

MICROSOFT DYNAMICS® GP

Product Capabilities and Business Ready Licensing Module Guide

Solutions

Become a Dynamic Business with Microsoft Dynamics GP

For more than 25 years, Microsoft Dynamics® GP has delivered the functionality, performance, and ease of use that powers diverse businesses around the world. From financials and human resource management to manufacturing and operations, Microsoft Dynamics GP brings people and systems together to help you run your business more efficiently.

Whether you are an existing customer evaluating options to expand your solution with additional modules, or are considering Microsoft Dynamics GP as your company's new financial management solution, this guide provides an overview of the product modules available within Microsoft Dynamics GP grouped by the functional area they address across your business.

The **BUSINESS ESSENTIALS EDITION** ● is for customers who need core financial management supply chain functionality.

The **ADVANCED MANAGEMENT EDITION** ■ provides the same core functionality available within the Business Essentials Edition plus additional functionality for more complex business requirements.

Additional **A LA CARTE** ▲ ◆ components are available to Business Essentials and Advanced Management customers to meet additional business needs.

Business Essentials

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

Account Level Security
Analytical Accounting
Bank Reconciliation
Business Analyzer
Customer Service Management
Customization Site License
Electronic Bank Management
Electronic Banking Suite
Encumbrance Management
Field Level Security
Fixed Asset Management
General Ledger with AFA
Integration Manager—Conversions
Intercompany
Inventory Control
Invoicing
Landed Cost
Management Reporter Designer User
Multicurrency Management
Payables Management
Purchase Order Processing/Receiving
Receivables Management
Safe Pay
Sales Management
Sales Order Processing with Advanced Invoicing

Advanced Management

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

Available to Promise
Bill of Materials
Cash Flow Management
Collections Management
Contract Administration
Customer Service Management
Customer/Vendor Consolidations
Grant Management
Lockbox Processing
Manufacturing Bill of Materials
Manufacturing Order Processing
Master Production Scheduling
Materials Requirements Planning
Microsoft Forecaster
National Accounts
PO Generator
Process Server
Project Accounting
Project Time and Expense
Refund Checks
Returns Management
Revenue/Expense Deferrals
Sales Management



**BUSINESS
ESSENTIALS**

Business Essentials a la Carte

A la carte components compatible with the Business Essentials edition. These additional components must be purchased individually.

Additional Languages	Payroll—Advanced
Bill of Materials	Payroll—Canada
Cashbook Bank Management	Payroll—United States
Concur Expense Integrator	Payroll Connect
Customer Service Management	Payroll Direct Deposit
Customization Suite	Position Control
Electronic Reconciliation Management	PTO Manager
Employee Self-Service Suite (ESS)	Risk Management Suite
Enterprise Reporting Base Pack	Sales Management
Enterprise Reporting Designer User	SmartList Builder
Enterprise Reporting Viewer User	
External Connector	
Federal Magnetic Media	
Human Resources	
Human Resources—Advanced	
Integration Suite	
Limited Device CAL	
Microsoft Dynamics CRM Adaptor	
Microsoft Dynamics GP Extender	
Microsoft Dynamics GP Light User	
Microsoft® SharePoint® Server	
Modifier with Visual Basic® for Applications	

Advanced Management a la Carte

A la carte components compatible with the Advanced Management edition. These additional components must be purchased individually.

Additional Languages	Microsoft Dynamics GP Light User
Benefit Self Service Suite (United States)	Microsoft Forecaster (per Each Additional Named User)
Cashbook Bank Management	Microsoft Forecaster (Unlimited Users)
Concur Expense Integrator	Microsoft SharePoint Server
Customer Service Management	Modifier with Visual Basic for Applications
Customization Suite	Payroll—Advanced
Depot Management	Payroll—Canada
Distribution Suite	Payroll—United States
Electronic Reconciliation Management	Payroll Connect
Employee Self-Service Suite (ESS)t	Payroll Direct Deposit
Enterprise Reporting Base Pack	Position Control
Enterprise Reporting Designer User	Preventive Maintenance
Enterprise Reporting Viewer User	PTO Manager
Extended Pricing	Risk Management Suite
External Connector	Sales Management
Federal Magnetic Media	Service Call Management
Human Resources	SmartList Builder
Human Resources—Advanced	
Integration Suite	
Limited Device CAL	
Manufacturing Suite	
Microsoft Dynamics GP Extender	

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Financial Management

ACCOUNT LEVEL SECURITY ● ■

Enhance security features 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 chartof accounts.

