Merge Utility Test Case Scenario Document

For Microsoft Dynamics 365 Business Central

Introduction

The Merge utility is an app that allows a user to merge all of the ledger entries from one Customer, Vendor, Item, of G/L account into another and delete the source account.

Below are step by step instructions on how to setup and test the basic functions of the Merge Utility in Business Central 16.

This test procedure assumes a fresh, clean installation of Business Central 16. All instructions and screenshots are based on accessing BC 16 using a Chrome browser. Different browsers will display screens differently from the screenshots in this document.

All entries and screenshots are based on a Workdate of 3/27/2022. If the Workdate in the test environment doesn't open on this date, please set it.

Note: In order to use the Merge Utility app, you must assign the **"Merge Utility"** permissions set to the user who is going to perform the test.

Navigate to *User.* Open your User Card. Scroll down to *User Permissions Sets*
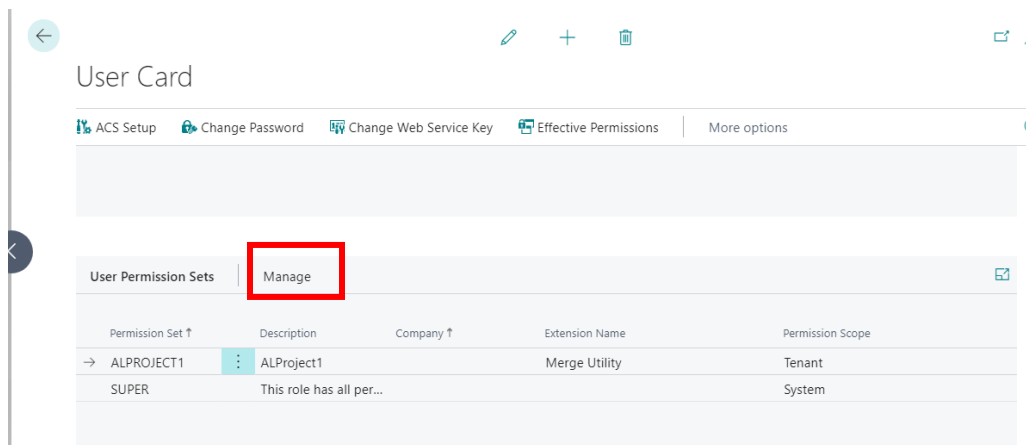
Click on *Manage → New Line*. Search for *Merge Utility* and add it. (shown in the below screen)
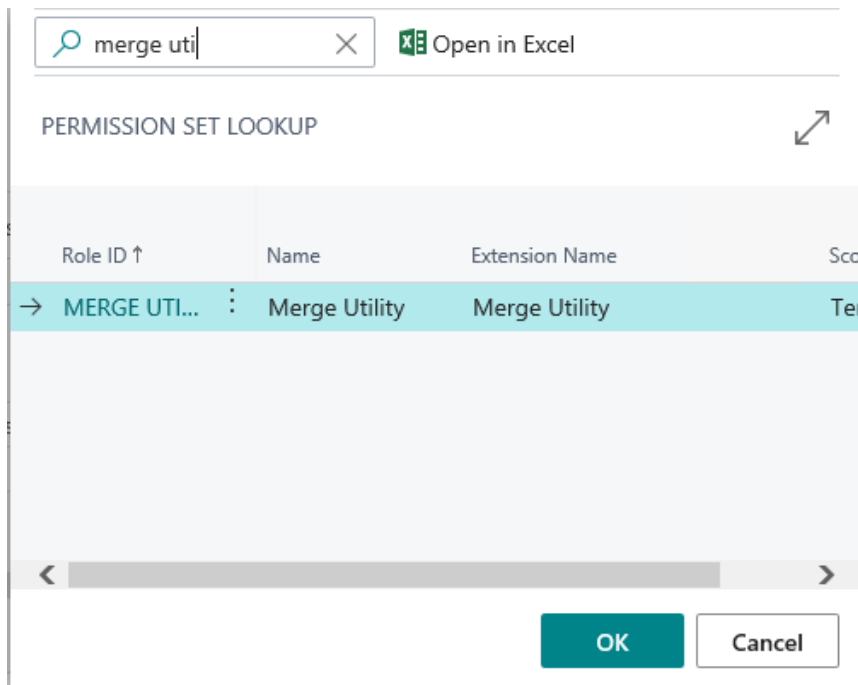
Important Note: When using the Merge Utility, it is mandatory that source (merge from) and destination (merge to) accounts have the same language, the same currency code, the same bank account, and the same General Product Posting Group. If they do not, the merge will fail and an error message will be displayed.
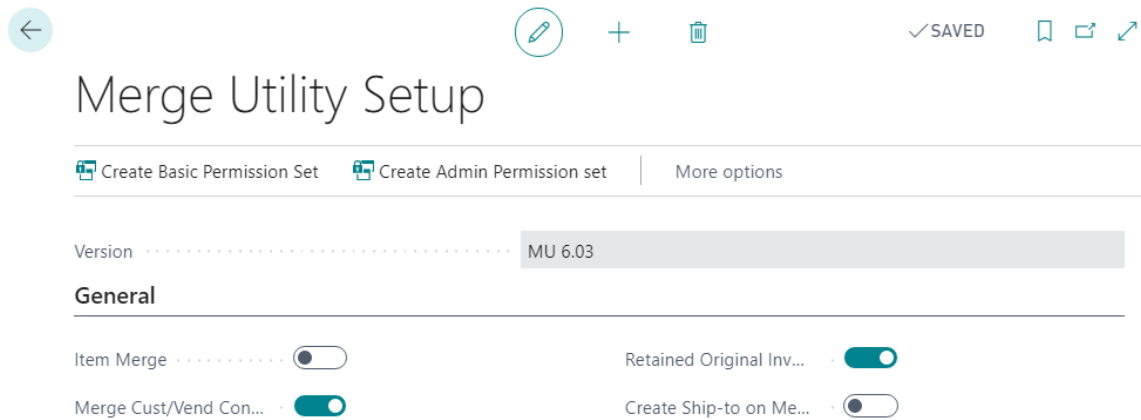
Scope

