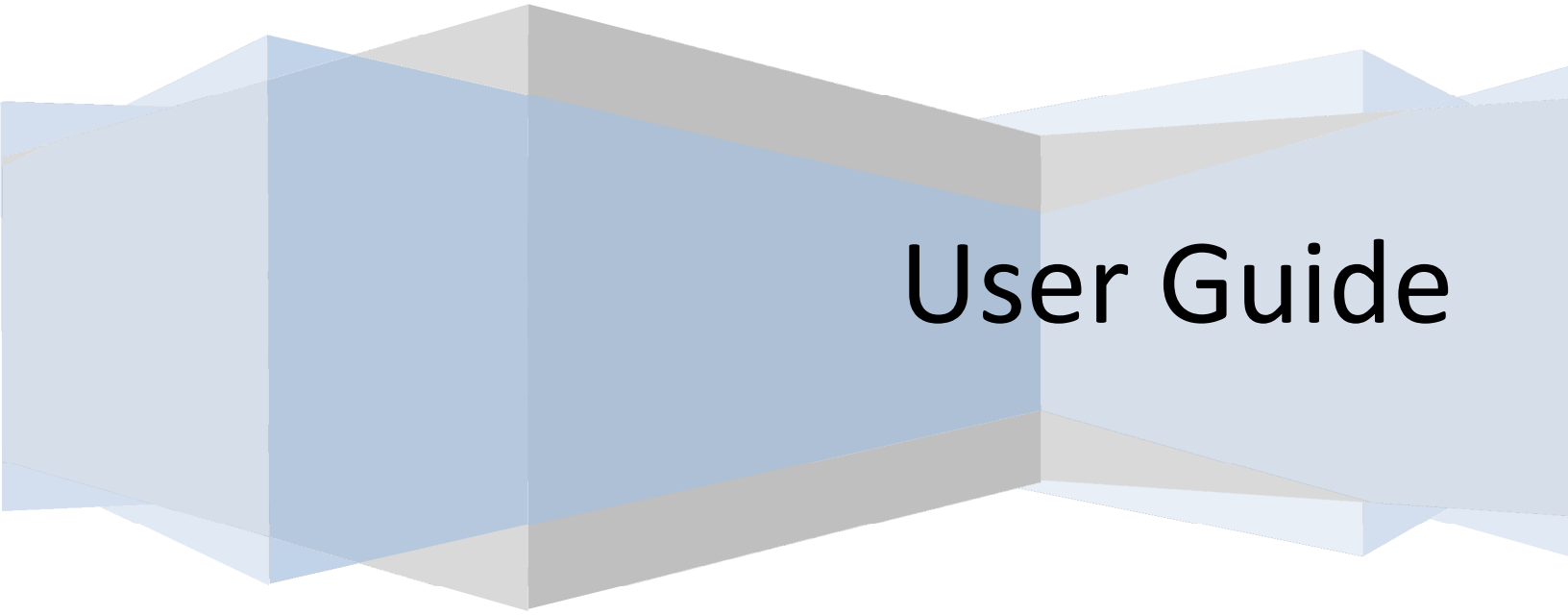
Balance Point Technologies, Inc.
www.maxtoolkit.com

MAX Toolbar for Microsoft Dynamics GP

V2013



User Guide

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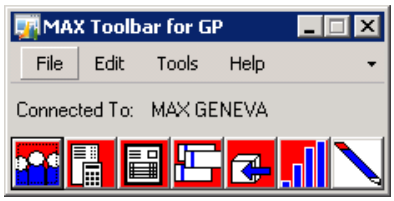
Purpose

The MAX Toolbar for Microsoft Dynamics GP provides two primary functions:

- Provide convenient access to MAX transaction details from within GP.
- Enable users to update master records in multiple MAX companies from GP.



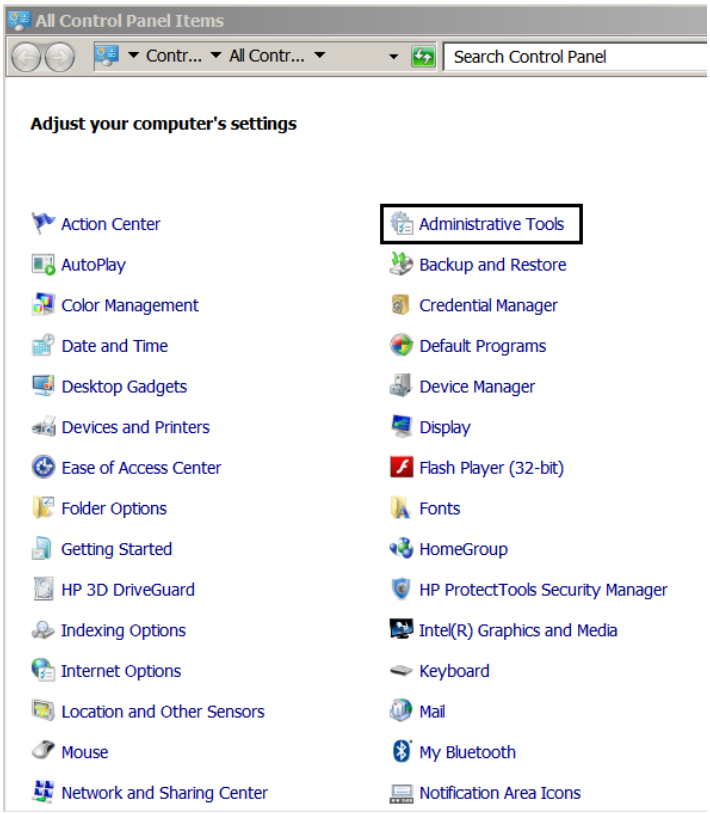
System Requirements for MAX Toolbar for GP V2013

- Microsoft Dynamics GP 2010 or GP 2013
- EXACT Software MAX v5
- SQL Server 2005, 2008, or 2012 subject to the GP SQL Server requirements

Database Setup Steps

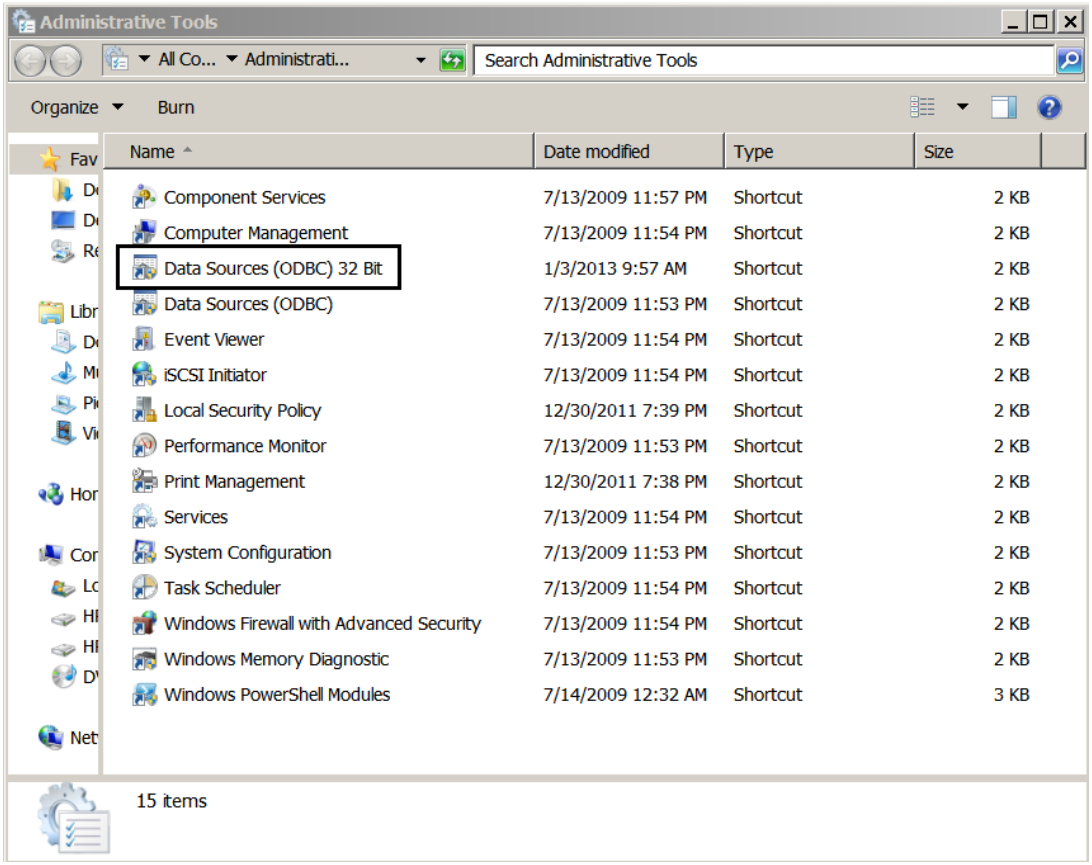
Microsoft SQL Server 2005 or 2008 – follow the steps below

Create a DSN for MAX V5.x for each MAX company you want to access from within GP. This can be done by accessing Control Panel > Administrative Tools > Data Sources (ODBC).

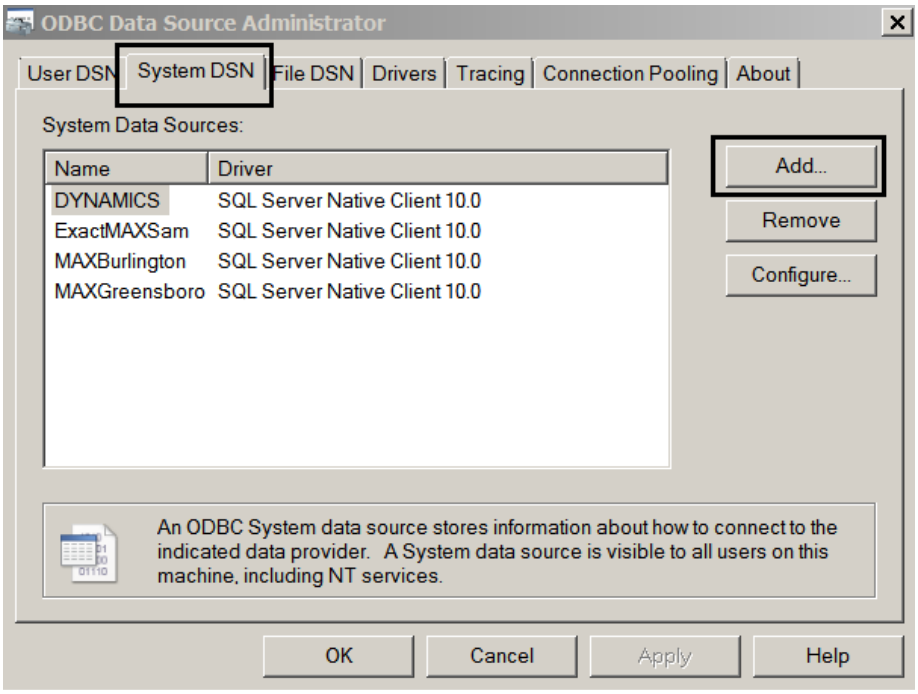


Note: Microsoft Dynamics GP requires a 32 bit DSN. If you are installing on a 64 bit operating system, you must create a 32 bit DSN. To create a 32 bit DSN on a 64 bit machine, follow these instructions.

