



USER GUIDE

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Your Ascension Partner



How to contact us

Montréal (514) 316-4949
Sans frais 1-866-990-0372
info@group-era.com

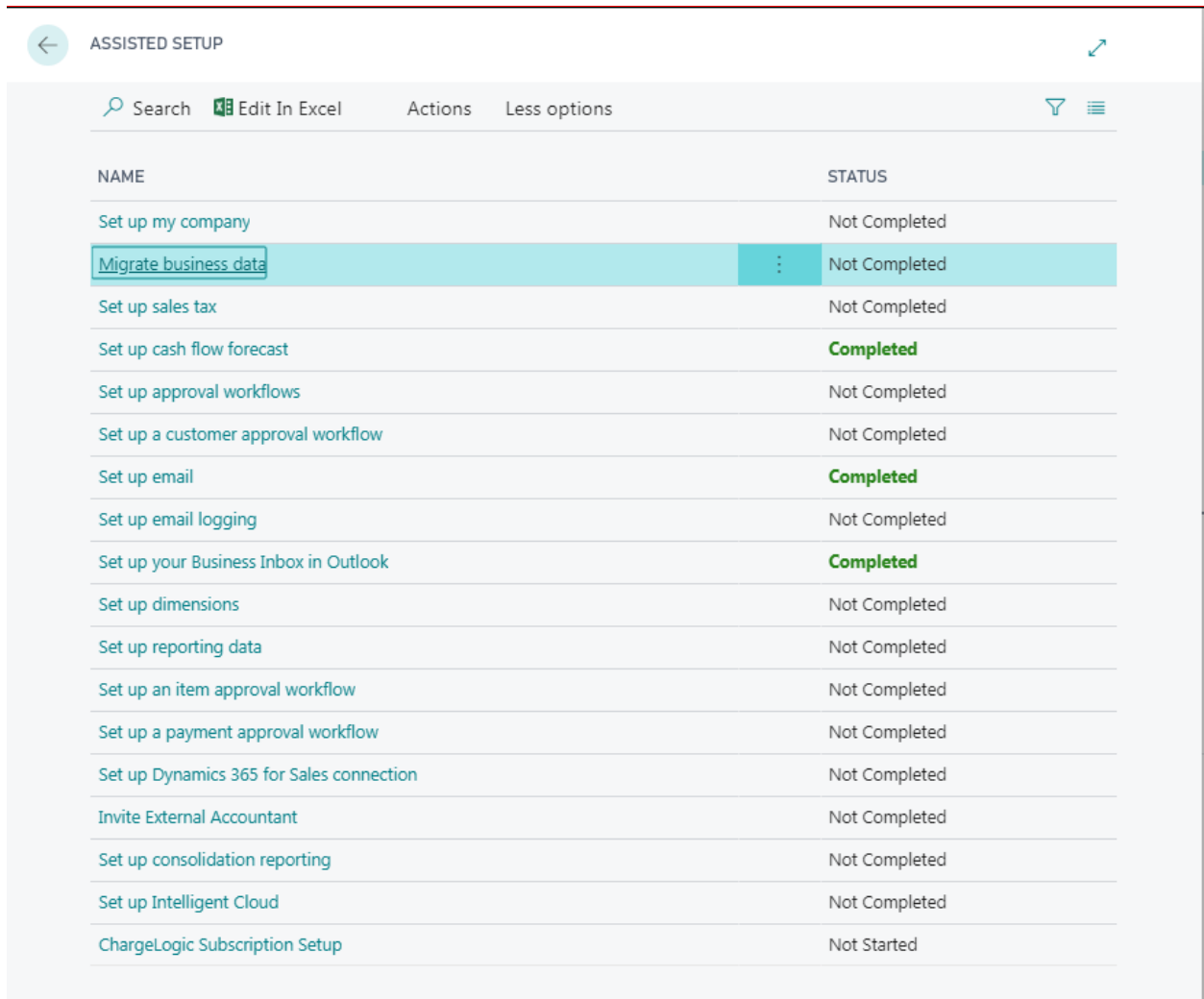
Our address

4 Place de commerce, Bureau 310,
Île des Soeurs, Montréal, Qc,
Canada, H3E 1J4

STEP BY STEP

ASSISTED SETUP

Once the extension is installed, use the "Assisted Setup" to start your data migration.



The screenshot shows the 'ASSISTED SETUP' interface. At the top, there is a search bar, 'Edit In Excel', 'Actions', and 'Less options' buttons. Below this is a table with two columns: 'NAME' and 'STATUS'. The table lists various setup tasks, with 'Migrate business data' highlighted in blue. The status of each task is either 'Not Completed', 'Completed', or 'Not Started'.