The following will be addressed in this document:

1. Setup
    a. Setup choices in *Merge Utility Setup*
    b. Enabling Setup Parameters
2. Merging One Customer into another
    a. Check Results
3. Undoing a merge
    a. Undo a Merge from Merge Utility History
    b. Check Results
4. Batch merging accounts
    a. Check Results
5. Purchasing and Cancelling a Merge Utility Subscription
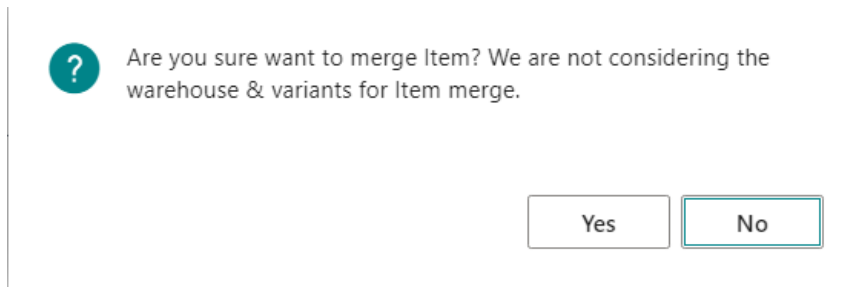
Testing Instructions

1. *Setup* - Open Business Central and navigate to Merge Utility *Setup.*

Merge Utility Setup

Create Basic Permission Set   Create Admin Permission set | More options

Version · MU 6.03

General

Item Merge · · · · · · · · · · (●)   Retained Original Inv... · (●   )

Merge Cust/Vend Con... · (●   )   Create Ship-to on Me... · (●)

A. Item Merge

When *Item Merge* is enabled, the following dialog appears

? Are you sure want to merge Item? We are not considering the warehouse & variants for Item merge.

Yes   No

DO NOT USE *ITEM MERGE* IF YOU USE WAREHOUSE MANAGEMENT OR VARIANTS.

B. Merge Customer/Vendor Contacts

When merging customers or vendors, enable this function if you wish to merge any Contacts associated with the source account into the destination account.

C. Retain Original Invoice Address

If this function is NOT enabled, when a customer merge is performed and Posted Sales Invoices are merged from a source account to a destination account, the Posted Sales Invoice will inherit the destination account information on the posted document. If it IS enabled the Posted Sales Invoice will be merged to the destination account and will retain the original sell-to/ship=to information.

    D. Create Ship-to on Merge

When enabled, merging one customer into another will move all of the ledger entries from the source account to the destination account AND will create a new Ship-to Address Card with the source account information.

For testing purposes, enable *Merge Customer/Vendor Contacts* and *Retain Original Invoice Address* as shown above.

