USER MANUAL

SmartList Builder



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Publication date: December 2017

Introduction

Welcome to SmartList Builder, a Microsoft Dynamics GP add-on that allows you to create your own SmartLists, Microsoft Excel Reports, Navigation Lists, and Drill Downs.

Overview

The SmartList Builder product contains four different modules, SmartList Builder, Excel Report Builder, Navigation List Builder, and Drill Down Builder.

SmartList Builder

SmartList Builder makes sure that you can access every piece of data ever entered into GP as well as from other SQL databases via SmartList.

Excel Report Builder

Excel Report Builder has similar functionality to SmartList Builder, but rather than generating a SmartList, it generates and Excel Spreadsheet with a live connection back to the Microsoft Dynamics GP data. Excel Report Builder allows you to give all access to any of your Microsoft Dynamics GP data to anyone in the organization via Excel without having to use a Microsoft Dynamics GP User License.

Navigation List Builder

Navigation List Builder allows you to create new Navigation Lists in Microsoft Dynamics GP containing just the data that you need. It has similar functionality to SmartList Builder as well. The benefit of Navigation List Builder is that it can improve the efficiency of the Navigation Lists by restricting the data for each list.

Drill Down Builder

Drill Down Builder completes the functionality of Excel Report Builder by letting you drill back to Microsoft Dynamics GP for the selected record in the spreadsheet. It can also be used to interact with other applications such as Microsoft Outlook and Microsoft SQL Server Reporting Services Reports.

Benefits

Some of the benefits of using SmartList Builder are as follows:

- **Simple to learn –** this product is straightforward and takes minimal time to learn.
- **No SQL Scripting knowledge –** the user only needs to know what type of information to display. When adding the tables, the fields are pulled in for the user.
- **No code to write –** SmartList Builder provides the user interface to create the GoTo's, Drill Downs, Calculations, etc.

Installation/Upgrade

The steps for installing SmartList Builder can be different depending on if you are installing in a Microsoft Dynamics GP Environment where it has never been installed or you are installing into an environment that currently has a previous 2016 or 2018 build of SmartList Builder installed.

Please be sure to follow the appropriate steps.

If you are on a previous release of SmartList Builder and Microsoft Dynamics GP such as 2015, you are going to need to do an intermediary update to Microsoft Dynamics GP 2016 or 2018. Please review the upgrade steps in that releases manual for more information on the process for the appropriate build. The SmartList Builder Upgrade path follows the Microsoft Dynamics GP Upgrade paths.

System Requirements

The system requirements for SmartList Builder are the same as those for Microsoft Dynamics GP. You can review the Microsoft Dynamics GP System Requirements documentation on CustomerSource or PartnerSource.

SmartList Builder and Navigation List Builder will work with the Microsoft Dynamics GP Web Client. Excel Report Builder and Drill Down Builder are not available on the Web Client.

Prerequisites

Installing SmartList Builder on Microsoft Dynamics GP requires that the Microsoft Dynamics GP version 18.8.xxxx. This is available in the Microsoft Dynamics GP October 2025 Release.

If you are using SmartView with Microsoft Dynamics GP in conjunction with SmartList Builder, it is recommended that when installing the latest of SmartList Builder, you install the latest build of SmartView Internal and/or External as well.

Release Notes

The SmartList Builder upgrade follows the supported upgrade paths from 2018 and 2016 that are available for Microsoft Dynamics GP. You can find these on PartnerSource or

CustomerSource in the Upgrading to Microsoft Dynamics GP Hot Topic.

New Environment

These steps are only for installations where SmartList Builder has never been installed into the Microsoft Dynamics GP Environment. These steps can also be used if you are installing SmartList Builder on a new workstation.

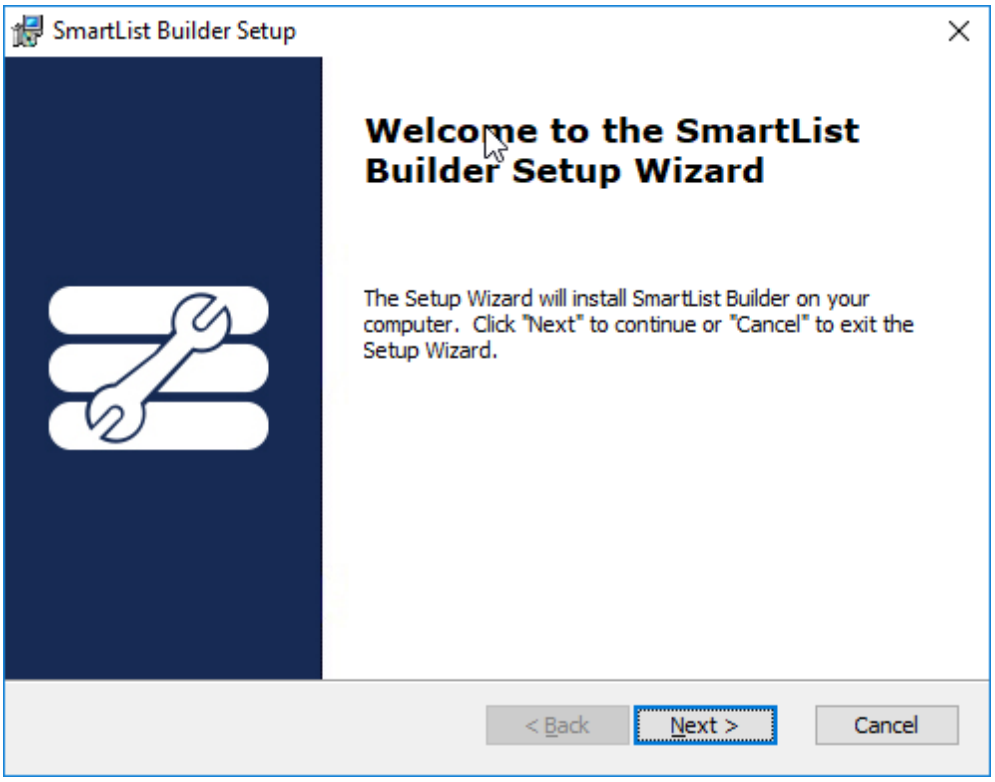
Upgrading from Microsoft Dynamics GP 2018 or 2016:
If you are upgrading from Microsoft Dynamics GP 2018 or 2016 and previously used SmartList Builder, please see the Upgrading from 2018 or 2016 section.

Upgrading to the latest build for Microsoft Dynamics GP:
If you are currently using SmartList Builder with Microsoft Dynamics GP and are just trying to upgrade to the latest build, please see the Upgrading SmartList Builder Install section.

Installation Steps

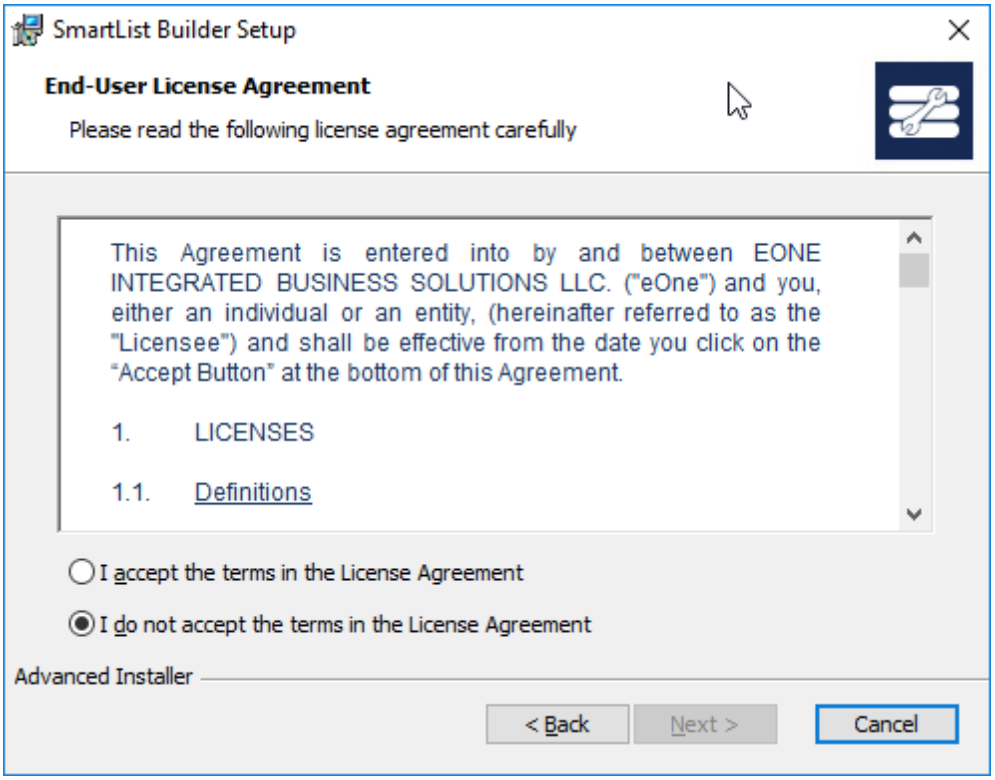
To install SmartList Builder:

1. Start the SmartList Builder Installation by running the SmartListBuilder.msi.
2. Click on the Next button to continue.

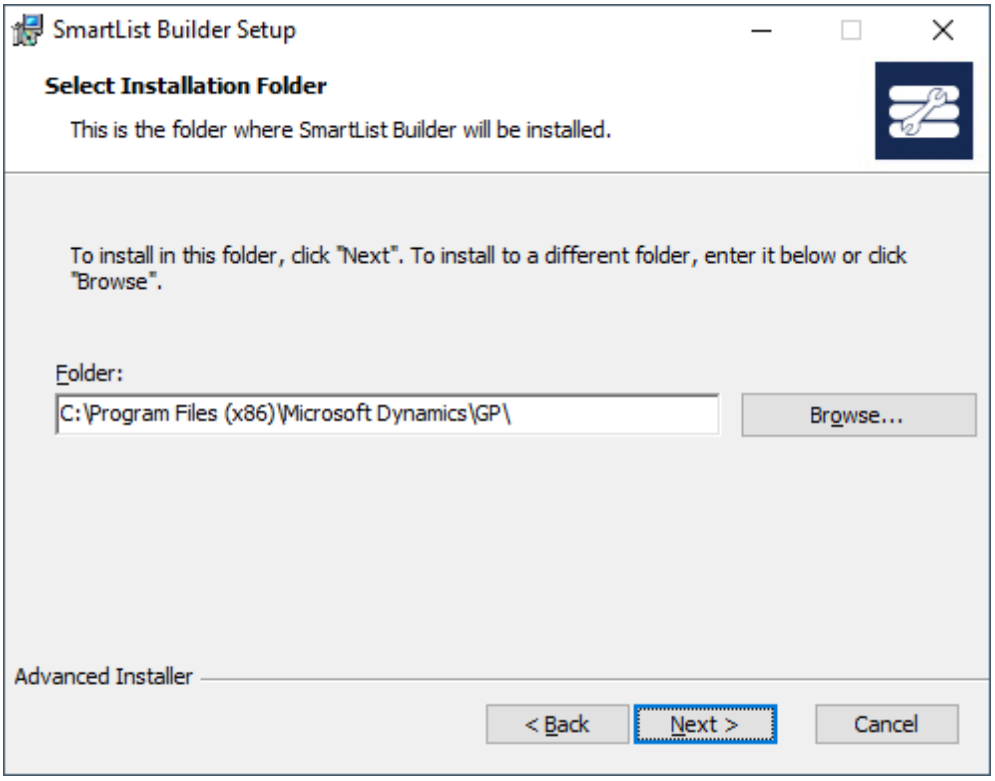


3. Read the End-user License Agreement and mark the "I accept the terms in the

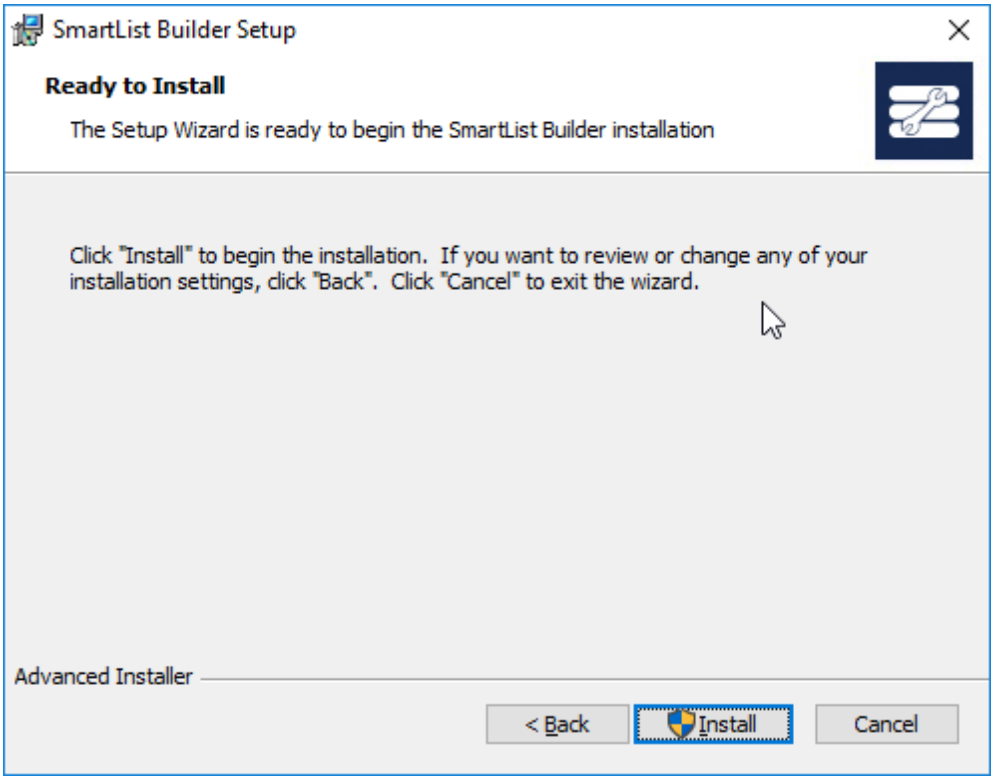
License Agreement." Click Next.



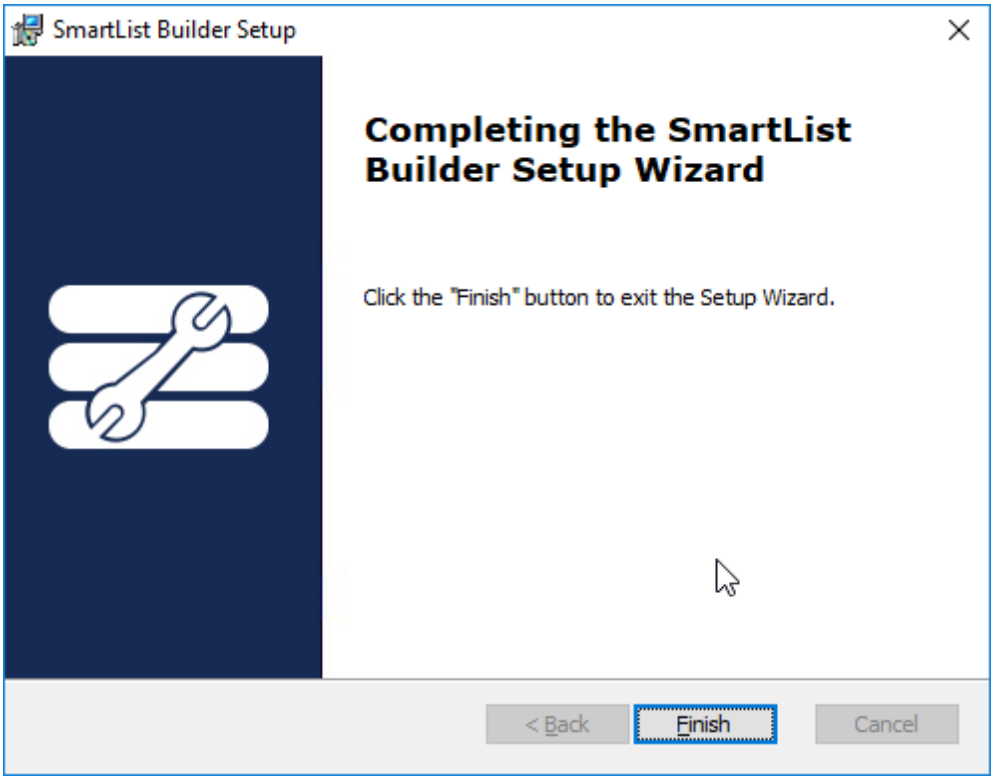
4. Select the location where your Microsoft Dynamics GP program is installed using the Browse button.



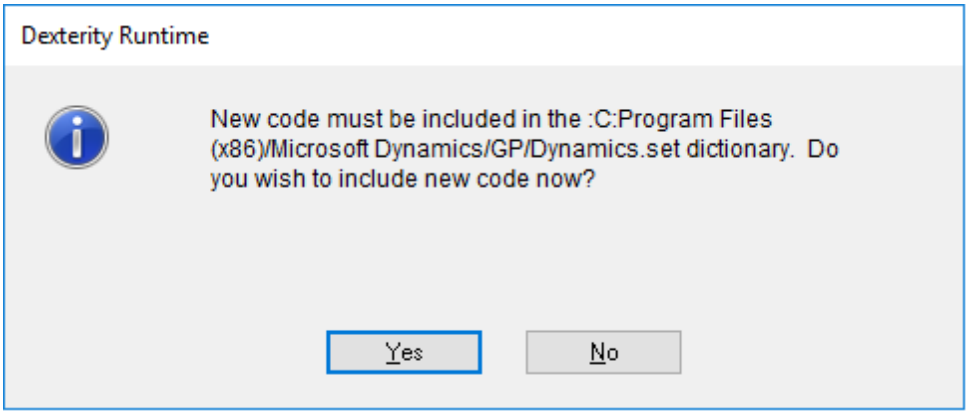
5. Click on the Next button to continue.
6. Click on the Install button to begin the installation.



7. The SmartList Builder Installation will run. It may take a few minutes for this to complete.
8. Click on the Finish button to complete the installation.

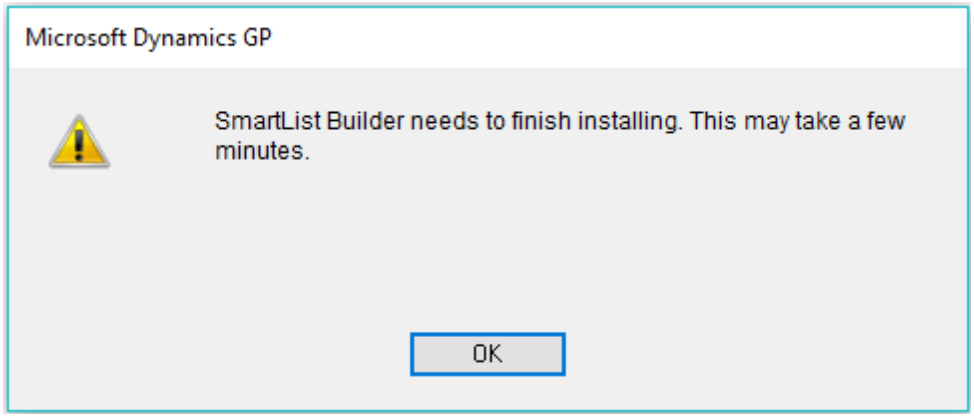


9. Launch Microsoft Dynamics GP.
10. Click on the Yes button to include the SmartList Builder code into your Microsoft Dynamics GP workstation application. If you click on the No button, you will not be able to access the SmartList Builder application.



If you the User Account Control setting in Windows is turned on, you may need to launch Microsoft Dynamics GP using the 'Run as Administrator' option in Windows to be able to successfully include the new code.

11. Log into Microsoft Dynamics GP as the 'sa' user and into any company. You will then receive the following message.



12. Click OK. At this point, it will create the SmartList Builder SQL Objects needed for all companies.
13. Complete the installation process by entering registration keys.

Steps 1-9 will need to be completed on each workstation that is running Microsoft Dynamics GP to update the SmartList Builder application files.

Upgrading from 2018 or 2016

This section covers the Upgrade process to upgrade your SmartList Builder data and resources from Microsoft Dynamics GP 2018 or 2016.

New Installation of SmartList Builder on Microsoft Dynamics GP:
If you are installing into an environment on Microsoft Dynamics GP where SmartList Builder was never previously installed, please see the New Environment section.

Upgrading to the latest build for Microsoft Dynamics GP:
If you are currently using SmartList Builder with Microsoft Dynamics GP and are just trying to upgrade to the latest build, please see the Upgrading SmartList Builder Install section.

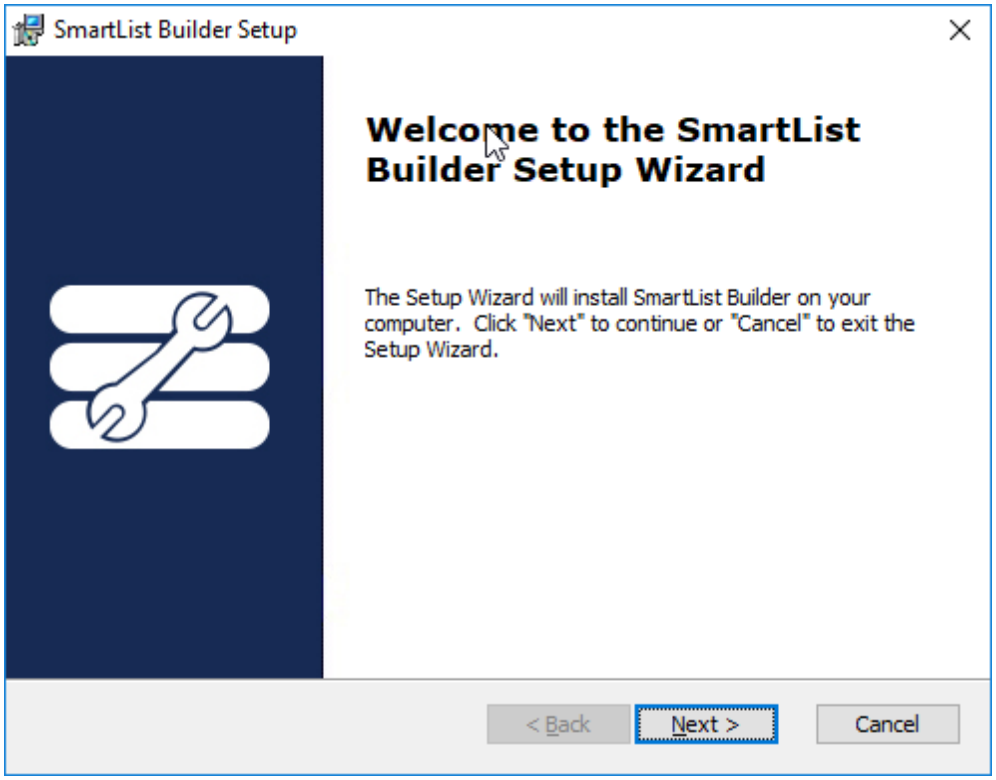
If you are on a previous release of SmartList Builder and Microsoft Dynamics GP such as 2015, you are going to need to do an intermediary update to Microsoft Dynamics GP 2018 or 2016. Please review the upgrade steps in that releases manual for more information on the process for the appropriate build.