NAME	STATUS
Set up my company	Not Completed
Migrate business data	Not Completed
Set up sales tax	Not Completed
Set up cash flow forecast	Completed
Set up approval workflows	Not Completed
Set up a customer approval workflow	Not Completed
Set up email	Completed
Set up email logging	Not Completed
Set up your Business Inbox in Outlook	Completed
Set up dimensions	Not Completed
Set up reporting data	Not Completed
Set up an item approval workflow	Not Completed
Set up a payment approval workflow	Not Completed
Set up Dynamics 365 for Sales connection	Not Completed
Invite External Accountant	Not Completed
Set up consolidation reporting	Not Completed
Set up Intelligent Cloud	Not Completed
ChargeLogic Subscription Setup	Not Started

The "Migrate business data" assistant will then guide you through the steps required to generated your data from Acomba and in Dynamics 365 Business Central.

On first use:

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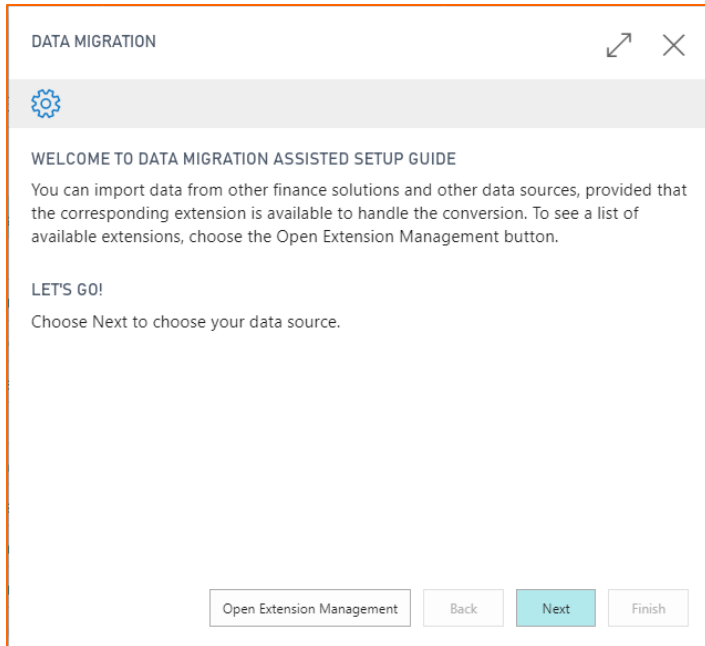


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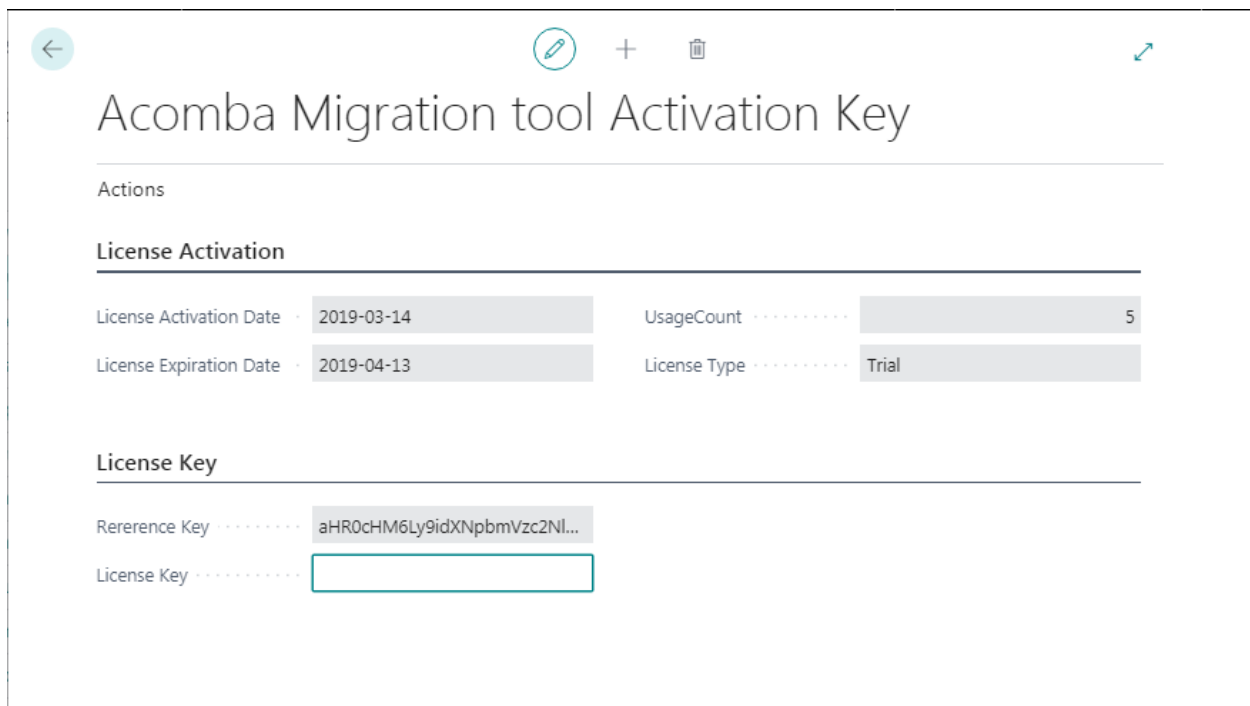
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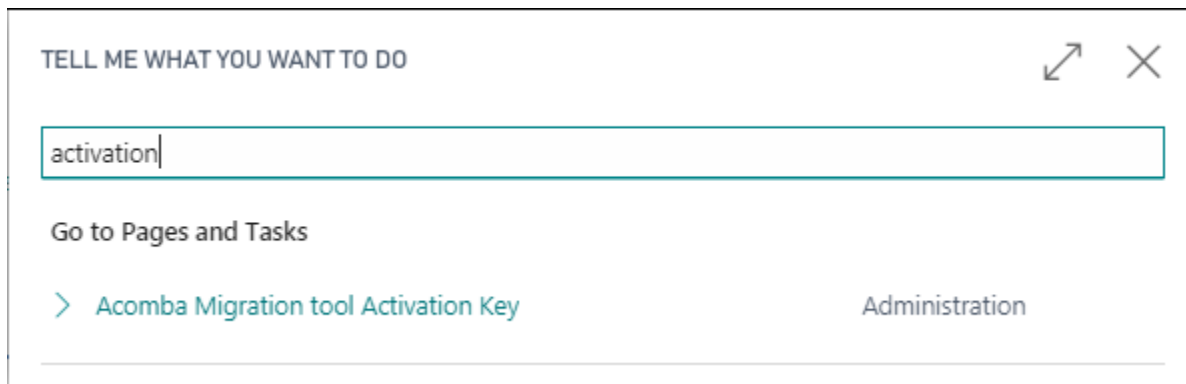


