



POWERED BY  DUG

DYNAMICS CON LIVE

MAY 2024

Revolutionizing Finance: AP Automation with MS Dynamics GP



Michael Gummel, CPA CITP MCP

- VP of Business Development and Client Success
- Head up our Sales and Application Teams
- Been working with GP since 199x
- Fun Fact



MICHAEL GUMMEL
VICE PRESIDENT
BUSINESS DEVELOPMENT & CLIENT SUCCESS



What is AP Automation?

- How many of you think that you do NOT have ANY AP automation within your current organization?
- Many were thrust into some level of automation by COVID.
- Co-pilot?



Definition of Accounts Payable Automation Process

- Simply put, it's EVERYTHING to do with
 - Ordering
 - Receiving Invoices
 - Determining who to pay
 - Paying your creditors
- Comes down to 3 things
 - Gaining Efficiencies
 - Reducing Errors
 - Fraud prevention



Why is AP Automation important?

- Security
 - Banking Fraud is on rise
 - Can help prevent or expose Expense fraud
 - When employees submit inflated or fabricated invoices
- Better information
 - Know what you owe, who you owe it to and when it's due
- Less time spent on the full process



What is AP Automation within GP?

- Multiple Levels of Automation
 - Paying by ACH/EFT
 - Emailing of Remittances to Vendors
 - Automated check signatures (multiple ISV solutions)
 - Safe Pay/Positive Pay
 - Workflow/Vendor Approval
 - Document Attach
 - Purchase Orders to AP Invoices
 - Requisitions to PO to AP
 - ISV Solutions – many different options
 - Outsourced AP



How can GP help? What's available?

- Requisitions
- Purchase Orders
- Document Attach
- Workflow and Vendor Approval
- SafePay/Positive Pay
- ACH/EFT
 - Emailing of vendor remittance



Demo



Questions?



Contact Information



- Michael Gummel
- mtgummel@ptcsolutions.com
- www.linkedin.com/in/mgummel
- www.instagram.com/michaelg_bbq



Demo - ACH/EFT Payments

- Setup Bank for EFT payments

Checkbook Maintenance - T23 (sa)

Checkbook ID: UPTOWN TRUST
 Description: Computer-Uptown Trust

Currency ID: Z:US\$
 Current Checkbook Balance: \$64,777.48
 Payment Rate Type ID:
 Cash Account Balance: \$1,517,003.96
 Deposit Rate Type ID:
 Cash Account: 000 - 1100 - 00
 Cash - Operating Account

Next Check Number: 20063
 Last Reconciled Balance: \$191,989.17
 Next Deposit Number: 20010
 Last Reconciled Date: 1/15/2024

Company Address ID:
 Bank Account: 07200360604
 Bank ID: Uptown Trust

Payables Options:
 Max Check Amount: \$0.00
 Password:
 Duplicate Check Numbers
 Override Check Number

EFT Bank Direct Deposit

Checkbook EFT Bank Maintenance - T23 (sa)

Checkbook ID: UPTOWN TRUST
 Description: Computer-Uptown Trust

Bank Country/Region: United States
 Country Code: US
 ISO Currency Code: USD

Account Holder:
 Transit Routing Number: 021000021
 Bank Code:
 Bank Account Number: 00202 899
 Bank Branch Code:
 IBAN:
 Bank Check Digit:

Tax Registration Number: 22-22222222
 Bank Identification Number:

Bank Company Name: TEST BANKING TRUST
 Blocking Factor: 10
 Company ID Number:
 Format Code: A
 Small Company Name: TEST BANKING TRU
 Priority Code: 01
 Reference:
 Service Class Code: 200

Communication Type: Application

Payables Options Receivables Options

Checkbook EFT Payables Options - T23 (sa)

EFT Payment Numbers:
 Use Check Numbers
 Use EFT Numbers
 Next EFT Payment Number: EFT000000000001

File Format:
 Single Format: STD
 Based on Vendor

EFT Payables Options:
 Payables Prenote Required
 Prenote Grace Period: 0

Default Output Files:
 Payables Domestic Payments:
 Payables Foreign Payments:
 Payables Prenotes:

Generate Prenotes

EFT File Format Maintenance - T23 (sa)

