

Exact Globe Next

# **User Guide**

# **Central Master Data Management**

**419**

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# CONTENTS

<b>WELCOME TO EXACT GLOBE NEXT!</b>	<b>..... 1</b>
<b>1. INTRODUCTION</b>	<b>..... 1</b>
<b>2. WHAT IS CENTRAL MASTER DATA MANAGEMENT (CMDM)</b>	<b>..... 2</b>
2.1 How does Central Master Data Management work	..... 3
2.2 Entities	..... 4
<b>3. INSTALLING EXACT INTEGRATOR FOR CENTRAL MASTER DATA MANAGEMENT (CMDM)</b>	<b>..... 6</b>
3.1 Pre-requisites for the Central Master Data Management (CMDM) Installation	..... 7
3.2 Installing Central Master Data Management (CMDM) on the Exact Lightweight Integration Server Management (ELIS) Server	..... 9
3.3 Running Central Master Data Management (CMDM) Conversion	..... 12
<b>4. CENTRAL MASTER DATA MANAGEMENT (CMDM) SETTINGS</b>	<b>..... 26</b>
4.1 Activating Central Master Data Management (CMDM) in Exact Synergy Enterprise	..... 27
<b>5. MAINTAIN ACCOUNTS CENTRALLY</b>	<b>..... 30</b>
5.1 Create Accounts	..... 31
5.2 Update Accounts	..... 38
5.3 Create and maintain debtor and creditor codes	..... 40
5.4 Viewing debtor codes and creditor codes	..... 41
5.5 Converting account records by batches using CMDM conversion tool	..... 42
<b>6. MAINTAIN ITEMS CENTRALLY</b>	<b>..... 46</b>
6.1 Create Items	..... 47
6.2 Copy items	..... 50
6.3 Update items	..... 51
<b>7. MAINTAIN GENERAL LEDGER ACCOUNTS CENTRALLY</b>	<b>..... 59</b>
7.1 Create and Update Division General Ledger Accounts	..... 60
7.2 Copy General Ledger Accounts	..... 61
<b>8. MAINTAIN PEOPLE CENTRALLY</b>	<b>..... 62</b>
8.1 Create Entries for People	..... 63
8.2 Update People Data	..... 65
<b>9. MONITORING THE SYNCHRONIZATION</b>	<b>..... 66</b>
<b>10. UNSUPPORTED FUNCTIONALITY PER TOPIC</b>	<b>..... 68</b>
<b>APPENDIX 1: PRODUCT UPDATE CHANGES</b>	<b>..... 69</b>

# WELCOME TO EXACT GLOBE NEXT!

This guide provides the information you need to work effectively with Exact Globe Next. It is part of the series of user manuals for Exact Globe Next. The goal of this documentation is to help you to get quickly acquainted with the product and the possibilities it offers. It will help all users, especially those without much experience with our software, to get started with and benefit from the product straightaway.

Exact Globe Next is an integrated software solution; its modules of related business processes function together in an integrated manner. Besides the user manuals, there are several information sources, related to the software, available to you. You can access online help documents on Exact Globe Next features while working with the software by just pressing the F1 key. The list of help document also contains release notes related to the product. They inform you of the improvements and functional additions in the various releases of the product.

You can also access the help documents, release notes and other related documents online through the Exact Customer Portal on [www.exact.com](http://www.exact.com). The Customer Portal is a protected part of the Exact Software internet site, which has been specially developed to provide you with information and to help you get the maximum yield from your software. This portal informs you about our contacts, downloads, FAQs, and the latest product news. We invite you to use the portal as often as you wish!


Thank you for using Exact Globe Next and this user manual!

# 1. INTRODUCTION

After installing Exact Synergy Enterprise as instructed in the **Exact Synergy Enterprise Project Approach and Technical Implementation Manual**, the next step is to implement other functionalities offered by the software that caters to your business needs.

The objective of this manual is to help you implement the central master data management applications which are available in the Central Master Data Management (CMDM) module. As the implementation instructions are presented in easy and quick steps, this manual is meant for consultants, as well as end-users. In general, the manual is created with the primary focus on helping everyone, including users with minimal Central Master Data Management knowledge, to implement the Central Master Data Management solution and subsequently run the processes involved.

Each chapter starts with a brief introduction explaining the objectives of the chapter.

Should you require more information about the applications, you can click  **Help** at the title bar to view the online help documents in Exact Synergy Enterprise.

We are confident that this manual will help your company get started with the Central Master Data Management module in Exact Synergy Enterprise and we believe your organization will benefit from this product very quickly.

## 2. WHAT IS CENTRAL MASTER DATA MANAGEMENT (CMDM)

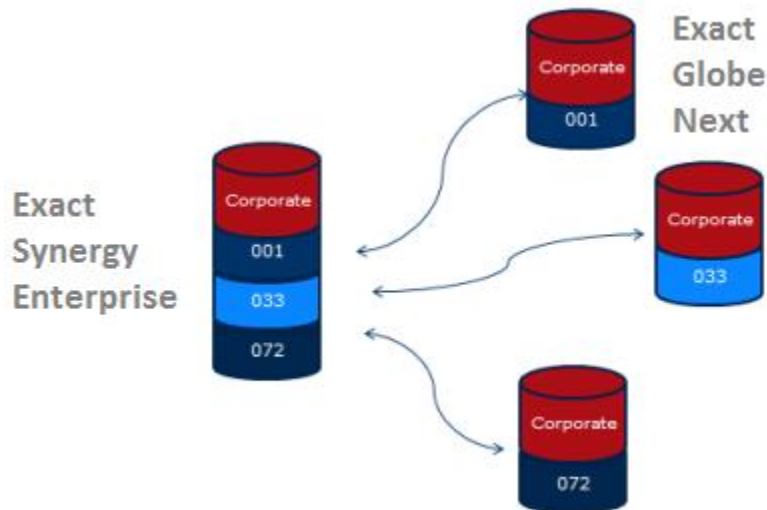
Managing data across multiple divisions can be a challenge. With Central Master Data Management (CMDM), you can create a structured process for entering and maintaining information on a single platform, eliminating redundancy and duplication. By structuring the life cycle of your master data, you will enable the effective collaboration between divisions, ensure company-wide compliance, and improve your decision-making.

Central Master Data Management is powered by Exact Synergy Enterprise, and it is optimal for companies with multiple divisions sharing the same or related master data with Exact Globe Next. The benefits of Central Master Data Management are as follows:

- **Gain multiple levels of control**  
Central Master Data Management ensures that data is consistent and can be retrieved from a single source. This makes it possible to implement a single set of reports and key process indicators, and share them with the regional or corporate level. Thus, consolidation of data is easier. The local management teams can also benefit from using the same information on a regional level because they can spend less time on gathering data for the headquarters, and more time on managing the local businesses.
- **Efficiency between teams**  
Since all the data will be stored and updated centrally, collaboration between multiple divisions in your company will be easier and faster. This makes the organization more agile. You can share knowledge, resources, products, and customers or suppliers. This improves the communication and efficiency throughout the organization. With clear company standards that enhance transparency for internal and external stakeholders, the team can work together more effectively.
- **Ensure company-wide compliance**  
A unified data format for all the divisions not only makes it easy to compare the same data with the consolidated KPI reporting, but also reduces data redundancy and inaccuracy. Central Master Data Management also ensures company-wide compliance, making it easier to gain an accurate overview of your regional activities.
- **Structure processes for complete traceability**  
Requests for creating or adopting master data, such as accounts, general ledgers, items, or people can be managed using the workflow in Exact Synergy Enterprise. Depending on the data entity type, these requests can be viewed by the entity owner on a divisional, regional, or corporate level. The results are transparent and traceable.
- **Improve decision-making**  
With company-wide compliance and structured processes in place, you can increase your confidence in your decision-making. Easy consolidation and data comparison on a group level can provide a solid basis for decision-making, while giving you full control over divisional results, reports, and risks. It is also easier to apply blueprints for the business processes within your company when executing your decisions.

## 2.1 HOW DOES CENTRAL MASTER DATA MANAGEMENT WORK

Central Master Data Management allows you to synchronize data between Exact Synergy Enterprise and Exact Globe Next so that data will be consistent. A data conversion tool will convert the data from the Exact Globe Next databases to Exact Synergy Enterprise. Thus, the data in Exact Synergy Enterprise and Exact Globe Next will be the same, without the need to enter data twice.



The Central Master Data Management solution is based on **Exact Lightweight Integration Server Management (ELIS)** and **Exact Connectivity Layer (ECL)**. The following is an overview of how the software components are used in the synchronization:

- **Exact Lightweight Integration Server Management (ELIS)** — This is a technical framework for the integration between Exact Globe Next and Exact Synergy Enterprise. **ELIS** also supports the solutions that exchange data between Exact Globe Next and Exact Synergy Enterprise, and third party solutions.
- **Exact Connectivity Layer (ECL)** — This is the **Exact Entity Service** for Exact Globe Next (displayed as a Windows service in the services overview under the administrative tools) and the web service for Exact Synergy Enterprise.
- **CMDM add-on mapping files** — These are the files that map the Exact Globe Next fields to the Exact Synergy Enterprise fields that define which fields in Exact Synergy Enterprise and Exact Globe Next are linked to each other.

## 2.2 ENTITIES

The synchronization of information between Exact Synergy Enterprise and Exact Globe Next involves the creation, update, and the deletion of the entities done on both platforms. Any modification done in any one of the Exact Globe Next databases will be synced to the other databases, as well as to Exact Synergy Enterprise.

The following table lists the entities that are available on CMDM that is running on MSI or Exact Lightweight Integration Server (**ELIS**). The entities are supported as of product update 250 for Exact Synergy Enterprise and product update 405 for Exact Globe Next:

Entity	Company	Division	CMDM running on MSI	CMDM running on ELIS	Remark
Account		✓	✓	✓	
Address		✓	✓	✓	
BankAccount		✓	✓	✓	
Classification	✓			✓	This entity is supported by CMDM that is running on ELIS, and is applicable from product update 259 onwards.
ContactPerson		✓	✓	✓	
CostCenter		✓		✓	These entities are supported by CMDM that is running on ELIS, and are applicable from product update 260 onwards.
CostUnit		✓		✓	
GeneralLedgerAccount		✓	✓	✓	
Item		✓	✓	✓	
ItemAccount		✓	✓	✓	
ItemAssortment		✓		✓	These entities are supported by CMDM that is running on ELIS, and are applicable from product update 260 onwards.
ItemUnit	✓			✓	
ItemTranslation		✓	✓	✓	
JobActivity	✓			✓	These entities are supported by CMDM that is running on ELIS, and are applicable from product update 261 onwards.
JobGroup	✓			✓	
JobTitle	✓			✓	
Resource		✓	✓	✓	
Sector	✓			✓	These entities are supported by CMDM that is running on ELIS, and are applicable from product update 259 onwards.
Size	✓			✓	
Source	✓			✓	
Subsector	✓			✓	

Entity	Company	Division	CMDM running on MSI	CMDM running on ELIS	Remark
Title		✓		✓	This entity is supported by CMDM that is running on ELIS, and is applicable from product update 259 onwards.
Warehouse		✓		✓	This entity is supported by CMDM that is running on ELIS, and is applicable from product update 260 onwards.

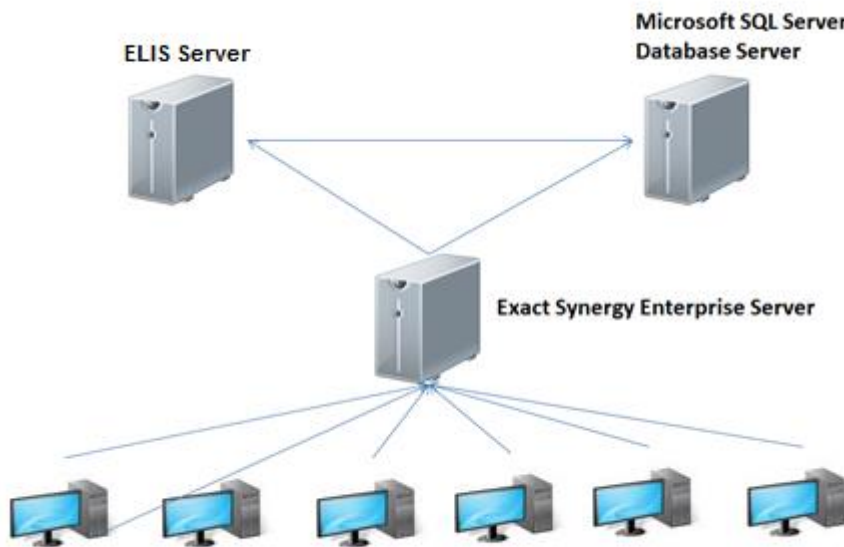
### 2.2.1 Recoding of accounts

The recoding of accounts is supported by CMDM that is running on MSI or **ELIS**.

# 3. INSTALLING EXACT INTEGRATOR FOR CENTRAL MASTER DATA MANAGEMENT (CMDM)

In the environment where Central Master Data Management (CMDM) is running, there are four components that make the solution work, such as the following:

1. **Exact Lightweight Integration Server Management (ELIS)** — CMDM must be installed in the **ELIS** server for synchronization to work. The product packages of Exact Synergy Enterprise and Exact Globe Next must be installed in **ELIS** before you can set up the CMDM solution. Thus, **ELIS** must be installed, and the machine has to be turned on at all times. This server will receive messages from the Exact Synergy Enterprise server with the changes you have made. After the changes are stored in the Exact Synergy Enterprise database, the changes will be sent to the Exact Globe Next server, and this machine will store the changes in the Exact Globe Next database. Thus, if changes are made in Exact Globe Next, the same process applies. Users do not have to access to the Exact Globe Next server.
2. **Exact Synergy Enterprise server** —Exact Synergy Enterprise must be installed. This server can also be used as the web server to host Exact Synergy Enterprise. This server has to be turned on at all times, and Exact Synergy Enterprise must be accessible via the internet. Changes made in Exact Synergy Enterprise are stored in the Exact Synergy Enterprise database, and sent to the Exact Globe Next server to process the results. If multiple web servers are used, all the web servers must be accessible via the same URL, and this URL must be used when installing CMDM.
3. **Microsoft SQL Server database server** — This server stores all Exact Globe Next databases and the Exact Synergy Enterprise database. A new database called **ELIS** will be created when you install **ELIS**. The different databases can be stored on multiple SQL servers.
4. **Exact Globe Next** is installed in the workstations for daily activities. You can make changes to the specific division data for accounts, items, people, and general ledger accounts in Exact Globe Next but the creation and maintenance of corporate data are done in Exact Synergy Enterprise only.



### 3.1 PRE-REQUISITES FOR THE CENTRAL MASTER DATA MANAGEMENT (CMDM) INSTALLATION

Various pre-requisites have to be taken into account before installing Central Master Data Management (CMDM).

#### 3.1.1 Installation pre-requisites

1. **Exact Lightweight Integration Server Management (ELIS)** — **ELIS** must be installed. For more information on the **ELIS** installation process, see *How-to: Installing Exact Lightweight Integration Server (ELIS)*.
2. Exact Synergy Enterprise (ESEPackage.zip) and Exact Globe Next (EGNPackage.zip) must be installed. For more information on downloading the packages, see *Getting started with Exact Lightweight Integration Server (ELIS)*. The product packages must be installed in **ELIS** before you can set up the Exact CMDM solution. For more information on installing the product packages, see *How-to: Setting up client endpoints for Exact Lightweight Integration Server (ELIS)*.
3. Exact Synergy Enterprise — Exact Synergy Enterprise must be installed. For more information on Exact Synergy Enterprise installation, see *Hardware and software requirements for Exact Synergy Enterprise and Project approach and technical installation* user guide.
4. Microsoft .NET Framework versions 3.5 Service Pack 1 and 4.5 must be installed. For more information, see *Chapter 2 Technical Implementation* in the **Exact Synergy Enterprise Implementation manual**.
5. To enable the Central Master Data Management (CMDM) module, license **SE0151 Central Master Data Management** is required for Exact Globe Next, and **YA0151 Central Master Data Management** for Exact Synergy Enterprise. If you have the CMDM license, the settings for CMDM will be available.

6. For CMDM, a fixed combination of the Exact Globe Next product update, and Exact Synergy Enterprise product update is mandatory. See the following table:

Exact Globe Next	Exact Synergy Enterprise	CMDM
403	248	5.0.17.3
404	249	5.0.19.11
405	250	5.0.19.24
406	251	5.0.20.18
407	252	5.252.1.0
408	253	5.253.7.1
409	254	5.254.7.3
410	255	5.255.6.1
411	256	5.255.7.0
412	257	5.255.8.0
413	258	5.255.8.12
414	259	5.255.9.5
415	260	5.255.9.9
416	261	5.255.11.2

**Note:** From product update 262 onwards, the solution will only be supported on **Exact Lightweight Integration Server (ELIS)**, and will no longer be supported on the MSI version. Note that the installation files for the MSI version will no longer be available from this product update onwards. In the case that you decide to continue using the existing solution on the MSI version, the synchronization will remain to work as usual although any issues that may be encountered will no longer be resolved henceforth. Therefore, it is advisable to migrate to **ELIS** to ensure that the solution will continue to work correctly.

