

M4 Systems

Batch & Document Management (BDM)

Brochure

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M4 Systems Batch & Document Management

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Introduction

Batch and Document Management provides a powerful "lookup" enhancement to Dynamics GP. It allows users to organise, select and restrict views very easily and extremely quickly, as well as offers the capability to sort and reconcile documents on a per supplier, per customer or per batch basis. This applies to any type of document or batch within GP. M4 Batch and Document Lookups replace most of the standard enquiry windows throughout the system with much improved windows – without affecting the underlying data in any way.

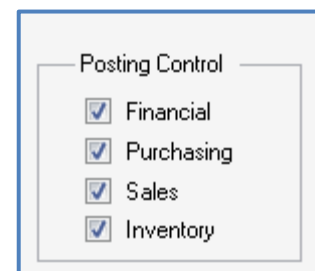
Instead of displaying transactions across multiple lines, transactions are displayed on a single line, with the added ability to easily sort, select and restrict by any column. Users also have the ability to define which columns are relevant to them, which order they want to see them and how wide they want them to be.

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Summary of Features

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- Written in Dexterity; Suitable for all versions of Great Plains / Dynamics GP
- No risk to existing data, set-up or processing logic as BDL only performs enquiries
- Applies highly refined searching, sorting and selection criteria by any column / batch type
- Enquiries and Lookups are enhanced in numerous other areas, such as SOP, POP and GL; Display single line per document
- Full drill down into specific transactions; Drill back from Batches to relevant documents within that batch
- New posting control option – posting permissions can be controlled from the BDL set-up screen
- Batch Document Management attachment facility to append files or images to sales, purchase and finance documents; Attachments to related GP Documents are stored inside SQL database



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Multiple options for sorting and filtering – (Figure 2)

Applies to:

- Transaction by Vendor (Supplier)
- Transaction by Customer (Debtor)
- General Ledger Detail Enquiry
- GL History Detail Enquiry
- Sales Order Processing (SOP) Documents
- Purchase Order Processing (POP) Documents

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Origin	Document Number	Type	Doc. Date	Due Date	Original Amount	Voucher/Payment Number
OPEN	RCT1163	INV	4/12/2017	5/12/2017	\$45,000.00	0000000000
OPEN	RCT1170	INV	4/12/2017	5/12/2017	\$2,846.00	0000000000
OPEN	RCT1172	INV	4/12/2017	5/12/2017	\$2,846.00	0000000000
OPEN	RCT1174	INV	4/12/2017	5/12/2017	\$760.50	0000000000
OPEN	1178	INV	4/12/2017	5/12/2017	\$152.10	0000000000
OPEN	1180	INV	4/12/2017	5/12/2017	\$890.00	0000000000
WORK	00000000000000000001	PMT	4/12/2017	0/0/0000	\$51,501.78	0000000000
WORK	00000000000000000055	PMT	4/12/2017	0/0/0000	\$200.00	00000000000000494
WORK	EFT00000000000001	PMT	4/12/2017	0/0/0000	\$2,846.00	00000000000000495
WORK	EFT00000000000002	PMT	4/12/2017	0/0/0000	\$760.50	00000000000000497
WORK	EFT00000000000003	PMT	4/12/2017	0/0/0000	\$1,042.10	00000000000000500
WORK	00000000000000000054	PMT	4/12/2017	0/0/0000	\$2,846.00	00000000000000493

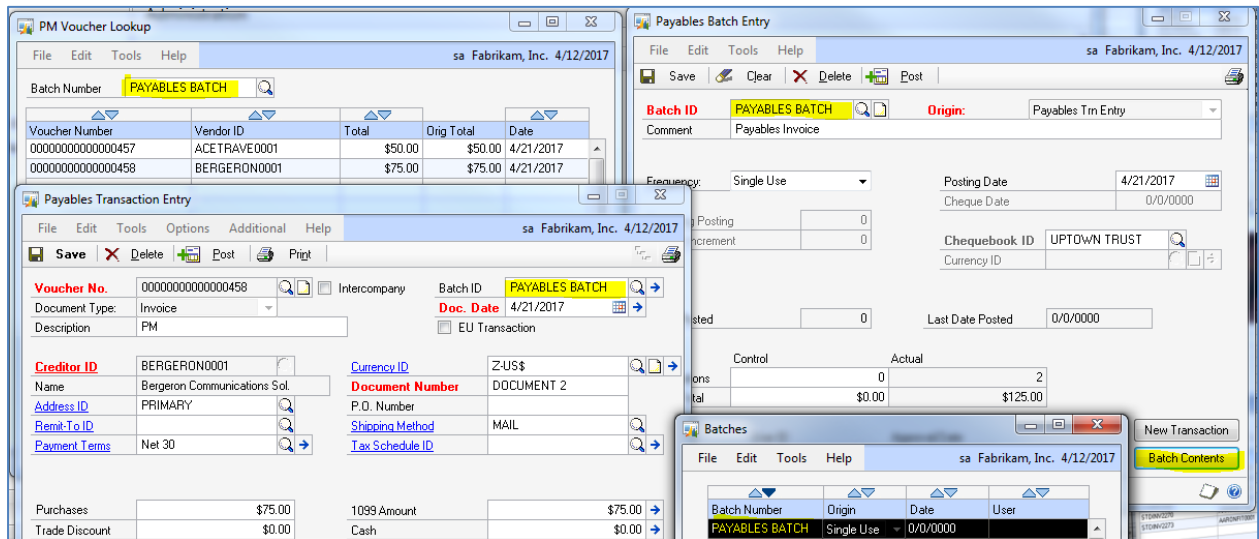
(Figure 2)

- ◆ Instant “single click” sorting, ascending or descending on any column by clicking on arrows
- ◆ Default newest documents first, instant Alpha or Numeric or Date search on any column
- ◆ Exclude voided documents option
- ◆ Include or exclude Work and Open History
- ◆ Restrict the view to show only documents from the last 30, 60, 90 or 365 days
- ◆ Export to Excel with all or selected columns
- ◆ Show/Hide button to display two lines per document
- ◆ Enter a value in the blank box above column in order to find the closest match for that field
- ◆ For choosing the columns use “setup” on the right side

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Drill down to single document – (Figure 3)

For **all** batches throughout the system we have added an extra Batch Contents button - so that only documents related to the chosen batch are displayed. All data can be sorted and selected easily by clicking the arrows at the top of each column (Document Number, Debtor ID, Total, Date, etc.). Double-clicking the selected line retrieves the original document



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(Figure 3)