EFT Format ID: STD
 Description: Standard NACHA

Series:
 Purchasing
 Sales

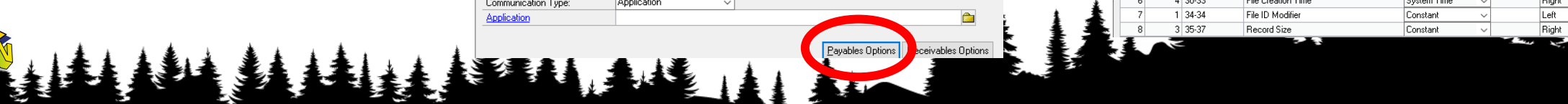
Format Type: US - NACHA-CCD
 File Type: Flat File
 Format Class: Business Account
 Max Line Length: 94
 Line Type: File Header
 Current Line Length: 94

Add Pad Blocks
 Pad Character:
 Number of Pad Chars: 0
 Pad Lines in Multiple of: 0

Delimit Fields
 Comma
 Space
 Tab
 Other:
 Text Qualifier: (none)

Generate Auto-Settlement for Each Detail
 Detail Line Addenda

Field	Length	Start-End	Description	Maps To	Pad Char	Justify
1	1	1-1	Record Type	Constant		Right
2	2	2-3	Priority Code	Data Field		Right
3	10	4-13	Transit Routing Number	Data Field		Right
4	10	14-23	Company ID Number	Data Field		Left
5	6	24-29	File Creation Date	System Date		Right
6	4	30-33	File Creation Time	System Time		Right
7	1	34-34	File ID Modifier	Constant		Left
8	3	35-37	Record Size	Constant		Right



Demo - ACH/EFT Payments

- After setting up Bank Account for EFT payments
 - Generate Prenotes for Testing at Bank

The image shows two overlapping software windows. The background window is titled 'Checkbook EFT Payables Options - T23 (sa)'. It features a toolbar with 'OK', 'File', 'Tools', 'Help', and 'Add Note' buttons. Below the toolbar are several sections: 'EFT Payment Numbers' with radio buttons for 'Use Check Numbers' and 'Use EFT Numbers' (selected), and a text field for 'Next EFT Payment Number' containing 'EFT000000000001'; 'EFT Payables Options' with a checked 'Payables Prenote Required' checkbox and a 'Prenote Grace Period' field set to '0'; and 'Default Output Files' with a table for 'Payables Domestic Payments', 'Payables Foreign Payments', and 'Payables Prenotes'. The foreground window is titled 'Generate EFT Prenotes - T23 (sa)'. It has a toolbar with 'Process', 'Cancel', 'File', 'Print', 'Tools', 'Help', and 'Add Note' buttons. Below the toolbar are: a 'Checkbook ID' field with 'UPTOWN TRUST'; 'Prenotes For' radio buttons for 'All', 'Customers Only', and 'Vendors Only' (selected); a 'Prenote Format ID' field with 'STD'; and a 'Recreate prenote for any record dated on or before' field with '0/0/0000'.

Demo - ACH/EFT Payments

- Setup Vendor Banking Info
 - Done at Address Id Level
 - Each address can have diff

Vendor Maintenance - T23 (sa)

Vendor ID: ACETRAVE0001 | Status: Active

Name: A Travel Company

Short Name: A Travel

Check Name: A Travel Company

Primary Address: PRIMARY

Contact: Greg Powell

Address: 123 Riley Street

City: Sydney

State: NSW

ZIP Code: 2086

Country: Australia

Phone 1: (298) 555-0101 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (294) 555-0101 Ext. 0000

Tax Schedule: AUSNSWST+20

Shipping Method: OVERNIGHT

Address IDs: PRIMARY, REMIT TO, SHIP FROM

Vendor Account: [Empty]

Comment 1: [Empty]

Comment 2: [Empty]

Buttons: Options, Address, Accounts, E-mail

Vendor Address Maintenance - T23 (sa)

Vendor ID: ACETRAVE0001 | Inactive

Name: A Travel Company

Address ID: PRIMARY

Contact: Greg Powell

Address: 123 Riley Street

City: Sydney

State: NSW

ZIP Code: 2086

Country: Australia

Phone 1: (298) 555-0101 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (294) 555-0101 Ext. 0000

