



Microsoft Dynamics® GP 2010  
**Upgrade Instructions**  
**April 2, 2012**

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# Introduction

Use this manual to upgrade your Microsoft Dynamics® GP system to Microsoft Dynamics GP 2010. Review the introductory information about the resources available to you, then use the [Microsoft Dynamics GP upgrade checklist](#) on page 8 as your guide to the parts of this manual that apply to you.

To review new Microsoft Dynamics GP 2010 features, refer to the What's New documentation (Microsoft Dynamics GP media\GreatPlains\Documentation\WhatsNew.chm) provided with your software.

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## ***Check for current instructions***

The documentation may be updated as new information becomes available. For the most current documentation, visit <http://go.microsoft.com/fwlink/?LinkId=161199>, and choose to view the Upgrade Information page. Also review any Support Hot Topics relating to the upgrade.

---

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

## **What's in this manual**

This manual provides guidelines for upgrading your Microsoft Dynamics GP system to Microsoft Dynamics GP 2010. It lists the latest system requirements, contains a step-by-step guide through the upgrade process, and provides tips for troubleshooting. The manual is divided into the following parts:



- [Part 1, Preparation](#), contains information about preparing to upgrade your system to Microsoft Dynamics GP 2010.
- [Part 2, Microsoft Dynamics GP 2010 upgrade](#), describes the data conversion process for Microsoft Dynamics GP and contains additional procedures to upgrade specific modules and integrating products.



## Symbols and conventions

For definitions of unfamiliar terms, refer to the glossary in help.

This manual uses the following symbols to make specific types of information stand out.

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

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or <b>File &gt; Print</b>	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	Small capital letters indicate a key or a key sequence.

## Resources available from the Help menu

After you have upgraded Microsoft Dynamics GP, the Help menu gives you access to user assistance resources on your computer, as well as on the Web.

### Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

### Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

### **About this window**

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

### **Lookup**

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

### **Show Required Fields**

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

### **Printable Manuals**

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

### **What's New**

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

### **Microsoft Dynamics GP Online**

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

### **Customer Feedback Options**

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

## **Send us your documentation comments**

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

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

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



# Part 1: Preparation

This part contains information about preparing to upgrade your system to Microsoft Dynamics GP 2010. It contains the following chapters:

- [Chapter 1, "Upgrade checklist,"](#) provides an overview of information you'll need during the upgrade process.
- [Chapter 2, "System requirements,"](#) explains changes in system requirements for Microsoft Dynamics GP 2010. It lists prerequisites for Microsoft Dynamics GP and disk space requirements for Microsoft SQL Server®.
- [Chapter 3, "Data preparation,"](#) contains information about the steps you should take to prepare your data before you install your new Microsoft Dynamics GP software.
- [Chapter 4, "System preparation,"](#) contains information about the steps you should take to prepare your system before you install your new Microsoft Dynamics GP software.
- [Chapter 5, "User security settings,"](#) provides information about transferring your user security settings.

# Chapter 1: Upgrade checklist

You can upgrade to Microsoft Dynamics GP 2010 from Microsoft Dynamics GP Release (9.00.0371) or later or Microsoft Dynamics GP Release 10.0 with service pack 4 (10.00.1368) or later. For detailed information about which releases and service packs you can upgrade from, refer to [Releases supported by the upgrade](#) on page 9. If you're using an older release, contact the Microsoft Dynamics GP Technical Support team.

This chapter contains the following sections:

- [Upgrading process improvements](#)
- [When to upgrade](#)
- [Microsoft Dynamics GP upgrade checklist](#)

## Upgrading process improvements

If you are upgrading a company that has previously deployed SQL Server Reporting Services reports and Microsoft Excel<sup>®</sup> reports, the deployed reports are automatically upgraded.

If you are creating a company database, you can deploy SQL Server Reporting Services reports and Microsoft Excel reports using Microsoft Dynamics GP Utilities. Reports for the components that you have installed are deployed. If you aren't ready to deploy reports using Microsoft Dynamics GP Utilities, you can deploy reports using the Report Tools Setup window in Microsoft Dynamics GP.

## When to upgrade

Before upgrading, we recommend that you create a timetable of the entire upgrade process. This timetable can include the scheduling of a test upgrade, live upgrade, upgrade training, and implementation. Be sure that the scheduled time to upgrade takes place during a time that works best for all Microsoft Dynamics GP users and for your information technology (IT) staff. You may not want to upgrade before processing payroll checks or closing a year.

# Microsoft Dynamics GP upgrade checklist

Use this checklist as your guide to upgrading to Microsoft Dynamics GP 2010.

Step	For more information
1. Verify the security of your system.	Media\GreatPlains\Documentation\Manuals\SecurityPlanning.pdf Planning for Security
2. Refer to these Web sites for new or updated information relating to the upgrade.	<a href="http://go.microsoft.com/fwlink/?LinkId=161199">http://go.microsoft.com/fwlink/?LinkId=161199</a> For the most current documentation <a href="https://mbs.microsoft.com/customersource">https://mbs.microsoft.com/customersource</a> Support Hot Topics or Knowledge Base
3. Ensure that you have the latest version of the Upgrade Instructions manual.	<a href="http://go.microsoft.com/fwlink/?LinkId=161199">http://go.microsoft.com/fwlink/?LinkId=161199</a> For the most current documentation
4. View the Readme file and make a note of the items that pertain to you.	Media\GreatPlains\Documentation\GPReadme.chm
5. Verify system requirements and expand your SQL database size, if necessary.	<a href="http://go.microsoft.com/fwlink/?LinkId=161197">http://go.microsoft.com/fwlink/?LinkId=161197</a>
6. Identify all integrating products and customizations and ensure that they are compatible with Microsoft Dynamics GP 2010.	Contact the provider of the integrating products and customizations.
7. Complete pre-upgrade procedures in the release of Microsoft Dynamics GP that you are currently using and review known issues.	<a href="#">Chapter 3, "Data preparation"</a> and <a href="#">Chapter 4, "System preparation"</a> Be sure to download and install the most recent service pack for your current release. <a href="https://mbs.microsoft.com/customersource/support/downloads/servicepacks">https://mbs.microsoft.com/customersource/support/downloads/servicepacks</a>
8. Install Microsoft Dynamics GP 2010 on the server and upgrade your accounting data.	<a href="#">Installing Microsoft Dynamics GP (first computer)</a> on page 41 <a href="#">Chapter 7, "Company data conversion"</a>
9. Complete post-upgrade procedures for Microsoft Dynamics GP modules.	<a href="#">Chapter 13, "Module upgrades from Release 10.0"</a> <a href="#">Chapter 12, "Module upgrades from Release 9.0"</a>
10. Upgrade additional components and verify customized reports.	<a href="#">Installing an additional component</a> on page 59
11. Install Microsoft Dynamics GP 2010 on the clients.	<a href="#">Installing Microsoft Dynamics GP (additional computers)</a> on page 65 <a href="#">Creating an installation package</a> on page 62
12. Identify the sources of any errors.	Knowledge Base on CustomerSource

# Chapter 2: System requirements

This chapter contains a list of prerequisites and system requirement changes for Microsoft Dynamics GP, as well as disk space requirements for SQL Server computers.



*Recommended system requirements depend on the number of users and transactions. If there will be many users performing concurrent tasks, such as depreciation, posting, or heavy reporting, enhancing your hardware and system software will improve performance.*

This chapter contains the following sections:

- [Releases supported by the upgrade](#)
- [System requirement changes](#)
- [Home page prerequisites](#)
- [Word templates prerequisites](#)
- [E-mail requirements](#)
- [SQL Server Reporting Services requirements](#)
- [Modify the Report Server web.config file](#)
- [Microsoft Dynamics GP CRM requirements](#)
- [About remote access](#)
- [Determine disk space for the upgrade process](#)

## Releases supported by the upgrade

You can upgrade to Microsoft Dynamics GP 2010 from selected previous releases. To review whether or not you can upgrade your release, see <http://go.microsoft.com/fwlink/?LinkId=181441>.

If you are upgrading to Microsoft Dynamics GP 2010, you must install the latest service pack or hotfix for Microsoft Dynamics GP 2010 before starting Microsoft Dynamics GP Utilities. See CustomerSource (<https://mbs.microsoft.com/customersource>) for the latest service pack information.

## System requirement changes

The following changes are new with Microsoft Dynamics GP 2010. For a complete list of all system requirements, see <http://go.microsoft.com/fwlink/?LinkId=161197>. You may want to consider upgrading your hardware for improved performance.

### Operating system requirement changes

Review the following table for support client operating system changes.

Operating system	Editions
Windows Vista <sup>®</sup> service pack 2 or later (32-bit and 64-bit)	Business Ultimate
Windows <sup>®</sup> 7 (32-bit and 64-bit)	Professional Ultimate

## Database configuration changes

Microsoft SQL Server 2008, Microsoft SQL Server 2008 R2, and Microsoft SQL Server 2012 are supported. Microsoft SQL Server 2008 Express, Microsoft SQL Server 2008 R2 Express and Microsoft SQL Server 2012 Express are supported. Microsoft SQL Server 2000 or MSDE 2000 are no longer supported.

SQL Server 2012 is compatible with Microsoft Dynamics GP 2010 11.00.1914 or later.

SQL Native Client 10 is required as a ODBC data source.

## Home page prerequisites

The Microsoft Office Outlook® area of your home page displays appointments and the number of unread e-mail messages that you have. To use the Microsoft Office Outlook area, you must have Microsoft Outlook 2007 or Microsoft Office 2010 installed. Outlook can be installed as a single product or as part of a Microsoft Office 2007 edition or a Microsoft Office 2010 edition. Microsoft Office 2003 and Microsoft Office XP are no longer supported.

For the metrics to be displayed on your home page, you must install Office Web Components for Microsoft Office 2003 and Microsoft Office XP even though you are using Microsoft Office 2007. Office Web Components can be installed as a single product.

If you want to use SQL Server Reporting Services metrics on your home page, install and set up Microsoft SQL Server 2008 Reporting Services, SQL Server 2008 R2, or SQL Server 2012 Reporting Services to use with Microsoft Dynamics GP. For more information about installing and setting up Reporting Services for use with Microsoft Dynamics GP, go to the Microsoft Dynamics GP 2010 documentation resource Web site (<http://go.microsoft.com/fwlink/?LinkId=161199>) for the most current documentation.

## Word templates prerequisites

Predefined Word templates for document types such as sales quotes and purchase orders are provided for you with Microsoft Dynamics GP. The templates are based on standard reports in Microsoft Dynamics GP. You also can create your own template or create a template from an existing template.

The following components must be installed before you can use Word Templates for Microsoft Dynamics GP.

- Microsoft Word 2007
- Open XML SDK 2.0 for Microsoft Office (installed as a Microsoft Dynamics GP prerequisite)

If a component isn't installed, you can download the component from <http://www.microsoft.com>.

Additional components are required to modify templates.

- Microsoft Dynamics GP Add-in for Microsoft Word
- Visual Studio® Tools for Office Runtime 2.0 or later (Visual Studio Tools for Office Runtime 3.0 is installed with Microsoft Dynamics GP Add-in for Microsoft Word.)



You can install Microsoft Dynamics GP Add-in for Microsoft Word from the Microsoft Dynamics GP installation media. Double-click the Setup.exe file and then click Microsoft Dynamics GP Add-in for Microsoft Word.

## E-mail requirements

By using the e-mail functionality in Microsoft Dynamics GP, you can embed documents into the body of the e-mail or send documents as attachments. You can send a single document, batches of documents, or send multiple documents from sales and purchasing transaction lists. When setting up the e-mail functionality, you can select which documents you can send and which customers and vendors should receive their documents in e-mail. If you are using Word templates for Microsoft Dynamics GP, you can send predefined or customized forms.

Review the following requirements.

- You can send documents by e-mail only if you're using a MAPI-compliant e-mail service.
- The e-mail functionality in Microsoft Dynamics GP supports the following document types. Depending on the document type, Microsoft Word 2007 or later and Word templates for Microsoft Dynamics GP are required.

File format	Word 2007	Word templates
XPS	Required	Enabled
PDF	Required	Enabled
DOCX	Not required	Enabled
HTML	Not required	Not required

- Word templates for Microsoft Dynamics GP must be enabled in the Template Configuration Manager window before you can send documents as DOCX, PDF, or XPS attachments.
- Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office is required if you are sending XPS or PDF documents in e-mail.
- The e-mail functionality is supported on Microsoft Office 2007 and the 32-bit edition of Microsoft Office 2010. The functionality is not supported on the 64-bit edition of Microsoft Office 2010.

Depending on the file format you choose to send your documents in e-mail, your customers and vendors must be using the following components to view their documents.

File format	Component
XPS	Microsoft XPS Viewer
PDF	Adobe Reader
DOCX	Microsoft Word Viewer
HTML	Internet Explorer <sup>®</sup> 7 Internet Explorer 8

## SQL Server Reporting Services requirements

Before you deploy Microsoft Dynamics GP Reporting Services reports, you must install and configure SQL Server Reporting Services, and then set up security for SQL Server Reporting Services reports. Review the following table for the version of SQL Server Reporting Services and the report type available for that version.

SQL Server Reporting Services version	Report type available
Reporting Services 2005 with latest service pack Reporting Services 2008 Reporting Services 2008 R2 Reporting Services 2012	SQL Server Reporting Services reports
Reporting Services 2008 Reporting Services 2008 R2 Reporting Services 2012	Charts and key performance indicators (KPIs)
Reporting Services 2008 R2 Reporting Services 2012	Map charts

## Modify the Report Server web.config file

To deploy the SQL Server Reporting Services reports, you must modify the Report Server web.config file for the timeout execution and the maximum request length. If you don't update the Report Server web.config file for the timeout execution, you might receive an error that states that the operation has timed out. If you don't update the Report Server web.config file for the maximum request length, you will receive an error that the deployment has exceeded the maximum request length allowed by the target server.



*You must be an administrator to modify the Report Server web.config file.*

### To modify the Report Server Web.config file:

1. Create a backup copy of the web.config file located in the ReportServer folder. (The ReportServer folder is located in C:\Program Files\Microsoft SQL Server\MSSQLSERVER\Reporting Services\ReportServer where Reporting Services is installed.)
2. Open the Report Server web.config file using a text editor, such as Notepad.
3. Search for `<httpRuntime executionTimeout="9000" />`.
4. In that line, change `executionTimeout="9000"` to `executionTimeout="19000"` and add the value `maxLength="20960"`.

```
<httpRuntime executionTimeout="19000" maxLength="20960" />
```

5. Save and close the Report Server web.config file.

## Microsoft Dynamics GP CRM requirements

You must be using SQL Server 2008 R2 Reporting Services or SQL Server 2012 Reporting Services and Microsoft Dynamics CRM 2011 or later to deploy SQL Server Reporting Services reports and metrics that includes CRM data. Microsoft Dynamics CRM supports only the native mode of deployment of SQL Server Reporting Services.

If Microsoft Dynamics CRM and Microsoft Dynamics GP are using different report servers, you must install the Microsoft Dynamics CRM Reporting Extensions on the Microsoft Dynamics GP report server to render reports.

## About remote access

You can use Windows Server<sup>®</sup> 2003 Terminal Services or Windows Server 2008 Terminal Services. Citrix Presentation Server 4.5 or Citrix Xenapps can also be used with most database configurations to provide remote access to Microsoft Dynamics GP in a Wide Area Network (WAN) environment.

A Windows Server 2003 Terminal Server computer and Windows Server 2008 Terminal Server is supported only as a client. You also can use Remote Desktop Services.