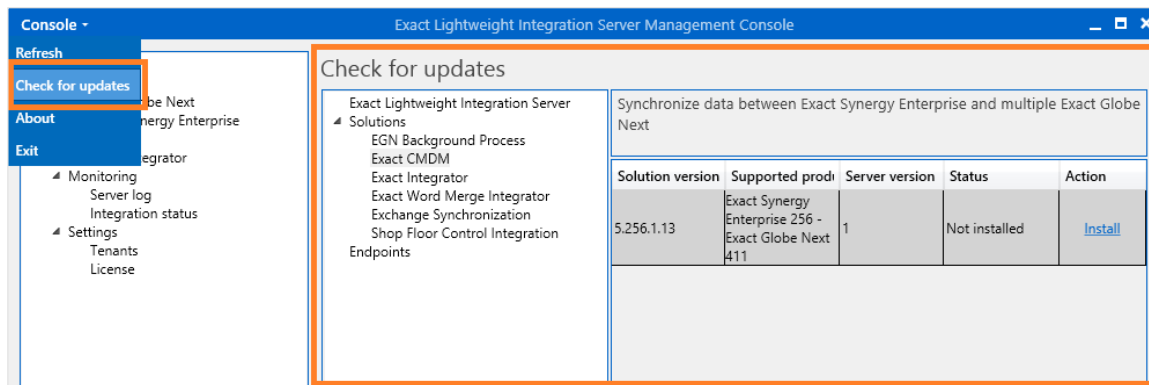
## 3.2 INSTALLING CENTRAL MASTER DATA MANAGEMENT (CMDM) ON THE EXACT LIGHTWEIGHT INTEGRATION SERVER MANAGEMENT (ELIS) SERVER

Once the pre-requisites have been installed, you can install Central Master Data Management (CMDM) on the **Exact Lightweight Integration Server Management (ELIS)** server.

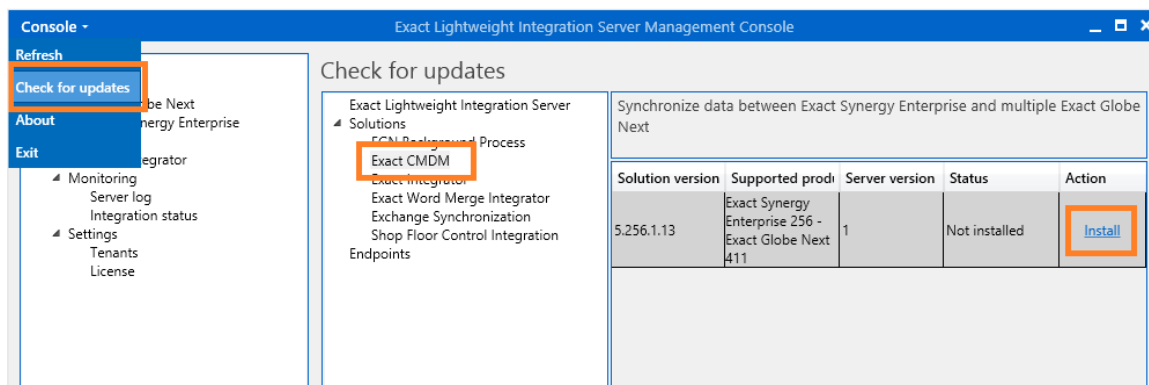
For CMDM to work, the correct version of Exact Globe Next, Exact Synergy Enterprise, and CMDM solution must be installed. For more information on version compatibility, see *3.1.1 Installation pre-requisites*.

**To install Central Master Data Management (CMDM) on the ELIS server:**

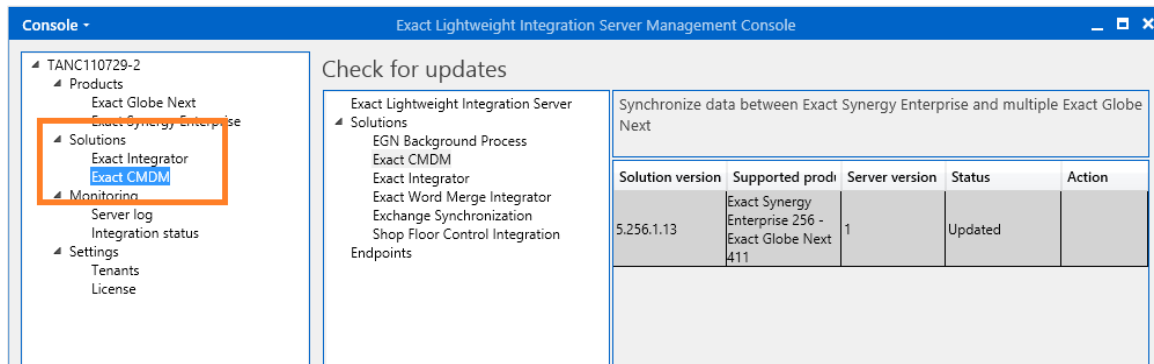
1. To install the **CMDM** solution via FTP, go to the **ELIS** management console, and then click **Check for updates**. The following screen will be displayed. The **Check for updates** screen allows you to download and update the existing version, and install all the dependencies.



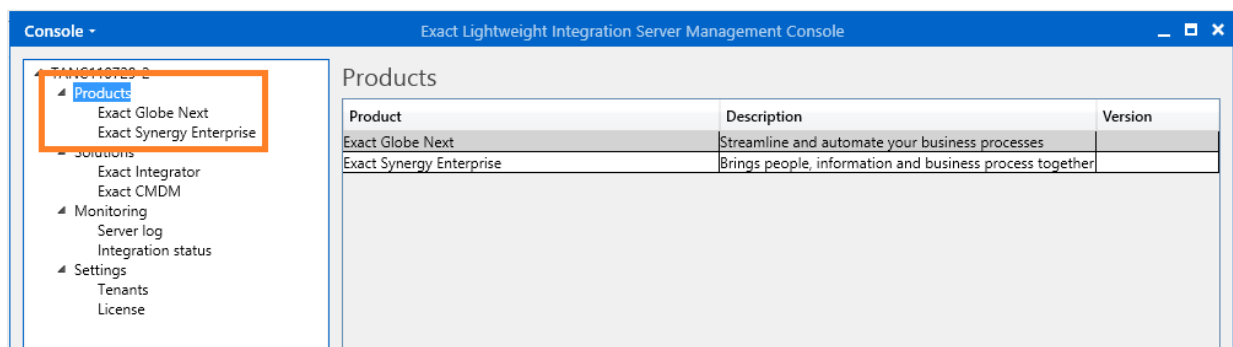
2. Under **Solutions** on the right panel, select **Exact CDM**. The following screen will be displayed:



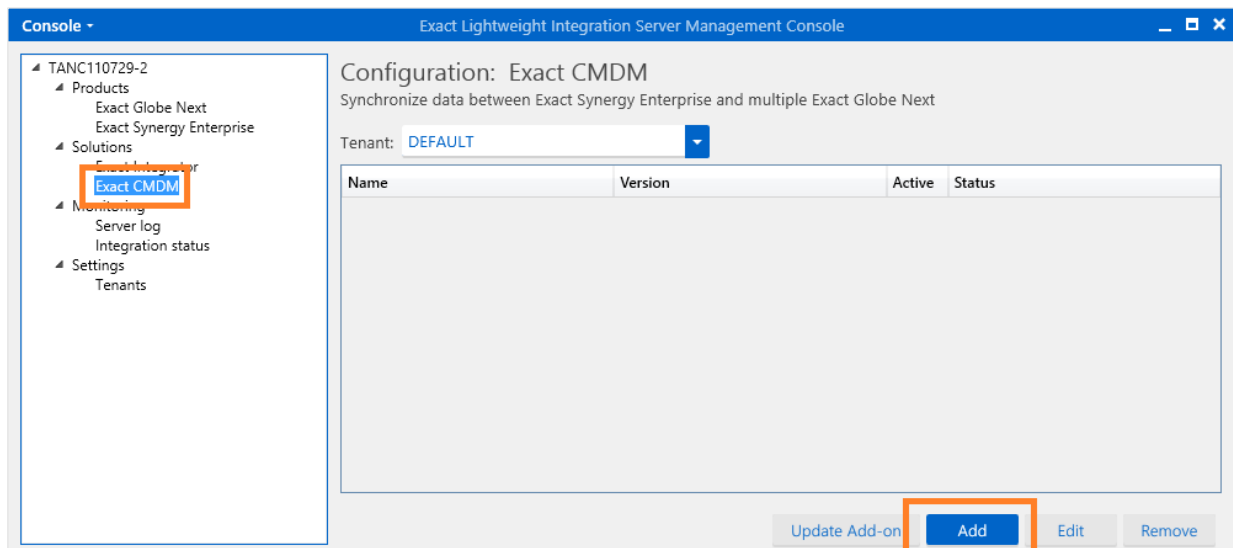
3. Click **Install** under the **Action** column, and the **ELIS** management console will download and install the **Exact CDM** solution. Once the installation is completed, the installed solution will be displayed on the left panel.

**Note:**

Before configuring the **Exact CDM** solution, the ESE product endpoint package and EGN product endpoint package must be installed and configured. For more information on configuring the product packages, see *How-to: Setting up client endpoints for Exact Lightweight Integration Server (ELIS)*.



- After setting up the **Exact CDM** solution, you have to configure and activate the solution before the solution can be used.



5. To activate the **Exact CMDM** solution, click **Exact CMDM** under **Solutions** on the left panel, and then click **Add**. The following screen will be displayed:

New configuration: Exact CMDM

Select client(s):

Tenant: DEFAULT

	Name	Product	Release
<input checked="" type="checkbox"/>	ESE-256-CMDM	Exact Synergy Enterprise	256
<input checked="" type="checkbox"/>	EG-CMDM-411-001	Exact Globe Next	411
<input checked="" type="checkbox"/>	EG-CMDM-411-002	Exact Globe Next	411

Next Cancel

6. In the **New configuration: Exact CMDM** screen, select an ESE product and an EGN product or more under the **Select client(s)** section, and then click **Next**. The following screen will be displayed:

New - Add-on configuration

Name : CMDM\_Synchornization

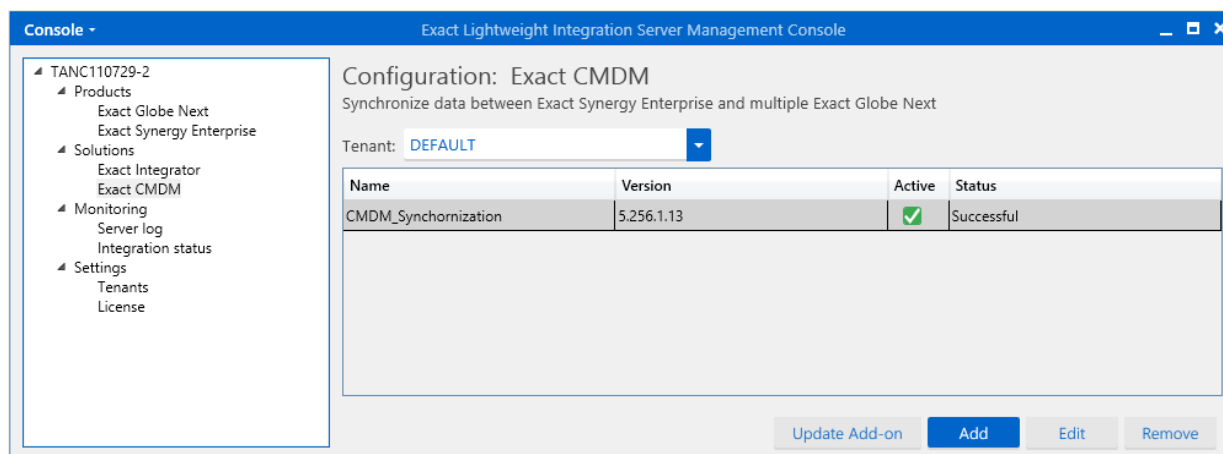
Description : CMDM for Division 001 and 002

No configuration

☒ Activate now

Save Cancel

7. In the **New – Add-on configuration** screen, fill in the relevant values. Select the **Activate now** check box to activate the solution, and then click **Save**. The following screen will be displayed:



### 3.3 RUNNING CENTRAL MASTER DATA MANAGEMENT (CMDM) CONVERSION

After installing the Central Master Data Management (CMDM) Integrator in both the Exact Globe Next and Exact Synergy Enterprise servers, you will be able to run the Central Master Data Management (CMDM) conversion.

#### 3.3.1 Prerequisites for the Central Master Data Management (CMDM) Conversion

Before you start the conversion, make sure the following information is available in Exact Synergy Enterprise, and Exact Globe Next:

- Accounts
  - **Classifications** under the **Marketing** section must be created in Exact Synergy Enterprise.
  - **Sources** under the **Marketing** section must be created in Exact Synergy Enterprise.
  - **Sectors** under the **Marketing** section must be created in Exact Synergy Enterprise.
  - **Subsectors** under the **Marketing** section must be created in Exact Synergy Enterprise.
  - **Rating** under the **Marketing** section must be created in Exact Synergy Enterprise.
  - **Size** under the **Marketing** section must be created in Exact Synergy Enterprise.
  - **Title** must be created in Exact Synergy Enterprise.
  - **State** must be created in Exact Synergy Enterprise.
  - General ledger accounts must be created in Exact Synergy Enterprise.
- General ledger accounts
  - For all the Exact Globe Next databases, upload the general ledger scheme to the divisions in Exact Synergy Enterprise via XML. The CMDM conversion does not handle the conversion of general ledger accounts.
- Items
  - If assortments are used in Exact Globe Next, assortment properties must be created, and set up in Exact Synergy Enterprise. In Exact Synergy Enterprise, assortment properties can be linked to certain item groups (called assortments in Exact Synergy Enterprise). For CMDM to work for items, link the assortment properties to all the assortments.
  - **Warehouses** must be created in Exact Synergy Enterprise.
  - **Warehouse locations** must be created in Exact Synergy Enterprise.
  - **Sales units** must be created in Exact Synergy Enterprise.

- **VAT codes** must be available in Exact Synergy Enterprise.
- **General ledger accounts** must be available in Exact Synergy Enterprise.
- People
  - Locations (physical and contractual) must be created in Exact Synergy Enterprise.
  - **Title** must be created in Exact Synergy Enterprise.
  - **State** must be created in Exact Synergy Enterprise.
  - **Job title** must be created in Exact Synergy Enterprise.
  - **Cost center** must be created in Exact Synergy Enterprise.
  - **Cost unit** must be created in Exact Synergy Enterprise.
  - General ledger accounts must be created in Exact Synergy Enterprise
- Make sure the incoming and outgoing queues in the Exact Globe Next and Exact Synergy Enterprise servers are empty. To empty the queues, do the following:
  - a. Go to Administrative Tools → Computer Management → Services and Applications → Message Queuing → Private Queues.
  - b. Purge the queue messages and journal messages for all the queues.

After the conversion has completed, all the account and item data will be the same in Exact Globe Next and Exact Synergy Enterprise. If changes are made to the data in Exact Globe Next or Exact Synergy Enterprise, the changes will be synchronized.

With the Central Master Data Management solution, four entities are supported, and these four entities must also be converted. The following describes the actions that will be performed by the conversion, and what you need to pay attention to.

### 3.3.2 Accounts

During the conversion, the system will establish a unique link between the record in Exact Globe Next, and Exact Synergy Enterprise. This link will later be used for the synchronization of data. Moreover, division-specific data will be copied from Exact Globe Next to Exact Synergy Enterprise. If accounts are found in either Exact Globe Next, or Exact Synergy Enterprise, the conversion will create the accounts, and contact persons in the solution where these are not available.

For accounts, the logic is very advanced so it is able to handle different scenarios. The scenarios will be described in the following:

The account code (cicmpy.cmp\_code), debtor code (cicmpy.debcode or divisiondebtors.debcode), creditor code (cicmpy.crdcode or divisioncreditors.crdcode), debtor number (cicmpy.debnr or divisiondebtors.debtor), and creditor number (cicmpy.crdnr or divisions.creditor) must be the same in both Exact Globe Next and Exact Synergy Enterprise. The following logic will be used during the conversion:

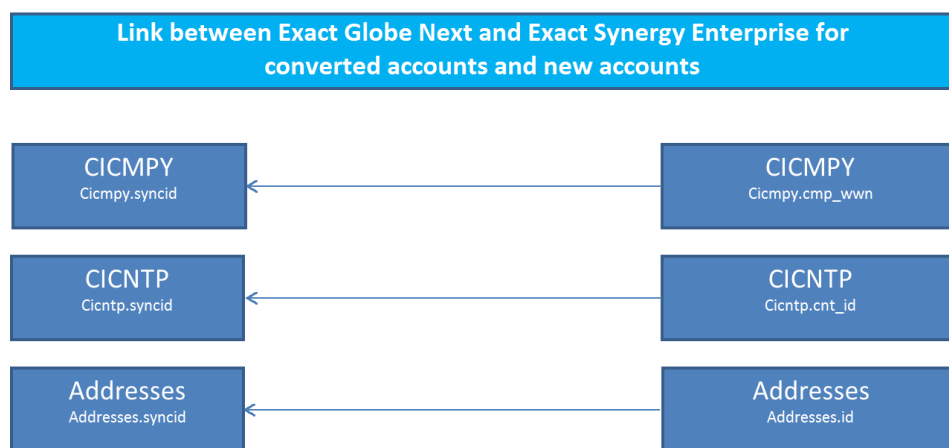
- **Matched data** — Matched data are data where the cmp\_code in the Cicmpy table is the same in both Exact Globe Next and Exact Synergy Enterprise, and the debcode or crdcode in the Cicmpy table in Exact Globe Next is the same as the debcode or crdcode in the DivisionDebtors or DivisionCreditors table in Exact Synergy Enterprise.
- **Unmatched data** — Unmatched data are data that are only available in Exact Globe Next or Exact Synergy Enterprise. The conversion will create the account data in both Exact Globe Next and Exact Synergy Enterprise.
- **Inconsistent data** — Inconsistent data are data that have problems with either the account code, debtor code or creditor code, or the debtor number or creditor number. The data must be repaired manually.