Tax Schedule: AUSNSWST+20

Shipping Method: OVERNIGHT

Buttons: EFT Bank

Vendor EFT Bank Maintenance - T23 (sa)

Vendor ID: ACETRAVE0001

Name: A Travel Company

Address ID: PRIMARY

Bank Country/Region: United States | Inactive

Account Type: Checking

Bank Name: First Bank of Seattle

File Transfer Method: Business Account

Transit Routing Number: 021000021

Currency ID: Z-US\$

Bank Account Number: 001002003004

Bank Code: I

Building Society Roll No: [Empty]

Bank Branch Code: [Empty]

Bank Branch: [Empty]

Bank Check Digit: [Empty]

GIRO Post Type: [Empty]

Termination Date: 0/0/0000

Date Pre-note Sent: 0/0/0000

Additional Information: [Empty]

Demo - ACH/EFT Payments

- Create Payments
 - Indicate EFT on batch

Payables Batch Entry - T23 (sa)

Batch ID: EFT BATCH Origin: Computer Check

Payment Method: Check EFT Credit Card

Posting Date: 0/0/0000 Check Date: 4/12/2027

Checkbook ID: UPTOWN TRUST Currency ID: Z-US\$

File Format: Domestic

Microsoft Dynamics GP



The selected checkbook is not set up to process EFTs. The payment method must be set to checks.

Error received if Bank is not setup for ACH/EFT

- Visual Cue for Vendors setup for EFT Payment

Edit Payment Batch - T23 (sa)

Batch ID: EFT BATCH Currency ID: Z-US\$

Batch Total: \$0.00 Apply Date: 4/12/2027

Checkbook ID: UPTOWN TRUST Checkbook Currency ID: Z-US\$

Balance before Payments: \$64,777.48 Balance after Payments: \$64,777.48

Vendor Name	Total Amount Paid
<input checked="" type="checkbox"/> A Travel Company	\$0.00
<input type="checkbox"/> Advanced Office Systems	\$0.00
<input type="checkbox"/> Attractive Telephone Co.	\$0.00
<input type="checkbox"/> Bloomington County	\$0.00

Document Number	Due Date	Amount Remaining	Amount Paid
<input checked="" type="checkbox"/> 1	3/1/2024	\$42,121.46	\$0.00
<input type="checkbox"/> 115000	2/15/2024	\$15,736.74	\$0.00
<input type="checkbox"/> 12-112364	5/12/2027	\$50.00	\$0.00



Demo - ACH/EFT Payments

- Finish Payment Process
 - Print Payments
 - Process Remittance Forms
 - Email or Print
 - Post Payments

Print Payments - T23 (sa)

Batch ID	EFT BATCH	Checkbook ID	UPTOWN TRUST
Batch Total	\$153.81	Currency ID	Z-US\$
Check Number	EFT000000000001	GL Posting Date	4/12/2027
Check Date	4/12/2027		
Check Comment			

Process Payables Remittance - T23 (sa)

Sort Checks By: Payment Number
Check Format: Stub on Top

Options File Tools Help Add Note

Process Payables Remittance - T23 (sa)

Batch ID: EFT BATCH

Comment:

Process:

Remittance Alignment Form Remittance Form

Destination:

Print Document Send Document in E-mail (Print if mail cannot be sent.)

Process

Process Payables Remittance - T23 (sa)

Batch ID: EFT BATCH

Comment:

Process:

Remittance Alignment Form Remittance Form Post

Destination:

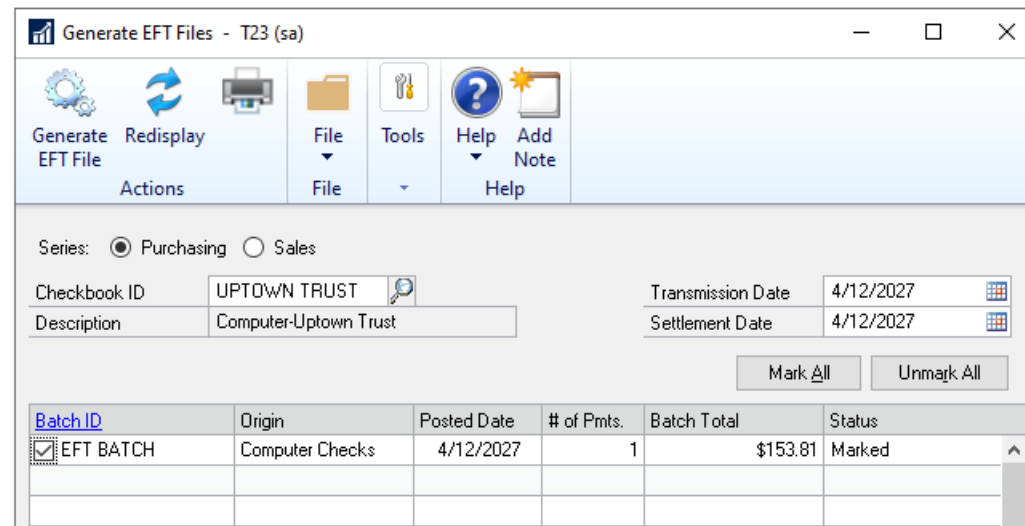
Print Document Send Document in E-mail (Print if mail cannot be sent.)

Process Process Later



Demo - ACH/EFT Payments

- Final Step is to Generate the EFT files and send to bank.



Demo – Email Remittances

- System email setups
- Purchasing Series setups

Company E-mail Setup - T23 (sa)

OK Cancel File Tools Help Add Note

Actions File Help

Select E-mail Document Options

Embed Documents in Message Body

Send Documents as Attachments

File Formats Allowed

DOCX HTML PDF XPS

Enable E-mail

[Sales Series](#)

[Purchasing Series](#)

Desktop and Web Client Properties

Tenant ID (Optional)

Desktop Client Properties

Application (Client) ID

Web Client Properties

Application (Client) ID

Key

Redirect URL

Demo - Email Remittances

- Vendor setups
 - Email Address
 - Email Options

The screenshot displays three overlapping windows from the T23 software interface:

- Vendor Maintenance - T23 (sa)**: Shows vendor details for ACETRAVE0001, including Name (A Travel Company), Short Name (A Travel), and Address (123 Riley Street). A red arrow points to the 'Address ID' field.
- Internet Information - T23 (sa)**: Shows a summary of the vendor information, including Vendor ID, Name, Address ID, and E-mail Addresses (mtgummel@ptcsolutions.com).
- Vendor E-mail Options - T23 (sa)**: Shows configuration options for email documents. The 'Send Documents as Attachments' option is selected. Under 'Attachment Options', 'Multiple Attachments per E-mail' and 'Set Maximum File Size' are unchecked. Under 'Email Address based on Doc Type', 'Enable' is selected. The 'Send Forms as E-mail' section is enabled, with a table listing document types and their email addresses:

Document Type	Message ID	Format	Email Address
<input checked="" type="checkbox"/> Purchase Order	PURCHASING	DOCX	...
<input checked="" type="checkbox"/> Vendor Remittance	REMITTANCE	DOCX	...

Demo – Safe Pay/Positive Pay

- Setup (Not where you would think it would be)
 - Tools – Routines – FINANCIAL – Safepay – Configurator
 - Need info from Bank on how they want the information as well as how the information will be transmitted to them

The screenshot shows the 'Safe Pay Configurator - T23 (sa)' application window. The interface is divided into three main steps:

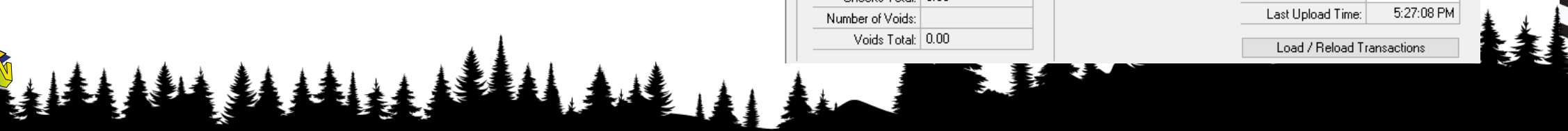
- Step 1 - Name the Format:** A text box for 'Bank Format' contains 'Test Format', and a 'Description' box contains 'Test Format'.
- Step 2 - Create Output Records Lines:** A list of lines is shown:
 - H-1 - TRANS: -- 1
 - H-2 - ACCT: -- Account
 - D-1 - ACCT: ----- detail account infoBelow the list are buttons for 'Add', 'Up', 'Down', and 'Remove'. At the bottom, there are dropdown menus for 'Output Type' (set to 'Comma Delimited') and 'Record Type', and input fields for 'Line Name', '# of Fields' (0), and '# of Characters' (0).
- Step 3 - Edit Record Fields:** A table with a header 'Field Name' and several empty rows for editing.

