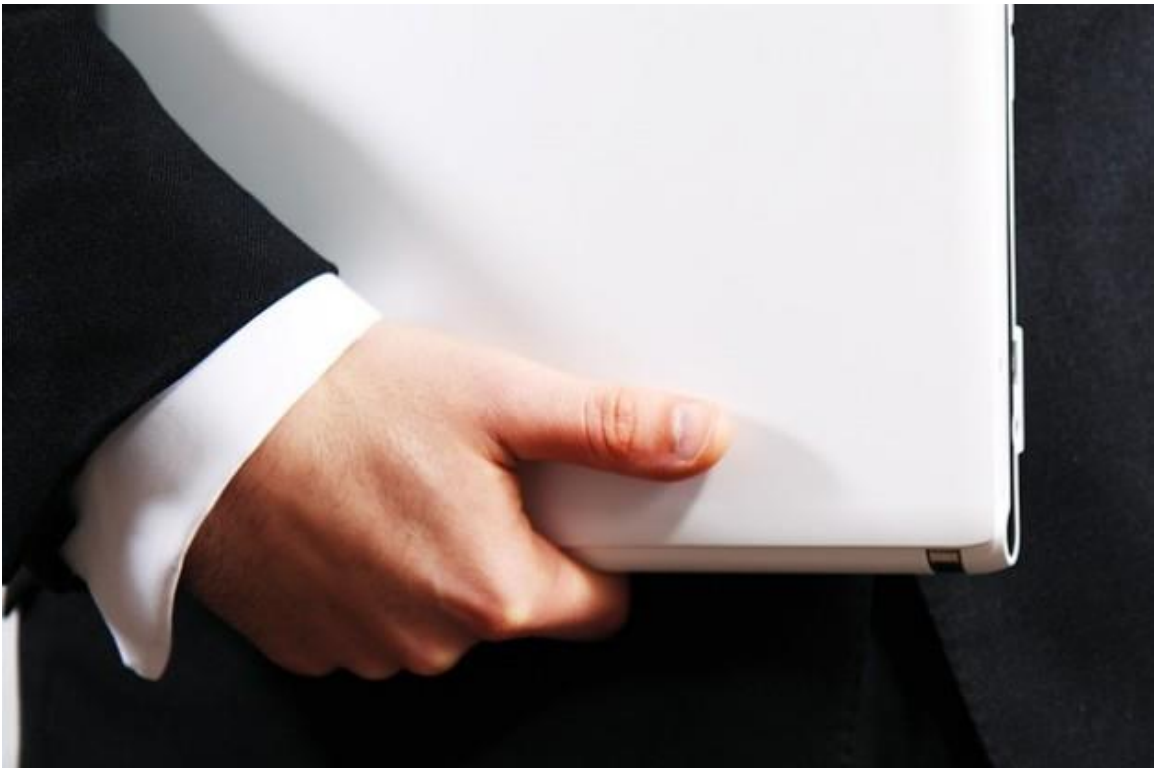


**DAVID R GRETTA, M.B.A**

**PORTFOLIO OF WORK PERFORMED**



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## IT Related Work

- A. SQL update query that helped user save 3 hours of rekeying. Added new inventory items for a new line and had wrong GL sales and cost sales accounts. This query goes into the Sales Line Item Distribution Entry table and changes the GL account.

```
update SOP10200 set SLSINDX = 1617 where SOPNUMBE = 'RWI010048'  
update SOP10200 set CSLSINDX = 605 where SOPNUMBE = 'RWI010048'
```

- B. Ipswitch FTP software setups

The below Windows Scheduled Task then invokes IPSWITCH WS-FTP Pro software:

d:

```
cd d:\Apps\DSI\Out
```

```
Copy *.dat d:\Apps\DSI\History\Out
```

```
"C:\Program Files\Ipswitch\WS_FTP Professional\ftpsrpt.com" -f "C:\Program  
Files\IPSWITCH\DSI_Send.scp"
```

```
cd d:\Apps\DSI\Out
```

```
rename *.dat *.old
```

Following is WS-FTP script called "DSI\_Send.scp"

```
CONNECT DSI
```

```
LCD D:\APPS\DSI\OUT
```

```
MPUT *.DAT inbound/ 1
```

```
CLOSE
```

- C. When running nightly DBCC CHECKDB in SQL received a consistency error message. This was after installing a service pack to SQL. To fix ran DBCC UPDATEUSAGE.