Installation/Upgrade Steps

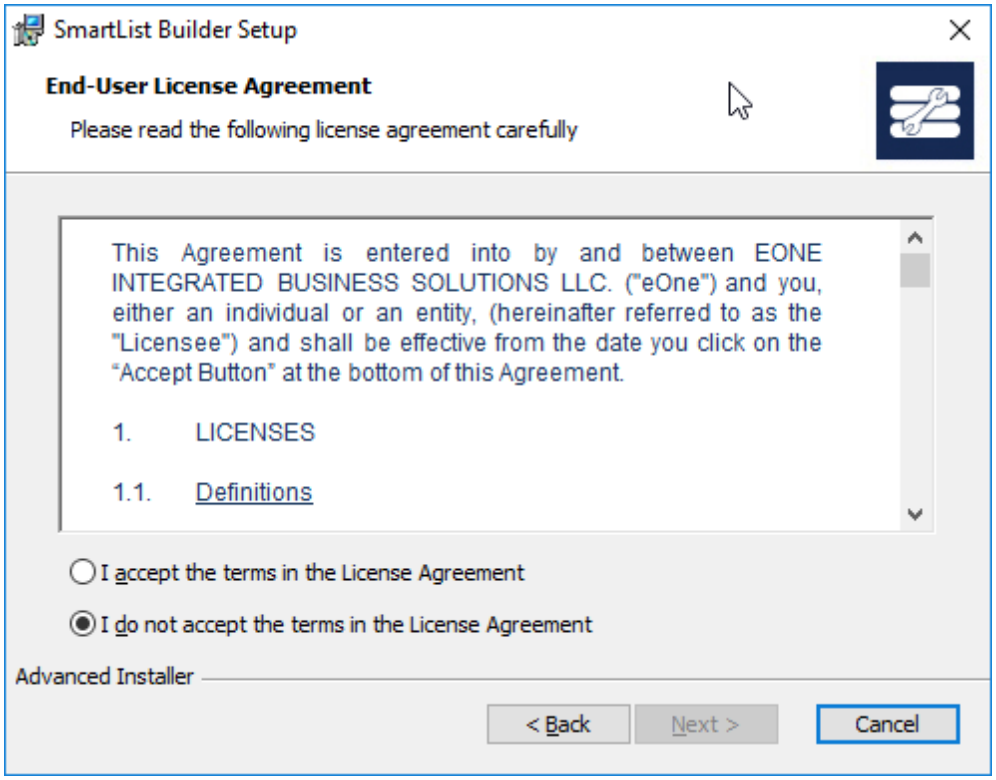
The upgrade to SmartList Builder is done when launching Microsoft Dynamics GP for the first time as an administrative user.

To upgrade SmartList Builder:

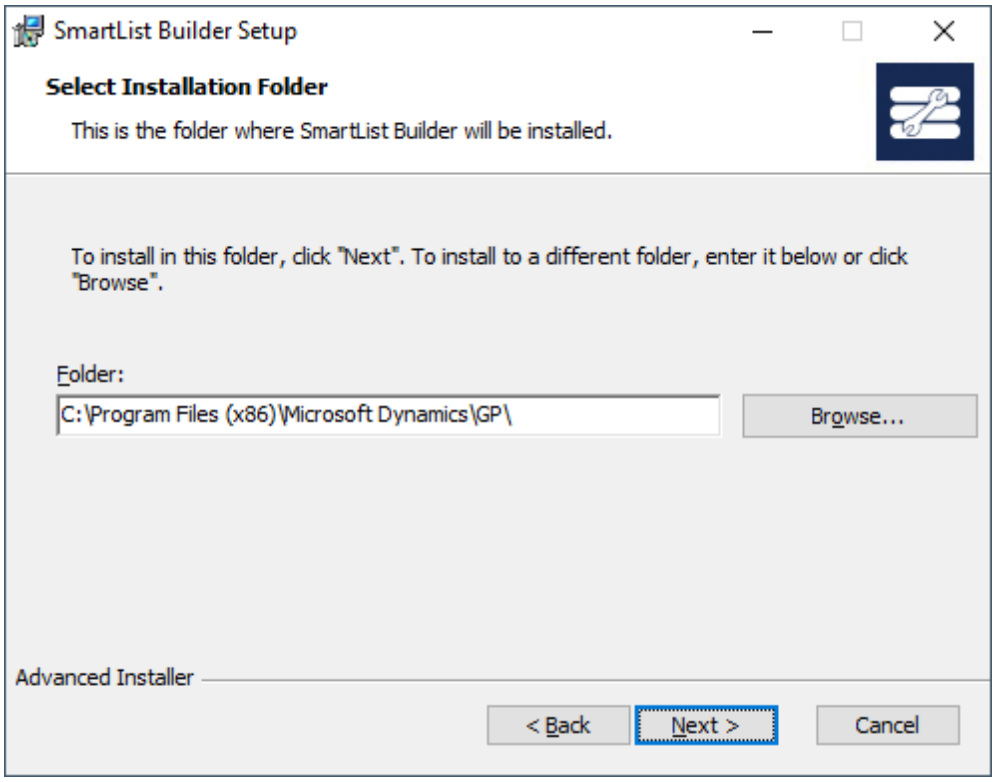
1. Start the SmartList Builder Installation by running the SmartListBuilder.msi.
2. Click on the Next button to continue.



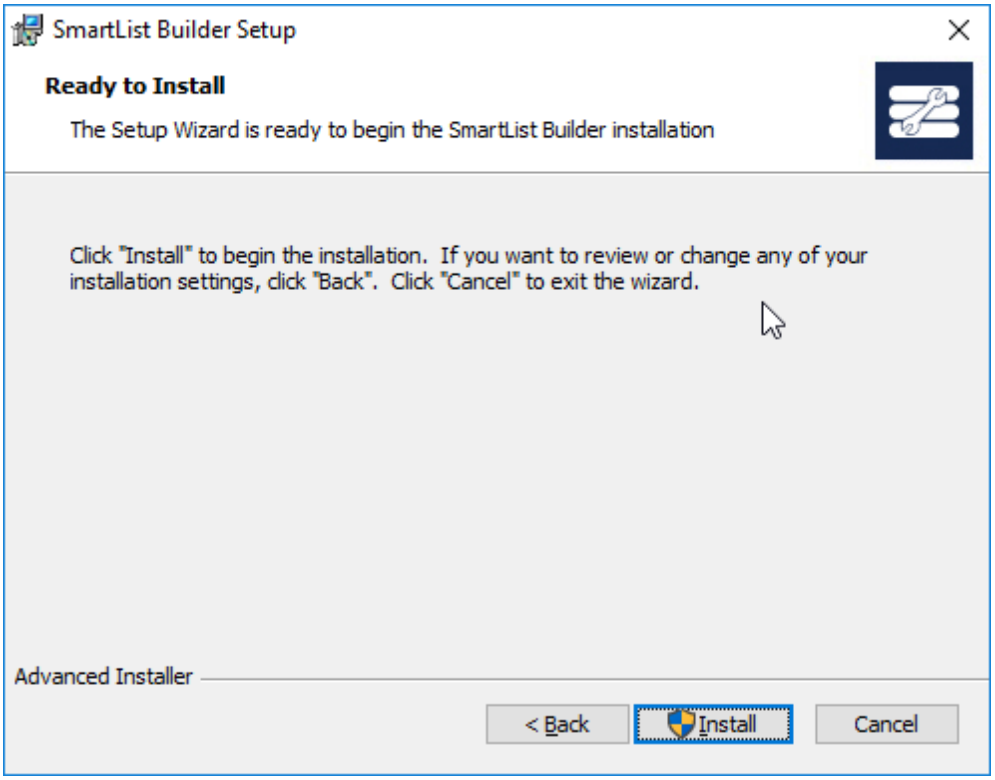
3. Read the End-user License Agreement and mark the "I accept the terms in the License Agreement." Click Next.



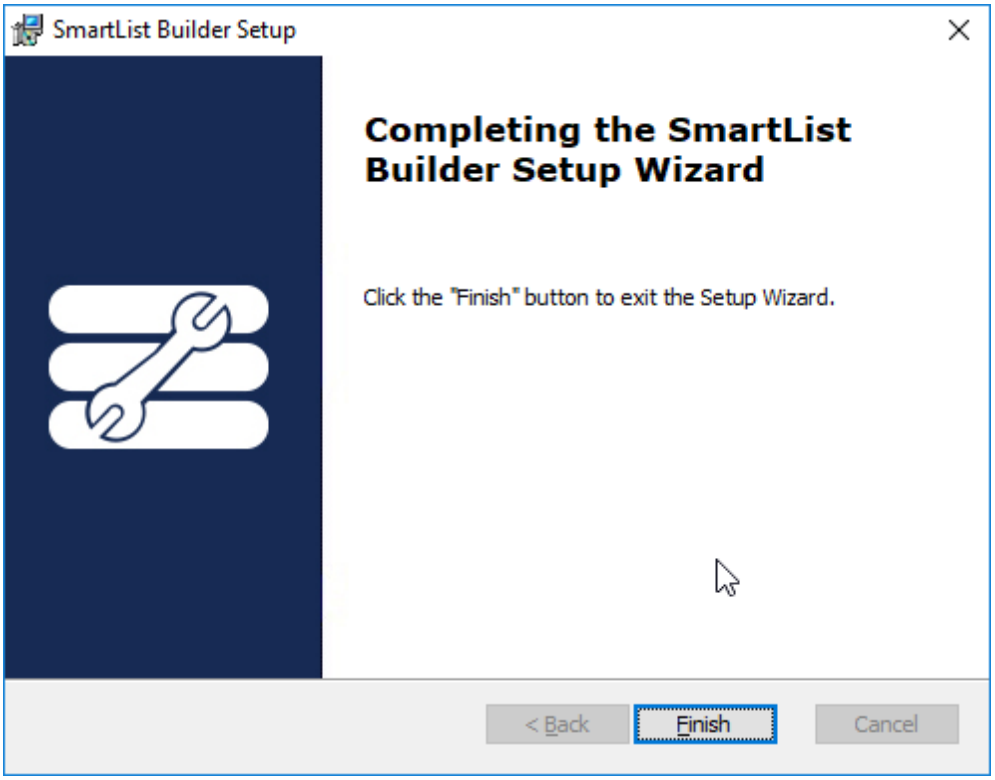
4. Select the location where your Microsoft Dynamics GP program is installed using the Browse button.



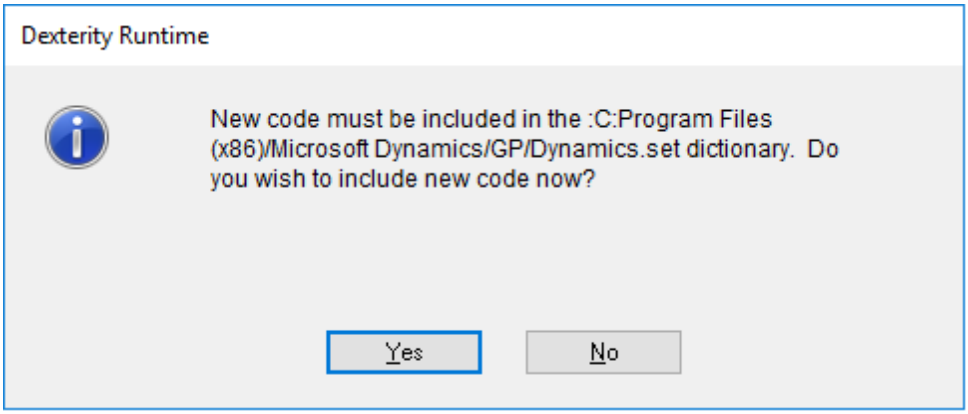
5. Click on the Next button to continue.
6. Click on the Install button to begin the installation.



7. The SmartList Builder Installation will run. It may take a few minutes for this to complete.
8. Click on the Finish button to complete the installation.

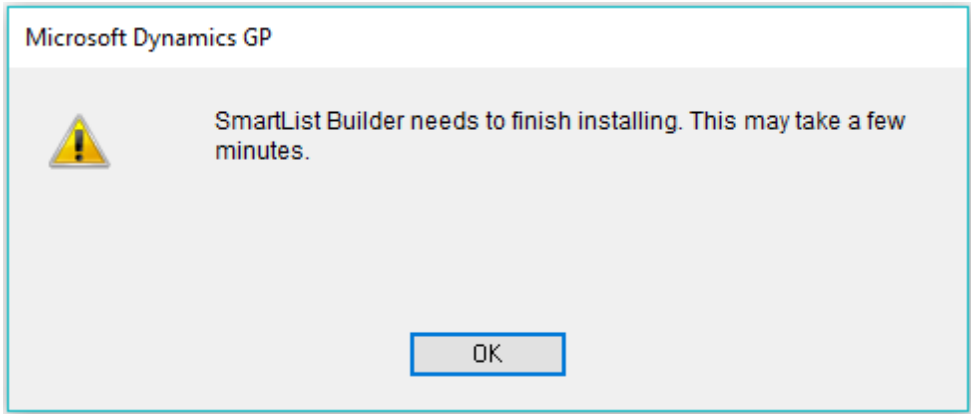


9. Launch Microsoft Dynamics GP.
10. Click on the Yes button to include the new SmartList Builder code into your Microsoft Dynamics GP workstation application.



If you the User Account Control setting in Windows is turned on, you may need to launch Microsoft Dynamics GP using the 'Run as Administrator' option in Windows to be able to successfully include the new code.

11. Log into Microsoft Dynamics GP as the 'sa' user and into any company. You will then receive the following message.



12. Click OK. At this point, it will create the SmartList Builder SQL Objects needed for all companies.
13. Complete the installation process by enter registration keys.

These steps will need to be completed on each workstation that is running Microsoft Dynamics GP to update the SmartList Builder application files.

Upgrading SmartList Builder Install

This section covers the Upgrade process to update your SmartList Builder data and resources from a previous build on Microsoft Dynamics GP 2018.

New Installation of SmartList Builder on Microsoft Dynamics GP:
If you are installing into an environment on Microsoft Dynamics GP where SmartList Builder was never previously installed, please see the New Environment section.

Upgrading from Microsoft Dynamics GP 2018 or 2016:
If you are upgrading from Microsoft Dynamics GP 2018 or 2016 and previously used SmartList Builder, please see the Upgrading from 2018 or 2016 section.

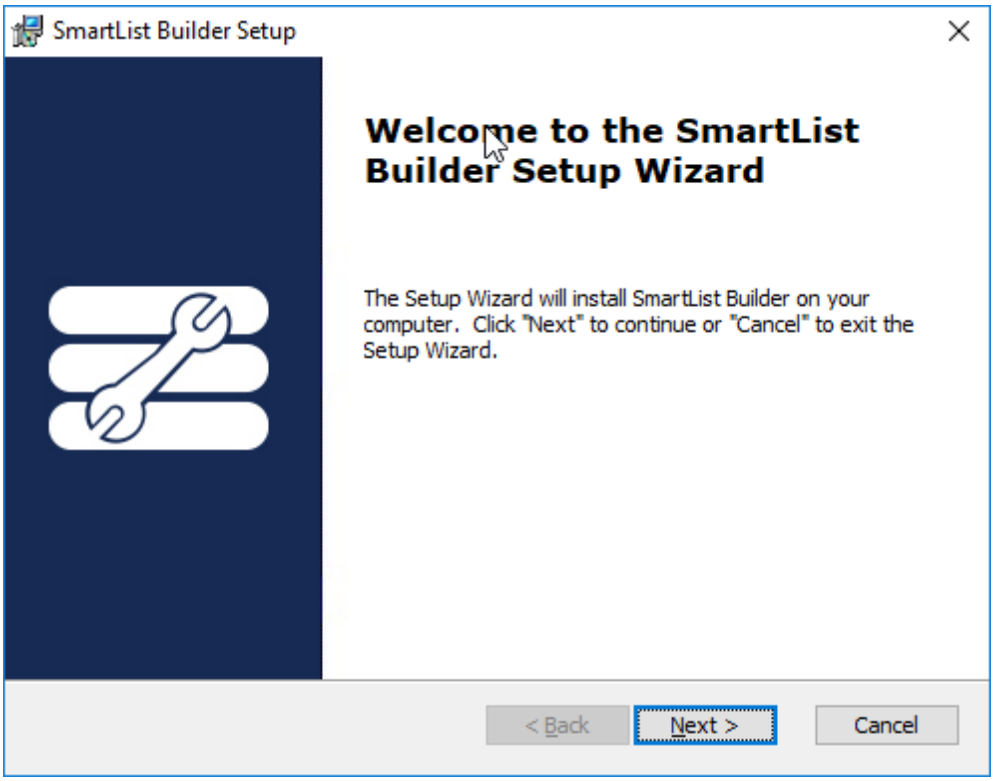
If you were previously using using SmartList Builder on Microsoft Dynamics GP 2018 or 2016, do not run through this update process. This process is only for those coming from a previously build on Microsoft Dynamics GP.

As in any upgrade process, we recommend that you use a test environment to walk through the upgrade process. By doing this, you can identify and resolve any potential issues that may occur in the upgrade process. A test upgrade also allows you to lean the new features in SmartList Builder before putting it into production.

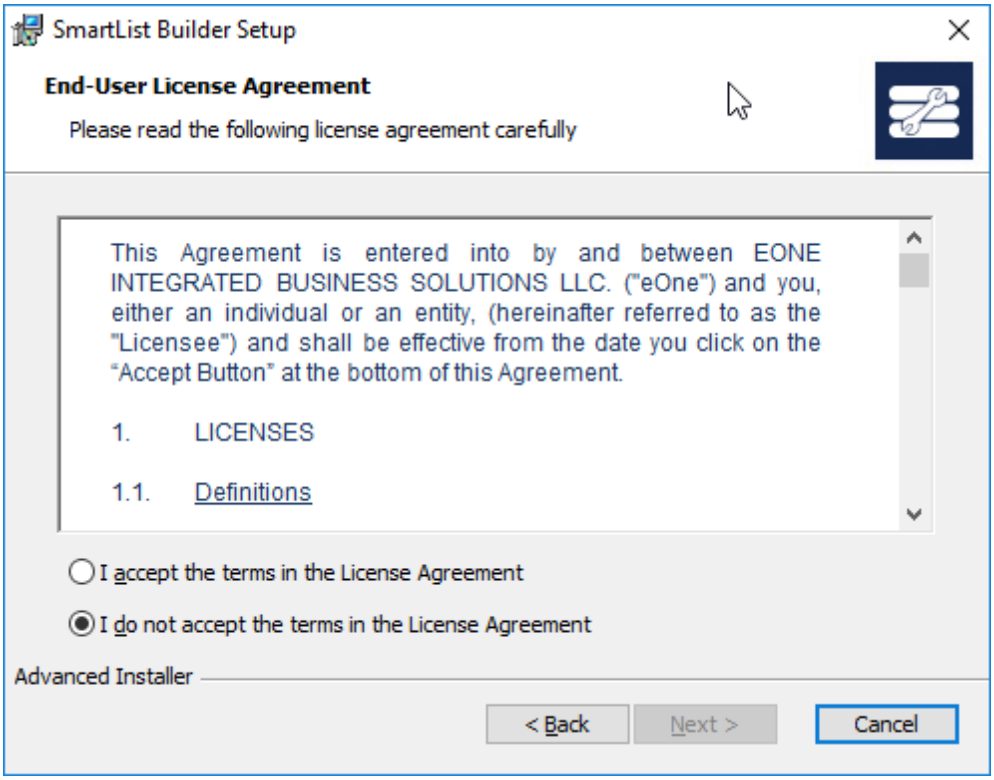
Installation/Upgrade Steps

To install SmartList Builder:

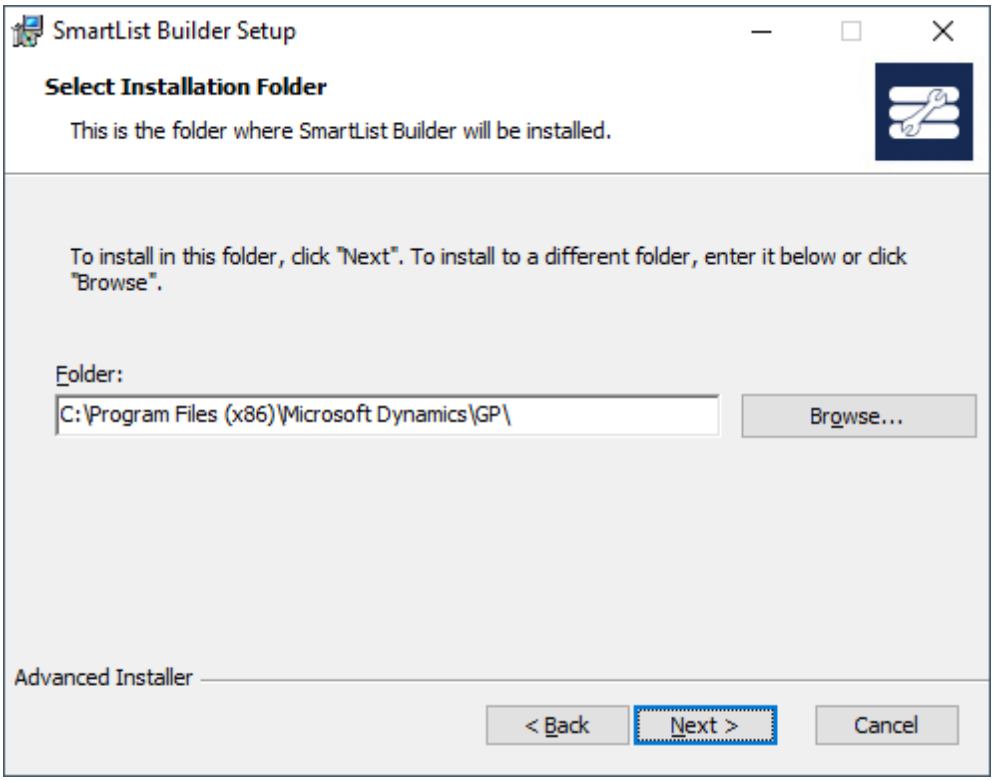
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2. Click on the Next button to continue.



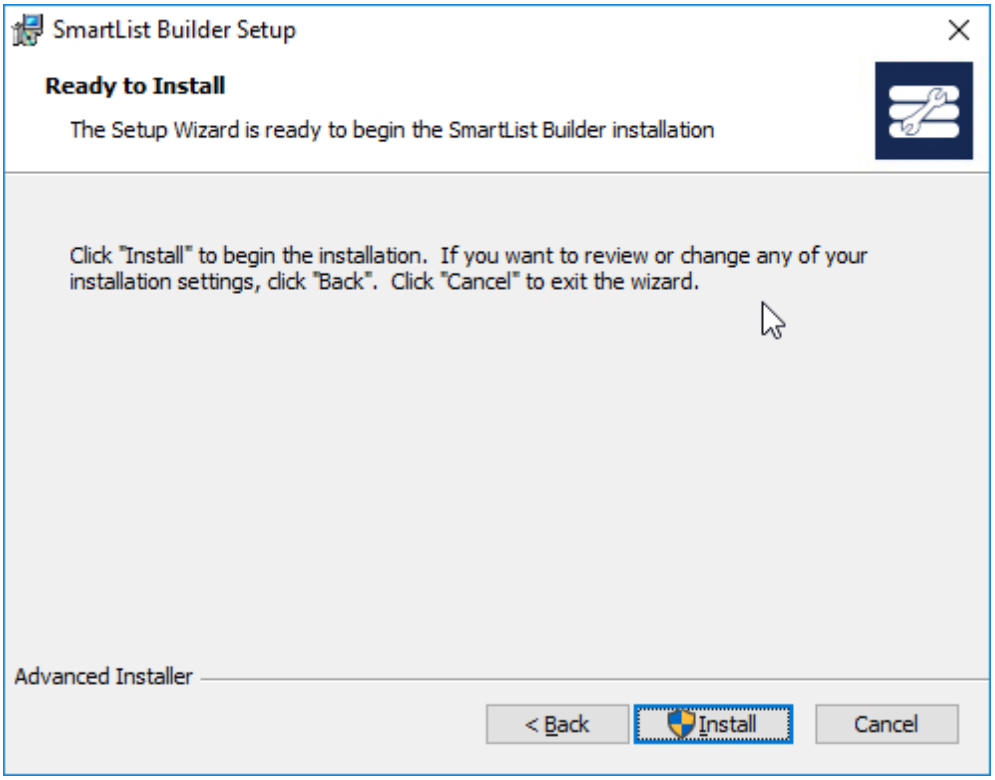
3. Read the End-user License Agreement and mark the "I accept the terms in the License Agreement." Click Next.



