

F. Import into Microsoft Dynamics SL

- a. Select Microsoft Dynamics SL from desktop
- b. Select Application, Business Date, the date, OK
- c. Select Administration, Transaction Import
- d. Select Date File Name, F3, Sol_Imp.dta, Open
- e. Select Data File Type, ascii
- f. Select Screen, type in 08, F3, OK (Invoice and Memo)
- g. Select Control File Name, F3
- h. Select Invoice And Memo (No Tax) for training import, or Invoice And Memo (Tax) for BCG Import, Open
- i. Select Output Log File Name, F3
- j. Select a log report without a B in it for Nederland and BCG, and one with a B for Baytown and change the date to the date of the import, Open, Begin Processing
- k. When Process is complete, the Transaction Import box will appear, close
- l. Select Accounts Receivable, Invoice and Memo, F3
- m. Select the imported batch with an H in the Status column, OK
- n. Select the box next to Invoice/Memo Nbr, F3
- o. Select any invoice that needs to be edited, OK, and make changes
- p. Control S to save
- q. Use last page of daily report and match to batch total.
- r. Enter the amount in Control Total.
- s. **Make sure period to post is correct**
- t. Select Handling: Release Now and Close
- u. Yes to save changes
- v. Using the Report just generated, find the invoice numbers that match the backups and write the invoice number on the top of the backup paper.