

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, or G/L account into another and delete the source account.

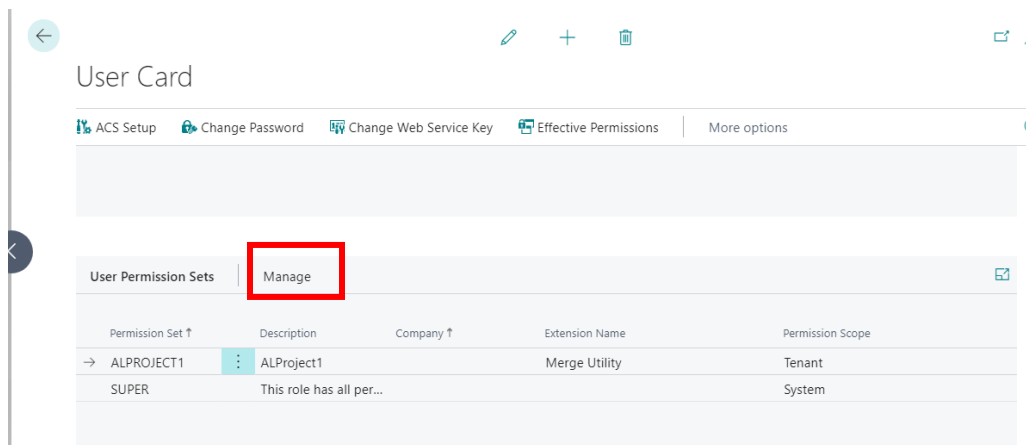
Below are step by step instructions on how to setup and test the basic functions of the Merge Utility in Business Central 16.

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.

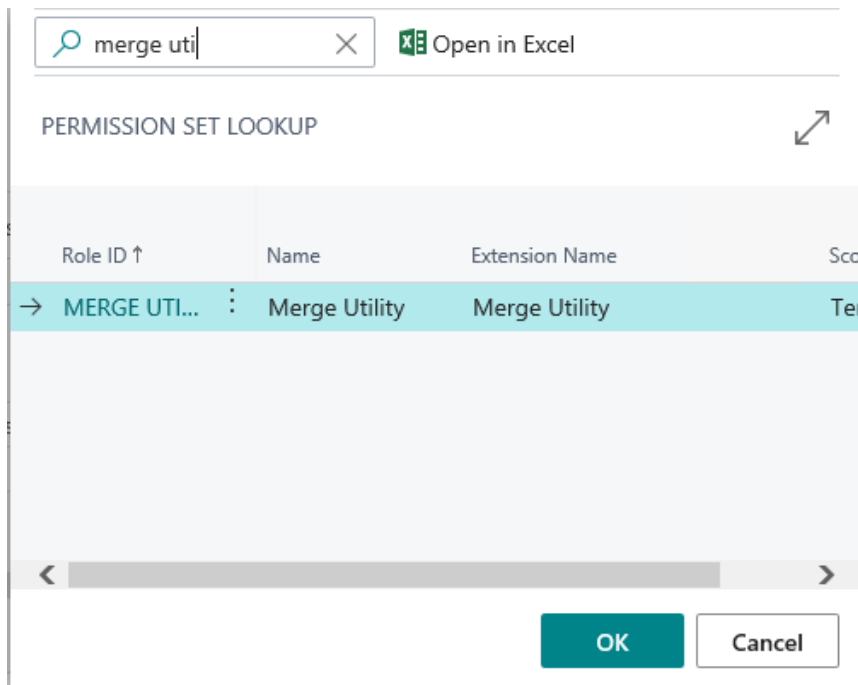
All entries and screenshots are based on a Workdate of 3/27/2022. If the Workdate in the test environment doesn't open on this date, please set it.

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.