This logic applies to the users who are already using XML to synchronize accounts between Exact Globe Next and Exact Synergy Enterprise, and users who start with Exact Synergy Enterprise. Users who start with Exact Synergy Enterprise will have most of the data in the **Unmatched** tab.

For accounts, an additional step might be required, whereby the account data will have to be merged in Exact Synergy Enterprise (the standard Exact Synergy Enterprise functionality can be used). There are two scenarios:

- Accounts that were replicated using the XML replication between Exact Globe Next, and Exact Synergy Enterprise do not have to be merged again, assuming this was already done before to make the XML replication work correctly.
- Accounts that exist only in Exact Globe Next will be created in Exact Synergy Enterprise by the conversion. This means that the accounts must be merged in Exact Synergy Enterprise. Merging will make sure that one account is linked to multiple divisions.

The link between the records in Exact Globe Next and Exact Synergy Enterprise is unique as displayed in the following:



For contact persons, the system will also use the XML logic to link contact persons in Exact Globe Next to the contact persons in Exact Synergy Enterprise. The link is established based on the **First name**, **Last name**, **Middle name**, **Initials**, or **Email address** for each account. If the link is not 1:1 unique, the system will not be able to link or convert the contact persons. The only solutions to this are:

- Clean up the duplicated contact persons in Exact Globe Next.
- Accept the results, whereby contact persons which are not converted will not be synchronized between Exact Globe Next, and Exact Synergy Enterprise.

The logic of the CMDM conversion tool will ensure that the automatic matching of a contact person between Exact Globe Next and Exact Synergy Enterprise will be done correctly. Thus, in the event that two, or more, matching records for a contact person are found during the conversion, the last modified contact person will be used for matching purposes.

**Tip:**

In Exact Globe Next, contact persons can be created during sales order entry. To prevent this, make sure the users do not have the function right to maintain contact persons. With CMDM, contact persons should be created in Exact Synergy Enterprise only.

### 3.3.3 Items

For items, the link between Exact Globe Next, and Exact Synergy Enterprise is based on the item code. In Exact Synergy Enterprise, items exist on the corporate level, and division level (items can also exist on the country level, but that is not relevant for CMDM and will not be discussed in this manual). During the conversion, the system will check the item code in Exact Globe Next to determine whether the item with the same item code exists in Exact Synergy Enterprise on either the corporate, or division level. If the item exists on the corporate level, but not on the division level, it will be created on the division level. If it does not exist on the corporate level, the item will be created on the corporate, and division levels. In both cases, the division-specific data will be copied from Exact Globe Next to Exact Synergy Enterprise. If the item does not exist on the corporate level, the corporate data will be used to create the item in Exact Synergy Enterprise.

During the conversion, the data can be displayed in two tabs:

**Matched tab:** The system has matched the item code in Exact Globe Next with an item code on the corporate, or division level in Exact Synergy Enterprise. During the conversion, the division-specific data will be copied from Exact Globe Next to Exact Synergy Enterprise.

**Unmatched tab:** The system did not find the item code from Exact Globe Next in Exact Synergy Enterprise on either the corporate, or division level. The item will be created on the respective levels.

### 3.3.4 General ledger accounts

General ledger accounts are not available in the CMDM conversion. General ledger accounts can be replicated from Exact Globe Next to Exact Synergy Enterprise via the existing XML functionality. The link between Exact Globe Next, and Exact Synergy Enterprise is created by the general ledger account code.

### 3.3.5 People

For people, the link between people in Exact Globe Next and Exact Synergy Enterprise is based on the person ID and creditor number. During the conversion, the system will try to match the people in the Exact Globe Next database with the people in the Exact Synergy Enterprise database. The conversion will copy the division-specific data from the Exact Globe Next database to the Exact Synergy Enterprise database.

After the pre-check has completed, data can be displayed in three tabs, the **Matched**, **Unmatched**, or **Inconsistent** tabs:

**Matched tab:** This tab displays records where the person ID in the Exact Globe Next database matches the person ID in the Exact Synergy Enterprise database for the main division. Furthermore, the creditor number for the specific person must match between Exact Globe Next and Exact Synergy Enterprise.

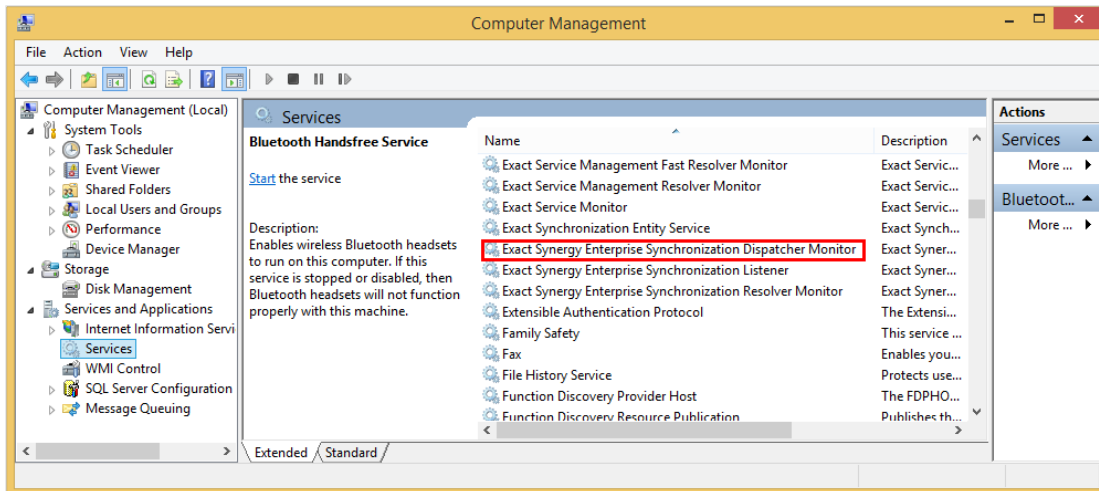
**Unmatched tab:** The person ID found in Exact Globe Next is not found in Exact Synergy Enterprise, or the person ID found in Exact Synergy Enterprise is not found in Exact Globe Next.

**Inconsistent tab:** All the other cases whereby the data is not displayed in the **Matched** or **Unmatched** tab.

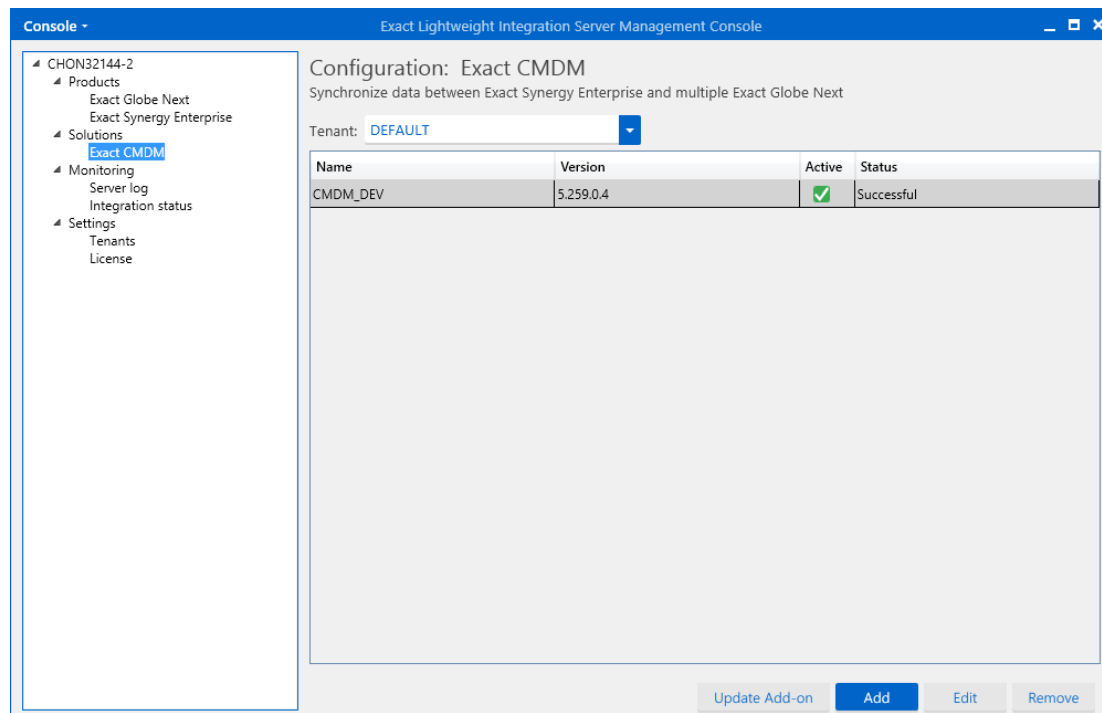
### 3.3.6 Central Master Data Management (CMDM) Conversion

Before installing the CMDM conversion tool, the following requirements must be met:

1. Under Services and Applications in the Computer Management screen, click Services. Stop the Exact Synergy Enterprise Synchronization Dispatcher Monitor service.

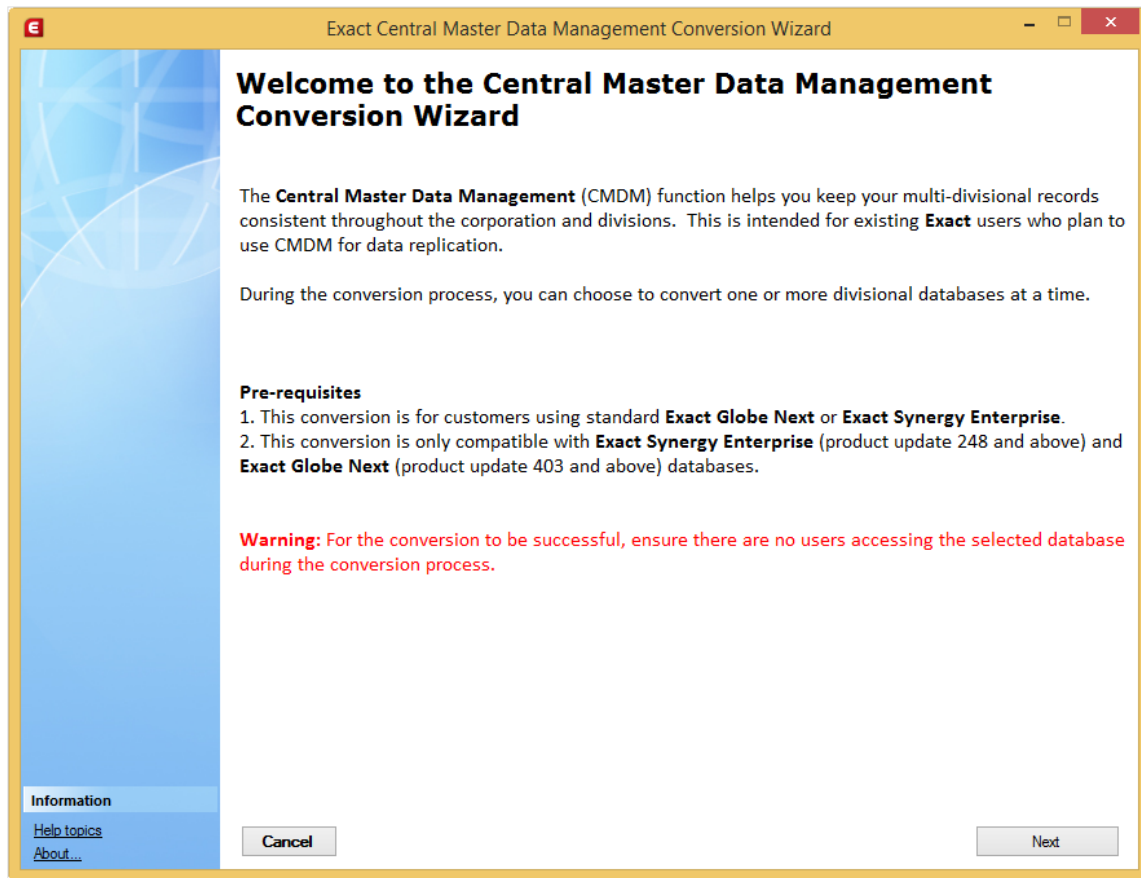


2. If the **Exact Lightweight Integration Server (ELIS)** integration solution is used, select **EXACT CMDM** on the left panel of the **ELIS** management console, and then clear the check box in the **Active** column to stop the synchronization of the data between the product lines. This step is applicable only to **ELIS** from product update 256 onward. For more information, see *Getting started with Exact Lightweight Integration Server (ELIS)* (26.204.593) in Exact Synergy Enterprise.



**To run the Central Master Data Management (CMDM) conversion:**

1. Double-click the **ExactCMDMConvert.exe** file from the bin folder in the Exact Synergy Enterprise installation folder. The following screen will be displayed:



2. Read the pre-requisites and warning message. Click **Next**. The following screen will be displayed:

**Exact Synergy Enterprise connection**


Web address:

Exact Synergy Enterprise Credential

User ID:

Password:

SQL Server:


Database:  

Information

[Help topics](#)

[About...](#)

3. Define the following fields:

- **Web address** — Type the Exact Synergy Enterprise web address. For example, *http://www.macbean.com*.
- **User ID** — Type your user ID starting with the domain name.
- **Password** — Type your password.
- **SQL Server** — Type the name of the SQL server of the Exact Synergy Enterprise database.
- **Database** — Type the Exact Synergy Enterprise database name. You can also click the  **Refresh** icon to get a list of databases for the selected SQL server.

4. Click **Next**. The following screen will be displayed:

Select	Division	SQL Server	Database	Web address	User ID	Password	Prefix
<input checked="" type="checkbox"/>	411	96221-2\SQL_2014	411	factsoftware.com:8010	ftware\hung296221	*****	
<input checked="" type="checkbox"/>	412	96221-2\SQL_2014	411	factsoftware.com:8010	ftware\hung296221	*****	
<input checked="" type="checkbox"/>	413	96221-2\SQL_2014	411	factsoftware.com:8010	ftware\hung296221	*****	

5. Define the following fields:

- **Select** — Select the check box to synchronize the data for the division. Select the **Select/Deselect All** check box at the top of the screen to synchronize the data for all divisions.
- **Division** — This field displays all divisions recorded in the database predefined in the previous screen.
- **SQL Server** — Type the name of the SQL server where the Exact Globe Next database is located.
- **Database** — Select the database that you want to synchronize the data to.
- **Web address** — Type the web address of Exact Globe Next.
- **User ID** — Type your username that you use to log in to Exact Globe Next.
- **Password** — Type your password that you use to log in to Exact Globe Next.
- **Prefix** — Type the prefix for the division. If this field is defined, the account data (only exists in Exact Globe Next) will be displayed in the **Unmatched** tab instead of the **Inconsistent** tab. This allows you to determine whether you want to migrate the account data to Exact Synergy Enterprise. If this field is not defined and the account code is duplicated, an error will be displayed in the **Result** screen. The system will automatically assign the prefix for the duplicated account codes in the Exact Synergy Enterprise database after the conversion.

6. Click **Next**. The following screen will be displayed:

Exact Central Master Data Management Conversion Wizard

### Entity Selection

Topics

- ☒ Account
  - ☒ Contact
  - ☒ Address
- ☒ Items
- ☒ People

Include Free Fields

- ☐ Account
- ☐ Items

Information

[Help topics](#)

[About...](#)

Cancel Previous Next

7. Select the entities that you want to synchronize from Exact Synergy Enterprise to Exact Globe Next. You can select to synchronize **Account**, **Contact Person**, **Address**, and/or **Items**. The **Contact Person** check box will be enabled only if you have selected the **Account** check box. If you have selected the **Contact Person** check box, the **Address** check box will be automatically selected. Under the **Include Free Fields** section, you can select the check boxes next to **Account** and **Items** to activate the synchronization of free fields for accounts and items between Exact Globe Next and Exact Synergy Enterprise.

