



**eOne Integrated Business Solutions**  
**Flexicoder Users Guide**

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# Introduction

Flexicoder is a Microsoft Dynamics GP add-on that automatically recodes General Ledger distributions within the Sales Order Processing, Receivables Management and Returns Management modules. Flexicoder recodes by changing the account segments of selected distribution types. The account segment is changed based on properties of the document.

Before you put Flexicoder to work for you, take a few moments to review the information presented here. Understanding the organization can provide you with the proper approach to the Flexicoder documentation

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and Conventions](#)



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

The Flexicoder manual is designed to give you an in-depth understanding of how to use Flexicoder. The manual contains the following parts:

- [Part 1, Installation](#), provides details of how to install Flexicoder.
- [Part 2, Using Flexicoder](#), describes how to recode documents using Flexicoder.

## ***Symbols and Conventions***

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

<b>Symbol</b>	<b>Description</b>
	The light bulb indicates helpful tips, shortcuts and suggestions
	The warning symbol indicates situations you should be aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.

<b>Convention</b>	<b>Description</b>
Part 1, <b>Installation</b>	Bold type indicates a part name
Chapter 2, "Setup"	Quotation marks indicate a chapter name
FLEXICODER.EXE	Words in uppercase indicate a file name
TAB OR CTRL+M	Small capital letters indicate a key or key sequence.

## Part 1: Installation

This portion of the manual describes how to install Flexicoder.

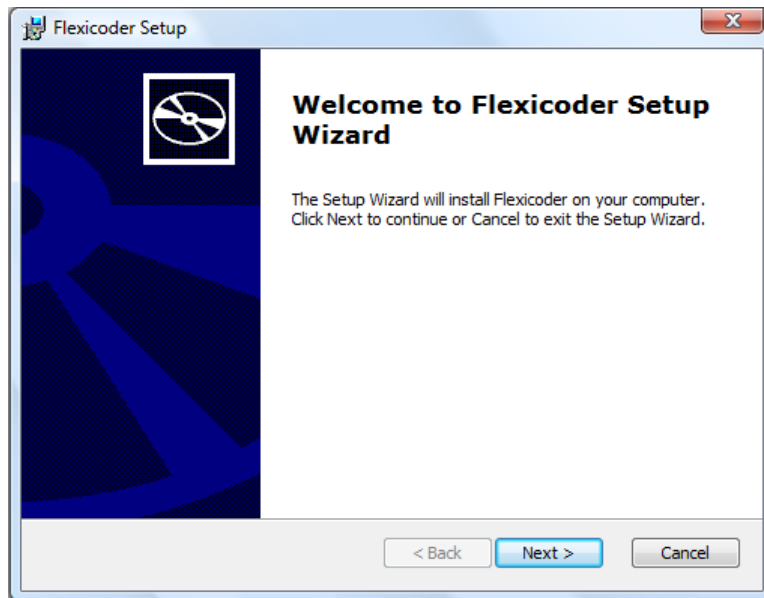
This information is divided into the following sections:

- [Chapter 1, "Installation"](#), describes how install Flexicoder

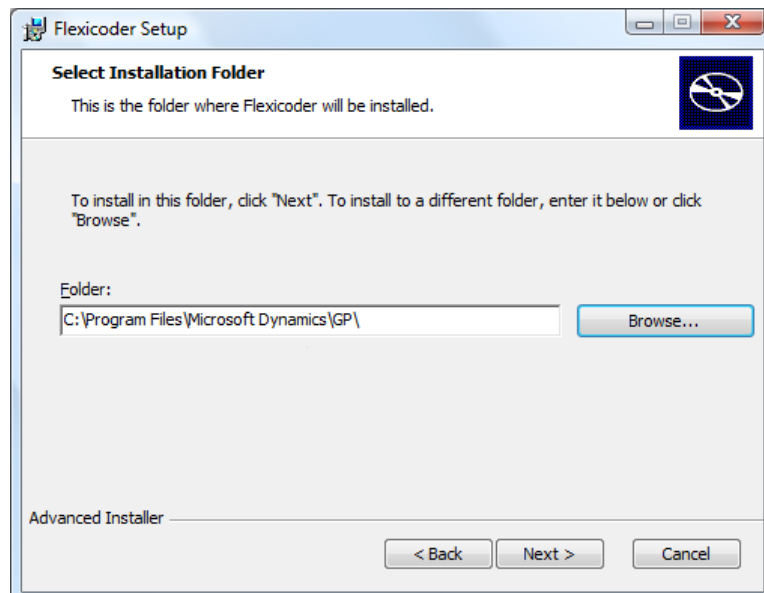
## Chapter 1: Installation

To install Flexicoder:

1. Run the setup executable, FLEXICODER10.MSI, which will start the Flexicoder installation.

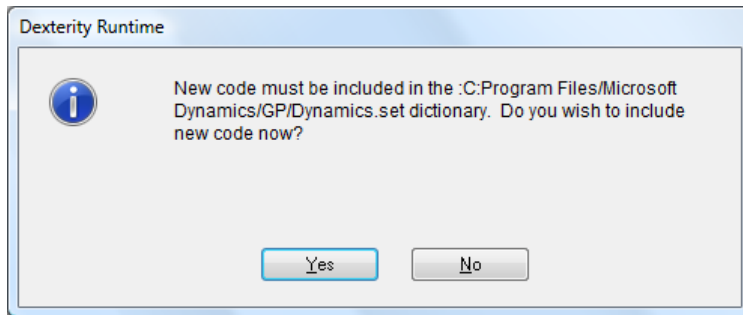


2. Click on the Next button to continue.



3. Select the location where your Microsoft Dynamics GP program is installed using the Browse button. Click on the Next button to continue.
4. Click on the Install button to complete the installation.

5. Launch Microsoft Dynamics GP.



6. Click on the Yes button to include the Flexicoder code into your Microsoft Dynamics GP workstation application. If you click on the No button, you will not be able to access the Flexicoder application.



## Part 2: Using Flexicoder

This portion of the manual will describe how to recode the distributions of a Sales Order Processing, Receivables Management or Returns Management document using Flexicoder.

The information is divided into the following chapters:

- [Chapter 2, "Flexicoder Setup"](#), describes how to define recoding options for Flexicoder
- [Chapter 3, "Recoding"](#), describes how documents are recoded

## Chapter 2: Flexicoder Setup

This section describes how to enable recoding and specify how you would like Flexicoder to recode.

This section is divided into the following parts:

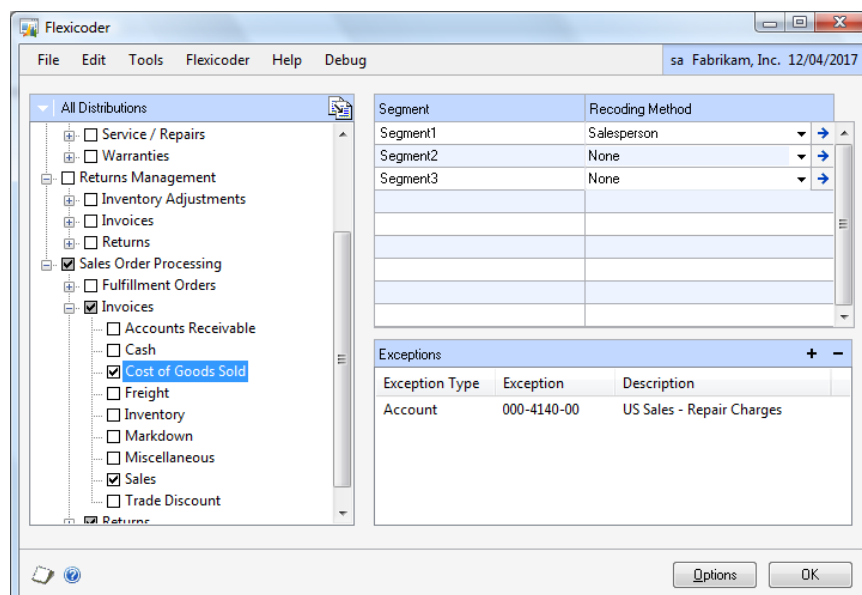
- [Flexicoder Setup](#)
- [Using Flexicoder with Receivables Management](#)
- [Using Flexicoder with Sales Order Processing](#)
- [Using Flexicoder with Returns Management](#)
- [Assigning Segments](#)
- [Assigning Segments using Extender fields](#)
- [Options](#)
- [Exceptions](#)

### Flexicoder Setup

You can use the Flexicoder Setup window to specify which types of documents you want recoded, which distributions you want to recode, which segments will be recoded and which property of the document they will be using for recoding.