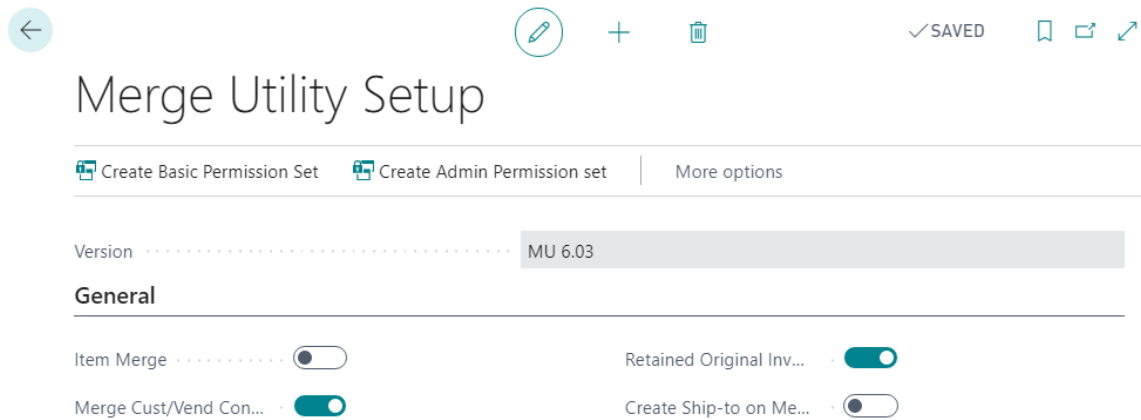
Scope

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

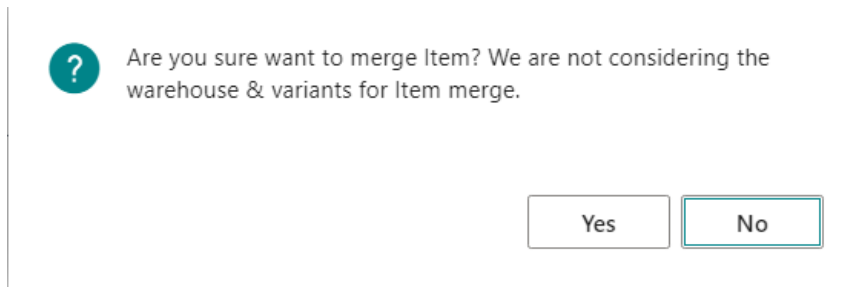
Testing Instructions

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



A. Item Merge

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



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

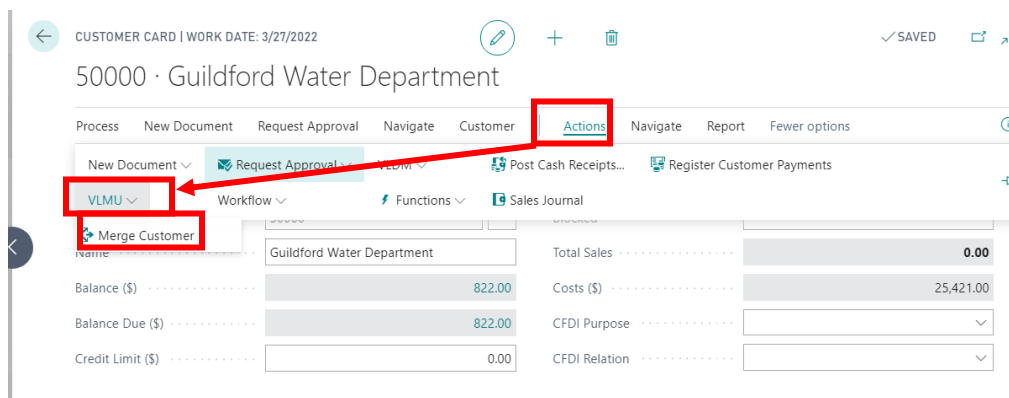
In this test, we will merge *Guildford Water Department* into *Selangorian*. First, let's examine the *Guildford Water Department* information. Open the Customer Card:

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*.





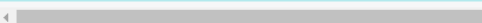
The window below opens with the *Merge From* (source account) filled in. Select the *Destination Account* from the drop-down, or simply type in "20000".



