Microsoft Dynamics GP 2013 New Features

Module 4: System Wide

Microsoft

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Module 4: System Wide Functions

This module introduces the enhancements to Microsoft Dynamics GP 2013 that you will see affect multiple modules as application wide changes.

Before You Begin

Before starting this module, you should:

- Ability to log in as 'sa' or as someone with Power user rights.
- Have access to a Microsoft Dynamics GP 2013 installation.
- Have SQL Server Reporting Services installed.

What You Will Learn

After completing this module, you will be able to:

- Describe the changes related to the Home and Area Pages.
- Manage the batch approval information.
- Discuss the advantage of the new printer selection.
- Describe the changes made to security.
- Explain the user licensing change.
- Configure your lookups to save your sort.
- Discuss 64-bit Outlook compatibility.
- Set up document attachment functionality.
- Explain how to password protect your template output.
- List the steps needed to print SSRS reports from maintenance windows.

Lesson 1: Select Printer at Print

This lesson explains the additional functionality added to printing reports within Microsoft Dynamics GP, which allows you to select a printer at time of print.

What You Will Learn

After completing this lesson, you will:

- Understand how to access the Print option.
- Be able to describe key points around this feature.

Select Printer at Print

The ability to select a different printer at the time of printing allows you to change the printer selection when the Print Destination window is open. This feature adds flexibility when printing.

Note: In Microsoft Dynamics GP 2010 and previous versions, you have to choose a printer prior to generating a report. This functionality differed from other applications. You would also have to remember to change the printer back to your default printer after you were done printing if desired.

Changes to the Windows and Reports

Report Definition/Print dialog

When you select the Printer option in any Report Destination window, the Windows Print dialog box will display allowing you the ability to change the printer.

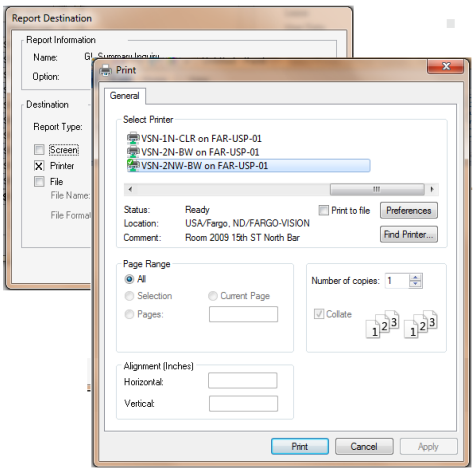

Figure 1: Print Dialog box

Functionality Described

After you select to print to a printer in the Report Definition window, the Microsoft Windows print dialog will display (not the GP print dialog). You will be able to select a different printer for the report at that time.

Key notes:

- The selected printer will not modify or update the default printer from **Print Setup**. It will only be used to print the selected report. To open Print Setup on the **Microsoft Dynamics GP** menu, click **Print Setup.**
- The Microsoft Dynamics GP default printer from **Print Setup** will display as the default printer in the print dialog window.
- If a report is set to print to a named printer and you are not displaying the print dialog box, the report will print to the named printer automatically. If you choose to display the print dialog box, and choose printer, the default destination will be the named printer default for this report. However, you will be able to select a different printer for your destination.
- The horizontal and vertical alignment options are available in the Microsoft Windows print dialog. They will only be enabled if you are printing a form such as a Purchase Order or check.
- There are no changes to Report Scheduler or Distributed Process Server (DPS).

Try This: Print Report to Printer and Change Selected Printer

Take what you have learned and print a report to the printer.

1. Locate a report you want to print.
2. In the Report Destination window mark the Printer selection, and then click **OK**.
3. The windows print dialog appears. The default printer from **Print Setup** is displayed.
4. Change the printer from the default and print the report.

Lesson Review

Topics covered in this lesson include the following:

- How to use a different printer after you have chosen to print.
- How default printer settings are not affected by this change.

Answer the following questions to confirm your understanding of lesson topics.

1. Can you change the printer you want to print to, after you have selected to print my Payables Aged Trial Balance?

Yes. If you have selected to print to a printer, the print dialog window will appear allowing you to select which printer to use.

2. Will the printer you select on the fly during printing, update my default printer in Print Setup?

No. The settings in Printer Setup will not change when you select a different printer at the time of printing.

Lesson 2: Enhancement to Alternate/Modified Forms and Reports

This lesson explains the additional functionality added to the Alternate/Modified Forms and Reports window that will allow for easier selection and viewing of the forms and reports available. As a result, the window will now include a Series option, ability to Change All, and the ability to display selections.

What You Will Learn

After completing this lesson, you will:

- Configure alternate forms and reports more quickly
- Explain how the Series option limits the information viewed in the window

Enhancement to Alternate/Modified Forms and Reports

The ability to select a specific series in the Alternate/Modified Forms and Reports window allows you to limit the windows or reports displayed so you can more easily make changes. You can choose Change All to make mass changes to your security with one click rather than having to mark each window or report individually.

In addition, you can remove access to a specific product's window or reports by selecting a Revert to Default option.

When **Display Selected** is marked, any products that you have security to, are displayed in a tree structure at one time.

Note: In Microsoft Dynamics GP 2010 and previous versions, you only have the option for Product and Type. In the tree view, all modules would be listed out separately and you would need to select which product's report or window you wanted to use individually.

Changes to the Windows and Reports

Alternate/Modified Forms and Reports

Three new options are added to the Alternate/Modified Forms and Reports window.

1. An option for **Series** is now available.
2. A **Select** dropdown where you can choose the alternate product or **Revert to Default.** The **Change All** button is also available.
3. A **Display Selected** checkbox allows you to view only selected radio buttons for the combination of options you have selected.

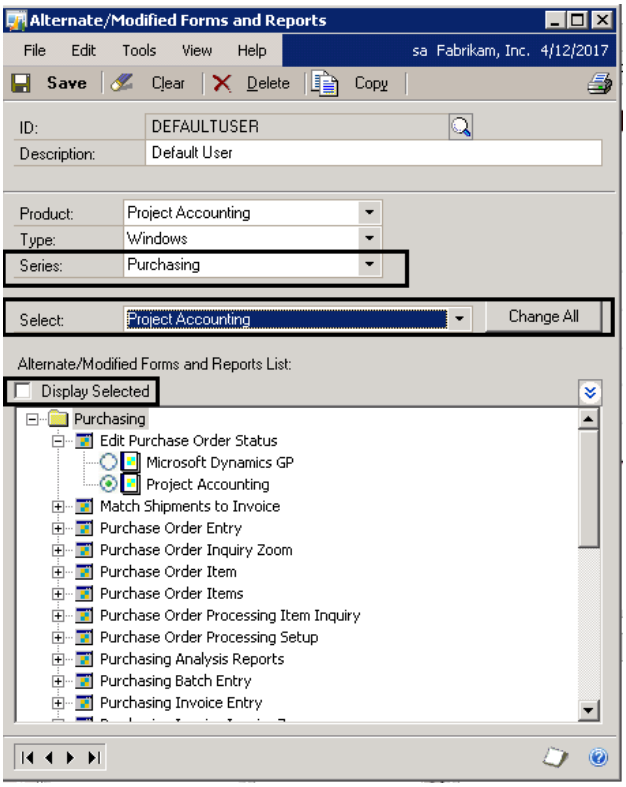

Figure 1: Alternate/Modified Forms and Reports

To access the Alternate/Modified forms and reports window on the **Microsoft Dynamics GP** menu, point to **Tools**, point to Setup, point to System, and then click **Alternate/Modified Forms and Reports**.

Functionality Described

Multiple options are added to **Alternate/Modified Forms and Reports**, which will be described in detail in this section.

Series addition:

A new drop-down list called **Series** is now available on the Alternate/Modified Forms and Reports window. This option controls what series is available in the view pane. The first selection in the dropdown is "All" and if selected will display all of the series which is existing functionality. If a specific product and then series is selected, the view pane will only show windows and report resources for that product/series combination. The benefit of this option is that it will restrict the view pane to only those windows and reports that are affected by the product selected.

Select Addition:

A new drop-down list called **Select** is available on the Alternate/Modified Forms and Reports window. There are two options in this window. **Revert to Default** or the product selected in the Product field. The **Revert to Default** gives you the ability to change all your options to what was selected in the original installation of Microsoft Dynamics GP. If you choose the Product option, you can click **Change All** so that all of the alternate windows and reports are selected in one click.

Note:

In Microsoft Dynamics GP, there are several windows set at the time of installation using SmartList look-ups instead of the original Microsoft Dynamics GP look-ups. If your only option is to revert back to the Microsoft Dynamics GP windows, you will end up with the original Dynamics GP look-ups and not the ones set at the time of the installation.

Display Selected checkbox:

When this checkbox is selected, a line for each Product with selected radio buttons will appear in the list. Only those products selected will be listed.

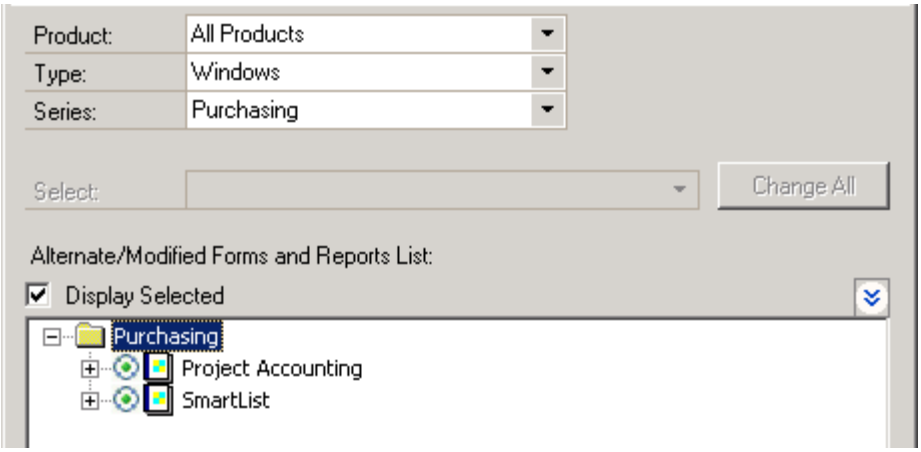

Figure 2: Cut of Alternate/Modified Forms and Reports

Try This: Selecting only Sales Series for the SmartList Product

Take what you have learned and limit the view in the Alternate/Modified Reports and Forms window.

