



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

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Introduction .....	4
What's in this manual .....	4
Symbols and Conventions .....	5
Part 1: Installation .....	6
Chapter 1: Installation .....	7
Part 2: Using Flexicoder .....	9
Chapter 2: Flexicoder Setup .....	10
Flexicoder Setup .....	10
Assigning Segments.....	11
Options .....	11
Exceptions.....	13
Chapter 3: Recoding .....	15
Recoding Timing .....	15
Recoding Method .....	15

# Introduction

Flexicoder is a Microsoft Dynamics GP add-on that automatically recodes General Ledger distributions within the Sales Order Processing and Receivables 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.

Symbol	Description
	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.

Convention	Description
<b>Part 1, 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.

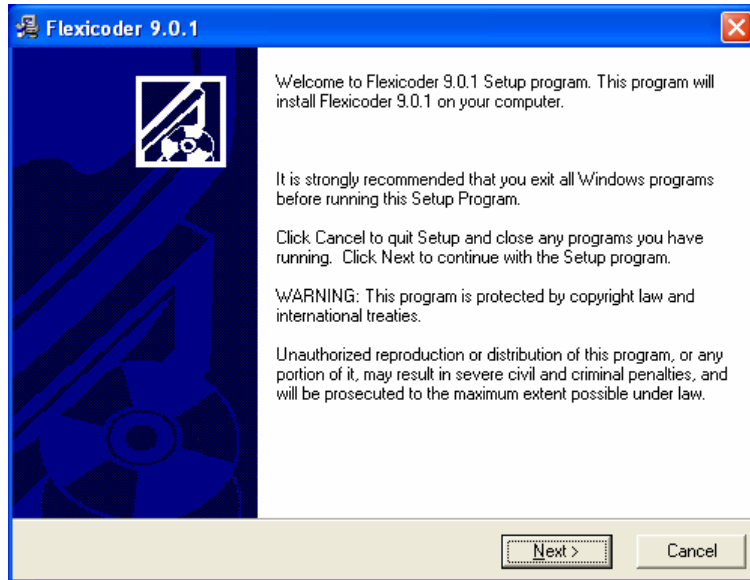
This information is divided into the following sections:

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

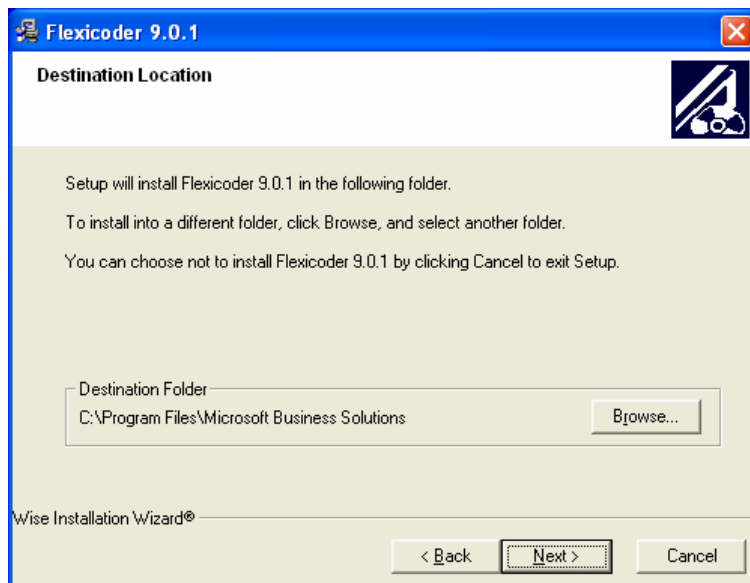
## Chapter 1: Installation

To install Flexicoder:

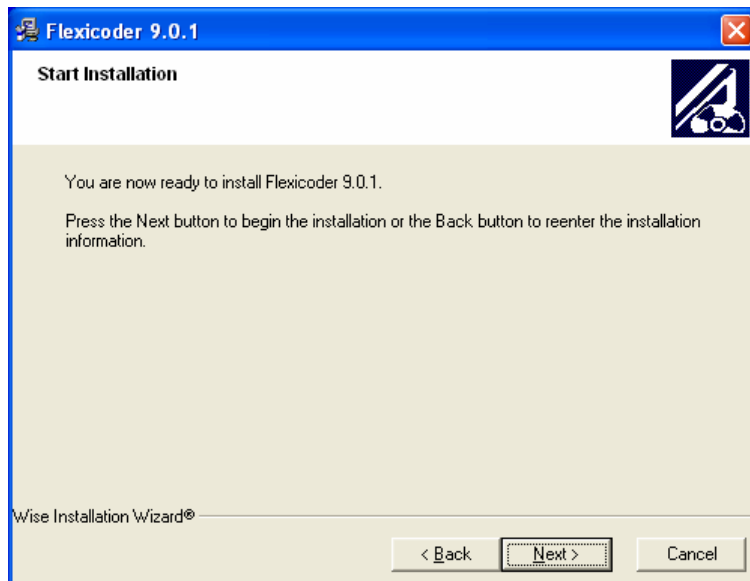
1. Run the setup executable, FLEXICODER9.EXE, which will start the Flexicoder installation.



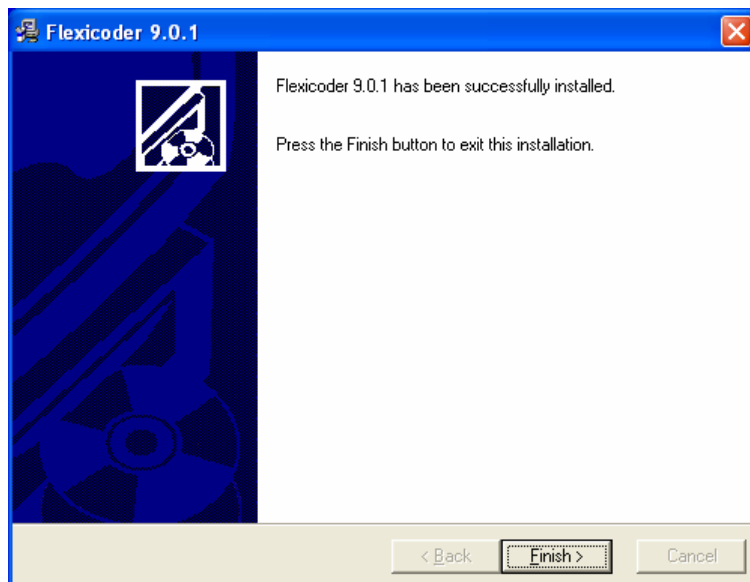
2. Click on the Next button to continue.



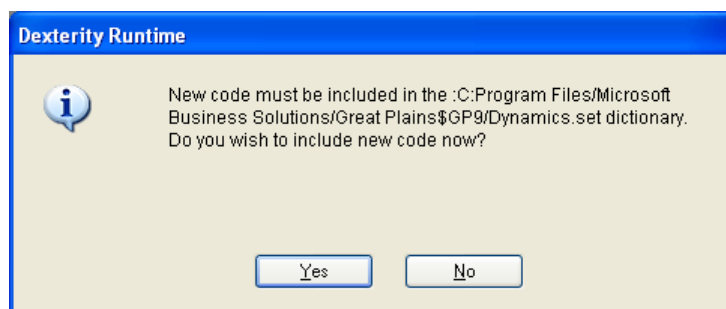
3. Select the location where your Microsoft Dynamics GP program is installed using the Browse button. Click on the Next button to continue.



4. Click on the Next button to begin the installation.



5. Click on the Finish button to complete the installation. Microsoft Dynamics GP will launch automatically.



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 or Receivables 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:

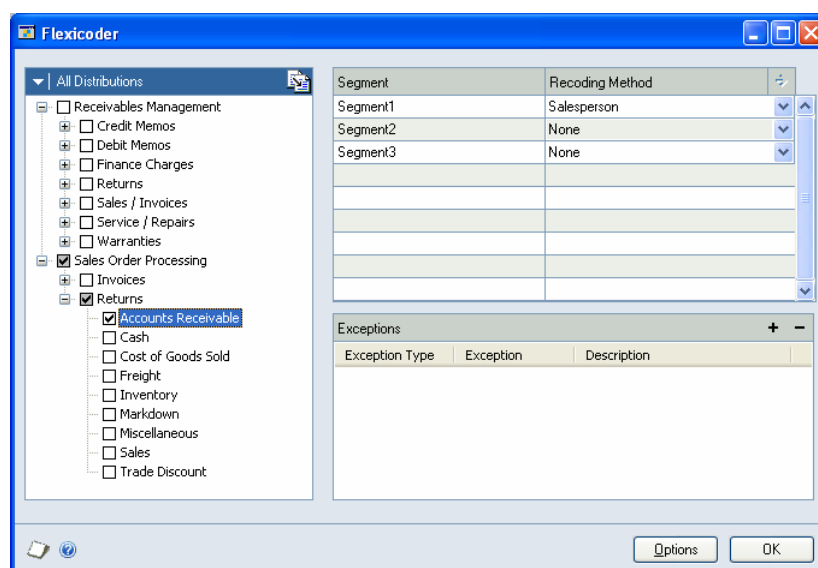
- [Flexicoder Setup](#)
- [Assigning Segments](#)
- [Options](#)
- Exceptions