First use activation

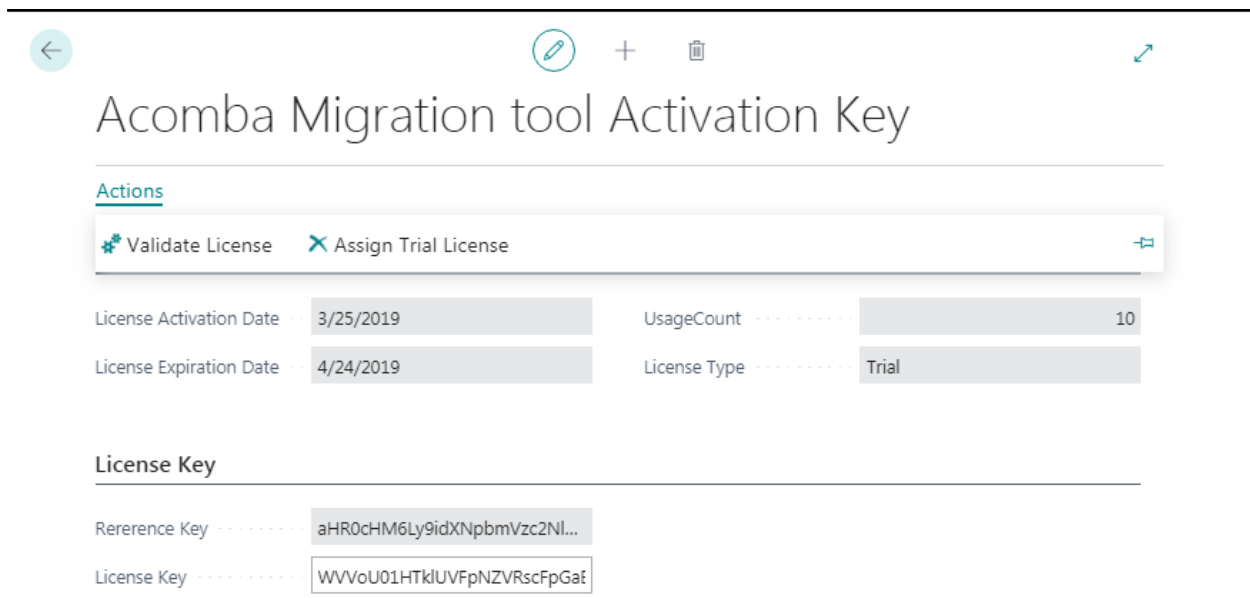
On the first use you will be prompted with a simple information form where you are required to request an activation license. You will be automatically assigned a trial license that limits the number of records you can import (use the “Assign Trial License” action to assign a default “Licence Key”)



You can later purchase a full license to extend the records limit. Contact us by email with your company info and the “Reference Key”, we will send you a new License Key. Then simply search “activation” an open the related page.