**This completes the review of 1. Setup**

2. Merging One Customer into another

In this test, we will merge *Guildford Water Department* into *Selangorian*. First, let's examine the *Guildford Water Department* information. Open the Customer Card:

1 Posted Sales Invoice – Invoice # 103030 in the amount of $822.00 posted on 12/5/21 (drill down on the *Balance* to view Customer Ledger Entries.

1 Contact – Mr. Jim Stewart (from the Customer Card click on *Navigate → Customer → Contact*)

Open the *Selangorian* Customer Card. There are 7 invoices and one Contact – Mr. Mark McArthur.

Go back to Customer Card for *Guildford Water Department*. Click on *Actions → VLMU → Merge Customer.*
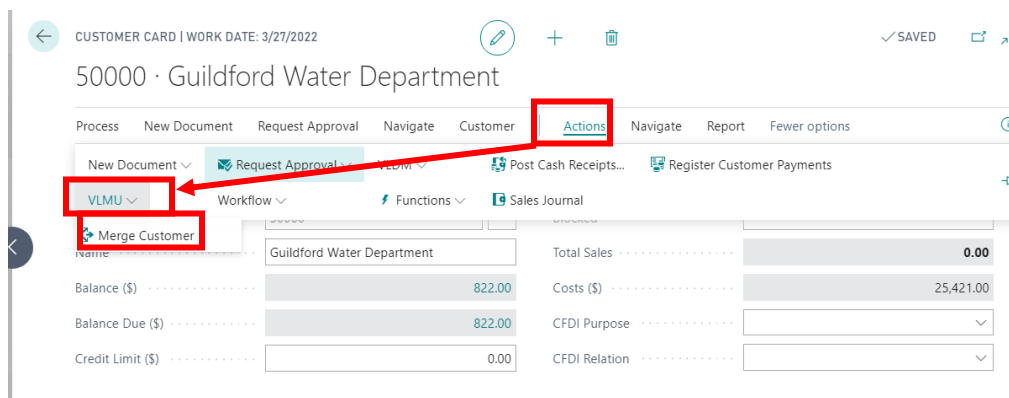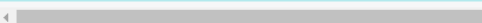
The window below opens with the *Merge From* (source account) filled in. Select the *Destination Account* from the drop-down, or simply type in "20000".
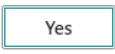
Click "OK". The warning dialog below appears summarizing what you are about to do. Click "Yes" to complete the action.

A dialog will inform the user when the action is complete.

2A Check Results

Open the Customer List and verify that there is no longer an account 50000 Guildford Water Department.

Open the Customer Card for Selangorian. Since we enabled *Merge Customer/Vendor Contacts* in *Merge Utility Setup*, The contact from Guildford Water Department – Mr. Jim Stewart – should appear in the Selangorian contacts. Click on *Navigate → Customer → Contacts*.

Verify that Posted Sales Invoice #103030 has been moved. Drill down on the *Balance*:

The invoice has been moved. For ease of use, the field *VLC Merged From Cust Account* has been added to the *Customer Ledger Entry* screen. To do that, click on the ⚙ (gear) and select *Design*. Click on + Field, which will open a list of available fields on the right side of the screen. Scroll down to the bottom and find the desired field. Drag and drop it onto the page where desired. When finished, click on "Stop Designing" and return to *the Customer Ledger Entry* screen. The source account for merged entries will appear.

Open Posted Sales Invoice 103030 and view the posted document. Scroll down to the *Shipping & Billing* FastTab. Since *Retain Original Invoice Address* was enabled in *Merge Utility Setup*, the original ship-to and bill-to information has been saved even though the invoice is now part of the ledger entries for the new company.

 This function will work with Vendors, General Ledger Account, and Items (if enabled)

This completes the testing for Step 2 Merging One Customer into Another

3. Undoing a merge
    1. Undoing a Merge from Merge Utility History

In the Search window, enter *Merge Utility History*.

Details of the merge we just performed appear. View the Merge Card for the entry from the list. Details of the merge appear including who performed the merge and when, and the source and destination accounts.

Click "Undo". A dialog will inform you when the action is complete.

2. Check Results

Open the *Customer List*. Scroll to 50000 Guildford Water Department. Open the Customer Card and verify that the Contact Mr. Jim Stewart is associated with the Customer. Drill into the ledger entries and verify that Invoice #103030 is back.