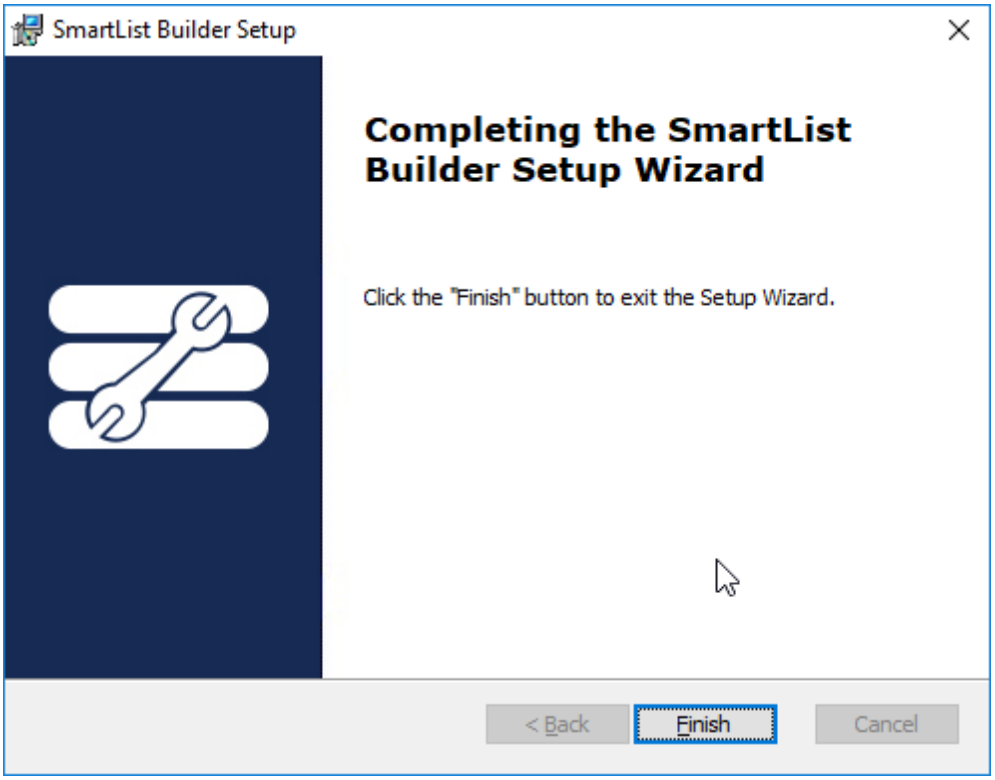
4. Select the location where your Microsoft Dynamics GP program is installed using the Browse button.



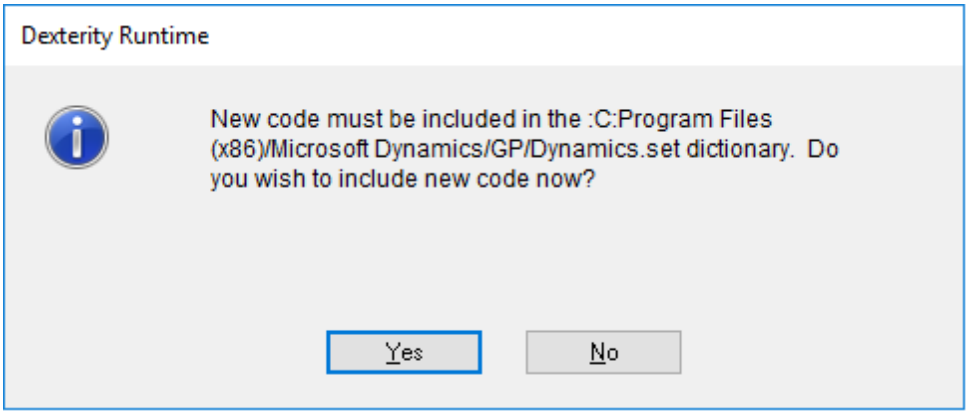
5. Click on the Next button to continue.
6. Click on the Install button to begin the installation.



7. The SmartList Builder Installation will run. It may take a few minutes for this to complete.
8. Click on the Finish button to complete the installation.

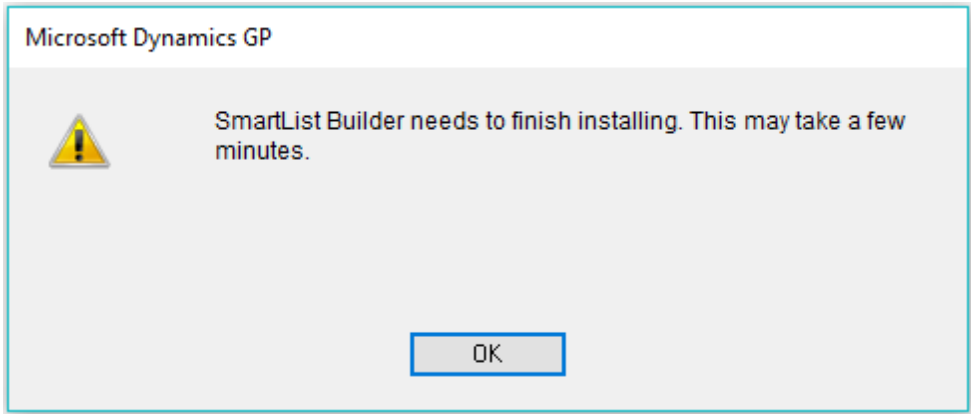


9. Launch Microsoft Dynamics GP.
10. Click on the Yes button to include the SmartList Builder code into your Microsoft Dynamics GP workstation application. If you click on the No button, you will not be able to access the SmartList Builder application.



If you the User Account Control setting in Windows is turned on, you may need to launch Microsoft Dynamics GP using the 'Run as Administrator' option in Windows to be able to successfully include the new code.

11. Log into Microsoft Dynamics GP as the 'sa' user and into any company. You may then receive the following message.



12. Click OK. At this point, it will create the SmartList Builder SQL Objects needed for all companies.
13. The SQL Views for SmartList Builder will need to be recreated.
    a. Go to Microsoft Dynamics GP - Tools - SmartList Builder - Maintenance - Create Views.
    b. Click Mark All to recreate the views in all companies.
    c. Click Create and let it process.
    d. When it is complete, the Create View window will close.
14. The registration keys should already be entered and won't need to change with this installation.

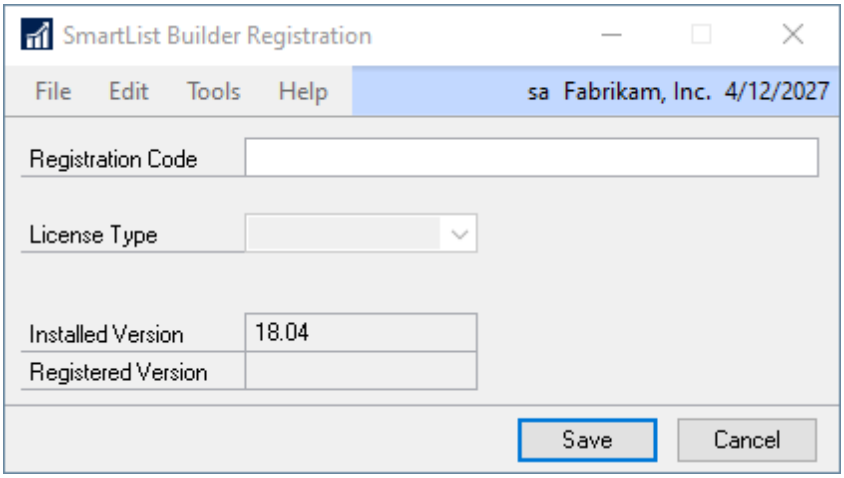
Steps 1-9 will need to be completed on each workstation that is running Microsoft Dynamics GP to update the SmartList Builder application files.

Registration

Once SmartList Builder is completely installed/updated in Microsoft Dynamics GP, registration keys will need to be entered.

To register SmartList Builder:

1. Open the SmartList Builder Registration window (Microsoft Dynamics GP – Tools – SmartList Builder – Register SmartList Builder).
2. Enter your supplied Registration Code.



3. Click on the Save button.
4. Click OK on the message that SmartList Builder has been registered successfully.

SmartList Builder

This section describes how to create new SmartList using SmartList Builder.

The information is divided into the following modules:

- "SmartLists", describes how to create and maintain SmartLists.
- "Field Options", describes the display options that can be set for a SmartList field.
- "Go Tos", describes how to create links from your SmartLists back into Microsoft Dynamics GP.
- "Restrictions", describes how to place fixed restrictions on a SmartList.
- "Calculated Fields", describes how to add calculated fields to a SmartList.
- "Summary and Multicompany SmartLists", describes how to create SmartLists to display summarized data from Microsoft Dynamics GP.
- “SmartList Options”, describes the additional options available in SmartList Builder.

SmartLists

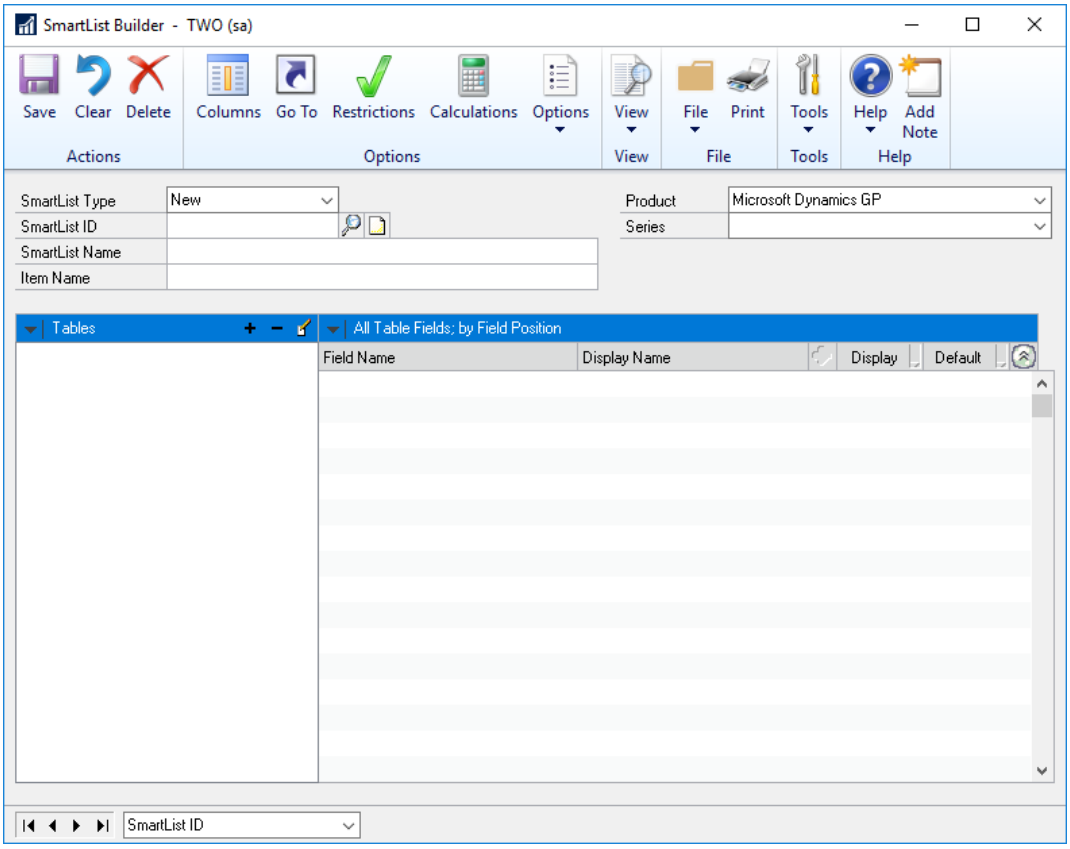
This module describes how to create, update and remove SmartLists using SmartList Builder.

Adding SmartLists

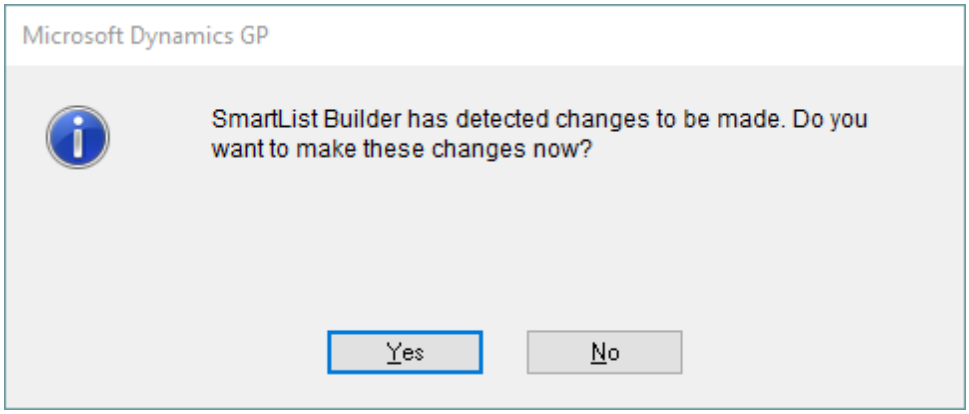
You can use the SmartList Builder window to create new SmartLists.

To add a new SmartList:

1. Open the SmartList Builder window (Microsoft Dynamics GP - Tools - SmartList Builder - SmartList Builder).



2. Select New as the SmartList Type.
3. Enter the SmartList ID.
4. Enter the name of the SmartList. This is the name that will be displayed in the left hand pane of the SmartLists window and at the top of the SmartList data area when the SmartList has been selected.
5. Enter the Item Name. This is the description that will be displayed in the count area of the SmartList window.
6. Select the Product that the SmartList will be grouped under. If Microsoft Dynamics GP is selected as the product, select the Series that the SmartList will be grouped under.
7. Select tables and fields for the SmartList.
8. Click Save.
9. If the SmartList window is already open, the SmartList will be automatically added.
10. If SmartList isn't already open, open the SmartList Window (Microsoft Dynamics GP – SmartList). When it is opened, you will be prompted to update SmartList, select Yes to create the new SmartList.



Users will not be able to see the new SmartList object in SmartList until security has been granted to the new SmartList object.

Removing SmartLists

You can use the SmartList Builder window to remove a SmartList. You can only remove SmartLists that have been previously created with SmartList Builder.

To remove an existing SmartList:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Select the SmartList Type.
3. Enter the SmartList ID or select the SmartList that you want to remove.

   When an existing SmartList is removed from SmartList Builder, the default version will be redisplayed in SmartList. All favorites created for the modified SmartList will be deleted.

4. Click Delete.
5. Open the SmartLists window (Microsoft Dynamics GP >> SmartList). If the SmartList window is already open, the SmartList will be automatically removed.
6. Click Yes to remove the SmartList.

Modifying SmartLists

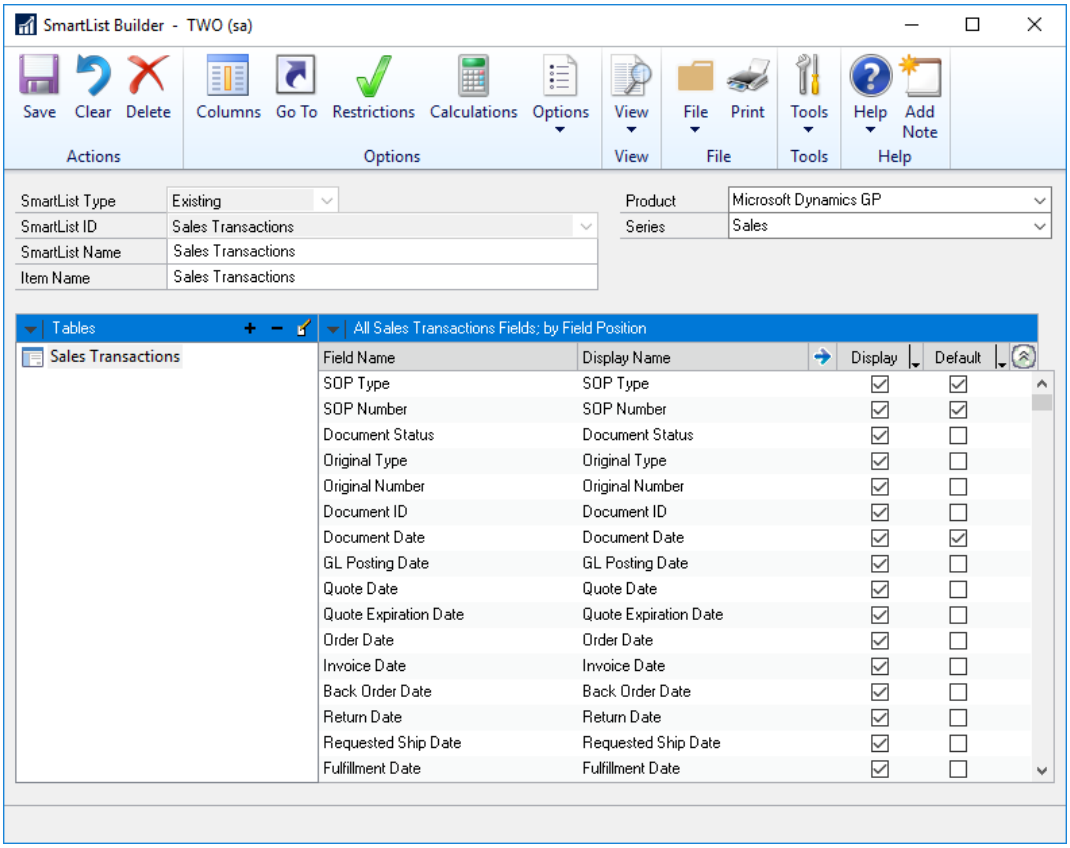
You can use the SmartList Builder window to modify an existing SmartList. You can modify any SmartList created through SmartList Builder as well as any of the default SmartLists from Dynamics GP, Field Service, Project Accounting, Fixed Assets, Manufacturing, Human Resources, Canadian Payroll and Analytical Accounting.

If you have any Extender windows attached to the default SmartLists, these will be automatically added as separate tables.

If you have Analytical Accounting installed, Analytical Accounting nodes will be added as separate tables to the Account, Customer, Vendor, Item, Employee and Fixed Asset SmartLists.

To modify a Dynamics GP SmartList:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Select Existing as the SmartList Type.
3. Select the SmartList that you want to modify.



4. Enter the new information for the SmartList.
5. Click Save.
6. Open the SmartLists window. If the SmartList window is already open, the SmartList will be automatically replaced.
7. Click Yes to update the SmartList.

To modify a SmartList Builder SmartList:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Select New as the SmartList Type.

3. Enter the SmartList ID of the SmartList that you want to modify.
4. Enter the new information for the SmartList.
5. Click Save.
6. Open the SmartLists window. If the SmartList window is already open, the SmartList will be automatically refreshed.
7. Click Yes to update the SmartList.

Tables

All SmartList Builder Lists are composed of at least one table. The main table is the first table selected for the SmartList Builder List. All additional tables are linked to this table, either directly or indirectly through another table. There are 6 types of tables that can be added to a SmartList Builder List; Microsoft Dynamics GP tables, SQL Server tables, SQL Script tables, SmartLists, Data Connections, and Extender Resources.

Microsoft Dynamics GP tables are defined in a Microsoft Dynamics GP dictionary. This includes third party dictionaries as well as the main Microsoft Dynamics GP application dictionary. When you select a Microsoft Dynamics GP table, the metadata contained in the dictionary can be accessed. Information such as the display names of the table and fields and list items for list fields are automatically defaulted.

A SQL Server table is any table or view that is contained in your Microsoft Dynamics GP SQL Server databases or any SQL Server database that resides on the same SQL Server as your Microsoft Dynamics GP databases. This feature should be used to access tables that are not contained in a Microsoft Dynamics GP table. You can also use SQL Server views to create complex joins and queries that you cannot create with SmartList Builder. Since there is no metadata for SQL Server tables, display names and list items are not defaulted.

A SQL Script table is a SQL select script that can be run against the current Dynamics GP company databases. Like SQL Server tables, this feature can be used to access tables that are not contained in a Microsoft Dynamics GP table and create complex joins and queries that you cannot create with SmartList Builder. The SQL Script option can be used to query tables outside of the current Dynamics GP database as well if the database is specifically included with the table call. Since there is no metadata for SQL Script tables, display names and list items are not defaulted.

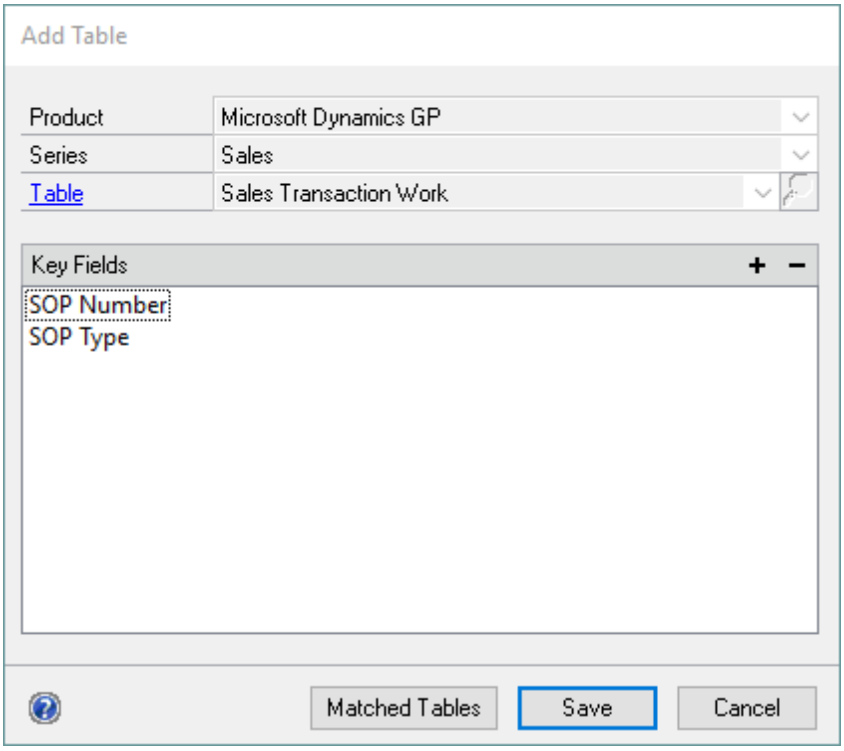
A SmartList is an existing Dynamics GP SmartList. When a SmartList table is selected, all fields from that SmartList will added into the SmartList. SmartLists from Dynamics GP, Field Service, Project Accounting, Fixed Assets, Manufacturing, Human Resources, Canadian Payroll and Analytical Accounting can be selected.