To set up Flexicoder recoding options:

1. Open the Flexicoder Setup window (Microsoft Dynamics GP >> Tools >> Setup >> Sales >> Flexicoder)



2. Mark the document types and distribution types that you want to recode by marking the distribution types in the distributions list.

3. For each distribution type, select the Recoding Method option for each segment in your General Ledger account structure. See [Assigning Segments](#) for more information.
4. Select exceptions for each distribution. These are documents and accounts that will not be replaced by the recoding process.

## Using Flexicoder with Receivables Management

The Receivables Management documents that Flexicoder can recode are:

- Sales / Invoices
- Debit Memos
- Finance Charges
- Service / Repairs
- Warranty
- Credit Memos
- Returns

All distribution types for these documents can be recoded. The fields that can be used for recoding a Receivables Management transaction are:

- Customer
- Customer Class
- Salesperson
- Sales Territory
- Currency
- Extender Fields (see [Assigning Segments using Extender fields](#) for more details)

## Using Flexicoder with Sales Order Processing

The Sales Order Processing documents that Flexicoder can recode are:

- Invoices
- Returns
- Fulfilment Orders

All distribution types for these documents can be recoded. The fields that can be used for recoding a Sales Order Processing transaction are:

- Customer
- Customer Class
- Document Type ID
- Item
- Item Class
- Location
- Salesperson
- Sales Territory
- Currency

- Extender fields (see [Assigning Segments using Extender fields](#) for more details)

## Using Flexicoder with Returns Management

Flexicoder recodes the transactions that are generated from the Returns Management RMA transaction:

- Sales Order Processing Invoices
- Sales Order Processing Returns
- Inventory Adjustments (posted through to the General Ledger)

When you assign segments for Returns Management, only transactions that originated from Returns Management will be recoded. Invoices and Returns entered through the Sales Transaction Entry screen and Inventory Adjustments entered through the Item Transaction Entry screen will not be recoded.

When a return is generated from an RMA transaction, there are no Cost of Goods or Inventory distributions. All other distributions can be selected and recoded.

For Invoices and Returns generated from Returns Management, the following fields can be used for recoding:

- Customer
- Customer Class
- Document Type ID
- Item
- Item Class
- Location
- Salesperson
- Sales Territory
- Currency
- Office (from the RMA transaction)
- RMA Type (from the RMA transaction)
- Reason Code (from the RMA transaction)
- Extender fields (see [Assigning Segments using Extender fields](#) for more details)

For Inventory Adjustments generated from Returns Management, the following fields can be used for recoding:

- Customer (from the RMA transaction)
- Customer Class (from the RMA transaction)
- Item
- Item Class
- Location
- Office (from the RMA transaction)
- RMA Type (from the RMA transaction)
- Reason Code (from the RMA transaction)