1. Start by logging into Microsoft Dynamics GP as 'sa' and opening the Alternate/Modified Reports and Forms window.
2. Select DEFAULTUSER as the **ID** and Windows as the **Type**.
3. Select SmartList as the **Product** and notice in the view pane all series showing.

4. Notice there is now a Series option available. Select **Sales**. Mark **Display Selected** and notice the view pane displaying only Sales series for SmartList.
5. Unmark **Display Selected**.
6. In the **Select** dropdown choose **Revert to Default** and click **Change All**. All items listed in the pane would default back to the defaults. Change it around, if you select **SmartList** and then click **Change All** you would be giving access to all windows for SmartList under the Sales series.

Lesson Review

Topics covered in this lesson include the following:

- Change All allows you to make multiple changes to security with the click of one button.
- To set your security to alternate window or reports back to the installation defaults you can use Revert to Default in the Select dropdown.

Answer the following questions to confirm your understanding of lesson topics.

1. Do you click **Change All** to make mass changes to security in the Alternate/Modified Forms and Reports window?

Yes. Clicking **Change All** will update all windows or reports in the display view.

2. To remove security from third party products, what do you choose in the **Select** dropdown?

Click **Revert to Default** to reset the security back to the installation default.

Lesson 3: Named Users

You can buy either Microsoft Dynamics GP 2013 or rent (subscribe) it. This lesson introduces the idea of having Named Users if you are a subscription user, and what set up options are now available concerning all users in Microsoft Dynamics GP.

What You Will Learn

After completing this lesson, you will be able to:

- Describe the different statuses that a user may have.
- Configure a user for use in Microsoft Dynamics GP.
- Explain the difference between named and concurrent users systems.

Named Users

Starting with new installations of Microsoft Dynamics GP 2013 that are subscription customers, licensing will be done on a named user basis. This means that you can only set up in **User Setup,** the number of users that you are registered for.

Note: Subscription customers are those who do not "own" the software, but instead purchase the right to use it for a period of time.

This change does not affect existing customers or customers who own the software. Those types of installations will continue to use Microsoft Dynamics GP on a concurrent user basis.

Note: On previous versions of Microsoft Dynamics GP, registration was done on a concurrent user basis. This meant that if you were registered for 5 users, you could set up as many users as you wanted, as long as no more than 5 were in the accounting system at a single time.

Changes to Windows and Reports

Changes were made to several user related windows to accommodate the named user functionality. A few reports have also been updated. This section will review those changes.

User Setup

Status and User Type fields have been added to the User Setup window. A Summary button has also been added. To open **User Setup** on the **Microsoft Dynamics GP** menu point to **Tools**, point to **Setup**, point to **System**, and then click **User.**

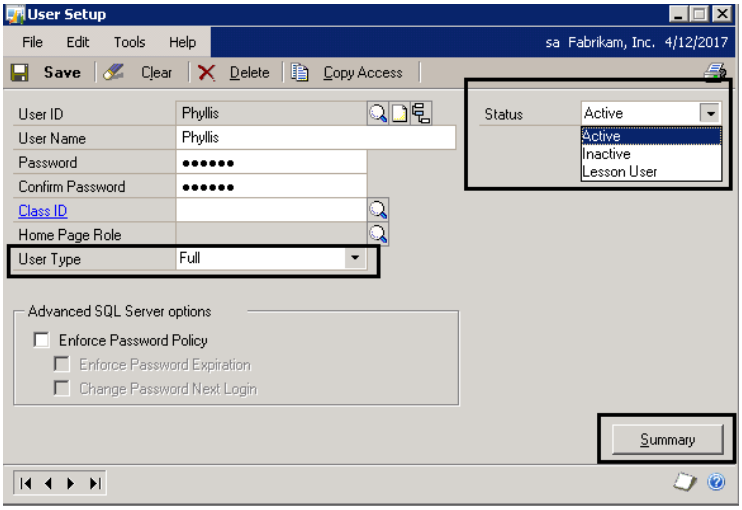

Figure 3: User Setup

There are three **Status** options for the user:

Active - User can log into any company he has security for.

Inactive - User cannot log into any company of Microsoft Dynamics GP. These users are not included in the license count. The SQL login is automatically disabled.

Note: When you Inactivate a user, their company access remains so they can be quickly activated again if necessary.

Lesson User - User can only log into the Fabrikam Company. These users are not included in the license count.

Note: The **Status** will always be Active for the sa and DYNSA users.

The options for **User Type** are Full and Limited.

Those with the **Full User Type** have complete access to the application and are only limited by their security roles.

Users with a **Limited User Type** have read only access to the application. These users are not included in the license count.

Note: The **User Type** will always be set to Full for the sa and DYNSA users.

Note:

There are several new fields in the SY01400 (Users Master) table in the system (Dynamics) database for this functionality: UserType, UserStatus, DateInactivated, Lasat_EWS_User_Name and Last_EWS_Email_Address.

UserStatus – 1 (active), 2 (inactive), 3 (lesson)

UserType – 1 (full, 2 (limited)

New Window: User Summary

Click **Summary** in **User Setup** to open the **User Summary** window. You can also open this window on the **Help** menu, point to **About Microsoft Dynamics GP**, and then click the drillback on **Users**.

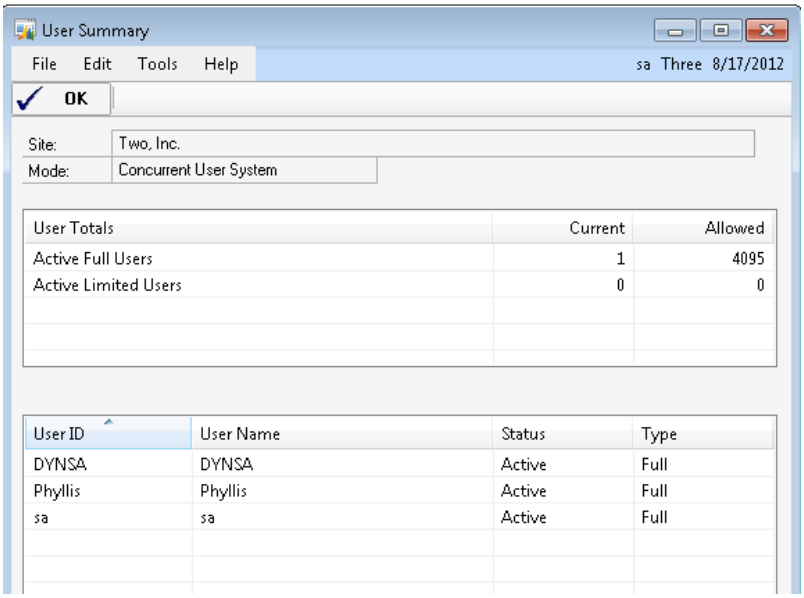

Figure 4: User Summary

User Summary provides an overview of your user information. It includes a count of Full and Limited users who are currently in the system, as well as how many you are registered for. It also lists the users and their Status and Type so you can easily see how a user is set up. This will allow you to make decisions about whether changes need to be made.

For Concurrent user systems, **Current** displays the number of users, of any type, currently logged into the system. **Allowed** displays the maximum number of concurrent users allowed by the registration keys.

For Named user systems, **Current** displays the total users of each type with an active Status that are set up in the system. **Allowed,** displays the maximum users by type that can be set up in the system.

Note:

User Totals do not include sa, DYNSA, or lesson users.

User Access Setup

The status of the user has been added to the User Access Setup window. To open the User Access Setup window on the **Microsoft Dynamics GP** menu, point to **Tools**, point to **Setup**, point to **System**, and then click **User Access**.

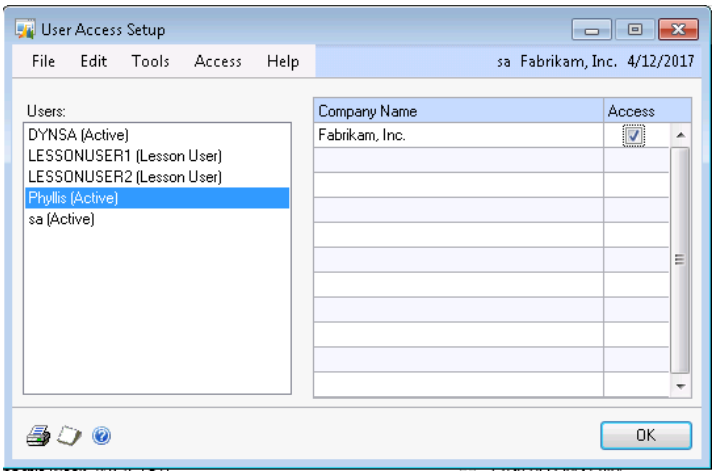

Figure 5: User Access Setup

The Status value is concatenated with the User ID, and is displayed in the format UserID (User Status).

Note: Any user marked with a **Status** of **Lesson User** will only have the Fabrikam company displayed to grant access to.

Users Lookup

The Status column has been added to the Advanced Lookup version of the Users window. You can sort by this column.