Data Connections are pre-defined SQL views for the most common fields and tables used in Dynamics GP. Since there is no metadata for SQL Server tables, display names and list items are not defaulted. However, most of this information is not required because it is already included in the view.

Extender Resources are Windows and Forms that have been defined in Extender. When you select an Extender Resource, information such as the display names of the fields, decimal places for numeric fields and list items for list fields are automatically defaulted.

To add a Microsoft Dynamics GP table as the main table:

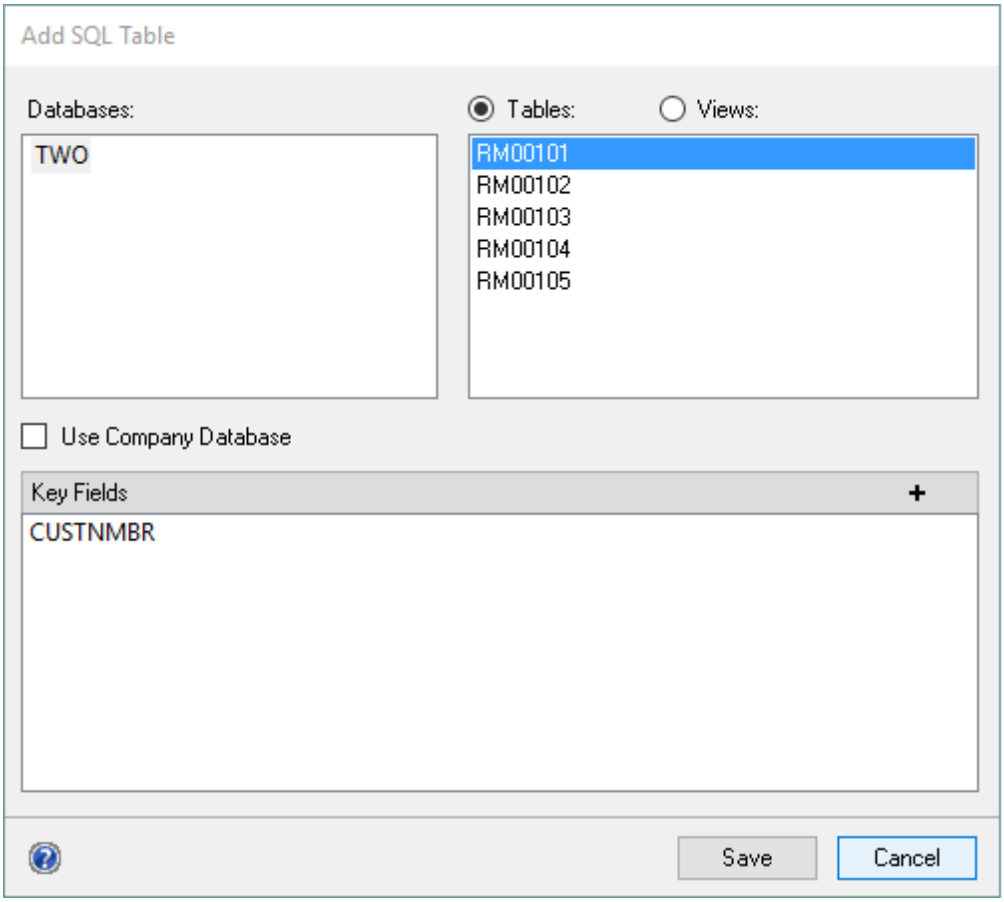
1. Select Microsoft Dynamics GP Table from the Add button above the Tables list to open the Add Table window.



2. Select the Product, Series and Table. Use the Table Finder to quickly find a table based on a window, field name or field value.
3. Select Key fields for the table. There will only be one record displayed in the SmartList for each key field.
4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add a SQL Server table as the main table:

1. Select SQL Server Table from the Add button above the Tables list to open the Add SQL Table window.

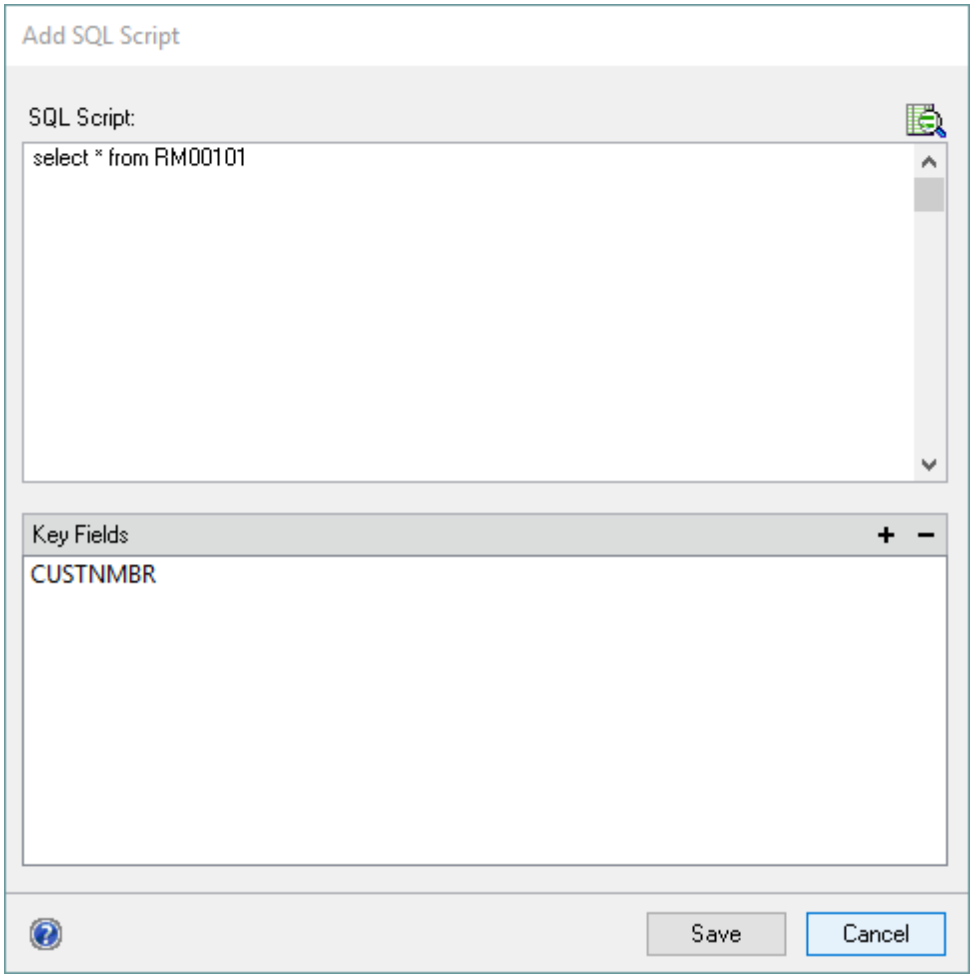


2. Select the Database and Table. Select the Views option to display views contained in the selected Database.
3. If the table or view that you have selected is contained in more than one Microsoft Dynamics GP company database, you can mark the Use Company Database checkbox. When this checkbox is marked, SmartList Builder will use the table from the Microsoft Dynamics GP database that the user is currently logged in to. If this checkbox is unmarked, SmartList Builder will always use the selected database.
4. Select Key fields for the table. There will only be one record displayed in the SmartList for each key field.
5. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Security must be granted to tables and/or views in the database before this option will be available. See SQL Table Security for more details.

To add a SQL Script table as the main table:

1. Select SQL Script from the Add button above the Tables list to open the Add SQL Script window.

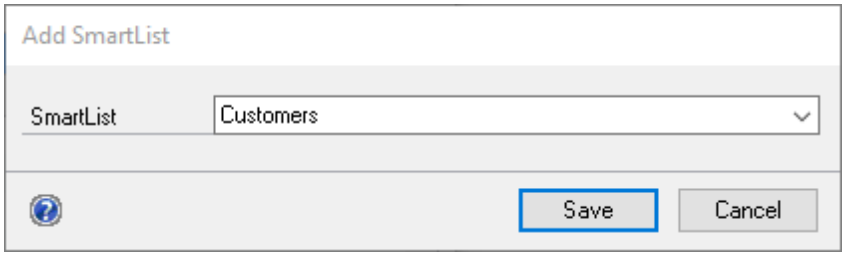


2. Enter the SQL Script.
3. Select Key fields for the table. There will only be one record displayed in the SmartList for each key field.
4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Security must be granted database before this option will be available. See SQL Table Security for more details.

To add a SmartList as the main table:

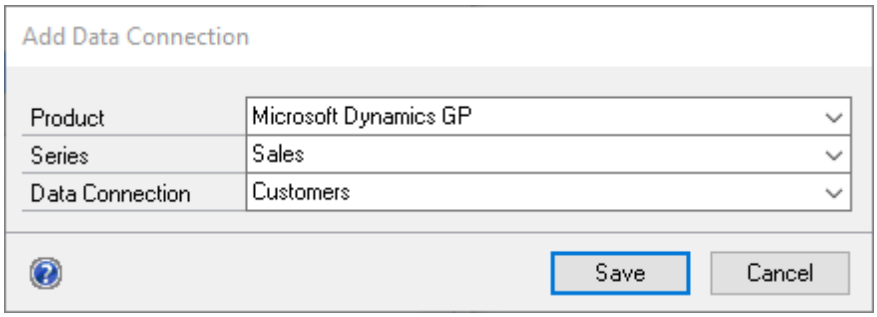
1. Select SmartList from the Add button above the Tables list to open the Add SmartList window.



2. Select the SmartList that you want to add.
3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add a data connection as the main table:

1. Select Data Connection from the Add button above the Tables list to open the Add Data Connection window.

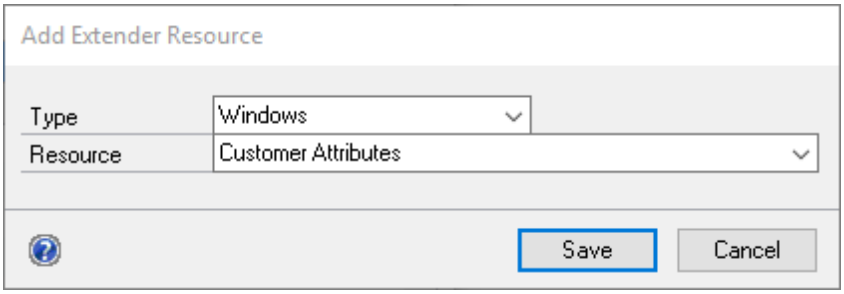


2. Select the Product, Series and Data Connection.
3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Security must be granted to data connections before this option will be available. See Data Connection Security for more details.

To add an Extender Resource as the main table:

1. Select Extender Resource from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Resource Type and Resource Name.
3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Fields

When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is available in SmartList, whether it is displayed in the default SmartList and change the display name of the field.

To set field options:

1. Select the field that you want to set options for from the Fields scrolling window.
2. Enter the display name of the field. This is the field name that will be displayed in the SmartList.
3. If you want the field to appear in the SmartList, mark the Display checkbox.
4. If you want the field to appear in the default SmartList, mark the Default checkbox. You can only mark this checkbox if the Display checkbox is also marked.
5. To set other options specific to the field type, click on the expansion button above the Fields scrolling window.



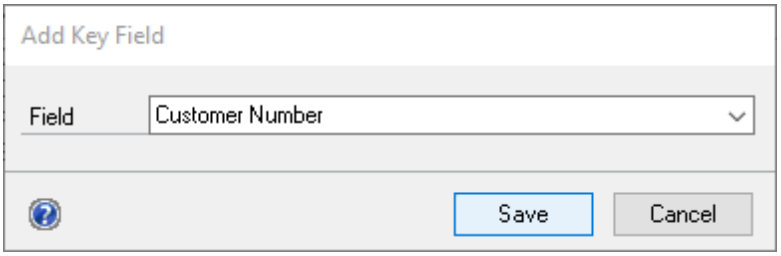
You must select at least one field to be displayed and at least one field to be displayed by default. A maximum of 190 fields can be selected to be displayed by default.

Key Fields

Key Fields are used by SmartList Builder to determine the current record selected when opening Go Tos.

To add a key field:

1. Click Add button above the Key Fields list.



2. Select the Key field from the Field list.
3. Click Save.

To remove a key field:

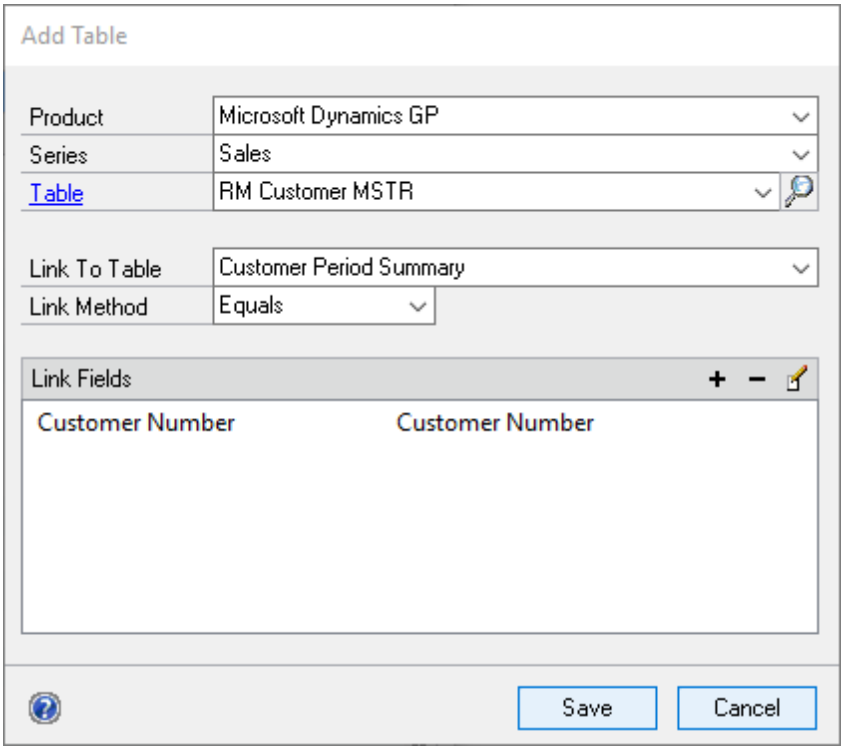
1. Select the field that you want to remove from the Key Fields list.
2. Click the Remove button above the Key Fields list.

Adding Additional Tables

You can add more than one table to a SmartList by selecting an additional table and linking it to another table in the SmartList.

To add an additional Microsoft Dynamics GP table:

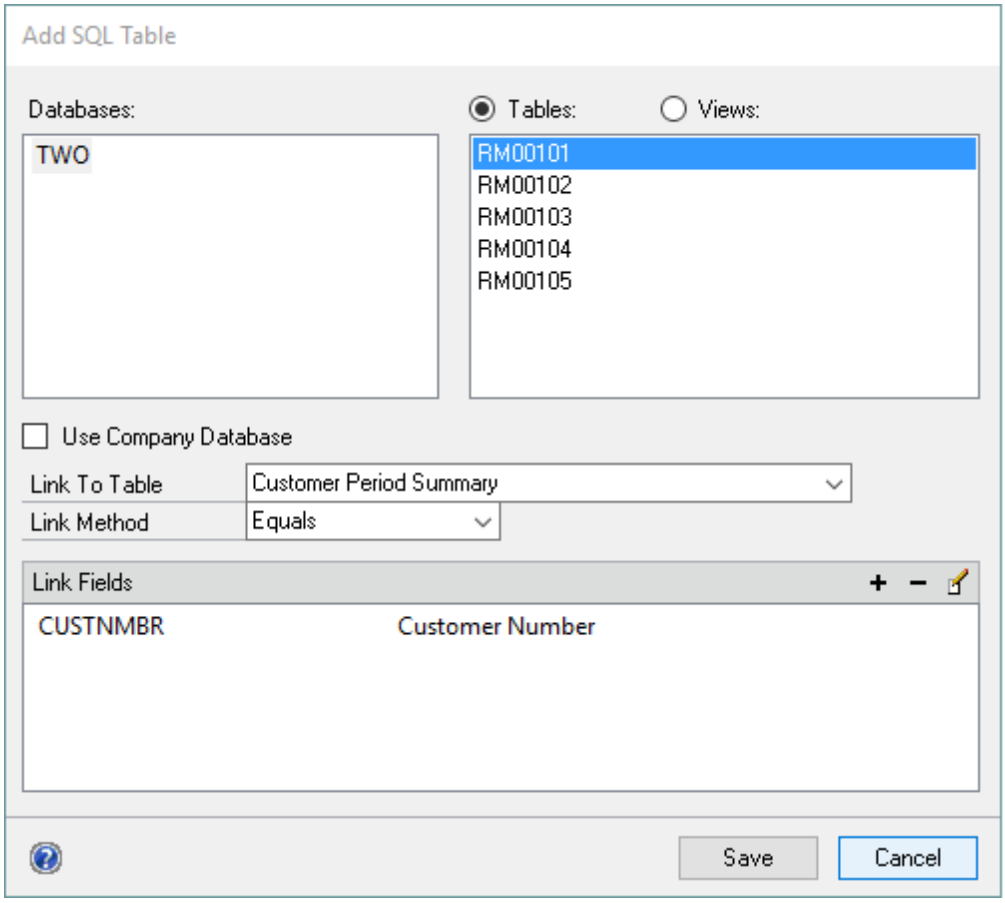
1. Select Microsoft Dynamics GP Table from the Add button above the Tables list to open the Add Table window.



2. Select the Product, Series and Table.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional SQL Server table:

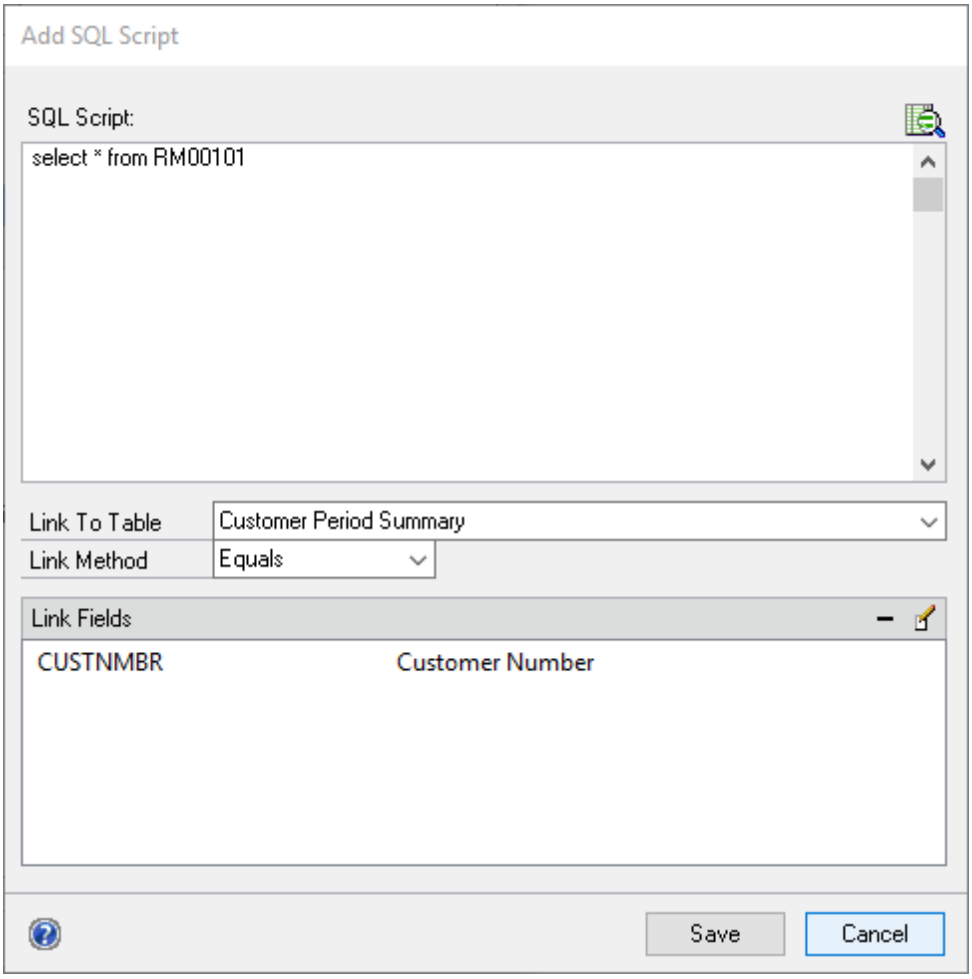
1. Select SQL Server Table from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Database and Table. Select the Views option to display views contained in the selected Database.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional SQL Script table:

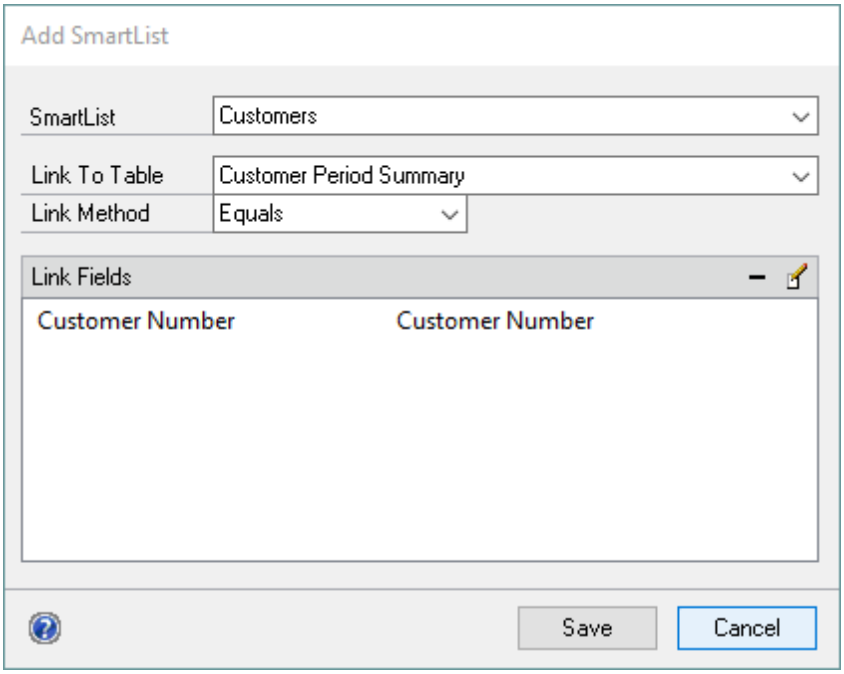
1. Select SQL Script from the Add button above the Tables list to open the Add SQL Table window.