D.) In charge of setting up GP Security

E.) Responsible for verifying all SQL database nightly backups and file maintenance. This includes databases and transaction logs.

Run DB Optimizations every Sunday-includes Reorganize Index and Rebuild Index

Check DB Integrity (DBCCs) every night

## Accounting Related Work

- A. Handle YE close of all modules
- B. Perform any Fixed Assets Retirements, Abandonments and Transfers
- C. FRX reports created:
  - 1. Balance Sheet
  - 2. Income Statement
  - 3. Operating Expenses
  - 4. EBITDA by store-used the Related Rows/Unit in the Row Format to produce
  - 5. Gross Margin % by Store (sales less COGS)- uses the Related Rows/Unit in the Row Format.
- D. Below is an example of the logic used to workaround having created effective January 1, 2009 a single entity named "Frette North America" but still wanting to reference last year's data in a report run from the new entity. This is the Reporting Tree.

<u>Company</u>	<u>Description</u>	<u>Account Mask</u>
INC	Boston-All Combined	
-INC	Boston	&&&&-??-BST00-?????
-LLC	Boston-Last Year	&&&&-??-BST00-?????

**Hooks (&)** tell FRx to go to the row format for this segment. Hooks are typically used for the natural account segment of the account mask, although hook symbols can be used anywhere in the account mask.

**Wildcards (?)** instruct FRx to avoid building the details into the tree for that segment.

- E. Reconcile both Great Plains and Celerant POS taxes on a monthly basis-Reconcile all transactions in POS to trxs in Avalara. In addition, reconcile all Great Plains transactions to the Avalara tax system.
- F. Use Excel Budgeting to import budget and forecast numbers into GP. FRx is then linked to these figures.

### **BLENDED (both IT and Accounting)**

- A. Perform Stock Count in GP system-Run an update query in Access to populate the “Counted Quantity” and the VARIANCEQTY in the IV10301 table.

```
UPDATE UTC INNER JOIN dbo_IV10301 ON (UTC.StockCountID =  
dbo_IV10301.STCKCNTID) AND (UTC.Item = dbo_IV10301.ITEMNMBR) SET  
dbo_IV10301.COUNTEDQTY = [count], dbo_IV10301.VARIANCEQTY = [var];
```

- B. Frette North America project-Effective January 1<sup>st</sup>, 2009 the firm went from 5 entities to 1 entity. Below is a sample of my meeting talking points directed toward all C-Level staff.

- Frette Inc stays the same and gets renamed Frette North America (FNA)
- Other 4 entities only have GL, AP, Bank Rec and Fixed Assets . Try to pay off as much open AP as possible by middle of January for December 31, 2008 posting so don't have to rekey as much open AP in FNA.
- In Feb/March (or whenever close 2008) enter Beginning Balances into FNA.
- Import Chart of Accounts (using IM) of other 4 entities into FNA  
Note: Probably don't need/use all existing GL accounts so only import what's needed.  
- Also, identify any duplicate GL accounts after combining
- Import Vendors into FNA (but must first do analysis to determine duplicate vendors)
- As of 1/1/2009 key any new AP invoices and Journal Entries into FNA only.
- Make adjustments to all FRx reports
- Avalara shouldn't be affected as far as Great Plains is concerned
- Do not archive any of the other 4 entities as it will be confusing and unnecessary now since eventually no one will be using these entities
- Fixed Assets will need to be imported into FNA

### C. Company Data Archive

Company had data from past 12 years dating back to 1996. Used this software from Professional Advantage to archive the data to a "History Company". One issue with the software is it does not remove vendors and customer s after archiving all the old transactions. For example, if you went to Cards>Purchasing>Vendor the vendor would still exist even though no transactions. Devised a "Mail Merge" macro using MS-Word and Great Plains. Deleting vendors and customers this way from the "front end" of the software is much safer than using SQL.

```
# DEXVERSION=DEX 8.00m086 2 2
CheckActiveWin dictionary 'default' form 'PM_Vendor_Maintenance'
window 'PM_Vendor_Maintenance'
  TypeTo field 'Vendor ID' , '165'
  MoveTo field 'Vendor Name'
  MoveTo field 'Delete Button'
  ClickHit field 'Delete Button'
# Are you sure you want to delete this record?
NewActiveWin dictionary 'default' form DiaLog window DiaLog
  ClickHit field OK
NewActiveWin dictionary 'default' form 'PM_Vendor_Maintenance'
window 'PM_Vendor_Maintenance'
```