Demo – Safe Pay/Positive Pay

- Generate Payments as you normally would in GP
- Go to Financial – Routines – Safe Pay – Transaction Upload
- Create the file and send to Bank
 - Will then be asked for Confirmation Number from Bank
 - SafePay report from GP

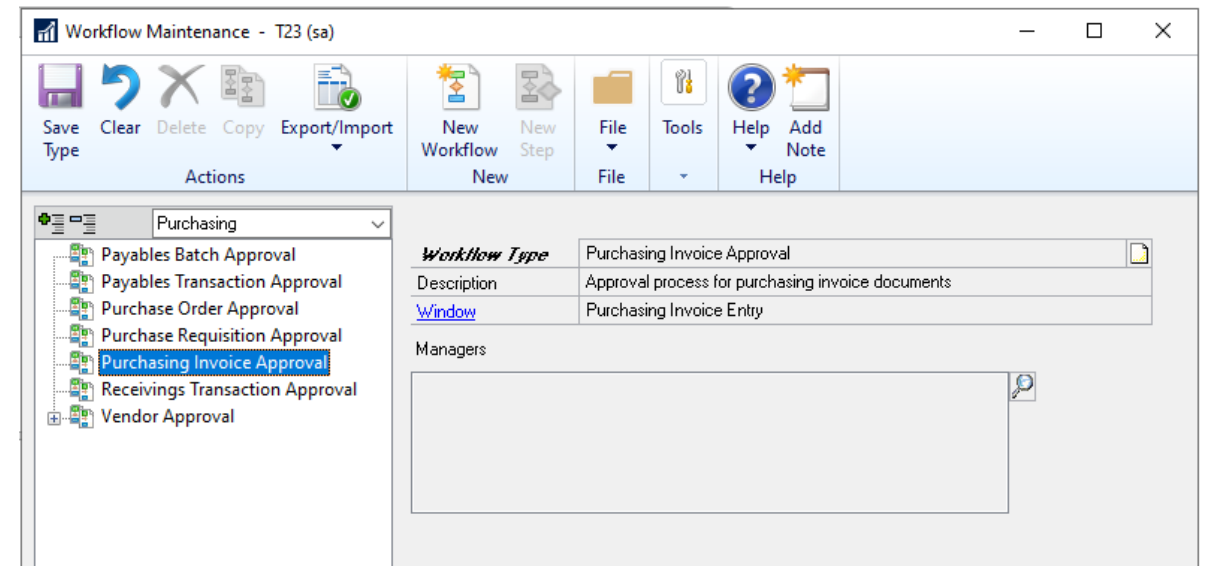
The screenshot displays the 'Safe Pay - Transactions Upload' application window. At the top, there is a menu bar with options: Upload, Clear, File, Print, Tools, and Help. Below the menu is a toolbar with icons for each function. The main area contains a 'Bank Upload ID' field with the value 'TEST' and a search icon. To the right, there are fields for 'Bank ID' (Uptown Trust) and 'Output Format' (Test Format). Below this is a table with columns: Checkbook ID, Transaction Number, TRX Date, Type, Currency, and TRX Amount. The table is currently empty. At the bottom, there is a summary section with 'Number of Checks: 0.00', 'Checks Total: 0.00', 'Number of Voids: 0.00', and 'Voids Total: 0.00'. To the right of this are date and time fields: 'Last Upload Date:' (empty), 'Upload Cutoff Date: 04/22/2024', and 'Last Upload Time: 5:27:08 PM'. A 'Load / Reload Transactions' button is located at the bottom right.