Now navigate to the Selangorian Customer Card. Open the Contacts and verify that Mr. Jim Stewart is no longer in the list. Drill into the ledger entries and verify that Invoice # 103030 id no longer associated with Selangorian.
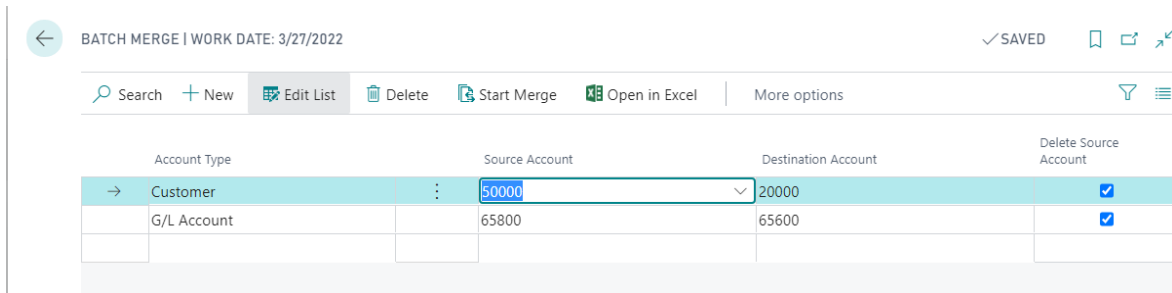
This completes the testing of Undoing a Merge.

If desired, the above tests may be repeated with Merge Customer/Vendor Contacts and/or Retain Original Invoice Address disabled to verify that when disabled, contacts associated with the source account are NOT copied to the destination account and that the address of a Posted Sales Invoice is NOT retained but rather inherits the address information from the destination account.

Also, if desired, the merge/undo function may be tested with *Create Ship-to on Merge* enabled. When the merge has been completed, Selangorian will be created as a Ship-to address and deleted when the Undo is completed.

4. Batch Merging Accounts

This function allows user to enter multiple merges into a table and perform them all at once. The merge may be multiple customer merges or merges of various types of accounts.

In the Search window, enter *Batch Merge*.

Click "New" and select the type of account you wish to merge. Then enter the source account number and then the destination account number. *Delete Source Account* will be check by default but may be unchecked if you wish to have the entries moved from Source to Destination accounts but <u>not</u> delete the account.

Click *Start Merge* and the accounts will be merged.

4A.   Check Results

Open the Customer List and verify that account number 50000 no longer exists. Open Customer 20000 and drill into the ledger entries to verify that the entry from 50000 is now in Selangorian. Whether the Contacts were moved depends on whether the appropriate function in Merge Utility Setup has been enabled. Same goes for whether the original name and address have been retained.

Now open the Chart of Accounts and verify that account number 65800 no longer exists. Then open G/L account number 65600 and drill into the balance to verify that the entries have been moved. To view the column that display that the entry was originally in account no. 65800, it will be necessary to go to Design mode and drop the required field on the page.

This completes the Batch Merging Accounts function.

5. Purchasing and Cancelling a Merge Utility Subscription

Note: This section describes the process of buying and cancelling the subscription and is not subject to the Test Case Scenario. For AppSource testing we have already created the default trail subscription for 30 days.

Once user is interested in the app and wanted to continue using the APP even after the trial end then he/she needs to purchase the subscription to use the product before the trial period ends. The steps below describe the process of buying or cancelling a subscription.

A. Purchasing Merge Utility Subscription

To Purchase the subscription, please follow the steps below:

Click on the *Buy Subscription* button from the Notification shown on the role center page.

Select a **Subscription (choose the plan)**

Note: Below plan are shown for the demonstration purpose only, actual plan are subject to change.

Ignore the field "Partner Code", that is not required for the end user.

Enter the all required information and click on the **Next** button.

Enter the email address which will receive Subscription related emails.

Enter the Credit or Debit card information and click on the **Next** button

Below information is for testing and demonstration purposes only

Click on the **Finish** button to complete the Subscription process.

Note: Amount will not be collected until the trial period ends. Once the trial period ends the charge will automatically be collected.