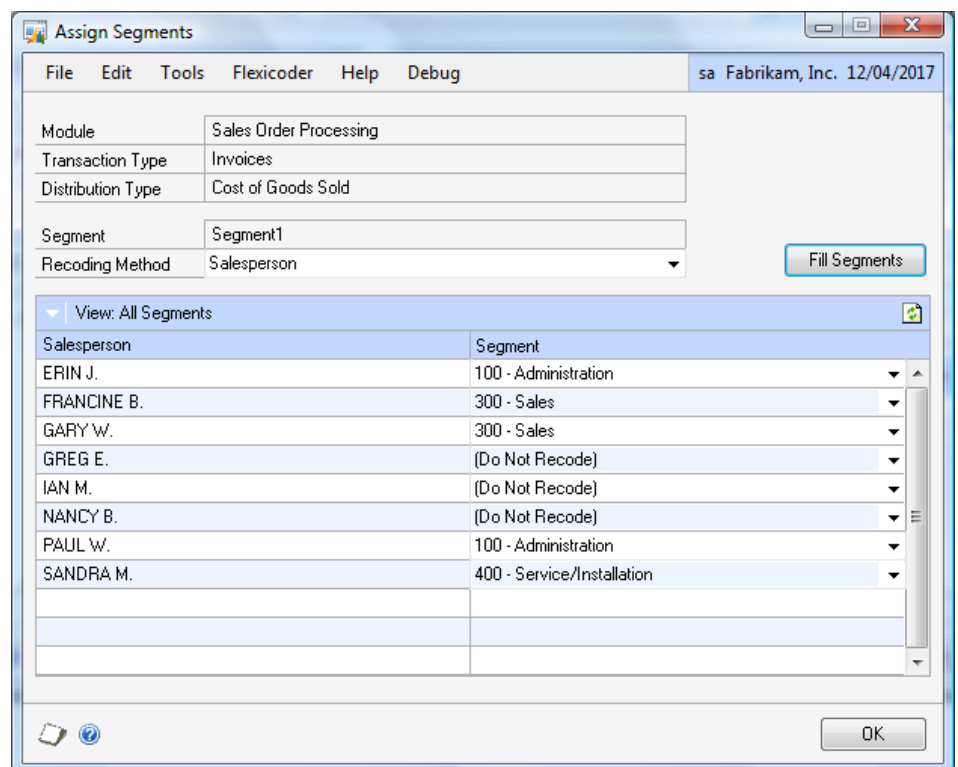
- Extender fields (see [Assigning Segments using Extender fields](#) for more details)

## Assigning Segments

You can use the Assign Segments window to assign segment values to the properties of the document.

To assign segment values:

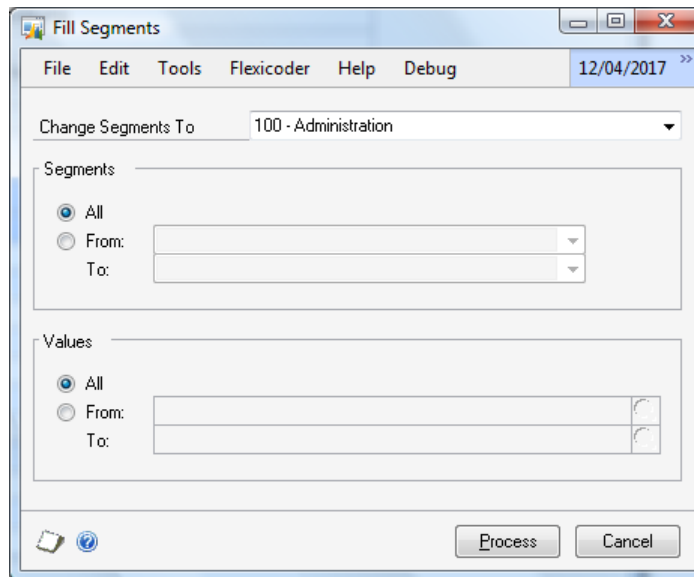
1. Select the distribution type from the Distributions list.
2. Select the segment from the Segments list.
3. Click on the expansion button to open the Assign Segments window.



4. Select the Segment for each field value. Select (Do Not Recode) if you do not want the segment to be recoded for the selected field value.
5. Click on the OK button. If you have selected a top-level distribution type, it will take a few seconds while the settings that you have entered roll down to the lower levels.

To fill a range of segment values:

1. Click on the Fill Segments button to open the Fill Segments window.



2. Select the segment that you want to change the range of segments to.
3. Select the range of segments that you want to change.
4. Select the range of values that you want to change the segments for.
5. Click on the Process button.

## Assigning Segments using Extender fields

When you add Extender fields to certain windows in Dynamics GP, those fields are available to be used for recoding in Flexicoder. Only list, lookup and checkbox fields can be used for recoding.

When creating your Extender window, you must select the correct key fields, or your transaction will not be recoded. The windows that can be used and the correct key fields are listed in the table below.