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.

CASHBOOK BANK MANAGEMENT ◆ ▲

Attach unlimited checkbooks to your bank, make bank transfers, enter General Ledger, Receivables Management, and Payables Management transactions, post batches, and build deposits for your bank transactions. You can also import your bank statements into Microsoft Dynamics GP, and reconcile transactions at any time.

COLLECTIONS MANAGEMENT ■

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

CONCUR EXPENSE INTEGRATOR ◆ ▲

The Concur Expense Integrator allows customers to integrate their approved expense report data from Concur Travel and Expense into the Microsoft Dynamics GP Payables Management module with a simple import tool designed to reduce manual data entry and increase the ability to quickly pay their employees and vendors.

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.

ELECTRONIC BANK MANAGEMENT ● ■

Streamline setup, 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 BANKING SUITE ● ■

Includes ERM (Electronic Funds Transfer for Receivables Management), EBR (Electronic Bank Reconciliation) and EPM (Electronic Funds Transfer for Payables Management).

ELECTRONIC RECONCILIATION MANAGEMENT ◆ ▲

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.

ENCUMBRANCE MANAGEMENT ● ■

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

FIELD LEVEL SECURITY ● ■

Apply passwords or block access to forms and windows. You can also apply passwords to fields. Or, you can hide, lock, or disable fields.

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 ● ■

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.

NATIONAL ACCOUNTS ■

National Accounts provides the ability to define a national account relationship between multiple customers. It enables a customer to be defined as the “parent” account to which “child” customers may be added. This allows a payment received from the parent company to be applied across any of the child customers’ payments. Credit documents can also be applied from the child customer to any other member of the national account.

PAYABLES MANAGEMENT ● ■

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

PROCESS SERVER ■

Move processor-intensive tasks off the computers your employees use every day and onto dedicated process servers, avoiding costly slowdowns.

RECEIVABLES MANAGEMENT ● ■

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

● Business Essentials Edition ■ Advanced Management Edition

▲ A La Carte Modules on BE ◆ A La Carte Modules on AM

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.

RISK MANAGEMENT SUITE ◆ ▲

Includes Audit Trails and Electronic Signatures functionalities.

SAFE PAY ● ■

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

Business Intelligence and Reporting

BUSINESS ANALYZER ● ■

Gain powerful, role-specific insight from virtually any location and assign tasks and collaborate with others.

ENTERPRISE REPORTING BASE PACK ◆ ▲

Microsoft Enterprise Reporting in Microsoft Dynamics GP helps you gain tighter control of consolidations, financial reporting, and budgeting across your enterprise. Smooth integration across your business solution provides you and all your employees with the information you need—when, where, and how you need it.

ENTERPRISE REPORTING DESIGNER USER ◆ ▲

Allows employees to create customized reports in Enterprise Reporting.

ENTERPRISE REPORTING VIEWER USER ◆ ▲

Gives employees the rights to view reports in Enterprise Reporting.

MANAGEMENT REPORTER DESIGNER USER ● ■

One user included with each Business Essentials or Advanced Management user. Additional users can be purchased a la carte by Business Essentials and Advanced Management customers.

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. One user included with each Advanced Management user. Additional users can be purchased a la carte by Advanced Management customers.

SMARTLIST BUILDER ◆ ▲

Create personalized SmartLists and Microsoft Excel® Reports.

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Supply Chain Management

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.

DISTRIBUTION SUITE ◆

Includes Advanced Distribution and Advanced Picking.

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 CONTROL ● ■

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

INVOICING ● ■

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

LANDED COST ● ■

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

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/RECEIVING ● ■

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

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

MANUFACTURING SUITE ♦

Includes Capacity Requirements Planning, Engineering Change Management, Job Costing, Quality Assurance, Sales Configurator, Sales Forecasting.

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.

MATERIALS 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.

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 AND EXPENSE ■

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.

Field Service Management

CONTRACT ADMINISTRATION ■

Maintain unlimited contract price books, monitor profitability against service calls, and recognize revenues through five different methods.