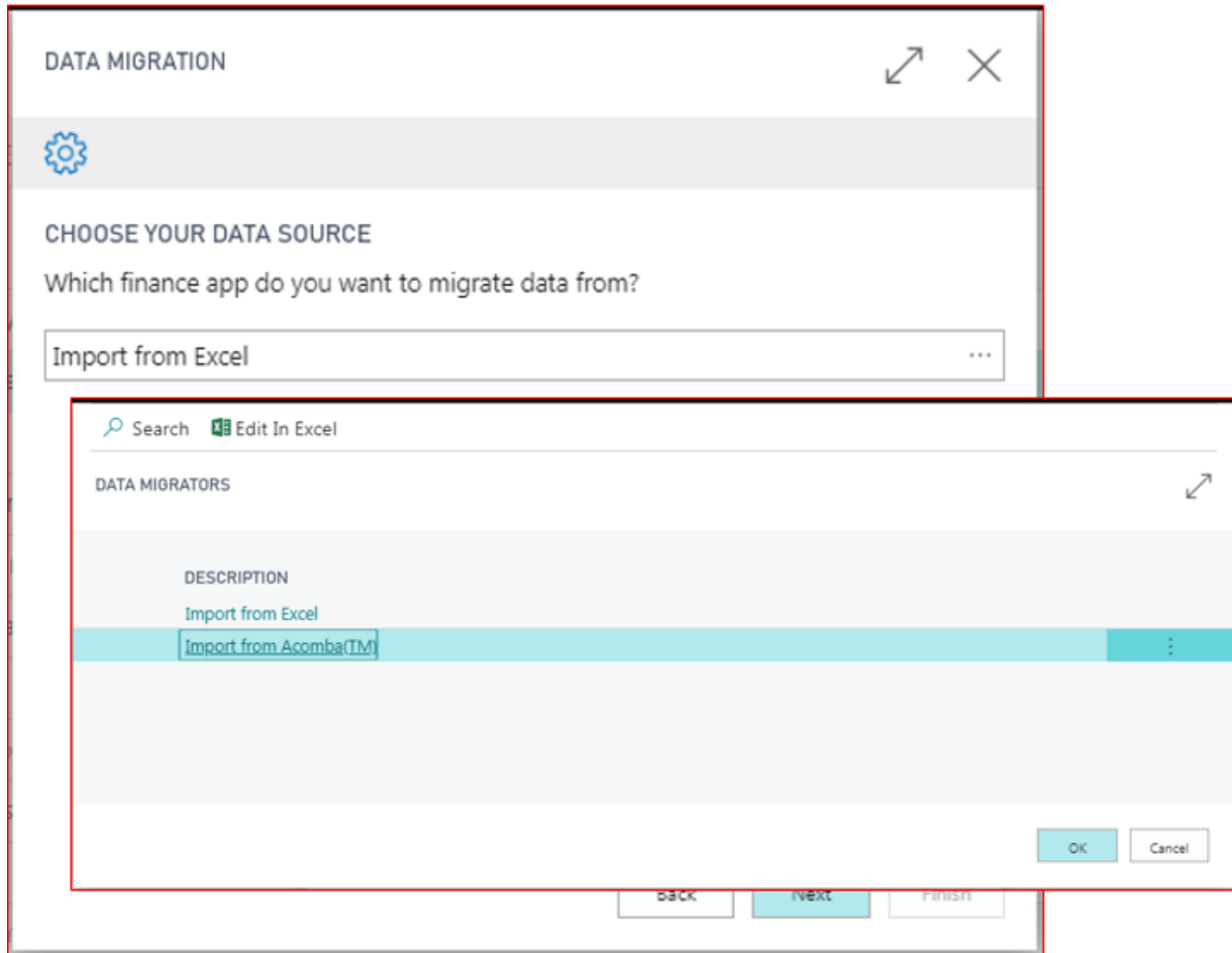


To validate your new license copy the provided key into the Licence Key field then click the “Validate License” Action.