### D. Avalara Tax system implementation-below is example of some SQL scripts needed to update Tax Schedules in various tables in Great Plains to conform to new Avalara tax system.

1.) Update Customer Tax Schedule. This query updates the Customer Master and Customer Master Address files.

-- Update New Jersey

```
UPDATE RM00101 SET TAXSCHID = 'AVATAXNJ-S' WHERE COUNTRY = 'US' AND STATE = 'NJ'
```

```
UPDATE RM00102 SET TAXSCHID = 'AVATAXNJ-S' WHERE COUNTRY = 'US' AND STATE = 'NJ'
```

-- Update New York



UPDATE RM00101 SET TAXSCHID = 'AVATAXCANADA-S' WHERE COUNTRY = 'CA'

UPDATE RM00102 SET TAXSCHID = 'AVATAXCANADA-S' WHERE COUNTRY = 'CA'

## 2.) Update Sales Open Orders

-- Update New Jersey

UPDATE SOP10100 SET TAXSCHID = 'AVATAXNJ-S' WHERE STATE = 'NJ' AND TAXSCHID =  
"

UPDATE SOP10200 SET TAXSCHID = 'AVATAXNJ-S' WHERE STATE = 'NJ' AND TAXSCHID =  
"

-- Update New York

UPDATE SOP10100 SET TAXSCHID = 'AVATAXNY-S' WHERE STATE = 'NY' AND TAXSCHID =  
"

UPDATE SOP10200 SET TAXSCHID = 'AVATAXNY-S' WHERE STATE = 'NY' AND TAXSCHID =  
"

## 3.) Update Sales Taxes Work and History tables.

-- Update Tax schedule Table SOP10105

-- Update New Jersey

UPDATE SOP10105

SET SOP10105.TAXDTLID = 'AVATAXNJ-S'

FROM SOP10105

```
JOIN SOP10200
    ON SOP10105.SOPNUMBE = SOP10200.SOPNUMBE
WHERE SOP10200.STATE = 'NJ'
```

-- Update New York

```
UPDATE SOP10105
SET SOP10105.TAXDTLID = 'AVATAXNY-S'
FROM SOP10105
    JOIN SOP10200
        ON SOP10105.SOPNUMBE = SOP10200.SOPNUMBE
WHERE SOP10200.STATE = 'NY'
```

#### 4.) Update non Avatax Schedule IDs

-- Update Any Non AVATAX Tax Schedules

```
UPDATE RM00101 SET TAXSCHID = 'AVATAX' WHERE COUNTRY = 'US' AND TAXSCHID
NOT LIKE 'AVA%'
```

```
UPDATE RM00102 SET TAXSCHID = 'AVATAX' WHERE COUNTRY = 'US' AND TAXSCHID
NOT LIKE 'AVA%'
```

## **New Technology Initiatives**

- A. Began migrating FRx financial reporting system to new web-based Management Reporter, as FRx will be phased out by Microsoft.
- B. Investigated an Enterprise Content Management (ECM) system called Metafile that would transform and streamline the Accounts Payable process in Great Plains.
- C. Setup FrontOffice Bridge software to link Celerant POS system to Great Plains.
- D. Led upgrade of software to be compliant with new standards of the Payment Card Industry (PCI). This was to protect sensitive credit card information for merchants who process credit cards.

## **My Business/IT Philosophies**

\* If you have bad internal computer systems everyone will eventually find out. (i.e.-your own employees, customers, vendors, auditors)

\* Believe in having a strong foundation no matter what you are building in life (i.e.-house, computer systems,..etc.)

\* I am a “technology enthusiast”, the kind of person who relishes new technologies, is always reading the latest blogs and looking for new and better ways to solve real-world issues. Long-term thinker who focuses on understanding both the customer’s business and the technology of the software to ensure a precise and cost effective implementation.