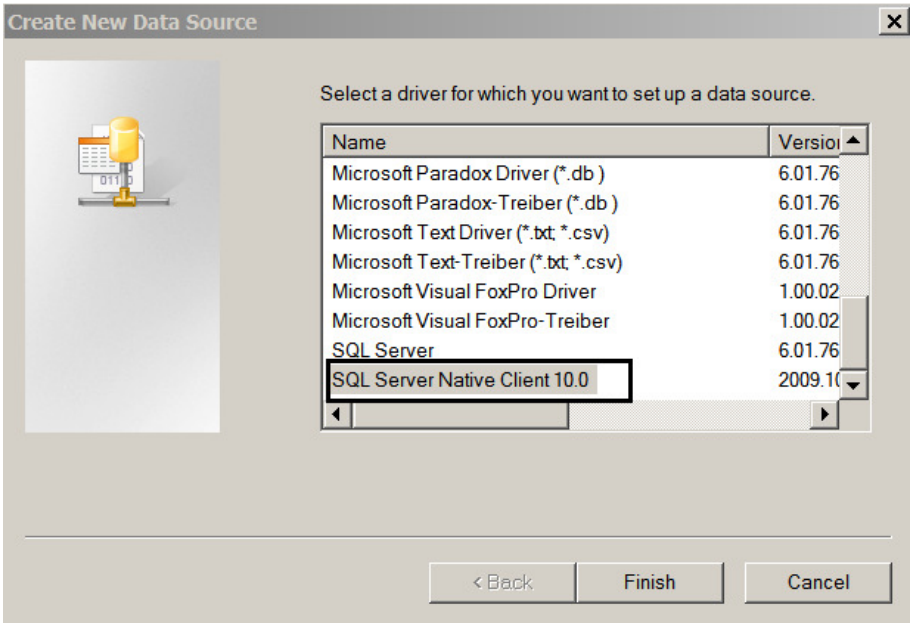
1. Open the Windows folder and find the C:\Windows\SySWOW64\odbcad32.exe file.
2. Create a shortcut on your desktop to the file.
3. Rename the shortcut Data Sources (ODBC) 32 bit
4. Move the shortcut to Control Panel Administrative Tools



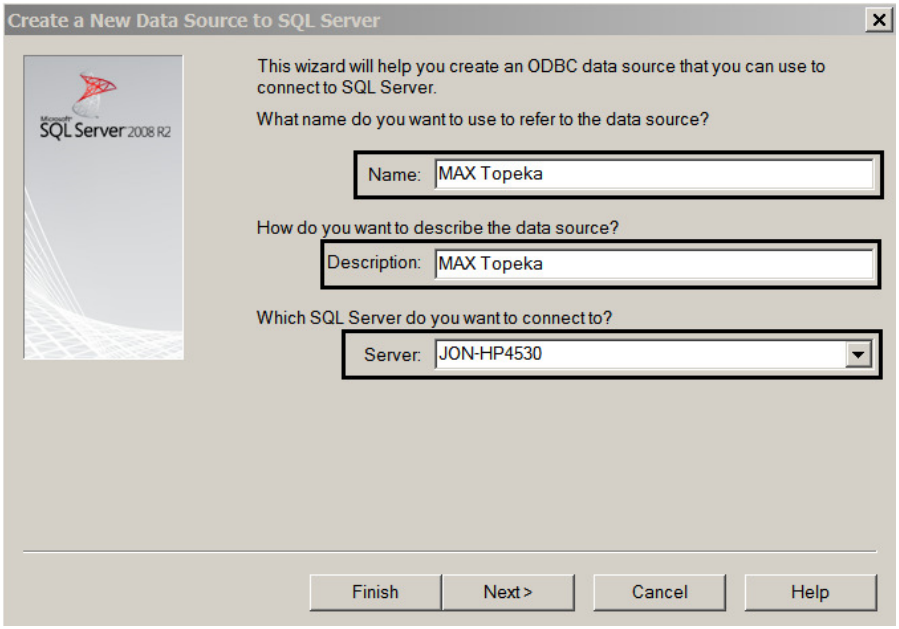
Double click Data Sources (ODBC) 32 bit to launch the ODBC Data Sources Administrator.



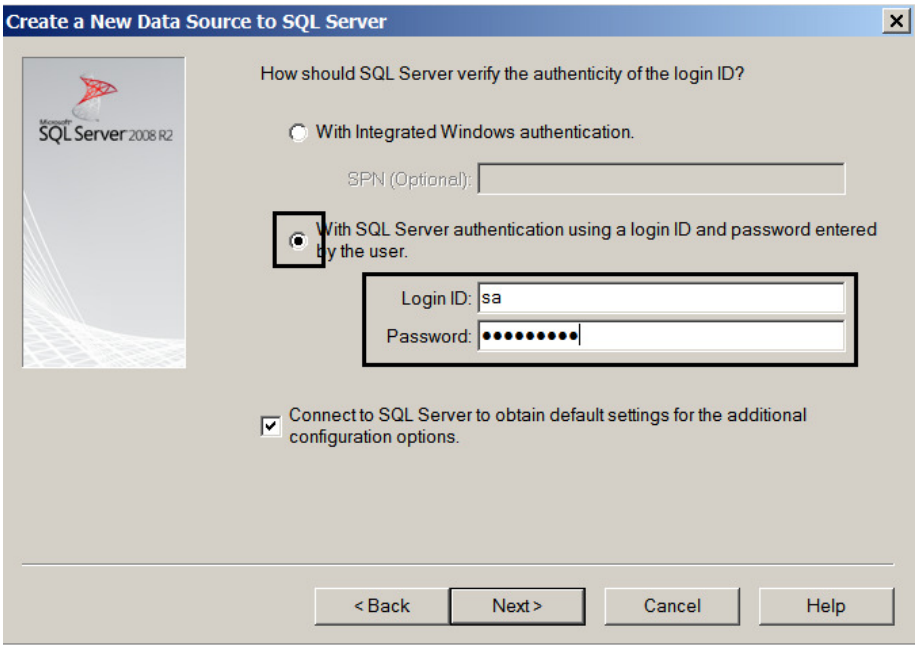
Choose System DSN and then Add.



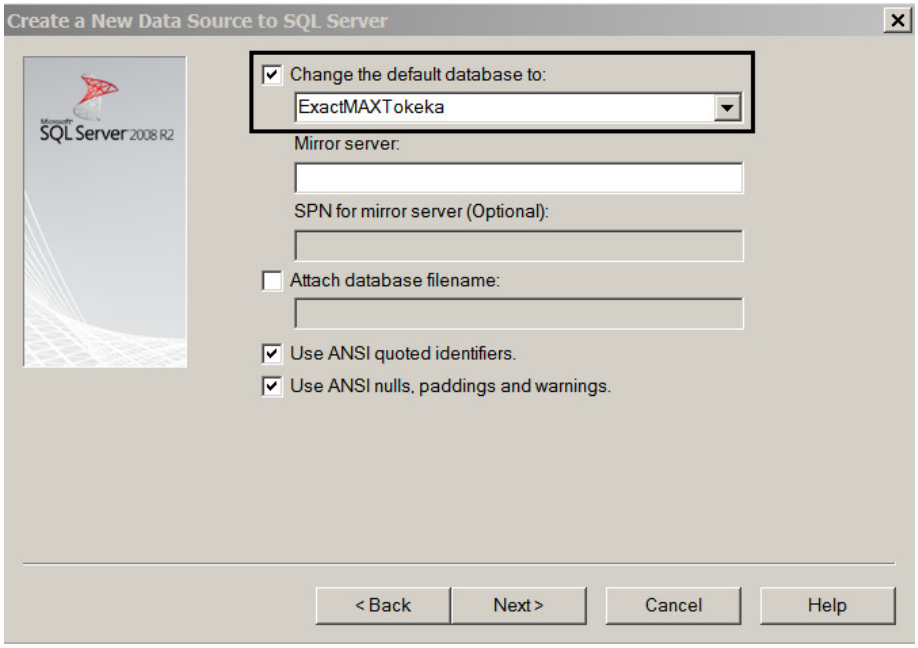
Select SQL Server Native Client 10.0 and then Finish.



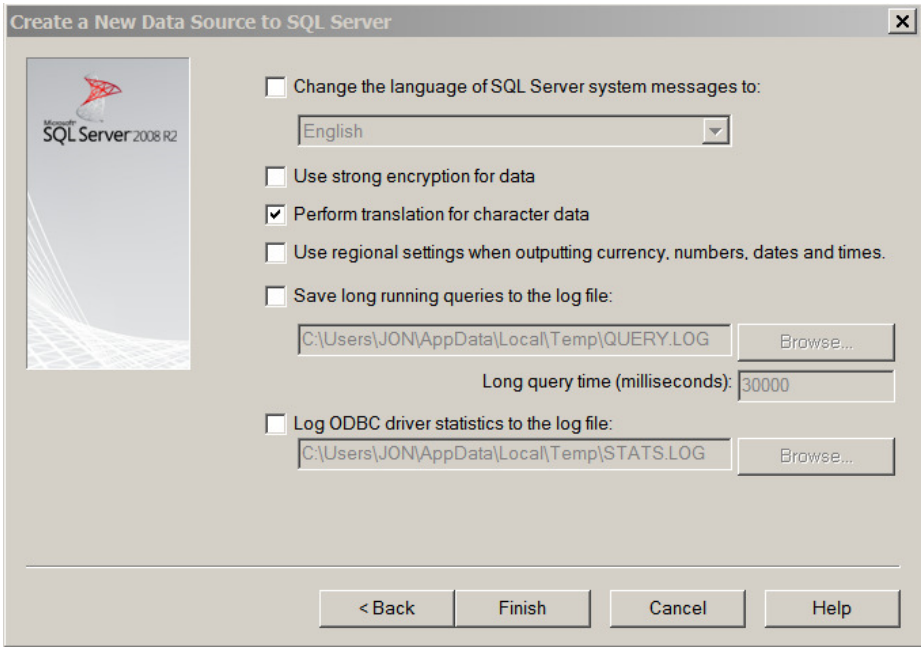
Enter a DSN Name and Server. Description is optional. The DSN Name you enter here will be used to identify the MAX database within GP. It is helpful to use a name users will associate with the MAX company.



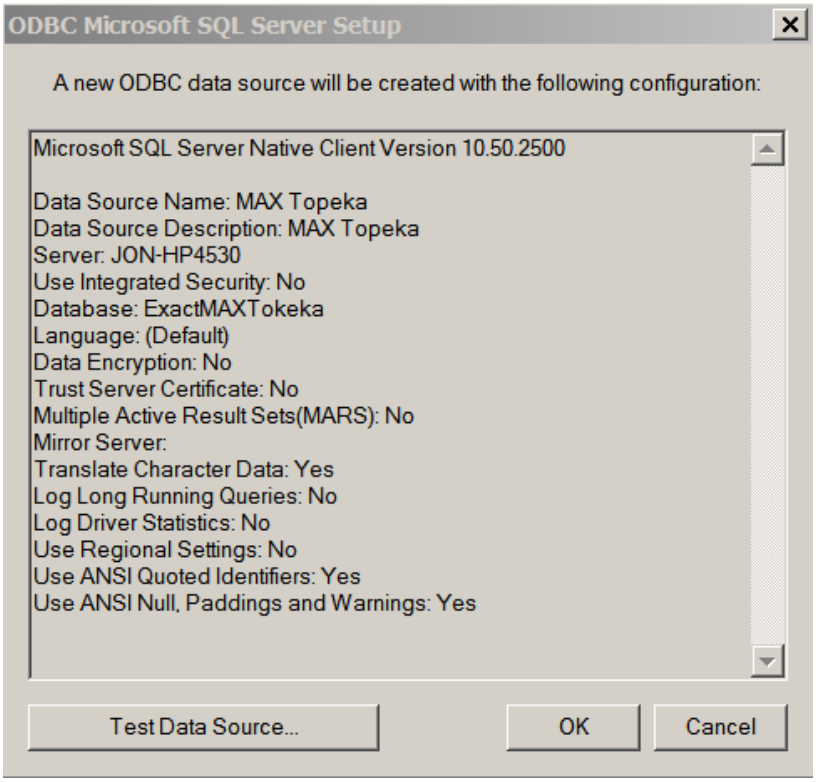
Select With SQL Server authentication… and then enter the sa or equivalent user id and password. Click Next.



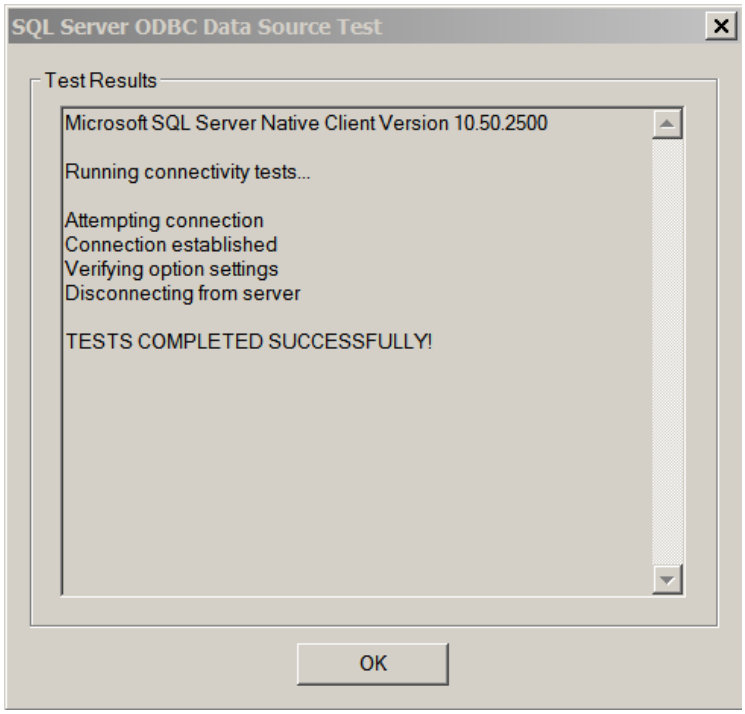
Select "Change the default database to:" and select the appropriate MAX company database for your installation. Click Next.



Choose Finish.



Choose the Test Data Source Option.



Click OK. Repeat the DSN setup process for each MAX database you will need to access in GP.

Removing MAX Drillbacks

If you have a previous version of MAX Toolbar installed, MAX Toolbar for GP V2013 can be installed over the top of it. If you currently have MAX Drillbacks installed, follow these instructions to remove them prior to installing MAX Toolbar for GP.