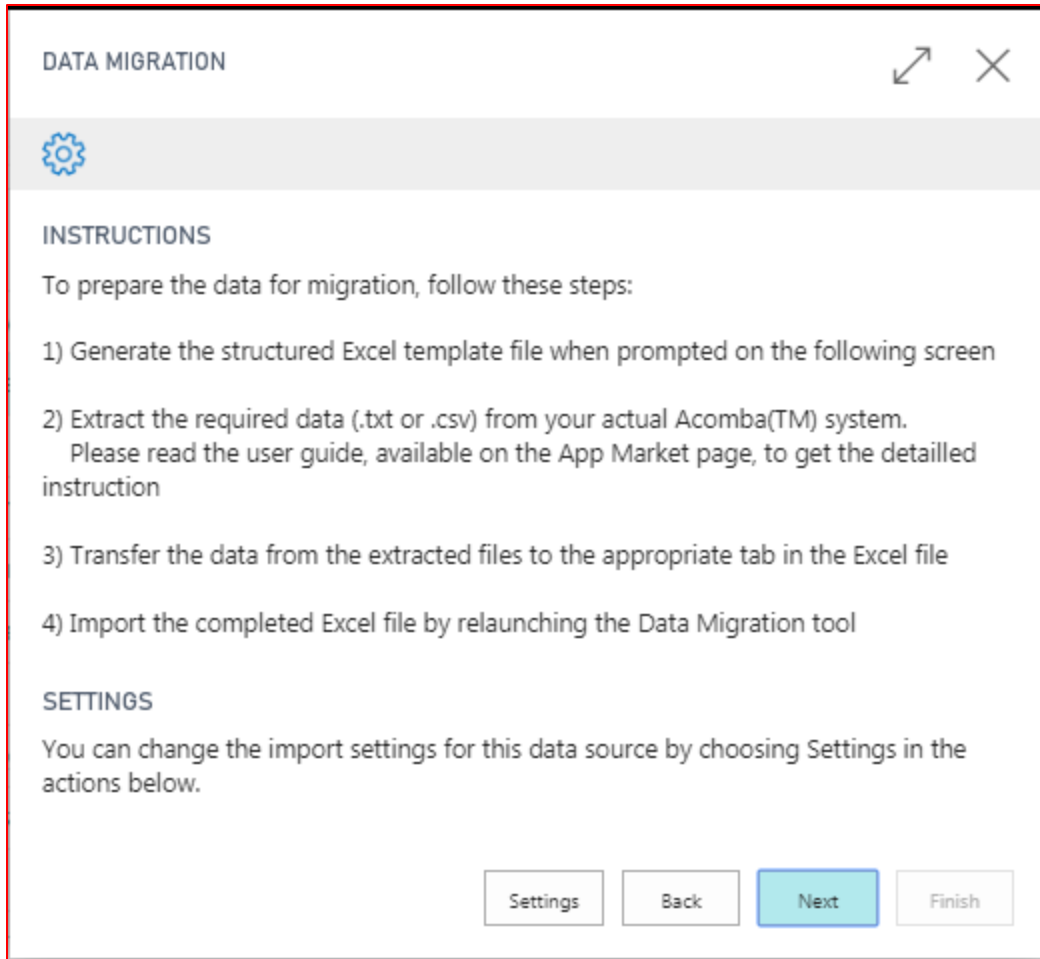


Prepare the structured Excel Template file

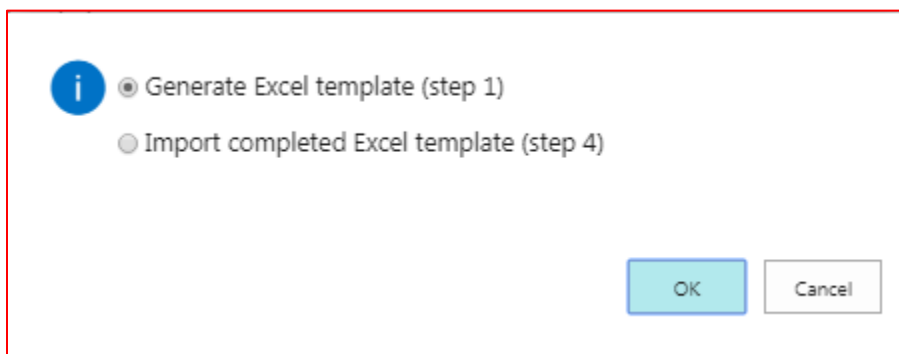
Start by selecting 'Import from Acomba™' as your data source to get the related instructions for data preparation for the migration.



You will then see the instruction page, after reading the content, you can proceed to the next step.



Choose the appropriate selection depending on where you are with the migration process and follow the instructions on the subsequent screens.



If you selected to "Generate Excel template" you will be prompted to save the Excel Template file.



Save the Excel file on your computer or network.

You can now close the Data Migration tool and proceed with step 2 (in Acomba)

OK

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Export Data from Acomba

Follow the data preparation steps bellow to export your data from Acomba to complete step 2.