DEPOT MANAGEMENT ◆

Track parts, labor, and expense details. Create a Parts Usage report. Manage spare parts and trunk-and-lot-tracked stock inventory.

PREVENTIVE MAINTENANCE ◆

Forecast purchasing and scheduling requirements based on time in service or product usage. Coordinate open service requests with upcoming preventive maintenance calls. Track details of Preventive Maintenance activities.

SERVICE CALL MANAGEMENT ◆

Track and update new and historical service calls against a contract, service warranty, and current inventory. Time execution, coordinate customer schedules, assign appropriately skilled technicians, and escalate calls automatically.

Human Resource Management

BENEFIT SELF SERVICE SUITE—UNITED STATES ◆

Reduce paperwork and manual entry by 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.

HUMAN RESOURCES—ADVANCED ▲ ◆

Track critical health and wellness information to monitor the well-being of your employees and ensure government compliance. Manage employee certifications and license and training requirements to help your employees meet their potential and maximize the value they bring to the organization.

PAYROLL—ADVANCED ▲ ◆

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

PAYROLL—CANADA ▲ ◆

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

PAYROLL—UNITED STATES ▲ ◆

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

PAYROLL CONNECT ▲ ◆

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

PAYROLL DIRECT DEPOSIT ▲ ◆

Add payroll funds to employees' bank, savings and loan, or credit union accounts through an automated clearing house (ACH) file.

POSITION CONTROL ▲ ◆

Manage labor budgets and human resources based on specific job functions and a specific head count. Apply data throughout the Human Resource and Payroll system to enforce the business rules and to manage the movement of human resources throughout the organization.

PTO MANAGER ▲ ◆

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

Microsoft Dynamics CRM Integration

CUSTOMER SERVICE MANAGEMENT ● ■ ▲ ◆

Transform your customer service into a strategic asset with Microsoft Dynamics CRM customer service solutions. With a 360-degree view of the customer, your agents can resolve issues quickly and reduce handling times with advanced customer service software. By automating processes, you can also reduce costs and help to ensure that consistent customer service is delivered across all touch points.

SALES MANAGEMENT ● ■ ▲ ◆

Get your sales force quickly up to speed with the advanced but easy-to-use features of Microsoft Dynamics CRM. Take advantage of a highly intuitive interface and embedded Microsoft Office capabilities to boost sales productivity, streamline sales cycles, automate lead management, and gain insights to drive more sales.

Collaborative Workspace

EMPLOYEE SELF-SERVICE SUITE (ESS) ▲ ◆

Allow your employees to view or update their personal data and create and manage their absence and enter personal requisitions. With the Employee Self Service license, employees can spend more time focusing on their day-to-day business and tasks and worry less about administrative burdens.

EXTERNAL CONNECTOR ▲ ◆

The External Connector gives stakeholders not employed by the company access to critical business information that can streamline tasks and lower operational expenses.

LIMITED DEVICE CAL ▲ ◆

This license allows external non-employee access to the Microsoft Dynamics database.

MICROSOFT DYNAMICS GP LIGHT USER ▲ ◆

Microsoft Dynamics GP Light User extends the reach of the ERP solution to virtually everyone in the organization through interoperability with Microsoft Office and Microsoft SharePoint applications, including functionality for employee self-service processes, operational device and transactions, and reporting designed for people who are not full ERP users.

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MICROSOFT SHAREPOINT SERVER ▲ ◆

Microsoft SharePoint makes it easier for people to work together. Using SharePoint, your people can set up websites to share information with others, manage documents from start to finish, and publish reports to help everyone make better decisions.

Configuration and Development

CUSTOMIZATION SITE LICENSE ● ■

Allows licensed users at an individual site to create customizations using standard tools such as VBA.

CUSTOMIZATION SUITE ▲ ◆

Includes eConnect, Web Services, Microsoft Visual Studio®, and Dexterity.

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 SUITE ▲ ◆

Includes Integration Manager—Distribution, Integration Manager—Financials, eConnect, and Web Services.

MICROSOFT DYNAMICS CRM ADAPTOR FOR MICROSOFT DYNAMICS GP ▲ ◆

Automates the exchange of key information between Microsoft Dynamics GP and Microsoft Dynamics CRM to help you ensure that everyone in your organization is working with the latest data.

MICROSOFT DYNAMICS GP EXTENDER ▲ ◆

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

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.