Form	Key Fields	Transaction Types
Customer Maintenance	Customer Number	All
Salesperson Maintenance	Salesperson ID	All
Sales Territory Maintenance	Sales Territory	All
Item Maintenance	Item Number	Sales Order Processing, Returns Management
Location Setup	Location Code	Sales Order Processing, Returns Management
Receivables Transaction Entry	RM Document Number-WORK RM Document Type-All	Receivables Management
Sales Transaction	SOP Number	Sales Order Processing

Entry		
Sales Transaction Entry – Line Scroll	SOP Number Line Item Sequence	Sales Order Processing

## Options

The Options window specifies how Flexicoder handles special recoding cases. These special cases are:

- Accounts that do not exist
- Negative quantities
- Negative unit prices
- Allocation of freight, miscellaneous, accounts receivable, trade discount and cash distributions
- Allocation of freight, miscellaneous, accounts receivable, trade discount and cash distributions when the document subtotal is zero
- Allocation of freight, miscellaneous, accounts receivable, trade discount and cash distributions with negative document amounts

To set Flexicoder options:

1. Open the Flexicoder window (Microsoft Dynamics GP >> Tools >> Setup >> Sales >> Flexicoder)
2. Click on the Options button to open the Options window.

	Default Allocation Method	Zero Total Allocation Method
Freight	Equal	
Miscellaneous	Equal	
Trade Discount	Equal	
Accounts Receivable	Equal	
Cash	Equal	

3. Mark the “Warn user when there are recoding errors” checkbox if you want an error message to be displayed if Flexicoder fails while recoding. This will usually happen if an account does not exist.
4. Mark the ‘Automatically generate accounts that don’t exist’ checkbox to create a new account if the account that is generated by Flexicoder doesn’t exist. The Chart Settings have to be set up before the charts will be automatically generated. See [Chart Settings](#) for more details.
5. Mark the “Do not recode lines with negative quantities” checkbox if you do not want to recode sales distributions if the quantity is negative.
6. Mark the “Do not recode lines with negative unit prices” checkbox if you do not want to recode sales distributions if the unit price is negative.
7. Select the Freight Allocation method. You can select from:
  - Equal – distributions are allocated equally amongst each sales line
  - Base on Quantity – distributions are allocated based on the quantity on each sales line
  - Base on Extended Price – distributions are allocated based on the extended price of each sales line
  - Base on Extended Cost – distributions are allocated based on the extended cost of each sales line
  - Base on Shipping Weight – distributions are allocated based on the total shipping weight of each sales line. The shipping weight is calculated by multiplying the quantity from the sales line by the shipping weight from the item.
  - Greatest Quantity – a single distribution is created, the account is determined by the properties of the line item with the greatest quantity
  - Greatest Extended Price – a single distribution is created, the account is determined by the properties of the line item with the greatest extended price
  - Greatest Extended Cost - a single distribution is created, the account is determined by the properties of the line item with the greatest extended cost
  - Greatest Shipping Weight - a single distribution is created, the account is determined by the properties of the line item with the greatest shipping weight

If you select Base on Quantity, Base on Extended Price, Base on Extended Cost, or Base on Shipping Weight, you will also need to select how to allocate freight when the total of the quantities, extended prices, extended costs, or shipping weights is zero. You can select from:

- Equal – distributions are equally distributed amongst each sales line



- Do not recode – distributions are not recoded and the default account is used

If you do not want to include negative values when allocating freight, unmark the 'Include negative values when allocation Freight' checkbox.

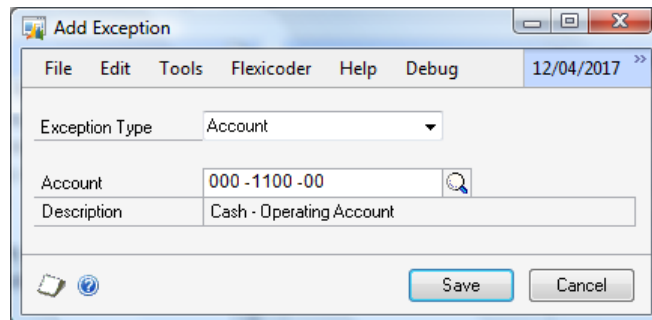
8. Select the Miscellaneous, Trade Discount, Accounts Receivable, and Cash Allocation methods in the same manner as the Freight allocation.
9. Click on the Save button.

## Exceptions

Exceptions are used to stop a particular account, customer or batch from recoding.

*To add an exception:*

1. Select the distribution type that you want to add an exception for.
2. Click on the Add button above the Exceptions list to open the Add Exception window.