### 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 (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.

## 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 above the Segments list to open the Assign Segments window.

Salesperson	Segment ID
ERIN J.	100
FRANCINE B.	200
GARY W.	300
GREG E.	200
IAN M.	300
NANCY B.	100
PAUL W.	100
SANDRA M.	300

4. Enter the Segment ID for each field value. The Segment ID must be a valid segment id for the selected segment.
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.

## Options

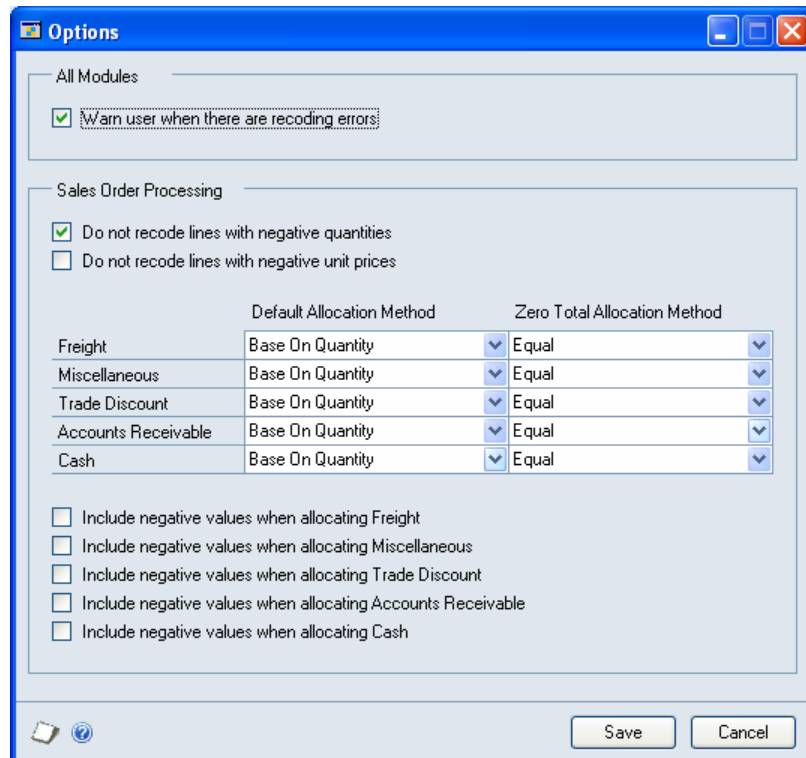
The Options window specifies how Flexicoder handles special recoding cases. These special cases are:

- 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 (Tools >> Setup >> Sales >> Flexicoder)
2. Click on the Options button to open the Options window.



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 “Do not recode lines with negative quantities” checkbox if you do not want to recode sales distributions if the quantity is negative.
5. 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.
6. 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.

7. Select the Miscellaneous, Trade Discount, Accounts Receivable, and Cash Allocation methods in the same manner as the Freight allocation.
8. 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.

The screenshot shows a dialog box titled "Add Exception". It has a blue title bar with standard window controls. The main area contains two fields: "Exception Type" with a dropdown menu currently showing "Account", and "Account" with a text input field containing "000 -1100 -00" and a search icon to its right. Below the search icon, the text "Cash - Operating Account" is visible. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

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

## **Chapter 3: 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.

### **Recoding Timing**

Recoding occurs whenever the Sales Order Processing or Receivables 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.

### **Recoding Method**

New distribution accounts are generated by replacing account segments.

Multiple distribution accounts are generated for line specific Replace By options (i.e. Item Number, Item Class, Salesperson, Sales Territory, Location).

Distribution lines are consolidated if the account and distribution type are the same.

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.