\* Organizations should not be defined just as the sum of their parts. They also must be defined by the interrelations that exist among and across those parts.

\* IT should try to “align” with the business’ goals if it makes economic sense

\* The value of IT lies in decreasing the cost of doing business. Once that point has been reached, an extension of that paradigm is to be able to have revenue growth without having to add back-office personnel. For example, your business grows 40% but you don't have to add any Back Office staff.

\* Believe in proactive IT Management

\* Saving a \$dollar is nearly as good to the bottom line as earning a \$dollar

# SCOPE AND CONSTRAINTS DOCUMENT

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FOR THE UPGRADE OF THE MICROSOFT  
GREAT PLAINS SYSTEM FROM V8 TO V10

PREPARED BY DAVE GRETТА  
OF

FRETTE NORTH AMERICA

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## EXECUTIVE SUMMARY

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The purpose of this document is to provide detailed information regarding the upgrade of the Microsoft Great Plains' System (hereafter referred to as "GP"). This document will address the following areas:

- Statement of Purpose
- Why Upgrade?
- Objectives
- Constraints
- Upgrade Methodology
- Primary Tasks in Each Phase of the Upgrade
- Estimated Time To Complete
- Future Projects

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## STATEMENT OF PURPOSE

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The project will finish with a live upgrade on or before June 1, 2009. The overall scope of the project will include the following modules: Bank Reconciliation, Collections Management, Fixed Assets, FRx Financial Reporting, General Ledger, Integration Manager, Intercompany, Inventory, Landed Cost, Modifier, Purchase Order Processing, Receivables Management, Sales Order Processing, SmartList, System Manager.

The basic assumptions on the scope and constraints of the project must be maintained for the deliverables to be attained.

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## WHY UPGRADE?

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While each client will have different reasons for upgrading some of the more common are:

- ✓ Continued on going support from Microsoft. The older release of the product the less likely we can find an answer, due to the fact that Great Plains stops supporting older versions. Phone and technical support for our current 8.0 version ends on September 1, 2009.

- ✓ Improved functionality of existing modules and improved user interface. (see attached 36-page Adobe Acrobat PDF document titled: “Great Plains Release 10.0 Feature Guide.”)
- ✓ Code fixes. For example, we currently have a problem with Pickup orders in Avalara not updating the proper GL account in Great Plains. Also, Avalara has a “Reconcile” feature that shows any differences to GP. However, only works in V10. This will help out monthly reconciling Avalara to GP.
- ✓ The ability to utilize new functionalities with other Microsoft products, such as Office XP Smart Tags. Also, there is a new “built-in” reconciliation from AP and AR to the General Ledger.
- ✓ The ability to purchase new modules.
- ✓ Want to be able to integrate our POS Celerant system with Great Plains. In order to do this we have to upgrade. Need to be on v10 of GP for this to work.
- ✓ In Release 10.0, a more secure Security model has been adopted. New users are only given enough privileges to log into MS Dynamics GP, and must be specifically granted access to areas of the system they can use.
- ✓ Historical Inventory Balances can now be tracked and the Historical Inventory Trial Balance report enables you to tie the Inventory Sub-ledger to the General Ledger by a specific date or date range, and the value of the five different quantity types.

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#### OBJECTIVES

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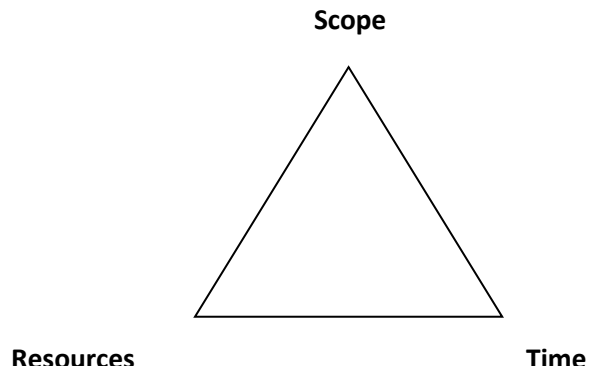
- 1) Ensure a smooth upgrade with a limited amount of “system down” time as possible
- 2) Achieve a live upgrade on or before
- 3) Leverage added system functionality to increase productivity.