8. Click **Next**. The system will analyze the data in the Exact Globe Next database(s) and Exact Synergy Enterprise database. The following screen will be displayed:

Exact Central Master Data Management Conversion Wizard

### Conversion pre-check

Division: 411 Entity: Account

Matched records (60) | Unmatched records (1) | Inconsistent records (0)

Account Code	Account Name	Account Number	Account Code	Account Name	Account Number
000000	Unknown creditor	000000	000000	Unknown creditor	000000
000000	Unknown debtor	000000	000000	Unknown debtor	000000
1019	Cayleigh Prior	1019	1019	Cayleigh Prior	1019
1023	Eline Weerts	1023	1023	Eline Weerts	1023
60085	Belastingdienst CBA Apeldo...	60085	60085	Belastingdienst CBA Apeldo...	60085
60086	Contantdebiteur	60086	60086	Contantdebiteur	60086
60087	TNT	60087	60087	TNT	60087
60088	DHL	60088	60088	DHL	60088
60089	Belastingdienst	60089	60089	Belastingdienst	60089
60089	Restaurant Enkhuizen	60089	60089	Restaurant Enkhuizen	60089
60090	UWV	60090	60090	UWV	60090
60090	Lunchroom de Orka	60090	60090	Lunchroom de Orka	60090
60091	Pensioenfonds	60091	60091	Pensioenfonds	60091
60091	Kaffee und Kuchen	60091	60091	Kaffee und Kuchen	60091
60092	Aegon	60092	60092	Aegon	60092
60092	Pizzeria Vesuvius	60092	60092	Pizzeria Vesuvius	60092

Exact Synergy
Exact Globe Ne
Page size: 50 Page number: 1

[Cancel](#)
[Export](#)
[Previous](#)
[Next](#)

9. The **Conversion pre-check** screen displays the records that are available in Exact Synergy Enterprise and Exact Globe Next. The matched, unmatched, and inconsistent records will be displayed in the **Conversion pre-check** screen. The inconsistent records have to be manually repaired. The unmatched records will be created by the conversion tool in the Exact Globe Next database whereby Exact Synergy Enterprise is the source of information. The records in red are from Exact Synergy Enterprise and the records in blue are from Exact Globe Next. You can filter by division at **Division** and entity at **Entity**. Click the **Matched records** tab to view the records that match, **Unmatched records** to view the records that are available in the Exact Synergy Enterprise database but is not available in the Exact Globe Next database, or **Inconsistent records** to view the records that cannot be matched by the system.

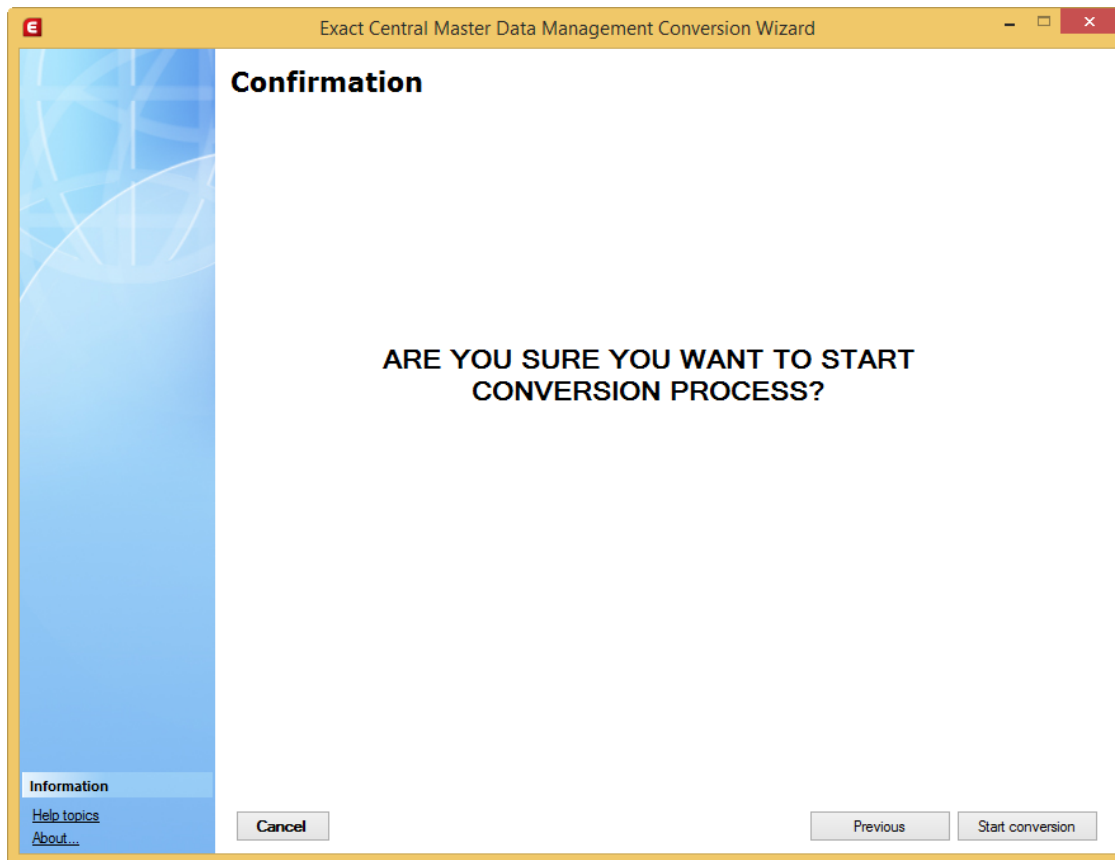
The automatic matching of the contact person is based on the scoring system such as the following:

Score	Condition
5	First name matched
3	Middle name matched
3	Initials matched
2	Email matched
1	Either the XML first name data or the record first name data is not empty
1	Either the XML middle name data or the record middle name data is not empty
1	Either the XML initial data or the record initial data is not empty
1	Either the XML email data or the record email data is not empty
0.5	If the contact is the main contact person

**Note:**

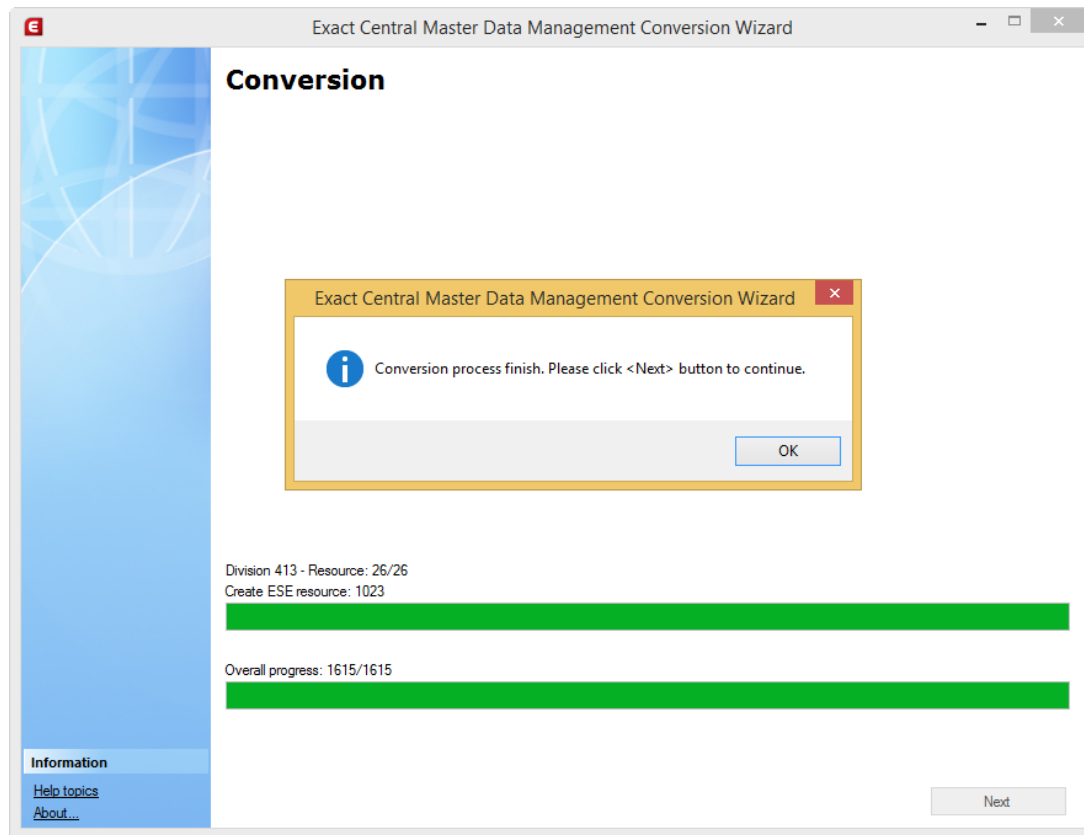
For the contact person to be displayed, the score must be equal to or greater than 11.

10. Click **Next** to start the data conversion. The following screen will be displayed:

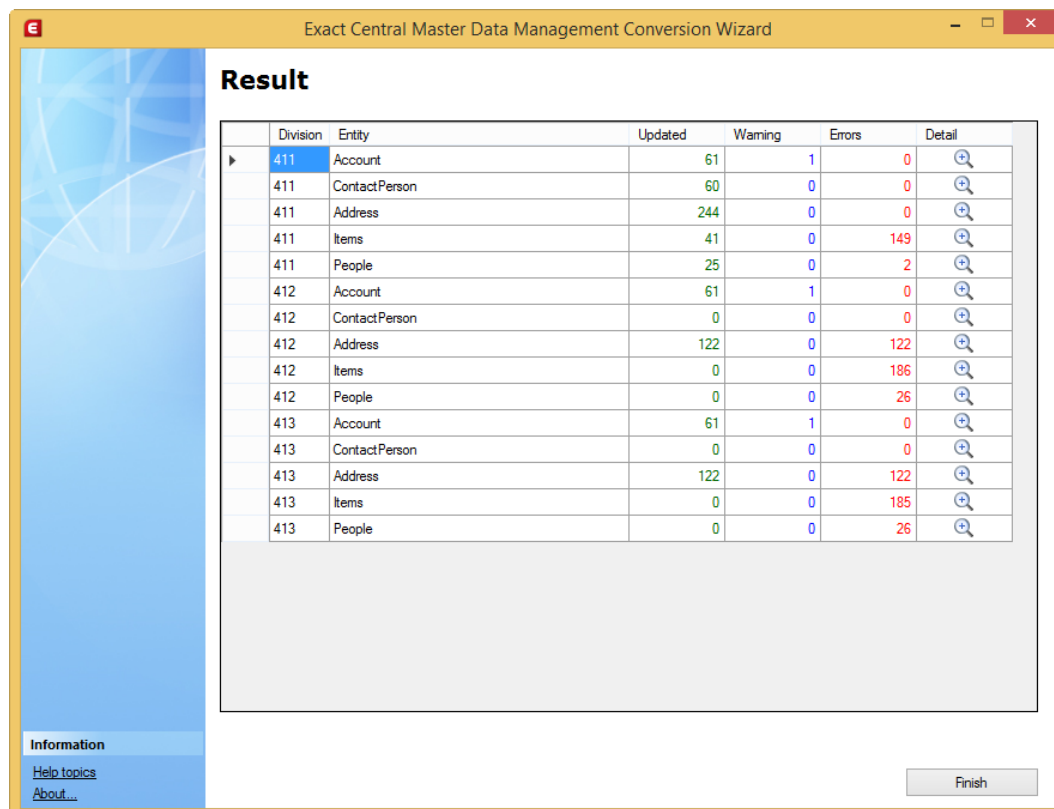



11. Click **Start conversion**. When you are running the conversion, make sure no users are using the Exact Globe Next and Exact Synergy Enterprise databases. Also, make sure the setting to activate CMDM in Exact Synergy Enterprise is not selected.

12. During the conversion, the first progress bar displays the records of the division that are being processed, and second progress bar displays the overall conversion process. After the conversion has finished, the following screen will be displayed:



13. Click **OK**, and then click **Next**. The following screen will be displayed:



14. The **Result** screen displays the summary of the records that have been updated. You can click  in the **Detail** column to view the error messages of the records that were not covered. Click **Finish** to exit.

If you want to check if the conversion was executed successfully, run the following SQL query on the Exact Globe Next database. The result of the SQL query should be "0".

```
set transaction isolation level read uncommitted
select COUNT(id) from cicmpy where syncid is null
select COUNT(id) from cicntp where syncid is null
select COUNT(id) from Addresses where syncid is null
```

## 4. CENTRAL MASTER DATA MANAGEMENT (CMDM) SETTINGS

The purpose of Central Master Data Management (CMDM) is to store division-specific data for accounts, items, general ledger accounts, and people in Exact Synergy Enterprise. This is possible by duplicating the fields that are available in the accounts, items, general ledger accounts, and people maintenance in Exact Globe Next to Exact Synergy Enterprise as a separate division section.

The CMDM solution synchronizes the accounts, items, general ledger accounts, and people master data between Exact Globe Next and Exact Synergy Enterprise. The synchronization is done in real-time if data is updated in either Exact Globe Next or Exact Synergy Enterprise. The business logic of both Exact Globe Next and Exact Synergy Enterprise triggers the update, and there are no SQL triggers installed in the databases that will trigger the synchronization.

The creating of master data and updating of corporate data can only be done in Exact Synergy Enterprise. However, the updating of division-specific data can be done in Exact Synergy Enterprise and Exact Globe Next. Corporate data is data that is the same for all the divisions whereas division-specific data only applies to the division.

The free fields for the divisions should be maintained in Exact Globe Next because the structure of the free fields might differ based on the Exact Globe Next administration.

CMDM must be activated in both Exact Globe Next and Exact Synergy Enterprise. To be able to view the settings and synchronize data, license **YA0151 Central Master Data Management** is required for Exact Synergy Enterprise and **SE0151 Central Master Data Management** is required for Exact Globe Next.

## 4.1 ACTIVATING CENTRAL MASTER DATA MANAGEMENT (CMDM) IN EXACT SYNERGY ENTERPRISE

The Central Master Data Management (CMDM) settings must be activated before CMDM can be used to synchronize data.

**To activate Central Master Data Management (CMDM) settings in Exact Synergy Enterprise:**

1. Go to Modules → System → Setup → Central Master Data Management → Settings. The following page will be displayed:

Central Master Data Management: Settings

Save Close

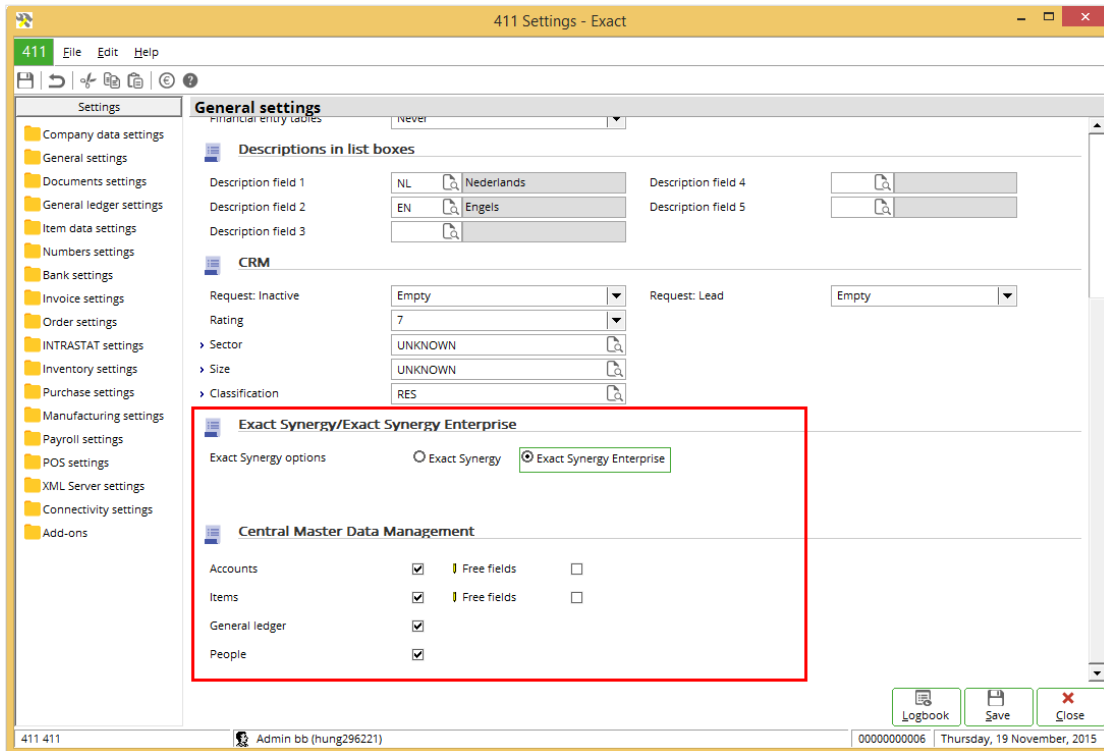
Maintain master data centrally: Activate

<input checked="" type="checkbox"/> Accounts	<input type="checkbox"/> Free fields
<input checked="" type="checkbox"/> Items	<input type="checkbox"/> Free fields
<input checked="" type="checkbox"/> General ledger	
<input checked="" type="checkbox"/> People	

2. Select the following check box(es):
  - **Accounts** — Select this check box to activate the CMDM account functions.
    - **Free fields** — Select this check box to activate the synchronization of free fields for accounts between Exact Globe Next and Exact Synergy Enterprise. If you enable this setting, the setup and use of free fields must be the same in Exact Globe Next and Exact Synergy Enterprise. If the setup or the use of free fields is different between Exact Globe Next and Exact Synergy Enterprise, this check box should not be selected, and the maintenance of the free fields should be done in Exact Globe Next.
  - **Items** — Select this check box to activate the CMDM item functions.
    - **Free fields** — Select this check box to activate the synchronization of free fields for items between Exact Globe Next and Exact Synergy Enterprise. If you enable this setting, the setup and use of free fields must be the same in Exact Globe Next and Exact Synergy Enterprise. If the setup or the use of free fields is different between Exact Globe Next and Exact Synergy Enterprise, this check box should not be selected, and the maintenance of the free fields should be done in Exact Globe Next.
  - **General ledger** — Select this check box to activate the CMDM general ledger functions.
  - **People** — Select this check box to activate the CMDM people functions.
3. Click **Save**, and then click **Close** to exit.