1. Remove GP security to the alternate windows. Launch GP. From the Administration list page select Alternate/Modified Forms and Reports. Select the appropriate user id and Exact MAX Lookups as the product. Select Windows as the Type. Remove access to all Exact MAX Lookups alternate windows by selecting the Microsoft Dynamics GP window.
2. Remove Drillback options from the shortcut bar by right clicking on each option and choosing Delete.
3. Remove MAX Drillbacks from the Dynamics launch file. Navigate to your Dynamics.set file. The default location is c:\Program Files\Microsoft Dynamics\GP\Dynamics.set. Make a copy of the file as a backup by right clicking on the file, clicking Copy and then right clicking in the folder and clicking paste. After making your backup copy, right click on the Dynamics.set file and choose Open With. Open with either Notepad or WordPad. The first lines of the Dynamics.set file will look like this:

```
22
0
Microsoft Dynamics GP
```

Reduce the first number by 1. In this example, 22 would be replaced by 21. Scroll down in the file to the lines

```
1299
EXACT MAX LOOKUP
```

Delete those lines and any blank lines created. Scroll down in the file to the lines that contain Exact and 1299.

```
:C:Program Files/Microsoft Dynamics/GP9/EXACT.DIC
:C:Program Files/Microsoft Dynamics/GP9/1299-F.DIC
:C:Program Files/Microsoft Dynamics/GP9/1299-R.DIC
```

Delete the three lines that end with EXACT.DIC, 1299-F.DIC AND 1299-R.DIC. Save and close the Dynamics.set file.

Perform steps 2 and 3 on each Dynamics GP workstation.

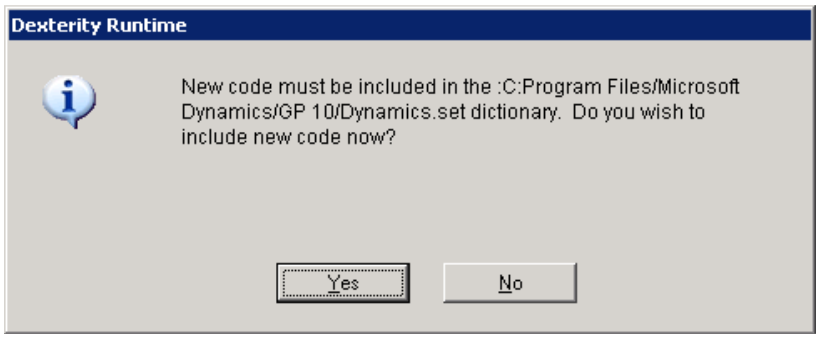
Installing MAX Toolbar for GP V2013

NOTE: Initial installation will require all Dynamics GP users to exit the system for a short time. Please verify no users are using Great Plains before continuing.

- **Download** the Toolbar chunk file. There are different downloads for GP2010 and GP2013. Be sure to download the correct file. Paste the file into the local GP folder. This is the folder where your Dynamics.set file is located.

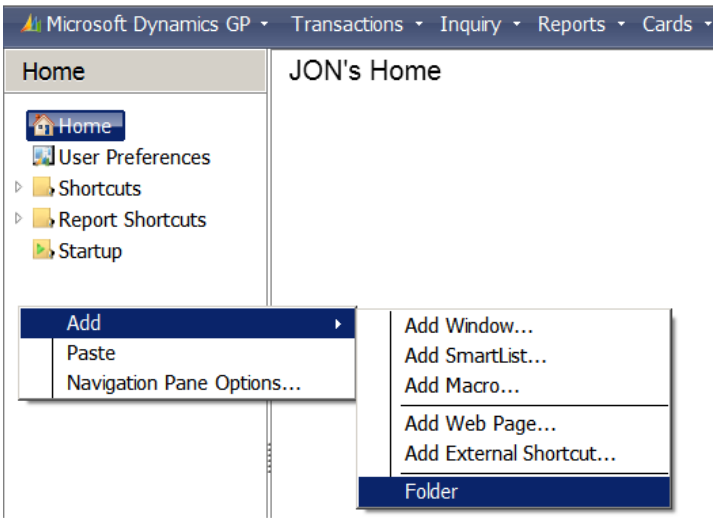
Configuring GP and MAX Toolbar V2013

1. **Log into GP as "sa" (or "DYNSA") to Create Tables.** You will be prompted to include new code. Select yes and continue.



This application creates custom tables in your Dynamics and Company databases. The administrator must log in as the user sa (or "DYNSA") one time for the application to create those tables.

2. **Add the folders MAX Toolbar Setup and MAX Inquiries to the shortcut bar.** Right click in the shortcut pane and choose Add > Folder. Name the folder MAX Toolbar Setup. Repeat and name the second folder MAX Inquiries.

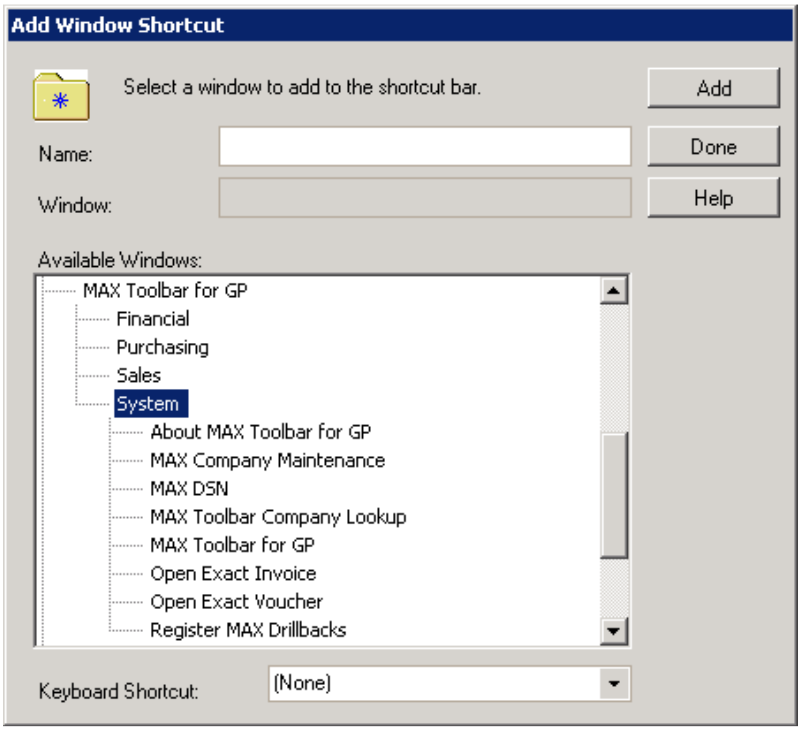


3. **Add Windows to the shortcut bar folders.** Right click on the MAX Toolbar Setup folder and choose Add > Add Window. From the scrolling list of available windows, expand MAX Toolbar for GP. Expand System. Select a window to be added and then click Add. Add the following windows:
   System/**About MAX Toolbar for GP**

System/**Register MAX Toolbar**
System/**MAX Company Maintenance**
System/**MAX Account Type**
System/**MAX GL Reference**
System/**MAX Posting Accounts**

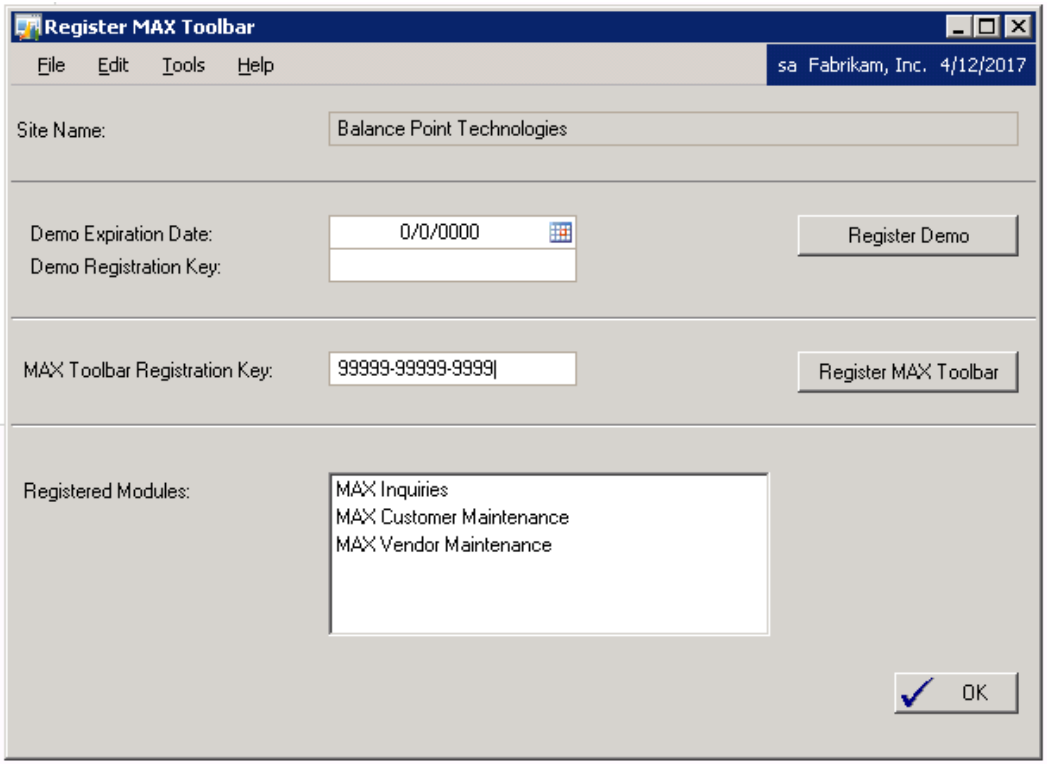
Right click on the MAX Inquiries folder and choose Add > Add Window. From the scrolling list of available windows, expand MAX Toolbar for GP. Select a window to be added and then click Add. Add the following windows:

System/**MAX Toolbar for GP**
Purchasing/**MAX Purchase Order**
Purchasing/**MAX Voucher**
Sales/**MAX Invoice**
Financial /**MAX GL**
System/**MAX Account Type Inquiry**
System/**MAX GL Reference Inquiry**

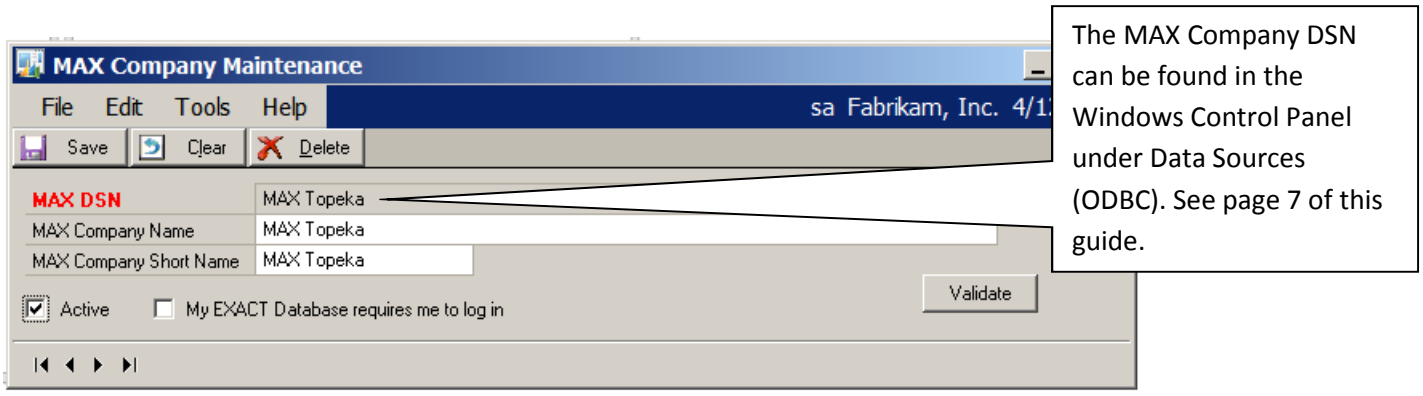


When all windows have been added, click Done. Adding the MAX Toolbar windows to the shortcut bar must be performed for each user or they can be added for a user class and then assigned to the users.

4. **Obtain a Registration Key.** If you have not been provided with a registration key, go to www.maxtoolkit.com to request a free 30-day evaluation key or to purchase a registration key. Open the Register MAX Toolbar window from the shortcut menu. Enter the MAX Toolbar Registration Key and click Register MAX Toolbar, then click OK.