Checkbook ID	Transaction Number	TRX Date	Type	Currency	TRX Amount



Demo – Workflow/Vendor Approval

- Workflows and Approvals can be used to move the process along quicker
- Multiple Workflows available
 - Only one workflow per type can be activated at one-time
 - Approvals can be done w/in GP or via eMail



Demo – Workflow/Vendor Approval

- Vendor Approval Process

1. Create Workflow

1. Name
2. Description
3. Options
4. What to do when task is overdue

The screenshot shows the Dynamics 365 Workflow Configuration interface. On the left, a tree view under 'Purchasing' shows the workflow hierarchy: Payables Batch Approval, Payables Transaction Approval, Purchase Order Approval, Purchase Requisition Approval, Purchasing Invoice Approval, Receiving Transaction Approval, Vendor Approval, and a sub-workflow 'Approve Workflow' with a task 'Approve vendor'. The main configuration area on the right includes:

- Workflow Name:** Approve Workflow (with a document icon) Active
- Description:** Approve Workflow
- Workflow Type:** Vendor Approval (dropdown)
- Step Table:**

Step	Condition	Assignment
Approve vendor	Always run	Admin
- Options:**
 - Send notifications for completed actions (with a document icon)
 - Allow approver to delegate tasks
 - Allow originator to be an approver
 - Always require at least one approver
 - Use alternate final approver (with a dropdown menu)
 - Automatically post when workflow complete
 - Omit no action needed workflow messages from workflow history
- When a task is overdue:**
 - Take no action
 - Escalate to next approver
 - Escalate to: (with a dropdown menu)
 - Automatically reject the overdue task



Demo – Workflow/Vendor Approval

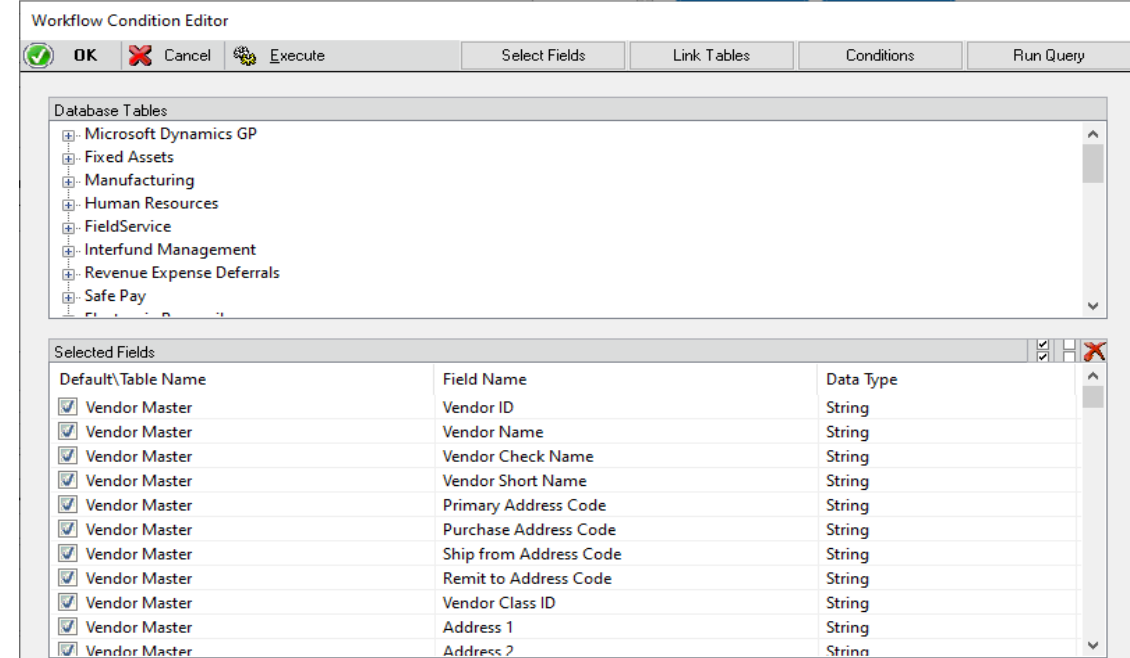
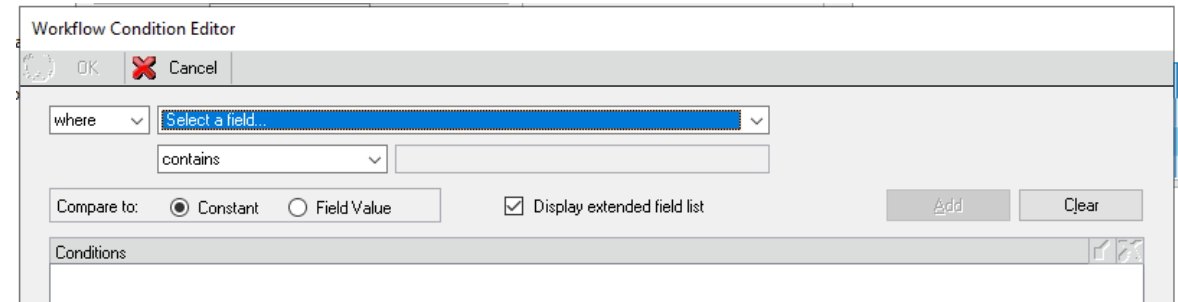
- Create Step(s)
 1. Name the step
 2. Description
 3. Type – Approval/Task
 4. Conditions – What is required
 5. Assignment
 6. Policy
 7. Order