**To activate Central Master Data Management (CMDM) settings in Exact Globe Next:**

1. Go to System → General → Settings.
2. Click **General settings** on the left panel. The following screen will be displayed:



3. Select **Exact Synergy Enterprise** at **Exact Synergy options** under the **Exact Synergy/Exact Synergy Enterprise** section.
4. Under the **Central Master Data Management** section, select the following check box(es):

- **Accounts** — Select this check box to synchronize account data from Exact Synergy Enterprise to Exact Globe Next. If you select this check box, you have limited rights to the account fields, such as create, update, delete, copy, and recode. All the fields in the account maintenance, buttons, and icons will either not be displayed or disabled, or a message "No rights" will be displayed. However, you can define free fields in the **Extra** tab in the accounts maintenance screen.
- **Free fields** — Select this check box to activate the synchronization of free fields for accounts between Exact Globe Next and Exact Synergy Enterprise. If you enable this setting, the setup and use of free fields must be the same in Exact Globe Next and Exact Synergy Enterprise. If the setup or use of free fields is different between Exact Globe Next and Exact Synergy Enterprise, this check box should not be selected, and the maintenance of the free fields should be done in Exact Globe Next.
- **Items** — Select this check box to synchronize item data from Exact Synergy Enterprise to Exact Globe Next. If you select this check box, you have limited rights to the item fields, such as create, update, copy, and recode. All the fields in the item maintenance, buttons, and icons will either not be displayed or disabled, or a message "No rights" will be displayed.
- **Free fields** — Select this check box to activate the synchronization of free fields for items between Exact Globe Next and Exact Synergy Enterprise. If you enable this setting, the setup and use of free fields must be the same in Exact Globe Next and Exact Synergy Enterprise. If the setup or use of free fields is different between Exact Globe Next and Exact Synergy Enterprise, this check box should not be selected, and the maintenance of the free fields should be done in Exact Globe Next.

- **General ledger** — Select this check box to synchronize general ledger data from Exact Synergy Enterprise to Exact Globe. If you select this check box, you have limited rights to the general ledger account fields, such as create, recode, and delete. The affected screens are the **Chart of G/L's** screen (go to Finance → General ledger → Chart of G/L's), **Maintain accounts** screen (go to Finance → General ledger → Chart of G/L's, and click **New**), and the **General ledger accounts** browser (go to Finance → Reports → Result, and click  at **General ledger accounts**).
- **People** — Select this check box to synchronize people data from Exact Synergy Enterprise to Exact Globe. If you select this check box, you have limited rights to the people fields, such as create, recode, and delete. The affected screens are the people overview screen (go to HR → People → Maintain or Payroll → People → Maintain), people maintenance screen (go to HR → People → Maintain or Payroll → People → Maintain, select a person, and then click **Open**), **People** browser (go to Invoice → Entries → Invoices), and **Subordinates** browser in the people maintenance screen.

5. Click **Save**.

## 5. MAINTAIN ACCOUNTS CENTRALLY

Managing the companies centrally within your business environment offers many benefits, such as increasing control over related business agreements and transactions, and ultimately reducing the risks involved. Account master data can be divided into corporate and division data. Corporate data is the same for all the divisions, such as the account name and address data. Division data differs based on the business relationship and agreements of the accounts, for example, offering different products or services to a customer, or purchasing different products or services or different item quantities from the same vendor. Some accounts are not related. Thus, these accounts will still have to be managed in a pre-defined company compliant manner, and managed centrally. When cross border relationships are in place, legislative aspects within the cross border relationships can differ although you are dealing with the same account globally.

**Note:**

Account data can be synchronized only if you have selected the **Accounts** check box at Modules → System → Setup → Central Master Data Management → Settings in Exact Synergy Enterprise, and the **Accounts** check box at System → General → Settings → General settings in Exact Globe Next.

## 5.1 CREATE ACCOUNTS

The accounts for both corporate and division can be created in Exact Synergy Enterprise. The account card consists of corporate and division data. For the corporate data, all the data will be displayed on the account card except the information displayed under the **Financial** section. The information displayed under the **Financial** section is from the main division. The functionality of the account card in Exact Synergy Enterprise will not be changed by activating the CMDM accounts function. You can access account cards via Modules → Customers → Reports → Accounts → Search.

The accounts are only synchronized once a debtor or creditor code has been defined.

The **Divisions** section is available on the accounts card page in Exact Synergy Enterprise.

Divisions		Add
Code - Division	Main	
60086 - 411		
60086 - 412		
60086 - 413		

Under the **Divisions** section, all the divisions to which the account belongs will be displayed. Linking a division to an account will synchronize the account to the particular Exact Globe Next administration. If you click the division hyperlink or the **Add** button, the data of the division account will be displayed.

Accounts: New - Debtor code

Save Save + New Close

Created by Admin 26-06-2015 12:05

Account

Division

Main

Debtor code

Name

Type

Status

Main contact

Representative

Show notes upon entry

Sales order - Invoice

Sales order confirmation

Partial delivery allowed

Shipping via

Apply shipping charges

Invoice debtor

Add extra receipt to sales order

Digital postbox

Commissionable

Territory code

Send method

Invoice copies

Selection code

eInvoice

Extra duty

Group invoice

INTRASTAT

INTRASTAT system

Transaction A code

Transport

Financial

Currency

Debtor account

Automatic matching

Offset account

Extra description

Credit line

Payment condition

Bank account

Price list

Discount (%)

Payee name

Credit management

Scenario

Account empl.

Intermediary

Print debtor statements

Last seq. number

Last reminder

Send reminders

VAT

VAT liability

VAT number

Check date

VAT code

VAT services

VAT services adjustable

The accounts division page can be customized by clicking **Customize**. For the fields that will allow you to browse for data, the data is derived from either the Exact Globe Next or Exact Synergy

Enterprise database. The following table shows whether the data is derived from the Exact Globe Next or Exact Synergy Enterprise database. If the data is from the Exact Synergy Enterprise database, make sure the master data exists in both Exact Globe Next and Exact Synergy Enterprise. This is not in the CMDM functionality.

Field	Browser data
VAT code	Exact Globe Next
VAT services	Exact Globe Next
Account employee	Exact Synergy Enterprise
Representative	Exact Synergy Enterprise
Main contact	Exact Synergy Enterprise
Currency	Exact Synergy Enterprise
Debtor account	Exact Synergy Enterprise
Offset account	Exact Synergy Enterprise
Extra description	Exact Globe Next
Payment condition	Exact Globe Next
Pricelist	Exact Globe Next
Shipping via	Exact Globe Next
Invoice debtor	Exact Synergy Enterprise
Selection code	Exact Globe Next

At **Main contact** under the **Account** section, you can browse for a contact person in Exact Synergy Enterprise, and select a main contact person for the division. If a main contact person is selected, the addresses of the main contact person will be synchronized. The invoice and visit addresses of the main contact person will always be linked. If the main contact person selected on the division level is different from the main contact person on the corporate level, the visit and invoice addresses of the main contact person on the corporate level will be combined with the delivery and postal addresses of the main contact person on the division level. Thus, in Exact Globe Next, the main contact person will have four address types. The main contact person on the division level will always exist on the corporate level but not necessarily as a main contact person.

As of Exact Synergy Enterprise product update 249, bank accounts can be maintained in Exact Synergy Enterprise the same way as with Exact Globe Next. This data is stored only in the Exact Globe Next database, and the validation of the bank accounts in Exact Globe Next is used when the bank accounts are saved in Exact Synergy Enterprise.

The following page displays the creditor division account page:

Accounts: New - Creditor code

Save Save + New Close

Created by Admin 26-06-2015 15:23

Account

Division 411

Main ☐

Creditor code 60132

Name SUPERB Cleaning Services Zuid

Type Supplier

Status Active

Main contact Ambrosius de Whit

Representative

Show notes upon entry ☐

Financial

Currency

Creditor account

Automatic matching ☐

Offset account

Extra description

Credit line

Payment condition

Bank account Add

Payee name

Purchase

Shipping via

Price list

Discount (%)

Confirm prices ☐

Acknowledge order ☐

Incoterm

Incoterm code

Selection code

Mailbox

INTRASTAT

INTRASTAT system

Transaction A code

Transport

INTRASTAT delivery methods

City of loading/unloading

INTRASTAT area

Statistical factor

Transaction B code

Country of assembly

Transshipment

VAT

VAT liability Liable to pay VAT

VAT number

Check date

VAT code

Tax exempted ☐

Tax exemption number

INTRASTAT standard codes


Federal ID ☒ Social security no. ☐



Tax ID

Fiscal code

There are also browser fields available for creditors. The following table shows whether the data is derived from the Exact Globe Next or Exact Synergy Enterprise database. If the data is from the Exact Synergy Enterprise database, make sure the master data exists in both Exact Globe Next and Exact Synergy Enterprise. This is not in the CMDM functionality.

Field	Browser data
Main contact	Exact Synergy Enterprise
Representative	Exact Synergy Enterprise
Shipping via	Exact Globe Next
Pricelist	Exact Globe Next
Incoterm	Exact Globe Next
Incoterm code	Exact Globe Next
Selection code	Exact Globe Next
Currency	Exact Synergy Enterprise
Creditor account	Exact Synergy Enterprise
Offset account	Exact Synergy Enterprise
Extra description	Exact Globe Next
Payment condition	Exact Globe Next
VAT code	Exact Globe Next

On the **Accounts: Settings** page (go to Modules → Customers → Setup → Other → Settings) in Exact Synergy Enterprise, you can choose to select the account numbers from the Exact Globe Next or Exact Synergy Enterprise database at **Account code from** under the **Division** section. If **Exact Globe Next** is selected at **Account code from**, the  icon will be displayed next to the **Debtor code** or **Creditor code** field when linking a division to an account. If you click this icon, a new account number will be retrieved from the Exact Globe Next database. However, it is not necessary to use this icon because the system will assign the account number based on the Exact Globe Next database. In Exact Synergy Enterprise, you can select a default division to link to the accounts at **Default** under the **Division** section on the **Accounts: Settings** page. The default division will be used to propose the next account number on the division level if **Exact Globe Next** is selected at **Account code from**.

Division	
Default	<input type="text"/> 
Account code from	Exact Globe Next 

Once the account function for CMDM has been activated, only certain fields in the accounts payable and accounts receivable maintenance screens in Exact Globe Next can be edited. Only the free fields, category, and divisional fields can be edited. You will not be able to recode, merge, and delete accounts.

There are instances in Exact Globe Next whereby the contact person is indirectly created, for example, creating the contact person when creating the sales order. This contact person will not be created or synchronized to Exact Synergy Enterprise. If the division data is updated in Exact Globe Next during the entry or processing of data, this contact person will be synchronized to Exact Synergy Enterprise.

Make sure the values of the following fields are the same for both Exact Globe Next and Exact Synergy Enterprise:


- **Classification**
- **Sector**
- **Subsector**
- **Source**
- **Size**
- **Title** (contact person)

**To create customer accounts in Exact Synergy Enterprise:**

1. Go to Modules → Customers → Entry → Entry → Account. The following page will be displayed:

2. Click **Customer**. The following page will be displayed:

3. Under the **General** section, type the customer name at **Name**.
4. Type the address of the customer at **Address**.

- Under the **Financial** section, type the debtor code at **Debtor code**. If **Exact Globe Next** is selected at **Account code from** under the **Division** section at Modules → Customers → Setup → Other → Settings, the  icon will be displayed. Click this icon to get the next running number from the Exact Globe Next database.
- Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

**Tip:**

You can customize the fields by clicking  **Customize**.










**To create creditor accounts in Exact Synergy Enterprise:**

- Go to Modules → Customers → Entry → Entry → Account. The following page will be displayed:

Select: Type

☆ ?

Close

Type: Company	Policy
 Prospect	
 Customer	
 Associate	
 Supplier	
 Reseller	
 Division	
 Bank	
 Lead	
 Suspect	

Upload: vCard

2. Click **Supplier**. The following page will be displayed:

Accounts: New - Supplier 🔧 ★ ?

[Save](#) [Save + New](#) [Close](#) Created by Admin 03-07-2015 14:52

General		Marketing	
Code	60132	Type / Since	Supplier 03-07-2015
Name	<input type="text"/>	Status / Since	Active 03-07-2015
Address	<input type="text"/>	Security level	10
	<input type="text"/>	Classification / Rating	RES <a href="#">Restaurant</a>
	<input type="text"/>	Source	P <a href="#">Phone</a>
Postcode / City	<input type="text"/>	Sector	UNKNOWN <a href="#">Unknown</a>
Country / State	NL <a href="#">Netherlands</a>	Subsector	<input type="text"/>
County	<input type="text"/>	Size	UNKNOWN <a href="#">Unknown</a>
Phone / Extension	<input type="text"/>	Chamber of Commerce number	<input type="text"/>
Phone queue	<input type="text"/>	D&B number	<input type="text"/>
Fax	<input type="text"/>	Exclude from merging	<input type="checkbox"/>
E-mail	<input type="text"/>	Relations	
Website	<input type="text"/>	Manager	1006 — <a href="#">Sanne Klein - van Elburg</a>
Contact		Reseller	60110 <a href="#">MacBean Coffeeworld</a>
Title / Initials	MR <a href="#">Mr.</a>	Parent account	<input type="text"/>
First name	<input type="text"/>	Financial	
Middle name	<input type="text"/>	Division	411 <a href="#">411</a>
Last name	--	Creditor code	60132 #
Job description	--	Customer code (External)	<input type="text"/>
Job title	<input type="text"/>	Check date	<input type="text"/>
E-mail	<input type="text"/>	Creditor account	<input type="text"/>
Valid email address	<input type="checkbox"/>	Offset account	<input type="text"/>
Phone / Email permission	<input type="checkbox"/>	Payee name	<input type="text"/>
Extension / Mobile	<input type="text"/>		
Fax	<input type="text"/>		
Language	EN <a href="#">English</a>		

- Under the **General** section, type the supplier name at **Name**.
- Type the address of the supplier at **Address**.
- Type or select the postcode, and then type the city at **Postcode / City**.
- Type or select the country and state at **Country / State**.
- Type the county at **County**.
- Type the phone and extension numbers at **Phone / Extension**.
- Type the phone queue number at **Phone queue**.
- Type the fax number at **Fax**.
- Type the email address at **E-mail**.
- Type the website at **Website**.
- Under the **Financial** section, type the creditor code at **Creditor code**.
- Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

**Tip:**

You can customize the fields by clicking [Customize](#). You can link divisions to accounts only if you have selected the **Accounts** check box at Modules → System → Setup → Central Master Data Management → Settings.

## 5.2 UPDATE ACCOUNTS

Once you have created the accounts, the accounts can be updated by linking division(s) to the accounts.