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## CONSTRAINTS

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We have estimated the project resource requirements and task completion dates based on the following assumptions. If any of these assumptions are invalid or become invalid during the course of the project, estimates of resource requirements, budget and deliverables may be changed. There are three interrelated variables that affect this project: **Scope, Resources and Time.**



- A change to any one of the variables will affect the other two. For example, a change to scope may require additional resources and/or a change to the implementation date.
- Failure to settle and pay our software programmer (Alba Software) for our Pick Ticket Warehouse Interface, which must be upgraded to be compatible with v10 of GP.
- Withdrawal of commitment by the management of the affected areas (Accounting or IT) may invalidate the project deliverables.
- The following are other constraints worth mentioning:
  - Accounting Audits
  - Month-end closes
  - Problems with Test Server
  - Upgrading of reports and forms
  - Employee vacations and availability
  - Printer compatibility of existing printers with v10



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## WHAT IS THE UPGRADE METHODOLOGY?

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We looked at our more successful implementations and found that a common element was intensive testing of the system in a non-production environment. It made sense then to extend this paradigm to upgrades. The five phases of the upgrade process are:

1. Preplanning
2. Planning
3. Test Upgrade
4. Final Upgrade
5. Post Upgrade Support

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## WHAT ARE THE PRIMARY TASKS IN EACH PHASE?

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Some of the details involved in each phase of the upgrade are:

### **1. Preplanning**

- a. Initial discussion about the scheduling of the upgrade
- b. Answering other general questions
- c. The milestone for the completions of this phase is the scheduling of the formal upgrade kickoff meeting.

### **2. Planning**

- a. Identify the users and workstations to be upgraded
- b. Prepare the workstations for a technical standpoint (i.e., operating system upgrades)
- c. Identify the companies to be upgraded. Find out how many years of History. Discuss the possibility of purging unneeded history file to speed the upgrade process
- d. Identify the modules to be upgraded.
- e. Insure any Solution Developer modules have been upgraded as well
- f. Review and possibly correct any open issues with your current release of eEnterprise
- g. Plan the most effective upgrade path.
- h. Prepare a more detailed and accurate time and cost estimate
- i. Verify that all 3<sup>rd</sup> Party Products are compatible with GP v10.0
- j. Identify the number or Modified Reports and Forms.

### **3. Test Upgrade**

- a. Installing the current version of Great Plains onto another server and copying your company data to the new server. The advantage of performing a test upgrade is somewhat of an “insurance policy” for your upgrade.
- b. Uncover any data corruption or other serious problems.
- c. Perform File Maintenance
- d. Perform the test upgrade of the data
- e. Insure Great Plains reports and forms dictionaries, FRx Reports, upgraded properly.
- f. Insure any Solution Developer applications function correctly with the new release
- g. Test and possibly recode any on-going data integrations
- h. Run reports to compare to previous release to insure data integrity
- i. Review your Backup and Disaster recovery plan

**4. Live Upgrade**

- a. Install new release on all client workstations
- b. After all the peripheral components (integration, reports, etc) are found to be working, just the data will need to be upgraded again and dropped into place

**5. Post-Upgrade Support**

- a. Train end users on new features and functions
- b. Handhold and observe for any unforeseen irregularities
- c. Answer any additional questions regarding the upgrade
- d. Review the upgrade for key success factors

**Estimated Time To Complete**

<b><u>TASK</u></b>	<b><u>DAYS</u></b>	to	<b><u>DAYS</u></b>
Build test server, install SQL, create 15 company db in SQL, copy and restore 15 company db from live system, perform file maintenance	2		4
Perform the "Test" upgrade on the Dynamics database and 15 company databases	2		3
Run financial reconcile, run checklinks.	1		1
Upgrade FRx	1		1
Run GP and FRx Reports to verify data conversion	3		5
Test data integrations in Integration Manager	1		2
Test entering orders, invoicing, Print Checks, Avalara	3		5
Perform the Live upgrade	2		3
Install workstations (total of 18)	1		1
Train end users on new features and functions	2		4
<b>Total</b>	<b>18</b>		<b>29</b>