Step Name	Approve vendor	Order:
Description	Approve vendor	<input type="radio"/> This step is a first step
Step Type	Approval	<input type="radio"/> This step follows the selected step: <input type="text"/>
Condition:		
<input checked="" type="radio"/> Action is always required for this step		
<input type="radio"/> Action is required only when the following condition is met: <input type="text"/>		
If the condition is not met: <input type="text"/>		
Assignment:		Completion policy:
Assign to:	Admin	<input checked="" type="radio"/> Only one response needed
Time limit:	8 Hours	<input type="radio"/> Majority must approve
<input checked="" type="checkbox"/> Apply Workflow Calendar	Reminder: 4 Hours	<input type="radio"/> All must approve
<input type="checkbox"/> Send Message:	<input type="text"/>	<input type="radio"/> Number of approvers <input type="text"/>



Demo – Workflow/Vendor Approval

- Condition Editor
- In order to see additional fields and link additional tables –
 - Add QueryDesignerAllFunctionality=TR UE into your Dex.ini file
- New Condition Editor window



Demo – Document Attach

- Documents can be attached to Master and Transaction records
- Can be scanned or attached from local or network drives
- Document can be attached to Workflow emails.
- Document can be attached to Customer/Vendor emails.
- Visual Cue that docs are attached
- Nothing Attached
- Document Attached



Demo – Document Attach

- To send attachments along with Workflow emails

The screenshot displays the 'Workflow Maintenance' application window for user 'sa' in the 'TWO03' environment. The interface is divided into a left-hand tree view and a right-hand configuration panel.

Tree View: Shows a hierarchy under 'Purchasing' with the following steps: Payables Batch Approval, Payables Transaction Approval, Purchase Order Approval, PO Approval (highlighted with a blue box and 'Step 1' label), Purchase Requisition Approval, and Vendor Approval.

Configuration Panel:

- Step Name:** Step 1
- Description:** (Empty text field)
- Step Type:** Approval
- Order:** Radio buttons for 'This step is a first step' (selected) and 'This step follows the selected step:'.
- Condition:** Radio buttons for 'Action is always required for this step' (selected) and 'Action is required only when the following condition is met:'.
- Assignment:** Assign to: Lucas Miller; Time limit: 8 Hours; Apply Workflow Calendar; Send Message: WF ASSIGN PO APPROVAL* (with a search icon); Include Document Attachment documents.
- Completion policy:** Radio buttons for 'Only one response needed' (selected), 'Majority must approve', and 'All must approve'.

Demo – Requisition/PO to AP Invoices

- Requisitions and POs can be used to ensure that invoices from Vendors have been approved ahead of time.
- Helps ensure that items billed for were: ordered, approved and received.
- POs can have 2 or 3 way matches.