### To link divisions to accounts in Exact Synergy Enterprise:

1. Go to Modules → Customers → Reports → Accounts → Search.
2. Define the search criteria.
3. Click **Show**.
4. In the **Account name** column, select the account that you want to update. The following page will be displayed:

Customer: 60105, Brasserie Pigalle

[Edit](#) [Actions](#) [Mail merge](#) [Customer rates](#) [Label](#) [Close](#)

Created by 17-12-2010 16:14  
Modified by Admin 25-06-2015 17:49

General		Divisions	
Code	60105	Code - Division	Main
Name	Brasserie Pigalle		
Address	Bachplein 15	(4) 60105 - 411 411	✓
		60105 - 412 412	
		60105 - 413 413	
Postcode / City	6005 Weert		
Country / State	Netherlands (NL) Limburg		
County			
Phone / Extension			
Phone queue			
Fax			
E-mail			
Website			
Contacts		Marketing	
Mevr.	Karin Janszen - Purchase manager	Type / Since	Customer 17-12-2010
		Status / Since	Active 17-12-2010
		Security level	10
		Classification / Rating	Restaurant 7
		Source	Phone
		Sector	Unknown
		Subsector	Unknown
		Size	Unknown
		Chamber of Commerce number	

[Add](#)

[Add](#)

External References

Type Link

Remarks - None

[Add](#)

Workflow Projects Documents

Transactions Sales invoice Opportunities

Quotations Reports

5. Under the **Divisions** section, click **Add**. The following page will be displayed:

Accounts: New - Debtor code

[Save](#) [Save + New](#) [Close](#)

Created by Admin 26-06-2015 16:17


Account		Financial	
Division	<input type="text"/>	Currency	<input type="text"/>
Main	<input type="checkbox"/>	Debtor account	<input type="text"/>
Debtor code	60105	Automatic matching	<input type="checkbox"/>
Name	Brasserie Pigalle	Offset account	<input type="text"/>
Type	Customer	Extra description	<input type="text"/>
Status	Active	Credit line	<input type="text"/>
Main contact	Karin Janszen	Payment condition	<input type="text"/>
Representative		Bank account	<a href="#">Add</a>
Show notes upon entry	<input type="checkbox"/>	Price list	<input type="text"/>
		Discount (%)	<input type="text"/>
		Payee name	<input type="text"/>
Sales order - Invoice		Credit management	
Sales order confirmation	No	Scenario	Normal
Partial delivery allowed	<input checked="" type="checkbox"/>	Account empl.	<input type="text"/>
Shipping via	<input type="text"/>	Intermediary	<input type="text"/>
Apply shipping charges	<input type="checkbox"/>	Print debtor statements	<input checked="" type="checkbox"/>
Invoice debtor	<input type="text"/>	Last seq. number	<input type="text"/>
Add extra receipt to sales order	<input type="checkbox"/>	Last reminder	- -
Digital postbox	<input type="text"/>	Send reminders	<input checked="" type="checkbox"/>
Commissionable	<input type="checkbox"/>		
Territory code	<input type="text"/>		
Send method	<input type="text"/>		
Invoice copies	0		
Selection code	<input type="text"/>		
eInvoice	<input type="checkbox"/>		
Extra duty	<input type="checkbox"/>		
Group invoice	No		
INTRASTAT		VAT	
INTRASTAT system	<input type="text"/>	VAT liability	Liable to pay VAT
Transaction A code	<input type="text"/>	VAT number	<input type="text"/>
Transport	<input type="text"/>	Check date	- -
		VAT code	<input type="text"/>
		VAT services	<input type="text"/>
		VAT services adjustable	<input checked="" type="checkbox"/>

6. Type or select a division at **Division** under the **Account** section.
7. Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

**Tip:**

You can customize the fields by clicking  **Customize**. You can link divisions to accounts only if you have selected the **Accounts** check box at Modules → System → Setup → Central Master Data Management → Settings.



To modify divisions linked to debtor accounts in Exact Synergy Enterprise, function right **564 — Maintain division debtor** is required. By default, users with the **Controller**, **F&A staff**, or **Customer manager** role have this function right.

To modify divisions linked to creditor accounts in Exact Synergy Enterprise, function right **565 — Maintain division creditor** is required. By default, users with the **Controller**, **F&A staff**, or **Supplier manager** role have this function right.

**To edit divisions linked to accounts in Exact Synergy Enterprise:**

1. Go to Modules → Customers → Reports → Accounts → Search.
2. Define the search criteria.
3. Click **Show**.
4. Select an account in the **Account name** column.
5. Under the **Divisions** section, select a division that you want to edit.
6. Click **Edit**.
7. Make the change(s).
8. Click **Save**.

**Tip:**

- You can customize the fields by clicking  **Customize**. From here, you can also modify the advanced customization settings by clicking **Advanced**. The advanced customization settings allows you to assign function rights to the fields so that only the people with the function rights are able to modify the values in those respective fields.
-  **Customize** is only available if you have both function rights **564 — Maintain division debtor** or **565 — Maintain division creditor** and **430 — Maintain CRM account field visibility**.

## 5.3 CREATE AND MAINTAIN DEBTOR AND CREDITOR CODES

The following are the roles and rights that are required to create and maintain the debtor codes:

- To create or modify debtor codes for main debtors, function right **312 – Maintain division debtor – main debtor** is required. Users with the **F&A staff** role have this function right.
- To link the debtor code to another account, function right **450 – Allows to change link of debtor number to account** is required. Users with the **F&A staff** role have this function right.
- To delete non-main debtors with transactions, function right **477 – Allows to delete non-main debtors with financial transactions** is required. Users with the **F&A staff** role have this function right.
- To create or modify details of the debtor codes, function right **564 – Maintain division debtor** is required. Users with the **Controller**, **F&A staff**, or **Customer manager** role have this function right.

The following are the roles and rights that are required to create and maintain the creditor codes:

- To create or modify creditor codes for main creditors, function right **313 – Maintain division creditor – main creditor** is required. Users with the **F&A staff** role have this function right.
- To link the creditor code to another account, function right **464 – Allows to change link of creditor number to account** is required. Users with the **F&A staff** role have this function right.
- To delete non-main creditors with transactions, function right **477 – Allows to delete non-main debtors with financial transactions** is required. Users with the **F&A staff** role have this function right.
- To create or modify creditor codes, function right **565 – Maintain division creditor** is required. Users with the **Controller**, **F&A staff**, or **Supplier manager** role have this function right.

### To create debtor codes:

1. Go to Modules → Customers → Reports → Accounts → Search.
2. On the **Accounts: Search** page, define the search criteria.
3. Click **Show**.
4. Select an account in the **Account name** column.
5. Click a hyperlink under the **Divisions** section.
6. Click **New**.
7. Define the fields.
8. Click **Save**.

### To edit debtor codes:

1. Go to Modules → Customers → Reports → Accounts → Search.
2. On the **Accounts: Search** page, define the search criteria.
3. Click **Show**.
4. Select an account in the **Account name** column.
5. Select a division under the **Divisions** section.
6. Click **Edit** and make the required changes.
7. Click **Save**.

### To copy details of debtor codes:

1. Go to Modules → Customers → Reports → Accounts → Search.
2. On the **Accounts: Search** page, define the search criteria.
3. Click **Show**.
4. Select an account in the **Account name** column.
5. Click a hyperlink under the **Divisions** section.
6. Click **Copy**.
7. Define the fields.
8. Click **Save**.

## 5.4 VIEWING DEBTOR CODES AND CREDITOR CODES

You can view the details of the debtor and creditor codes for divisions for CMDM by clicking the hyperlink under the **Divisions** section of an account card belonging to a debtor or a creditor. Note that this section is available only if you have selected the **Accounts** check box at Modules → System → Setup → Central Master Data Management → Settings.

### To view debtor or creditor code:

1. Go to Modules → Customers → Reports → Accounts → Search.
2. On the **Accounts: Search** page, define the search criteria.
3. Click **Show**.
4. Select an account in the **Account name** column.
5. Click a hyperlink under the **Divisions** section.
6. The debtor or creditor code page will then be displayed in the view mode.

## 5.5 CONVERTING ACCOUNT RECORDS BY BATCHES USING CMDM CONVERSION TOOL

The CMDM conversion tool supports the concurrent process of the account records within a division. It accelerates the migration process as it allows users to segregate the account records that are to be processed. Note that before running the tool, the number of executions must be defined for the process to be performed concurrently. The process can be performed simultaneously only on multiple machines.

The following is the scope of the concurrent process of the account records:

- applicable to Exact Synergy Enterprise product update 258 and Exact Globe Next product update 413 and above,
- applicable to the **Account** topic only,
- the segregation of the account records is limited to the **Matched** tab only.

### Prerequisite

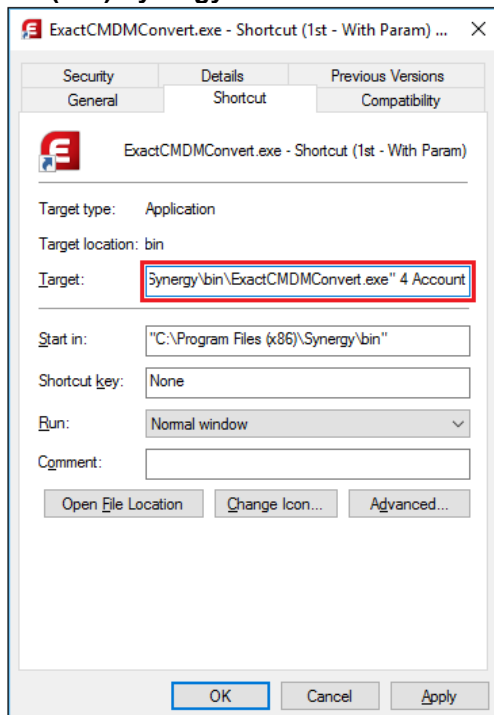
The following services must be stopped before the migration of the account records on the conversion tool is performed:

- Exact Globe Synchronization Dispatcher Monitor
- Exact Synergy Enterprise Synchronization Dispatcher Monitor

After the migration is completed, all messages in **Private Queues** must be purged via Computer Management → Services and Applications → Message Queuing → Private Queues, before the services are restarted.

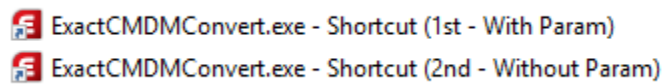
### To execute the concurrent process via CMDM conversion tool:

1. Create the first shortcut for the **ExactCMDMConvert.exe** application.
2. Right click on the shortcut, and then click **Properties**.
3. In the **Shortcut** tab, change the value of the **Target** field to include the number of executions and topic parameters of the process. For example: **C:\Program Files (x86)\Synergy\bin\ExactCMDMConvert.exe" 4 Account**.

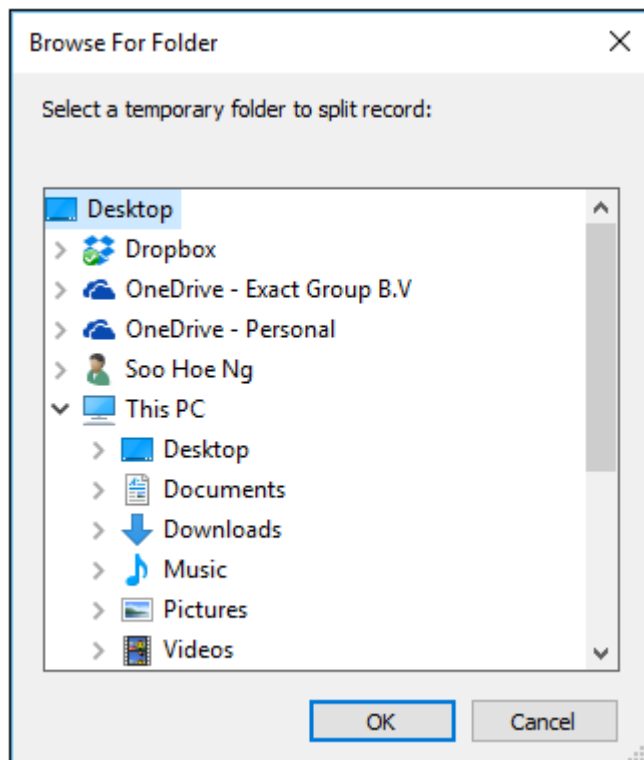


4. Click **Apply**.

5. Next, create the second shortcut without the parameters.



6. Double click to run the first shortcut key.
7. Click **Next** to continue.
8. At the **Exact Synergy Enterprise connection** screen, define the web address, credentials to the Exact Synergy Enterprise environment, and the SQL server that hosts the Exact Synergy Enterprise database.
9. Click **Refresh**, and select the database accordingly.
10. At the **Exact Globe Connections** screen, select only one division in the **Select** column and define the required web address and credentials.
11. Click **Next**.
12. The **Browse For Folder** pop-up screen will be displayed.



13. Select the folder in which to store the XML files that will be generated in the later steps.
14. Click **OK**.

15. In the **Entity Selection** screen, select the **Account**, **Contact**, and **Address** check boxes under the **Topics** section. The **Account** check box under the **Include Free Fields** section is optional.

Exact Central Master Data Management Conversion Wizard

## Entity Selection

Topics

- ☒ Account
  - ☒ Contact
  - ☒ Address
- ☐ Items
- ☐ People

Include Free Fields

- ☒ Account
- ☐ Items






Information

[Help topics](#)

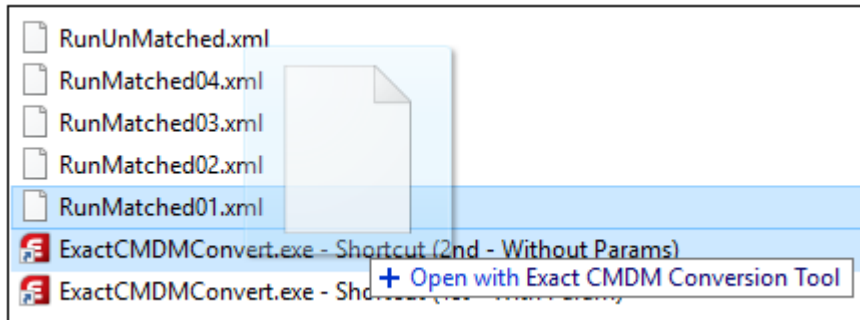
[About...](#)

Cancel Previous Next

16. Click **Next**.
17. The **Conversion Pre-check** screen will be displayed with a list of the matched records.
18. Click **Next**, and then click **Finish**.
19. The system will now generate the XML files according to the number of executions that has been defined and store the files in the selected folder. An additional XML file with all of the unmatched account records will also be generated.

 RunMatched01.xml	8/1
 RunMatched02.xml	8/1
 RunMatched03.xml	8/1
 RunMatched04.xml	8/1
 RunUnMatched.xml	8/1

20. In the selected folder, drag any of the **RunMatched##.xml** file to the second shortcut to initiate the processing of the account records by batches.



21. Proceed by defining the same information as steps 8 and 10 in the **Exact Synergy Enterprise** and **Exact Globe Next connection** screens.
22. In the **Entity Selection** screen, select the **Account**, **Contact**, and **Address** check boxes under the **Topics** section. The **Account** check box under the **Include Free Fields** section is optional.
23. Click **Next**, and the **Conversion Pre-check** screen will be displayed.
24. Click **Next** to start the conversion.
25. You can repeat steps 21 and 22 for the other XML files, including the XML file containing the unmatched records.

## 6. MAINTAIN ITEMS CENTRALLY

To manage products and services centrally, accounts should be implemented centrally. This is due to the reason that products and services are related to mutual accounts. Introducing products and services in an organization is challenging, and multiple disciplines are involved. Products can be produced in one division and distributed to another division, or the prices of the products can differ for every division. Services are often shared, and can be easily exchanged when they are recognizable over multiple divisions. Item data can be defined centrally, as well as most of the division-related data. The only exceptions are product structures and free fields whereby these can only be maintained per division in Exact Globe Next.

Phantom items and contract items are not synchronized.

**Note:**

Item data can be synchronized only if you have selected the **Items** check box at Modules → System → Setup → Central Master Data Management → Settings in Exact Synergy Enterprise, and the **Items** check box at System → General → Settings → General settings in Exact Globe Next.

## 6.1 CREATE ITEMS

The structure of creating items is similar to creating accounts whereby divisions can be linked to items. Linking a division to an item will synchronize the item data to the Exact Globe Next administration. If you use CMDM, linking items to countries is not required for synchronization to Exact Globe Next administrations. Linking items to countries is only required for the Exact Synergy Enterprise functionality.

Divisions		Add
Item code - Division	Country	
BEK0001 - 411 411	Netherlands	

Items also consist of corporate and division data. All the fields on the item card are considered as corporate data but not all the fields on the item card are available in Exact Globe Next. The following corporate fields will be synchronized to Exact Globe Next:

- **Item code**
- **Type**
- **Description**
- **Search code**
- **Sales unit**

The following page displays the division item card:

Item: BEK0001 (Division: 411)
⚙️ ⭐ ⓘ

Save Delete Copy Close

Division

Division 411 — 411

Financial

Cost price EUR 0.0000  
Sales price EUR 0.0000  
Asset  
Costs 7000 — Kostprijs verkopen  
Discount account  
Purchase 3000 — Voorraad  
Revenue 8000 — Omzet  
Stock change  
Stock coverage

Sales commission

Commissionable ☐  
Commission method Margin % %/EUR

Inventory

Warranty period 0  
Shelf life 0

Serial/batch

Mask  
Increment factor

Extra

Extra charges  
Free value 1  
Free value 2

Other

Net weight

Items per warehouse

Warehouse Default location Main

General

Status  
Classification ESL  
Active from 26-06-2015  
Active to

Sales

VAT code 2 BTW Hoog  
Add extra receipt to sales order

Purchase

Requires approved supplier

Assortment

Assortment 0000 — Standaard

INTRASTAT


INTRASTAT: Enabled  
Statistical code  
Statistical units

Attributes

☐ Sales ☐ Part ☐ Explode  
☐ Buy ☐ Divisible ☐ Batch  
☐ Stock controlled ☐ Make ☐ Text  
☐ From stock ☐ No discount ☐ Service  
☐ Serial numbers ☐ Asset

Items by supplier

Supplier Main

Fields on the division item card in Exact Synergy Enterprise can be customized by clicking  **Customize**. The **Copy** button on the division item card allows you to copy the item from one division to another division. However, the data displayed in the browser screens taken from the Exact Globe Next database, will not be copied. Some of the data from the browser screens are from the Exact Globe Next database and some from the Exact Synergy Enterprise database. The following table shows whether the data is derived from the Exact Globe Next or Exact Synergy Enterprise database. If the data is from the Exact Synergy Enterprise database, make sure the master data exists in both Exact Globe Next and Exact Synergy Enterprise. This is not in the CMDM functionality.