Figure 6: Users

Registration Report

The **Registration Report** has been updated to include user count information. You can print the Registration Report from the **Help** menu. Click **About Microsoft Dynamics GP**, click **Options**, and use the printer icon to generate the report.

Status field Added to Several Reports

Status information has been added to the following reports: **Company Access Report, Security Operation Access** report, and **User Security** report.

- To print the Company Access Report on the **Reports** menu, point to **System**, and then click **User**.
- To print the Security Operation Access report on the **Tools** menu, point to **Setup**, point to **System**, click **Security Task**, and then click **Print Operation Access**.
- To print the User Security report on the **Reports** menu, point to **System**, point to **Security**, and then click **User Security**.

Note: The Security Report Options window includes the ability to Include Inactive Users, which will default as unmarked. You can choose whether you would like to include all users on the User Security report.

Functionality Described

Having a named user license model is specific to our subscription customers. The main place you will see the functionality change is in the User Setup window. This window is where you will be prevented from creating more users than you are licensed for. Users are counted by adding any users with a User Type of Full then subtracting any who have a Status of Inactive or Lesson User. User Types of *Limited*, are not included in the count.

Note: This licensing change does not apply to Microsoft Dynamics GP installs where the software is owned. That licensing remains on a concurrent user basis.

Adding Additional Users

If you need to set up a new full user in a named user, system and you are already at your license limit, you have the following options:

- Delete an existing user
- Change the Status of an existing user to Inactive
- Change the Status of an existing user to Lesson User
- Change the User Type of an existing user to Limited

- Purchase an additional license

Effect on Log In

For Concurrent User Systems, logging into Microsoft Dynamics GP will behave the same as on previous versions with the exception that the limit for the number of users logging in is per User Type. That means when you purchase licenses you can either choose a Full or Limited user, and how many of each that can be in the system at one time will be based on that registration.

For Named User Systems, logging into Microsoft Dynamics GP will not check the current number of users in the system as the license validation occurred when the users were set up.

When an inactive user attempts to start Microsoft Dynamics GP he will not be allowed access and since his SQL login is disabled, will receive the message "*This login failed. Attempt to log in again or contact your system administrator*." If the SQL login were re-enabled while the GP login remains inactive, he would receive the message "*This login is inactive in Microsoft Dynamics GP. Contact your system administrator*."

Lesson Review

Topics covered in this lesson include the following:

- The different Statuses that users can be set up as are Active, Inactive and Lesson User.
- How logging into Microsoft Dynamics GP is affected.

Answer the following questions to confirm your understanding of lesson topics.

1. Are Inactive users included in the license count?

No. If a user has an Inactive Status, then they are not counted towards the license count.

2. Do existing customers upgrading from a previous version of GP have a named or concurrent user system?

Concurrent user system. How their licenses are counted is still based on how many users are in the system at one time.

Lesson 4: Set as Default View Saved

This lesson explains how the sorting option you have selected will be retained for future lookups when you use the **Set as Default View** option.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how to use the feature.
- Explain the effect on the lookup windows.

Set as Default View Sorting Saved

When you use the **Set as Default View** option on your Advanced Lookup, the sorting you have selected will now be saved. This allows you to reopen the lookup window and see your data sorted in the same manor it was previously allowing you to find the record you are looking for more efficiently.

Note: On previous versions of Microsoft Dynamics GP, there was no functionality for saving the sort order of a lookup once it had been closed.

This functionality applies to all lookup windows that have the View Options dropdown. These include Items, Customers and Prospects, Vendors, Salespeople and Employees.

Functionality Described

The sort order you select for your lookup will now be saved for future lookups as long as you select **Set as Default View** in the View Options dropdown.

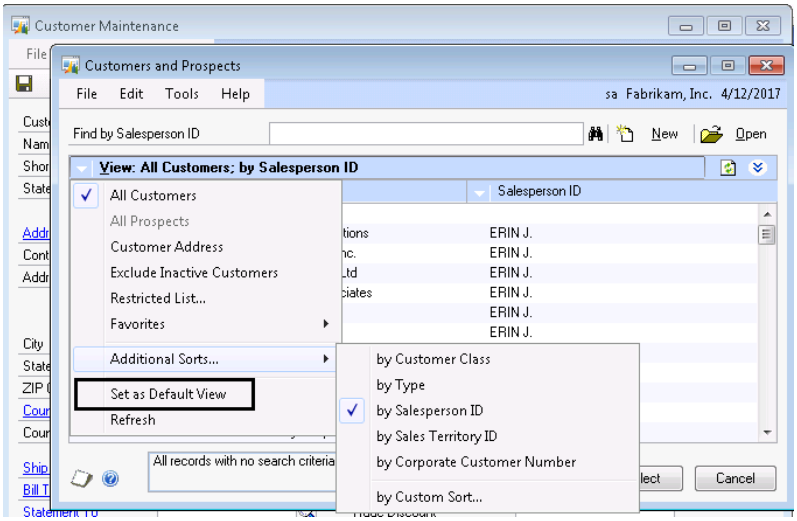

Figure 7: Customer and Prospect lookup

When you change the sorting of a lookup window, whether you use one of the existing ones or create your own, that sorting option will be saved for the next time you use the window. This functionality is only available if you select **Set as Default View,** in the View Options dropdown.

Note: Set as Default View was new functionality introduced in Microsoft Dynamics GP 2010.

The saving of sort orders is user and company specific.

When you use SmartList to create a favorite with a specific sorting option, when it is used for your lookup, and **Set as Default View**, the sorting will be saved as well.

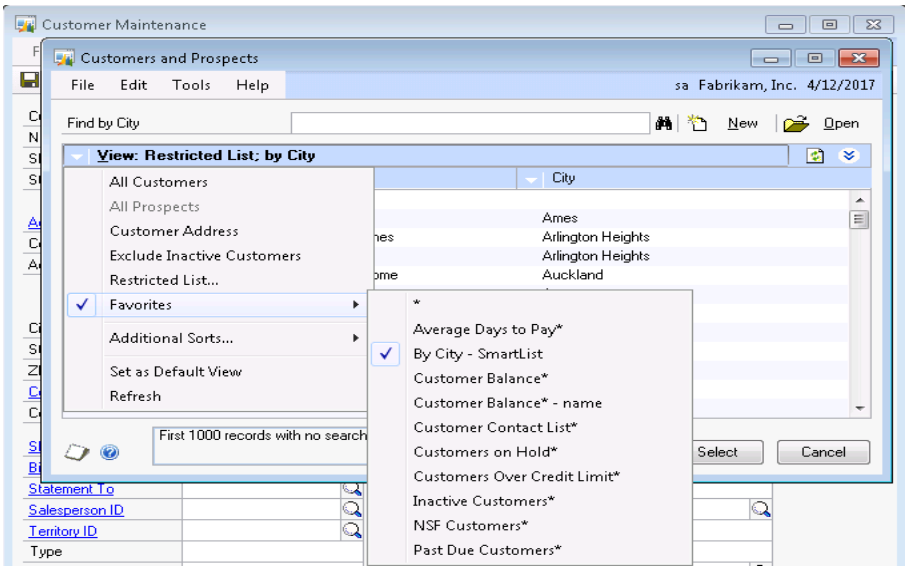

Figure 8: Customer and Prospect lookup

Try This: Save your Sort on a Lookup

Take what you have learned in this lesson and modify the sort on a lookup, and then save it for future use.

1. In Vendor Maintenance, click the lookup on Vendor ID.
2. Using the View Options dropdown, point to Additional Sorts and choose by Class ID so that your data is now sorted by the vendor class.
3. Using the View Options dropdown select **Set as Default View**.
4. Close the Vendors lookup and reopen it again. Notice that it is automatically sorted by Class ID.

Lesson Review

Topics covered in this lesson include the following:

- How to save a sort on a lookup.
- How using the Set as Default View option affects the sorting of lookups.

Answer the following questions to confirm your understanding of lesson topics.

1. If you use the new functionality, will your selected sort save even if you do not mark it as Set as Default View?

No. Sorts are only saved if the Set as Default View is chosen.

2. Can you save user SmartList favorites as sorts on a lookup?

Yes, as long as they are marked as Set as Default View.

Lesson 5: Home and Area Page

This lesson explains the changes that have been made to the Microsoft Dynamics GP home and area pages.

What You Will Learn

After completing this lesson, you will be able to:

- Describe the changes that have been made to the Home and Area Pages.
- Configure the Microsoft Dynamics GP Home Page.

Home and Area Page Changes

The Microsoft Dynamics GP Home Page and area pages have been re-architected to run Windows Presentation Foundation (WPF). Changes made will convert to the web client.

Changes to Windows

Changes were made in the following areas:

- Home Page layout
- Changes to Customize Home Page window
- Microsoft Office Outlook has been removed from the Home Page
- Removal of Office Web Components (OWC) that rendered charts and KPIs from the Home Page
- One, two and three column formats
- Metrics section has been replaced with Business Analyzer (SSRS required)
- Area Page layout

Note: After upgrading to Microsoft Dynamics GP 2013, the Home Page will look very similar as it did prior to the upgrade. However, it will be more customizable.