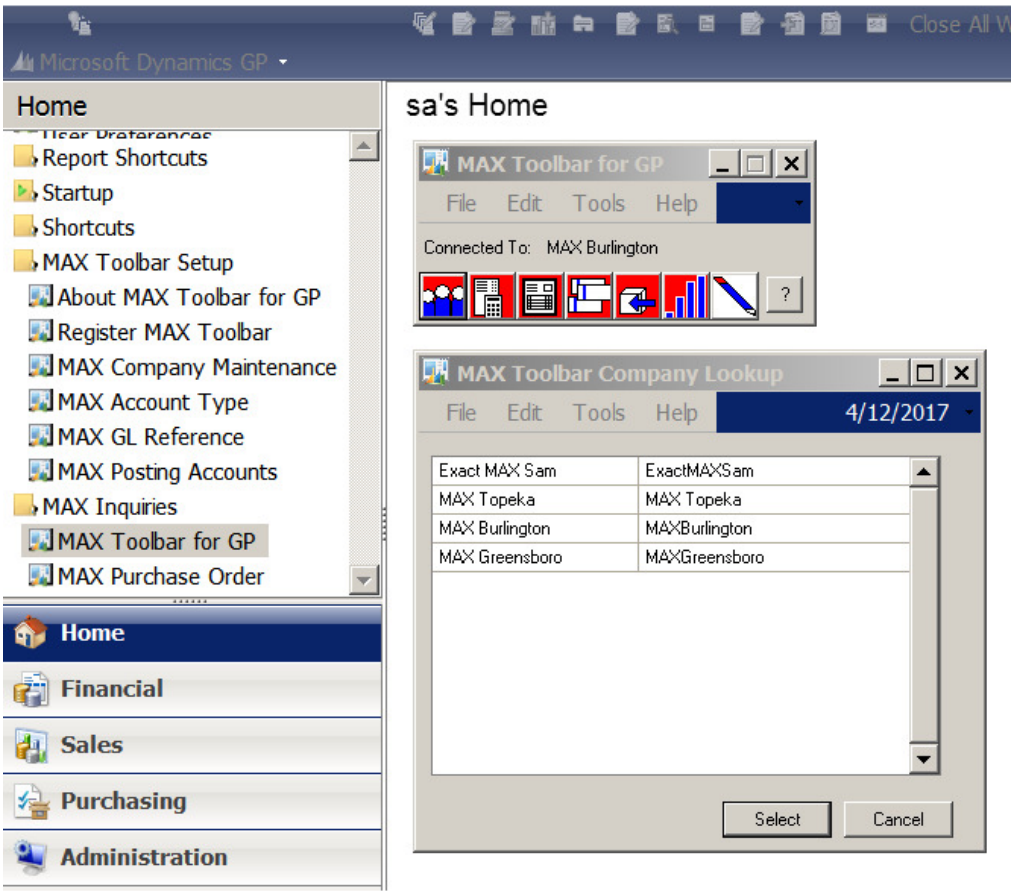
5. **Link your MAX Companies.** Open the MAX Company Maintenance window from the shortcut bar. Enter the Name of the DSN for the MAX company that should be accessible from this Dynamics company. Enter the MAX Company Name and the Company Short Name. If this is a company you want accessible, click Active. Click Validate. MAX Toolbar will validate it can access the MAX company data and create required tables. **If validated, click Save**. Repeat this process for each MAX company that should be accessible from the Dynamics company.)



Do not check the "My EXACT Database requires me to log in" box unless your company security policy prevents the standard toolbar user from being created. If the box is checked, a "SQL Login" button will appear on the Toolbar windows. Each time GP is launched users must log into each MAX database using a user id and password supplied by the system administrator. If the box is unchecked, and security policy allows the automatic creation of the standard toolbar

user, the "SQL Login" window will be hidden and users will not have to log into the MAX databases.

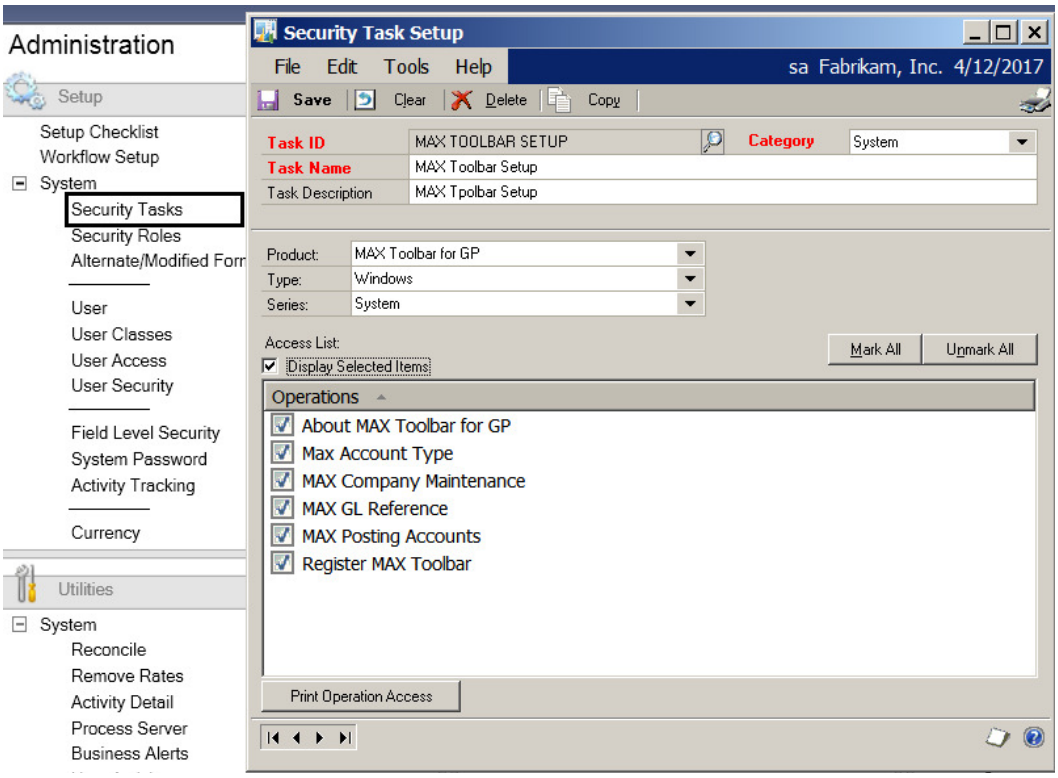
From the MAX Inquiries folder on the shortcut bar open MAX Toolbar for GP and select a default company. Click on MAX Toolbar for GP. Click on the Select MAX Company icon. Select a company and click on Select.



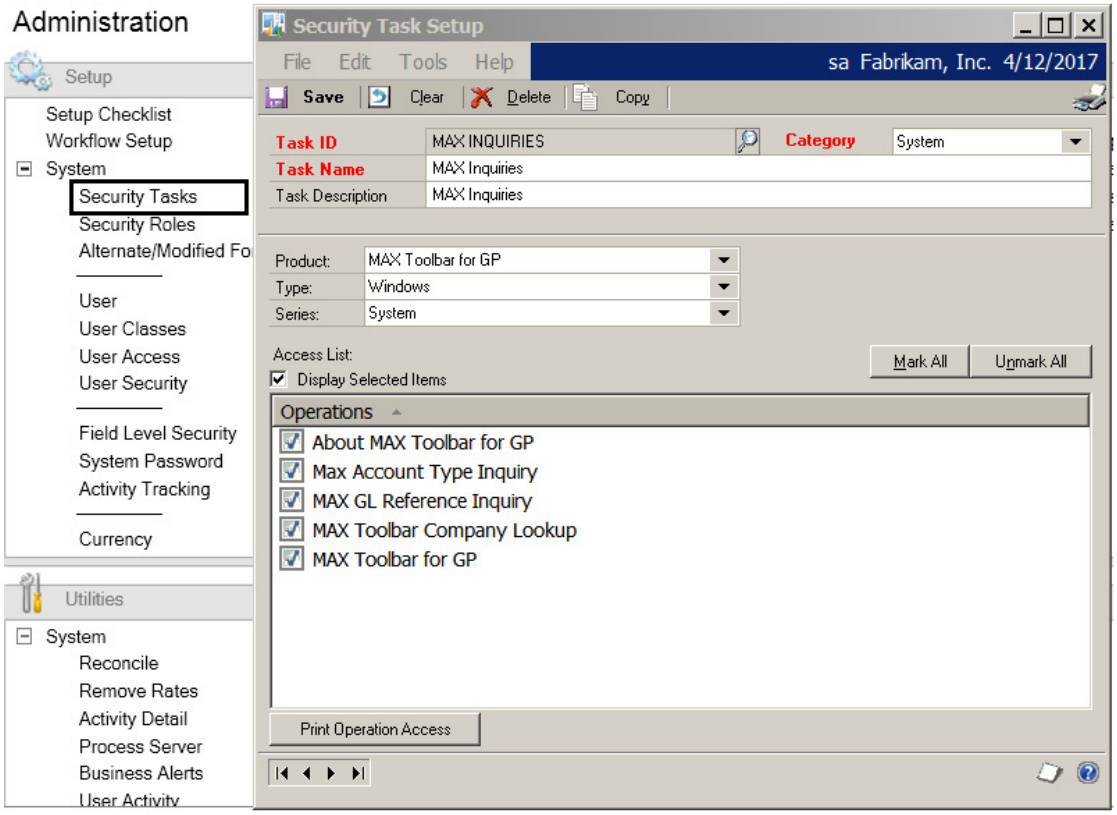
Note: After the administrator has validated the MAX company databases, other users may login and use GP.

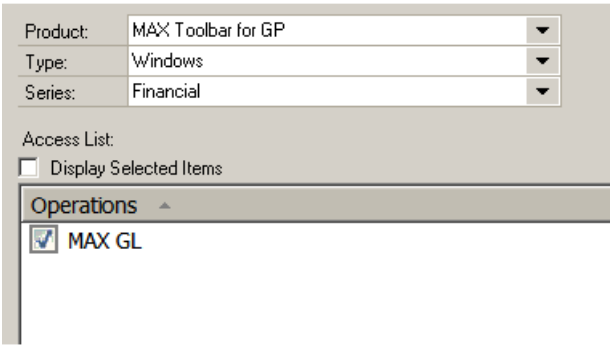
6. Set Security - Users are granted permission to access the Toolbar windows by using the standard Dynamics security. You may set up security any way that meets the security requirements of your company. Below is a suggested security setup.

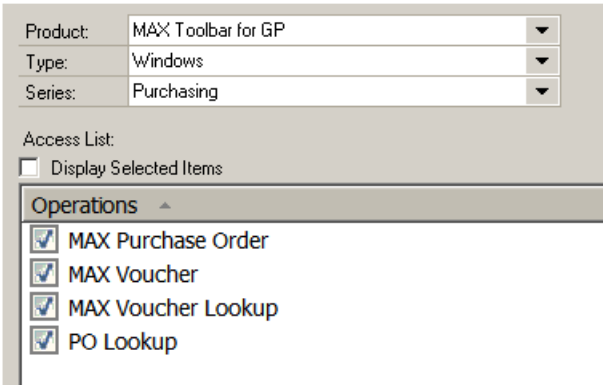
Create Security Tasks for MAX Toolbar Setup and MAX Inquiries. From the Administration list page select Security Tasks. Create a Task ID MAX TOOLBAR SETUP and assign it to the Category System. Select MAX Toolbar for GP as the Product, Windows as the Type and System as the Series. Make the selections shown below.

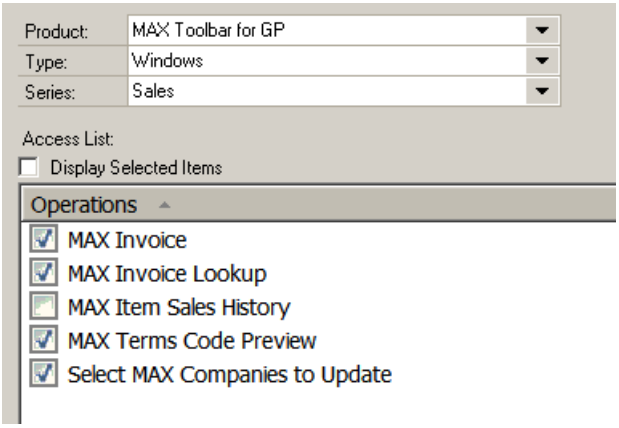


Create a Task ID MAX INQUIRIES and assign it to the Category System. Select MAX Toolbar for GP as the Product, Windows as the Type. Make the selections shown below.