Field	Browser data
Asset	Exact Synergy Enterprise
Cost	Exact Synergy Enterprise
Discount account	Exact Synergy Enterprise
Purchase	Exact Synergy Enterprise
Revenue	Exact Synergy Enterprise
Stock change	Exact Synergy Enterprise
VAT code	Exact Globe Next
Statistical code	Exact Globe Next
Assortment	Exact Synergy Enterprise
Extra charges	Exact Globe Next

In Exact Globe Next, the corporate fields for items cannot be edited, recoded, and deleted. The item master data will be updated when there is an item entry or process. These changes will be synchronized to Exact Synergy Enterprise, including changes in stock valuation due to the cost price, and updates via batch updates.









To create items, function right **34 — Maintain World Items, except to change the division** or function right **347 — Maintain Country items** is required. Users with the **Item management** role have this function right. To customize the item card page (edit mode), function right **15 — Maintain Item control settings** is required. Users with the **Item management** role have this function right.

**To create items in Exact Synergy Enterprise:**



1. Go to Modules → Logistics → Entry → General → Items. The following page will be displayed:

Item: New - Save Save + New Close Created by Admin 26-06-2015 16:33





**General**

Code    
Country   
Description    
Search code   
Division    411  
Person   Admin  
Warehouse   Centraal magazijn  
Type   
Active from    
Active to    
Status   
Security level




**Categories**

Assortment   

**G/L Accounts**

Asset    
Costs    
Purchase    
Revenue  




**Prices**

Unit    
Type   
Sales price   Euro   
Costs   Euro

**Attributes**

☐ Sales ☐ Part ☐ Explode  
☐ Buy ☐ Divisible ☐ Batch  
☐ Stock controlled ☐ Policy ☐ Text  
☐ From stock ☐ Make ☐ Print on invoice  
☐ Serial numbers ☐ No discount ☐ Service  
☐ Billable ☐ Productive

**Other**

Replacement    
Request - Shopping    
Request - Purchase  

**Remarks**

Timestamp Full screen

**Picture**

Upload  Browse...


**Text**

2. Under the **General** section, type the item code at **Code**.
3. Type the item description at **Description**.
4. Under the **Categories** section, type or select an assortment at **Assortment**.
5. Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

**Tip:**

You can customize the fields by clicking  Customize.

## 6.2 COPY ITEMS

Once the item is created, you can use the item to create another item by copying the fields from the existing item. This can be done by using the copy item function in Exact Synergy Enterprise.

Items can be copied on the division level. Thus, you can copy an item from one division to another division. This can be done when maintaining the item on the division level.

Corporate items can also be copied and used to create another item by editing the item on the corporate level (world item), and clicking **Actions** on the item card in the **Edit** mode. After that, click the **Copy item: item** hyperlink. The following page will be displayed:

Item: Copy item: Item
☆ ?

Copy Close

Item

Item code: Old BEK0001 — R.P.Take Away beker 250cc 1000 st.  
Item code: New   
Description   
Search code

Divisions

→ <input type="checkbox"/> Division	Country	Warehouse	Supplier
<input type="checkbox"/> 411-411	Netherlands	<input type="text" value="v"/>	<input type="text" value="v"/>

The page above allows you to define a new item code, description, and search code. On the division level, you can select the warehouse and supplier that you want to use for the new item.

### Note:

To copy items, function right **34 — Maintain World Items, except to change the division** or function right **347 — Maintain Country items** is required. Users with the **Item management** role have this function right.

## 6.3 UPDATE ITEMS

Once the items have been created, the items can be updated by linking divisions to the items. Suppliers and warehouses can also be linked to the item divisions.

### 6.3.1 Link Divisions to Items

Divisions can be linked to items. However, you can link divisions to items only after the items have been created.

To link a division to an item, function right **428 — Maintain Item division** is required. Users with the **Item management** or **Extended item ownership** role have this function right.

**To link divisions to items in Exact Synergy Enterprise:**

1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column.
5. Click **Add** under the **Divisions** section. The following page will be displayed:

Item: BEK0001

[Save](#) [Save + New](#) [Close](#)


<b>Division</b> Division <input type="text"/>	<b>Inventory</b> Warranty period <input type="text" value="0"/> Shelf life <input type="text" value="0"/>
<b>General</b> Status <input type="text" value="Active"/> Classification ESL <input type="text"/> Active from <input type="text" value="26-06-2015"/> Active to <input type="text" value="- -"/>	<b>Assortment</b> Assortment <input type="text" value="0000"/> <a href="#">Standaard</a>
<b>Financial</b> Cost price <input type="text" value="0.0000"/> Sales price <input type="text" value="0.0000"/> Asset <input type="text"/> Costs <input type="text"/> Discount account <input type="text"/> Purchase <input type="text"/> Revenue <input type="text"/> Stock change <input type="text"/> Stock coverage <input type="text"/>	<b>Serial/batch</b> Mask <input type="text"/> Increment factor <input type="text"/> <b>INTRASTAT</b> INTRASTAT: Enabled <input type="checkbox"/> Statistical code <input type="text"/> Statistical units <input type="text" value="0.00"/> <b>Extra</b> Extra charges <input type="text"/> Free value 1 <input type="text" value="0.00"/> Free value 2 <input type="text" value="0.00"/>
<b>Sales</b> VAT code <input type="text"/> Add extra receipt to sales order <input type="checkbox"/>	<b>Attributes</b> <input type="checkbox"/> Sales <input type="checkbox"/> Part <input type="checkbox"/> Explode <input type="checkbox"/> Buy <input type="checkbox"/> Divisible <input type="checkbox"/> Batch <input type="checkbox"/> Stock controlled <input type="checkbox"/> Make <input type="checkbox"/> Text <input type="checkbox"/> From stock <input type="checkbox"/> No discount <input type="checkbox"/> Service <input type="checkbox"/> Serial numbers <input type="checkbox"/> Asset
<b>Sales commission</b> Commissionable <input type="checkbox"/> Commission method <input type="text" value="Margin %"/> <input type="text" value="0.000"/> %/EUR	<b>Other</b> Net weight <input type="text" value="0.0000"/>
<b>Purchase</b> Requires approved supplier <input type="checkbox"/>	

6. Type or select a division at **Division** under the **Division** section.
7. Under the **Financial** section, type or select an account code to specify the general ledger account to register the value of the item, which is an asset, at **Costs**.
8. Type or select an account code to specify the general ledger account to register the purchases made for the item at **Purchase**.
9. Type or select an account code to specify the general ledger account to register the revenue for the items sold at **Revenue**.
10. Under the **Sales** section, type or select the VAT code at **VAT code**.
11. Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

**Tip:**

You can customize the fields by clicking  **Customize**. You can link divisions to items only if you have selected the **Items** check box at Modules → System → Setup → Central Master Data Management → Settings.

**To edit linked divisions of items:**

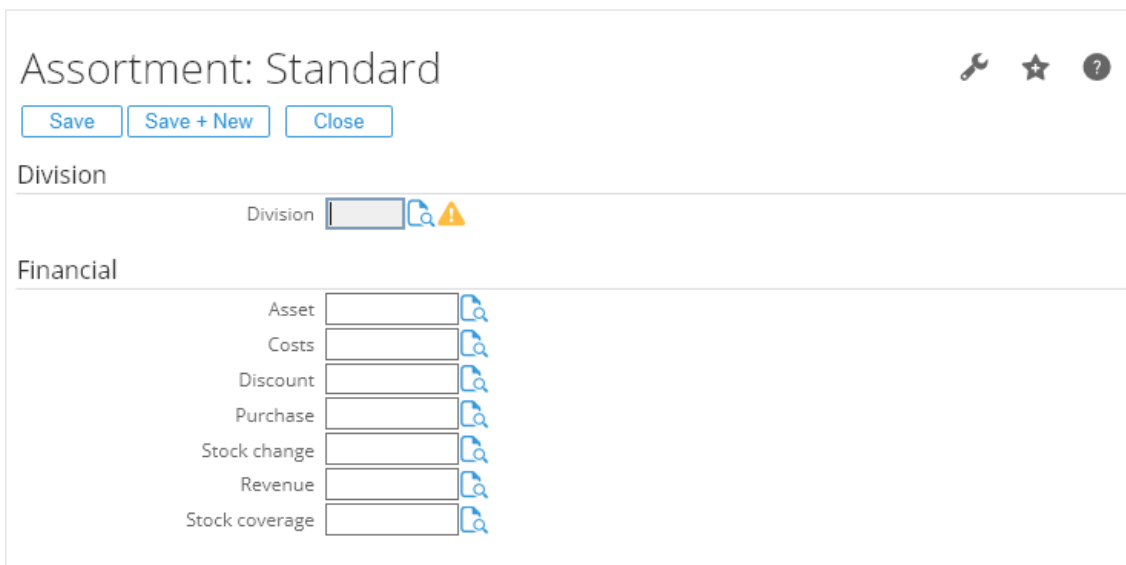
1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column.
5. Select a division in the **Item code - Division** column under the **Divisions** section.
6. Make the change(s).
7. Click **Save**.

**6.3.2 Link Assortments to Divisions**

Assortments are categories that identify groups of items with similar properties, and assortments are used to present a strategic overview of the item information in reports. For CMDM, assortments can be linked to the divisions with default general ledger accounts. By selecting the division and/or assortment, the general ledger account will be defined by default based on the assortment division.

**To link assortments to the divisions:**

1. Go to Modules → Logistics → Setup → General → Assortments.
2. Select an assortment.
3. Under the **Monitor** section, click **Divisions: Financial**. While viewing assortment cards, the header of the **Monitor** section is not displayed.
4. Click **New**. The following page will be displayed:



The screenshot shows a web form titled "Assortment: Standard". At the top right are icons for a wrench, a star, and a question mark. Below the title are three buttons: "Save", "Save + New", and "Close".

The form is divided into two main sections:

- Division:** This section contains a label "Division" followed by a text input field. To the right of the input field is a magnifying glass icon and a yellow warning triangle icon.
- Financial:** This section contains a list of financial accounts, each with a corresponding input field and a magnifying glass icon to its right:
  - Asset
  - Costs
  - Discount
  - Purchase
  - Stock change
  - Revenue
  - Stock coverage

5. Type or select a division at **Division**.
6. Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

### 6.3.3 Link Suppliers and Warehouses to Item Divisions

On the division item card, suppliers and warehouses can be linked to the item division. However, a division must be linked to the item before suppliers and warehouses can be linked to the item division.

Some of the data on the items by suppliers page are derived from Exact Globe Next and some from Exact Synergy Enterprise. The following table shows whether the data is derived from the Exact Globe Next or Exact Synergy Enterprise database. If the data is from the Exact Synergy Enterprise database, make sure the master data exists in both Exact Globe Next and Exact Synergy Enterprise. This is not in the CMDM functionality.

Field	Browser data
Account	Exact Synergy Enterprise
Manufacturer	Exact Synergy Enterprise
Package unit	Exact Synergy Enterprise
Currency	Exact Synergy Enterprise
VAT code	Exact Globe Next
Document	Exact Synergy Enterprise
Country of assembly	Exact Synergy Enterprise
Country of origin	Exact Synergy Enterprise

Accounts can also be linked to items. When a division is linked to an item, the system will automatically link a warehouse to the item. The warehouse data is retrieved from the Exact Synergy Enterprise database. However, if you link a division to a warehouse, the warehouse can only be used for that division. If the warehouse is not linked to any division, the warehouse can be used for all the divisions.

**To link suppliers to item divisions in Exact Synergy Enterprise:**



1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column.
5. Select a division in the **Item code - Division** column under the **Divisions** section.
6. Click **Add** under the **Items by supplier** section. The following page will be displayed:

Item: Account (Division: 411) ☆ ?

[Save](#) [Save + New](#) [Close](#)

**Supplier**

Item code **BEK0001**

Account   


Main ☐

Item code: Account

EAN item code


Approved supplier ☐



Drop ship ☐


Manufacturer  

Warranty period  Days

**Purchase**

Package unit    =  x Sales unit


Purchase price     /


VAT code   Standard VAT code


Order: Size

**Other**

Delivery time: Days

Document 

Country of assembly  


Country of origin  

7. Type or select an account at **Account** under the **Supplier** section.
8. Type the purchase price for one unit of the purchase item, and then type or select the currency of the purchase price at **Purchase price** under the **Purchase** section.
9. Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

**Tip:**

You can customize the fields by clicking  **Customize**. You can link suppliers to item divisions only if you have selected the **Items** check box at Modules → System → Setup → Central Master Data Management → Settings.

**To edit suppliers linked to item divisions in Exact Synergy Enterprise:**

1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column.
5. Select a division in the **Item code - Division** column under the **Divisions** section.
6. Select a supplier in the **Supplier** column under the **Items by supplier** section.
7. Make the change(s).
8. Click **Save**.

**To link warehouses to item divisions in Exact Synergy Enterprise:**

1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column.
5. Select a division in the **Item code - Division** column under the **Divisions** section.
6. Click **Add** under the **Items per warehouse** section. The following page will be displayed:

Item / Warehouse (Division: 411) ☆ ?

[Save](#) [Save + New](#) [Close](#) Created by Admin 26-06-2015 17:32

**General**

Item BEK0001

Warehouse

Main ☒

Default: Location

Cost price

**Stock**

Minimum  Doos

Maximum  Doos

Order policy code

Counting cycle  Days

**Sales**

Time of delivery  Days

Planner

7. Type or select a warehouse at **Warehouse** under the **General** section.
8. Click **Save**.

**Notes:**

All fields with the "!" icon are mandatory.

You can link warehouses to item divisions only if you have selected the **Items** check box at Modules → System → Setup → Central Master Data Management → Settings.

### To edit warehouses linked to item divisions in Exact Synergy Enterprise:

1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column.
5. Select a division in the **Item code - Division** column under the **Divisions** section.
6. Select a warehouse in the **Warehouse** column under the **Items per warehouse** section.
7. Make the change(s).
8. Click **Save**.

### 6.3.4 Define Languages and Translations for Items

The data displayed in the browser screens are from the Exact Synergy Enterprise database. Certain attributes in Exact Globe Next are only available based on certain conditions. If the **Text** check box under the **Attributes** section in the **Basics** tab in the item maintenance screen is selected (go to Inventory → Items → Maintain, and then click **New**), a new screen will be displayed where extra text can be defined.

During synchronization, the system will compare the language codes defined in Exact Synergy Enterprise and Exact Globe Next. If the language codes match, the translation defined in Exact Synergy Enterprise will be synchronized to Exact Globe Next.

In Exact Globe Next, you can define the item description in five different languages. The languages will be based on the language codes defined in the general settings.

To create or modify item translations in Exact Synergy Enterprise, function right **73 — Maintain Item translations** is required. Users with the **Item management** role have this function right.

### To define languages for items in Exact Globe Next:

1. Go to System → General → Settings.
2. Click **General settings** on the left panel. The following screen will be displayed:

The screenshot shows the '411 Settings - Exact' window. The left sidebar lists various settings categories, with 'General settings' selected. The main area displays the 'General settings' configuration. A red rectangle highlights the 'Descriptions in list boxes' section, which includes five description fields with language dropdowns. The first field is set to 'NL' (Nederlands), the second to 'EN' (Engels), and the third is empty. The fourth and fifth fields are also empty. Below this is the 'CRM' section with dropdowns for 'Request: Inactive', 'Rating', 'Sector', 'Size', and 'Classification'. Further down is the 'Exact Synergy/Exact Synergy Enterprise' section with radio buttons for 'Exact Synergy' and 'Exact Synergy Enterprise'. At the bottom is the 'Central Master Data Management' section with checkboxes for 'Accounts', 'Items', 'General ledger', and 'People', each with a 'Free fields' checkbox.

3. Define the languages under the **Descriptions in list boxes** section.
4. Click **Save**.

In Exact Synergy Enterprise, the item description can be translated by defining the translations under the **Monitor** section on the item card.

#### To define translations for items in Exact Synergy Enterprise:

1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column. The following page will be displayed:

Item: R.P.Take Away beker 250cc 1000 st.

[Edit](#) [Close](#)

Created by 01-02-2011 13:17  
Modified by Marc Sanders 05-05-2011 09:54

**General**

Code **BEK0001**  
Country **- World -**  
Description R.P.Take Away beker 250cc 1000 st.  
Search code BEKTAKEAWAY  
Division 411 411  
Person [Marc Sanders](#)  
Type Standard  
Status **Active**  
Active from 01-01-2010  
Active to  
Security level **10** (Item=10, Assortment=10)

**Configuration** **Accounts** **Workflow**  
**Attachments** **Documents** **Translations**  
**Projects** **Statistics** **Transactions**  
**Countries** **Opportunities** **Reports**

**Categories**  
Assortment **Producten**

5. Click **Translations** under the **Monitor** section. While viewing item cards, the header of the **Monitor** section is not displayed. By default, **Translations** is not displayed under the **Monitor** section. You can display it by clicking **Customize** and selecting **Translations** under the **Monitor** section.
6. Click **New**. The following page will be displayed:

Item: Translation

[Save](#) [Save + New](#) [Close](#)

Item **BEK0001**  
Description R.P.Take Away beker 250cc 1000 st.  
Remarks  
Language    
New

**Translations**

Code ▲▼	Language ▲▼	Translation ▲▼
---------	-------------	----------------

7. Type or select a language at **Language**.
8. Click **Save**.

#### Note:

All fields with the "!" icon are mandatory.