Customize your Home Page

Changes were made to the Customize your home page window, as the Define the page layout section was removed. It is replaced by a **Column Layouts** area where you can define if you would like one, two or three columns. To open the Customize Home Page window from the **Home Page,** click **Customize this page.**

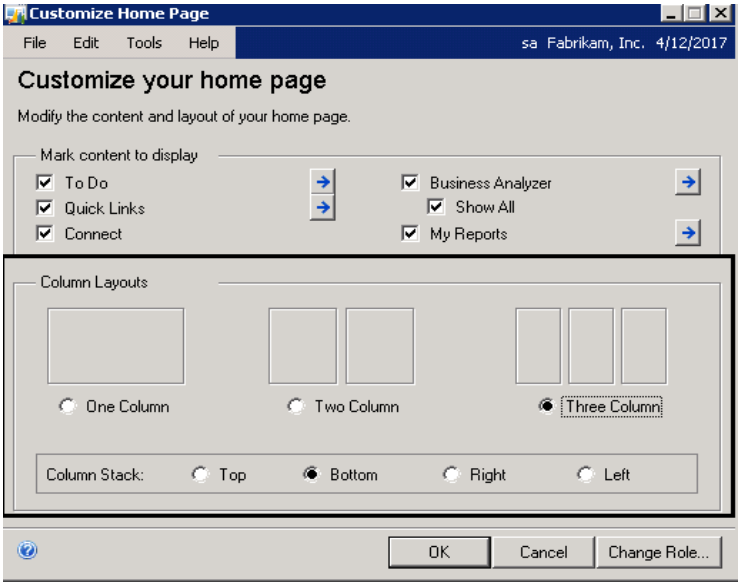

Figure 9: Customize Home Page

You can also choose the location of the column stack, which is how the sections will stack in the Home Page area when you expand one section in a panel. For example if you choose Bottom as your Column Stack, and then expand the To Do pane, the other three panels move to the bottom of the Home page as shown in Figure 10.

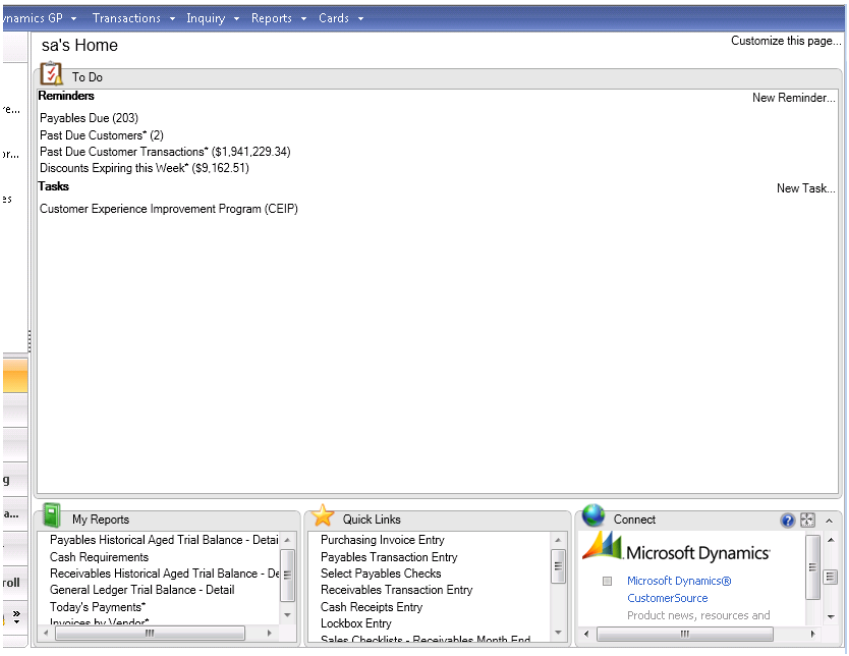

Figure 10: Home Page

If you choose to not enable any sections, the home page will display a blank area.

Note: After the upgrade to Microsoft Dynamics GP 2013, the column layout will default to **Two Column** and **Column Stack** of **Right**.

The panes will split evenly into sections with the same width and size within the Area Page. Besides maximizing the single pane, there is not a way to resize individual sections. The height of the Business Analyzer, To Do and Connect panels is 300 pixels. The height of My Reports and Quick Links is 200 pixels.

You can drag and drop any sections in their minimized state. Click on the header section to change the order in which they are displayed.

You are able to maximize a section. To do this, click the **Maximize/Multicolumn** Mode icon  in the upper right corner of the panel. The section that is maximized will take up 75% of the available space on the page.

The settings and last configuration of your Home Page is remembered. When you close Microsoft Dynamics GP and reopen it, your Home Page will remain the same.

Area Page Changes

Area Pages now mimic the Home Page and keep each section as the same size. The sections spread with three columns across. A single section can be maximized which will minimize all other sections. You can drag and drop a section if you click on the header.

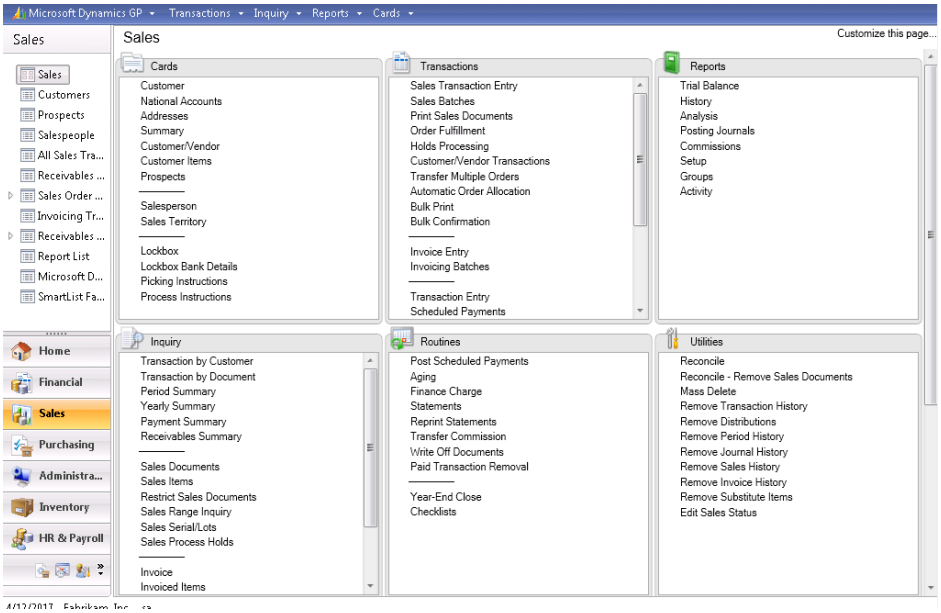

Figure 11: Sales Area Page

Note: The functionality added to Area Pages has been added to all area pages.

When maximizing a section on the Area Page, the Column Stack settings from **Customize Home Page** will be used to dictate where the other minimized panels will be placed.

A **Customize this page** link has been added to each Area Page. This will enable you to access the Customer Area Page window.

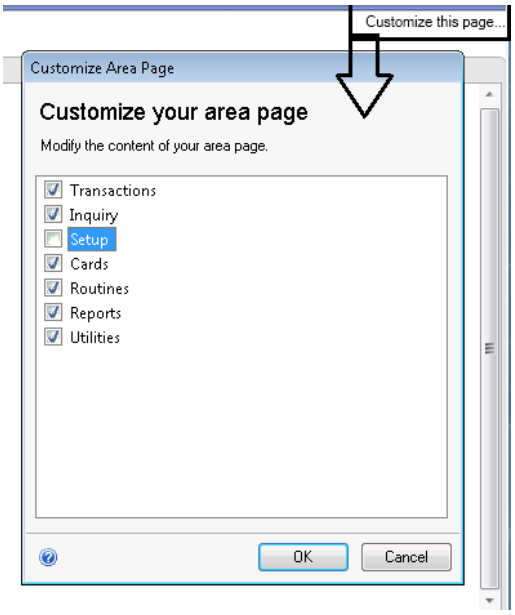

Figure 12: Customize Area Page

Use this window to select which sections you want included in the Area Page. By default, all sections that a user has security access to will be marked. Changes made for one Area Page do not affect the other area pages.

Metrics Now Business Analyzer

Metrics have been removed from the Home Page and replaced by Business Analyzer.

Note: Business Analyzer is only available if SQL Server Reporting Services (SSRS) have been installed and configured.

The Metrics Details window has been removed and replaced with the Business Analyzer Details window. To open **Business Analyzer Details** on the Home Page, click **Customize this page,** and then click the Business Analyzer expansion.

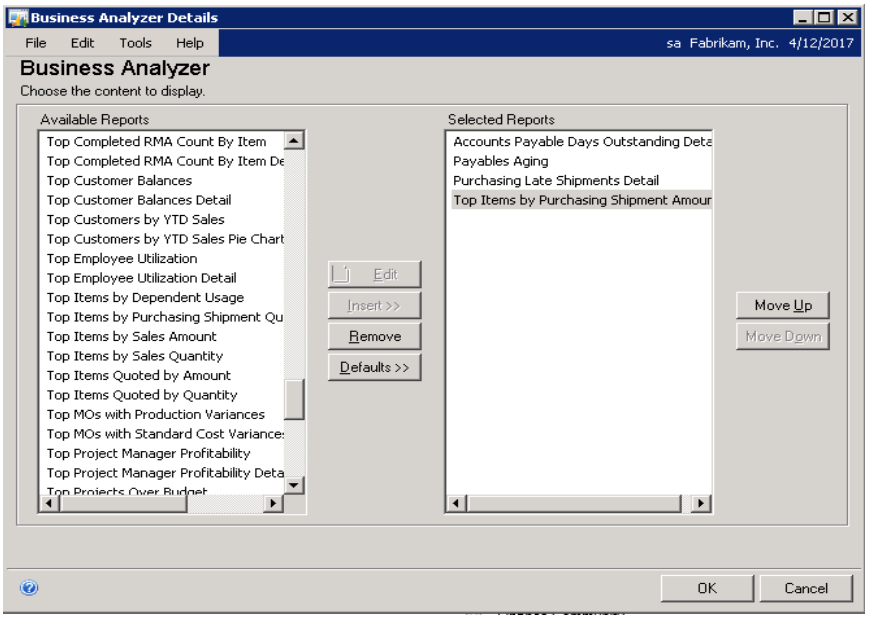

Figure 13: Business Analyzer Details

Use this window to insert various reports into the Selected Reports pane. Reports that are selected will appear in the Business Analyzer pane of the Home Page.