3. Select the exception type.
4. Enter the batch, customer or account that you want to stop from being recoded.

## Chapter 3: Chart Settings

This chapter will describe how Chart Settings can be used to automatically generate accounts based on a defined set of account segments. Only the accounts that are defined by the Chart Settings will be automatically generated.

### Entering chart settings

1. Click on the Chart Settings button on the Flexicoder Options window to open the Chart Settings window. This button will only be available if the 'Automatically generate accounts that don't exist' checkbox is marked.

2. Select the Account Segment. This is the segment that controls the posting type and typical balance of the account. (In the World Online, this segment is Segment 2)
3. Enter the Account Description Mask and Account Alias Mask. You can use the following variables to replace part of the account description with the segment specific string:

Variable	Replacement
%D1	Segment 1 Description
%D2	Segment 2 Description
%D3	Segment 3 Description
%D4	Segment 4 Description
%D5	Segment 5 Description
%D6	Segment 6 Description

%D7	Segment 7 Description
%D8	Segment 8 Description
%D9	Segment 9 Description
%D10	Segment 10 Description
%D11	Segment 11 Description
%A1	Segment 1 Alias
%A2	Segment 2 Alias
%A3	Segment 3 Alias
%A4	Segment 4 Alias
%A5	Segment 5 Alias
%A6	Segment 6 Alias
%A7	Segment 7 Alias
%A8	Segment 8 Alias
%A9	Segment 9 Alias
%A10	Segment 10 Alias
%A11	Segment 11 Alias
%S1	Segment 1
%S2	Segment 2
%S3	Segment 3
%S4	Segment 4
%S5	Segment 5
%S6	Segment 6
%S7	Segment 7
%S8	Segment 8
%S9	Segment 9
%S10	Segment 10
%S11	Segment 11

4. Select the Level of Posting for Sales, Purchasing, Inventory or Payroll as Detail or Summary.
5. Select the Series to include in lookups
6. Select the segment from the drop down list above the segment list.
7. Enter segments, descriptions and aliases for each of the selected segments. If the account segment has been selected, you will also be able to select the category, posting type and typical balance.

## **Chapter 4: Recoding**

This portion of the documentation describes when recoding occurs, how distribution accounts are recoded, and what occurs when the account generated by the recoding process does not exist.

This section is divided into the following parts:

- [Recoding Timing](#)
- [Recoding Method](#)

### **Recoding Timing**

Recoding occurs whenever the Sales Order Processing, Receivables Management or Returns Management document is saved. This is to ensure that all fields required for the recoding process are available.

To check if the recoding process has generated the correct distributions before posting, you must first save the document, reopen the document and then select the Distributions button.

Because all documents are saved before they are posted, distributions are always recoded just before it is posted. This applies to transactions entered through the Dynamics GP interface as well as transactions imported using Integration Manager or eConnect.

### **Recoding Method**

New distribution accounts are generated by replacing account segments. For example, the first segment of the sales distribution is to be recoded based on the customer. The segment 100 is assigned to the customer Aaron Fitz Electrical and segment 200 is assigned to the customer Adam Park Resort. When the document is saved, the default sales account of 000-1100-00 will be changed to 100-1100-00 for Aaron Fitz Electrical and 200-1100-00 for Adam Park Resort.

When recoding Sales Order Processing documents, multiple distribution accounts can be generated for line specific Replace By options (i.e. Item Number, Item Class, Salesperson, Sales Territory, Location). For example, the third segment of the freight distribution of a Sales Order Processing invoice is being recoded based on the salesperson. The segment 10 is assigned to salesperson Gary Wood and the segment 20 is assigned to Sandra Martinez. Two items are added to an invoice, one where the salesperson is Gary Wood and one where the salesperson is Sandra Martinez. The default freight account of 000-7041-00 is split into 2 distributions; 000-7041-10 and 000-7041-20. The amounts for each of these distributions is proportional to the extended prices of each line item. The total of the 2 distributions is equal to the freight amount.

Distribution lines are consolidated if the account and distribution type are the same. For example, if you recode a Sales Order Processing invoice with 3 line items, 3 sales distributions will be generated. If 2 of the accounts recoded are the same, Flexicoder will consolidate to only 2 sales distributions.

If the new account generated by the recoding process is not a valid account number, the account will not be changed. The invalid account number will be saved in a table so that it can be reported upon.