For more information about system requirements see <http://go.microsoft.com/fwlink/?LinkId=161197>. You also should refer to the documentation provided by Citrix for more information.

## Determine disk space for the upgrade process

For the upgrade process, be sure that you have enough disk space before you begin. To determine the disk space required for the upgrade, you need to find the size of the largest table for all Microsoft Dynamics GP databases. To determine disk space, use Microsoft SQL Server Management Studio for Microsoft SQL Server.



To access attached scripts, you must view this document in Adobe Reader 6.0 or later or in the full version of Acrobat. You also can download the scripts from <http://go.microsoft.com/fwlink/?LinkId=217365>.

### To determine disk space for the upgrade process using Microsoft SQL Server Management Studio:



1. Right-click the paperclip icon to the left to open the Table\_Size.txt script or save the script to your hard disk. You'll use this script to identify the largest table by size in kilobytes in a Microsoft Dynamics GP database.
2. Copy all of the contents of the script.
3. In Microsoft SQL Server Management Studio, select a Microsoft Dynamics GP database, click New Query and paste the contents. Then, execute the query.
4. Run the script for each Microsoft Dynamics GP database.
5. The largest table will be the first record in the result set. You will need to convert the table size from kilobytes to megabytes by using the following calculation. This will determine the amount of space that will be allocated to the data file (MDF) and the transaction log file (LDF) for each database.

$$(\text{table size in KB}/1024) = \text{table size in MB}$$

The table size in megabytes of the largest table from all the databases is the amount of disk space you will need to allocate to the data file of the TEMPDB.

In the following example, the largest table is the SOP30300 in the company database. The TEMPDB will need 176 MB allocated for the data file.

Database	Total size KB	Rows	Name	MB
DYNAMICS	33913.171873	180872	98075	33
TEST	180608.280270	98075	SOP30300	176

6. Calculate the total amount of hard disk space that is needed by adding the space needed for the data file and transaction log file of all databases.

For the company databases and the DYNAMICS database, both the data file and transaction log file will be increased to the size of the largest table. For the TEMPDB, only the data file will be increased to the size of the largest table out of all databases.

In following example, TEST, DYNAMICS and TEMPDB are the databases and both the data file (MDF) and transaction log (LDF) file are located on the same hard disk.

File	MB
TEST data file	176
TEST log file	176
DYNAMICS data file	33
DYNAMICS log file	33
TEMPDB data file	176
Total hard disk space needed	594

If the data files (MDF) are located on a different hard disk than the transaction log (LDF) files, the total space needed would be calculated for each hard disk. For example, assume that the data files are on the E drive and the transaction log files are on the D drive. The following hard disk space would be needed for each drive.

File	Drive E MB	File	Drive D MB
TEST data file	176	TEST log file	176
DYNAMICS data file	33	DYNAMICS log file	33
TEMPDB data file	176		
Total hard disk space needed	385		209

7. Verify that the space is available for each drive by using Windows Explorer. In Windows Explorer, right-click each drive and select Properties to view free space available. By using the information in the previous table, drive E would need at least 385 MB available and drive D would need at least 209 MB available.

8. Use Microsoft SQL Server Management Studio to manually increase the space allocated for the data file and the transaction log file for the DYNAMICS database and each company database.
  - Right-click each database in Microsoft SQL Server Management Studio and select Properties.
  - In the properties window for each database, choose Files and add the additional space needed for the size of the largest table for that database to the Initial Size column. When adding additional space, you are increasing the space for the data file (MDF) and the transaction log file (LDF) as well.
  - Repeat for the remaining Microsoft Dynamics GP databases.
  - Right-click the TEMPDB database and select Properties. Choose Files and add the additional space needed for the size of the largest table of all Microsoft Dynamics GP databases to the Space Allocated (MB) column. When adding additional space, you are increasing the space for the data file (MDF) and the transaction log file (LDF) as well.



*If the database size is not manually configured, the time it takes to upgrade the databases will increase because the database data, transaction log, and TEMPDB files all will have to increase.*



## Chapter 3: Data preparation

We recommend that you complete the steps in this chapter to prepare your data before you upgrade your system. After you've completed these steps, see [Chapter 4, "System preparation,"](#) for instructions to prepare your system before upgrading to Microsoft Dynamics GP 2010. Be sure to review the [Known issues](#) on page 26 before upgrading to Microsoft Dynamics GP 2010.

This chapter contains the following sections:

- [Payroll](#)
- [1099 amounts in Payables Management](#)
- [Direct Debits and Refunds](#)
- [Field Service Series](#)
- [Posting open transactions](#)
- [Reconciling](#)
- [Backups](#)
- [Reports you should print](#)
- [Reports that won't upgrade](#)

### Payroll

If you're upgrading to Microsoft Dynamics GP 2010, you need to determine whether the payroll tax update tables on your hard disk are current. To do so, check the Last Tax Update field in the Payroll Tax Setup window (Tools >> Setup >> System >> Payroll Tax). If your tax tables are not current, update them after you upgrade to Microsoft Dynamics GP 2010.

Tax tables are not included on the Microsoft Dynamics GP media; to update tax tables, you must download them from CustomerSource (<https://mbs.microsoft.com/customersource>). Choose Downloads & Updates >> Tax and Regulatory Updates. Follow instructions for installing the tax update to ensure that clients and servers are updated properly.

### 1099 amounts in Payables Management

After you upgrade, the 1099 amounts might be transferred to a different month if you have transactions that are posted in one month and applied in another month after you upgrade. You might have to make adjustments to your 1099 amounts so that the 1099 amounts aren't overstated or understated.

For example, you enter and post the following transaction in December.

- An invoice for \$100.00 that has a 1099 amount of \$100.00.
- A credit memo for \$75.00 that has a 1099 amount of \$75.00.
- A payment for \$25.00.

You apply all three documents together in January. The 1099 amount is \$25.00 for December.

You upgrade to Microsoft Dynamics GP 2010 in February and reconcile your data. The 1099 amount of \$25.00 is moved from December because the later of the apply date or posting date is used to update the 1099 amount.

## Direct Debits and Refunds

You must process or delete existing Direct Debits and Refunds batches before upgrading from an earlier release of Direct Debits and Refunds (DDR).

## Field Service Series

You must ship and post all inventory transfers that have a partially shipped, shipped, or partially received status before you upgrade.

## Posting open transactions

Before you upgrade, you should post all single-use batches. We recommend that you post all transactions that can affect your purchase receipts and sales transactions. For some integrating products, the upgrade process removes and re-creates work tables, which will cause open transactions to become corrupted. In addition, if errors are encountered during the upgrade, troubleshooting is easier if there are no unposted transactions.

If you are using Analytical Accounting, be sure to post all saved batches that you created using the Collection and Payment Methods – Withholds, Perceptions, Tax Administration Purchasing, or Tax Administration Sales modules. You can then use the Analytical Adjustment Entry window to enter analysis information for the posted transactions.

## Reconciling

You may want to reconcile your accounting records before upgrading to Microsoft Dynamics GP 2010 to verify that your accounting records are accurate. Refer to the documentation of the modules you are using for specific information.



*Before reconciling, back up your company's accounting data. For more information about making backups, refer to your System Administrator's Guide (Help >> Contents >> select System administration).*

## Backups

You should make at least one complete backup of all your databases before upgrading. It's a good idea to make a backup before completing table maintenance procedures, in case you encounter any problems in that process. You also should make a backup of your modified forms and reports.

## Reports you should print

Before you upgrade, it's a good idea to print the following reports to a printer or to a file. You can use them to verify that your system was upgraded properly or to re-create modifications.

Module	Reports
System	Process Server Setup List
General Ledger	Detailed Trial Balance
Receivables Management	Aged Trial Balance with Options
Payables Management	Aged Trial Balance with Options



Module	Reports
Inventory Control	Pricing Reports Extended Pricing Error Reports Purchase Receipts
Purchase Order Processing	Purchase orders Purchase Order Status Report
Payroll	Manual Check Edit List Benefit Summary Deduction Summary Department Wage Summary FUTA Summary Local Tax Summary Payroll Summary Pay Code Summary Position Summary State Tax Summary SUTA Summary Workers' Compensation Summary Form 941 Form 941 Schedule B Employee Pay History * Transaction History Report * Check History *
Manufacturing	WIP Report Manufacturing Order Summary Standard Cost Pending
* Print this report only if you're keeping history.	

## Reports that won't upgrade

The following reports will not upgrade when you upgrade your system from Microsoft Dynamics GP Release 9.0 or Microsoft Dynamics GP Release 10.0 to Microsoft Dynamics GP 2010.

Module	Reports
SmartList	Modified SmartList reports aren't retained when you upgrade to Microsoft Dynamics GP 2010.
Bank Reconciliation	Bank Adjustments Edit List Bank Reconciliation Setup List Checkbook List Voided Receipts Removal Report Voided Transactions Removal Report
General Ledger	Budget vs Actual Inquiry Transaction Matching by Account Inquiry Transaction Matching by Link Number Inquiry
Inventory Control	Bin Quantity Report Inventory Module Setup Report Site Report

<b>Module</b>	<b>Reports</b>
Invoicing	Blank Invoice Form Blank Invoice Form with options Blank History Invoice Form Blank History Invoice Form with options Long Invoice Form Long Invoice Form with options Long History Invoice Form Long History Invoice Form with options Short Invoice Form Short Invoice Form with options Short History Invoice Form Short History Invoice Form with options
Purchase Order Processing	POP Item Inquiry History POP Item Inquiry Work POP Item Inquiry Work History POP Purchase Order Blank Form POP Purchase Order Other Form POP Purchase Order Rollup Blank Form POP Purchase Order Rollup Other Form POP Blanket Purchase Order Delivery Schedule
Sales Order Processing	SOP Back Order Setup SOP Batch List SOP Blank History Invoice Form SOP Blank Invoice Form SOP Blank Options Invoice Form SOP Blank Packing Slip Form SOP Back Order Setup SOP Batch List SOP Blank History Invoice Form SOP Blank Invoice Form SOP Blank Options Invoice Form SOP Blank Packing Slip Form SOP Blank Picking Ticket Order Entered SOP Document Analysis Detail by Item SOP Document Analysis Summary by Item SOP Blank Picking Ticket Order Entered SOP Document Analysis Detail by Item SOP Document Analysis Summary by Item SOP Document Inquiry SOP Document Inquiry by History SOP Document Inquiry by range SOP Document Status SOP Document Status Report SOP Inventory Sales History SOP Inventory Sales Register SOP Inventory Sales Register Reprint SOP Invoice Setup SOP Item Inquiry SOP Long History Invoice Form SOP Long History Options Invoice Form SOP Long Invoice Form SOP Item Inquiry SOP Long History Invoice Form SOP Long History Options Invoice Form SOP Long Invoice Form SOP Long Packing Slip Form SOP Long Picking Ticket Form SOP Order Fulfillment by Item

Module	Reports
Sales Order Processing (continued)	SOP Order Fulfillment by Site SOP Order Fulfillment Detail SOP Order Fulfillment Detail by Item SOP Order Fulfillment Detail by Site SOP Order Fulfillment Summary SOP Order Setup SOP Item Inquiry SOP Other History Invoice Form SOP Other History Options Invoice Form SOP Other Invoice Form SOP Other Options Invoice Form SOP Process Holds SOP Process Holds Edit List SOP Quote Setup SOP Return Setup SOP Sales Transaction Detail History SOP Setup SOP Short History Invoice Form SOP Short History Options Invoice Form SOP Short Invoice Form SOP Short Options Invoice Form SOP Short Packing Slip Form SOP Short Picking Ticket Form SOP Transaction Removal Report SOP Transfer Log MC SOP Inventory Sales Register MC SOP Inventory Sales Register Reprint MC SOP Sales Transaction Detail History Report
Payroll	Benefit Register Deduction Register Employee List by Supervisor Consolidated Payroll Summary Payroll Summary Consolidated Pay Code Summary Pay Code Summary Consolidated Benefit Summary Benefit Summary Consolidated State Tax Summary State Tax Summary Consolidated Local Tax Summary Local Tax Summary Consolidated Deduction Summary Deduction Summary Consolidated Department Summary Department Tax Summary Consolidated Position Summary Position Tax Summary Cross Company Payroll Summary Cross Company Pay Code Summary Cross Company Benefit Summary Cross Company State Tax Summary Cross Company Local Tax Summary Cross Company Deduction Summary Cross Company Department Tax Summary Cross Company Position Tax Summary Quarterly 941 Preparation Report W-2 4-Up Laser Form
Payables Management	Check Remittance

<b>Module</b>	<b>Reports</b>
EFT for Payables Management	<p>The following reports aren't retained when you upgrade to Microsoft Dynamics GP 2010. The reports are listed using their Report Writer name.</p> <ul style="list-style-type: none"> <li>ME Apply to Hist</li> <li>Payables EFT Check Threshold Report</li> <li>Payables EFT Error Log</li> <li>Payables EFT Error Messages</li> <li>Payables EFT PM Key MSTR</li> <li>Payables EFT Trx DTL</li> <li>Payables EFT Trx HDR</li> <li>Payables EFTs To Go</li> <li>PM Payment Apply</li> <li>PM Payment Work</li> <li>PM Stub Dup</li> </ul>
EFT for Receivables Management	<p>EFT for Receivables Management reports aren't retained when you upgrade to Microsoft Dynamics GP 2010.</p>
Tax reports	<ul style="list-style-type: none"> <li>Tax Return Exception</li> <li>Tax Return EU Input Tax</li> <li>Tax Return Tax Detail</li> <li>Tax Return Summary</li> </ul>

## Chapter 4: System preparation

We recommend that you complete the steps in this chapter before you upgrade your system. Be sure to follow the instructions on how to prepare your data in [Chapter 3, “Data preparation”](#) before preparing your system. After you’ve completed the steps in this chapter, see [Installing Microsoft Dynamics GP \(first computer\)](#) on page 41 for instructions to upgrade Microsoft Dynamics GP.

This chapter contains the following sections:

- [Service packs](#)
- [Reviewing the Readme file](#)
- [Installing components on all client computers](#)
- [Upgrading eConnect](#)
- [Upgrading Analytical Accounting](#)
- [Upgrading Audit Trails](#)
- [Upgrading Electronic Signatures](#)
- [Upgrading HRM Solution Series](#)
- [Upgrading Integration Manager](#)
- [Upgrading in a test environment](#)
- [Backups](#)
- [Database maintenance](#)
- [Known issues](#)

### Service packs

We recommend that you check for and install the most current Microsoft Dynamics GP service pack for the release you are upgrading to. For the latest service pack information, see CustomerSource (<https://mbs.microsoft.com/customersource>).

Be sure that you have installed the most current service packs for your Microsoft Dynamics GP system before using Microsoft Dynamics GP Utilities to upgrade your databases. If you don’t install the service pack before using Microsoft Dynamics GP Utilities, the fixes will not take effect. After upgrading your database, install the service pack on your client computers.

You can’t log in to Microsoft Dynamics GP on a client computer if a Microsoft Dynamics GP feature or additional component installed on the client has different version information than the server. For more information about upgrading Microsoft Dynamics GP features and additional components, see [Chapter 8, “Additional features and components upgrade.”](#)

### Reviewing the Readme file

To view additional information, use the Readme file on the Microsoft Dynamics GP media. Be sure to review the Readme file (GPReadme.chm) before installing Microsoft Dynamics GP.

### Installing components on all client computers

We recommend that you install each registered Microsoft Dynamics GP feature and additional component on all client computers. If you’re using Project Accounting, you should install Project Accounting on every computer that you have installed Microsoft Dynamics GP. You must install Bank Management on all clients for Direct Debits and Refunds to work properly.