2. Enter the SQL select statement for the table.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional SmartList table:

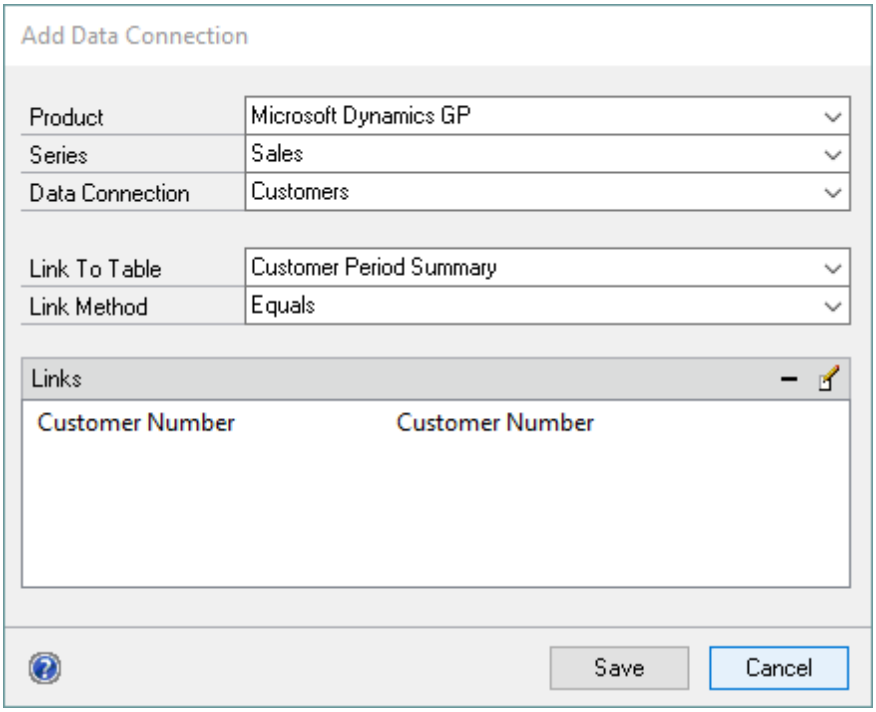
1. Select SmartList from the Add button above the Tables list to open the Add SmartList window.



2. Select the SmartList.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional data connection:

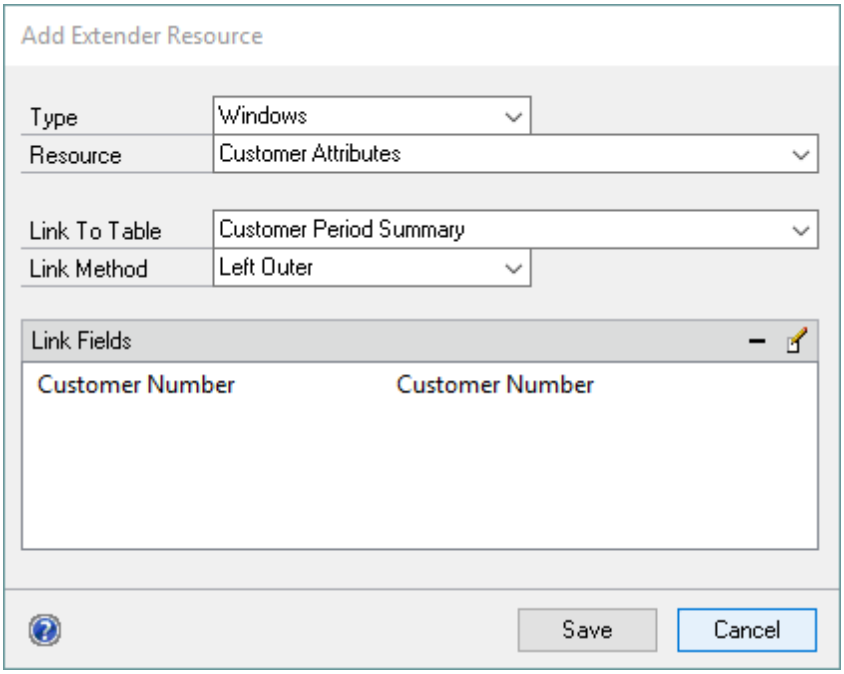
1. Select Data Connection from the Add button above the Tables list to open the Add Data Connection window.



2. Select the Product, Series and Data Connection.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the data connection are initialized with default settings.

To add an additional Extender resource:

1. Select Extender Resource from the Add button above the Tables list to open the Add Extender Resource window.



2. Select the Type and Resource.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the Extender resource are initialized with default settings.

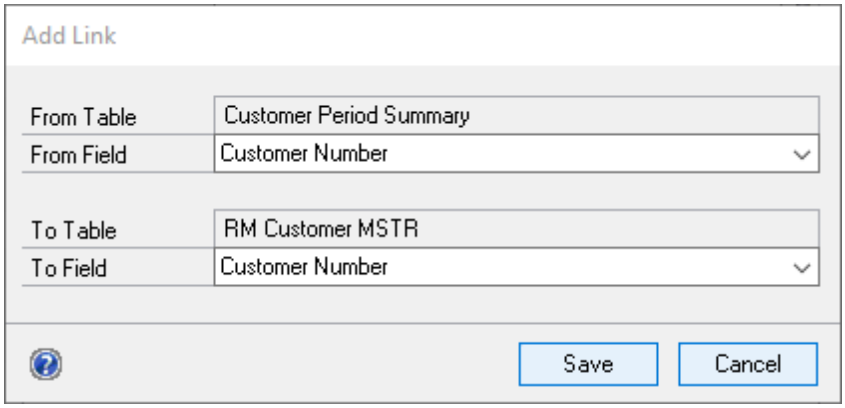
You can add a maximum of 30 additional tables.

Adding Table Links

You can use the Add Table, Add SQL Table, Add SQL Script, Add SmartList, Add Data Connection and Add Extender Resource windows to add links between tables.

To add a link:

1. Click the Add button above the Link Fields list to open the Add Link window.



2. Select the field to link from.
3. Select the field to link to.
4. Click Save.

To modify an existing link:

1. Select the link that you want to modify from the Link Fields list.
2. Click the Edit button above the Link Fields list.
3. Enter new information for the window.
4. Click Save.

To remove an existing link:

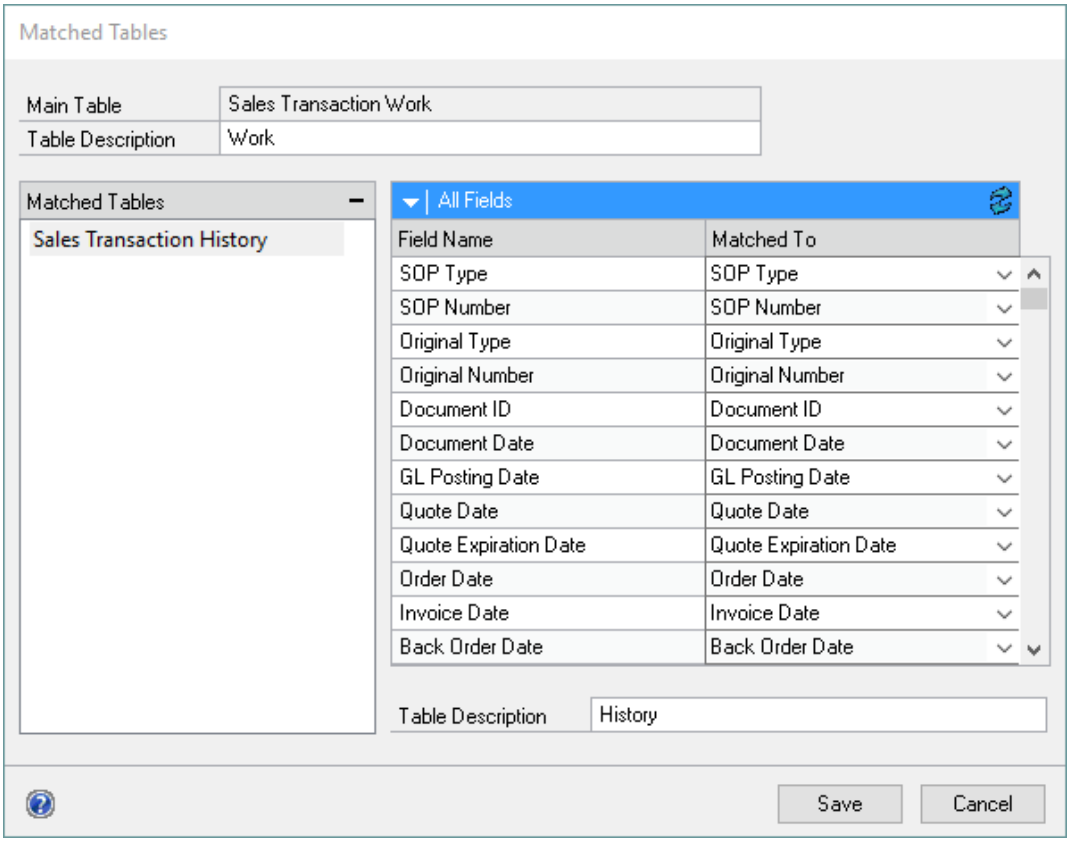
1. Select the link that you want to remove from the Link Fields list.
2. Click the Remove button above the Link Fields list.

Adding Matched Tables

Matched tables are used to combine work, open and history data.

To add a matched table:

1. Open the table that you want to match from the Tables list.
2. Click Edit.
3. Click Matched Tables. This button is only available after the table has been saved. It is not available while you are adding a new table.



4. Click the Add button above the Matched Tables list.
5. Select the product, series and table to match to the original table.
6. Click Save.
7. Match any unmatched fields. If fields are not matched, you will not be able to use those fields in your SmartList. If there is no field in the table to match to, you can match a field to the (Blank) field.
8. Enter a description of the matched table.
9. Click OK.

Modifying Tables

You can use the Add Table, Add SQL Table, Add SQL Script, Add SmartList, Add Data Connection and Add Extender Resource windows to update tables in the SmartList.

To modify a table:

1. Select the table that you want to modify from the Tables list.
2. Click the Edit button above the Tables list.
3. Enter the new information for the table.
4. Click Save.



The first table of an Existing SmartList cannot be modified.

Removing Tables

You can use the SmartList Builder window to remove tables from the SmartList.

To remove a table:

1. Select the table that you want to remove from the Tables list.
2. Click the Remove button above the Tables list.



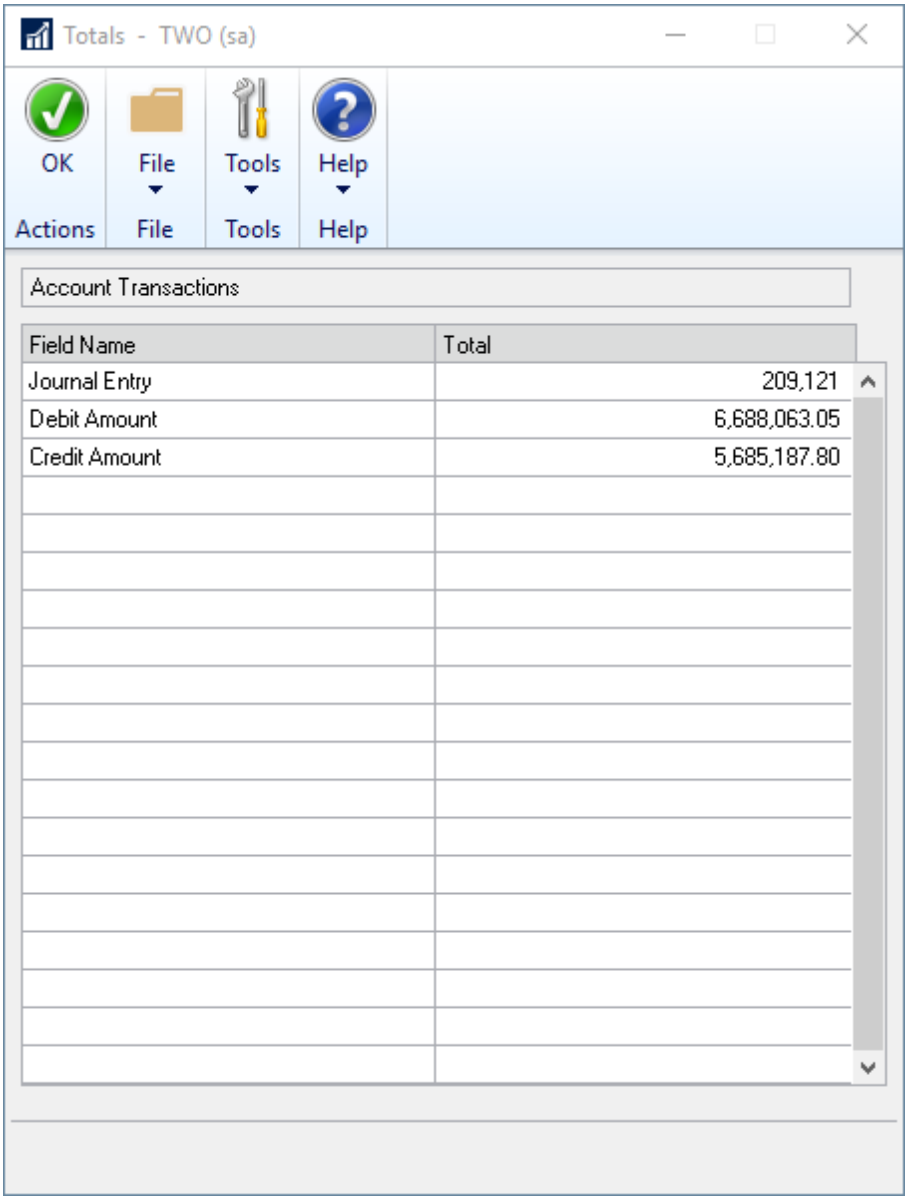
You cannot remove tables that have been linked to other tables. You cannot remove the first table of an existing SmartList.

SmartList Totals

Totals are available on every SmartList built in SmartList Builder as well as the default SmartLists that come with Microsoft Dynamics GP. This feature was added in SmartList Builder 2016 build 16.00.0014.

To View the Totals for a SmartList:

1. Open the SmartList window (Microsoft Dynamics GP - SmartList).
2. Run the SmartList you want to view the Totals for.
3. With the SmartList run to the screen, select Totals from the Additional Menu option.
4. The Totals window will open and will total any integer fields on the list. This includes the currency fields.



Field Options

This module describes how to set the field options for string, currency, integer, long integer, date, and list fields. It also walks through how to set the column order.

When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is available in SmartList, whether it is displayed in the default SmartList and change the display name of the field.

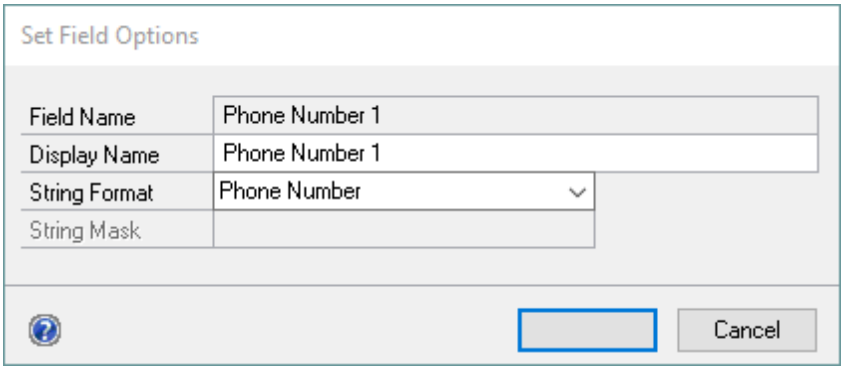
When a field is added to the default SmartList, the columns will be displayed in the order that they were added. The default column order can be changed on the Columns window.

String Field Options

By default, all string fields in a SmartList have no formatting. You can select the format of the string to control how it will be displayed in SmartList.

To set string field options:

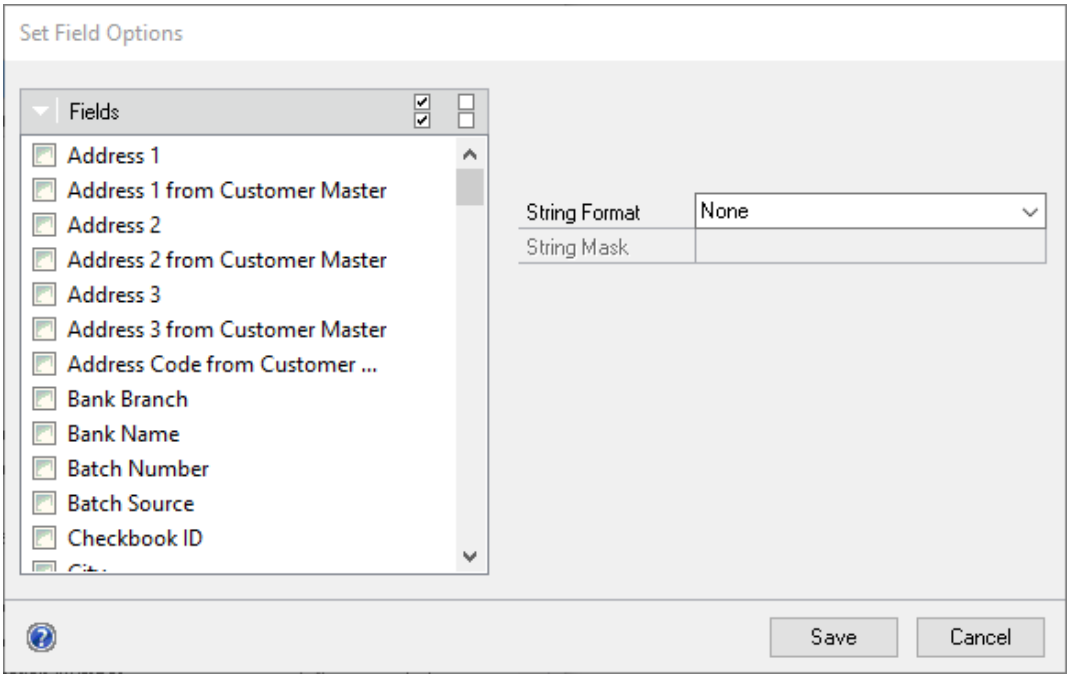
1. Select a string field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. Select the string format. This format defines how the string will be displayed in the SmartList.
4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

To set string field options for multiple fields:

1. Select Options >> Edit Field Settings >> String Fields.



2. Mark the fields that you want to set field options for.
3. Select the string format. This format defines how the string will be displayed in the SmartList.
4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

Numeric Field Options

There are a number of display options for numeric fields:

- Display currency symbol - if marked, the currency symbol specified in the operating system settings is displayed.
- Display percentage symbol - if marked, a percentage symbol (%) is added to the end of the number.
- Display thousands separator - if marked, the field will show thousands separators in the number.
- Display as account - if marked, the corresponding account number will be displayed instead of the numeric representation.
- Display as note - if marked, the corresponding note will be displayed instead of the numeric representation.
- Number of decimal places - the number of decimal places for a number can be a

constant value or based on the value of a field in the SmartList.

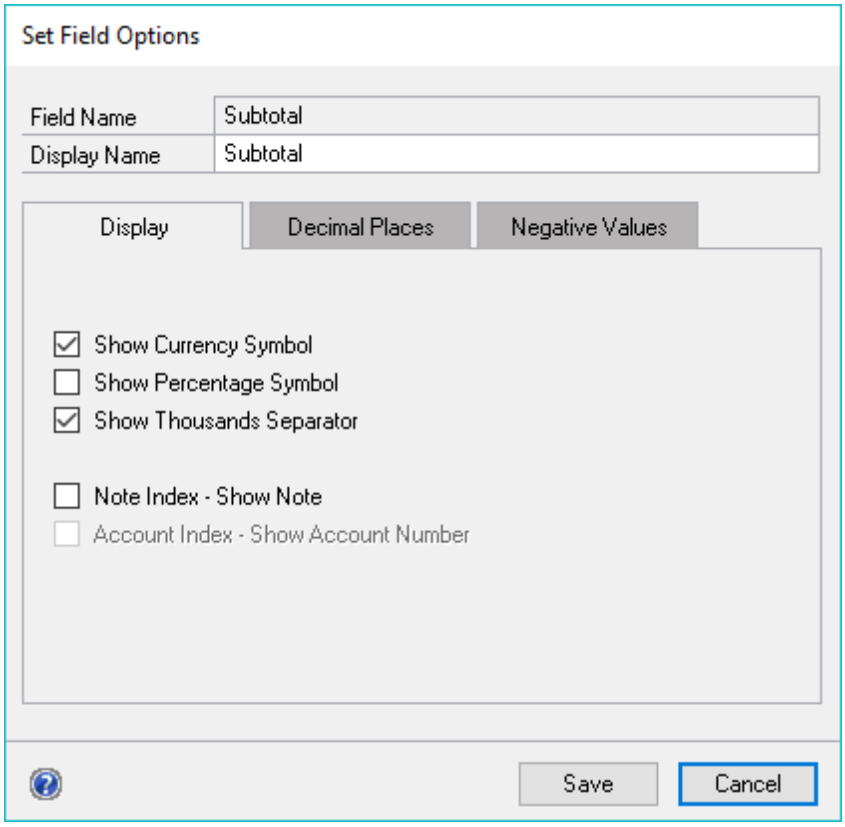
- When the number should be treated as negative.

Displaying Currency Symbols

You can use the numeric field options window to select to display the currency symbol for a numeric field.

To display a currency symbol:

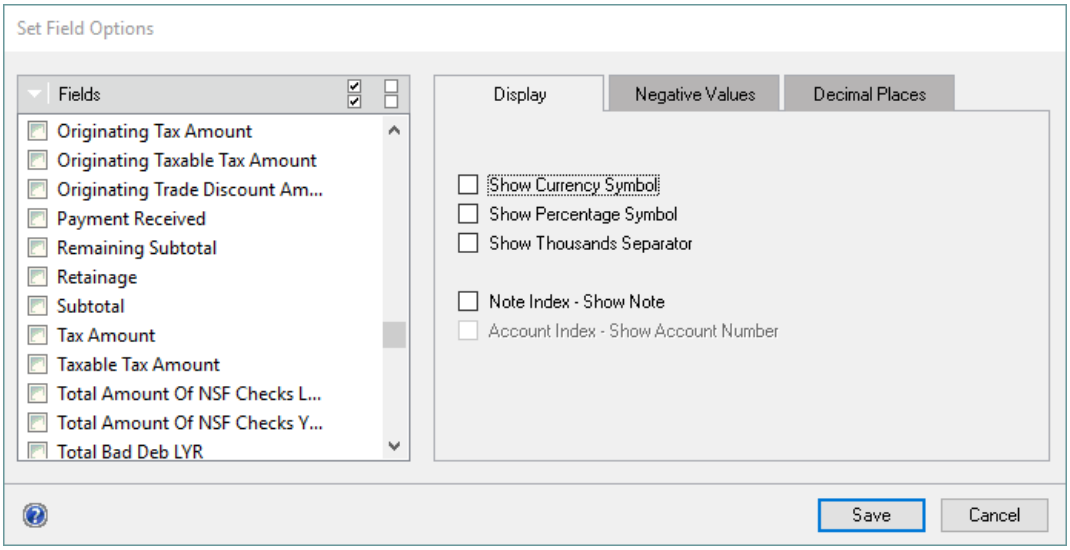
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display the field as a currency, mark the Show Currency Symbol checkbox.
4. Click Save.

