

SOLUTIONS

MICROSOFT DYNAMICS GP

Business Ready Licensing Product Module Guide

Business Ready Licensing for Microsoft Dynamics GP

Microsoft Dynamics business management solutions are designed to help automate your unique business processes and accelerate your organization's success. This guide will take you through how each of the product modules available within Microsoft Dynamics GP can help propel your business forward—the components are grouped by the functional area they address to help you see the impact on your business.

Depending on the level of functionality your business needs, you have the choice of 3 Editions available in Business Ready Licensing:

The BUSINESS ESSENTIALS EDITION ● is for customers who need core financial management and trade functionality.

The ADVANCED MANAGEMENT EDITION ■ is the preferred solution for growing, mid-market, or high functional needs customers who are looking for an adaptive solution with a broad set of functionality, including all functionality included in the Business Essentials Edition.

ADVANCED MANAGEMENT ENTERPRISE (individual components) □ extends the Advanced Management Edition with additional modules that provide customers with complex needs access to a rich set of advanced functionality.

A LA CARTE MODULES (individual components) ○ are also available a la carte to serve your unique business needs.

Table of Contents

- 2** Financial Management
- 4** Business Intelligence and Reporting
- 6** Supply Chain Management
- 7** Manufacturing
- 8** Project Management
- 9** Customer Relationship Management—Field Service
- 9** Human Resource Management
- 11** Collaborative Workspace
- 11** Configuration & Development

Financial Management

GENERAL LEDGER WITH AFA ● ■

Manage the heart of your business with intelligent accounting and analysis capabilities that sharply reduce time and effort for key tasks and deliver flexible, fast ways to track and analyze financial information.

ANALYTICAL ACCOUNTING ● ■

Classify, report, and analyze financial transactions based upon your specific business needs with wizard-driven inquiries that integrate with Microsoft® Office Excel® and Microsoft Dynamics® GP SmartLists. Analyze transactions across your entire organization with smooth integration across modules in Microsoft Dynamics GP.

FIXED ASSET MANAGEMENT ● ■

Improve financial control and put company assets to the best possible use with tools for tracking, analyzing, and manipulating fixed assets.

INTERCOMPANY ● ■

Efficiently set up, enter, and maintain relationships between companies so that revenues or expenses incurred in one company can be tracked as “due to” or “due from” amounts in other companies.

NATIONAL ACCOUNTS ■

Streamline complex processes with the ability to create parent/child relationships between customer accounts and apply cash receipts across members of National Account.

MULTICURRENCY MANAGEMENT ● ■

Take control of multinational operations and manage currency transactions smoothly and efficiently with flexible, powerful multicurrency capabilities.

eEXPENSE □

Streamline expense management processes, eliminate paper receipts, and enable employees to create and submit reports any time, from any location.

AUDIT TRAILS □

Verify the accuracy of financial statements and help ensure regulatory compliance with tools for capturing, archiving, and tracking data and transactions from their original point of entry in the accounting system.

ELECTRONIC SIGNATURES □

Set up preventative authorization controls that can be activated at any place in the system where data is changed.

ENCUMBRANCE MANAGEMENT ● ■

Not-for-profit, public sector or other organizations managing encumbrances can easily locate and track budget information, query current or historical encumbrances, and streamline period-end and year-end reporting processes.

GRANT MANAGEMENT ■

Not-for-profit and public sector organizations can automate grant management processes to track funds more easily, demonstrate accountability, and help attract future funding.

FIELD LEVEL SECURITY ■

Control access to data throughout Microsoft Dynamics GP by managing security restrictions on individual data fields, windows, and forms.

ACCOUNT LEVEL SECURITY ■

Enhance security and account views by allowing users to enter, edit, and view information from a reduced account set, based on the access granted for General Ledger accounts on a per-user basis.

Cash Management

BANK RECONCILIATION ● ■

Manage all bank-related transactions through a single, automated process and ensure fast access and tight control for mission-critical financial information.

CASH FLOW MANAGEMENT ■

Make timely, informed financial decisions with customizable information views and forecasting tools that enable you to control, predict, and monitor inflows and outflows.

PAYABLES MANAGEMENT ● ■

Improve your control over expenses with up-to-the-minute payables information, comprehensive vendor management, and payment scheduling and tracking while automating routine and complex tasks.