## Upgrading eConnect

If you are upgrading eConnect, all components, such as Project Accounting and Analytical Accounting, that were previously installed with Release 9.0 or Release 10.0 must be upgraded to Microsoft Dynamics GP 2010 along with eConnect. The upgrade can fail if you don't upgrade all components in your previous release.

Before you upgrade eConnect, you must make a backup of the Pre procedures, Post procedures, and custom procedures. These procedures are removed during the upgrade because the eConnect database objects are created using Microsoft Dynamics GP Utilities.

## Upgrading Analytical Accounting

You must upgrade Analytical Accounting data at the same time you are upgrading Microsoft Dynamics GP. If you don't, the following tables are upgraded incorrectly.

Physical name	Display name
AAG10001	aaGLWorkDist
AAG20001	aaSubledgerDist
AAG30001	aaGLDist

## Upgrading Audit Trails

You must be using Audit Trails for Microsoft Dynamics GP Release 9.0 or Audit Trails for Microsoft Dynamics GP Release 10.0 before you can upgrade this feature to Microsoft Dynamics GP 2010. To remove a version of Audit Trails prior to Release 9.0, open the Add or Remove Programs control panel, and select Audit Trails. To download and install Audit Trails for Microsoft Dynamics GP Release 9.0 or Audit Trails for Microsoft Dynamics GP Release 10.0, go to CustomerSource (<https://mbs.microsoft.com/customersource/support/downloads/servicepacks>).

## Upgrading Electronic Signatures

You must be using Electronic Signatures for Microsoft Dynamics GP Release 9.0 or Electronic Signatures for Microsoft Dynamics GP Release 10.0 before you can upgrade this feature to Microsoft Dynamics GP 2010. To remove a version of Electronic Signatures prior to Release 9.0, open the Add or Remove Programs control panel, and select Electronic Signatures. To download and install Electronic Signatures for Microsoft Dynamics GP Release 9.0 or Electronic Signatures for Microsoft Dynamics GP Release 10.0, go to CustomerSource (<https://mbs.microsoft.com/customersource/support/downloads/servicepacks>).

During the upgrade, the existing signatures are checked for any invalid signatures. Invalid signatures are displayed in a message. For example, you may have a signature with an entry in the Record Key 1 field that isn't the primary key for the record, or not all the record keys necessary to set up the signature properly. Signatures with invalid record keys will not be active until they are corrected. Note that incorrect signatures are not listed in the message, and may not be properly signed until corrected. Use the Creating electronic signatures procedure in the Electronic Signatures documentation for more information about setting up signatures.

## Upgrading HRM Solution Series

If you are currently using the HRM Solution Series from Integrity Data, and you want to upgrade to the Microsoft Dynamics GP Human Resources and Payroll Suite, review the following information.

Upgrade from	What happens
HRM Solution Series from Integrity Data Release 9.0	Release 9.0 tables are upgraded automatically when you log in to Microsoft Dynamics GP as a system administrator.
Human Resources and Payroll Suite for Microsoft Dynamics GP Release 9.0	Program files are replaced automatically, if needed. Release 9.0 tables are upgraded automatically when you log in to Microsoft Dynamics GP as a system administrator.

## Upgrading Integration Manager

Before you install Integration Manager 2010, we recommend that you make a backup copy your existing Integration Manager database (usually called IM.mdb) and then remove any previous versions of Integration Manager. You can remove earlier versions of Integration Manager, but it's not required.

To remove Integration Manager, use your system's Add/Remove Programs utility, and select Integration Manager.

- If you're using Windows XP or Windows Server 2003, choose Start >> Control Panel >> Add or Remove Programs.
- If you're using Windows Vista or Windows Server 2008, choose Start >> Control Panel >> Programs >> Programs and Features.
- If you're using Windows 7, choose Start >> Control Panel >> Uninstall a program.

After you install Integration Manager 2010, you must convert the database you backed up. After you convert your SQL Optimized data to Integration Manager 2010 for the eConnect adapter, review your destination settings and verify that they are correct. For more information about installing Integration Manager and converting a database, refer to the Integration Manager User's Guide.

## Upgrading in a test environment

It is recommended that you use a test environment to practice the process of upgrading Microsoft Dynamics GP, additional components, modified forms and reports, and customizations. By using a test environment, you can resolve any potential issues that may occur before you upgrade your current release of Microsoft Dynamics GP. You also can estimate the time it will take to upgrade your current release to Microsoft Dynamics GP 2010. A test environment also allows users to test their day-to-day tasks to ensure that processes are working properly, and to learn the new features and modules in Microsoft Dynamics GP 2010.

A test environment can be a single server or a server with one or more client computers where an upgrade takes place. The client computers can be used for testing and training purposes. There isn't a required number of computers that need to be involved in a test environment.

## Backups

You should make at least one complete backup of all your databases before upgrading. You also should make a backup of all your modified dictionaries as well. It's a good idea to make a backup before completing table maintenance procedures, in case you encounter any problems in that process.

## Database maintenance

For your SQL database, you should run the following database maintenance routine against the DYNAMICS database and all company databases in or Microsoft SQL Server Management Studio. The database maintenance routine will help to ensure that your table structure is ready to be upgraded if there are no errors indicated.

DBCC CHECKDB (Database Name)

If you prefer to perform table maintenance only on the tables that have changed, lists of tables that have changed from previous releases are available on the Microsoft Dynamics GP 2010 media as part of the Software Developers' Kit (SDK).



*It's a good idea to make a second backup after performing table maintenance, but before upgrading to Microsoft Dynamics GP 2010. That way, if you encounter unexpected problems while upgrading, you won't have to repeat the table maintenance step.*

## Known issues

Review the following known issues before upgrading to Microsoft Dynamics GP 2010. To be sure that you review the most current known issues, download the latest version of this manual from <http://go.microsoft.com/fwlink/?LinkId=161199>.

### Records that aren't valid in purchase order tables

If records that aren't valid exist in the Purchase Order Line table (POP10110), or in the Purchase Order Line History table (POP30110), or in both tables, the upgrade can fail.



*To access attached scripts, you must view this document in Adobe Reader 6.0 or later or in the full version of Acrobat. You also can download the scripts from <http://go.microsoft.com/fwlink/?LinkId=217365>.*

#### To verify purchase order tables:



1. Right-click the paperclip icon to the left to open the Invalid\_Records\_POTables.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against all company databases.
4. If results aren't returned after running the script, invalid records don't exist. You can upgrade to Microsoft Dynamics GP 2010.



If results are returned after running the script, invalid records exist and you can use Microsoft SQL Server Management Studio to remove these records. You also can check links in the Purchasing series before upgrading to Microsoft Dynamics GP 2010 to remove invalid records.

### **Microsoft SQL Server 2005 database compatibility level**

If you have upgraded to Microsoft SQL Server 2005 before upgrading to Microsoft Dynamics GP 2010, be sure to change your database compatibility level to SQL Server 2005 (90) for all your databases.

#### **To change the database compatibility level:**

1. Open the SQL Server Management Studio.  
(Start >> Programs or All Programs >> Microsoft SQL Server 2005 >> SQL Server Management Studio)
2. Log in to the server.
3. In the Object Explorer, expand the databases.
4. Right-click on a database and click Properties to open the database properties window.
5. Select Options in the Select a Page pane.
6. In the Compatibility level field, select SQL Server 2005 (90) as the level.
7. Repeat steps 4 through 6 until all the databases have been changed.

### **Microsoft SQL Server 2008 or SQL Server 2008 R2 database compatibility level**

If you have upgraded to Microsoft SQL Server 2008 or SQL Server 2008 R2 before upgrading to Microsoft Dynamics GP 2010, be sure to change your database compatibility level to SQL Server 2008 (100) for all your databases.

#### **To change the database compatibility level:**

1. Open the SQL Server Management Studio.  
(Start >> Programs or All Programs >> Microsoft SQL Server 2008 or Microsoft SQL Server 2008 R2 >> SQL Server Management Studio)
2. Log in to the server.
3. In the Object Explorer, expand the databases.
4. Right-click on a database and click Properties to open the database properties window.
5. Select Options in the Select a Page pane.
6. In the Compatibility level field, select SQL Server 2008 (100) as the level.
7. Repeat steps 4 through 6 until all the databases have been changed.

## Microsoft SQL Server 2012 database compatibility level

If you have upgraded to Microsoft SQL Server 2012 before upgrading to Microsoft Dynamics GP 2010, be sure to change your database compatibility level to SQL Server 2012 (100) for all your databases.

### To change the database compatibility level:

1. Open the SQL Server Management Studio.  
(Start >> Programs or All Programs >> Microsoft SQL Server 2012 >> SQL Server Management Studio)
2. Log in to the server.
3. In the Object Explorer, expand the databases.
4. Right-click on a database and click Properties to open the database properties window.
5. Select Options in the Select a Page pane.
6. In the Compatibility level field, select SQL Server 2012 (100) as the level.
7. Repeat steps 4 through 6 until all the databases have been changed.

## The Server drop-down list is blank in Welcome to Microsoft Dynamics GP window

If the Server drop-down list is blank in the Welcome to Microsoft Dynamics GP window after you upgrade, you must set up an Open Database Connectivity (ODBC) data source using SQL Native Client 10 or SQL Native Client 11 on your computer.

If you are using a 64-bit operating system, you must set up a 32-bit ODBC data source. For instructions on how to set up a data source for a 64-bit operating system, see Microsoft Knowledge Base article, "How to set up an ODBC Data Source on SQL Server for Microsoft Dynamics GP," (<https://mbs.microsoft.com/knowledgebase/KBDisplay.aspx?scid=kb:en-us:870416>).

### To set up an ODBC data source using the SQL Native Client 10 driver:

1. If you're using Windows XP or Windows Server 2003, open the ODBC Data Source Administrator window by choosing Start >> Settings >> Control Panel >> Administrative Tools >> Data Sources (ODBC).

If you're using Windows Vista or Windows Server 2008, open the ODBC Data Source Administrator window by choosing Start >> Control Panel >> System and Maintenance >> Administrative Tools >> Data Sources (ODBC).

If you're using Windows 7 or Windows Server 2008 R2, open the ODBC Data Source Administrator window by choosing Start >> Control Panel >> System and Security >> Administrative Tools >> Data Sources (ODBC).

2. Select the System DSN tab and choose Add.
3. In the Create New Data Source window, select SQL Native Client 10 from the list and choose Finish.

- In the first Create a New Data Source to SQL Server window, enter the following information.

Field	Value
Name	Enter the name to use for the data source. This name will be stored in the Odbc.ini file.
Description	Enter a description of the data source.
Server	Enter the name you assigned to the SQL Server when you installed Microsoft SQL Server.

Choose Next.

- In the second Create a New Data Source to SQL Server window, select With SQL Server authentication using a login ID and password entered by the user option as how to verify the login ID.
- Enter sa as the login ID and enter a password. Choose Next.
- In the third Create a New Data Source to SQL Server window, be sure that all the options are unmarked and choose Next.
- In the fourth Create a New Data Source to SQL Server window, be sure that all the options are unmarked. Choose Finish.
- In the ODBC Microsoft SQL Server Setup window, verify your settings and choose OK. You can also choose the Test Data Source button to test it before choosing OK.

**To set up an ODBC data source using the SQL Native Client 11 driver:**

- If you're using Windows Vista or Windows Server 2008, open the ODBC Data Source Administrator window by choosing Start >> Control Panel >> System and Maintenance >> Administrative Tools >> Data Sources (ODBC).

If you're using Windows 7 or Windows Server 2008 R2, open the ODBC Data Source Administrator window by choosing Start >> Control Panel >> System and Security >> Administrative Tools >> Data Sources (ODBC).

- Select the System DSN tab and choose Add.
- In the Create New Data Source window, select SQL Native Client 11 from the list and choose Finish.
- In the first Create a New Data Source to SQL Server window, enter the following information.

Field	Value
Name	Enter the name to use for the data source. This name will be stored in the Odbc.ini file.
Description	Enter a description of the data source.
Server	Enter the name you assigned to the SQL Server when you installed Microsoft SQL Server.

Choose Next.

5. In the second Create a New Data Source to SQL Server window, select With SQL Server authentication using a login ID and password entered by the user option as how to verify the login ID.
6. Enter sa as the login ID and enter a password. Choose Next.
7. In the third Create a New Data Source to SQL Server window, be sure that all the options are unmarked and choose Next.
8. In the fourth Create a New Data Source to SQL Server window, be sure that all the options are unmarked. Choose Finish.
9. In the ODBC Microsoft SQL Server Setup window, verify your settings and choose OK. You can also choose the Test Data Source button to test it before choosing OK.

### Records exist in Payroll work tables

If records exist in the Payroll work tables after a check run, the upgrade can fail. You can use Microsoft Fix It or you can correct the issue yourself. If you are correcting the issue yourself, you must run the following script in each company.

#### To correct the Payroll work tables using Microsoft Fix It:

1. See Microsoft Knowledge Base article 2564486 (<http://support.microsoft.com/kb/2564486>).
2. In the Fix it for me section, click the Fix this problem icon.
3. Click Run in the dialog box, and then follow the steps in this wizard.

#### To correct the Payroll work tables yourself:

1. Right-click the paperclip icon to the left to open the Payroll\_Work\_Tables.txt script or save the script to your hard disk.



*To access attached scripts, you must view this document in Adobe Reader 6.0 or later or in the full version of Acrobat. You also can download the scripts from <http://go.microsoft.com/fwlink/?LinkId=217365>.*

2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against any database to clear the tables.

The script will not affect any current Payroll batch tables that have transactions for the next payroll.

### Tables contain incorrect account framework information

If the following tables contain incorrect account framework information, the upgrade will fail. You must run the following script in each company to correct the issue.

Table physical name	Table display name
GL10110	Account Current Summary Master
GL10111	Account Summary History

Table physical name	Table display name
GL70500	General Ledger Report Options
GL70501	General Ledger Report Options Temporary



To access attached scripts, you must view this document in Adobe Reader 6.0 or later or in the full version of Acrobat. You also can download the scripts from <http://go.microsoft.com/fwlink/?LinkId=217365>.

#### To verify account framework information in tables:



1. Right-click the paperclip icon to the left to open the Account\_Framework\_Validation.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against any database.
4. If results aren't returned after running the script, the tables are in the correct format.

If results are returned after running the script, the tables do not match the account framework information. Contact the Microsoft Dynamics GP Update Technical Support Team for instructions before upgrading. You can contact Microsoft Dynamics GP Technical Support using one of the following methods.

- Create a Support request (<https://mbs.microsoft.com/support/newstart.aspx>).
- Contact by telephone at 1-888-477-7877.

#### Extender tables with incorrect columns

If you are upgrading from Microsoft Dynamics GP 9.0 and have upgraded eOne eXtender to Microsoft Dynamics GP Release 9.0 Extender, several Extender tables may not have the correct columns.

If the following tables do not have the correct columns, the upgrade will not be successful. You must run the following script in each company to correct the issue.

Table physical name	Table display name
EXT40300	Extender Forms
EXT43100	Extender Detail Forms
EXT40800	Extender Menus
EXT40801	Extender Menu Items

The following errors occur if the tables do not have the correct columns.

```
"The following SQL statement produced an error: CREATE UNIQUE NONCLUSTERED INDEX [AK2EXT40800] ON (dbo).[EXT40800] ([Extender_Menu_Name] ASC, [DEX_ROW_ID] ASC) ON [PRIMARY]"
```

This error occurs after the first error.

```
"ERROR [Microsoft][ODBC SQL Server Driver][SQL Server]Column name
'Extender_Menu_Name' does not exist in the target table or view"
```

#### To correct Extender tables:



1. Right-click the paperclip icon to the left to open the Extender\_Update.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against each company database.