To display a currency symbol for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



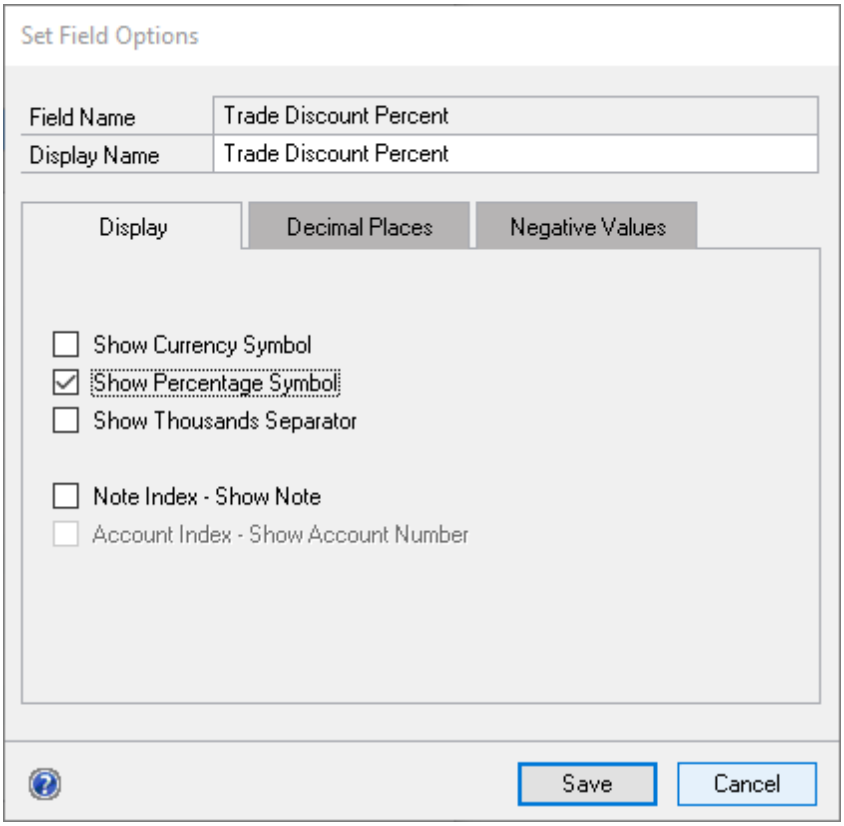
2. Mark the fields that you want to display the currency symbol for.
3. Mark the Show Currency Symbol checkbox.
4. Click Save.

Displaying Percentage Symbols

You can use the numeric field options window to select to display a percentage symbol at the end of a numeric field.

To display a percentage symbol:

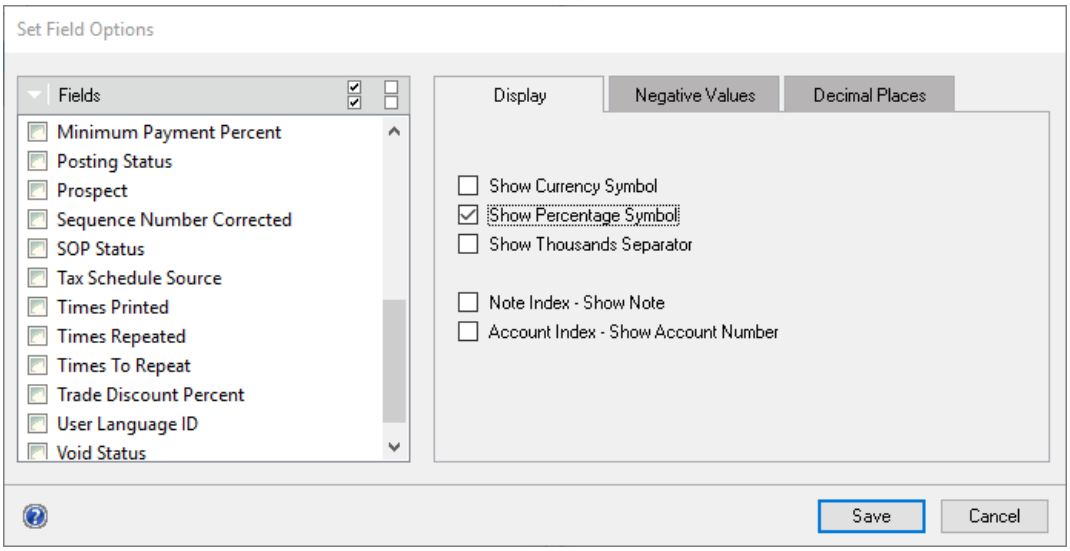
1. Select a currency, integer or long integer field from the Fields scrolling window.



2. Click the expansion button above the Fields scrolling window.
3. If you want to display the field as a percentage, mark the Show Percentage Symbol checkbox.
4. Click Save.

To display a percentage symbol for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



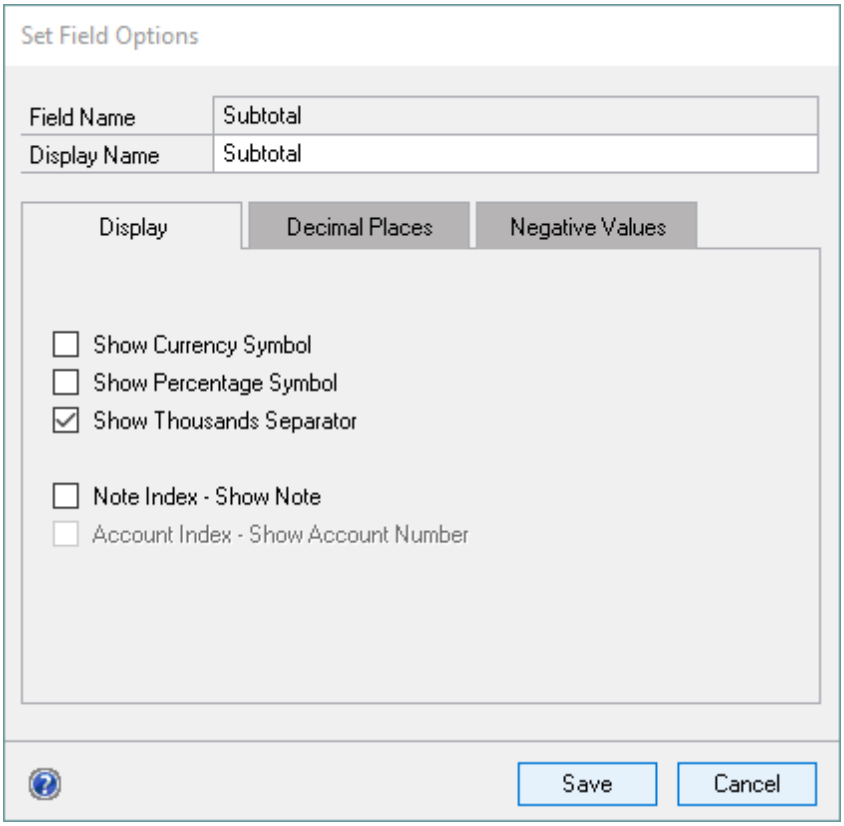
2. Mark the fields that you want to display the percentage symbol for.
3. Mark the Show Percentage Symbol checkbox.
4. Click Save.

Displaying Thousands Separators

You can use the numeric field options window to select to display thousands separators for a numeric field.

To display thousands separators:

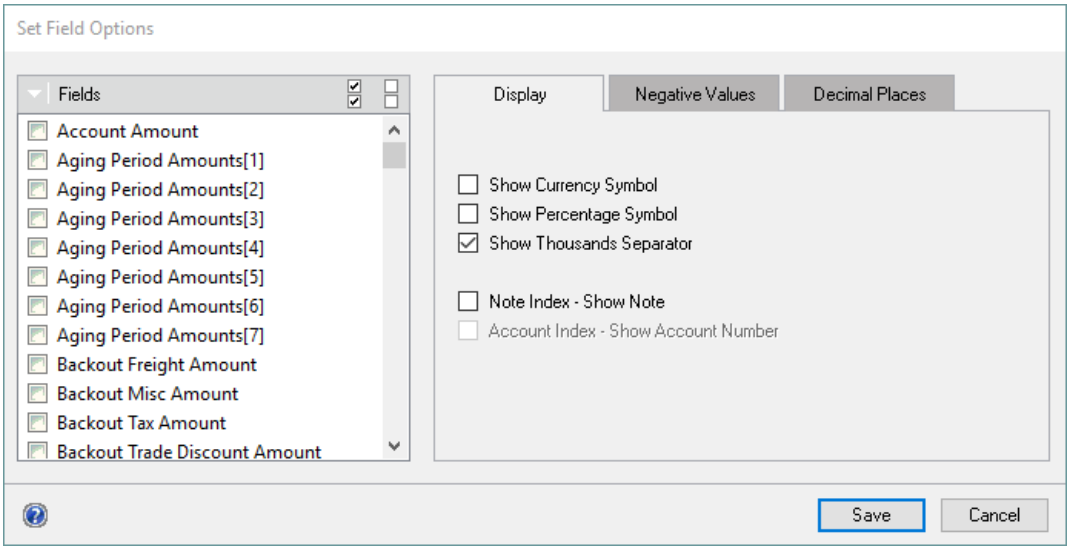
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display thousands separators, mark the Show Thousands Separator checkbox.
4. Click Save.

To display thousands separators for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



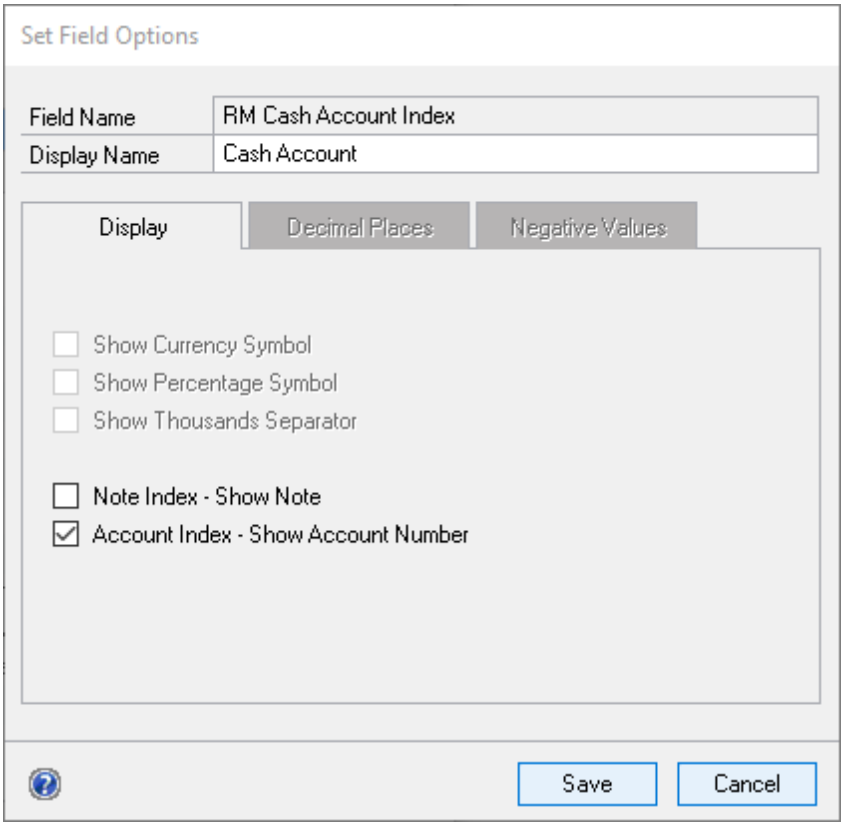
2. Mark the fields that you want to display the percentage symbol for.
3. Mark the Show Thousands Separator checkbox.
4. Click Save.

Displaying Numbers As Accounts

You can use the numeric field options window to select to display a numeric field as an account.

To display an account number:

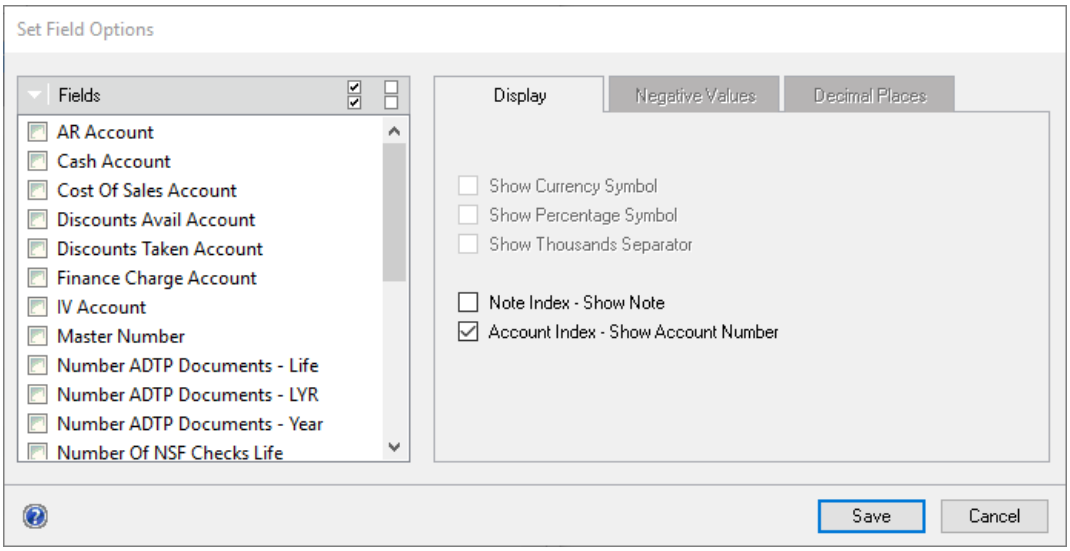
1. Select an integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display the associated account number instead of the numeric representation of the account, mark the Account Index - Show Account Number checkbox. When you mark the Account Index - Show Account Number checkbox, all other options are disabled.
4. Click Save.

To display an account number for multiple fields:

1. Select Options >> Edit Field Settings >> Long Integer Fields or Integer Fields.



2. Mark the fields that you want to display the account for.
3. Mark the 'Account Index - Show Account Number' checkbox.
4. Click Save.



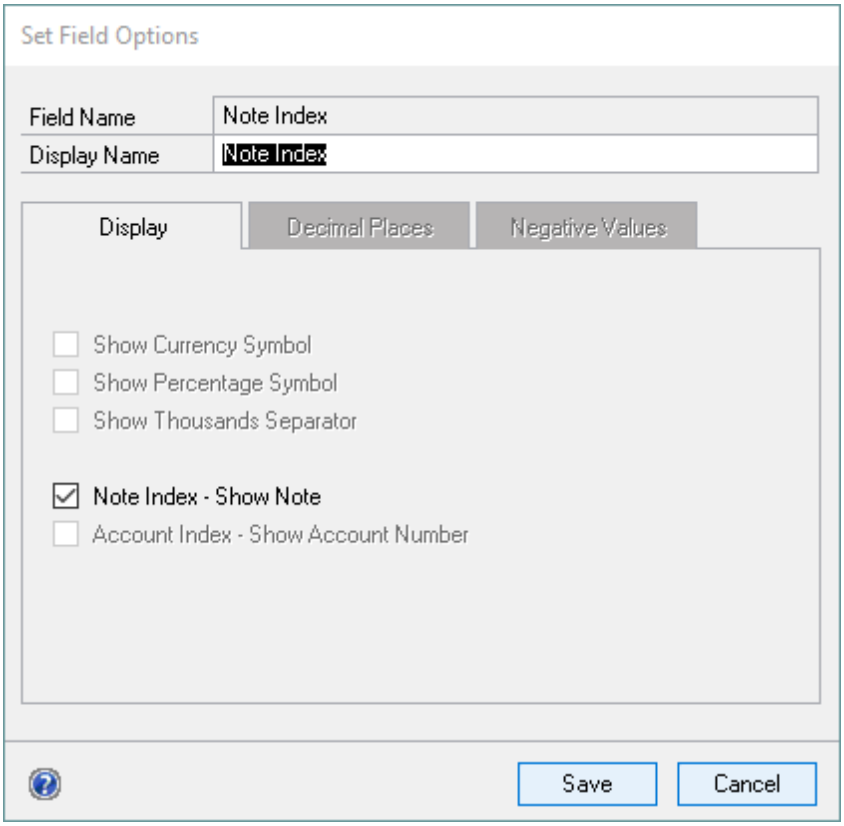
Only integer and long integer fields can be displayed as account numbers. Currency fields cannot be displayed as an account number.

Displaying Numbers As Notes

You can use the numeric field options window to select to display a numeric field as a note.

To display a note:

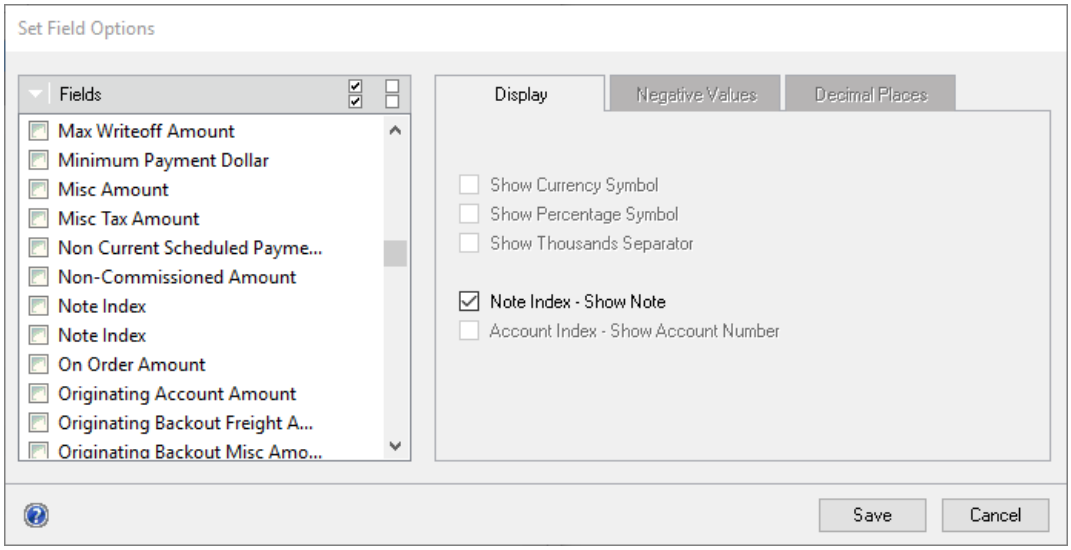
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display the associated note instead of the numeric representation of the note, mark the Note Index - Show Note checkbox. When you mark the Note Index - Show Note checkbox, all other options are disabled.
4. Click Save.

To display a note for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



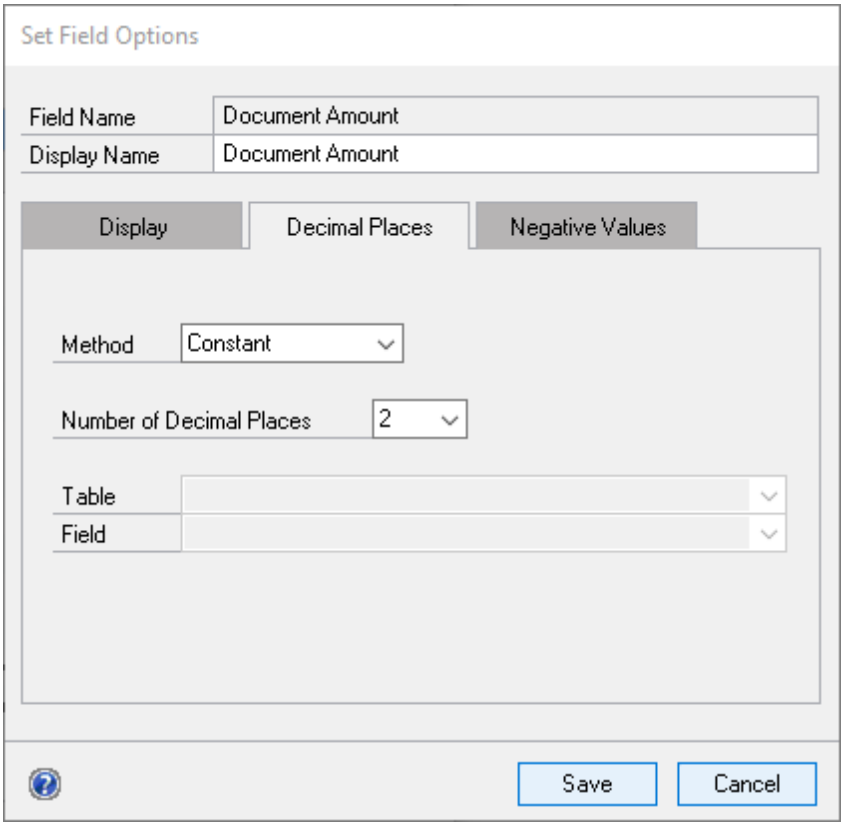
2. Mark the fields that you want to display the account for.
3. Mark the Note Index - Show Note checkbox.
4. Click Save.

Setting Decimal Places

You can use the numeric field options window to select the number of decimal places.

To select the number of decimal places:

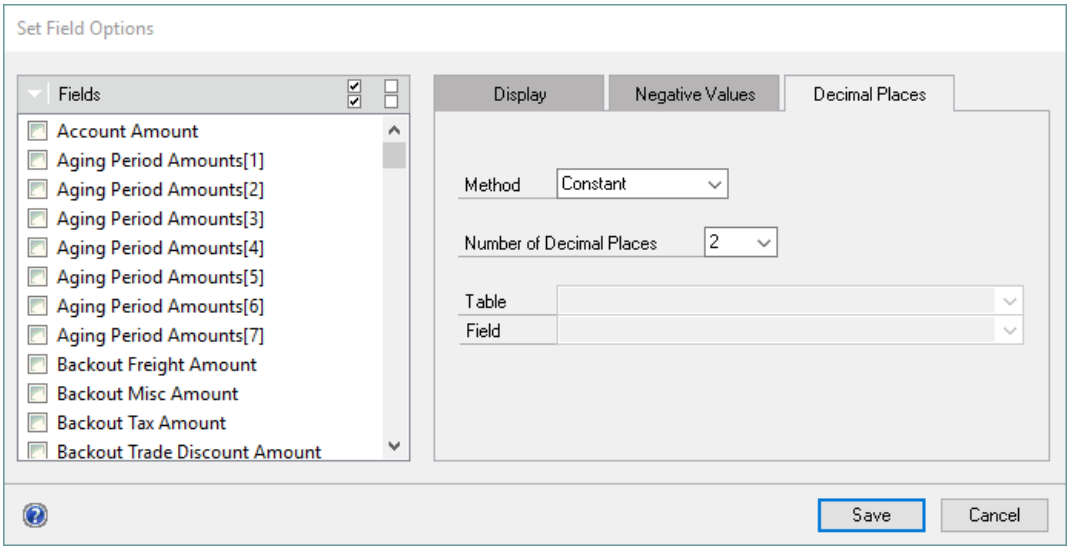
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. Click the Decimal Places tab.
4. Select the method to determine the number of decimal places, Constant or Base on field.
5. If you have selected Constant as the decimal places method, select the number of decimal places.
6. If you have selected Base on field as the method, select the table and field to base the number of decimal places on.
7. Click Save.

To select the number of decimal places for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



2. Mark the fields that you want to set the decimal places for.
3. Click the Decimal Places tab.
4. Select the method to determine the number of decimal places, Constant or Base on field.
5. If you have selected Constant as the decimal places method, select the number of decimal places.
6. If you have selected Base on field as the method, select the table and field to base the number of decimal places on.
7. Click Save.