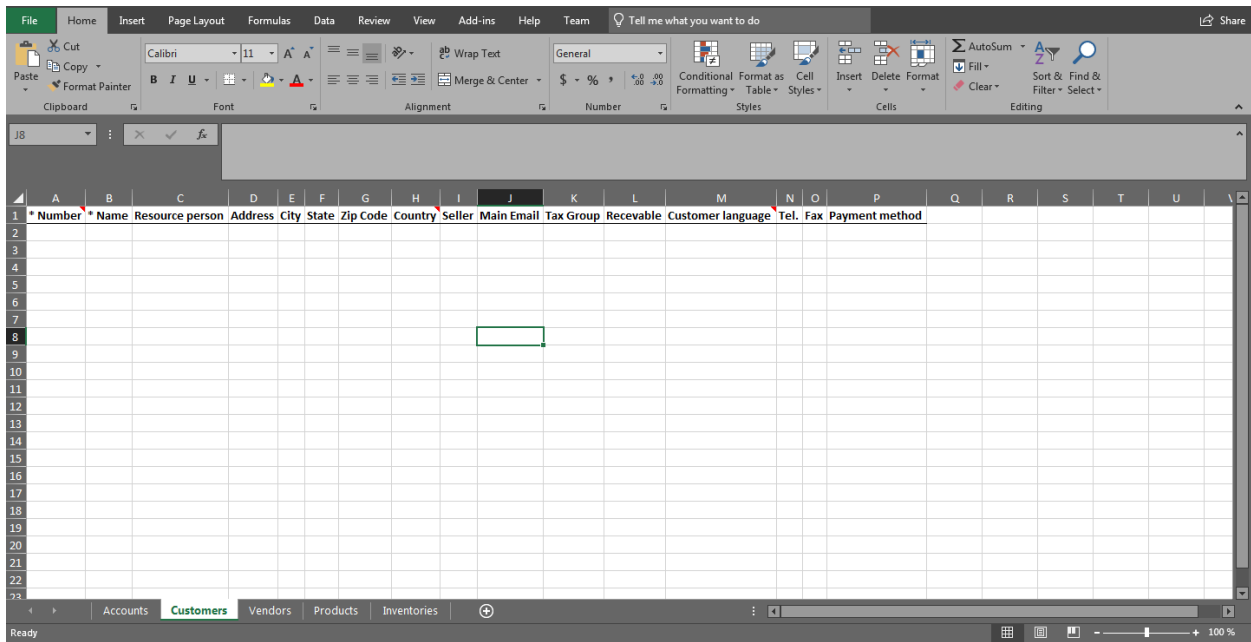
- 1) Open Acomba Desktop or Acomba X™
- 2) In the "Report" menu extract each of the following files:
 - a) Under the "General Ledger" tab, select "List of Accounts"
 - i) Choose the "Summary" option and set the output to "Disk"
 - ii) Produce the report and save it in "Spreadsheet (.txt)" format on your computer.
 - b) Under the "Accounts Receivable" tab, select "Customer Reports"
 - i) Select "Customer List", "List Type": "Complete" and set the output to "Disk"
 - ii) Produce the report and save it in "Spreadsheet (.txt)" format on your computer
 - c) Under the "Accounts Payable" tab, select "Suppliers Reports"
 - i) Select "Supplier List", "List Type": "Complete" and set the output to "Disk"
 - ii) Produce the report and save it in "Spreadsheet (.txt)" format on your computer
 - d) Under the "Inventory" tab, select "Inventory Reports"
 - i) Select the "Inventory List" and check all fields except:
 - (1) Price 2
 - (2) Price 3
 - (3) Price 4
 - (4) Quantity
 - ii) Set the output to "Disk"
 - iii) Produce the report and save it in "Spreadsheet (.txt)" format on your computer.
 - e) Under the "Inventory" tab, select "List of Product Groups"
 - i) Produce the report and save it in "Spreadsheet (.txt)" format on your computer.

Transfer your data

It is now a good time to review your data, correct any errors and refine the records that you would like to transfer into Dynamics 365 Business Central. To do that simply copy the relevant information to the corresponding tab:

- | | | |
|---------------------------|----|-------------|
| 1) List of Accounts | -> | Accounts |
| 2) Customer Reports | -> | Customers |
| 3) Suppliers Reports | -> | Vendors |
| 4) Inventory Reports | -> | Inventories |
| 5) List of Product Groups | -> | Products |