#### Invalid value exists in eConnect table

If you are using Web Services for Microsoft Dynamics GP, an invalid value exists in the eConnect\_Out\_Setup table for each company database. This issue will prevent the upgrade from completing successfully. You must run the following script in each company to correct the issue.

If this value is incorrect, the following errors occurs.

The following SQL statement produced an error:

```
set nocount on declare @NAME varchar(100) declare @TEXT varchar(8000) declare
taCreateRequesterProcs insensitive cursor for select DOCTYPE from
eConnect_Out_Setup (nolock) where MAIN = 1 and DOCTYPE not like '%GetList'
open taCreateRequesterProcs fetch next from taCreateRequesterProcs into @NAME
while (@@fetch_status <> -1) begin if (@@fetch_status <> -2) begin select
@TEXT = 'exec eConnectOutCreate '+ @NAME + ', 0' exec (@TEXT) select @TEXT =
'exec eConnectOutCreate '+ @NAME + ', 1' exec (@TEXT) select @TEXT = 'exec
eConnectOutCreate '+ @NAME + ', 2' exec (@TEXT) end fetch next from
taCreateRequesterProcs into @NAME end deallocate taCreateRequesterProcs
```

This error occurs after the first error.

```
[Microsoft][SQL Native Client][SQL Server]Incorrect syntax near ')'
```

```
[Microsoft][SQL Native Client][SQL Server]Cannot find the object
'taRequesterModifiedItem1', because it does not exist or you do not have
permission.
```

#### To correct the eConnect\_Out\_Setup table:



1. Right-click the paperclip icon to the left to open the eConnect\_Out\_Setup.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against any database.

## Documents and batches that are in process during a workflow

Documents and batches that are in process during a workflow cannot be upgraded to Workflow for Microsoft Dynamics GP 2010. A document or batch must be either approved or rejected before you can upgrade. This includes documents and batches that are in the workflow process for integrating products. You must run the following script in each company to find the documents and batches that are in process. You can print the Active Tasks report to display a list of active tasks and the approvers they are assigned to. If the approval process cannot be completed for a document or batch, you must reject it. After you upgrade to Workflow for Microsoft Dynamics GP 2010, you can modify the document or batch that you have rejected and then resubmit it.

Documents and batches that are in process have the following statuses.

Submitted (Workflow\_Approval\_Status=2)

Pending Approval (Workflow\_Approval\_Status=4)

Pending Changes (Workflow\_Approval\_Status=5)

### To find documents and batches that are in process:



1. Right-click the paperclip icon to the left to open the Check\_Workflow\_Status.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against any database.

If a document or batch is in process, Microsoft Dynamics GP Utilities will not convert your data and you will have to approve or reject the document before you can upgrade.

## Previous versions of EFT for Payables Management and EFT for Receivables Management

If you have installed the U.S. 2011 March Payroll Tax Update Round 4 or the latest Microsoft Dynamics GP 2010 update before starting the Microsoft Dynamics GP Utilities to convert your data, you do not need to use this procedure.

EFT for Payables Management tables and EFT for Receivables Management tables prior to Release 9.0 can cause the upgrade to fail. For example, if you've installed EFT for Payables Management for Release 8.0 and didn't upgrade EFT for Payables Management to Release 9.0, the older EFT tables can't be upgraded.



*To access attached scripts, you must view this document in Adobe Reader 6.0 or later or in the full version of Acrobat. You also can download the scripts from <http://go.microsoft.com/fwlink/?LinkId=217365>.*

### To determine the version of EFT for Payables Management and EFT for Receivables Management:



1. Right-click the paperclip icon to the left to open the EFT\_Version\_2010.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against all company databases.
4. If results show that you don't have EFT tables or that the results show that your EFT tables are from Release 9.0, you can upgrade to Microsoft Dynamics GP 2010.

If results show that your EFT tables are from a release prior to Release 9.0, remove EFT for Payables Management tables or EFT for Receivables Management tables.

### To remove EFT for Payables Management tables:



1. Right-click the paperclip icon to the left to open the Remove\_EFT\_PM\_Tables\_2010.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.
3. Run the script against all company databases.

### To remove EFT for Receivables Management tables:



1. Right-click the paperclip icon to the left to open the Remove\_EFT\_RM\_Tables\_2010.txt script or save the script to your hard disk.
2. Copy all of the contents of the script and paste the contents of the script into Microsoft SQL Server Management Studio.

Run the script against all company databases.

### Microsoft Dynamics GP Utilities not responding

During the upgrade process, the Microsoft Dynamics GP Utilities might appear as not responding and a Microsoft Dynamics GP Utilities window might appear as white. Do not cancel Microsoft Dynamics GP Utilities. Microsoft Dynamics GP Utilities is still processing.



## Budget date records in Analytical Accounting

The AA Budget Tree Balance (AAG00904) table contains the records for each budget in Analytical Accounting. If there are budget date records in the AAG00904 table that do not exist in the aaDateSetup (AAG00500) table, the upgrade will fail and the following error occurs.

```
AAG00904 135 [Microsoft][SQL Server Native Client 10.0][SQL Server]Cannot
insert the value NULL into column'YEAR1', table 'XXXX.dbo.AAG00904'; column
does not allow nulls.UPDATE fails.
```

### To validate budget date records in the Analytical Accounting:

1. Copy the following script and paste it into Microsoft SQL Server Management Studio. .

```
select distinct(a.PERIODDT) from AAG00904 a, AAG00500 b where a.PERIODDT not in (select b.date1 from AAG00500 b)
```

2. Run the script against the company database.
3. If results aren't returned after running the script, you can upgrade to Microsoft Dynamics GP 2010.

If results show that there are budget date records that do not exist in the AAG00500 table, continue with the next step.

4. Run the following script to see if there is a fiscal or calendar year set up in the SY40101 (Period Header) table for the budgetdates.

```
select * from SY40101
```

5. If there is not a fiscal or calendar year set up for the date, you must set up the fiscal or calendar year for those budget record dates before you can upgrade Microsoft Dynamics GP 2010.

If there is a fiscal or calendar year set up for the date, the records are missing from the AAG00500 table. Complete the following steps.

6. Run the following script to back up the AAG00500 table.

```
Select * into AAG00500bkp from AAG00500
```

7. Run the following procedure against the company database to populate the AAG0050 table.

```
exec aagCreateYear YEAR, 0, 0
```

For example, if the calendar/fiscal year is 2010, then the script would look like the following:

```
exec aagCreateYear 2010, 0, 0
```

8. Run the following script to verify there are 365 records in the AAG00500 table for that year.

```
select * from AAG00500 where aaFiscalYear = YEAR
```

For example: select \* from AAG00500 where aaFiscalYear = 2011

- Run the following script to verify that no records exist.

```
select distinct(a.PERIODDT) from AAG00904 a, AAG00500 b where a.PERIODDT not in (select b.date1 from AAG00500 b)
```

### Connector for Microsoft Dynamics

If you are using Connector for Microsoft Dynamics, you must stop the Microsoft Dynamics Adapter Service on the server before starting Microsoft Dynamics GP Utilities. The company database upgrade will fail and the following errors occur if the Microsoft Dynamics Adapter Service is not stopped.

```
ERROR [Microsoft][SQL Native Client][SQL Server]There is already an object
named 'taRequesterWSChangedItemKey1' in the database.
ERROR [Microsoft][SQL Native Client][SQL Server]There is already an object
named 'taRequesterWSChangedSalesOrderKey1' in the database.
ERROR [Microsoft][SQL Native Client][SQL Server]There is already an object
named 'taRequesterWSChangedUofMScheduleKey1' in the database.
ERROR [Microsoft][SQL Native Client][SQL Server]There is already an object
named 'taRequesterWSSalesInvoice1' in the database.
ERROR [Microsoft][SQL Native Client][SQL Server]There is already an object
named 'taRequesterWSSalesperson1' in the database.
```

#### To stop the Microsoft Dynamics Adapter Service on the server:

- Open the Services Microsoft Management Console.  
Choose Start >> Administrative Tools >> Services
- Right-click the Microsoft Dynamics Adapter Service, and then click Stop.
- After the upgrade is completed, the Microsoft Dynamics Adapter Service can be started again.

## Chapter 5: User security settings

In Microsoft Dynamics GP Release 9.0 and earlier releases, Microsoft Dynamics GP supported an “optimistic security” model, which is to say, new users were allowed access to all parts of the system that they weren’t specifically denied access to. In Microsoft Dynamics GP Release 10.0, a more secure model was adopted. New users are only given enough privileges to log into Microsoft Dynamics GP, and must be specifically granted access to areas of the system they can use. Microsoft Dynamics GP 2010 uses this model as well.

During the upgrade from Microsoft Dynamics GP Release 9.0, you can transfer your user security settings from your previous release to Microsoft Dynamics GP 2010. To transfer your user security settings using Microsoft Dynamics GP Utilities, you must install Microsoft Dynamics GP 2010 in a different folder from your previous release. If you don’t transfer user security settings, you will have to set up security for each user of Microsoft Dynamics GP.

The user security settings information contains the following sections:

- [\*Retaining user security settings\*](#)
- [\*User security settings that are transferred\*](#)
- [\*User security settings that aren’t transferred\*](#)
- [\*Products missing during the user security transfer\*](#)

### Retaining user security settings

During an upgrade you can transfer your user security settings from Microsoft Dynamics GP Release 9.0 to Microsoft Dynamics GP 2010. The user security data transfer occurs at the same time that your databases is upgraded using Microsoft Dynamics GP Utilities.

When you upgrade your tables using Microsoft Dynamics GP Utilities, you can use the Transfer Security Data window to enter the location of your Dynamics.set file from Microsoft Dynamics GP Release 9.0. This location is used to transfer your user security data to the new version of Microsoft Dynamics GP. The location of the Dynamics.set file must be a valid path that contains the dictionaries with the same version as the database you want to upgrade.

Before you upgrade, be sure that the Dynamics.set file has the location for all the dictionaries you are using and that the dictionaries have the same version as the database you want to upgrade. If dictionaries aren’t found in the location specified in the Dynamics.set file, users won’t have security access to those dictionaries if you continue with the upgrade. If dictionaries aren’t found while upgrading your databases using Microsoft Dynamics GP Utilities, the missing dictionaries will be listed in the Missing Products window. See [\*Products missing during the user security transfer\*](#) on page 38 for more information.

## User security settings that are transferred

During the user security transfer, user security is transferred for the following components.

SmartList objects	Letters
Document access	Navigation lists
Posting permissions	Customization tools

## User security settings that aren't transferred

During the user security transfer, user security is not transferred for the following components.

Advanced Financial Analysis reports	Custom reports
Windows and reports that are excluded from security in the previous version.	Tables

User security for the DYNOSA and sa users isn't transferred. These users will be set to the poweruser role for all companies. User security isn't transferred for LessonUser1 and LessonUser2 because they have several roles that allow you to work with the sample company.

## Products missing during the user security transfer

If the security transfer process finds products listed in your security tables that aren't listed in the location specified in the Dynamics.set file, the missing products will be listed in the Missing Products window. Users won't have security access to these products if you continue with the upgrade.

If products are missing, you can choose one of the following actions.

- You can choose the Back button, and specify a different Dynamics.set file in the Transfer Security Data window. Be sure that the Dynamics.set file has the location for all the products you are using and that the dictionaries have the same version as the database you want to upgrade.
- You can cancel the upgrade and correct the information in the Dynamics.set file. You can restart the upgrade after you've corrected the errors.
- You can continue with the upgrade your security data, but users won't have security access to the missing products.



# Part 2: Microsoft Dynamics GP2010 upgrade

This part contains information about upgrading your system to Microsoft Dynamics GP 2010. It contains the following chapters:

- [Chapter 6, “Install Microsoft Dynamics GP on the first computer.”](#) provides instructions for upgrading Microsoft Dynamics GP 2010 on the server.
- [Chapter 7, “Company data conversion.”](#) contains information about upgrading tables, upgrading modified forms and reports, and adding sample company data to prepare Microsoft Dynamics GP for use.
- [Chapter 8, “Additional features and components upgrade.”](#) contains information about additional features and components available for Microsoft Dynamics GP. Use the procedures to install an additional feature or component after you’ve installed Microsoft Dynamics GP.
- [Chapter 9, “Installation package.”](#) contains instructions to create an installation package on a network share.
- [Chapter 10, “Microsoft Dynamics GP on subsequent computers.”](#) provides instructions for upgrading clients to Microsoft Dynamics GP 2010.
- [Chapter 11, “After you upgrade.”](#) contains information about the steps you should take to after you install your new Microsoft Dynamics GP software.
- [Chapter 12, “Module upgrades from Release 9.0.”](#) explains additional procedures you must complete if you’re upgrading from Release 9.0 to Microsoft Dynamics GP 2010. If you’re upgrading from Release 10.0, you can skip this chapter.
- [Chapter 13, “Module upgrades from Release 10.0.”](#) explains additional procedures you must complete if you’re upgrading from Release 10.0 to Microsoft Dynamics GP 2010.

# Chapter 6: Install Microsoft Dynamics GP on the first computer

Use the information in this chapter to install Microsoft Dynamics GP 2010. This chapter contains the following sections:

- [Installation overview](#)
- [Installing Microsoft Dynamics GP \(first computer\)](#)

## Installation overview

In a multiuser local area network environment, Microsoft Dynamics GP applications are typically installed on a server, and then on each client. However, Microsoft Dynamics GP is not required to be installed on the server. You must install the Microsoft Dynamics GP databases on one computer first. After the Microsoft Dynamics GP databases are installed on that computer, you'll be using the Microsoft Dynamics GP installation media or using an installation package to install on all remaining clients. For more about creating an installation package for your clients, see [Chapter 9, "Installation package."](#)

The program files of the previous release aren't removed by the Microsoft Dynamics GP 2010 upgrade process.

## Installing Microsoft Dynamics GP (first computer)

Before you begin, be sure you've completed the preparation steps listed in [Chapter 3, "Data preparation,"](#) and [Chapter 4, "System preparation."](#) You must be logged in to Windows as a user with system administrator privileges.

### To install Microsoft Dynamics GP (first computer):

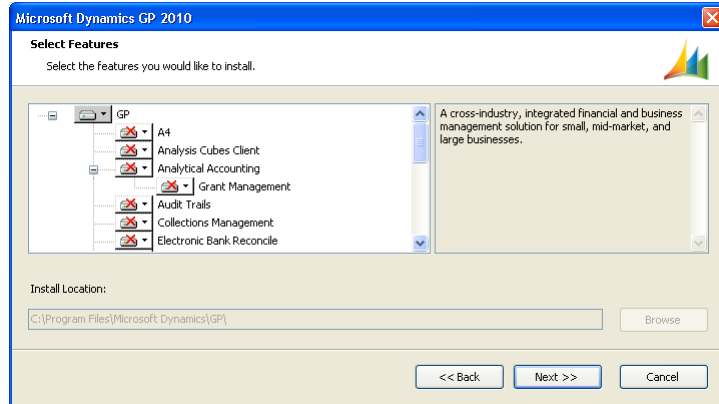
1. From the Microsoft Dynamics GP installation media, double-click the Setup.exe file to open the Microsoft Dynamics GP installation window.
2. If one or more of the following components isn't installed on your computer, the Microsoft Dynamics GP 2010 Bootstrapper Setup window opens and you can choose to install the missing component or components.
  - Microsoft Windows Installer 4.5
  - Microsoft .NET Framework 3.5 SP1
  - Microsoft SQL Server Native Client 10.0
  - Microsoft Dexterity<sup>®</sup> Shared Components 11.0
  - Microsoft Application Error Reporting 11.0
  - Open XML SDK 2.0 for Microsoft Office
  - Microsoft Lync<sup>™</sup> 2010 SDK Runtime

After all the components are installed, you may need to restart your computer before continuing the installation of Microsoft Dynamics GP.




