. If this function is used, you must create AIT distributions. If the Journal Entry header exists, and no distributions are created, the transaction will not post.

Returns: integer (0 = saved; -1 = not saved)

Prerequisites: An existing Journal Entry.
Function Name: SaveITGLLine of form ITGLTrxObj

Parameters:

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>'Journal Entry'</td>
<td>Journal Entry (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Destination Company (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Originating Company</td>
</tr>
<tr>
<td>in</td>
<td>currency</td>
<td>Transaction Total</td>
</tr>
<tr>
<td>in</td>
<td>currency</td>
<td>Distribution amount</td>
</tr>
<tr>
<td>in</td>
<td>string</td>
<td>AIT Allocation ID</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Destination Company Distribution Account (required)</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Originating Company Offset Account Index</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Destination Company Offset Account Index</td>
</tr>
<tr>
<td>in</td>
<td>string (40)</td>
<td>AIT Distribution Reference (trim to avoid overflow)</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>Distribution Sequence Number (if updating)</td>
</tr>
<tr>
<td>in</td>
<td>'MC Def Structure'</td>
<td>Multicurrency information</td>
</tr>
<tr>
<td>in</td>
<td>'Batch Number'</td>
<td>Batch Number in which transaction exists</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>AIT Distribution Line Sequence</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>Journal Entry Distribution Line Sequence</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>Total intercompany debits</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>Total intercompany credits</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>Total intracompany debits</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>Total intracompany credits</td>
</tr>
<tr>
<td>in</td>
<td>boolean</td>
<td>Whether or not to create the Microsoft Dynamics GP GL distribution (should be true unless you are creating your own Microsoft Dynamics GP GL distributions)</td>
</tr>
</tbody>
</table>

Purpose: This function creates an AIT distribution for an existing Journal Entry, and automatically generates appropriate Due From/Due To Account distributions for the originating company. If Due From/Due To offset accounts are not supplied, the default accounts are used.

Returns: integer (0 = saved; -1 = not saved)

Prerequisites: An existing Journal Entry.
Use these functions to create an AIT Payables Voucher.

**Function Name:** `SaveITPMLine` of form `ITPMTxObj`

**Parameters:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>inout</td>
<td>table PM_Transaction_WORK</td>
<td>Filled table buffer</td>
</tr>
<tr>
<td>inout</td>
<td>table MC_PM_Transactions</td>
<td>Filled table buffer</td>
</tr>
</tbody>
</table>

**Purpose:** This procedure saves AIT Payables Voucher information. If this function is used, you must create AIT distributions. If the voucher header exists, and no voucher distributions are created, the voucher will not post.

**Returns:** `boolean` (true = saved; false = not saved)

**Prerequisites:** `PM_Transaction_WORK` and `MC_PM_Transactions` table buffers must contain fully validated information.
Parameters:

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>'Voucher Number'</td>
<td>Voucher Number (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Destination Company (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Intercompany ID'</td>
<td>Originating Company</td>
</tr>
<tr>
<td>in</td>
<td>'Vendor ID'</td>
<td>'Vendor ID' (required)</td>
</tr>
<tr>
<td>in</td>
<td>'Batch Number'</td>
<td>'Batch Number' (required)</td>
</tr>
<tr>
<td>in</td>
<td>integer</td>
<td>Voucher Document Type (required)</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>function currency distribution amount (required)</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>originating currency distribution amount</td>
</tr>
<tr>
<td>in</td>
<td>currency</td>
<td>Distribution allocation percentage</td>
</tr>
<tr>
<td>in</td>
<td>currency</td>
<td>Total Purchases Amount (required)</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Destination Company Distribution Account (required)</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Originating Company Offset Account Index</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Destination Company Offset Account Index</td>
</tr>
<tr>
<td>in</td>
<td>string</td>
<td>AIT Distribution Reference</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>Distribution Sequence Number (if updating)</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>total intercompany debits</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>total intercompany credits</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>total intracompany debits</td>
</tr>
<tr>
<td>inout</td>
<td>currency</td>
<td>total intracompany credits</td>
</tr>
<tr>
<td>in</td>
<td>'MC Def Structure'</td>
<td>Multicurrency information</td>
</tr>
<tr>
<td>in</td>
<td>boolean</td>
<td>true = display errors</td>
</tr>
<tr>
<td>in</td>
<td>boolean</td>
<td>true = update distribution; false = add</td>
</tr>
</tbody>
</table>

Purpose: This function creates an AIT distribution for an existing Payables Voucher, and automatically generates appropriate Due From/Due To Account Purchases distributions for the originating company. If Due From/Due To offset accounts are not supplied, the default accounts are used.

Returns: boolean (true = saved; false = not saved)

Prerequisites: Payables Voucher and AIT Payables Voucher must already exist.
Use these functions create an AIT Payroll Transaction.

**Function Name:** SaveTransaction of form ITUPRTrxObj

**Parameters:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>string</td>
<td>Batch Number of the Payroll Transaction</td>
</tr>
<tr>
<td>in</td>
<td>string</td>
<td>Employee ID of the Payroll Transaction</td>
</tr>
<tr>
<td>in</td>
<td>string</td>
<td>Template or Intercompany ID</td>
</tr>
<tr>
<td>in</td>
<td>integer</td>
<td>Company (0) or Template (1)</td>
</tr>
<tr>
<td>in</td>
<td>long</td>
<td>Destination Company Distribution Account (required for a Company transaction)</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Originating Company Offset Account Index</td>
</tr>
<tr>
<td>inout</td>
<td>long</td>
<td>Destination Company Offset Account Index</td>
</tr>
<tr>
<td>inout</td>
<td>table</td>
<td>IT_UPR_TRX_WORK</td>
</tr>
<tr>
<td>inout</td>
<td>table</td>
<td>UPR_TRX_Batch_Detail</td>
</tr>
</tbody>
</table>

**Purpose:** This function creates an AIT payroll transaction. If Due From/Due To offset accounts are not supplied, the default accounts are used.

**Returns:** integer (corresponds to error code from err() function)

**Prerequisites:** A valid Payroll Transaction must already exist.

Use SQL Query Analyzer to inspect the table data and compare it to transactions entered directly through Microsoft Dynamics GP. Dexterity table triggers in your own code on AIT tables are a useful way to view table information and error codes. Be aware that the Dexterity Table Buffers debug windows does not report information on tables contained in an external dictionary.
Index

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