

# 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 **2 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.

Additional components are available to Business Essentials and Advanced Management customers. Each offering, Business Essentials or Advanced Management, gives access to a specific set of a la carte granules that provide a richer set of features and functionality to serve unique business needs.

**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.

## BUSINESS ESSENTIALS

The Business Essentials Edition includes **ALL** of the following components:

Analytical Accounting  
Bank Reconciliation  
Country-Specific Functionality  
Encumbrance Management  
Fixed Asset Management  
General Ledger with AFA  
Intercompany Processing  
Inventory Management  
Landed Cost  
Microsoft FRx  
Multicurrency Management  
Office Excel-Based Reports  
Office Smart Tags  
Payables Management  
Purchase Order Processing  
Receivables Management  
Reminders  
Report Writer  
Safe Pay  
Sales Order Processing with Advanced Invoicing  
Security Management  
SmartLists  
SQL Server Reporting Services Reports

## ADVANCED MANAGEMENT

The Advanced Management Edition includes **ALL** of the Business Essentials Components **PLUS** the following components:

Account Level Security  
Available to Promise  
Business Portal  
Cash Flow Management  
Collections Management  
Contract Administration  
Customer/Vendor Consolidations  
Electronic Bank Management  
Electronic Bank Reconciliation  
Electronic Document Delivery  
Electronic Funds Transfer  
    for Payables Management  
Electronic Funds Transfer  
    for Receivables Management  
Field Level Security  
FRx Report Manager  
FRx WebPort  
Grant Management  
Integration Manager—Conversions  
Manufacturing Bill of Materials  
Manufacturing Order Processing

Master Production Scheduling  
Materials Requirements Planning  
Microsoft Forecaster  
Order Management  
PO Generator  
Process Server  
Project Accounting  
Project Time & Expense  
Refund Checks  
Requisition Management  
Returns Management  
Revenue/Expense Deferrals  
Software Development Kit  
Windows SharePoint Services  
Workflow

## ADVANCED MANAGEMENT ENTERPRISE

Advanced Management Enterprise components are compatible with the Advanced Management Edition. These a la carte components must be purchased individually.

Additional Languages	Human Resources
Advanced Distribution	Integration Manager—Distribution
Advanced Human Resources	Integration Manager—Financials, Payroll, and Project Management
Advanced Payroll	Job Costing
Advanced Picking	Microsoft Office SharePoint Server 2007
Audit Trails	Modifier with Visual Basic for Applications
Benefit Self Service for Business Portal	Payroll Connect
Capacity Requirements Planning	Payroll Direct Deposit
Crystal Reports Professional	Payroll—U.S.
Depot Management	Preventive Maintenance
Developer Toolkit	PTO Manager
Dynamics Client for Office	Quality Assurance
eExpense	Sales Configurator
Electronic Signatures	Sales Forecasting
Engineering Change Management	Service Call Management
Extended Pricing	SmartList Builder
Extender	Solution Accelerator for Compliance Management
Federal Magnetic Media	
Field Service Anywhere	
Field Service Suite for Business Portal	
FRx Report Launcher	
HRM Self Service Suite for Business Portal	

## A LA CARTE COMPONENTS

A La Carte Components are compatible with the Business Essentials or Advanced Management Editions. These additional components must be purchased individually.

Additional Languages  
Advanced Human Resources  
Advanced Payroll  
Bill of Materials  
Crystal Reports Professional  
Electronic Bank Management

Electronic Bank Reconciliation  
Electronic Funds Transfer  
    for Payables Management  
Electronic Funds Transfer  
    for Receivables Management  
Extender

Federal Magnetic Media  
Human Resources  
Integration Manager—Conversions  
Integration Manager—Distribution  
Integration Manager—Financials,  
Payroll, and Project Management

Payroll Connect  
Payroll Direct Deposit  
Payroll—U.S.  
PTO Manager  
Smartlist Builder

### Disclaimers:

- Refer to the pricelists for the official list of components by edition.
- Components availability may vary by country.
- Illustrations represent packaging in a user model.

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# Financial Management

## 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.

## ANALYTICAL ACCOUNTING ● ■

Analyze financial data by whatever criteria you require for greater reporting flexibility and extensibility. Track financial data by different dimensions, such as region or profit center, without adding to your chart of accounts.