3. Click Microsoft Dynamics GP.

The installation program verifies that your system has the minimum operating system required to run Microsoft Dynamics GP. If your system does not meet requirements, the installation will not continue.

4. Select the primary country or region where you do business in the Country/Region Selection window. Click Next.
5. Follow the instructions in the screen to accept the software license agreement. To install Microsoft Dynamics GP, you must accept this agreement and click Next.
6. In the Select Features window, select the features to install.



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

Option	What happens
 Run from My Computer	The selected feature will be installed on the local hard disk. (This option installs the feature, but not sub-features.)
 Run all from My Computer	Will install the feature and all of its sub-features.
 Not Available	Will not install the selected feature or sub-features.

If you've installed a feature in a previous release, be sure that you've selected to install that feature in the Select Features window. See [Microsoft Dynamics GP features](#) on page 55 for a list of Microsoft Dynamics GP features. You also can install additional features.

7. Specify the folder where the Microsoft Dynamics GP files should be installed. To select a different folder, click Browse.

After you have specified the installation location, click Next.

8. To set up an ODBC data source, enter the name you assigned to the SQL Server when you installed Microsoft SQL Server.

If you don't want to set up an ODBC data source, mark the Do not create a data source option.

Click Next.

9. In the Install Program window, click Install.



10. The Installation Progress window appears, where you can view the status of the installation.
11. In the Installation Complete window, click Exit.
12. Before you start Microsoft Dynamics GP Utilities, check for and install the most current Microsoft Dynamics GP service pack for Microsoft Dynamics GP 2010. See CustomerSource (<https://mbs.microsoft.com/customersource>) for the latest service pack information.



*To start Microsoft Dynamics GP Utilities, you must have appropriate user privileges. Typically, this means being part of the Administrators group or the Power Users group. If you are using an operating system that has User Account Control (UAC) enabled, you will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.*

13. After installing Microsoft Dynamics GP and the most recent service pack, you can perform the following steps.
  - Start Microsoft Dynamics GP Utilities. Choose Start >> All Programs >> Microsoft Dynamics >> GP 2010 >> GP Utilities.
  - Follow the instructions in the Microsoft Dynamics GP Utilities windows to upgrade tables on your server, upgrade your companies, and upgrade modified forms and reports. See [Chapter 7, "Company data conversion,"](#) for more information.
  - After using Microsoft Dynamics GP Utilities, you can install additional component applications on the server computer. See [Chapter 9, "Installation package,"](#) or [Installing an additional component](#) on page 59 for more information.



# Chapter 7: Company data conversion

After you've upgraded your software, you need to complete a number of additional procedures to upgrade your tables before you can use Microsoft Dynamics GP. To do this, you'll use an application called Microsoft Dynamics GP Utilities. Follow the instructions in this chapter to use Microsoft Dynamics GP Utilities to upgrade tables on your server and client computers.

Before using Microsoft Dynamics GP Utilities, be sure that you have installed the most current service pack for your Microsoft Dynamics GP system. You also should make a backup of your databases.



*To start Microsoft Dynamics GP Utilities, you must have appropriate user privileges. Typically, this means being part of the Administrators group or the Power Users group. If you are using an operating system that has User Account Control (UAC) enabled, you will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.*

This chapter contains the following sections:

- [Enabling a DexSQL.log](#)
- [Upgrading Microsoft Dynamics GP tables](#)
- [Additional upgrade tasks](#)
- [Re-adding sample company data](#)
- [Adding sample company data](#)
- [Upgrading modified forms and reports](#)
- [Understanding upgrade warnings](#)

## Enabling a DexSQL.log

Before you begin the upgrade process, you should change several settings in the Dex.ini file so that a DexSQL.log file will record some SQL operations for one user from one client computer. The DexSQL.log file is a helpful tool that can capture SQL operations and provide information if there are issues during the upgrade.

If you've started Microsoft Dynamics GP Utilities before changing the settings in the Dex.ini file, you'll have to restart Microsoft Dynamics GP Utilities after you made the changes.

### To enable a DexSQL.log:

1. Open the Dex.ini file in the Data folder of the current Microsoft Dynamics GP folder.
2. Change the following statements to TRUE.

```
SQLLogSQLStmt=FALSE  
SQLLogODBCMessages=FALSE  
SQLLogAllODBCMessages=FALSE
```

3. Save your changes.

## Upgrading Microsoft Dynamics GP tables

Use this procedure to upgrade Microsoft Dynamics GP tables on your server computer using Microsoft Dynamics GP Utilities. You will not need to complete all of these procedures on subsequent computers. When you start Microsoft Dynamics GP Utilities for subsequent computers, the Additional Tasks window will immediately open, where you can complete additional tasks, such as upgrading your modified forms and reports. The process of upgrading tables may take some time.

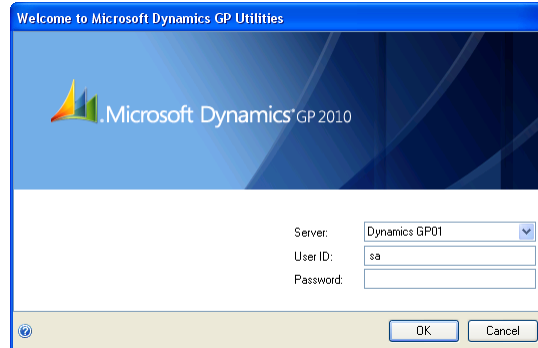


*Detailed lists of the changes to all tables are available on the Microsoft Dynamics GP media. To access the table changes lists, install the Software Developers' Kit from the Microsoft Dynamics GP 2010 media.*

If you are using Connector for Microsoft Dynamics, you must stop the Microsoft Dynamics Adapter Service on the server before starting Microsoft Dynamics GP Utilities. The company database upgrade will fail if the Microsoft Dynamics Adapter Service is not stopped. After the upgrade is completed, you can start Microsoft Dynamics Adapter Service again.

### To upgrade Microsoft Dynamics GP tables:

1. Start Microsoft Dynamics GP Utilities.  
(Start >> Programs >> Microsoft Dynamics >> GP 2010 >> GP Utilities)
2. In the Welcome to Microsoft Dynamics GP Utilities window, verify your server name, enter the system administrator user ID and password, and click OK.



*You must be logged in as a system administrator to complete database and system functions within Microsoft Dynamics GP Utilities.*

3. The Welcome To Microsoft Dynamics GP Utilities window opens when you are logged into the server that you selected. Read the message and click Next.
4. In the Upgrade Microsoft Dynamics GP window, click Next to upgrade your DYNAMICS database.



*The Company Detail window opens if errors occurred while upgrading your system tables. You can use this window to view the errors.*

5. If you are upgrading from Release 9.0, enter the location of the Dynamics.set file from Release 9.0 in the Transfer Security Data window to transfer your user security data to Microsoft Dynamics GP 2010. The Dynamics.set file you specify must contain the names of the dictionaries with the same version as the database you want to upgrade.

Be aware of the following issues about transferring user security settings.

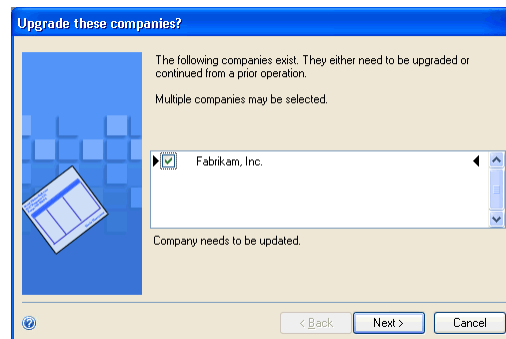
- If you don't transfer your user security data, the default security settings in Microsoft Dynamics GP allow all users access to only the windows and forms in Microsoft Dynamics GP that are needed to log in to the application. You will have to set access to companies and set up security for users for Microsoft Dynamics GP.
- You can only transfer user security settings if you installed Microsoft Dynamics GP 2010 into a different folder than your previous release.

Click Next.

6. In the Upgrade these companies window, click Next. All companies are selected to be upgraded.



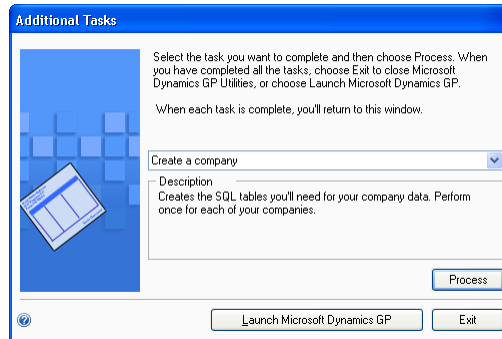
*The process of upgrading tables might take some time.*



7. In the Confirmation window, click Finish.

Microsoft Dynamics GP Utilities upgrades your company databases. This process may take several minutes to complete. The Server Installation Progress window describes the process as it progresses.

8. After the upgrade process is finished and is successful, the Additional Tasks window will open, where you can upgrade your forms and reports dictionaries, start Microsoft Dynamics GP, or exit the installation. To upgrade your forms and reports dictionaries, see [Upgrading modified forms and reports](#) on page 52 for more information. See the following sections for more detailed information about each task.



If the upgrade process wasn't successful, the Update Company Tables window opens. See [Understanding upgrade warnings](#) on page 54 for more information.

## Additional upgrade tasks

You'll use the following selections from the Additional Tasks window to upgrade your Microsoft Dynamics GP files.

- Re-add or Add sample company data
- Update modified forms and reports

For more information about upgrading forms and reports, see [Upgrading modified forms and reports](#) on page 52.

Start Microsoft Dynamics GP Utilities if you haven't already and follow the instructions in the Microsoft Dynamics GP Utilities windows until you open the Additional Tasks window. The following procedures assume that the Additional Tasks window is open.

## Re-adding sample company data

If you've upgraded the sample company from a previous release, you can add the sample data again. If you've used the sample data in a previous release, you may want to re-add the data to practice procedures in Microsoft Dynamics GP 2010. If a Microsoft Dynamics GP feature is installed, the sample data for that feature will be included when adding or re-adding sample data. The process of reinstalling sample company data may take some time.

If you are adding sample data again and haven't previously deployed business components for the sample company, you can deploy business intelligence components, such as SQL Server Reporting Services reports.

**To re-add sample company data:**

1. Select the Re-add sample company data option in the Additional Tasks window and click Process.
2. A message will be displayed indicating that the lesson company (sample company) is installed. Choose to reinstall the lesson company.
3. In the Confirmation window, click Finish.

The Server Installation Progress window appears, showing the progress as the tables are loaded.

4. In the Business Intelligence Reports Setup window, select the business intelligence components to deploy. Click Next. The window that opens depends on the components you selected.

If you don't want to deploy business intelligence components, leave the components unmarked and click Next. The Additional Tasks window will reappear.

5. The SQL Server Reporting Services Reports Setup window appears if you marked to deploy Reporting Services reports. After selecting your report server mode, enter the locations to deploy the reports to.

Native mode location example:

Location	Example
Report Server URL	http://<servername>/ReportServer
Report Manager URL	http://<servername>/Reports

SharePoint® Integrated mode location example:

SharePoint Integrated	
Location	Example
SharePoint Site	http://<servername>/Reports
Report Library	ReportsLibrary



*Be sure that your URL locations don't end with a slash. You can use the Reporting Services Configuration Manager to verify the Report Server Mode being used and the URL locations.*

6. Click Next.



*If you don't have the appropriate permissions to deploy reports, a window opens where you can enter a domain\user name and the password you use to log in to Microsoft Windows.*

7. The CRM Reports Setup window appears, if you marked to deploy SQL Server Reporting Services reports with CRM data. Enter the CRM connection information. Microsoft Dynamics CRM supports only the native mode of deployment of SQL Server Reporting Services.

We recommend that you use Windows Authentication (Integrated Security). If you select to be prompted for credentials, you must mark the Use as Windows credentials when connecting to the data source option on the data source deployed.

8. The Excel Reports Setup window appears if you marked to deploy Excel reports. Select the location to deploy the reports to.

Be sure to use back slashes when you are entering the location for reports even if you are using a UNC path. You should also be sure that the location doesn't end in a slash.

Network share location example:

Network share	\\Servername\sharename
---------------	------------------------

SharePoint location example:

SharePoint Site	http://<servername>/Reports
Data Connections Library	DataConnections
Report Library	ReportsLibrary

9. Click Next.



*If you don't have the appropriate permissions to deploy reports, a window opens where you can enter a domain\user name and the password you use to log in to Microsoft Windows.*

10. The Verify SQL Server window appears. Confirm your selections. If the selections are correct, click Finish.

The Business Intelligence Deployment Progress window appears. This window displays the report deployment progress.

After the reports deployed, the Additional Tasks window will reappear.

## Adding sample company data

If the sample company has never been installed before, you can add data for the sample company to your Microsoft Dynamics GP system to practice procedures. If a Microsoft Dynamics GP feature is installed, the sample data for that feature will be included when adding or re-adding sample data. The name of the sample company is Fabrikam, Inc. When you are adding the sample company, you can create LessonUser1 and LessonUser2 as sample users. These users will have access only to Fabrikam, Inc. The process of adding sample company data may take some time.

When you create the sample company, you can deploy business intelligence components, such as SQL Server Reporting Services reports. If you deployed reports for your system database, you can use the default report locations for the sample company.



**To add sample company data:**

1. Select the Add sample company data option in the Additional Tasks window and click Process.
2. In the Database Setup window, select a default location for new files that will be created for the sample company.
3. In the Create Sample Users window, enter a password that will be used by the sample users, LessonUser1 and LessonUser2, to access the sample company. Reenter your password exactly as you previously entered it. Click Next.
4. In the Confirmation window, click Finish.

The Server Installation Progress window appears, showing the progress as the tables are loaded.

5. In the Business Intelligence Reports Setup window, select the business intelligence components to deploy. Click Next. The window that opens depends on the components you selected.

If you don't want to deploy business intelligence components, leave the components unmarked and click Next. The Additional Tasks window will reappear.

6. The SQL Server Reporting Services Reports Setup window appears if you marked to deploy Reporting Services reports. After selecting your report server mode, enter the locations to deploy the reports to.

Native mode location example:

Location	Example
Report Server URL	http://<servername>/ReportServer
Report Manager URL	http://<servername>/Reports

SharePoint Integrated mode location example:

SharePoint Integrated	
Location	Example
SharePoint Site	http://<servername>/Reports
Report Library	ReportsLibrary



*Be sure that your URL locations don't end with a slash. You can use the Reporting Services Configuration Manager to verify the Report Server Mode being used and the URL locations.*

7. Click Next.



*If you don't have the appropriate permissions to deploy reports, a window opens where you can enter a domain\user name and the password you use to log in to Microsoft Windows.*

8. The CRM Reports Setup window appears, if you marked to deploy SQL Server Reporting Services reports with CRM data. Enter the CRM connection information. Microsoft Dynamics CRM supports only the native mode of deployment of SQL Server Reporting Services.

We recommend that you use Windows Authentication (Integrated Security). If you select to be prompted for credentials, you must mark the Use as Windows credentials when connecting to the data source option on the data source deployed.

9. The Excel Reports Setup window appears if you marked to deploy Excel reports. Select the location to deploy the reports to.