Several icons are available from the Business Analyzer panel allowing you to perform various actions right from the Home Page.

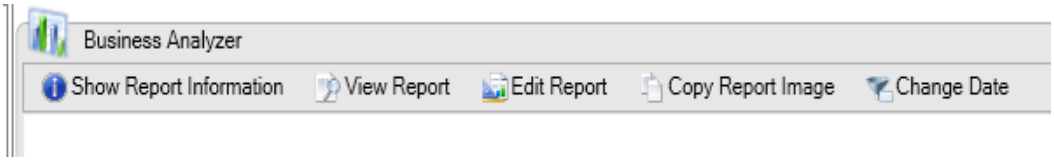

Figure 14: Business Analyzer actions

Lesson Review

Topics covered in this lesson include the following:

- Changes were made to the Home Page by removing Microsoft Outlook and Metrics and adding Business Analyzer.
- Sections of windows like Reports or Setup can be removed from the Area Page using the Customize your Area Page window.

Answer the following questions to confirm your understanding of lesson topics.

1. Can panes within in the Home Page be reshaped to any size?

No. They are the standard size, either maximized or minimized.

2. Can you choose to remove all of the Routine windows from each Area Page using **Customize your Area Page**?

Yes. Unmark any sections you do not want included in your Area Page.

Lesson 6: Saved Batch Approval

This lesson explains the ability to track batch posting history for general journal batches. This enables you to inquire and report on the approval and batch information using SmartList Builder, Excel Report Builder, or SQL Server Report Services (SSRS) reporting.

What You Will Learn

After completing this lesson, you will be able to:

- Explain which tables were updated for this functionality.
- Describe what tools can be used to view or report on the information.

Saved Batch Approval Information

Approval history is now saved for General Ledger batches so that you can inquiry and report on who approved the batch and what date he or she performed the approval on.

Functionality Described

When approved batches are posted on Microsoft Dynamics GP 2013, who approved the batch and on what date they did the approval is stored in the posted General Ledger transaction tables. This provides the ability to report on the information even after the posting has been completed.

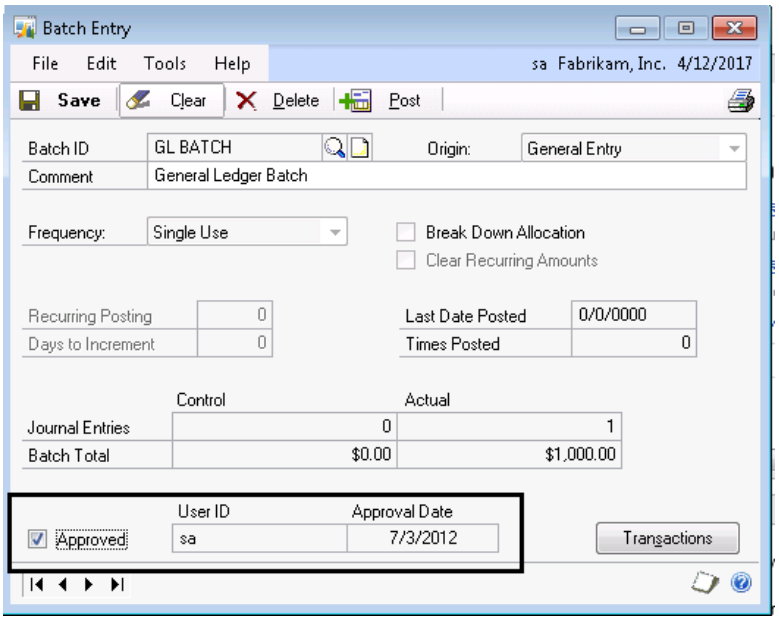

Figure 15: Batch Entry

Note: On previous versions of Microsoft Dynamics GP, who approved the batch was stored in the Posting Definitions Master (SY00500) table until the transaction was posted. Once posted, access to that information was lost.

The Approval User ID and Approval Date fields have been added to the General Ledger Year-to-Date Transaction Open (GL20000) and Account Transaction History (GL30000) tables.

The Approval User ID (**APRVLUSERID**) field is updated from the value in the Posting Definitions Master (SY00500) table, which contains the User ID of the user who approved the batch.

The Approval Date (**APPRVLDT**) field contains the date the approval was done, and uses the computer system date.

Note: There are no changes to windows or reports for this functionality.

You can use SmartList Builder, Excel Report Builder, or SQL Server Reporting Services (SSRS) to create your own reporting to view the approval information. The Approval User ID and Approval Date are stored for all distribution records in the dbo.AccountTransactions view.

If Period Consolidation is used, the approval information will be left blank since transactions from multiple batches could be consolidated into one.

Lesson Review

Topics covered in this lesson include the following:

- The use of the **APRVLUSERID** and **APPRVLDT** fields in the GL20000 and GL30000.
- How you can use various reporting tools like SmartList, SSRS and Excel Report Builder to view the information.

Answer the following questions to confirm your understanding of lesson topics.

1. Can approval information be reported on, for posting transactions?

Yes. Now that the approver and date is stored in the posted GL tables, you can report on information after the batch has been posted.

2. Which canned reports will the approval date appear on for posted transactions?

None, but you can create your own.

Lesson 7: 64-bit Outlook

This lesson explains that on Microsoft Dynamics GP 2013 the 64-bit version of Outlook is now compatible for emailing documents.

What You Will Learn

After completing this lesson, you will be able to:

- Explain the Outlook 64-bit compatibility.

64-bit Outlook Compatibility

You are now able to email documents from Microsoft Dynamics GP 2013 using a machine that has Outlook 64-bit version installed.

Note: On Microsoft Dynamics GP 2010, you could have the 64-bit version of Outlook installed. However, it could not be used for emailing documents.

Functionality Described

When you attempted to email on Microsoft Dynamics GP 2010, using the 64-bit version of Outlook, the process may hang and not complete. Or you may receive errors like:

- *Either there is no default mail client or the current mail client cannot fulfill the messaging request. Please run Microsoft Outlook and set it as the default mail client.*
- *Unable to connect to MAPI client.*
- *Connection to MAPI server not available. Unable to send email or select addresses.*

More Information

On a 32-bit Windows operating system, you can only install 32-bit Office (and 32-bit Outlook).

On a 64-bit Windows operating system, you can install either 32-bit Office and 32-bit Outlook, or 64-bit Office and 64-bit Outlook. The default installation of Office 2010 on 64-bit Windows is 32-bit Office (and 32-bit Outlook).

If some other Office 2010 application is already installed on a computer, then the bitness of Outlook 2010 that you will install must be consistent. For example, if a 32-bit Excel 2010 is already installed on a computer, you can only install 32-bit Outlook 2010 on that computer. Similarly, if a 64-bit Word 2010 is already installed on a computer, then you can only install 64-bit Outlook 2010.

Lesson Review

Topics covered in this lesson include the following:

- Emailing documents using the 64-bit version of Outlook now works.

Answer the following questions to confirm your understanding of lesson topics.

1. Can you email documents via Microsoft Dynamics GP using the 64-bit version of Outlook?

Yes.

Lesson 8: Document Attach

This lesson introduces the idea of attaching documents to master records and transactions. It also addresses the ability to drill back and review attachments on posted transactions from inquiry.

What You Will Learn

After completing this lesson, you will be able to:

- Explain the areas in which you will be able to attach documents.
- Describe the process for removing attachments.
- Explain the function of the new windows related to document attachment.

Document Attach

In Microsoft Dynamics GP 2013, you are able to attach documents of your choice to master records and to transactions. To do this, select the record, and then click the **Attachment Management** icon.

A paper clip icon is used to indicate when it is possible to attach a document to a record.

Figure 16: Attachment Management icon

A paper clip holding a piece of paper icon is used to indicate when a document is already attached.

Figure 17: Attachment Management icon

Document Attach functionality on Microsoft Dynamics GP 2013 is dependent on having Microsoft SQL Server 2008 or higher, and Microsoft Outlook for e-mail.

Note: On previous versions, OLE notes could be used to store additional document information. However, those notes were stored in a designated directory and not within the database. Document Attach documents are stored within the company database.

Attached documents are stored in a new table called Document Attachment Master (CO00101), which is found in the company database. The Document Attachment Reference

(CO00102) table holds the connection between the record being attached to and the attachment.

Changes to Windows

The Attachment Management icon has been added to various windows across Microsoft Dynamics GP. If available, you will see it on the right side of the action bar and within the line items. Review Figure 3 for an example.

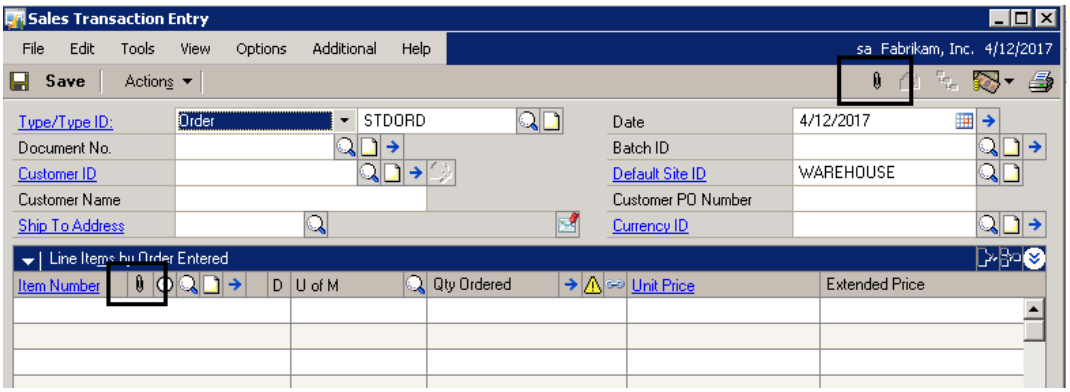

Figure 18: Sales Transaction Entry

You also see the Attachment Management icon in the supporting inquiry windows. This allows you to view the attached documents while inquiring about the master record or transaction.