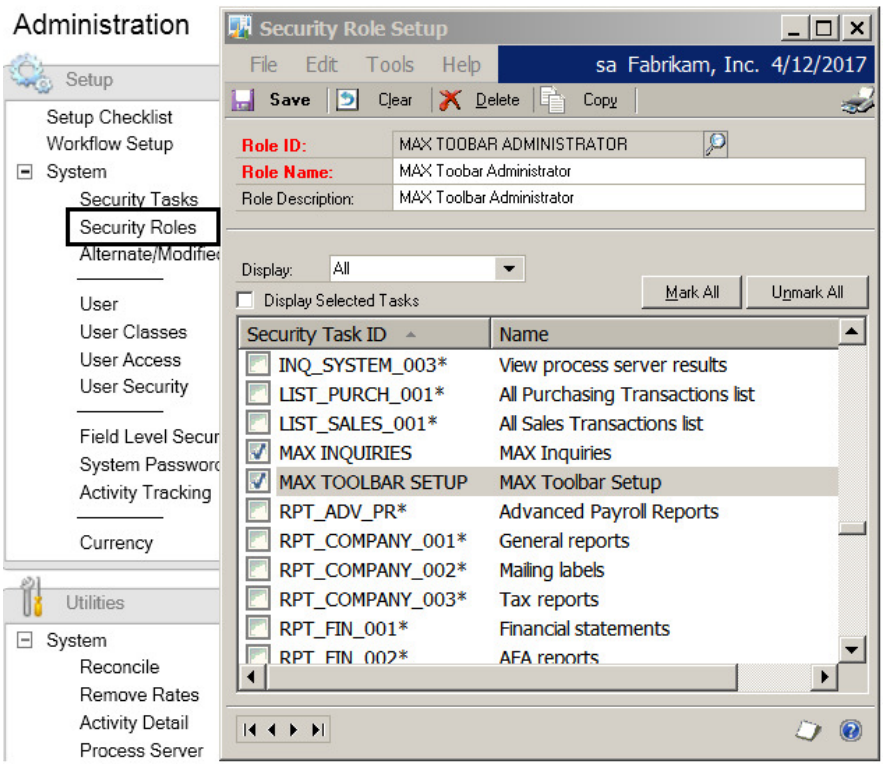




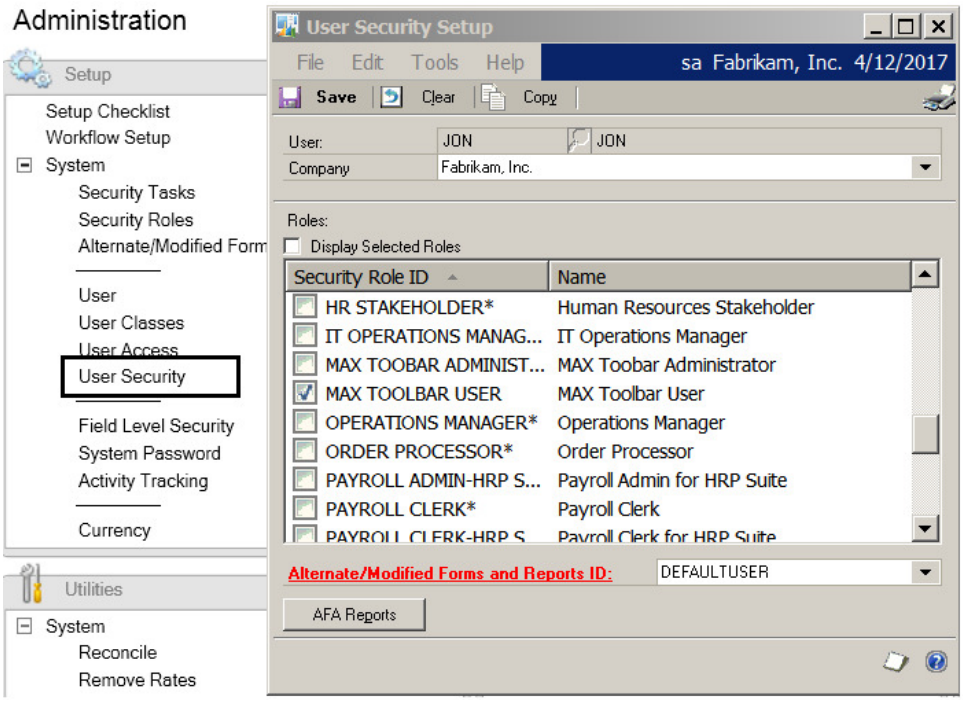


If you do not want users to have the ability to edit MAX customer and vendor master records or payment terms and shipping methods from within GP, do not include MAX Terms Code Preview or Select MAX Companies to Update in the Sales Series. Do add Select MAX Companies to Update to the Shortcut bar for the sa user. Open the window and ensure no companies are selected for updating.

Create Security Roles for MAX Toolbar Administrator and MAX Toolbar User. Enter MAX TOOLBAR ADMINISTRATOR as the Role ID, Role Name and Role Description. Select the MAX INQUIRIES and MAX TOOLBAR SETUP Security Task ID's that you created in the step above and save. Enter MAX TOOLBAR USER as the Role ID, Role Name and Role Description. Select the MAX INQUIRIES Security Task ID and save.

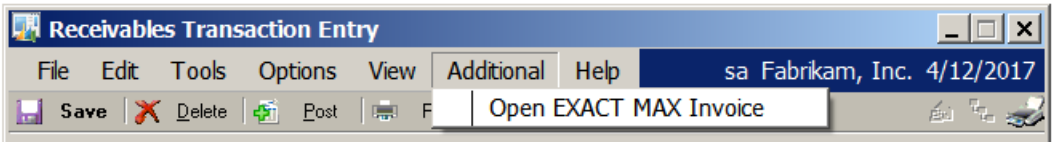


Assign the Security Role to Users. From the User Security Setup Window, select a user and company. Select either the MAX Toolbar Administrator or the MAX Toolbar User Role and save. Assign the MAX Toolbar roles to all users as appropriate.



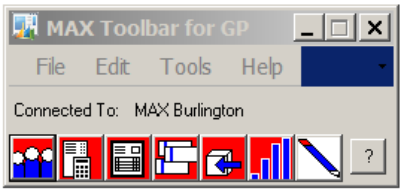
MAX Toolbar for GP

MAX Toolbar for GP provides three ways to access MAX data from within GP: by clicking on icons on the MAX Toolbar, from the GP Shortcut bar, or from the Additional button on the GP window toolbar.



Using the Shortcut bar is easy and efficient for all users. If there are multiple MAX databases integrated with a single GP database, using the MAX Toolbar enables the user to select the MAX database to query. If there is a single MAX database integrated to GP, the MAX Toolbar can be used, but using the Additional button on the GP windows eliminates the need for it. Whether to use the MAX Toolbar can be a user preference controlled by security. The instructions below describe all methods to access MAX data. Instructions for using the Additional button are referred to as alternate access.

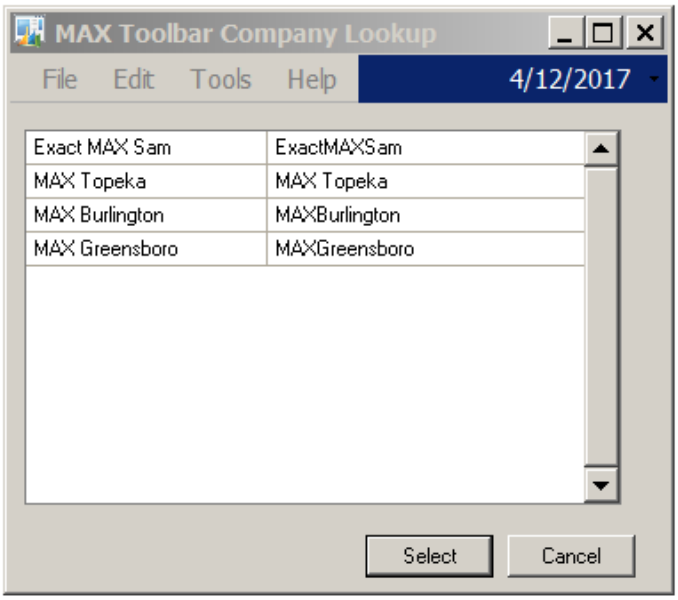
The MAX Toolbar for GP will automatically open when integrated windows are opened. It can also be accessed from the shortcut bar.



- **SELECT MAX COMPANY** - Opens the MAX Company Lookup Window to control which MAX company database Toolbar fetches data from.
- **SHOW MAX GENERAL LEDGER** - Opens the MAX GL window to allow queries into MAX transaction data that posted to the General Ledger.
- **SHOW MAX INVOICE** - Opens the MAX Invoice window to display invoice data from MAX.
- **SHOW MAX VOUCHER** - Opens the MAX Voucher window to display Voucher data from MAX.
- **SHOW MAX PURCHASE ORDER** - Opens the MAX Purchase Order window to display purchase order data from MAX.
- **SHOW MAX SALES HISTORY** - Not available at this time.
- **REGISTER MAX TOOLBAR** - Opens the Register MAX Toolbar window to register the Toolbar software.
- **About MAX Toolbar for GP** – Displays the installed version.

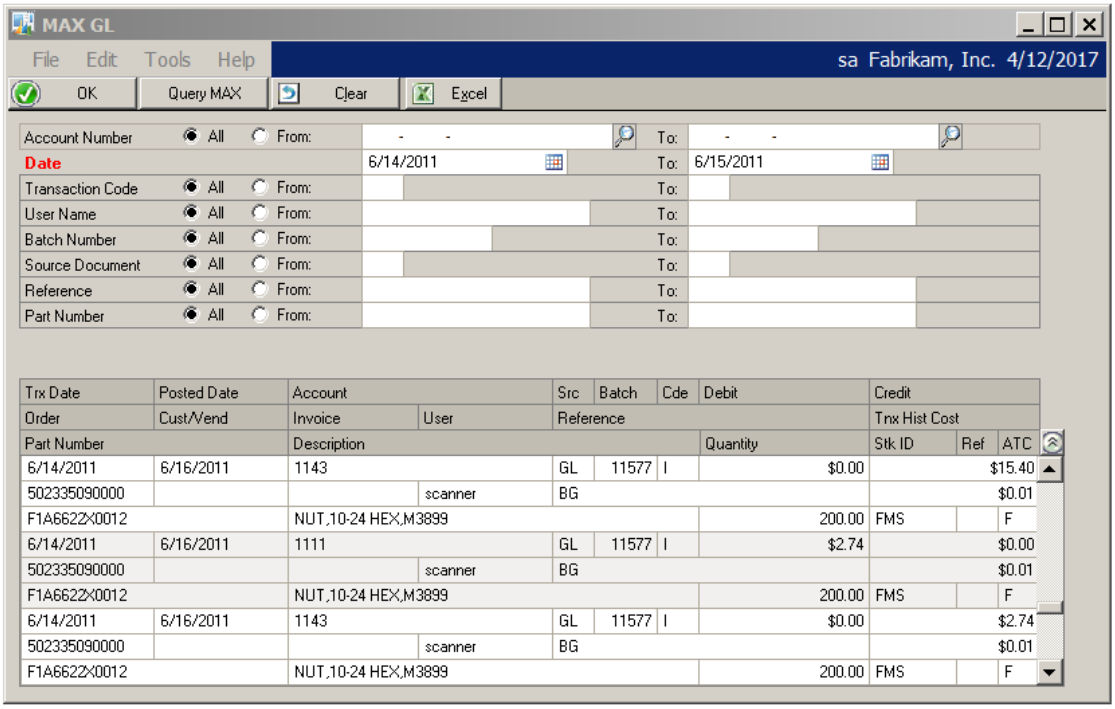
SELECT MAX COMPANY

Select MAX Company from the MAX Toolbar enables the user to select the MAX Company to query or update. Inquiry windows access only a single MAX company. Maintenance windows can access and update multiple MAX companies. There is no alternate access.



SHOW MAX GENERAL LEDGER

MAX Toolbar opens the MAX General Ledger inquiry when you select the Show MAX General Ledger icon from an available window. The MAX General Ledger inquiry window is used to search MAX transactions that posted to the General Ledger.



The MAX General Ledger window can also be added directly to the Dynamics Shortcuts Navigation Pane. Alternate access is Open Exact MAX GL from the GP Additional button.

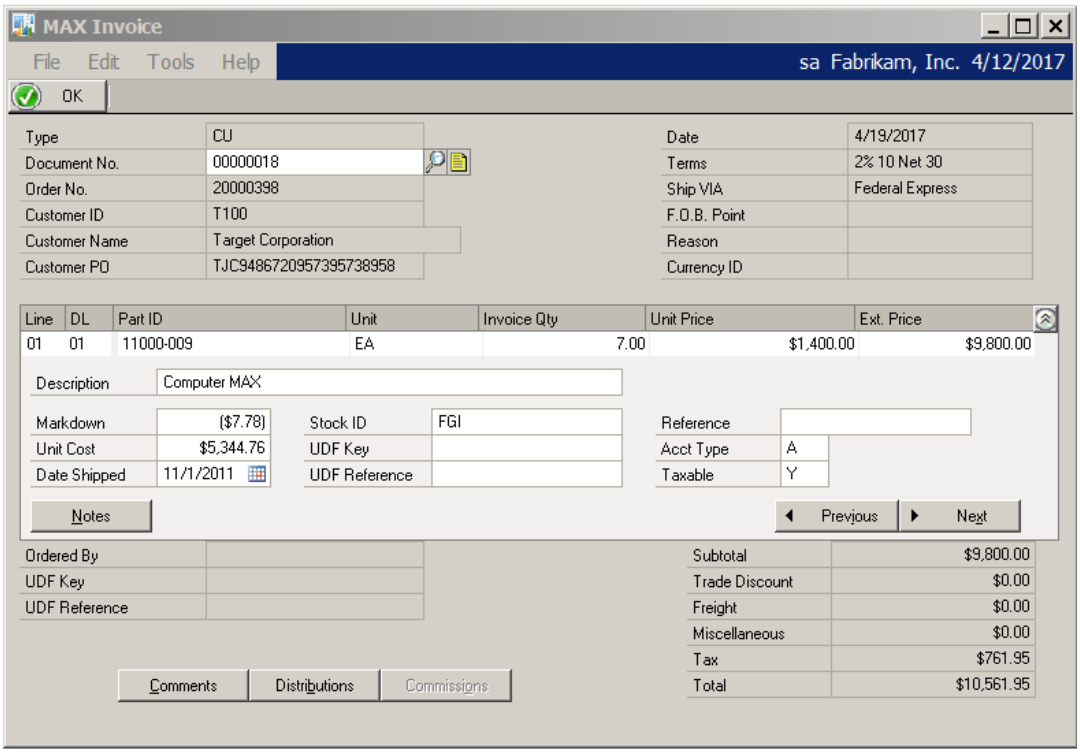
The default search criterion is to display transactions with a Transaction Date within the last month. MAX transactions can be searched by the following MAX fields: Account Number, Date, Transaction Code, User Name, Batch Number, Source Document, Reference, Part Number or by any combination of those values. The Show/Hide Button on the right side of the detail display will either open additional lines of detail or collapse to a single line of detail.

Data for the MAX General Ledger inquiry is selected from the MAX Work GL and the MAX Transaction History tables. Do not purge Work GL or Transaction History records for any period that you will want to access with MAX General Ledger inquiry.