The image displays two overlapping screenshots of the Dynamics CRM interface. The top window is titled "Purchase Requisition Entry - T23 (sa)" and shows a form with fields for "Requisition Number" (15010000000000000000), "Date" (4/12/2027), "Description", "Comment ID", and "Ship To Address". Below these fields is a table for "Line Items by Order Entered" with columns for Line, Item Number, U of M, Quantity Ordered, Unit Cost, and Extended Cost. The bottom window is titled "Purchase Order Entry - T23 (sa)" and shows a form with fields for "Type" (Standard), "PO Number", "Buyer ID", "Date" (4/12/2027), "Vendor ID", "Name", and "Currency ID" (Z-US\$). It also includes a table for "Line Items by Order Entered" and a summary section at the bottom right with a total of \$0.00.

Demo – Requisition/PO to AP Invoices

- Requisitions can be used when users don't know all the information needed to create a PO.
 - For example, they may not know the vendor or the price
- Multiple POs can be created from one Requisition

The image displays two screenshots from Microsoft Dynamics CRM. The top screenshot is titled "Purchase Requisition Entry - TWO (mgummel)". It shows a form with fields for "Requisition Number" (REQ000000000000002), "Date" (4/12/2027), "Description", "Comment ID", and "Ship To Address" (WAREHOUSE, 4300 West Elm St.). Below the form is a table titled "Line Items by Order Entered" with columns for Line, Item Number, U of M, Quantity Ordered, Unit Cost, and Extended Cost. The table contains two rows: Line 1 for 100XLG (5 units, \$28.46 unit cost, \$142.30 extended cost) and Line 2 for 256 SDRAM (10 units, \$247.50 unit cost, \$2,475.00 extended cost). The bottom screenshot is titled "Purchase Orders Preview - TWO (mgummel)". It shows a tree view on the left with nodes for "ADVANCED0001", "New PO-1", "100XLG", "REQ000000000000002", "ATTRACTI00001", and "New PO-2". On the right, a "Vendor" information panel is displayed for "ADVANCED0001" (Advanced Office Systems), including contact information for Janice Berman and phone/fax numbers.

Demo – Requisition/PO to AP Invoices

- Purchase Orders can be emailed to the Vendors directly from GP

Purchase Order Send Email Options - TWO (mgummel)

File Tools

Purchase Order Format: Blank Paper

Print Options:

- Print Canceled Items
- Include In Totals
- Print Reference Number and FOB
- Combine Similar Items
- Print One Purchase Order per Address
- Include Tax Details
- Print Dual Currencies
- Line Item and Summary
- Summary Taxes Only
- Print Copy

E Mail Send To

To...

Cc...

Bcc...

Send

Demo – Requisition/PO to AP Invoices

- 2 or 3 way matches can be done within GP
 - PO to Receiving to Invoice (3 way)
 - PO to Invoice (2 way)
- Invoices and or receiving documents can be attached to the transaction via Doc Attach.
- Once the Shipment/Invoice is posted, it hits the Vendor and AP so no additional transaction is required

Purchase Order Entry - TWO (mgummel)

Actions menu options (circled in red):

- Receive the PO Items
- Receive and Invoice the PO Items
- Invoice the PO Items
- Delete
- Void
- Copy PO Lines to Current PO
- Create and Copy New PO

Receivings Transaction Entry - TWO (mgummel)

Transaction Details:

- Type: Shipment/Invoice
- Receipt No.: RCT1167
- Vendor Doc. No.: 4/12/2027
- Batch ID:
- Vendor ID: ATTRACT100001
- Name: Attractive Telephone Co.
- Currency ID: Z-US\$

PO Number	Project Number	Cost Category ID	Item	Qty Shipped	Unit Cost	U of M	Site ID	Quantity Ordered
PO2079			256 SDRAM	10	\$247.50	Each	WAREHOUSE	10
				10				10
				0.00	\$0.00			0.00
				0.00	\$0.00			0.00

Summary:

- 1099 Amount: \$0.00
- Subtotal: \$2,475.00
- Payment Terms: Net 30
- Landed Cost Func. Total: \$0.00
- Amount Received: \$0.00
- Total: \$2,475.00

Contact Information

- Michael Gummel
- mtgummel@ptcsolutions.com
- www.linkedin.com/in/mgummel
- www.instagram.com/michaelg_bbq



MICHAEL GUMMEL
VICE PRESIDENT
BUSINESS DEVELOPMENT & CLIENT SUCCESS



Demo