The windows affected with this change include:

Inventory

- Item Maintenance
- Item Inquiry

Purchasing

- Vendor Maintenance
- Vendor Inquiry
- Purchase Order Entry
- Receivings Transaction Entry
- Purchasing Invoice Entry
- Returns Transaction Entry
- Purchasing Invoice Inquiry Zoom
- Purchase Order Inquiry Zoom
- Receivings Transactions Inquiry Zoom

- Returns Transaction Inquiry Zoom
- Purchasing Item Detail Entry
- Purchasing Invoice Item Tax Detail Entry
- Receivings Item Detail Entry
- Receivings Item Detail Inquiry Zoom
- Purchasing Item Detail Inquiry Zoom
- Purchasing Invoice Item Tax Detail Inquiry Zoom

Note: Purchase Order Enhancements and Project Accounting versions of the purchasing windows will also contain the new icon.

Sales

- Customer Maintenance
- Customer Inquiry
- Sales Transaction Entry
- Sales Item Detail Entry
- Sales Transaction Inquiry Zoom
- Sales Item Detail Inquiry Zoom
- Sales Order Fulfillment

Note: The Attachment Management icon will not appear throughout the system until **Allow Document Attachments** is marked in **Document Attachment Setup**.

Note: The icon used to indicate sales commitments for purchase orders has been changed since it was similar to the Attachment Management icon. This affects several Sales Order Processing and Purchase Order Processing windows.

New: Document Attachment Setup Window

Use the Document Attachment Setup window to activate document attach functionality. To open **Document Attachment Setup** on the **Microsoft Dynamics GP** menu, point to **Tools**, point to **Setup**, point to **Company**, and then click **Document Attachment Setup**. Click **Allow Document Attachments** to activate the feature and make the Attachment Management icon appear throughout the system.

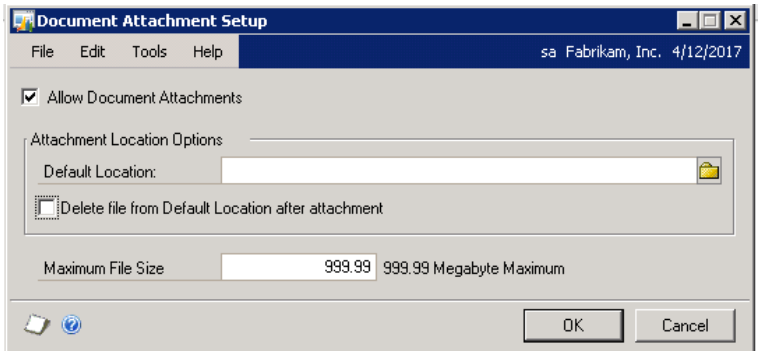

Figure 19: Document Attachment Setup

In the Default Location field, you can choose the location you would most commonly attach files from. If you have a group of files from a scanner program that are saved to a specific file location, you would want to select that location here so you can easily find the attachments later. You can choose a different location at the time you do the attachment if needed.

When **Delete file from Default Location after attachment** is marked, the file from the default location will be deleted once it has been copied to the attachment location. If the attachment file was not attached from the default location, it will not be deleted even if this box is marked.

You can also set the **Maximum File Size** for your attachments up to a limit of 999.99mb, which is also the largest size that can be e-mailed. (The BLOB storage limit is 2,048mb.)

Note: The information in the Document Attachment Setup window is stored in the Document Attach Setup (CO40100) table within the company database.

New: Attachment Management Window

The Attachment Management window is available to you if you click the **Attachment Management** icon from various transaction and card windows throughout Microsoft Dynamics GP 2013.

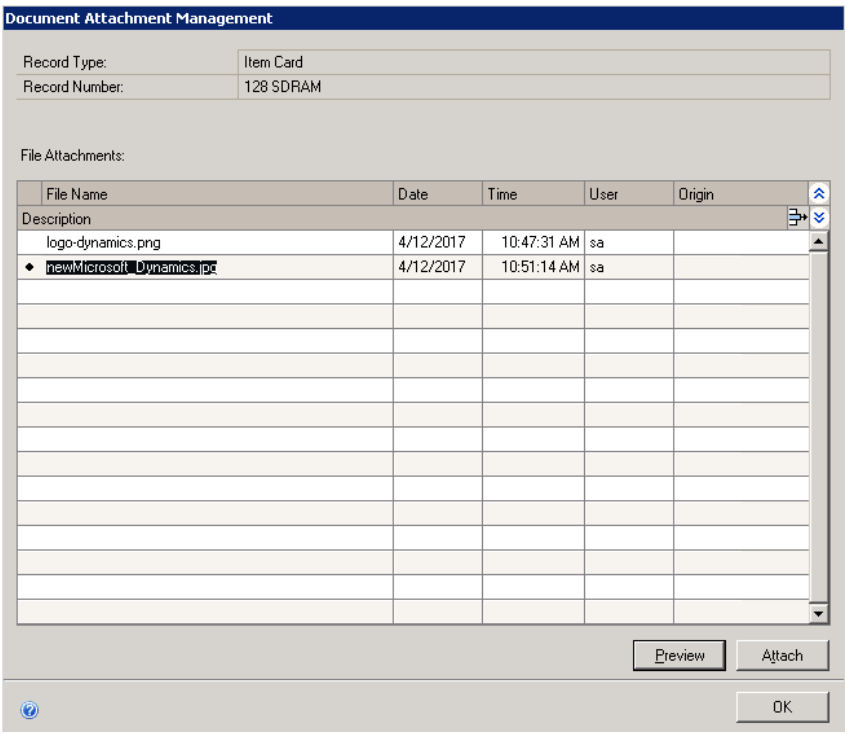

Figure 20: Document Attachment Management

Use this window to attach documents to a record or view previous attachments and the description, date, time, user and origin of them.

If the Attachment Management window was opened from a master record, then the fields at the top are labeled Record Type and Record Number. If it is opened from a transaction, they are labeled Document Type and Document Number so you can easily identify the source record.

There are two available buttons in this window. The buttons perform the following functions:

Preview - The attachment will open using its associated program. If a program is not found, you will be prompted to select one.

Attach - The Select an Attachment window will open to the location you defined as the default in **Document Attachment Setup** so you can select one or more files to attach. Navigate to another file location if necessary. Any file type can be attached.

To remove an attachment, put focus on the line to remove, and click the **Delete Row** icon.

Note: Duplicate file names are not allowed.

New: Attachment Management Inquiry Window

The Attachment Management Inquiry window has been added to allow you to view attachments for a transaction document, record or line. This window is available from several inquiry windows. Click the **Attachment Management Inquiry** icon.

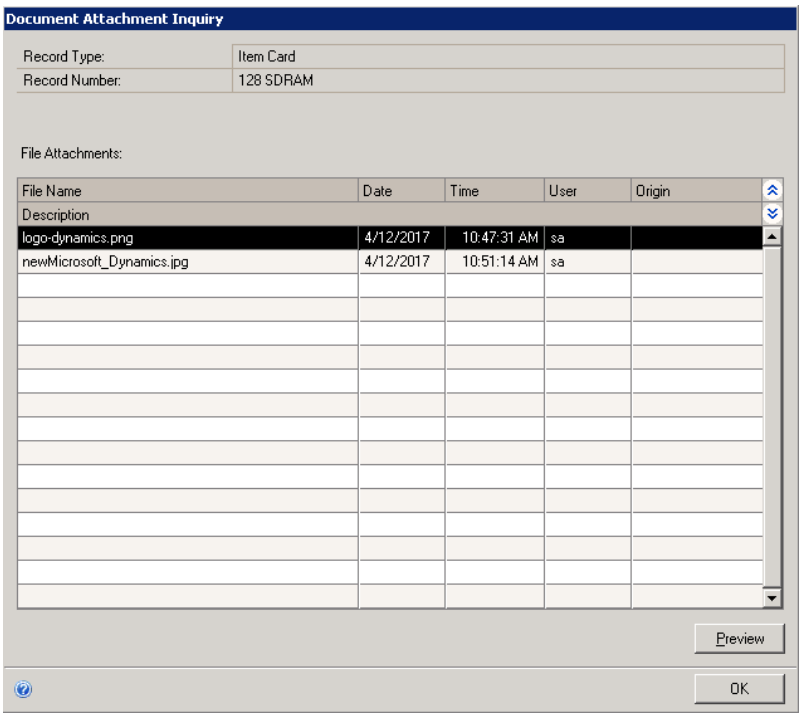

Figure 21: Document Attachment Inquiry

Click **Preview** to review the attached document.

No changes can be made to which documents are attached using this window.

Remove Transaction History Windows

An Attachments checkbox has been added to **Remove Sales History**. When the Transaction checkbox is marked, the Attachments checkbox is also marked and cannot be unmarked. To open the Remove Sales History window on the **Microsoft Dynamics GP** menu, point to **Tools**, point to **Utilities**, point to **Sales**, and then click **Remove Sales History**.