RECEIVABLES MANAGEMENT ● ■

Maintain tight control over accounts receivable, manage sales made on accounts, and drive down overhead costs with integrated capabilities for tracking invoices, processing receipts, and analyzing customer activity.

CUSTOMER/VENDOR CONSOLIDATIONS ■

Quickly transfer information between Receivables Management and Payables Management to create a customer record that uses information already available in a vendor record, and vice versa.

REFUND CHECKS ■

Automatically generate receivables debit memos for customers with credit balances and print refund checks using Payables Management.

COLLECTIONS MANAGEMENT ■

Minimize collections workload, improve your cash flow, and reduce bad debt expense with customizable information views and automated bad debt management tools.

ELECTRONIC BANK MANAGEMENT ■

Streamline set-up, entry, maintenance, and reconciliation for all transactions that appear on your bank statement—including payments to creditors, cash receipts from debtors, and bank charges.

ELECTRONIC BANK RECONCILIATION ■

Take advantage of integration with Bank Reconciliation to automate electronic reconciliation and management for transactions, adjustments, and exceptions, using tools that work with any bank that supports automatic reconciliation.

ELECTRONIC FUNDS TRANSFER FOR PAYABLES MANAGEMENT ■

Securely transfer payments by transmitting your payables to the bank after you've processed them.

ELECTRONIC FUNDS TRANSFER FOR RECEIVABLES MANAGEMENT ■

Transfer sales batches with associated payments and automatically generate an electronic file for banking transfers.

LOCKBOX PROCESSING ■

Automatically import and apply customer payment information from a lockbox transaction file provided by your bank. Lockbox Processing provides reliable receivables information, improved funds availability, increased productivity, and greater fraud protection.

SAFE PAY ● ■

Easily add Positive Pay functionality, including daily exporting of checks for comparison by the bank when checks are presented for payment.

REVENUE/EXPENSE DEFERRALS ■

Simplify deferring revenues or distributing expenses with the ability to make entries for future periods within General Ledger, Receivables Management, Payables Management, Sales Order Processing, Purchase Order Processing, and Invoicing.

Business Intelligence and Reporting

SMARTLIST BUILDER ○

Create customized SmartLists that enable you to quickly link Microsoft Dynamics GP, easily add new fields to SmartList windows, and analyze data according to the criteria you define.

REPORT WRITER ● ■

Modify existing or create new Microsoft Dynamics GP reports with an easy to use drag and drop design interface.

ANALYSIS CUBES AND ANALYSIS CUBES LIBRARY ■

Produce analytical views of key business metrics through automated report building and OLAP queries to take full advantage of Microsoft SQL Server™ 2000 and SQL Server 2005 to enable people to analyze information from multiple angles and formats and make strategic decisions based on accurate and timely information.

● Business Essentials Edition ■ Advanced Management

KEY PERFORMANCE INDICATORS ■

Define and deliver Web-based, personalized views of key performance indicators (KPIs) to individuals' desktops so that they can monitor and make strategic decisions on business performance.

CRYSTAL REPORTS PROFESSIONAL ○

Transform Microsoft Dynamics GP data into presentation-quality information with tools for building compelling, graphical views of business data. *(Initial purchase includes 1 named user.)*

ELECTRONIC DOCUMENT DELIVERY □

Organize and schedule the e-mail message delivery of invoices, credit memos, and other sales documents to your customers in XML, HTML, Microsoft Office Excel, or PDF formats.

MICROSOFT FORECASTER ■

Meet business objectives and gain competitive advantage with budgeting and planning capabilities that allow you to plan more effectively and respond quickly to changing business needs. *(1 named user/AM user)*
**Additional users sold separately*

MICROSOFT FRx® DESKTOP USER ● ■

Master your financial reporting process with comprehensive, highly customizable financial and management reports that are easy to create, distribute, and use. *(1 user/BE user)*

FRx REPORT MANAGER ■

Bring together all the documents you need to deliver customized, comprehensive financial information across your organization.

FRx CURRENCY TRANSLATION ● ■

Create financial statements based upon the General Ledger "home" currency and then easily translate statements into other currencies for reporting and further analysis.

FRx REPORT SERVER ■

Automate scheduling and production for reports that you run and distribute on a regular basis.