## 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.

## BANK RECONCILIATION ● ■

Reconcile from your checkbook ledger to the bank's records through a single, automated process. Two versions are available for international needs.

## CASH FLOW MANAGEMENT ■

Customizable views and forecasting tools enable you to control, predict, and monitor inflows and outflows.

## COLLECTIONS MANAGEMENT ■

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

## 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.

## eEXPENSE □

Streamline expense processes and eliminate paper receipts. Through a hosting provider, eExpense enables employees to submit expense reports in an online environment, using simple checklists and templates with pre-populated data.

## 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.

\*Can be purchased a la carte by Business Essentials customers.

## 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.

\*Can be purchased a la carte by Business Essentials customers.

● Business Essentials Edition ■ Advanced Management

## 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, Office Excel, or PDF formats.

## ELECTRONIC FUNDS TRANSFER FOR PAYABLES MANAGEMENT\* ■ ○

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

\*Can be purchased a la carte by Business Essentials customers.

## ELECTRONIC FUNDS TRANSFER FOR RECEIVABLES MANAGEMENT\* ■ ○

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

\*Can be purchased a la carte by Business Essentials customers.

## ELECTRONIC SIGNATURES □

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

## ENCUMBRANCE MANAGEMENT ● ■

Locate and track budget information, query current or historical encumbrances, and streamline period-end and year-end reporting processes.

## FIXED ASSET MANAGEMENT ● ■

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

## GENERAL LEDGER WITH AFA ● ■

Maintain all of your financial journal entries and budgets with a double-entry accounting ledger.

## 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.

## INTERCOMPANY PROCESSING ● ■

Set up and maintain relationships so that revenues or expenses incurred in one company can be tracked as "due to" or "due from" amounts in other companies.

## 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, and greater fraud protection.

## MULTICURRENCY MANAGEMENT ● ■

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

## PAYABLES MANAGEMENT ● ■

Automate routine and complex Accounts Payable tasks with real-time statistical history, easy reconciliation, account control, payment scheduling, and tracking.

## RECEIVABLES MANAGEMENT ● ■

Control your accounts receivable with automated processes for invoices, receipts, finance charges, and statements, including the ability to analyze customer activity.

## REFUND CHECKS ■

Print refund checks for customers with credit balances, automatically debiting the customer and updating the ledger.

## 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.

## SAFE PAY ● ■

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

## WORKFLOW ■

Combine Microsoft Dynamics GP with Office SharePoint Server 2007 to create document and batch approval workflows, including multiple approvers and levels of approval, delegation, and escalations.

# Business Intelligence and Reporting

## ANALYSIS CUBES AND ANALYSIS CUBES LIBRARY ■

Produce analytical views of key business metrics through automated report building and OLAP queries. Take full advantage of SQL Server to enable people to analyze updated, integrated information from multiple angles and formats.

## CRYSTAL REPORTS PROFESSIONAL ○ □

Transform Microsoft Dynamics GP data into presentation-quality information with Crystal Reports Professional, an industry standard reporting tool. One named user license included; additional licenses available at extra cost.

## MICROSOFT FORECASTER ■

Forecast accurate budgets and gain control of the entire budgeting and planning process. Coordinate plans dynamically and collaborate easily with your management team. One named user license included; additional licenses available at extra cost.

● Business Essentials Edition ■ Advanced Management

## MICROSOFT FRx® ● ■

Gain control of your financial reporting process. This robust reporting tool gives you comprehensive, boardroom-quality, customizable reports that are easy to create, distribute, and use. Advanced capabilities let you drill down into transaction detail and translate statements into multiple currencies. One named user license included; additional available at extra cost.

## 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.

## FRx REPORT MANAGER ■

Organize multiple financial documents in a single-file, presentation-quality report book.

## FRx WEBPORT ■

Publish, store, and manage Microsoft FRx reports and other relevant documents on a security enhanced Web site. One named user license included; additional licenses available at extra cost.

## OFFICE EXCEL-BASED REPORTS ● ■

Create refreshable graphs and reports with Office Excel for real-time data access.