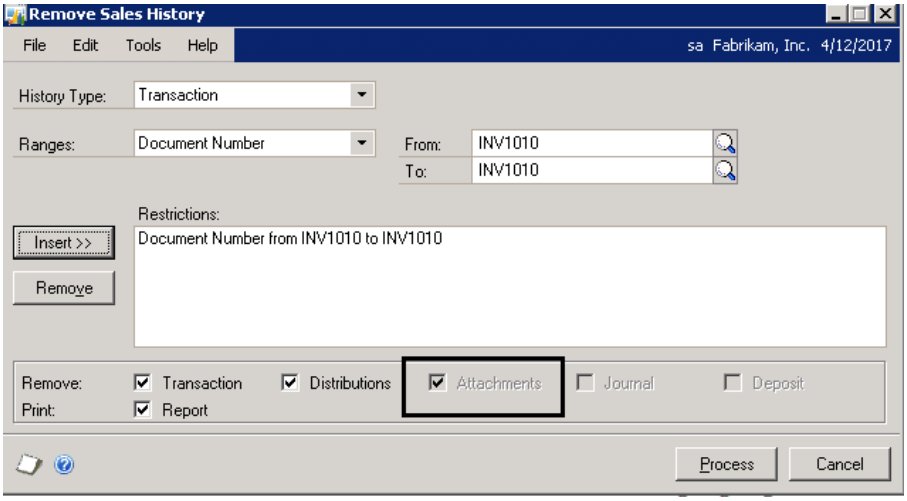

Figure 22: Remove Sales History

For **Remove Purchasing History** the **Attachments Only** checkbox is available when Purchase Order or Receipt history is marked. With the checkbox selected, only attachments are removed and not the transactional record itself. To open the Remove Purchasing History window on the **Microsoft Dynamics GP** menu, point to **Tools**, point to **Utilities**, point to **Purchasing**, and then click **Remove Purchasing History**.

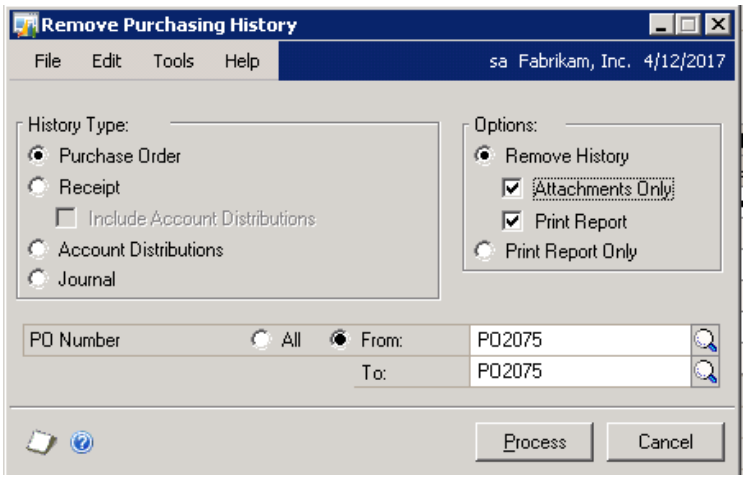

Figure 23: Remove Purchasing History

When you click **Process** in either of the removal windows, the connecting links to the selected attachments will be removed.

Note: The attached file in the storage location is not deleted, as it may be linked to more than one transaction.

Functionality Described

Use the Attachment Management icon to add one or more files to a master record. The master records that you can add attachments to include Customers, Vendors, and Items.

You can also add attachments to transactions from Sales Order Processing, and Purchase Order Processing. You can add them to the header, lines, or both.

In Sales Order Processing if you transfer the document to another type, the attached documents will move to that new document type. For example, you have a Quote with two line items and have one attachment on the header and one attachment on each line item. You chose to transfer line two to an Order. Both the header attachment and the line two attachment transfer to the Order. If at a later time line one from the Quote is transferred to a different Order, the attachment on the header from the Quote and the line one attachment will both transfer to that second Order.

You can attach more than one document to a record or transaction.

The same document can be attached to more than one record or transaction.

Check Links will verify that a master record exists for each attachment and vice versa. If a connection is not found, the attachment or reference will be removed with one of these warning messages:

Attachment is missing the reference has been removed.

No attachment reference found for "filename", master record was removed.

Attachment location security is controlled by the Dynamics GP security. For example if you have read/write access to a window, then you will be able to view, print, e-mail and change the attachment.

Note: Altering or changing attachments, especially extensions outside of the Microsoft Dynamics GP user interface will create a data integrity issue. You should avoid this.

Try This: Attach a Document to a Sales Order

Take what you have learned in this lesson and attach a document to a Sales Order, and then transfer it to an Invoice.

1. Activate Document Attach functionality in Document Attach Setup.
2. Enter a Sales Order and attach a document to the header.
3. Transfer the order to an invoice, and notice the document is still attached.
4. Post the invoice and then review it in the Sales Document Inquiry window where you can review the attachment.

Lesson Review

Topics covered in this lesson include the following:

- Attachments can be linked to the master records of Customer, Vendor and Item as well as Sales Order Processing and Purchase Order Processing transactions.
- Attachments will be removed when you remove the transactions the attachments are associated to.

Answer the following questions to confirm your understanding of lesson topics.

1. Can you attach a document to an Inventory transaction?

No. You can attach it to an inventory item.

2. When you remove Sales Document history transactions, are associated attachments also removed?

Yes. Attachments are automatically removed when the transaction is removed.

Lesson 9: Password Protect Email Output

This lesson explains how to set up Microsoft Dynamics GP 2013 so a password is required to change the output of your email in Microsoft Word.

What You Will Learn

After completing this lesson, you will be able to:

- Explain how to turn on password protection of your Microsoft Word email templates.
- Describe the benefit of using this feature.

Password Protect Template Output

You may want documents that are sent outside of your business via Microsoft Word to be Read Only for the recipients. This would be done so that changes cannot be made. Adding a password to those documents will prevent those undesired changes.

Note: On Microsoft Dynamics GP 2010, if you wanted to password protect your document, you would need to set protection in Microsoft Word to restrict access.

System Preferences

An Email Preferences area has been added to the System Preferences window. To open the System Preferences window on the **Microsoft Dynamics GP menu**, point to **Tools**, point to **Setup**, point to **System**, and then click **System Preferences**.

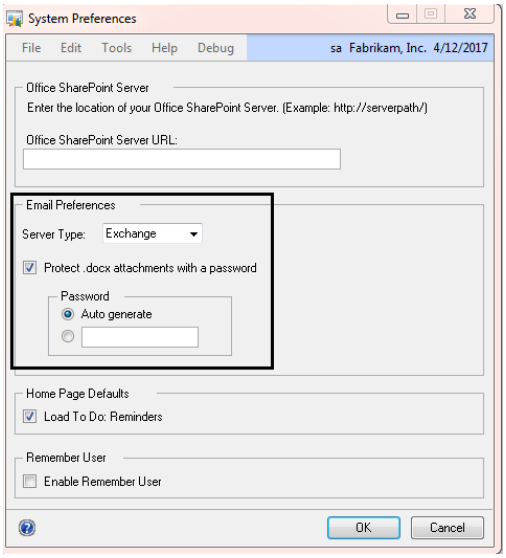

Figure 24: System Preferences

You can choose whether an Exchange or MAPI server is used for your email. Both allow the password protection functionality. If you are using Exchange, before sending emails, you will be prompted with a login box as shown below in Figure 25. The data in this window only needs to be entered once for the user as it is saved in the User Exchange Server Address Master (SY04920) table.

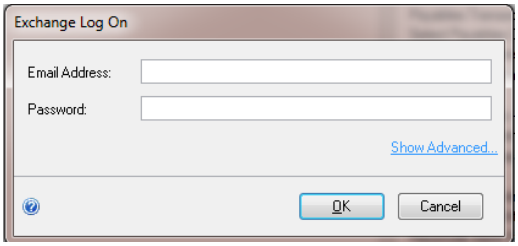

Figure 25: Exchange Log On

In the Password area, mark **Auto generate** so that a random fifteen character password string is assigned to the document at the time the email is created or sent. Otherwise, choose to enter your own password that is assigned to each document.

Functionality Described

To prevent users who receive your document via email in a Microsoft Word template format from making changes to the document, mark the **Protect .docx attachments with a password** option in **System Preferences**. This enables you to choose if you would like the same password assigned to each document, or have the system generate one for you.

When a document is password protected and you attempt to open it in Microsoft Word and make changes, the Restrict Formatting and Editing window will appear as shown below.

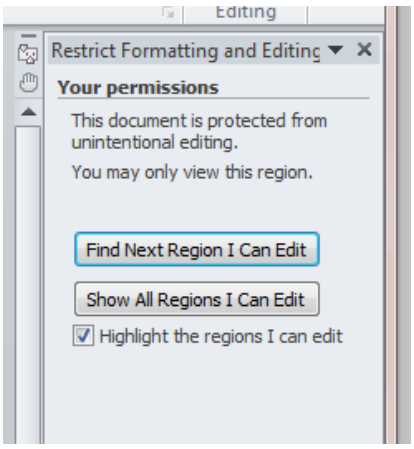

Figure 26: Exchange Log On

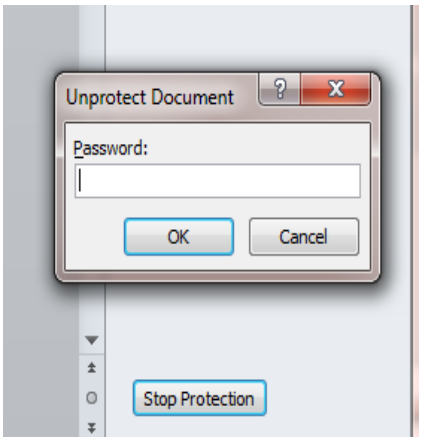

Figure 27: Microsoft Word

If you click **Stop Protection**, you are prompted to supply a password.

Note: If steps have previously been taken in Microsoft Word to restrict access and protect the document, then the password functionality in Microsoft Dynamics GP will be bypassed.