FRx WEBPORT ■

Publish, store, and manage Microsoft FRx reports and other relevant documents on a security-enhanced Web site.

FRx DRILLDOWN VIEWER ○

Review detailed reports while working online or offline, including the ability to drill down to transaction-level detail without accessing the general ledger or company network.

FRx REPORT DESIGNER USERS ○

Create, generate, and maintain boardroom-quality financial reports from your desktop, without the need to call on help from IT staff or a database professional.

FRx REPORT LAUNCHER

Select pre-existing reports, specify output options, and generate the reports you need, all on an on-demand basis, with the ability to drill down to transaction detail level while maintaining the original report design.

ENTERPRISE REPORTING

Automate reporting procedures unique to complex, distributed environments for complete control over consolidations, financial reporting, budgeting, and analysis.

Supply Chain Management

Sales & Receivables

INVOICING

Improve invoicing efficiency with capabilities that include single-window entry for all vital information, batch processing, and easy return transaction processing.

SALES ORDER PROCESSING WITH ADVANCED INVOICING

Streamline and automate the entire sales ordering process to serve top customers more effectively, maintain tight control over fulfillment and invoicing, and minimize shipping and labor costs.

EXTENDED PRICING

Equip your sales team to improve customer satisfaction and beat the competition by creating flexible pricing options and rules for each customer.

ORDER MANAGEMENT

Give salespeople and customers protected access to online information that allows them to place and update orders via an out-of-the-box, business-to-business browser-based portal, with goals of saving time and increasing the accuracy of orders.

Inventory

INVENTORY CONTROL

By controlling inventory effectively and setting prices on a customer-by-customer basis, you can reduce operating costs and achieve the fast, efficient fulfillment that keeps them coming back.

BILL OF MATERIALS

Increase productivity with fast, flexible tracking for components and subassemblies used in light manufacturing and similar production and assembly operations.

ADVANCED DISTRIBUTION

Smoothly tailor distribution to control speed, accuracy, and costs; for example, create user-defined sales fulfillment workflows, define process holds, and ensure that all drop-ship line items meet requirements.

 Business Essentials Edition  Advanced Management

ADVANCED PICKING

Keep pace with competitive markets and low margins. Advanced Picking capabilities provide you with the flexibility needed to reduce handling and increase accuracy for both single and multi-site warehouse operations.

AVAILABLE TO PROMISE

Help ensure the right inventory is available at the right time to meet customer needs, make firm delivery promises, and boost profitability.

Purchasing and Returns

PURCHASE ORDER PROCESSING/RECEIVINGS

Manage vital commitments and build lasting vendor relationships with deep functionality that includes automated purchasing and approval processes, flexible extended pricing, and blanket purchase orders.

LANDED COST

Ensure start-to-finish accuracy with the ability to track and update the total cost associated with an inventory item—including freight, insurance, and duties—and then automatically assign or modify these costs on a purchase order as items are received.

PO GENERATOR

Automate purchasing with order point or minimum/maximum settings that determine quantities needed based on the stock situation related to stock goals and generate a suggested purchase order.

REQUISITION MANAGEMENT

Help increase control and reduce paperwork by enabling employees to enter purchase requisitions online for manager approval and automatic transfer to Purchase Order Processing.

RETURNS MANAGEMENT

Meet customer, vendor, and business requirements with automated returns processing, accurate crediting for sales invoices and returns management authorizations, and efficient transfer of returned items to the main warehouse.

Manufacturing

MANUFACTURING BILL OF MATERIALS

Maximize production efficiency, support time-to-market goals, and cut inventory costs across the extended enterprise by tightly integrating different types of bills and customized definitions into manufacturing operations.

MANUFACTURING ORDER PROCESSING

Efficiently track and manage the entire cycle of order processing, including detailed production costs, work orders, routings, outsourcing, and work center definitions.

MASTER PRODUCTION SCHEDULING ■

Gather information from sales forecasts to form a single, comprehensive production schedule and automatically create manufacturing orders.

MATERIALS REQUIREMENTS PLANNING ■

Gain the deep visibility into material requirements that can translate into more effective resource planning — helping reduce stock outages, drive down inventory costs, and streamline the production process.