Be sure to use back slashes when you are entering the location for reports even if you are using a UNC path. You should also be sure that the location doesn't end in a slash.

Network share location example:

Network share	\\Servername\sharename
---------------	------------------------

SharePoint location example:

SharePoint Site	http://<servername>/Reports
Data Connections Library	DataConnections
Report Library	ReportsLibrary

10. Click Next.



*If you don't have the appropriate permissions to deploy reports, a window opens where you can enter a domain\user name and the password you use to log in to Microsoft Windows.*

11. The Verify SQL Server window appears. Confirm your selections. If the selections are correct, click Finish.

The Business Intelligence Deployment Progress window appears. This window displays the report deployment progress.

12. After the reports deployed, the Additional Tasks window will reappear.

## Upgrading modified forms and reports

You can use Microsoft Dynamics GP to upgrade the following types of information for modified forms and reports:

- Fields where the data type has been changed are upgraded automatically on modified forms and reports.
- Fields that have been moved from one table to another are upgraded automatically on forms and reports that use those fields.
- Fields that have been removed from tables are removed from corresponding forms and reports.

In addition, similar changes are made to modified forms and reports for integrating applications. Consult the documentation for the integrating application for information about whether that application supports automatic form and report upgrades. If you are using Personal Data Keeper, see the Microsoft Dynamics GP technical support for information about synchronizing forms and reports. Refer to [Reports that won't upgrade](#) on page 19 for a list of reports that won't upgrade to Microsoft Dynamics GP 2010.



*If your forms and reports dictionaries are in a shared location, you need only to perform this procedure once.*

### **To upgrade modified forms and reports:**

1. Make a backup of each reports dictionary or forms dictionary to upgrade. The name of the reports dictionary for Microsoft Dynamics GP is Reports.dic and the name of the forms dictionary for Microsoft Dynamics GP is Forms.dic.
2. Open the Microsoft Dynamics GP 2010 launch file (Dynamics.set) and verify that the paths are correct. The paths must be the location of the reports dictionary and forms dictionary from the previous release.
3. In the Additional Tasks window, select Update modified forms and reports and click Process. The Locate Launch File window appears.
4. Select the Microsoft Dynamics GP 2010 launch file (Dynamics.set) that you use to start Microsoft Dynamics GP on this client, then click Next. The Update Modified Forms and Reports window appears.
5. Select Microsoft Dynamics GP and any additional components whose modified forms and reports dictionaries you're upgrading.
6. For each component, choose the Details button, if necessary, to open the Product Details window, where you can select the location of the original dictionary, such as Dynamics.dic or HR.dic. Click OK in the Product Details window.



*The original dictionary is the application dictionary from the previous release of Microsoft Dynamics GP. After all forms and reports dictionaries have been upgraded, you can delete the original dictionary.*

7. In the Update Modified Forms and Reports window, click Update.

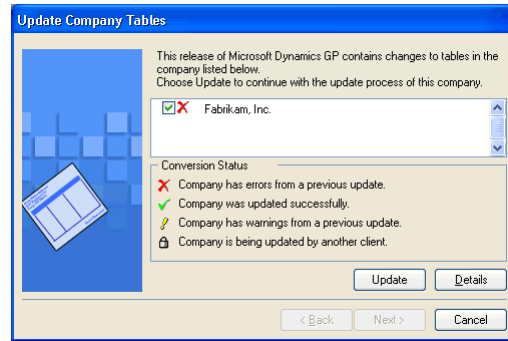
Your modified forms and reports dictionaries are upgraded, and a report named Update2010.txt is generated, which contains information about upgraded modified forms. Be sure to review the report, located in the \Data folder, to verify that your modified forms have been upgraded correctly.

8. Click Next. The Additional Tasks window reappears.

Be sure to review the Update2010.txt and Update2010.log, for more information about the modified forms and reports upgrade.

## Understanding upgrade warnings

After the upgrade or if the upgrade fails, the Update Company Tables window will be displayed. This window indicates the status of a company by the icon displayed between the check box and the name of the company, as shown in the following illustration.



The following table shows the icons that can appear and their meanings.

Icon	Status
	Company tables were upgraded successfully.
	Some company tables were not upgraded successfully. Contact Microsoft Dynamics GP Technical Support for further assistance.
	Some company tables have warnings associated with them.
	Not converted; someone at another client computer is currently upgrading this company.

If no icon appears between the check box and the name of the company, the company needs to be upgraded.



If errors do occur, right-click the paperclip icon to the left to open the Failed\_Tables\_List.txt script or save the script to your hard disk. Copy all of the contents of the script and paste the contents of script into Microsoft SQL Server Management Studio. Run the script and save the results to a file before you contact Microsoft Dynamics GP for further assistance.

You also should have the results of the DexSQL.log file ready, as well, if you decided to use the DexSQL.log file. (The DexSQL.log file is located in the same folder as the Dex.ini file.)



To access attached scripts, you must view this document in Adobe Reader 6.0 or later or in the full version of Acrobat. You also can download the scripts from <http://go.microsoft.com/fwlink/?LinkId=217365>.

If warnings appear for temporary files or for modules that the company does not currently use, the warnings can be ignored. If warnings appear for modules that the company currently uses, note the warnings. You can attempt the upgrade again, or contact Microsoft Dynamics GP Technical Support for further assistance.

# Chapter 8: Additional features and components upgrade

Depending on your organization's needs, you may have purchased additional features or components that add specialized functionality to your Microsoft Dynamics GP system. After you've installed Microsoft Dynamics GP 2010 and upgraded your data using Microsoft Dynamics GP Utilities, you can install additional features and components that integrate with Microsoft Dynamics GP.

This chapter contains the following sections:

- [Microsoft Dynamics GP features](#)
- [Adding or removing additional features](#)
- [Additional components](#)
- [Installing an additional component](#)

## Microsoft Dynamics GP features

After you've upgrade Microsoft Dynamics GP 2010, you may decide to purchase an additional feature or remove a feature. Some features add a single function to your Microsoft Dynamics GP system while some, such as Manufacturing, allow you to complete a range of related business and accounting tasks that use one or more modules. Microsoft Dynamics GP Utilities upgrades the tables for the features along with the Microsoft Dynamics GP tables. If you choose to add a feature, we recommend that you install each registered Microsoft Dynamics GP feature and additional component on all client computers. You can use the Select Features window to install or uninstall a feature. See [Adding or removing additional features](#) on page 56 for more information.

The following table lists the Microsoft Dynamics GP features. The features available depends on the country or region you selected when installing Microsoft Dynamics GP.

### For all countries and regions

A4	Grant Management
Analysis Cubes Client	Human Resources
Analytical Accounting	Manufacturing
Audit Trails	Multilingual Checks
Collections Management	Payment Document Management
Electronic Bank Reconcile	Professional Services Tools Library
Electronic Signatures	Project Accounting
Encumbrance Management	Revenue/Expense Deferrals
Extender	Safe Pay
Fixed Asset Management	SmartList Builder

### For all countries and regions except Canada and United States

Bank Management	Scheduled Instalments
Direct Debits and Refunds	

### For Canada

Canadian Payroll

### For Austria, Belgium, France, Luxembourg, Netherlands, Spain, United Kingdom, and Ireland

Enhanced Intrastat

**For the United States and the Andean region**

Check Amounts to Words

**For the Andean region**

Certificate of Retention – Ecuador

COA Ecuador

Inflation Adjustment – Financial

Inflation Adjustment – Inventory

Inflation Adjustment – Fixed Assets

Kardex

**For Chile**

Localization Chile

Monetary Corrections – Fixed Assets

**For Argentina**

Check Printing

Collections and Payment Methods –  
Withholds

Credit Analysis

Inflation Adjustments

Taxes On Returns

**For the United States**

Human Resources and Payroll Suite

**For Belgium and France**

Export Financial Data

Purchase Vouchers

Single Account Plan

Tax Administration – Purchasing

Tax Administration – Sales

Tax Reports

Monetary Corrections – Inventory

Shipping Documents

Legal Documents

Perceptions

Shipping Documents

Tax Listing

## Adding or removing additional features

Use the installation wizard to add or remove features from your Microsoft Dynamics GP installation. You also can use the Program Maintenance window, opened from the Add or Remove Programs control panel, to add or remove features. You should make a complete backup of your data before adding or removing features. Removing a feature does not remove tables from the database. Microsoft Dynamics GP Utilities upgrades the tables for the feature along with the Microsoft Dynamics GP tables.

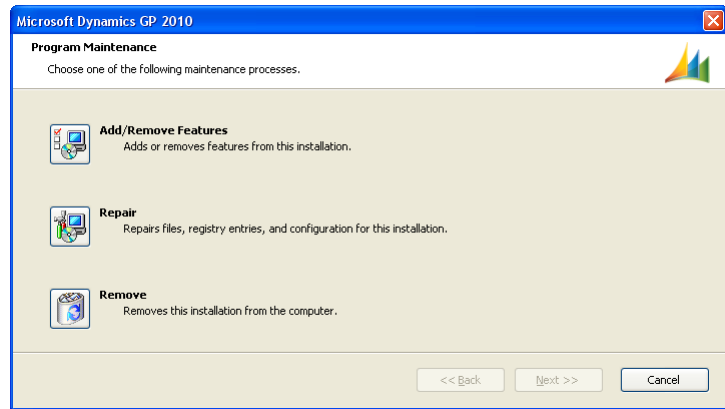
You can't log in to Microsoft Dynamics GP on a client computer if a component installed on the client has different version information than the server. You can use the GP\_LoginErrors.log file in your temporary directory to help resolve the version information issue. The log file will contain the product name, along with the dictionary version and the database version.

**To add or remove additional features:**

1. Start the installation wizard. You can use either of the following methods.
  - From the Microsoft Dynamics GP 2010 media, double-click the Setup.exe file. Click Microsoft Dynamics GP. Select the existing instance of Microsoft Dynamics GP in the Instance Selection window and click Next.




—or—

- Open the Add or Remove Programs control panel, and select Microsoft Dynamics GP 2010. Click Change to open the Program Maintenance window.



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

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

Option	What happens
 Run from My Computer	The selected feature will be installed on the local hard disk. (This option installs the feature, but not sub-features.)
 Run all from My Computer	Will install the feature and all of its sub-features.
 Not Available	Will not install the selected feature or sub-features.

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

4. In the Install Program window, click Install.
5. The Installation Progress window appears, where you can view the status of a feature.
6. In the Installation Complete window, click Exit.
7. Start Microsoft Dynamics GP Utilities. Choose Start >> All Programs >> Microsoft Dynamics >> GP 2010 >> GP Utilities.



To start Microsoft Dynamics GP Utilities, you must have appropriate user privileges. Typically, this means being part of the Administrators group or the Power Users group. If you are using an operating system that has User Account Control (UAC) enabled, you will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.

8. The Welcome To Microsoft Dynamics GP Utilities window opens when you are logged into the server you selected. Read the message and click Next.
9. Follow the instructions in the Microsoft Dynamics GP Utilities windows. Depending on the feature and whether you're installing the feature on your server or a client, you may have to upgrade tables and upgrade your companies and register the feature. You do not have to reapply the service pack for the features you selected.
10. After the upgrade process is finished, the Additional Tasks window opens, and you can perform additional tasks, start Microsoft Dynamics GP, or exit the installation. See [Chapter 7, "Company data conversion,"](#) for more detailed information about each task in the Additional Tasks window.

## Additional components

A smaller set of additional products or components are separate installations available on the Microsoft Dynamics GP media. These additional components are listed in the main Microsoft Dynamics GP installation window. For more information about accessing this window, see [Installing an additional component](#) on page 59.

The following table lists the additional components.

Additional components	Description
Analysis Cubes Server	Installs Analysis Cube Server configuration wizards for SQL Server 2005 and SQL Server 2008.
Microsoft Dynamics GP Add-in for Microsoft Word	Installs the code necessary to enable template mapping so you can create and modify Word templates for Microsoft Dynamics GP.
Microsoft Dynamics GP Business Analyzer	Installs the Microsoft Dynamics GP Business Analyzer desktop application.
eConnect	A document integration tool that enables high volume, high speed programmatic integration to and from applications and the Microsoft Dynamics GP back office solution.
Integration Manager	Allows you to perform a one-time data conversion from your existing system to Microsoft Dynamics GP products, or to perform ongoing integrations from other applications.
Personal Data Keeper	Use to enter time and expense transactions online and then synchronize with Project Accounting when online.
Web Services Runtime	The runtime engine that adds a Web Services interface to Microsoft Dynamics GP. Install this component if you want to run integrations that access Microsoft Dynamics GP data through Web Services. Several prerequisites must be met before you can install this component. Refer to the Web Services Installation and Administration Guide for more details.



Additional components	Description
Web Services Management Tools	Installs the Security Console and Exceptions Management Console, which you can use to administer security and exception information for Web Services for Microsoft Dynamics GP. Install this component if you want to manage Web Services from a workstation separate from where the Web Services Runtime is installed.
Workflow	Server components of the Workflow feature that run within Microsoft SharePoint Server. Workflow automates the business approval process by routing documents or batches to one or more individuals for approval. Microsoft SharePoint Server must be installed before you can install Workflow server components.

There are some additional components that are released only on the CustomerSource Web site (<https://mbs.microsoft.com/customersource/support/downloads/servicepacks/>).

## Installing an additional component

Use this procedure to install an additional component after you've installed Microsoft Dynamics GP and upgraded your company data using Microsoft Dynamics GP Utilities. Before installing additional components, you should make a complete backup of your data.

Each additional component has its own installation instructions and documentation that you can access before you install the component. After you review the documentation you can install the component.

### To install an additional component:

1. From the Microsoft Dynamics GP media, double-click the Setup.exe file.
2. Click the additional component you want to install and then click View Documentation.
3. After you review the documentation, install the component by clicking the additional component you want to install and then clicking Install.
4. Depending on the component you installed, you may be instructed to restart your computer.
5. When installation of the additional component is complete, you can either install another component or close the main Microsoft Dynamics GP installation window.



## Chapter 9: Installation package

Instead of physically going to each client computer to install Microsoft Dynamics GP, you can use an installation package to install Microsoft Dynamics GP 2010 on multiple client computers. An installation package stores the files required to install a custom configured installation in a shared network location you set up. How Microsoft Dynamics GP is installed on the client computer using the installation package depends on the tools and applications you use.

This chapter contains the following sections:

- [Installation package overview](#)
- [Creating an installation package](#)

### Installation package overview

You can use a client installation package to install Microsoft Dynamics GP 2010 on additional client computers without having to physically go to each client computer and use the Microsoft Dynamics GP installation wizard. When you create an installation package, the installation package stores the files required to install a Microsoft Dynamics GP installation. To install Microsoft Dynamics GP 2010, your package can install Microsoft Dynamics GP using the GreatPlains.msi file or the Setup.exe.

We recommend that you install the following components on each client computer. You can install these components from the Microsoft Dynamics GP 2010 media.

- Microsoft Windows Installer 4.5
- Microsoft .NET Framework 3.5
- Microsoft SQL Server Native Client 10.0
- Microsoft Dexterity Shared Components 11.0
- Microsoft Application Error Reporting 11.0
- Microsoft Lync 2010 SDK Runtime

These components aren't installed for you if you set up your installation package to install Microsoft Dynamics GP using the GreatPlains.msi file. If these components are not installed on the client computer, Microsoft Dynamics GP won't be installed. These components are installed for you if you set up your installation package to install Microsoft Dynamics GP using the Setup.exe.

When creating the installation package, you'll select the shared network location where the installation package will be created, select Microsoft Dynamics GP features, and enter a location where Microsoft Dynamics GP will be installed on each client computer.