The following windows are integrated to the MAX GL window:
GL Detail Inquiry
GL Transaction Entry Zoom

SHOW MAX INVOICE

MAX Toolbar opens the MAX Invoice when you select the Show MAX Invoice icon from an available window. This button opens the MAX Invoice window to display invoice data from MAX. On integrated windows, the appropriate Dynamics document number is automatically opened in the MAX Invoice window.

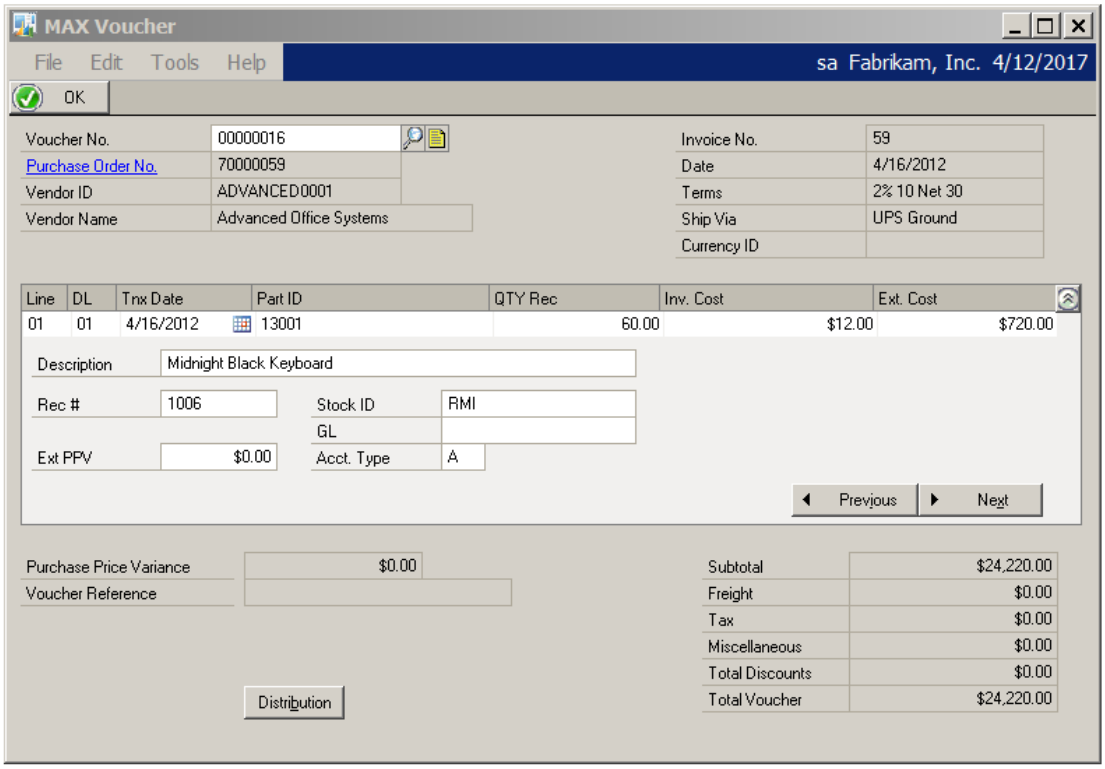


The MAX Invoice window can also be added directly to the Dynamics Shortcuts Navigation Pane. MAX Documents can be looked up directly by entering the Document No. and pressing the Query MAX button or the MAX Invoice Lookup window can be used to search by Customer ID, Invoice Number, Order Number, PO Number, Invoice Date, or any combination of those fields. Alternate access is Open Exact MAX Invoice from the Additional button on the GP window.

The following windows are integrated to the MAX Invoice window:
Receivables Transaction Entry (Transactions->Sales->Transaction Entry)
Apply Sales Documents (Transactions->Sales->Apply Sales Documents)
Receivables Transaction Inquiry - Customer (Inquiry->Sales->Transaction by Customer)
Receivables Transaction Inquiry - Document (Inquiry->Sales->Transaction by Document)
Receivables Transaction Inquiry Zoom

SHOW MAX VOUCHER

MAX Toolbar opens the MAX Voucher when you select the Show MAX Voucher icon from an available window. This button opens the MAX Voucher window to display Voucher data from MAX. On integrated windows, the appropriate Dynamics document number is automatically opened in the MAX Voucher window.

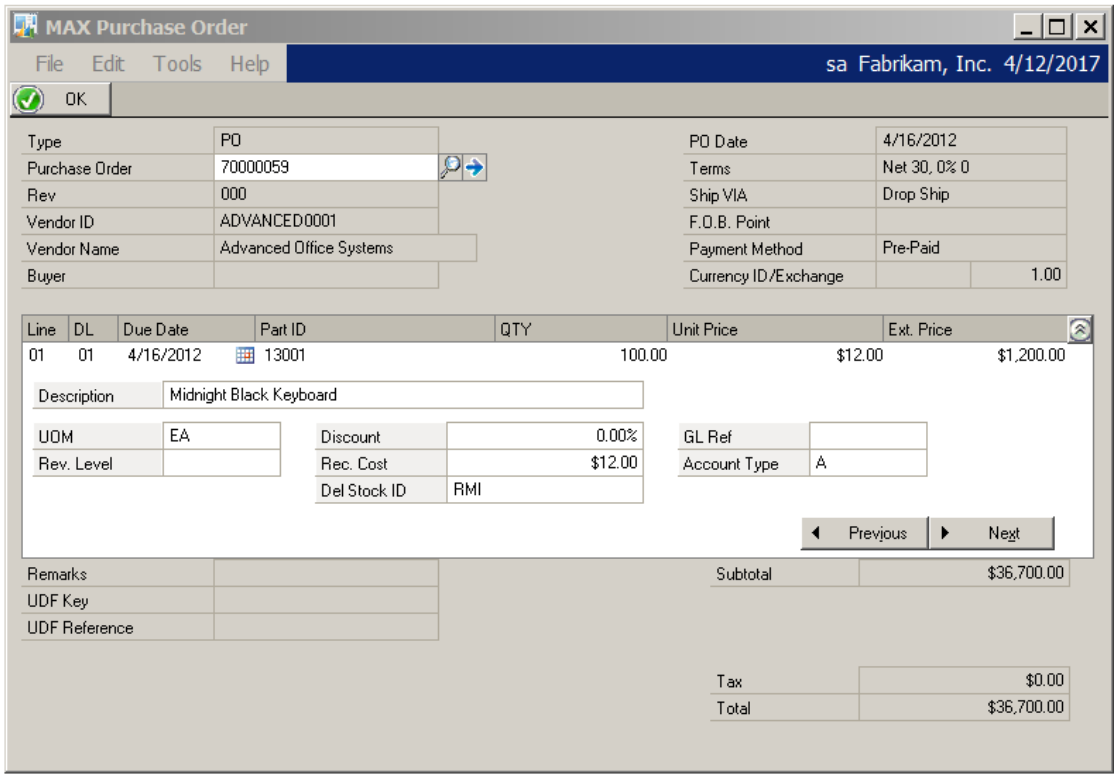


The MAX Voucher window can also be added directly to the Dynamics Shortcuts Navigation Pane. MAX Documents can be looked up directly by entering the Voucher No. and pressing the Query MAX button or the MAX Voucher Lookup can be used to select by Vendor ID, Voucher Numbr, PO Number, Vendor Invoice, Voucher Date, or any combination of those fields. Alternate access is Open Exact MAX Voucher from the Additional button on the GP window.

The following windows are integrated to the MAX Voucher window: Apply Payables Documents (Transactions->Purchasing->Apply Payables Documents)
Payables Transaction Entry (Transactions->Purchasing->Transaction Entry)
Payables Transaction Inquiry - Document (Inquiry->Purchasing->Transaction by Document)
Payables Transaction Inquiry - Vendor (Inquiry->Purchasing->Transaction by Vendor)

SHOW MAX PURCHASE ORDER

Show MAX Purchase Order opens the MAX Purchase Order and displays purchase order data from MAX.



The MAX Purchase Order window can also be added directly to the Dynamics Shortcuts Navigation Pane. MAX Documents can be looked up directly by entering the Purchase Order Number and pressing the Query MAX button or the MAX PO Lookup can be used to select by Vendor ID, PO Number, Purchase Order Date, or any combination of those fields. There is no alternate access for the MAX Purchase Order.

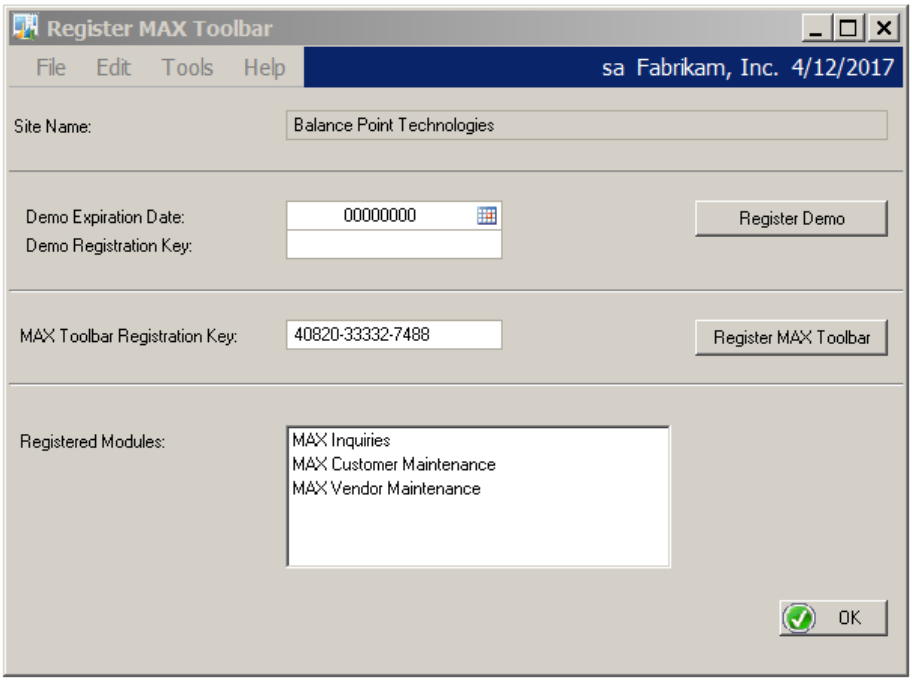
SHOW MAX SALES HISTORY

Future Application

REGISTER MAX TOOLBAR

MAX Toolbar opens the Register MAX Toolbar window when you select the Register MAX Toolbar icon. This button opens the Register MAX Toolbar window to register the Toolbar software.

The Register MAX Toolbar window can also be added directly to the Dynamics Shortcuts Navigation Pane.



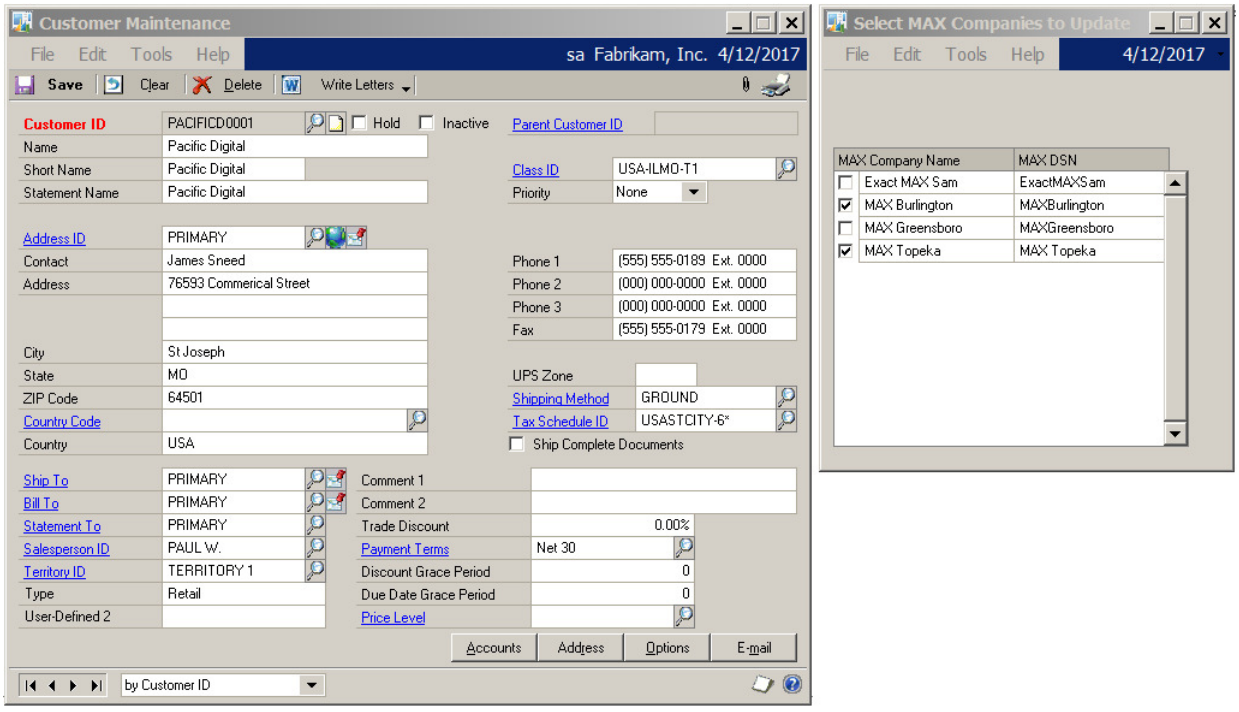
About MAX Toolbar for GP

MAX Toolbar opens the About MAX Toolbar for GP window and displays the installed version when the About button is clicked. The About MAX Toolbar for GP window can also be added directly to the Dynamics Shortcuts Navigation Pane.