CAPACITY REQUIREMENTS PLANNING □

Establish and measure overall work capacity, as well as compare established capacity—defined through work center calendars, employee, and machine efficiencies—with the amount of work you want done, defined through routing times, manufacturing order requirements, and other specifications.

ENGINEERING CHANGE MANAGEMENT □

Organize and control the dynamic process of adapting processes and components to accommodate new technologies and increasing customer demands.

JOB COSTING □

Deliver a comprehensive view of production profitability by capturing all costs related to a job when they occur and consolidating them within a central location that's easy to access and manage.

MICROSOFT DEMAND PLANNER □

Balance supply and demand improve forecast quality by establishing a well-defined process for demand planning—or simplifying your current process.

QUALITY ASSURANCE □

Design testing procedures of incoming materials, helping ensure that you start with the quality of raw materials you require and reduce manufacturing delays, rework, and scrap.

SALES CONFIGURATOR □

Efficiently incorporate information from various modules—including Inventory Control, Bill of Materials, Routings, and Sales Order Processing—and generate manufacturing orders for the configured items.

SALES FORECASTING □

Increase collaboration, bridge communication gaps, and enable sales and manufacturing managers to gauge the impact of a variety of economic or environmental forces on production and proactively manage change.

Project Management

PROJECT ACCOUNTING ■

Maintain tight control over project direction, execution, and budget; support resources effectively; and ensure accurate billing and accounting through tight integration with company financials.

TIME & EXPENSE ■

Capture, review, and approve project time and expense data on the Web, enabling prompt, accurate customer invoicing and efficient reimbursement for out-of-pocket employee expenses.

Customer Relationship Management—Field Service

CONTRACT ADMINISTRATION ■

Improve service delivery, accuracy, and accountability with tools that simplify and streamline contract management, including setup and flexible maintenance for all contract items, documents, and requirements.

SERVICE CALL MANAGEMENT □

Efficiently enter customer service requests; dispatch technicians; manage parts, labor, and miscellaneous charges; and bill customers for time and material services.

FIELD SERVICE ANYWHERE □

Empower technicians to keep track of service calls while working in the field, using mobile devices and laptop PCs to log, receive, prioritize, and respond to service calls—with the assurance of automatic data synchronization with Microsoft Dynamics GP.

DEPOT MANAGEMENT □

Enter work orders; schedule and track activities within your internal repair facility; and track usage of parts and labor in the repair process.

PREVENTIVE MAINTENANCE □

Save time and reduce manual tasks by automatically generating service calls for preventive maintenance work.

MICROSOFT DYNAMICS CRM PROFESSIONAL SERVER ■

Create and easily maintain a clear picture of customers—including complex supply chain relationships with partners and suppliers—from first contact through purchase and post-sales, using a comprehensive customer relationship management solution that's easy to learn and use.

MICROSOFT DYNAMICS CRM CONNECTOR FOR MICROSOFT DYNAMICS GP ○

Increase consistency and accuracy in billing and forecasting, streamline operational costs and processes by eliminating redundancies, and promote increased organizational efficiencies that deliver strategic business impact by synchronizing and integrating data within Microsoft Dynamics CRM and Microsoft Dynamics GP.

Human Resource Management

PAYROLL ○

Automate payroll processing, equip staff to handle complex and changing payroll requirements, and offer better service to your employees while reducing necessary overhead costs.

□ Advanced Management Enterprise ○ A La Carte Modules

ADVANCED PAYROLL ○

Extend Payroll capabilities with Pay Policy Manager, Labor Accrual Manager, Advanced Labor Reporting, and Payroll Hours to General Ledger functionality.

FEDERAL MAGNETIC MEDIA ○

Help maintain full compliance with government reporting requirements by generating Federal Magnetic Media files.

PAYROLL CONNECT ○

Automate data transfer from ADP/PC Payroll for Windows® into General Ledger, using a turnkey solution that eliminates the need to re-enter data.

PAYROLL DIRECT DEPOSIT ○

Add payroll funds to employees' bank, savings and loan, or credit union accounts through an automated clearing house (ACH) file, with no limit on the number of accounts or financial institutions for any employee's payroll.

HUMAN RESOURCES ○

Make fast, strategic decisions for attracting and retaining top talent, process payroll more efficiently, and offer employees better services and programs with customizable hiring processes, scheduling, pay rates, and performance evaluation tools.

