Integrated Innovation:

Microsoft Dynamics GP and the Microsoft Office System

BENEFITS

Workflow in Microsoft Dynamics GP

Start automating workflow fast. Microsoft Dynamics™ GP includes six pre-defined workflow processes to help you get started fast.

Set up multiple approvers and guidelines. Users are not required to be set up in Microsoft Dynamics GP; their Windows® operating system credentials associated with workflow security are sufficient to approve documents. If a user is set up in Microsoft Dynamics GP, they do not need to log into the system to participate in the approval process.

Trace a project from start to finish. Within Workflow history, a user can review who acted on a task as well as their comments to obtain all information associated with the task.

Manage procedures effectively. Have confidence that business processes and policies are being followed by setting up the appropriate approval procedures.

Incorporating workflow automation into business-specific processes can help organizations maximize efficiency, practice proactive management, and respond quickly to changing conditions. When deployed with Microsoft® Office SharePoint® Server 2007, Microsoft Dynamics™ GP 10.0 delivers straightforward, flexible workflow capabilities that automate alerts and notifications for key business tasks.

SUBMIT DOCUMENTS for approval.

COMPLETE THE DOCUMENT APPROVAL PROCESS EASILY with integration across Microsoft Dynamics GP, Office Outlook®, Office InfoPath and Office SharePoint Server 2007.

FLEXIBLE workflow allows for multiple document approvers and the approval of documents through Office SharePoint Server 2007, Office Outlook, or Microsoft Dynamics GP.

Microsoft Dynamics™ GP

Pre-Defined Workflow Processes	The six pre-defined workflow processes are General Ledger batch approval, Receivables Management batch approval, Payables Management batch approval, Purchase Order approval, credit limit override in Sales Order Processing, and Sales Quote approval.
Flexible Access to Approval Processes	Participate in the approval process without being granted permissions in Microsoft Dynamics GP. As long as the user has access to the Internet, and is connected to their domain, they can perform an approval task through Office SharePoint Server 2007 or Microsoft Office Outlook.
User-Defined Workflow Processes	Set up workflow using a flexible and easy-to-use setup experience which includes a variety of common approval scenarios.
Notification	Appropriate team members receive workflow alerts that are information-only messages based on workflow rule conditions. The system also delivers task notifications and FYI notifications. A task notification informs the recipient of a to-do item that requires action. An FYI notification informs the recipient of a workflow action that has taken place on a workflow document. Both alerts and notifications trigger automatic updates to the user's Microsoft Dynamics GP role-tailored page, Office SharePoint Server 2007, and Office Outlook. Team members will also receive notifications via the Microsoft Dynamics GP Desktop.
Audit Trail	Users know exactly where the document or task is within the approval process. Each step within the defined workflow process is displayed with the document or batch in Microsoft Dynamics GP. Dates associated with the actions taken, as well as associated comments and workflow history, are also displayed. Overall, these audit trails help ensure that employees follow company and industry-wide guidelines and policies.

For more information about Workflow in Microsoft Dynamics GP,
visit www.microsoft.com/dynamics/gp.

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