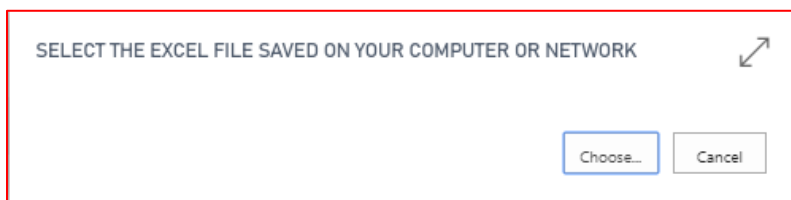
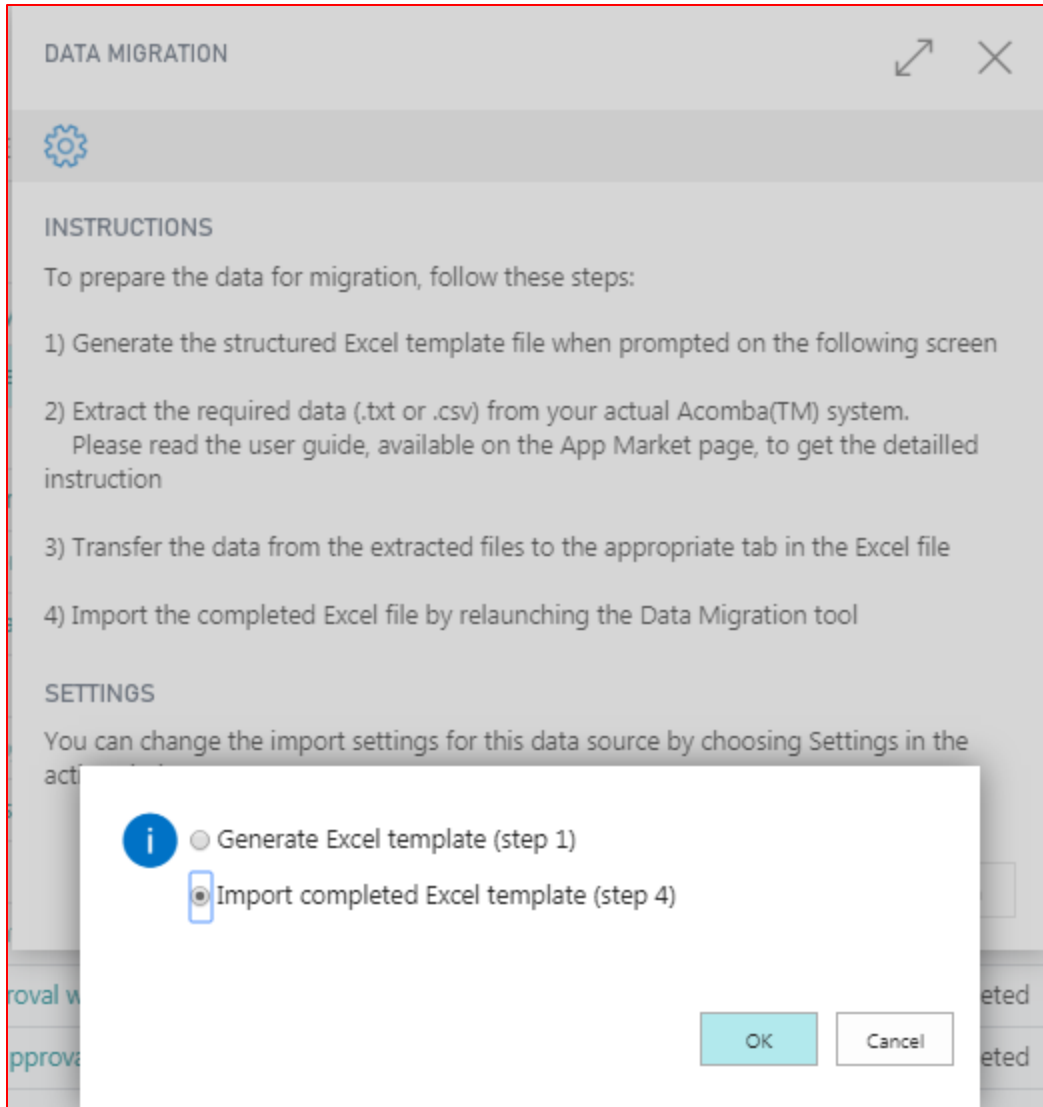
Some cells in the header contains notes that will help you complete the data in the spreadsheets. Refer to the “Lear More” section of the app Market page or our website (<https://www.groupeconseilera.com/dynamics-365-business-central-acomba-migration-app/>) to get guidance on how to fill the Excel file.



Import Data to Dynamics 365 Business Central

Once your exported data is clean and ready in the Excel file you can continue the importation in Dynamics 365 Business Central.

Relaunch the assisted setup but this time select the “Import Completed Excel Template” option:



Wait for the import to complete. You will then be prompted with a list of table name and record count. You will notice that there are many other tables, they were filled with other setup data based on the values that you provider in the Excel template. They are needed to ensure the appropriate mapping of the entities in Dynamics 365 Business Central.

Review the record number and click “Migrate”.


Data is ready for migration
Verify that the number of records are correct.

SELE...	TABLE NAME	NO. OF RECORDS
<input checked="" type="checkbox"/>	Vendor Posting Group	2
<input checked="" type="checkbox"/>	Inventory Posting Group	1
<input checked="" type="checkbox"/>	Unit of Measure	12
<input checked="" type="checkbox"/>	Item Journal Batch	1
<input checked="" type="checkbox"/>	Gen. Business Posting Group	2
<input checked="" type="checkbox"/>	Gen. Product Posting Group	15
<input checked="" type="checkbox"/>	General Posting Setup	45
<input checked="" type="checkbox"/>	Tax Area	17

Advanced Back **Migrate** Finish



After you click “Migrate”, your data has successfully been imported

DATA MIGRATION




THAT'S IT!
You have completed the Data Migration assisted setup guide.