Try This: Enable Password Protection on your Templates

Take what you have learned in this lesson and add a password to your Microsoft Word template output.

1. In System Preferences, mark to protect documents with a password.
2. In the Internet Information window, select a customer and enter your e-mail address in the E-mail Addresses section.
3. In Sales Order Processing, enter an invoice for that same customer and choose to send it via e-mail.
4. Open the e-mail you have received and attempt to edit the Total.

You will be prompted to enter a password and will not be able to make changes.

Lesson Review

Topics covered in this lesson include the following:

- Enabling password protection on your Microsoft Word template output ensures that customers, vendors or any outside parties who receive your document cannot make changes to it.
- You can choose in System Preferences whether MAPI or Exchange is used to handle your email. Both allow you to password protect your documents.

Answer the following questions to confirm your understanding of lesson topics.

1. Why is password protection recommended?

So unintentional changes are not made to the Microsoft Word documents created from Microsoft Dynamics GP 2013.

2. Can both MAPI and Exchange e-mail configurations use password protection?

Yes.

Lesson 10: SSRS Printing from Maintenance Windows

This lesson explains how you can now print SQL Server Reporting Services (SSRS) reports from certain forms in Microsoft Dynamics GP 2013.

What You Will Learn

After completing this lesson, you will be able to:

- List the windows that you can print SSRS reports from.
- Describe the steps needed to print the report.

Print SSRS Reports from Maintenance Windows

There are several maintenance windows that you can print SSRS reports from. They include:

- Account Maintenance
- Applicant Maintenance
- Checkbook Maintenance
- Customer Maintenance
- Employee Maintenance
- Item Maintenance
- Sales Prospect Maintenance
- Salesperson Maintenance
- Vendor Maintenance

Note: On Microsoft Dynamics GP 2010, you are not able to print SSRS reports from maintenance windows. Instead, you would have to print them using the Report Lists.

Changes to Windows

Maintenance Windows

Alongside the printer icon in the top right-hand corner of the maintenance windows, we have added the Available Reports drop-down arrow.

Figure 28: Printer icon

When you click the drop-down, you have the option to Assign Reports…

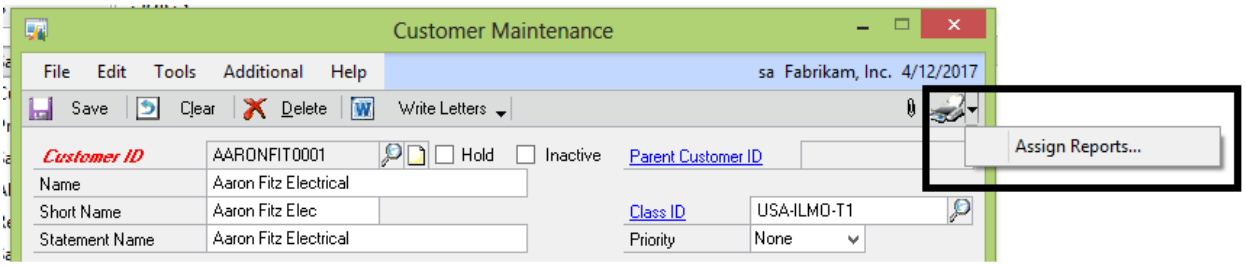

Figure 29: Available Reports drop-down

Click **Assign Reports**, so the Report Assignments window opens to provide you a list of available SSRS reports to select. Insert the report or reports you would like to be able to print from this maintenance window. You will only see SSRS reports in the Available Reports pane and not Report Writer reports.

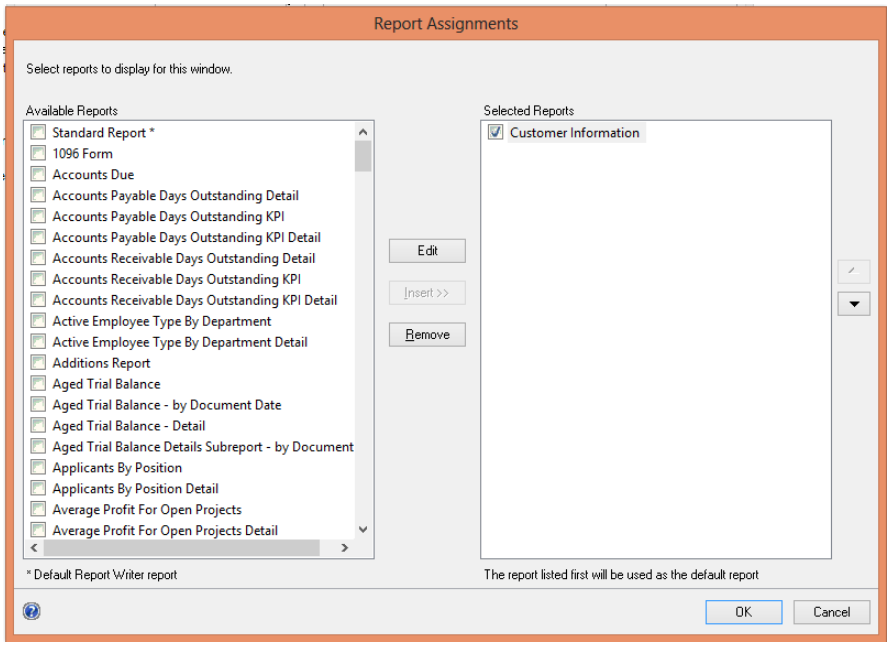

Figure 30: Report Assignments

To remove a selected report, mark the checkbox to the left of it, and then click **Remove**. To edit the report in Report Builder, mark the checkbox to the left of the report, and then click **Edit**.

Once you insert a report in the **Selected Reports** section and click **OK**, it will then be shown in the Available Reports drop-down from the maintenance window for you to select to print.

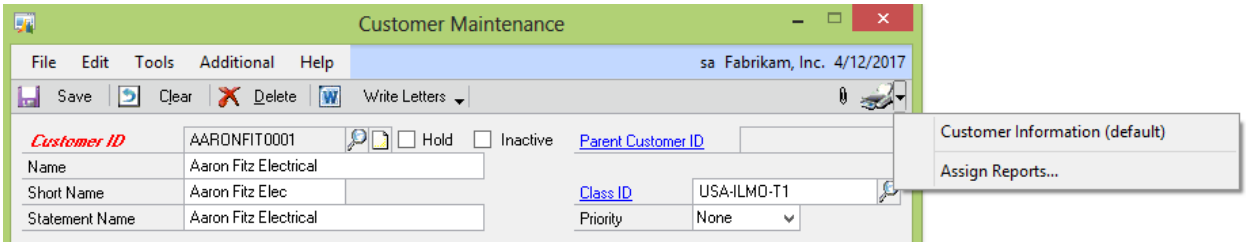

Figure 31: Available Reports drop-down

Note: If you do not assign any reports in this window, none will be available from the maintenance screen.

Note: Only reports that have a parameter defined will print from the maintenance window. For example, select a report that has the parameter of Customer ID to print from the Customer Maintenance window.

Functionality Described

Rather than using the Report List to find and print your SQL Server Reporting Services report, you can now choose to print reports from various maintenance windows through out the system.

While you can choose to assign any report to any maintenance window, you will want to choose reports that make sense for that window so that the correct parameters are passed to the report since whatever master record you have selected in the maintenance window, will be used for the report. For example, in Customer Maintenance if you have customer AARONFIT0001 selected, and choose to print the Customer Information report, the report will generate with only information for AARONFIT0001. If you leave the Customer ID blank and generate the report, then your report will include all customers.

Note: SQL Server Reporting Services must be deployed for the company in order for reports to print correctly from the maintenance screens.

Try This: Assign a report to Vendor Maintenance

Take what you have learned in this lesson and assign a SSRS report to be printed from **Vendor Maintenance**.

1. Ensure you have SQL Server Reporting Services deployed for your company.
2. In **Vendor Maintenance**, click the Available Reports drop-down, and then click **Assign Reports.**
3. In the Report Assignment window, select and insert Vendor Information.
4. Select a vendor in Vendor Maintenance and choose to print the Vendor Information report.

Lesson Review

Topics covered in this lesson include the following:

- Various maintenance windows now allow you to configure SSRS reports to print from them by selecting Assign Reports from the Available Reports drop-down.
- Only the SSRS reports you select in the Assign Reports window will be available to print from that maintenance window.

Answer the following questions to confirm your understanding of lesson topics.

1. Are you able to assign SSRS reports in the Account Maintenance window?

Yes. Additional windows include Applicant Maintenance, Checkbook Maintenance, Customer Maintenance, Employee Maintenance, Item Maintenance, Sales Prospect Maintenance, Salesperson Maintenance and Vendor Maintenance.

2. Can reports written in Report Writer be assigned to be printed from the maintenance window?

No. Only SSRS reports are available.

Module Review

Topics covered in this module include the following:

- The changes made to the Home Page and Area pages, which make it easier to customize in a layout desired by you.
- How batch approval information is now being stored for future reference and reporting.
- How you can select a printer at the time of printing a report.
- The usability changes made to the security window.
- Using Document Attach functionality allows you to keep file attachments for transactions or master records in the SQL database.
- How licensing works for subscription customers.
- Sorts can be saved for your lookups allowing you to find the information you need quicker.
- That 64-bit Outlook can be used to e-mail documents.
- You can now password protect the output of your Microsoft Word templates so changes cannot be made.
- Information about how you can specify specific SSRS reports to be printed from various maintenance windows.

Answer the following questions to confirm your understanding of lesson topics.

1. Can you drag and drop sections on your Home Page to customize your layout and view of the system.

   Yes. You can click on the header of any section and then drag it to the desired location.

2. If I have a need to use a different printer, do you need to change the default?

   No. You can now choose the printer you would like to print to at the time of generating the report.