The installation package must be created in a shared network location that each client computer has access to. The location where Microsoft Dynamics GP will be installed must be a valid location for each client computer.

After the installation package is created, it can be run from the shared network location to install the Microsoft Dynamics GP client without the user having to make installation decisions. A progress window shows how the process is progressing. After Microsoft Dynamics GP is installed and the user on the client has started Microsoft Dynamics GP, the user may have to include new code and use Microsoft Dynamics GP Utilities to synchronize the account framework.

How Microsoft Dynamics GP is installed on the client computer using the installation package depends on the tools and applications you use. You can send an e-mail with a link to the installation package. The user can click the link to install Microsoft Dynamics GP. Or, you can create a deployment package using a software distribution tool such as Systems Management Server so that Microsoft Dynamics GP is automatically installed after the user logs into his or her computer.

## Creating an installation package

You can use an installation package to install Microsoft Dynamics GP 2010 on your client computers. An installation package contains all the information required to install Microsoft Dynamics GP.

### To create an installation package:




1. Create a shared network location or verify that the client computers have access to a shared network location.
2. From the Microsoft Dynamics GP 2010 media, double-click the Setup.exe file.
3. Click Create Installation Package.
4. In the Installation Location window, enter or select the folder where the installation package will be created. We recommend that you use a Universal Naming Convention (UNC) path or a mapped drive letter that is common across all targeted computers. The network location must be accessible from any computers that will have Microsoft Dynamics GP 2010 installed on them using the installation package.

Click Next.

5. In the Country/Region Selection window, select the primary country or region where you do business. Click Next.
6. In the Select Features window, select the features to install.

We recommend that you install all the features that you are registered to use on all your client computers.

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

Option	What happens
 Run from My Computer	The selected feature will be installed on the local hard disk. (This option installs the feature, but not sub-features.)
 Run all from My Computer	Will install the feature and all of its sub-features.
 Not Available	Will not install the selected feature or sub-features.

- Specify the location on the client computer where you want the Microsoft Dynamics GP files installed. If you don't enter the location, the default location is \Program Files\Microsoft Dynamics\GP on the hard disk that has the operating system installed.

Be sure that the location is a valid location for every computer on which the installation package is used to install Microsoft Dynamics GP 2010.

After you have specified the installation folder, click Next.

- To set up an ODBC data source, enter the name you assigned to the SQL Server when you installed Microsoft SQL Server.

If you don't want to set up an ODBC data source, mark the Do not create a data source option.

Click Next.

- Specify the location of the Reports dictionary and the Forms dictionary. The location where dictionaries are must be a valid location for each client computer. The locations are written to the Dex.ini file. Click Next.
- Specify where to store the OLE Notes files and Letter Wizard files. Click Next
- In the Install Program window, click Install to create the package.
- The Installation Progress window appears, where you can view the status of creating the installation package.
- In the Create Installation Package Complete window, click Finish.

The installation package is installed in the shared network location you specified. The installation package stores the files, such as Great Plains.msi and Setup.exe, required to install a custom configured Microsoft Dynamics GP installation.

- How Microsoft Dynamics GP is installed on the client computer using the installation package depends on the tools and applications you use. You can send an e-mail with a link to the installation package. Or, you can create a deployment package using a software distribution tool such as Systems Management Server so that Microsoft Dynamics GP is automatically installed after the user logs into their computer.

We recommend that you install the following components on each client computer if you set up your installation package to install Microsoft Dynamics GP using the GreatPlains.msi file. You can install these components from the Microsoft Dynamics GP 2010 media.

- Microsoft Windows Installer 4.5
- Microsoft .NET Framework 3.5
- Microsoft SQL Server Native Client 10.0
- Microsoft Dexterity Shared Components 11.0
- Microsoft Application Error Reporting 11.0
- Microsoft Lync 2010 SDK Runtime

# Chapter 10: Microsoft Dynamics GP on subsequent computers

Use the information in this chapter to install to Microsoft Dynamics GP 2010 on each client computer. You also can use Microsoft Dynamics GP Utilities to synchronize the Microsoft Dynamics GP dictionary on each additional client with your account framework.

This chapter contains the following sections:

- [\*Installing Microsoft Dynamics GP \(additional computers\)\*](#)
- [\*Synchronizing a client's account framework\*](#)

## Installing Microsoft Dynamics GP (additional computers)

Use the information in this section to install a client in a multiuser system after you've installed Microsoft Dynamics GP 2010 on the first computer, and created company data using Microsoft Dynamics GP Utilities.

### To install Microsoft Dynamics GP (additional computers):

1. From the Microsoft Dynamics GP 2010 media, double-click the Setup.exe file.
2. If one or more of the following components isn't installed on your computer, the Microsoft Dynamics GP Bootstrapper Setup window opens and you can choose to install the missing component or components.
  - Microsoft Windows Installer 4.5
  - Microsoft .NET Framework 3.5 SP1
  - Microsoft SQL Server Native Client 10.0
  - Microsoft Dexterity Shared Components 11.0
  - Microsoft Application Error Reporting 11.0
  - Open XML SDK 2.0 for Microsoft Office
  - Microsoft Lync 2010 SDK Runtime




After all the components are installed, you may need to restart your computer before continuing the installation of Microsoft Dynamics GP.

3. Click Microsoft Dynamics GP.

The installation program verifies that your system has the minimum operating system required to run Microsoft Dynamics GP. If your system does not meet requirements, the installation won't continue.

4. Select the primary country or region where you do business in the Country/Region Selection window. Click Next.
5. Follow the instructions in the windows to accept the software license agreement. To install Microsoft Dynamics GP, you must accept this agreement.
6. In the Select Features window, select the features to install. We recommend that you install all the features that you are registered to use on all client computers.

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

Option	What happens
 Run from My Computer	The selected feature will be installed on the local hard disk. (This option installs the feature, but not sub-features.)
 Run all from My Computer	Will install the feature and all of its sub-features.
 Not Available	Will not install the selected feature or sub-features.

If you've installed a feature in a previous release, use the Select Features window to install that component. See *Microsoft Dynamics GP features* on page 55 for a list of Microsoft Dynamics GP features. If you've installed a feature in Release 9.0, that feature is marked to be installed in the Select Features window.

- Specify the folder where the Microsoft Dynamics GP files should be installed. To select a different folder, click Browse.

After you have specified the installation folder, click Next.

- To set up an ODBC data source, enter the name you assigned to the SQL Server when you installed Microsoft SQL Server. Click Next.

If you don't want to set up an ODBC data source, mark the Do not create a data source option.

Click Next.

- In the Install Program window, click Install.
- The Installation Progress window appears, where you can view the status of the installation.
- In the Installation Complete window, click Exit.
- Before you start Microsoft Dynamics GP Utilities, check for and install the most current Microsoft Dynamics GP service pack for Microsoft Dynamics GP 2010. See CustomerSource (<https://mbs.microsoft.com/customersource>) for the latest service pack information.



*To start Microsoft Dynamics GP Utilities, you must have appropriate user privileges. Typically, this means being part of the Administrators group or the Power Users group. If you are using an operating system that has User Account Control (UAC) enabled, you will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.*

- After installing Microsoft Dynamics GP and the most recent service pack, you can perform the following steps.
  - Start Microsoft Dynamics GP Utilities. Choose Start >> All Programs >> Microsoft Dynamics >> GP 2010 >> GP Utilities.



- Follow the instructions in the Microsoft Dynamics GP Utilities windows to synchronize your account framework. See [Synchronizing a client's account framework](#) for more information about synchronizing your account framework.
- After using Microsoft Dynamics GP Utilities, you can install additional component applications on the server computer. See [Installing an additional component](#) on page 59 for more information.

## Synchronizing a client's account framework

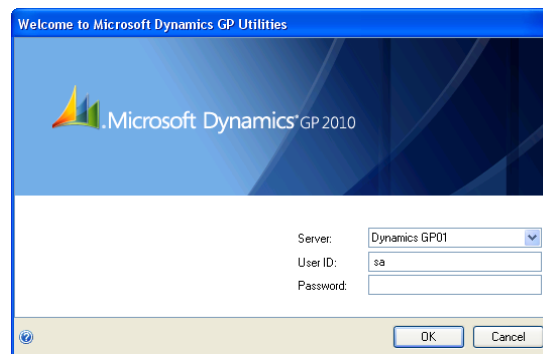
Synchronize the account framework of each client where you install Microsoft Dynamics GP. Scripts and files installed previously on the server are used by Microsoft Dynamics GP Utilities to complete the client setup.



*To start Microsoft Dynamics GP Utilities, you must have appropriate user privileges. Typically, this means being part of the Administrators group or the Power Users group. If you are using an operating system that has User Account Control (UAC) enabled, you will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.*

### To synchronize a client's account framework:

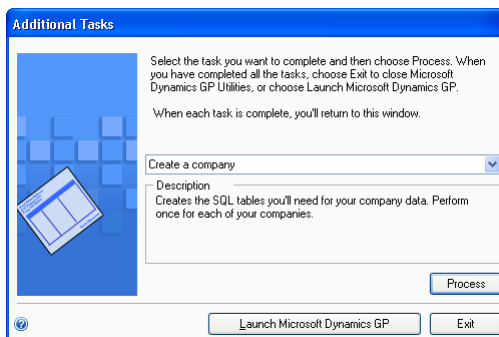
1. Start Microsoft Dynamics GP Utilities.  
(Start >> Programs >> Microsoft Dynamics (or the name of your program folder) >> GP 2010 >> GP Utilities)
2. In the Welcome to Microsoft Dynamics GP Utilities window, verify your server name, and enter your User ID and Password. Click OK.



3. In the Welcome to Microsoft Dynamics GP Utilities window, click Next.

The Microsoft Dynamics GP dictionary is synchronized automatically with your account framework.

4. After the account framework is synchronized, the Additional Tasks window opens. In the Additional Tasks window, you can choose to complete additional tasks, launch Microsoft Dynamics GP, or end the installation. If you select any task, choose Process; otherwise, choose Exit.



Repeat the client installation process for each computer you'll use as a client or process server for Microsoft Dynamics GP.

See [Chapter 7, "Company data conversion,"](#) for more information about additional tasks using Microsoft Dynamics GP Utilities.

# Chapter 11: After you upgrade

We recommend that you complete the steps in this chapter after you upgrade all Microsoft Dynamics GP databases. After you've completed these steps, see [Chapter 12, "Module upgrades from Release 9.0,"](#) and [Chapter 13, "Module upgrades from Release 10.0,"](#) to complete additional procedures that are necessary after you've upgraded Microsoft Dynamics GP and your company data to Microsoft Dynamics GP 2010.

This chapter contains the following sections:

- [Backups](#)
- [Reconciling financial data](#)
- [Checking links for currency tables](#)
- [Discontinuing the DexSQL.log](#)
- [Reports you should print after upgrading](#)
- [Removing the previous release](#)
- [Security for Microsoft Dynamics GP](#)
- [Security for SQL Server Reporting Services reports](#)

## Backups

You should make at least one complete backup of your DYNAMICS database and each company database after upgrading to Microsoft Dynamics GP 2010.

## Reconciling financial data

Use the Reconcile Financial Information window to reset the summary amounts for each year.

### To reconcile financial data:

1. Open the Reconcile Financial Information window.  
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Financial >> Reconcile)
2. Select a year to reconcile.
3. Choose Reconcile.
4. Repeat steps 2 and 3 until all the years in General Ledger have been reconciled.

## Checking links for currency tables

Use the Check Links window to check relationships among tables to find information that may be missing from one table within the relationship. You must check links for the Multicurrency Setup table even if you are not registered for Multicurrency Management.

### To check links for currency tables:

1. Open the Check Links window.  
(Microsoft Dynamics GP menu >> Maintenance >> Check Links)
2. In the Series list, be sure that Financial is displayed.

3. In the Logical Tables list, select Multicurrency Setup and choose Insert to insert it into the Selected Tables list.
4. Choose OK to check links.

## Discontinuing the DexSQL.log

You should discontinue using the DexSQL.log file after the upgrade process. The DexSQL.log is a helpful tool that captures SQL operations and can provide information if there are issues during the upgrade process.

### To discontinue the DexSQL.log:

1. Open the Dex.ini file in the Data folder of the Microsoft Dynamics GP folder.
2. Change the following statements to FALSE.

```
SQLLogSQLStmt=TRUE
SQLLogODBCMessages=TRUE
SQLLogAllODBCMessages=TRUE
```

3. Save your changes.

## Reports you should print after upgrading

After you upgrade, we recommend printing the following reports to a printer or to a file. You can use them to verify that your system was upgraded properly, or to re-create modifications.

Module	Reports
System	Shortcut Bar
General Ledger	Detailed Trial Balance
Receivables Management	Aged Trial Balance with Options
Payables Management	Aged Trial Balance with Options
Inventory Control	Pricing Reports Error Reports Purchase Receipts
Purchase Order Processing	Purchase orders Purchase Order Status Report
Payroll	Manual Check Edit List Benefit Summary Deduction Summary Department Wage Summary FUTA Summary Local Tax Summary Payroll Summary Pay Code Summary Position Summary State Tax Summary SUTA Summary Workers' Compensation Summary Form 941 Form 941 Schedule B Employee Pay History * Transaction History Report * Check History *

Module	Reports
Manufacturing	WIP Report Manufacturing Order Summary Standard Cost Pending

\* Print this report only if you're keeping history.

## Removing the previous release

You should remove the previous release from your computer by using your operating system's Add/Remove Programs utility. This includes the reports dictionary and program files for integrating products from the previous release. After removing the release, use Windows Explorer to find and delete the folder where the release was installed.

To remove Microsoft Dynamics GP, use your operating system's Add/Remove Programs utility, and select Microsoft Dynamics GP.

- If you're using Windows XP or Windows Server 2003, choose Start >> Control Panel >> Add or Remove Programs.
- If you're using Windows Vista or Windows Server 2008, choose Start >> Control Panel >> Programs >> Programs and Features.
- If you're using Windows 7 or Windows Server 2008 R2, choose Start >> Control Panel > Uninstall a program.

## Security for Microsoft Dynamics GP

Refer to the Planning For Security document (Help >> Printable Manuals >> select Planning for Security) or to the System Setup Guide (Help >> Contents >> select Setting up the System) for more information about security.

New users, by default, will not have access to any Microsoft Dynamics GP data. You can use the default security roles and tasks that are available, or you can create your own security roles and tasks to fit your company.

If user security settings weren't transferred during the upgrade to Microsoft Dynamics GP 2010, the default security settings in Microsoft Dynamics GP allow all users access to only the windows and forms in Microsoft Dynamics GP that are needed to log in to the application.

## Security for SQL Server Reporting Services reports

After the upgrade, use Report Manager to grant access to additional reports deployed during the upgrade. You should also use the SQL Server Management Studio to assign user groups to the SQL Server database roles that correspond to the additional data connections and reports deployed during the upgrade. The user permissions assigned to the previous versions connections and reports are maintained during the upgrade process.

If you have deployed reports using the SharePoint integrated mode and have already assigned permissions to users, those same users will have access to report server items and operations immediately after you configure the integration settings between Microsoft SharePoint and a report server. You can use existing permissions to upload report definitions and other documents, view reports, create subscriptions, and manage items.

If you have not assigned permissions, assign user and group accounts to predefined SharePoint groups. You also can create new permission levels and groups, or modify existing ones to vary server access permissions as specific needs arise.