Manage  Help | More options

MERGE CUSTOMER 


Merge

Merge From Custo... 50000  Destination Custo... 20000 

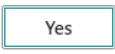

No. ↑	Name	ZIP Code	Phone No.
→ 20000	Selangorian Ltd.	61236	
			
+ New			Select from full list

Click “OK”. The warning dialog below appears summarizing what you are about to do. Click “Yes” to complete the action.

 Are you sure you want to merge Customer 50000 Guildford Water Department into Customer 20000 Selangorian Ltd.?

Note that all master information from 50000 will be deleted.




 






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*.


CT000009 - SELANGORIAN LTD. | WORK DATE: 3/27/2022   

Contacts  Search New Manage Process Contact  Open in Excel | More options   

No.	Name ↑	Phone No.	Email	Salesperson Code	Territory Code
CT000009	Selangorian Ltd.		selangorian.ltd@contoso.com	PS	MID
CT000016	Mr. Jim Stewart		mr.jim.stewart@contoso.com	PS	S
CT000010	Mr. Mark McArthur		mr.mark.mcarthur@contoso.com	PS	MID

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

Posting Date	Document Type	Document No.	VLC Merged From Cust Account	Customer No.	Description	Currency Code
3/27/2022	Invoice	103033		20000	Order 1002	
12/5/2021	Invoice	103030	50000	20000	Invoice 1002	822.00
1/24/2022	Invoice	103002		20000	Invoice 103002	10,033.96
1/24/2022	Invoice	103024		20000	Order 101007	1,482.74
1/18/2022	Invoice	103019		20000	Order 101012	279.57
1/16/2022	Invoice	103018		20000	Order 101004	1,019.32
12/31/2021	Invoice	00-8		20000	Opening Entries, Customers	78,254.54
12/31/2021	Invoice	00-14		20000	Opening Entries, Customers	58,690.90

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*.

Merged By	Merged Source No.	Merged Date	Merged Time	Merged from Table ID	Merged from Table Name	Comment
BC16\BCOLE	50000	3/27/2022	4:43:11 PM	18	Customer	User Merged the Customer

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.

1

Undo Actions Fewer options

General

Entry No	1	Merged By	BC16\BCOLE
Entry Type	Merged	Merged Date	3/27/2022
Source Type	Customer	Merged Time	4:43:11 PM
Source No	50000	Comment	User Merged the Customer
Destination No	20000		

Merge history Subform Manage

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.

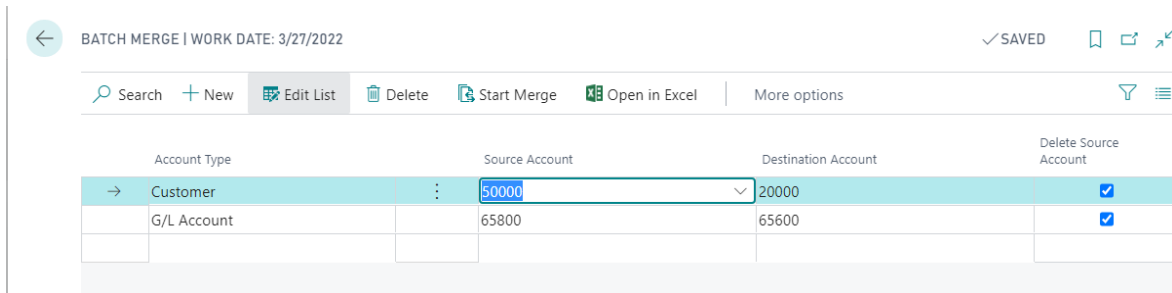
If desired, the above tests may be repeated with Merge Customer/Vendor Contacts and/or Retain Original Invoice Address disabled to verify that when disabled, contacts associated with the source account are NOT copied to the destination account and that the address of a Posted Sales Invoice is NOT retained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



The screenshot shows a software interface for a 'BATCH MERGE' operation. At the top, it displays 'BATCH MERGE | WORK DATE: 3/27/2022' and a 'SAVED' status. Below this is a toolbar with buttons for 'Search', '+ New', 'Edit List', 'Delete', 'Start Merge', 'Open in Excel', and 'More options'. The main area contains a table with the following data:

Account Type	Source Account	Destination Account	Delete Source Account
→ Customer	50000	20000	<input checked="" type="checkbox"/>
G/L Account	65800	65600	<input checked="" type="checkbox"/>

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 checked by default but may be unchecked if you wish to have the entries moved from Source to Destination accounts but not 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 trial 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.