## OFFICE SMART TAGS ● ■

View Microsoft Dynamics GP data from Office Word, Office Excel, and Office Outlook. For example, you can drill into information stored within Microsoft Dynamics GP from an Office Outlook email.

## REMINDERS ● ■

Receive automatic reminders, personalized to your specific needs, when conditions change.

## REPORT WRITER ● ■

Work easily with a built-in reporting tool to modify more than 400 Microsoft Dynamics GP reports, or create new reports.

## SMARTLISTS ● ■

Microsoft Dynamics GP users can gain quick access to vital information with more than 200 built-in SmartLists.

## SMARTLIST BUILDER ○ □

Create personalized SmartLists and Office Excel Reports.

## SOLUTION ACCELERATOR FOR COMPLIANCE MANAGEMENT □

Effectively manage internal financial controls to help meet compliance objectives for your organization.

## SQL SERVER REPORTING SERVICES REPORTS ● ■

Reduce the time it takes to create reports—and take full advantage of your data—with customizable SQL Reporting Services reports.

# Supply Chain Management

## ADVANCED DISTRIBUTION

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

## ADVANCED PICKING

Help improve visibility, reduce overhead, and increase accuracy for tailored picking routines that meet each site's business requirements, bin sequence, or method of operation.

## 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.

## BILL OF MATERIALS\*

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

\*Can be purchased a la carte by Business Essentials customers.

## EXTENDED PRICING

Create flexible pricing options and rules for customers, including standard and personalized percentage-off, value-off, and net pricing options. Implement date-sensitive functionality for sales and promotions.

## INVENTORY MANAGEMENT

Monitor inventory stock levels and costs and set prices on a customer-by-customer basis to stay competitive, speed fulfillment, and build loyalty.

## LANDED COST

Track and update the true cost associated with an inventory item and then automatically assign or modify costs as items are received.

## ORDER MANAGEMENT (RUNS ON BUSINESS PORTAL)

Give salespeople and customers security-enhanced access to online information that allows them to place and update orders via an out-of-the-box, business-to-business portal.

## PO GENERATOR

Automate purchasing by generating a suggested purchase order, with order point or minimum/maximum settings that determine quantities needed based on purchasing, sales, and inventory data.

## PURCHASE ORDER PROCESSING

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

## REQUISITION MANAGEMENT (RUNS ON BUSINESS PORTAL) ■

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

## RETURNS MANAGEMENT ■

Generate RMAs from historical customer invoices, service calls, or manually; generate RTVs or depot work orders; and automatically transfer items from the returns warehouse to the main warehouse.

## SALES ORDER PROCESSING WITH ADVANCED INVOICING ● ■

Automate the sales ordering process to improve customer service, control fulfillment and invoicing, and minimize shipping and labor costs.

# Manufacturing

## 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 □

Control changes made to items and bill of materials with sign-off controls for greater organization and communication.

## JOB COSTING □

Deliver a 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.

## MANUFACTURING BILL OF MATERIALS ■

Build better, more flexible bills of materials to maximize your production efficiency including engineering, manufacturing, configured, archived, and even super bills that manage all options on the configurable products you produce.

## 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.

## MATERIAL REQUIREMENTS PLANNING ■

Ensure proactive planning, smart procurement decisions, and precise adjustments to production with flexible planning and analysis capabilities in addition to viewing material requirements and vendor information.

## 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

Effectively collaborate between operations and sales, aggregate demand and create precise, forward-looking projections by leveraging the power of Materials Requirements Planning.

# Project Management

## PROJECT ACCOUNTING

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

## PROJECT TIME & EXPENSE (RUNS ON BUSINESS PORTAL)

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

# Service Management—Field Service

## CONTRACT ADMINISTRATION

Extend the services you provide to your customers with contracts for support, maintenance, and repairs. Improve services through automated billing, flexible contract administration and maintenance, profitability tracking, and item history from inception to retire.

## DEPOT MANAGEMENT

Repair items sold to customers with workstation controls to manage the process, provide billing, and update the contract.

## FIELD SERVICE ANYWHERE

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

## FIELD SERVICE SUITE FOR BUSINESS PORTAL

Using the power of Office SharePoint Server 2007, give customers secure access to online information that allows them to enter service calls and returns, as well as check meter readings with just an Internet connection.