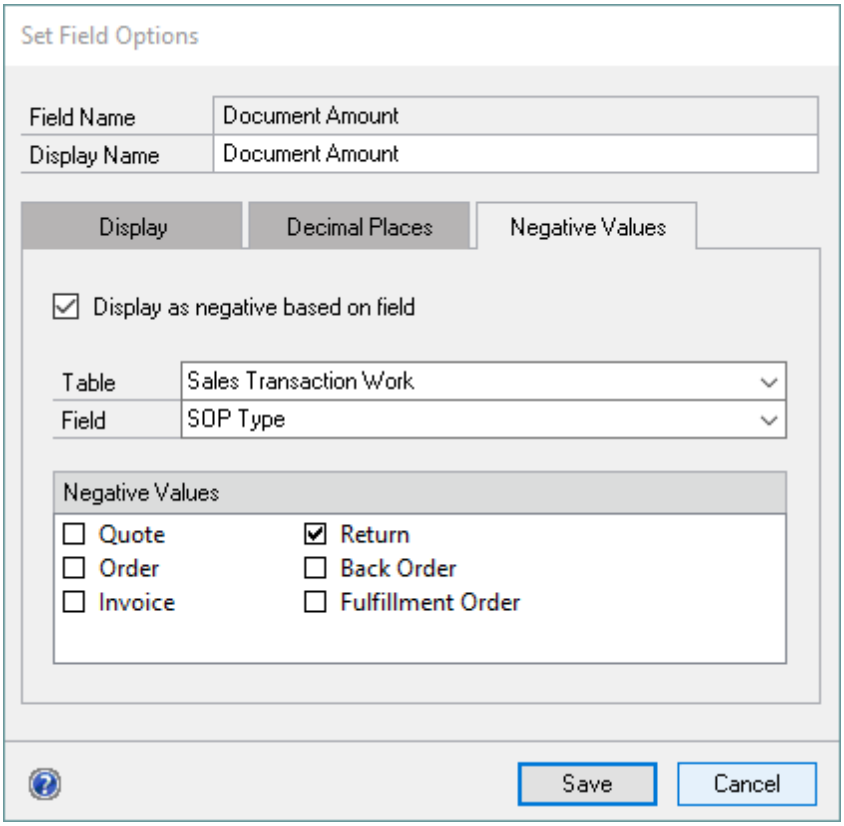
When you select the number of decimal places for an integer or long integer field, the number is divided by the power of ten required to get the required number of decimal places. For example, the integer 100 will be displayed as 1.00 if the number of decimal places specified is 2.

Setting Negative Options

You can use the numeric field options window to select when the number should be negative.

To specify when numeric fields are treated as negative:

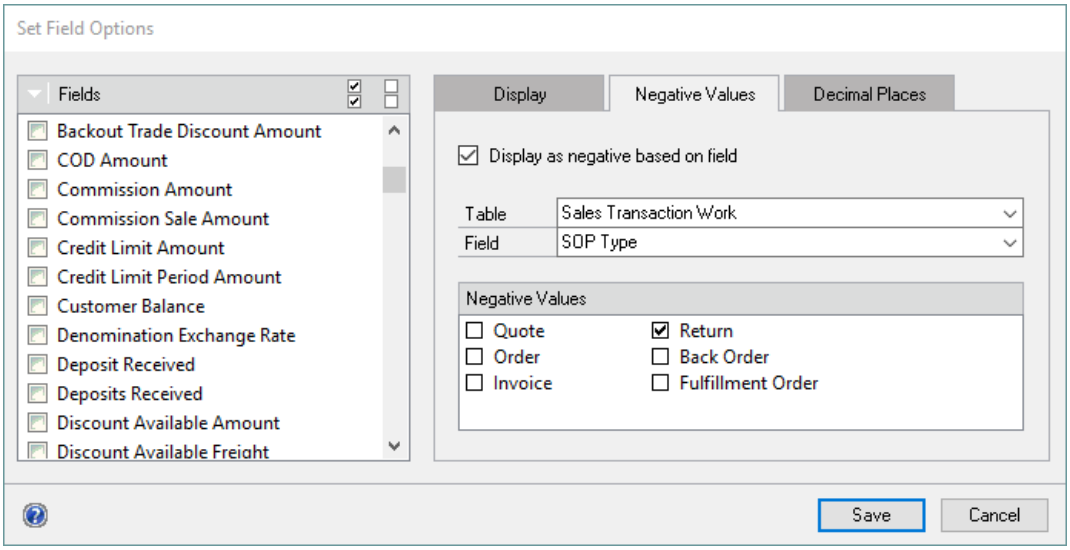
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. Click the Negative Values tab.
4. Mark the Display as negative based on field checkbox. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and checkbox fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

To specify when numeric fields are treated as negative for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



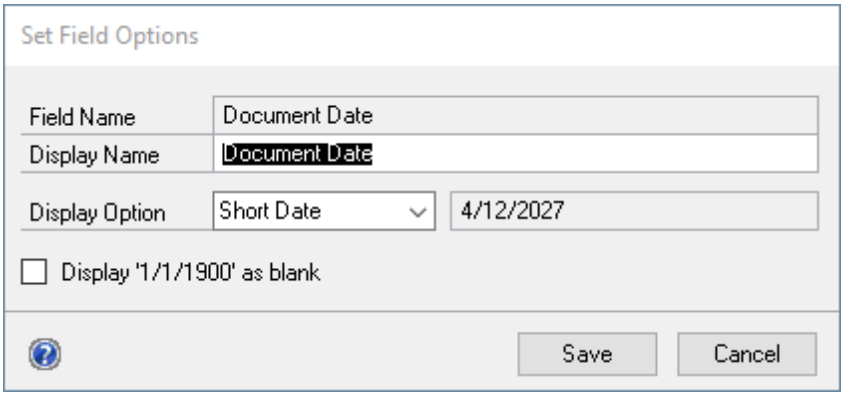
2. Mark the fields that you want to set the negative values for.
3. Click the Negative Values tab.
4. Mark the Display as negative based on field check box. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and check box fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

Date Field Options

By default, dates are displayed in a short date format. You can use the Date Options window to change the display method of date fields. You can also choose to hide empty dates. In Microsoft Dynamics GP, empty dates are saved as 1/1/1900.

To set date field options:

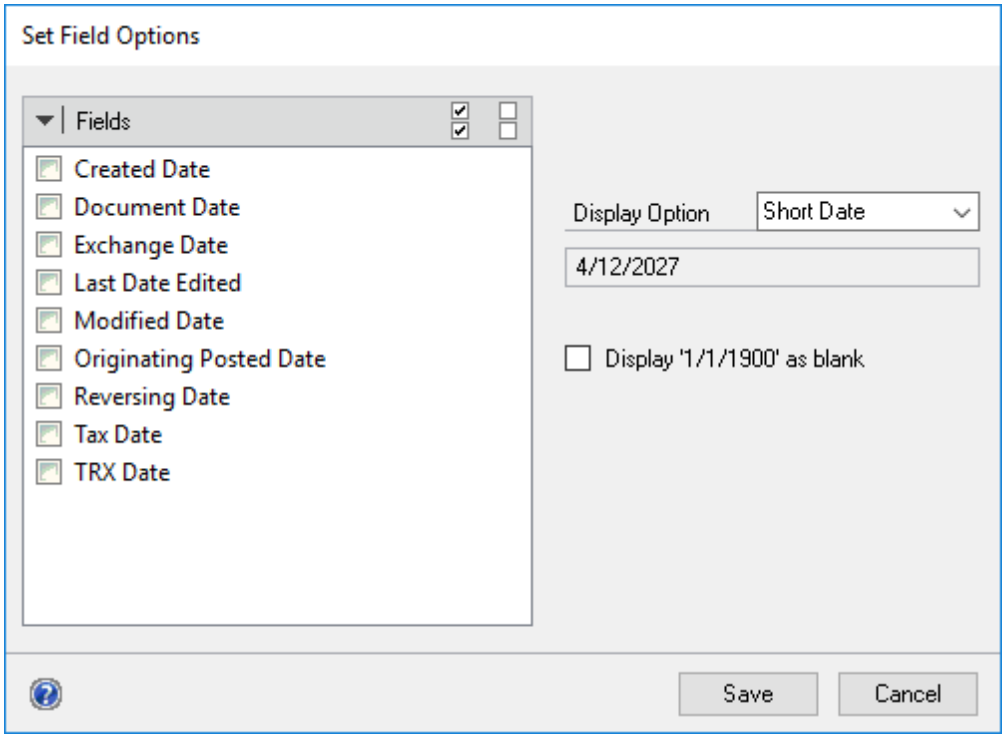
1. Select a date field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. Select the date display option. You can choose from Short Date, Long Date, Day, Month, Year, Month Year or Day of Week. A preview of the selected option will be displayed.
4. If you want to hide empty dates, mark the Display 1/1/1900 as blank checkbox.
5. Click Save.

To set date field options for multiple fields:

1. Select Options >> Edit Field Settings >> Date Fields.



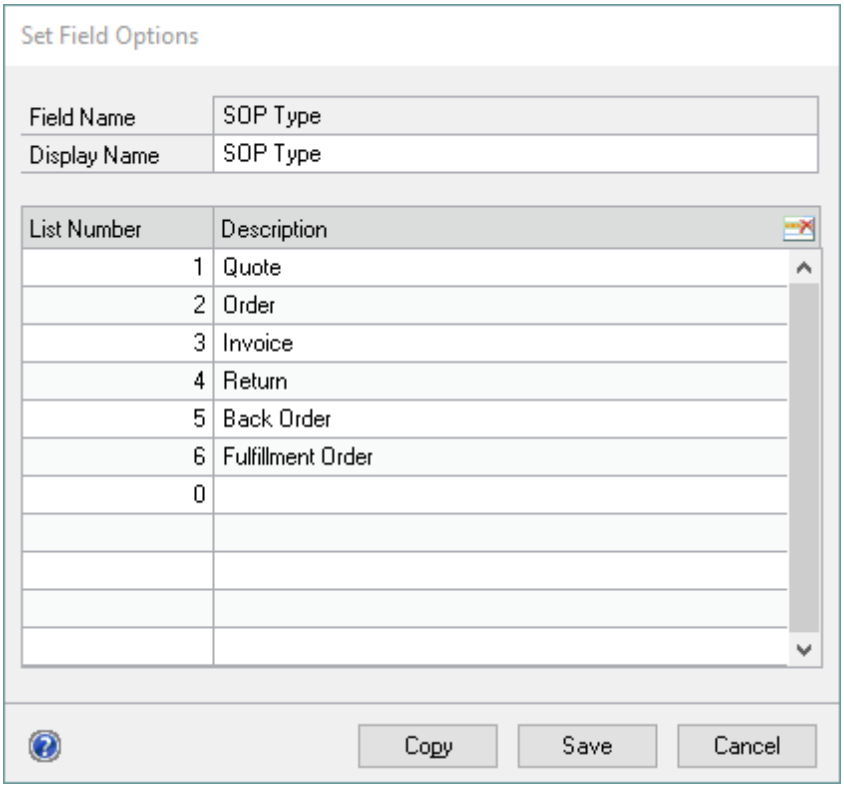
2. Mark the fields that you want to set the date options for.
3. Select the date display option.
4. If you want to hide empty dates, mark the Display 1/1/1900 as blank check box.
5. Click Save.

List Field Options

The list items for a list field will usually be defaulted when the table is added to the SmartList. If the list items are not defaulted or you want to make changes to the list items, you can specify the list items in the List Options window.

To set list field options:

1. Select a list field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



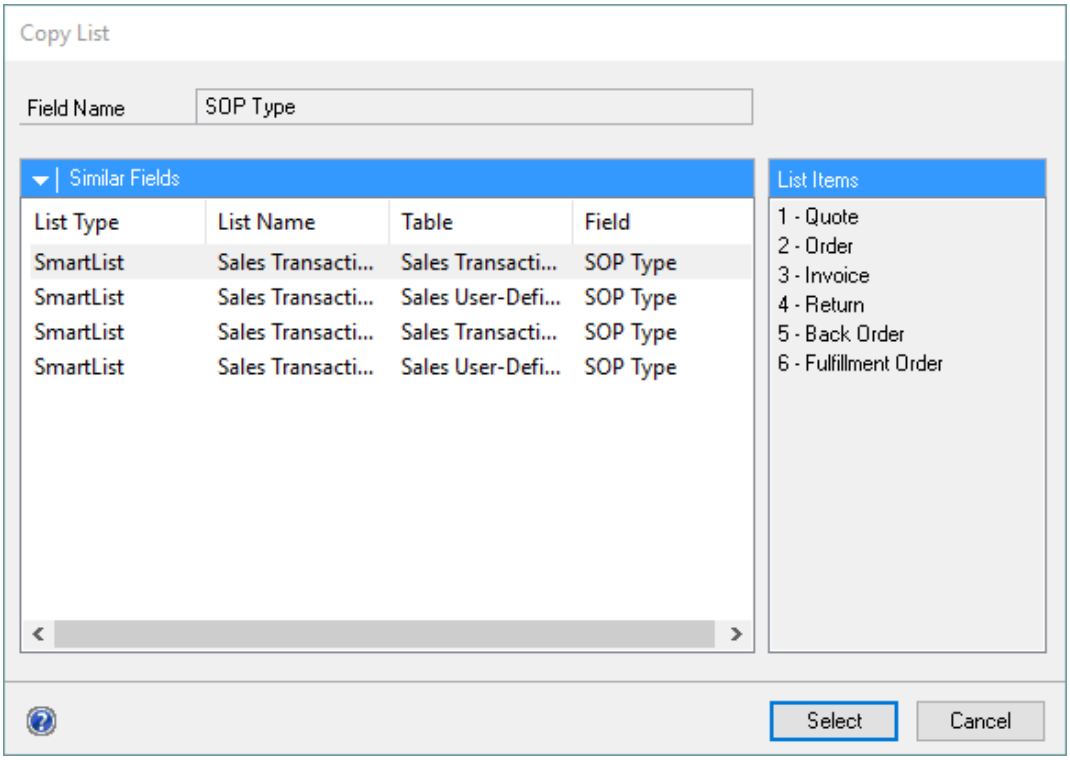
3. Enter the list numbers and descriptions for each of the items in the list.
4. Click Save.

Copying List Items

If you have previously entered a set of list items, you can save time re-entering this list by copying it to another list.

To copy list items:

1. Click the Copy button at the bottom of the Set List Field Options window to open the Copy List window.



2. If there are list fields that have the same name as the current list field, only these list fields will be displayed. Otherwise, all list fields from all SmartList objects will be listed.
3. Select a field from the List Fields list. The list items for the selected list will be displayed.
4. Click the Select button to copy the list items.

When you copy list items to a list, all existing list items for the list will be overwritten.

Removing List Items

You can use the List Options window to remove list items.

To remove list items:

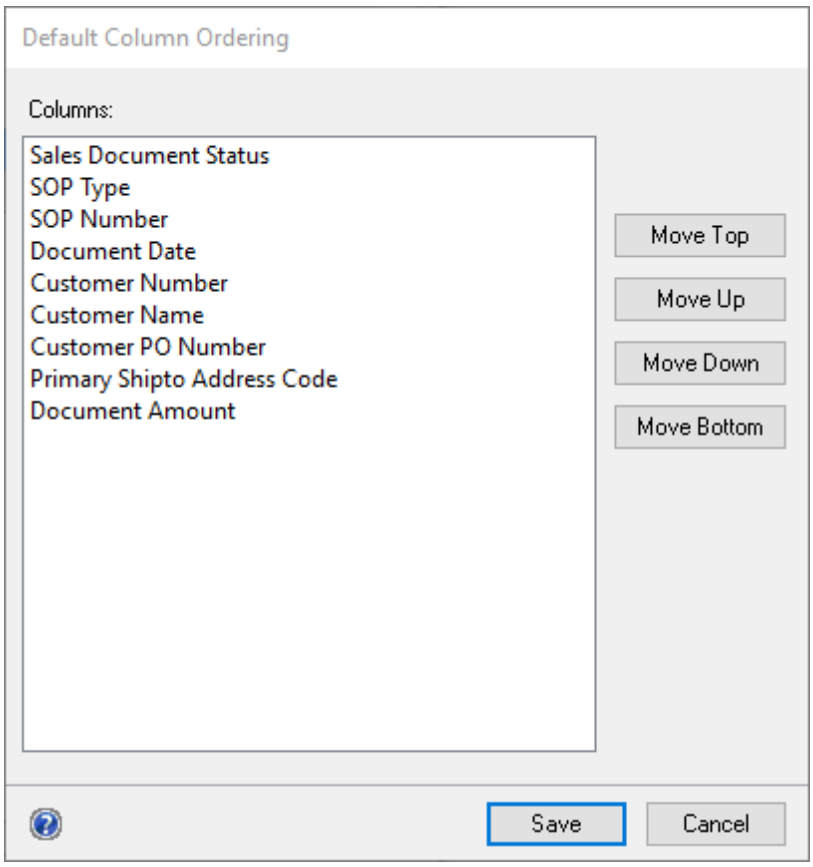
1. Select the list item that you want to remove.
2. Click the Delete Row button above the List Items scrolling window.

Default Column Order

When a field is added to the default SmartList, the columns will be displayed in the order that they were added. The default column order can be changed on the Columns window.

To set the default column order:

1. Click Columns to open the Default Column Ordering window.



2. Select a field and click Move Top to move the field to the first column. Click Move Up to move the selected field up by one column. Click Move Down to move the selected field down by one column. Select Move Bottom to move the selected field to the last column.
3. Click Save.

GoTos

This module describes how to add GoTo's to SmartList Builder.

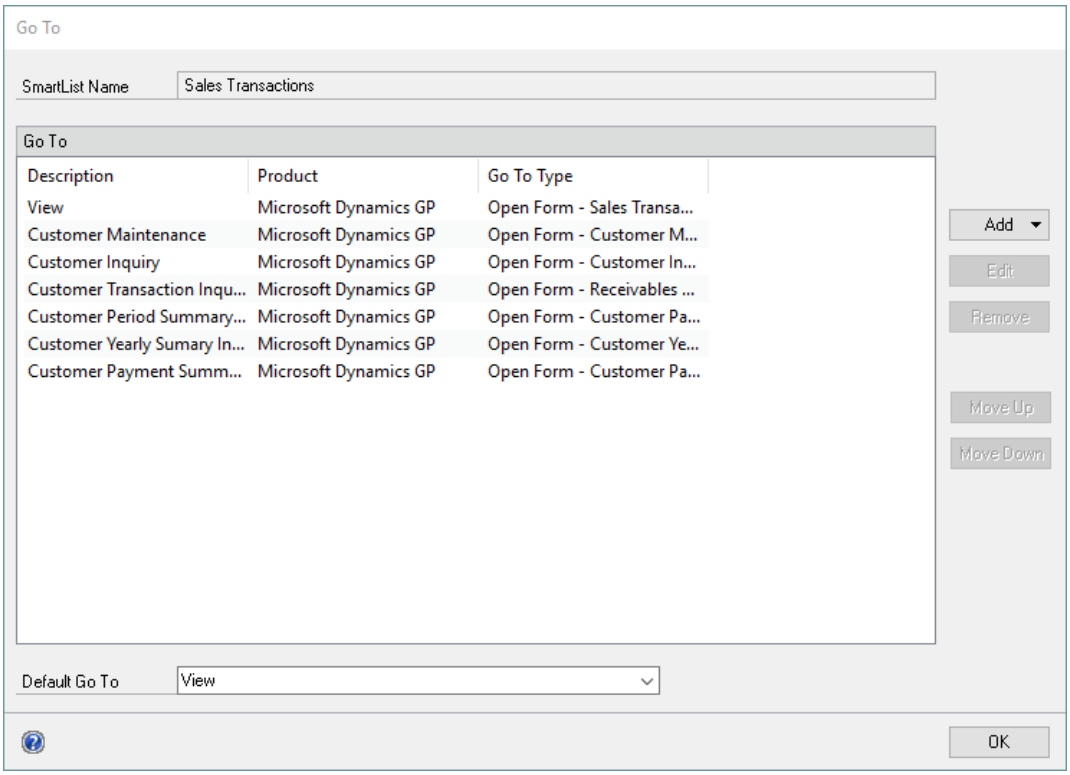
A Go To is a link from a SmartList to a Microsoft Dynamics GP window. You can access a SmartList Go To by selecting a record in the SmartList and clicking on a Go To option in the Go To button. The default Go To can be quickly accessed by double-clicking on the SmartList record.

Adding Go Tos

You can use the Go To window to add Go Tos to a SmartList.

To add a Go To:

1. Click Go To to open the Go To window.



2. Click the Add button above the Go To list to open the Add Go To window.
3. Enter details for the Go To.
4. Click Save.

Modifying Go Tos

You can use the Go To window to modify Go Tos on a SmartList.

To modify an existing Go To:

1. Select the Go To that you want to modify from the Go To list.
2. Click Edit.
3. Enter the new information for the Go To.
4. Click Save.

Removing Go Tos

You can use the Go To window to remove Go Tos from a SmartList.

To remove an existing Go To:

1. Select the Go To that you want to remove from the Go To list.
2. Click Remove.

Default Go Tos

The default Go To can be quickly accessed by double-clicking on the SmartList record. Use the Go To window to select the default Go To.

To set the default Go To:

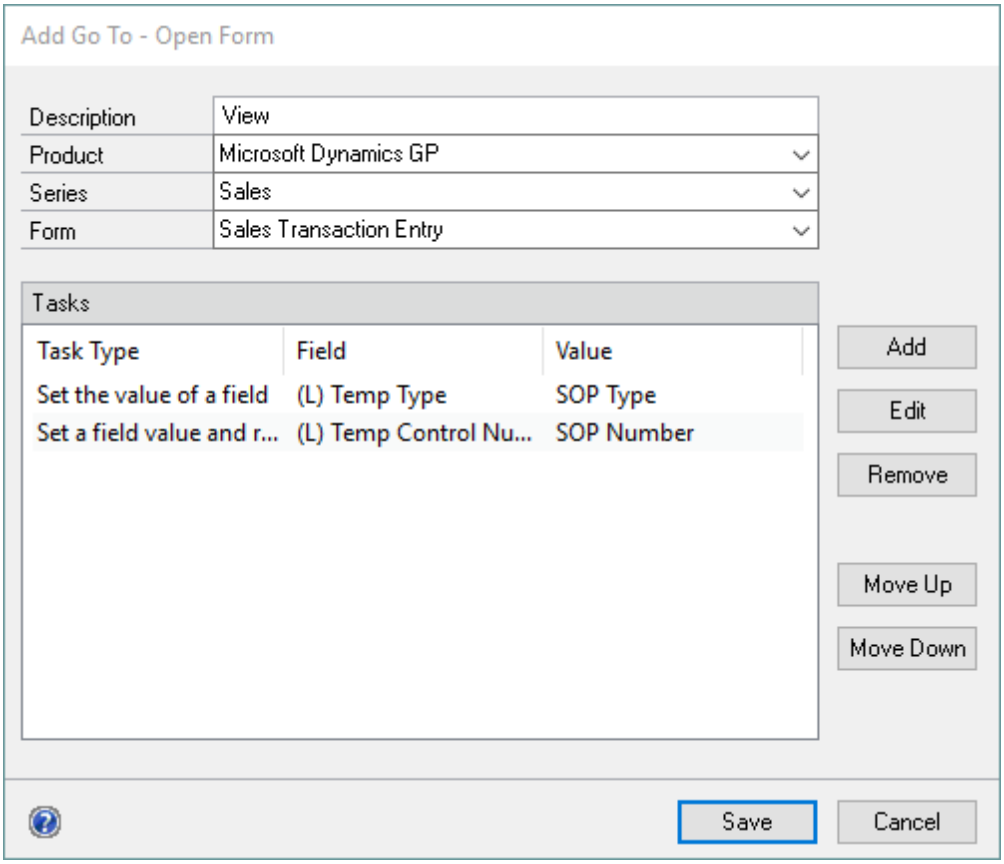
1. Click Go To.
2. Select the default Go To.
3. Click OK.

Open Form Go Tos

You can use Open Form Go Tos to create a Go To to open a form and set the value of a few fields.

To add an Open Form Go To:

1. Click Go To to open the Go To window.
2. Click Add and select Open Form to open the Add Go To window.



3. Enter the description of the Go To.
4. Select the Product, Series and Form to open for the Go To.
5. Add Tasks for the Go To.
6. Click Save.