### 6.3.5 Define Division General Ledger Accounts for Assortments

On the division item page, assortments can be defined, and division general ledger accounts can be defined for the assortments. The general ledger accounts will be retrieved from the assortment master data. Based on the division selected on the item card, the general ledger account will be retrieved for the particular division from the selected item assortment.

The values of the following fields must be available in both Exact Globe Next and Exact Synergy Enterprise:

- **Assortment**
- **Assortment properties**
- **Sales units**
- **Warehouses**
- **Warehouse locations**



To define division general ledger accounts for assortments in Exact Synergy Enterprise:

1. Go to Modules → Logistics → Reports → Search → Items.
2. Define the search criteria.
3. Click **Show**.
4. Select an item in the **Code** column.
5. Click the assortment at **Assortment** under the **Categories** section.
6. Click **Divisions: Financial** under the **Monitor** section. While viewing assortment cards, the header of the **Monitor** section is not displayed.
7. Click **New**. The following page will be displayed:








Assortment: Standard

Save Save + New Close

Division

Division   

Financial

Asset	<input type="text"/>	
Costs	<input type="text"/>	
Discount	<input type="text"/>	
Purchase	<input type="text"/>	
Stock change	<input type="text"/>	
Revenue	<input type="text"/>	
Stock coverage	<input type="text"/>	

8. Type or select a division at **Division** under the **Division** section.
9. Click **Save**.

**Note:**

All fields with the "!" icon are mandatory.

## 7. MAINTAIN GENERAL LEDGER ACCOUNTS CENTRALLY

Corporate financial control starts with the identification of budgets and transactions in the organization. General ledger accounts can be managed centrally but these can be different for every country because the legislations in the countries pre-define the general ledger accounts allowed.

For general ledger accounts, the main focus of the CMDM functionality is to maintain the same fields in Exact Synergy Enterprise and Exact Globe Next. Corporate and division general ledger accounts already exist in Exact Synergy Enterprise.

Only division general ledger accounts are synchronized to Exact Globe Next. Corporate general ledger accounts are only available in Exact Synergy Enterprise.

On a divisional level, corporate general ledger accounts can be linked in Exact Synergy Enterprise. The general ledger account fields can be synchronized to Exact Globe Next but these can only be maintained in Exact Synergy Enterprise. These fields are not accessible in Exact Globe Next. You cannot recode, merge, and delete general ledger accounts in Exact Globe Next.

**Note:**

General ledger data can be synchronized only if you have selected the **General ledger** check box at Modules → System → Setup → Central Master Data Management → Settings in Exact Synergy Enterprise, and the **General ledger** check box at System → General → Settings → General settings in Exact Globe Next.

## 7.1 CREATE AND UPDATE DIVISION GENERAL LEDGER ACCOUNTS

Division general ledger accounts can be created in Exact Synergy Enterprise, and then synchronized to Exact Globe Next. However, only division general ledger accounts are synchronized to Exact Globe Next.

To create division general ledger accounts, function right **12 — Maintain division G/L** is required. Users with the **General manager** and **Controller** roles have this function right.

### To create division general ledger accounts in Exact Synergy Enterprise:

1. Go to Modules → Financial → Reports → G/L Accounts → Chart of G/L's.
2. Select **Division** at **Report** under the **Criteria** section.
3. Click **New**. The following page will be displayed:

4. Type the general ledger code at **G/L** under the **General** section.
5. Click **Save**.

#### Note:

All fields with the "!" icon are mandatory.

### To update division general ledger accounts in Exact Synergy Enterprise:

1. Go to Modules → Financial → Setup → Master data → G/L Accounts.
2. Under the **Criteria** section, select **Division** at **Report**, and then type or select a division.
3. Click **Refresh**.
4. Select an account in the **G/L** column.
5. Click **Edit**.
6. Edit the field(s).
7. Click **Save**.

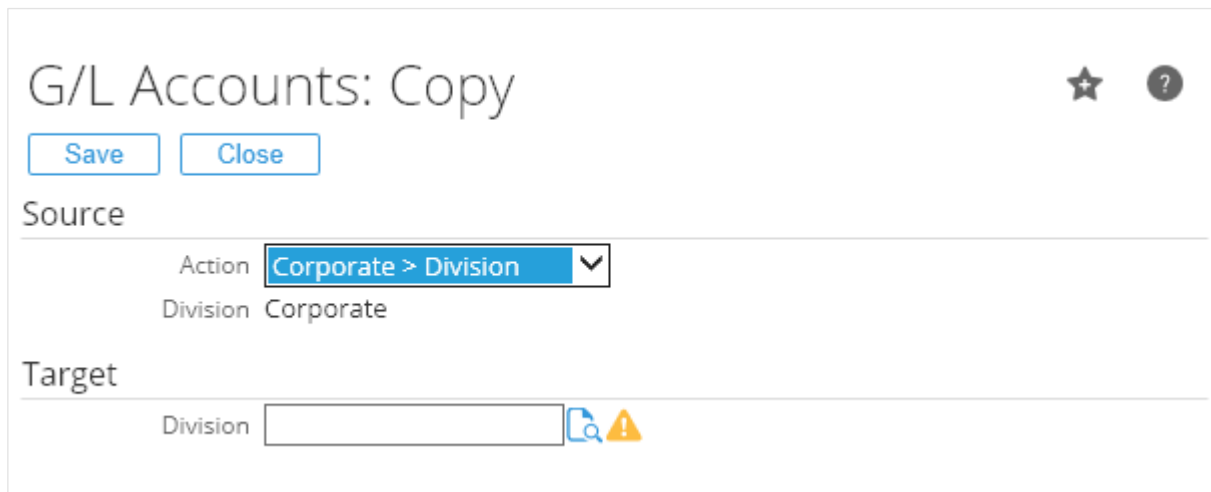
## 7.2 COPY GENERAL LEDGER ACCOUNTS

General ledger accounts can also be copied from a division to another division, corporate to a division, or a division to corporate.

To copy the chart of accounts, function right **12 — Maintain division G/L** is required. Users with the **General manager** and **Controller** roles have this function right.

**To copy general ledger accounts in Exact Synergy Enterprise:**

1. Go to Modules → Financial → Reports → G/L Accounts → Chart of G/L's.
2. Click **Copy**. The following page will be displayed:



**G/L Accounts: Copy** ★ ?



Save Close

**Source**

Action Corporate > Division ▼

Division Corporate

**Target**

Division   

3. At **Action** under the **Source** section, select the required option to indicate the source and target level before you copy the chart of accounts.
4. Type or select a division at **Division** under the **Target** section. This field can be edited only if you are copying the general ledger account to a division.

**Note:**

All fields with the "!" icon are mandatory.

## 8. MAINTAIN PEOPLE CENTRALLY

Employees can have multiple roles within the company in a division. Sometimes, employees are involved in cross divisional business transactions, such as engineers or consultants that work for another division in the company. The cross divisional business transactions can also be more structured, for example, a sales manager who is managing more than one division, or an employee who is working on various job activities depending on the division.

**Note:**

People data can be synchronized only if you have selected the **Person** check box at Modules → System → Setup → Central Master Data Management → Settings in Exact Synergy Enterprise, and the **Person** check box at System → General → Settings → General settings in Exact Globe Next.

## 8.1 CREATE ENTRIES FOR PEOPLE

A division section is available for the person data. If the person is linked to several divisions, the person data will be synchronized to all the linked divisions. The person data also consists of corporate and division fields.

The data displayed in the browser screens on the personal card are taken from the Exact Synergy Enterprise database. The person corporate data will be displayed on the personal card. The functionality of the personal card in Exact Synergy Enterprise is not affected by activating the CMDM functionality.

Some of the data on the person division page are derived from Exact Globe Next and some from Exact Synergy Enterprise. The following table shows whether the data is derived from the Exact Globe Next or Exact Synergy Enterprise database. If the data is from the Exact Synergy Enterprise database, make sure the master data exists in both Exact Globe Next and Exact Synergy Enterprise. This is not in the CMDM functionality.

Field	Browser data
Job title	Exact Synergy Enterprise
Price list	Exact Globe Next
Payment condition	Exact Globe Next
Offset account	Exact Synergy Enterprise
Creditor account	Exact Synergy Enterprise
Currency	Exact Synergy Enterprise
Rate	Exact Synergy Enterprise
Manager	Exact Synergy Enterprise
Assistant	Exact Synergy Enterprise
Cost center	Exact Synergy Enterprise
Cost unit	Exact Synergy Enterprise
Main location	Exact Synergy Enterprise
Location	Exact Synergy Enterprise

Recoding, merging, and deleting of person data are not allowed in Exact Globe Next if the CMDM functionality has been activated.

The values of the following fields must be the same in both Exact Globe Next and Exact Synergy Enterprise:

- **General ledger account**
- **Labor item**
- **Resource**
- **Cost center**
- **Cost unit**
- **Location**







To create entries for people, function right **85 — Allows to create employees** is required. Users with the **HR** and **HR assistant** roles have this function right. To customize the personal card (edit mode) on the corporate or division level, function right **147 — Maintain resource card** is required. Users with the **HR** and **HR assistant** roles have this function right.

### To create entries for people in Exact Synergy Enterprise:

1. Go to Modules → HRM → Entry → HRM → Person. The following page will be displayed:

HRM: Person - New Created by Admin 26-06-2015 18:08

[Save](#) [Save + New](#) [Close](#)


<b>General</b> ID <input type="text"/> User name <input type="text"/>  First name / Middle name <input type="text"/> Last name <input type="text"/>  Suffix <input type="text"/> Maiden name <input type="text"/> Title / Initials <input type="text"/> Gender <input type="text" value="Male"/> Language <input type="text" value="EN"/> English Nationality <input type="text"/> Place of birth / Date of birth <input type="text"/> - -  Marital status / Marital status date <input type="text" value="Single"/> - - 	<b>Picture</b> Upload <input type="text"/> <a href="#">Browse...</a> <b>Organisation</b> Job title / Job level <input type="text" value="GM"/> <a href="#">General manager</a> Security level <input type="text" value="10"/> ( Default: Level 10) Manager <input type="text" value="1"/> <a href="#">Admin</a> Assistant <input type="text"/> Division <input type="text" value="411"/> <a href="#">411</a> Cost centre <input type="text" value="FIN ADM"/> <a href="#">Financiële administratie</a> Cost unit <input type="text"/> Focus <input type="text"/>
<b>Personal</b> Address 1 <input type="text"/> Address 2 <input type="text"/> Number / Postcode <input type="text"/> City <input type="text"/> State / Country <input type="text" value="NL"/> <a href="#">Netherlands</a> Phone <input type="text"/> Mobile <input type="text"/> E-mail <input type="text"/>	<b>Office</b> Phone / Extension <input type="text"/> Mobile / Mobile extension <input type="text"/> Fax <input type="text"/> E-mail <input type="text"/> Skype ID <input type="text"/> MSN ID <input type="text"/> Contractual location <input type="text"/> Physical location / Room <input type="text"/> Time zone <input type="text" value="4"/> <a href="#">(GMT+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna</a> IP Address <input type="text"/> ISP Account <input type="text"/> Synchronize calendar <input type="checkbox"/>
<b>Employment</b> Type <input type="text" value="Employee"/> Start date / Contract end date <input type="text" value="26-06-2015"/> - -  Inactive <input type="text"/> - -  FTE <input type="text" value="1.000000"/> Blocked <input type="checkbox"/> Status <input type="text" value="Active"/> Current rating / Previous rating <input type="text"/> <input type="text"/>	

2. Under the **General** section, type the user name of the person at **User name**.
3. Type the last name of the person at **Last name**.
4. Click **Save**.

#### Note:

All fields with the "!" icon are mandatory.

#### Tip:

You can customize the fields by clicking  **Customize**.

## 8.2 UPDATE PEOPLE DATA

Once the person data has been created, divisions can be linked to the person. On the person division page, there is the **Add** or **Delete** hyperlink at the **Creditor** field under the **Employment** section. If the creditor code has not been defined, the **Add** hyperlink will be displayed. However, the creditor code can only be added on the person corporate page at **A/P** under the **Financial** section, and the creditor code must be the same for all the divisions.

To create and edit divisions for people, function right **85 — Allows to create employees** and **204 — View free fields in resources report** are required. Users with the **HR** and **HR assistant** roles have these function rights.

### To link divisions to people in Exact Synergy Enterprise:

1. Go to Modules → HRM → Reports → People → Search.
2. Define the search criteria.
3. Click **Show**.
4. Select a person in the **Name** column.
5. Click **Add** under the **Divisions** section. The following page will be displayed:

6. Type or select a division at **Division** under the **Division** section.
7. Type or select a job title at **Job title** under the **Contract** section.
8. Under the **Employment** section, type or select a cost center at **Cost center**.
9. Type the security level of the person at **Security level**.
10. Click **Save**.

#### Note:

All fields with the "!" icon are mandatory.

#### Tip:

You can customize the fields by clicking **Customize**. You can link divisions to people only if you have selected the **Person** check box at Modules → System → Setup → Central Master Data Management → Settings.

## 9. MONITORING THE SYNCHRONIZATION

To monitor the synchronization between Exact Globe Next and Exact Synergy Enterprise, a monitor is available in Exact Synergy Enterprise that displays the results of the synchronization, no matter in what direction the synchronization takes place.

To view the status from Exact Synergy Enterprise, go to Modules → System → Reports → Exact Lightweight Integration Server → Monitor.

Exact Lightweight Integration Server Monitor

[Close](#) [Refresh](#) [Reset](#)

Criteria

Server: CHON32144-2 Configuration:

Status:  Entity:

Date: -- -- -- -- Include echo messages ☐

Page size: 15 [Show](#)

Actions	Tenant	Received Date	Configuration	Client	Entity	Action	Logical Key	Status	Retry	Message
	DEFAULT	12/16/2016 09:54:24		MacBeanESE	Address	Update	aaa	Successful	0	
	DEFAULT	12/16/2016 09:54:24		MacBeanESE	Account	Update	11188898	Successful	0	

To view the status from the **ELIS** console, go to Monitoring → Integration Status.

Console - Exact Lightweight Integration Server Management Console

Integration status

Date and time: 22/12/2016 15 - 22/12/2016 15 ☐ Include echo messages

Configuration:

Tenant: DEFAULT

Source:

Status:

Entity:

[Refresh](#)

Tenant	Date and time	Configuration	Source	Entity	Action	Logical key	Status	Retry attempt	Mess.	Actions

< > 10 [Clear message](#)

On the **Integration status** screen, you can filter the following fields:

- **Server** — This refers to the name of the **ELIS** server.
- **Configuration** — This refers to the name of activation in **ELIS**.
- **Status** — You have the option to select **OK** or **Failed**. If the synchronization has failed, the reason why the synchronization has failed will be displayed in the **Message** column.
- **Entity** — This displays the entity that is synchronized.
- **Action** — You can select **Update**, **Create**, or **Recode**. **Recode** is only available for accounts.
- **Logical Key** — This displays the main field that is used during the synchronization.
- **Date** — This is the date of the synchronization.
- **Client** — The source where the original data was changed.
- **Retry** — The number of times synchronization is retried.
- **Message** — This displays the reason of the failed synchronization.
- **Include Echo Message** — This displays the echo records.
- **Tenant** — This refers to the tenant in the **ELIS** server.

If there are errors, after determining the reason for the failed synchronization, you have to update the master data to trigger the synchronization again. In the **ELIS console integration status** screen, it is possible to resend the data to make the data in Exact Globe Next and Exact Synergy Enterprise equal.

# 10. UNSUPPORTED FUNCTIONALITY PER TOPIC

For every topic, certain functionalities are not available, or have some special characteristics. These are described in the following table:

	Accounts	Contact persons	Items	General ledger accounts	People
<b>Free fields</b>	Yes	Free fields are not synchronized and need to be maintained separately	Yes	Free fields are synchronized and need to be maintained separately	Free fields are not synchronized and need to be maintained separately
<b>Recode</b>	Yes, for the account code	N.A.	No	No	No
<b>Merge</b>	Yes, only if accounts are in different divisions	No	No	No	No
<b>Delete</b>	Yes	No	No	No	No
<b>Copy</b>	No	No	Yes	No	No

# APPENDIX 1: PRODUCT UPDATE CHANGES

Product Update	Chapter
405	3.2, 3.4, 8.2, 10
255 and 410	All chapters
256 and 411	3.1.1, 3.2, 3.5.6, 4.1, 6.3.4
258 and 413	2.1, 2.2, 3, 3.1, 3.1.1, 3.2, 3.3.6, 5.2, 5.3, 5.4, 5.5, 9
261 and 416	2.2, 3.3.2
262 and 417	3.1
264 and 419	3.3.1, 3.3.6