After the Merge Utility Subscription is purchased, the user can view the subscription details in the *Merge Utility Setup* page.
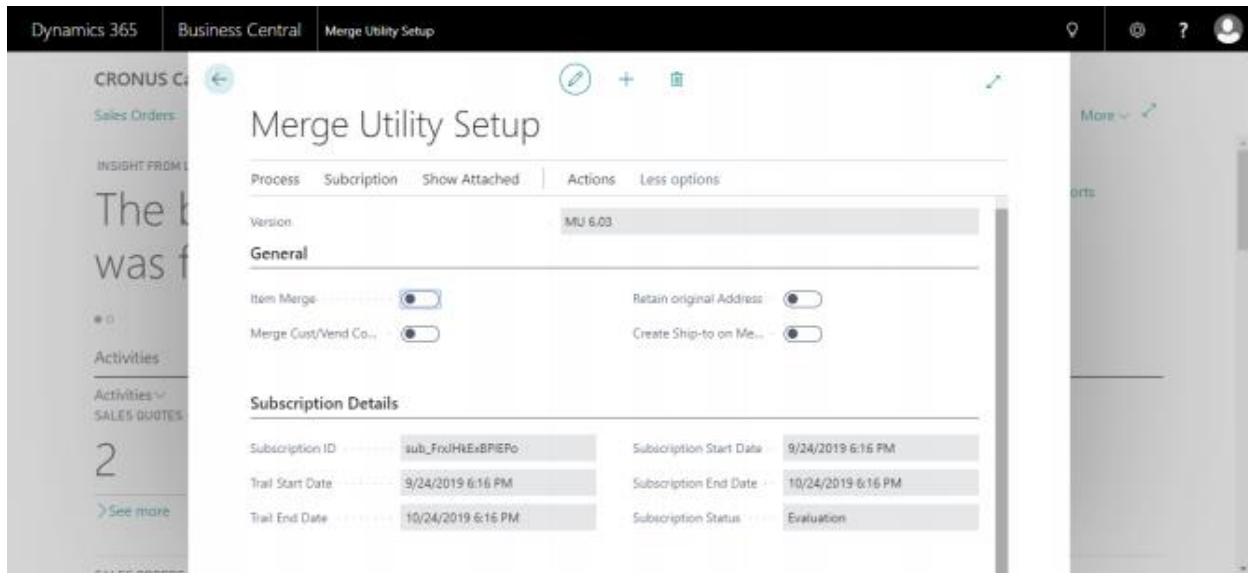
Subscription ID: This field shows the subscription ID you have subscribe, this is mainly for identifying the product subscription.

Trial Start Date: This field show the starting date of your trial based upon the subscription user has subscribed for.

Trial End Date: This field show the ending date of your trial based upon the subscription user has subscribed for.

Subscription Start Date: This field show the actual starting date of your paid subscription.

Subscription End Date: This field show the actual ending date of your paid subscription.

Subscription Status: When the Status is Evaluation which means" Trail Subscription", Or if the status is Active then it means "Paid Subscription"
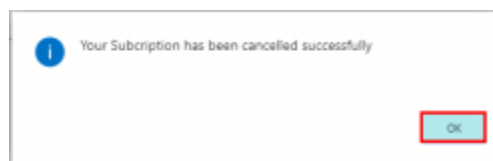
B. Cancelling Merge Utility Subscription

To cancel the Merge Utility subscription please follow the below instructions. Go to *Merge Utility Setup*-> Action -> Cancel Subscription

Click on *Cancel Subscription*.
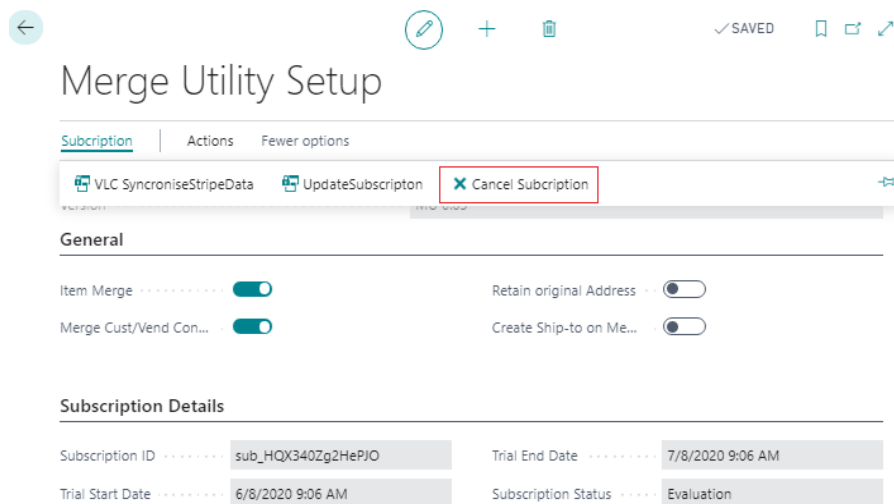
Once **Subscription** is cancelled, you see the following dialog:

Note: Subscription will end on the subscription end date and card will get not charged further however the status in the Merge Utility setup page will remain as active till the subscription end date.

END