# Chapter 12: Module upgrades from Release 9.0

Use the information in this chapter to complete additional procedures that are necessary if you've upgraded from Microsoft Dynamics GP Release 9.0 to Microsoft Dynamics GP 2010. This chapter describes the changes between Microsoft Dynamics GP Release 9.0 and Microsoft Dynamics GP Release 10.0. After reviewing this chapter, see [Chapter 13, "Module upgrades from Release 10.0,"](#) for information about module upgrades from Release 10.0 to Microsoft Dynamics GP 2010.

The information in this chapter also will help you verify the upgrade. Review the information and complete the steps for each module that you uses to ensure that your system works properly.

This chapter contains the following sections:

- [System upgrade](#)
- [Canadian Payroll upgrade](#)
- [Electronic Banking upgrade](#)
- [Field Service Series upgrade](#)
- [Inventory Control upgrade](#)
- [Manufacturing upgrade](#)
- [Payables Management upgrade](#)
- [New reports in Release 10.0](#)

## System upgrade

The following change has been made in Microsoft Dynamics GP 2010. For more information, refer to your System User's Guide (Help >> Contents >> select Setting up the system).

### Security

Microsoft Dynamics GP no longer supports optimistic security. New users, by default, will not have access to any Microsoft Dynamics GP data. You can use the default security roles and tasks that are available, or you can create your own security roles and tasks to fit your company.

If user security settings weren't transferred during the upgrade to Microsoft Dynamics GP 2010, the default security settings in Microsoft Dynamics GP allow all users access to only the windows and forms in Microsoft Dynamics GP that are needed to log in to the application.

If user security settings were transferred, see [User security settings that are transferred](#) on page 38 to review the list of components that had their user security information transferred. To review the list of components that didn't have their user security information transferred, see [User security settings that aren't transferred](#) on page 38.

The Security Setup window, the Advanced Security window, the Advanced Security Options window, and the SmartList Security window have been removed.

## Canadian Payroll upgrade

You can use Human Resources attendance windows with Canadian Payroll in Release 10.0. Human Resources attendance wasn't available in Release 9.0.

## Electronic Banking upgrade

The setup functions for North American and European Electronic Funds Transfer (EFT) processing have been consolidated. This enhancement streamlines EFT setup and links customer and vendor EFT records to the address on the customer or vendor card, respectively. Be sure to set up checkbooks, vendors, customers, and formats using the Electronic Banking documentation.

The Bank Name field is a required field in the Customer EFT Bank Maintenance window and in the Vendor EFT Bank Maintenance window in Release 10.0. To use Electronic Banking, you must enter a bank name for each customer address or vendor address that you use when funds are electronically transferred.

### EFT for Payables Management reports

The following reports were renamed and are now located in the Microsoft Dynamics GP core dictionary.

Release 10.0		Release 9.0	
Report name	Report Writer name	Report name	Report Writer name
Checkbook List	Checkbook List	EFT Maintenance Report	Payables EFT MSTR
Vendor EFT Bank List	Vendor Bank List	EFT Setup Report	Payables EFT SETP
Country Code List	VAT – Country Code List	EFT Country Maintenance Report	Payables EFT Country Maintenance
Prenote Edit List	EFT Prenote Edit List	Prenote Edit List	Payables EFT Prenote Edit List
	Payables EFT Remittance		Payables EFT Remittance
EFT Batches Marked for EFT File Generation	Payables EFT Marked for Generation	EFT Batches Marked for EFT File Generation	Payables EFT Marked for Generation

### EFT for Receivables Management reports

The following reports were renamed and are now located in the Microsoft Dynamics GP core dictionary.

Release 10.0		Release 9.0	
Report name	Report Writer name	Report name	Report Writer name
Country Code List	VAT – Country Code List	Receivables EFT Country Maintenance Report	Receivables EFT Country Maintenance Report
Prenote Edit List	EFT Prenote Edit List	Receivables EFT Prenote Edit List	Receivables EFT Prenote Edit List
Checkbook List	Checkbook List	Receivables EFT Setup Report	Receivables EFT Setup Report
Customer EFT Bank List	Customer Bank List	Receivables EFT Maintenance Report	Receivables EFT Maintenance Report

## Field Service Series upgrade

The Inventory Transfer window has been renamed to the In-Transit Transfer Entry window. This window also is available from Inventory Control.

The Inventory Receipts window and the Serial/Lot Numbers to Receive window have been removed. To enter receipts for an in-transit transfer, use the Receivings Transaction Entry window in Purchase Order Processing.

The Reconcile Service Inventory Quantities window has been removed.



## Inventory Control upgrade

The following changes have been made. For more information, refer to your Inventory Control documentation.

The Change Average Cost window has been removed.

### Inventory Control setup

The options to use expired lots in inventory adjustments, inventory transfers, and other transactions in the Inventory Control Setup window are selected. If you don't want to use expired lots, use the Inventory Control Setup window to unmark these options.

### Order Policy

The names of the following order policies were changed.

Release 9.0	Release 10.0
Manually Planned	Not Planned
Order Point-Non MRP	Use PO Gen
Order Point	Use PO Gen

### Next document numbers for in-transit transfers

If Field Service is registered, the default next document number for in-transit transfers in the Inventory Control Setup window is set to the default next document number from the Next Transfer Number field in the Service Setup window during the upgrade. If Field Service isn't registered, the default next document number is set to 000000000000001.

## Manufacturing upgrade

The following changes have been made. For more information, refer to your Manufacturing documentation.

"Either" items are called "Make or Buy" items in Microsoft Dynamics GP.

The reconcile preferences in the MRP Preference Defaults window have been removed.

The MRP Quantity Pegging window has been removed and has been replaced by the MRP Quantities Query window and the Pegging Inquiry window.

The Regeneration Time Estimate window and Regeneration Status window have been removed.

### MRP quantities

The following MRP quantities have been added.

Quantity type	Definition	Formula
Lot Expiration	Includes quantities of lot items which MRP projects will not be used by the lot expiration date.	
MRP Suggestions	Includes quantities from all MRP Suggestions to move in, move out, or cancel orders.	Quantities suggested to move in - Quantities suggested to move out - Quantities suggested to cancel

The following MRP quantities have been changed.

Quantity type	Formula in Release 9.0	Formula in Release 10.0
ATP Total	Inventory quantity on the MRP regeneration date + Acquired Planned (cumulative to the current day) + Acquired Firm (cumulative to the current day) - Required Planned (cumulative to the current date) - Required Firm (cumulative to the current date)	Inventory quantity on the MRP regeneration date + Acquired Planned (cumulative to the current day) + Acquired Firm (cumulative to the current day) - Required Planned (cumulative to the current date) - Required Firm (cumulative to the current date) - Lot Expiration (cumulative to the current date) + MRP Suggestions (cumulative to the current date)
On Hand Total	Inventory quantity on the MRP regeneration date + Acquired Planned (cumulative to the previous day) + Acquired Firm (cumulative to the previous day) - Required Planned (cumulative to the previous day) - Required Firm (cumulative to the previous day)	Inventory quantity on the MRP regeneration date + Acquired Planned (cumulative to the previous day) + Acquired Firm (cumulative to the previous day) - Required Planned (cumulative to the previous day) - Required Firm (cumulative to the previous day) - Lot Expiration (cumulative to the previous day) + MRP Suggestions (cumulative to the previous day)
Quantity type	Definition in Release 9.0	Definition in Release 10.0
Net Requirement	The amount short at the end of the day, based on each item's reorder level and all planned and firmed supply and demand, including MRP-planned demand. The reorder level is a number you enter in Inventory Control that determines when each item needs to be restocked.	The amount short at the end of the day, based on each item's reorder level and all planned and firmed supply and demand, including MRP-planned demand, MRP Suggestions to move in, move out, or cancel, and Lot Expiration quantities. The reorder level is a number you enter in Inventory Control that determines when each item needs to be restocked.

## Payables Management upgrade

The following changes have been made. For more information, refer to your Payables Management documentation.

### 1099 amounts

After you upgrade, the 1099 amounts might be transferred to a different month if you have transactions that are posted in one month and applied in another month. You might have to make adjustments to your 1099 amounts so that the 1099 amounts aren't overstated or understated.

For example, you enter and post the following transaction in December.

- An invoice for \$100.00 that has a 1099 amount of \$100.00.
- A credit memo for \$75.00 that has a 1099 amount of \$75.00.
- A payment for \$25.00.

You apply all three documents together in January. The 1099 amount is \$25.00 for December.

You upgrade to Microsoft Dynamics GP 2010 in February and reconcile your data. The 1099 amount of \$25.00 is moved from December because the later of the apply date or posting date is used to update the 1099 amount.

### 1099 statement box numbers

Vendor classes, vendor records, and purchasing transactions that have a tax type of Miscellaneous, Dividend, or Interest are updated with a 1099 statement box number. For details, review the following table.

Tax type of ...	is set to 1099 statement box number of ...
Dividend	1a Ordinary Dividends
Interest	1 Interest
Miscellaneous	\7 Nonemployee Comp

### New reports in Release 10.0

The following reports have been added to Microsoft Dynamics GP Release 10.0.

Series	Report
Analytical Accounting	AA YEAR-END CLOSING REPORT aaDistributionJournal-GLHist report aaDistributionJournal-Sub-Ledger-TXAD report aaDistributionJournal-SubLedger report Analytical Accounting Alias report CashPostingJournal report
Enhanced Intrastat	Intrastat Exception Report Enhanced Intrastat Inventory Transfer Document
Field Service Series	Contract Billing Reversal Audit Contract Billing Reversal Preview Tech Reassignment Customer Tech Reassignment Equipment Tech Reassignment Service Call Contract Generation Audit Service Totals Reconcile report
Inventory	Edit Lot Number Attributes Audit Report Blank Packing Slip form Long Packing Slip form Short Package Slip form Historical Inventory Trail Balance
Monetary Correction Inventory	Preview: Open Layer Cost Adjustment report Open Layer Cost Adjustment report

Series	Report
Shipping Documents (Latin America)	SD_Carrier_CarrierID_Maintenance report ivTransferOrderShortPackingSlipForm report SD Carrier Inquiry report ivTransferOrderLongPackingSlipForm report ivTransferOrderBlankPackingSlipForm report SD Edit IV Transfer Status report SD Carrier Vehicle List report SD Carrier Personnel Setup report SD Edit PurReturn Status report SD INV Transfer Voided TRX Breakdown Summary report SD INV Transfer Voided TRX Breakdown Detail report SD_IV_InTransit_BlankPackingSlipForm report SD INV Transfer Voided TRX Journal report SD IV Transfer Blank Packing Slip report SD IV Transfer Long Packing Slip report SD IV Inventory In-Transit Transfer Inquiry report SD IV Inventory Transaction Inquiry report SD IV Transfer Other Print Sales Document report SD IV Transfer Blank Print Sales Document report SD IV Transfer Blank Picking Ticket report SD IV Transfer Short Print Sales Document report SD IV Transfer Long Print Sales Document report SD IV Transfer Short Picking Ticket report SD IV Transfer Long Picking Ticket report SD_PrintSalesDocuments_Error_Log report SD Preinvoice Exception report SD_PurchaseReturns_Error_Log report SD_PurRet_PackingSlip report SD IV Transfer Short Packing Slip report SD POP Returns Document report SD PurRet Picking Ticket report SD PurRet Void Journal report SD Sales Document Inquiry Report by Range report Shipping Documents Purchase Return Inquiry Report SD StdInv Transfer Void Journal report SOP Long Packing Slip Form report Shipping Methods Report With Notes report SOP Blank Packing Slip Form report SOP Short Packing Slip Form report
System	Advanced Financial Report Security Alternate/Modified Forms and Reports Setup Data Connection/Excel Report Deployment Remove Security Setup Records Security Operation Access Security Role Assignment Security Role Setup Security Task Assignment Security Task Setup Unassigned Security Operations
Tax Listing	nfRET Cert Ret SUSS.report
Tax Reports	nsaIF_Setup_Reports
United States Payroll	Calculate Exception Report Earnings Codes List Report Garnishment Maximum Codes List Report Payables Garnishment Detail Report Payables Garnishment Summary Report Proposed Retroactive Payments Report

# Chapter 13: Module upgrades from Release 10.0

Use the module upgrade information in this chapter to verify the upgrade from Microsoft Dynamics GP Release 10.0. The information in this chapter provides information about module upgrades from Release 10.0 to Microsoft Dynamics GP 2010 R2.

This chapter contains the following sections:

- [System upgrade](#)
- [General Ledger upgrade](#)
- [Inventory Control upgrade](#)
- [Project Accounting upgrade](#)

## System upgrade

The following change was made in Microsoft Dynamics GP 2010. For more information, refer to your System User's Guide (Help >> Contents >> select Setting up the system).

### Report lists

The following report lists have been removed from the Administration series in the navigation pane: System Report List, Custom Report List, and Company Report List. Any custom report list views for those report lists have been moved to the Microsoft Dynamics GP Reports list.

The Microsoft Dynamics GP Reports list opens when a user with an information technology (IT) role manually adds a report to My Reports on the home page.

### Custom report list views

Custom report list views for the Other Reports list in the Administration series may not return data for Excel reports and Office Data Connections after you upgrade to Microsoft Dynamics GP 2010. For example, assume that you have created a custom report list view named Excel Reports. After you upgrade to Microsoft Dynamics GP 2010, the Administration series has an Excel Reports list. Since data for Excel reports isn't returned to the Other Reports list, the custom report list view for your Excel reports doesn't have data. You will have to remove the custom report list view manually.

### Report Destination window

The Report Destination window has a new Report Type field where you can select Standard to use the Report Writer engine to generate the report. If the report has a Microsoft Word template associated with it, you can select Template to use Microsoft Word as the layout engine. The following table displays the additional file format options you can use when printing to a file.

File format	Description
Text	Text with no formatting. Use this option only if the application you'll use to read the report can't read any other format.
HTML	A format that can be views in a web browser.
XML Data	A text file that contains an XML representation of the report layout and all the report data. Choose this format if you want to process the report using an external application.

File format	Description
Adobe PDF	This format is available if you have the PDFWriter printer driver installed (included with Acrobat 5 and earlier), or Acrobat Distiller from Acrobat 6 or later. PDF (Portable Document Format) files can be read using Adobe Reader software available from Adobe.
Word Document	The Microsoft Office Open XML (.docx) file format used by Word 2007 or later. You can select this format if you select Template as the report type.

### Email messages

If you have created predefined messages to send to your customers and vendors, use the Message Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> E-mail Message Setup) to assign the messages to specific series. During the upgrade, existing messages are assigned the default entry of All in the Series field. Messages assigned to All can be used with both the Sales and Purchasing series. (Added for Microsoft Dynamics GP 2010 R2.)

### General Ledger upgrade

The following changes have been made. For more information, refer to your General Ledger documentation.

You can identify transactions for local Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS), or other accounting purposes, and you can define ledgers for each purpose. All existing transactions are assigned to the base ledger. To change the Ledger ID, you have to copy and reverse the original transaction.

### Inventory Control upgrade

The following changes have been made. For more information, refer to your Inventory Control documentation.

The names of the following windows were changed.

Release 10.0	Microsoft Dynamics GP 2010
Item Serial Number Definition	Item Serial/Lot Number Definition
Item Serial Number Definition Inquiry Zoom	Item Serial/Lot Number Definition Inquiry Zoom

### Project Accounting upgrade

The following SQL Server Reporting Services reports were renamed.

Release 10.0	Microsoft Dynamics GP 2010
PA PBW Fee	Pre-Billing Worksheet - Fee (Billable)
Pre-Billing Worksheet - CFPF	Pre-Billing Worksheet - CP/FP (In Process)
Pre-Billing Worksheet - T and M	Pre-Billing Worksheet - T&M (Billable)
PA PBW T and M	Pre-Billing Worksheet - T&M (In Process)

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