Finally find the item journal page using the search

TELL ME WHAT YOU WANT TO DO  

item journ

On current page (Item Journals)

 **Edit Journal**
Open a journal based on the journal batch.

Go to Pages and Tasks Show all (50)

> **Item Journals** Tasks

From there you will have to post the inventory quantities using the “Process” / “Post” action

ITEM JOURNALS

Batch Name DEFAULT

Manage Process Page Actions Navigate Less options

POSTING DATE	ENTRY TYPE	DOCUME... NO.	ITEM NO.	DESCRIPTION	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE
3/25/2019	Positive Adjm	INVENTAIRE	ITEM A	Item A to be Sold		50	UNIT
3/25/2019	Positive Adjm	INVENTAIRE	ITEM B	Item B to be Sold		22	UNIT
3/25/2019	Positive Adjm	INVENTAIRE	RAW 1	Raw Material 1		300	UNIT

Click yes, then OK when completed.

? Do you want to post the journal lines?

Yes No

i The journal lines were successfully posted.

OK

Advanced features

APPLY TEMPLATES

It is possible to apply templates to the data that you import. These templates must be created before the importation. They are used to complete data in specific fields that are identical for all records to be imported.

Use the “Settings” button in the instruction page to select the templates to apply.

INSTRUCTIONS

To prepare the data for migration, follow these steps:

1) Open Acc
2) In the "Re
a. Under th
i. Choos
ii. Produ
computer.
b. Under th
i. Select "Customer List" and "List type": Complete

EDIT - DATA MIGRATION SETTINGS

Select default templates for data migration

Default Customer Template [] Default Item Template []

Default Vendor Template []

Settings Back Next Finish

MANAGE DATA IN RAPIDSTART

Once you have imported your data, you can use the “Advanced” button to manage your data in “RapidStart”. You can review the records and apply the data in the configuration package that has been created. You can also review and correct importation errors, for example if an item code has too much characters for its field.

Data is ready for migration

Verify that the number of records are correct.

SELE...	TABLE NAME	NO. OF RECORDS
<input checked="" type="checkbox"/>	Vendor Posting Group	2
<input checked="" type="checkbox"/>	Inventory Posting Group	1
<input checked="" type="checkbox"/>	Unit of Measure	12
<input checked="" type="checkbox"/>	Item Journal Batch	1
<input checked="" type="checkbox"/>	Gen. Business Posting Group	2
<input checked="" type="checkbox"/>	Gen. Product Posting Group	15
<input checked="" type="checkbox"/>	General Posting Setup	45
<input checked="" type="checkbox"/>	Tax Area	17

Advanced Back Migrate Finish

New Manage Process Package Actions Less options

EDIT - CONFIG. PACKAGE CARD - ACOMBA.ERA

General

Code Language ID

Package Name Processing Order

Product Version Exclude Config. Tables

Tables | Manage More options

TABLE ID	TABLE NAME	PARENT TABLE ID	DATA TEMPLATE	SKIP TA... TRI...	DE... TA... RE... BE... PR...	NO. OF PACKAGE RECORDS	NO. OF FIELDS AVAILABLE	IF
3	Payment Terms	0		<input type="checkbox"/>	<input type="checkbox"/>	20	9	
6	Customer Price Group	0		<input type="checkbox"/>	<input type="checkbox"/>	1	6	
13	Salesperson/Purchaser	0		<input type="checkbox"/>	<input type="checkbox"/>	11	12	
14	Location	0		<input type="checkbox"/>	<input type="checkbox"/>	1	53	
15	G/L Account	0		<input type="checkbox"/>	<input type="checkbox"/>	517	41	
18	Customer	0		<input type="checkbox"/>	<input type="checkbox"/>	3832	101	
23	Vendor	0		<input type="checkbox"/>	<input type="checkbox"/>	1105	79	
27	Item	0		<input type="checkbox"/>	<input type="checkbox"/>	1350	138	
82	Item Journal Template	0		<input type="checkbox"/>	<input type="checkbox"/>	1	13	
83	Item Journal Line	0		<input type="checkbox"/>	<input type="checkbox"/>	766	154	
92	Customer Posting Group	0		<input type="checkbox"/>	<input type="checkbox"/>	2	16	
93	Vendor Posting Group	0		<input type="checkbox"/>	<input type="checkbox"/>	2	13	
94	Inventory Posting Group	0		<input type="checkbox"/>	<input type="checkbox"/>	1	2	
204	Unit of Measure	0		<input type="checkbox"/>	<input type="checkbox"/>	12	7	

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