## PREVENTIVE MAINTENANCE

Track customers service needs for scheduled proactive maintenance and forecast purchasing and scheduling requirements. Coordinate open service requests with upcoming preventive maintenance calls.

## SERVICE CALL MANAGEMENT

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

# Human Resource Management

## ADVANCED HUMAN RESOURCES

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

## ADVANCED PAYROLL

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

## BENEFIT SELF SERVICE FOR BUSINESS PORTAL

Reduce paperwork and manual entry with moving benefit processes online, including yearly benefits, change of status, and more.

## FEDERAL MAGNETIC MEDIA

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

## HUMAN RESOURCES

Attract and retain top talent and offer employees better services with customizable hiring processes, scheduling, pay rates, and performance evaluation tools.

## HRM SELF SERVICE SUITE FOR BUSINESS PORTAL (EMPLOYEE PAY, PROFILES, RECRUITMENT, SKILLS & TRAINING, AND TIME & ATTENDANCE)

Reduce paperwork and avoid double entry by enabling employees to view and update personal information from a Web browser.

## 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.

## PAYROLL—U.S. ○ □

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

## PTO MANAGER ○ □

Manage complex and changing vacation and sick time policies quickly and accurately with an automated process.

# Collaborative Workspace

## BUSINESS PORTAL ■

Empower employees with security-enhanced access to Microsoft Dynamics GP applications, information, and processes through a single, Web-based portal.

## DYNAMICS CLIENT FOR OFFICE □

This affordable bundle of modules is sold on a named user basis and includes Business Portal, FRx WebPort, HR Benefit Self Service, and FRx DrillDown Viewer™. Options for Windows SharePoint Services and Office SharePoint Server 2007 are also available.

## MICROSOFT OFFICE SHAREPOINT SERVER 2007 □

Built on the Windows SharePoint Services foundation, Office SharePoint Server 2007 offers advanced capabilities for centralizing, organizing, aggregating, and sharing information. A wide range of collaboration features include integration with Microsoft Office System applications and specialized document-specific libraries, such as the Office PowerPoint slide library.

## WINDOWS SHAREPOINT SERVICES ■

Enable users to locate information quickly and efficiently, as well as work with others more productively in an online environment. This product is included with Windows Server® and is the platform for Business Portal.

# Configuration & Development

## ADDITIONAL LANGUAGES ○ □

Microsoft Dynamics GP is available in International English, US English, French-Canadian, and Latin American Spanish languages.

## COUNTRY-SPECIFIC FUNCTIONALITY ● ■

For some regions, additional features are available to meet country-specific legal requirements.

## DEVELOPER TOOLKIT (VISUAL STUDIO TOOLS, ECONNECT, AND WEB SERVICES) □

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

● Business Essentials Edition ■ Advanced Management

## EXTENDER

Personalize your system without a developer's expertise by easily creating additional windows, notes, macros, and more for storing and displaying additional information.

## FIELD LEVEL SECURITY

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

## INTEGRATION MANAGER—CONVERSIONS\*

Migrate data to Microsoft Dynamics GP using this integration tool during your implementation (available for use for 240 days following purchase).

\*Can be purchased a la carte by Business Essentials customers.

## INTEGRATION MANAGER—DISTRIBUTION

Import data from other systems on a one-time or continuous basis into Purchase Order Processing, Sales Order Processing, and Inventory modules.

## INTEGRATION MANAGER—FINANCIALS, PAYROLL, AND PROJECT MANAGEMENT

Import data from other systems on a one-time or continuous basis into Financial Management, Payroll, and Project Management modules.

## 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, change global resources to affect the entire application, and attach VBA code for less complex business logic.

## 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.

## SECURITY MANAGEMENT

Manage user security by roles and tasks effectively with straightforward configuration windows and broad audit reporting processes.

## SOFTWARE DEVELOPMENT KIT

Comprehensive documentation provides an outline of the Microsoft Dynamics GP data model including development examples that give developers a map for creating customizations and integrations. Table designs, transaction flows, database diagrams, and version change documents are included.

**Microsoft**

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