The screenshot shows the Dynamics 365 Business Central interface. At the top, the header includes "Dynamics 365 Business Central" on the left and "Sandbox" with a search icon on the right. Below the header, the navigation bar lists "CRONUS USA, Inc." followed by menu items: Finance, Cash Management, Sales, Purchasing, Setup & Extensions, and Intelligent Cloud Insights. Underneath, there are sub-menu items: Customers, Vendors, Items, Bank Accounts, and Chart of Accounts. A notification banner is highlighted with a red box, containing the text: "Thank you for trying out the Merge Utility app. Your trial period expires in 28 days. Do you want to get a subscription? Buy subscription...". Below the notification, the main content area is divided into two sections. On the left, under "INSIGHT FROM LAST WEEK", it displays: "The best-selling item was SYDNEY Swivel Chair, green with 8 units sold". On the right, under "ACTIONS", there is a list of links: "+ Sales Quote", "+ Sales Order", "+ Sales Invoice", "+ Purchase Quote", "+ Purchase Order", "+ Purchase Invoice", "> New", "> Payments", "> Reports", "> Setup", and "Excel Reports". A red arrow points to the "Buy subscription..." button in the notification banner.

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

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

CREATE SUBSCRIPTION

CHOOSE A PLAN
Choose a subscription plan from the list below

Plans

ENTER PARTNER CODE
Kindly enter partner code to see partner plan

Partner Code

	Product Name ▼	Currency	Amount	Interval
<input type="checkbox"/>	Merge Utility M...	USD	60.00	month
<input type="checkbox"/>	Merge Utility Ye...	USD	600.00	month

Back Next Finish

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.

Dynamics 365 Business Central

CRONUS UK Ltd. | Finance

CREATE SUBSCRIPTION

CUSTOMER DETAILS
Provide your company details

Name CRONUS UK Ltd.

Address 7122 South Ashford Street

Postal Code W2 8HG

City London

State

Country GB

Phone

Email * [redacted]@gmail.com

Back Next Finish

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

Below information is for testing and demonstration purposes only

CUSTOMERS | WORK DATE: 1/28/2021

CREATE SUBSCRIPTION

Search + New Manage Process Report

No. ↑	Name	Respo Centra
01121212	Spotsmeyer's Furnishings	
01445544	Progressive Home Furnishings	
01454545	New Concepts Furniture	
01905893	Candoxy Canada Inc.	
01905899	Elkhorn Airport	
01905902	London Candoxy Storage Ca...	
10000	The Cannon Group PLC	ELKH
20000	Selangorian Ltd.	
20309920	Metatorad Malaysia Sdn Bhd	
20312912	Highlights Electronics Sdn Bhd	

CREDIT CARD DETAILS

Please fill in your credit card details below. They will be safely stored with our payment provider Stripe. No credit card information will be stored in Microsoft Dynamics 365 Business Central.