Customer Maintenance

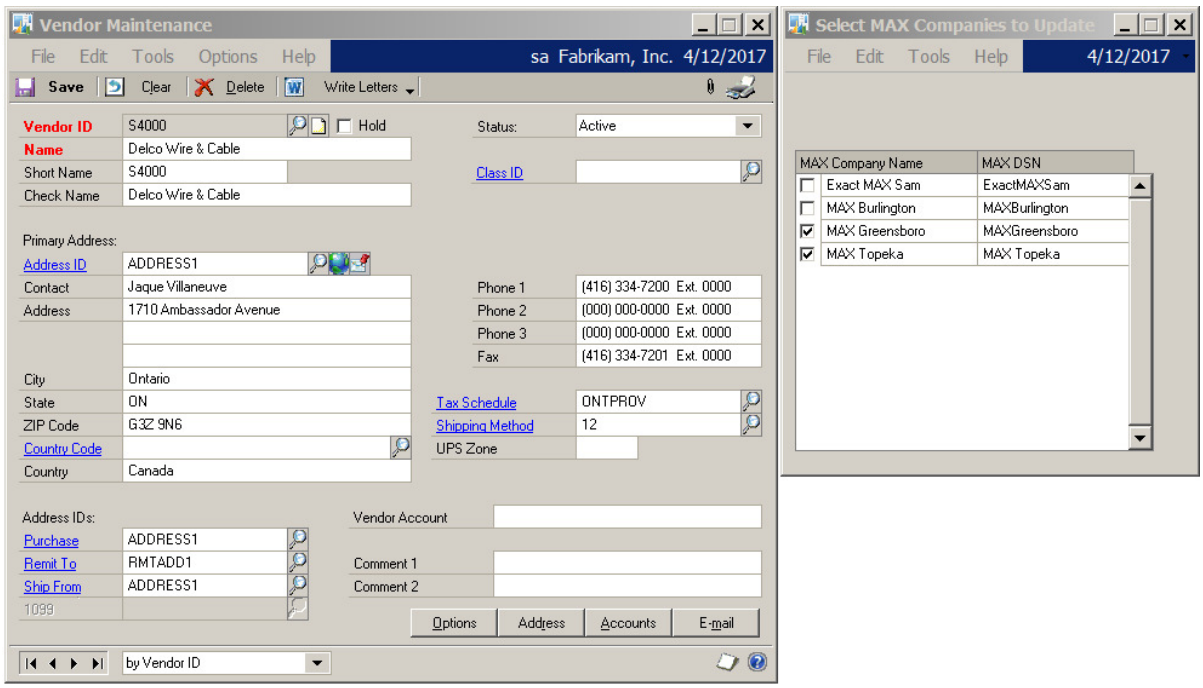
When the Customer Maintenance window is opened, MAX Toolbar opens the Select MAX Companies to Update window. To update the customer record in one or more MAX companies, select the companies to be updated. When the record is edited in GP and saved, the GP customer master record is written to MAX. Edits are performed to ensure MAX database requirements are met.

The primary MAX address will be updated only if the Address ID is 'Address1'.



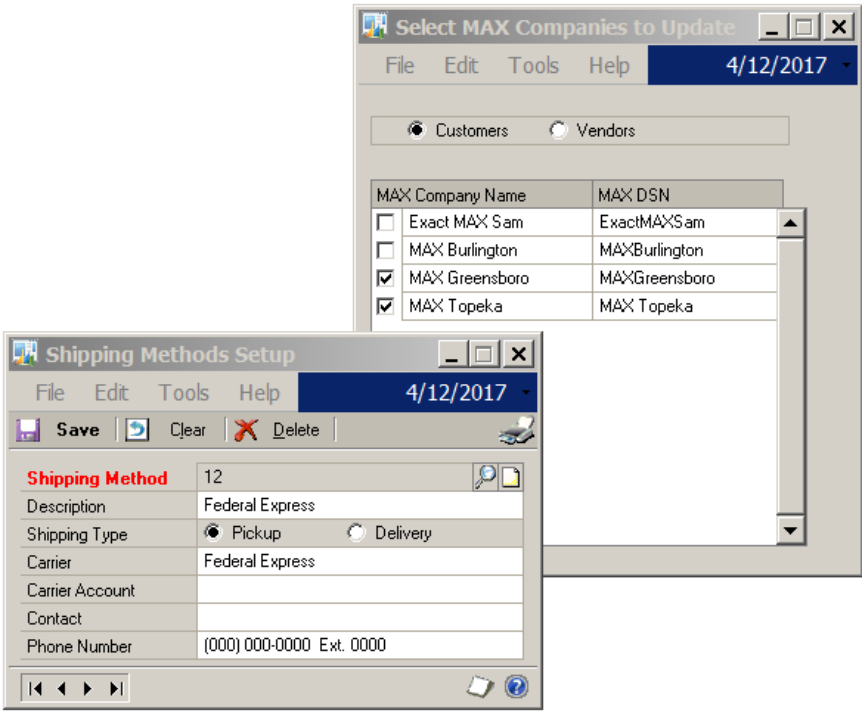
Vendor Maintenance

When the Vendor Maintenance window is opened, MAX Toolbar opens the Select MAX Companies to Update window. To update the vendor record in one or more MAX companies, select the companies to be updated. When the record is edited in GP and saved, the GP vendor master record is written to MAX. Edits are performed to ensure MAX database requirements are met.



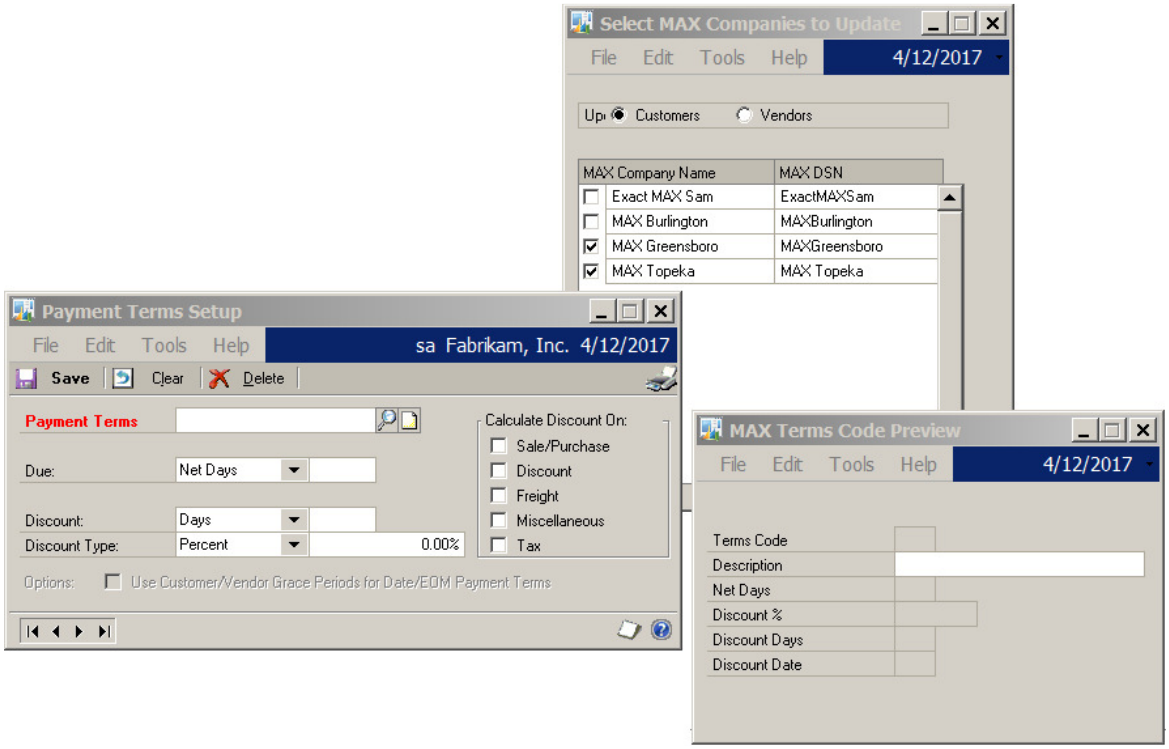
Shipping Method Setup

When the Shipping Method Setup window is opened, MAX Toolbar opens the Select MAX Companies to Update window. To update the shipping methods in one or more MAX companies, select the companies to be updated. Select whether to update MAX Purchasing or Sales Shipping Methods. When the record is edited in GP and saved, the MAX Shipping Method is updated. Edits are performed to ensure MAX database requirements are met.



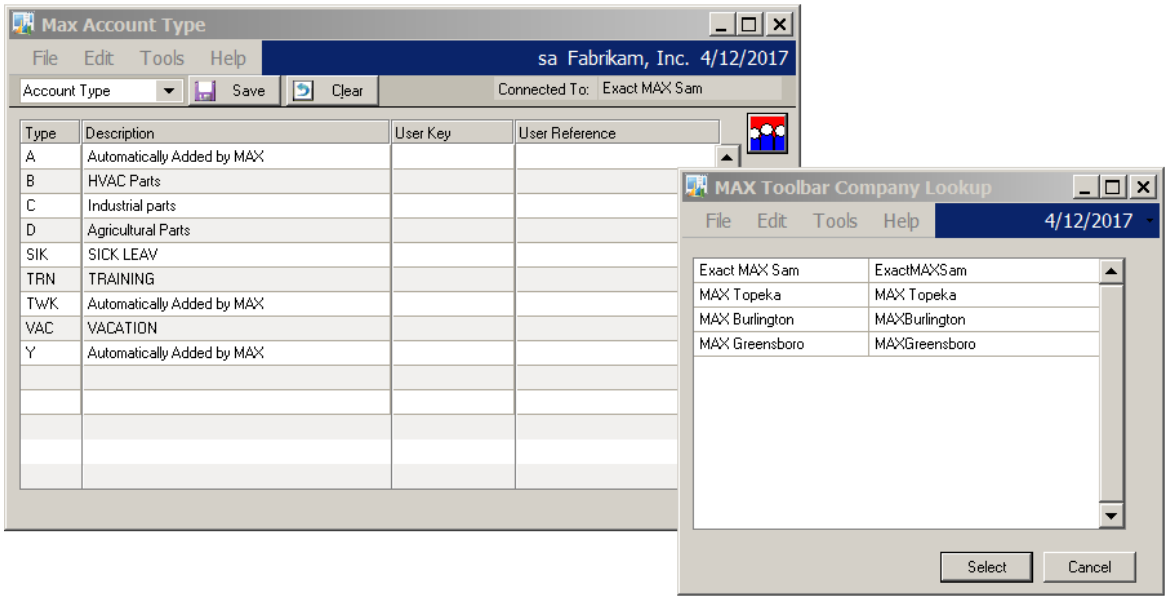
Payment Terms Setup

When the Payment Terms Setup window is opened, MAX Toolbar opens the Select MAX Companies to Update window and the MAX Terms Code Preview window. To update the payment terms in one or more MAX companies, select the companies to be updated. Select whether to update MAX Purchasing Payment Terms or MAX Sales Payment Terms. The payment terms description can be edited on the MAX Terms Code Preview window. When the record is edited in GP and saved, the MAX Shipping Method is updated. Edits are performed to ensure MAX database requirements are met.



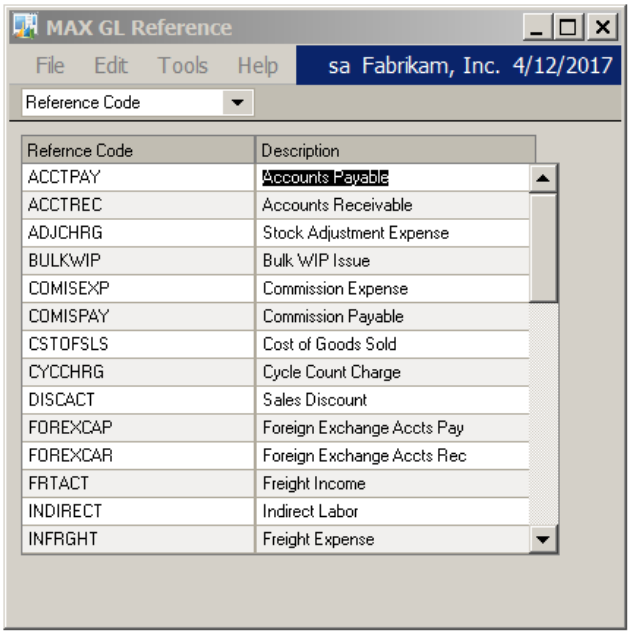
MAX Account Type

The MAX Account Type Codes can be maintained from the MAX Account Type window. To select the MAX company to be updated, click on the Select MAX Company button on the window. Account Type Codes can be maintained in only one company at a time. To add Account Type Codes, click in the first available row and add as many codes as you desire. Then click Save. To delete codes, highlight the code to be deleted and hit the keyboard delete key. Then click Save. MAX edits will be performed to ensure a code that is in use will not be deleted. Edit descriptions as desired and then click Save. This window is available only from the Shortcut bar and is also available as an inquiry only.