ADVANCED HUMAN RESOURCES ○

Extend Payroll and Human Resources capabilities with Benefit Lifecycle Manager, Certification, License and Training Manager, and Employee Health and Wellness functionality.

HRM SELF SERVICE SUITE □

Take advantage of an online solution that connects human resources data with payroll data and enables employees to view and update personal information from any Web browser.

EMPLOYEE PAY □

Enhance employee pay definition by calculating different pay rates per employee based on company, department, position, or shift. Also part of the HRM Self Service Suite.

EMPLOYEE PROFILE □

Also part of the HRM Self Service Suite.

RECRUITMENT □

Empower employees to apply for job openings online and then view the status of their submitted applications. Also part of the HRM Self Service Suite. Managers can post job openings, view applications, and track the cost incurred by the company to fill a position.

SKILLS & TRAINING □

Equip employees and their managers with online views of role-specific education, skills, and training information. Also part of the HRM Self Service Suite.

TIME & ATTENDANCE

Allows employees to submit timecards, request time off, and review vacation and sick balances online. Also a part of the HRM Self Service Suite.

BENEFIT SELF SERVICE SUITE

Streamline the open enrollment process with automated transfer of information to Human Resources, which helps eliminate paper-based systems, reduce data re-entry, and free staff to focus on higher priorities, like strategic management.

Collaborative Workspace

BUSINESS PORTAL

Unlock business potential with a Web-based SharePoint portal that gives employees, customers, and business partners roles-tailored secure access to applications and collaborative information across the organization.

BP NAMED EMPLOYEE USER/CUSTOMER USERS

Streamline full user access by providing secure browser-based access to Microsoft Dynamics GP data to employees and customers.

Configuration & Development

CUSTOMIZATION SITE LICENSE

Deploy Modifier with Visual Basic for Applications solutions developed by a third party if you are not licensed for the Modifier module.

INTEGRATION MANAGER—CONVERSIONS

Migrate data from most common database formats or desktop applications into Microsoft Dynamics GP—a time-sensitive conversion tool to assist in a smooth transition from previous financial systems.

INTEGRATION MANAGER—DISTRIBUTION (POP, SOP ,INV)

Integrate data from other systems on a onetime or continuous basis into Microsoft Dynamics GP Purchase Order Processing, Sales Order Processing, and Inventory modules—strong security and data integrity checks, as well as scheduling and customized data processing, provide a dependable, efficient, and easy to use data integration experience.

INTEGRATION MANAGER—FINANCIALS (GL, RM, PM, FA, BR, PAYROLL, PROJECT)

Integrate data from other systems on a onetime or continuous basis into Microsoft Dynamics GP Financial, Payroll, and Project modules—strong security and data integrity checks, as well as scheduling and customized data processing, provide a dependable, efficient, and easy to use integration experience.

EXTENDER

Personalize your data collection by linking additional windows that are easily created by non-developers, expand notes and macros, and launch ad hoc queries that are based on the new business information you are able to collect.

DEVELOPER TOOLKIT FOR MICROSOFT DYNAMICS GP

Connect external applications and extend and personalize Microsoft Dynamics GP with Visual Studio Tools, Web Services, and eConnect, which provide an industry standard .NET and composite application development platform and connectivity to Microsoft Dynamics GP.

DEXTERITY

Add custom business logic to the Microsoft Dynamics GP application using an English-like scripting language and a WYSIWYG layout window to design forms visually with the same look and feel as those within Microsoft Dynamics GP.

MODIFIER WITH VISUAL BASIC FOR APPLICATIONS

Modify the appearance and functionality of any Microsoft Dynamics GP or Dexterity-based third party window, add new fields, or change global resources to affect the entire application.

SECURITY MANAGEMENT

Manage roles-based user security quickly and effectively with powerful, easy-to-use tools that simplify configuration and management processes, yet provide high levels of protection for your system.

PROCESS SERVER

Improve system performance by offloading and distributing processor-intensive tasks to idle, under-utilized, or dedicated process servers and freeing up personal computer resources. Automate load balancing to efficiently utilize system resources.

Microsoft

© 2007 Microsoft Corporation. All rights reserved. Microsoft, Microsoft Dynamics and the Microsoft Dynamics logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.