2223 0031 2200 3222 12 / 22 | 028

Back Next Finish

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

CREATE SUBSCRIPTION

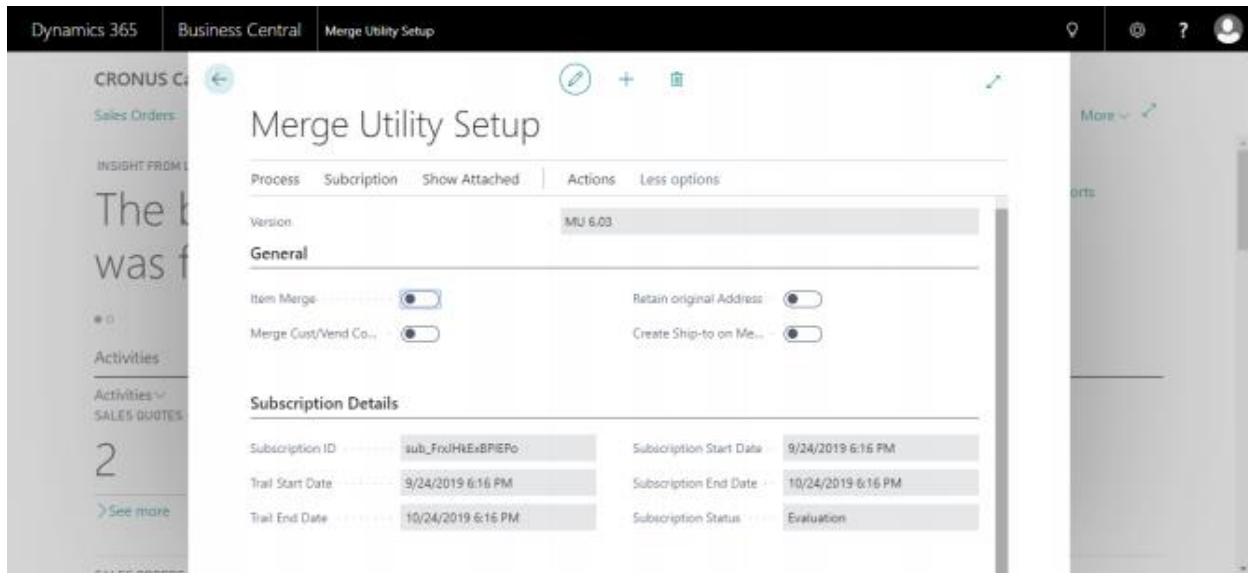
ALL DONE

Click on Finish to create your subscription. Thank you for choosing the Dimension Manager app!

Back Next Finish

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.

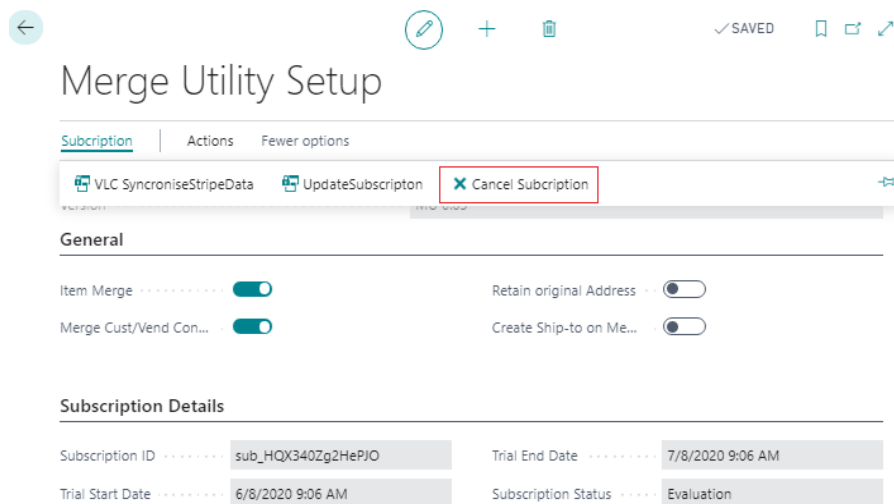
Subscription End Date: This field show the actual ending date of your paid subscription.

Subscription Status: When the Status is Evaluation which means” Trail Subscription”, Or if the status is Active then it means “Paid Subscription”

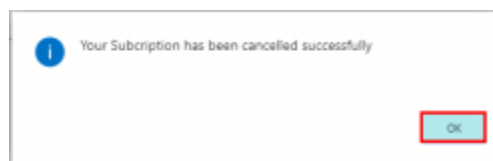
B. Cancelling Merge Utility Subscription

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