MAX GL Reference

The MAX GL Reference window gives users the ability to edit the description of the MAX default reference codes. The function of the codes remains unchanged. The reference code descriptions are not used in MAX so there is no Select MAX Company button required. The descriptions displayed on this window are displayed on the Maintain Posting Accounts window. This window is available only from the shortcut bar. There is also an inquiry only window available.

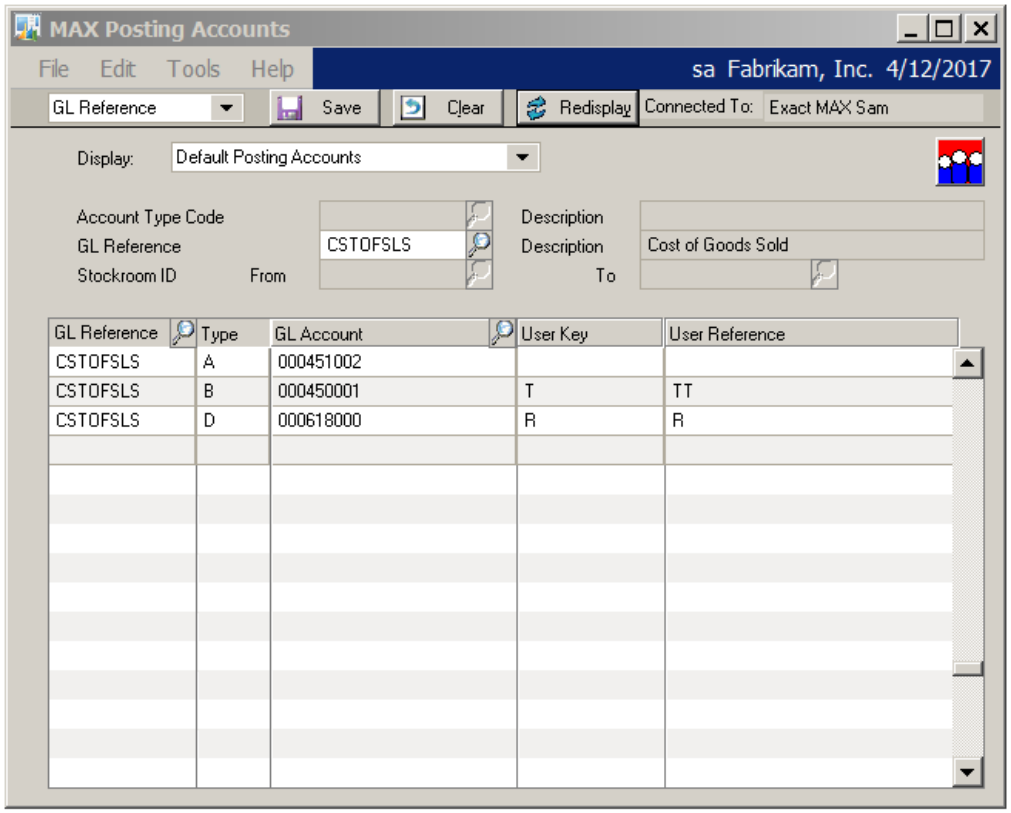


MAX Posting Accounts

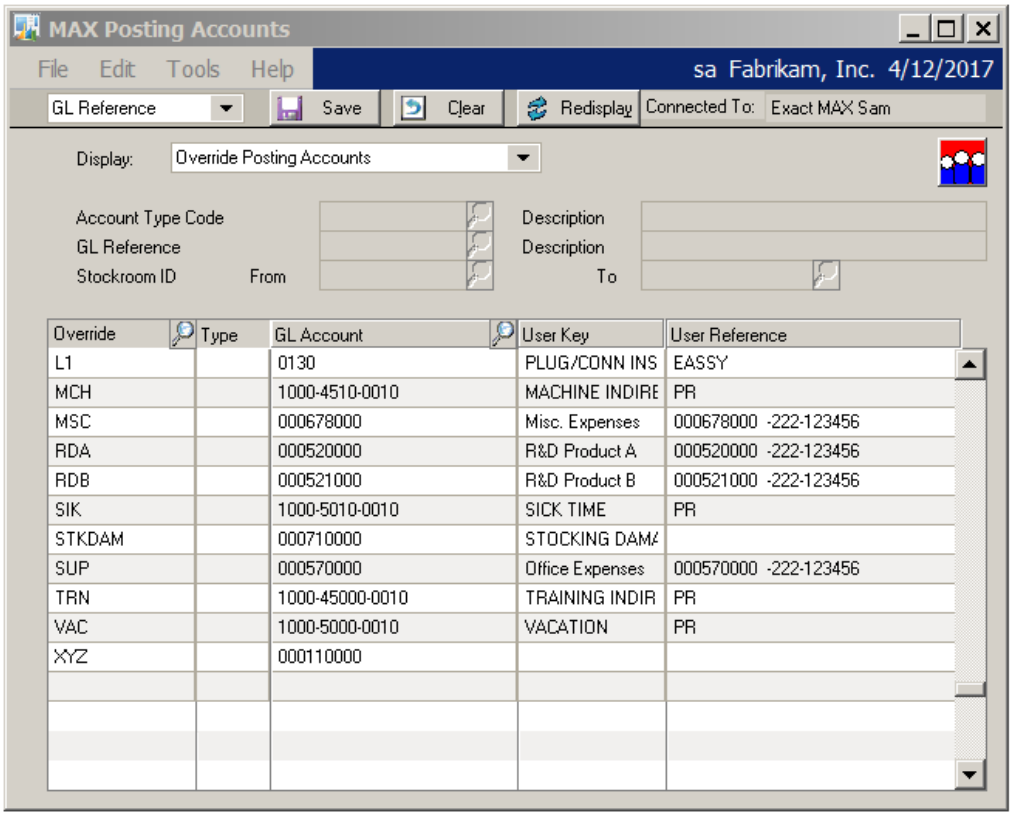
The MAX Posting Accounts window enables users to maintain MAX Default Posting Accounts, Override Posting Accounts, Stockroom Accounts and Non-inventory Accounts. To select the MAX company to be updated, click on the Select MAX Company button on the window. Posting accounts can be maintained in only one company at a time. This window is available only from the Shortcut bar and is also available as an inquiry only.

Default Posting Accounts - Default Posting Accounts can be maintained by the Account Type Code, the GL Reference, or for all Account Type Codes and References. Account Type Codes and GL References can be entered or selected from the lookups. After selecting an Account Type Code or GL Reference, click Redisplay to display only the relevant records.

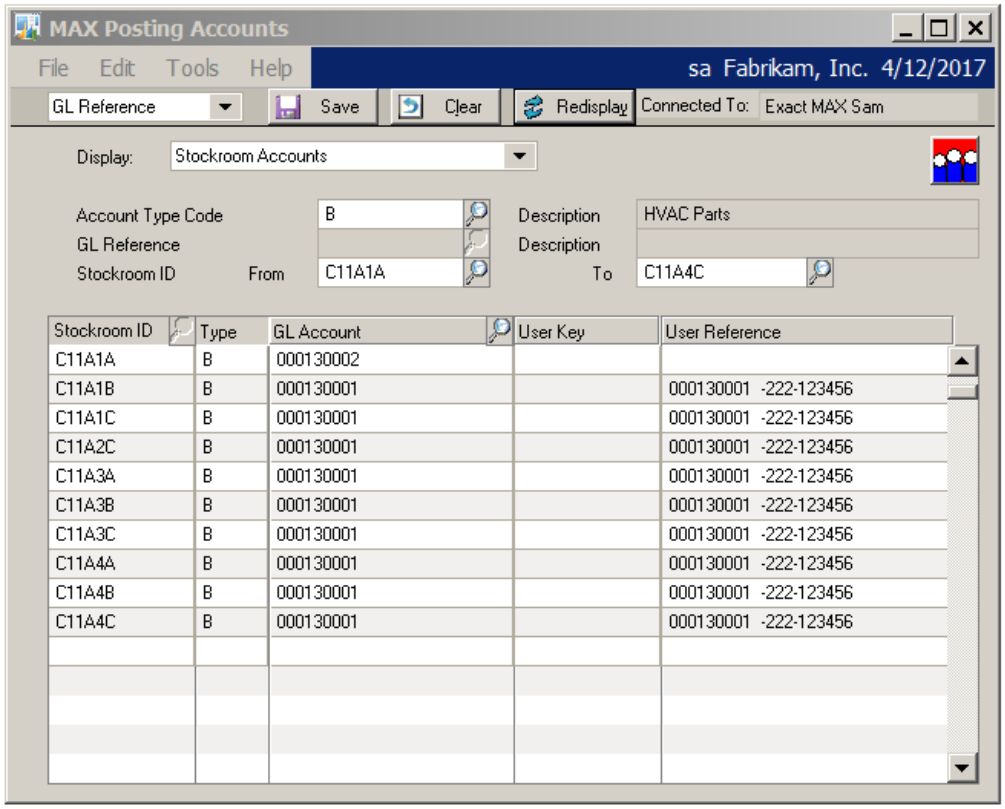
To add Posting Accounts, click in the first available row and add as many posting accounts as you desire. Then click Save. To delete codes, highlight the GL Reference to be deleted and hit the keyboard delete key. Then click Save. Edit GL Accounts as desired and then click Save.



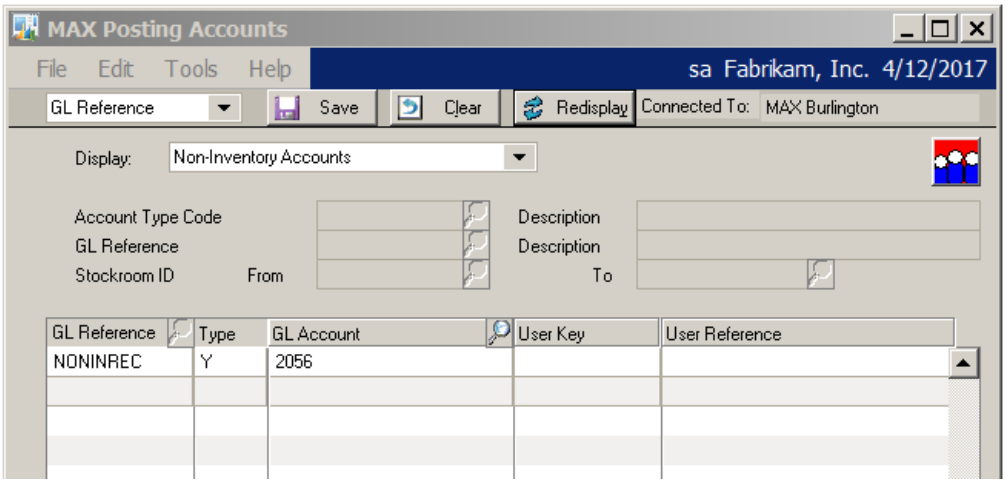
Override Posting Accounts – Select Override Posting Accounts from the Display dropdown. To add Override Accounts, click in the first available row and add as many posting accounts as you desire. Then click Save. To delete codes, highlight the Override code to be deleted and hit the keyboard delete key. Then click Save. Edit GL Accounts as desired and then Save.



Stockroom Accounts – Stockroom Accounts can be maintained by Account Type Code or Stockroom ID, or both. To add Stockroom Accounts, click in the first available row and add as many posting accounts as you desire. Then click Save. To delete codes, highlight the Stockroom ID to be deleted and click the keyboard delete key. Then click Save. Edit GL Accounts as desired and Save.



Non-inventory Accounts – The MAX Non-inventory purchases account can be maintained on the Non-inventory Accounts Window. MAX allows only one Non-inventory posting account.



Contact Information

Technical support is available for customers with a current Customer Support Plan. For technical support, please contact us at

E-mail support@bptechnologies.com

Telephone (847) 784-8270 Ext 1006

We encourage your comments about our products. To submit comments or suggestions, please e-mail support@bptechnologies.com.

For information about other applications for MAX, please visit www.MAXToolkit.com.

Balance Point Technologies, Inc. provides Training, Consulting, and Development Services for MAX and Microsoft Dynamics GP.

Appendix 1

Alternate Windows

MAX Toolbar for GP uses no alternate GP windows.

Alternate Reports

MAX Toolbar for GP uses no alternate GP reports.

Tables

The following tables are added to the GP Company database by MAX Toolbar:

EX_CSTVN
EX_GLDET
EX_PODET
EX_REF
EX_SODET
EX_VCHDT

The following tables are added to the GP Dynamics database by MAX Toolbar:

EX_COMPA
EX_CONFI
EX_PVCON
EX_REGIS
EX_SCHEM

GP Tables modified by MAX Toolbar

The SY03900 Records Notes Master can be modified from the note icon on MAX Toolbar windows. MAX Toolbar does not modify any other GP tables other than those added by MAX Toolbar.

MAX Tables modified by MAX Toolbar

MAX Toolbar for GP can modify the following MAX tables:
Account_Types
Code_Master
Customer_Master
General_Ledger_Acct
Sales_Rep_Master
Vendor_Master