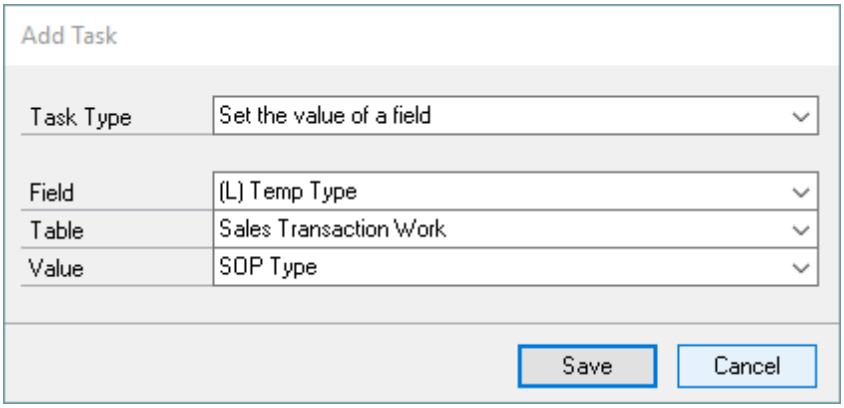
Adding Tasks

Tasks are things that happen after the selected form has been opened. There are six task types that can be used:

- Set the value of a field - sets the value of a field on the form to a value in the SmartList.
- Run a field script - runs any scripts that would normally run when changing a value on a field or clicking on a button.
- Set a field value and run the field script.
- Move the focus to a field - moves the cursor to a field.
- Run a macro - runs a Microsoft Dynamics GP macro.
- Wait for a few seconds - pauses for a specified number of seconds.

To add a task:

1. Click Add.



2. Select the type of task.
3. Enter the details for the task.
4. Click Save.

If you are using macro tasks, it is recommended that you only use one macro in each Go To to avoid conflicts.

Modifying Tasks

You can use the Add Go To - Open Form window to modify tasks on an Open Form Go To.

To modify an existing task:

1. Select the task that you want to modify from the Tasks list.
2. Click Edit.
3. Enter new information for the task.
4. Click Save.

Removing Tasks

You can use the Add Go To - Open Form window to remove tasks from an Open Form Go To.

To remove an existing task:

1. Select the task that you want to remove from the Tasks list.
2. Click Remove.

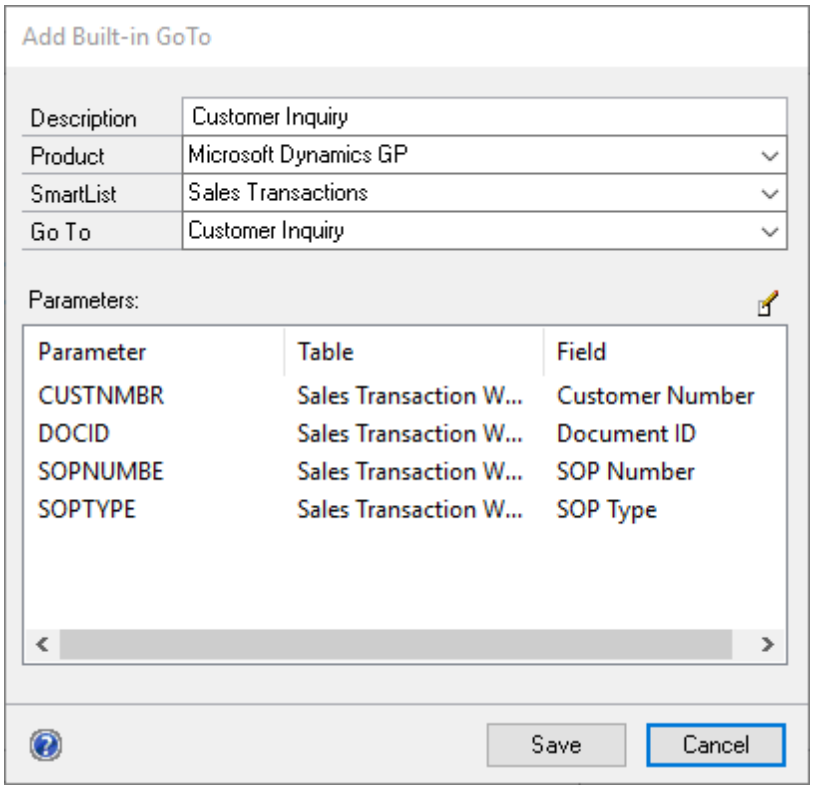
Built-in Go Tos

This Go To type allows you to add any of the Go Tos that exist on the default SmartLists to a

new SmartList Builder setup.

To add a Built-in Go To:

1. Click Go To.
2. Click Add and select Built-in to open the Add Built-in Go To window.



3. Enter the description of the Go To.
4. Select the product of the built-in Go To you want to use.
5. Select the SmartList the Go To is originally on.
6. Select the Go To you want to use.
7. Click Save on the Add Built-in Go To window to save the Go To.

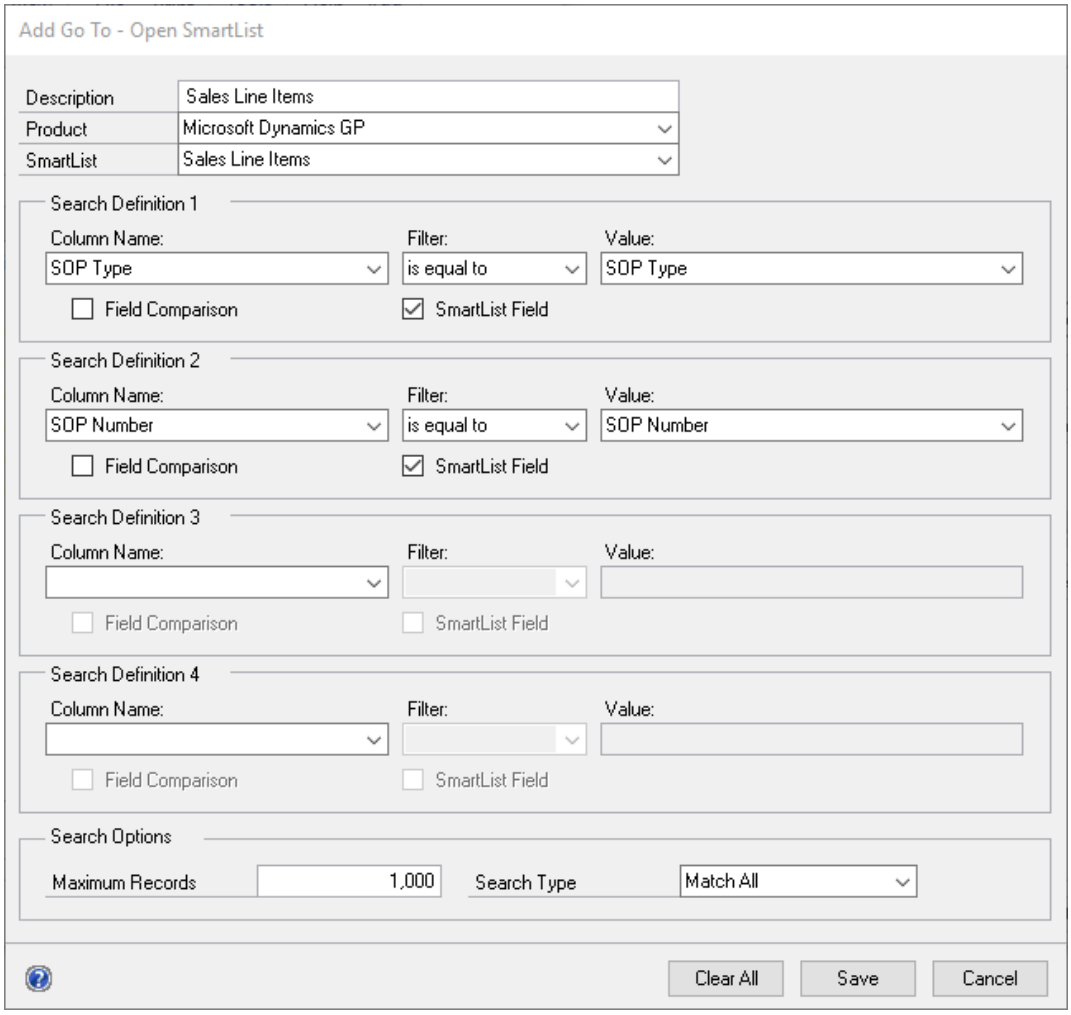
A Built-in Go To has been added for Notes. It can be found under the product of SmartList Builder with the SmartList of View Dynamics GP Note. This will Go To the Microsoft Dynamics GP note window. It will not display any additional products notes such as Human Resources or Manufacturing.

Open SmartList Go Tos

This Go To type opens another SmartList. You can pass parameters from the original SmartList to the new SmartList as well as passing fixed parameters.

To add an Open SmartList Go To:

1. Click Go To.
2. Click Add and select Open SmartList to open the Add Go To - Open SmartList window.



3. Enter the description of the Go To.
4. Select the product of the SmartList that you want to open. If the SmartList that you want to open is a SmartList that you have previously created using SmartList Builder, the product will be SmartList Builder.
5. Select the SmartList that you want to open.
6. Select up to 4 search criteria.
   a. In the first drop down list, select a field for the criteria. Select a restriction type and enter a comparison value in the last field.
   b. To compare one field to another, mark the Field Comparison checkbox and select the comparison field.
   c. To pass a field from the original SmartList to the new SmartList, mark the SmartList Field checkbox and select the original SmartList field.
7. Enter the maximum number of records you want to return.

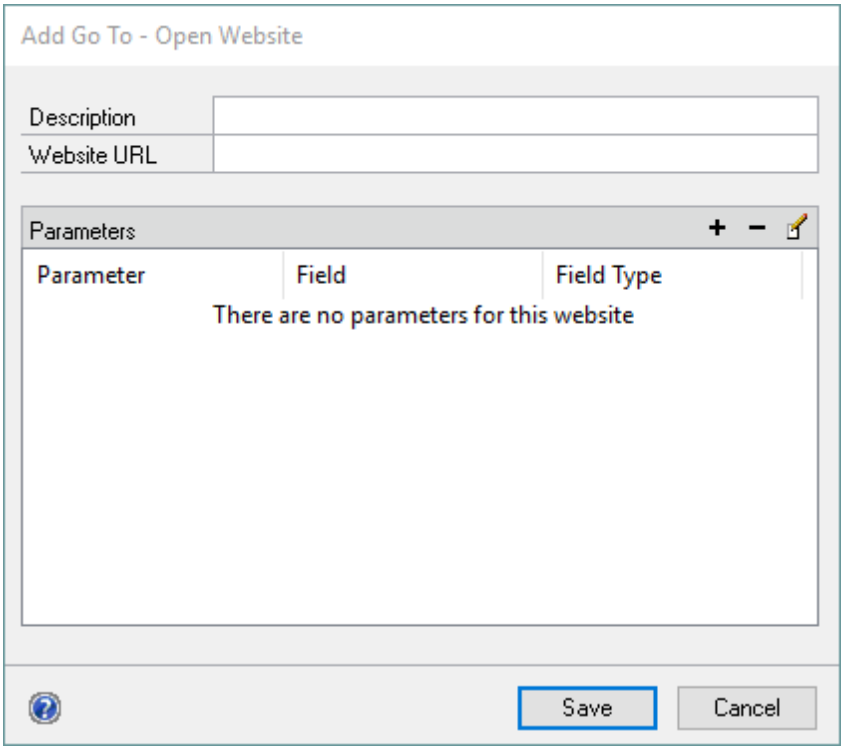
8. Select the Search Type. If you want each element of the definition to match before displaying a record, select Match All. If you want to see a record displayed as long as it matches at least one of your search criteria, select Match 1 or More.
9. Click Save to save the Go To.

Open Website Go Tos

This Go To type opens a website and passes parameters from the SmartList to the website.

To add an Open Website Go To:

1. Click Go To.
2. Click Add and select Open Website to open the Add Go To - Open Website window.



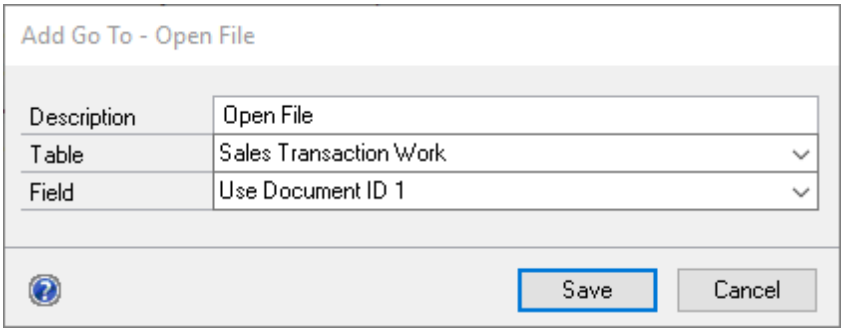
3. Enter the description of the Go To.
4. Enter the URL of the website that you want to open.
5. Enter parameters to pass from the SmartList to the website.
6. Click Save.

Open File Go Tos

This Go To type opens a file where the filename is contained in a SmartList field. Based on the file's extension, Windows will launch the appropriate application.

To add an Open File Go To:

1. Click Go To to open the Go To window.
2. Click Add and select Open File to open the Add Go To - Open File window.



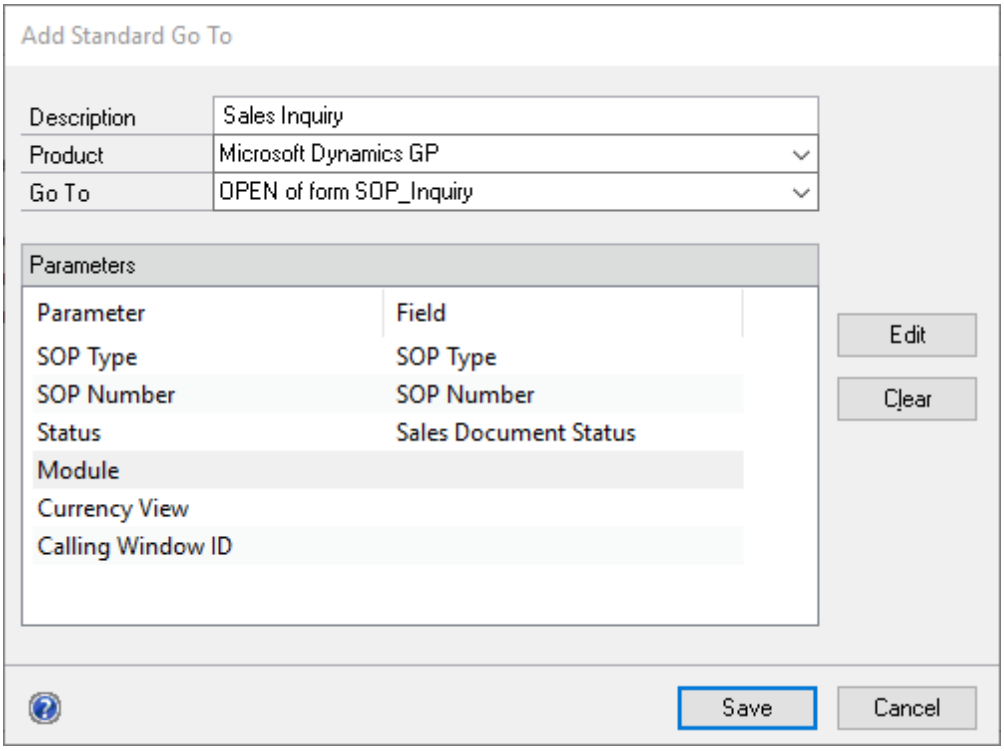
3. Select the table and field that contain the file to be opened by the Go To.
4. Click Save.

Execute Procedure Go Tos

This Go To type executes a procedure in a dictionary passing parameters from the SmartList to the procedure. This Go To type has been created for third party developers to execute complex procedures from a SmartList.

To add an Execute Procedure Go To:

1. Click Go To to open the Go To window.
2. Click Add and select Execute Procedure to open the Add Go To - Execute Procedure window.



3. Enter the name for the Go To.
4. Select the product that the procedure is in.
5. Enter the name of the procedure.
6. Select parameters for the procedure. The parameter list must be in the same order as the procedure.
7. Click Save.

To set a parameter:

1. Select the parameter that you want to set.
2. Click Edit to open the Add Parameter window.
3. Select the Table that contains the field that will be used as the parameter.
4. Select the Field that will be used to set the value of the parameter.
5. Click Save.

Open Extender Resource Go Tos

This Go To type opens an Extender Form or Detail Form, setting the ID fields on the Extender resource with fields from the SmartList. This Go To type is only available if Extender is installed.

To add an Open Extender Resource Go To:

1. Click Go To to open the Go To window.
2. Click Add and select Open Extender Resource to open the Add Go To – Open Extender Resource window.
3. Enter the name for the Go To.
4. Select the Resource type.
5. If you want to open the Extender resource to a record, mark the Set the value of the ID field checkbox. Select the Table and Field for the ID field.
6. Click Save.

Run Drill Down Go Tos

This Go To type runs a Drill Down Builder drill down passing parameters from the SmartList to the Drill Down.

To add a Run Drill Down Go To:

1. Click Go To to open the Go To window.
2. Click Add and select Run Drill Down to open the Add Go To – Run Drill Down window.
3. Enter the name for the Go To.
4. Select the Drill Down.

5. Map the parameters for the Drill Down.
6. Click Save.

To map a parameter:

1. Select the parameter that you want to map.
2. Click Edit.
3. Select the Table and Field that you want to map to the parameter.
4. Click Save.

Adding Separators

You can use the Go To window to add a separator to the Go To list.

To add a separator:

1. Click Go To to open the Go To window.
2. Click Add and select Separator to add a separator to the end of the Go To list.

Restrictions

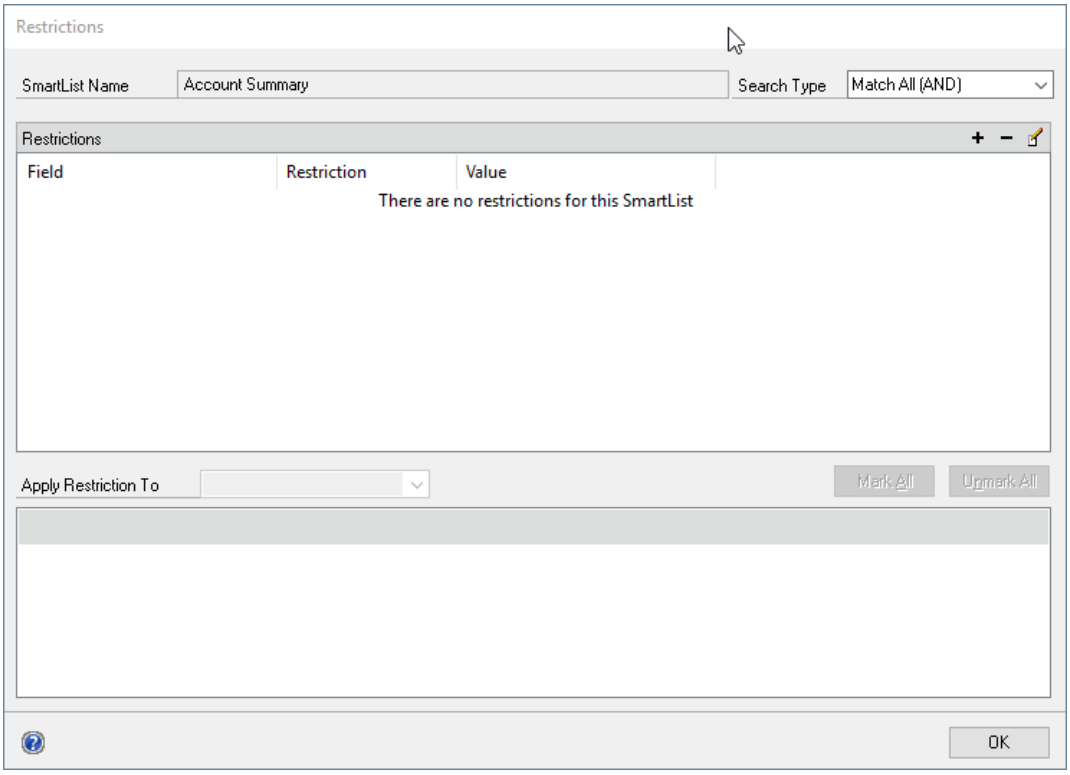
This module describes restrictions can be added to a SmartList to restrict the information that can be shown in the SmartList. This allows you to restrict the data returned to the SmartList report. You can add an unlimited number of restrictions.

Adding Restrictions

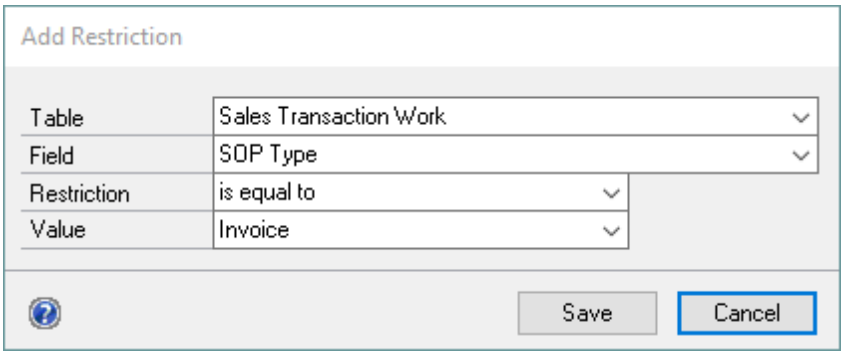
You can use the Restrictions window to add restrictions to a SmartList.

To add a restriction:

1. Click Restrictions to open the Restrictions window.



2. Click the Add button above the Restrictions list to open the Add Restriction window.



3. Select the table and field that you want to set a restriction on.
4. Select the restriction method.
5. Enter the restriction value.
6. Click Save.

Modifying Restrictions

You can use the Restrictions window to modify restrictions on a SmartList.

To modify an existing restriction:

1. Select the restriction that you want to modify from the Restrictions list.

2. Click the Edit button above the Restrictions list.
3. Enter the new information for the restriction.
4. Click Save.

Removing Restrictions

You can use the Restrictions window to remove restrictions from a SmartList.

To remove an existing restriction:

1. Select the restriction that you want to remove from the Restrictions list.
2. Click the Remove button above the restrictions list.

Search Type

You can select the Search Type to use Match All (AND) or Match 1 or More (OR). The Match All (AND) option will only show records that meet all the search criteria. The Match 1 or More (OR) will show any records that meet the criteria of at least one restriction.

This feature was added in SmartList Builder 2016 build 16.00.0014.

To set the Search Type:

1. Open the Restrictions Window.
2. Select the Seach Type desired.

User Restrictions

A restriction can be applied to a group of users. This allows greater security over the data that can be viewed by users of the system.

To apply a restriction to a single user:

1. Select the restriction that you would like to apply to a single user.
2. Change the Apply Restriction To option to Selected Users.
3. Mark the users that you want the restriction to apply to.

To apply a restriction to a user class:

1. Select the restriction that you would like to apply to a user class.
2. Change the Apply Restriction To option to Selected User Classes.
3. Mark the user classes that you want the restriction to apply to.

Restriction Types

There are 14 types of restriction that can be placed on a SmartList:

- Equals

- Contains
- Begins With
- Is Between
- Is Greater Than
- Is Less Than
- Is Greater Than or Equal To
- Is Less Than or Equal To
- Is Not Equal To
- Does Not Contain
- Does Not Begin With
- Is Not Between
- Is Equal To One of List
- Is Not Equal To One of List

Date Restrictions

When creating a restriction based on a date, you must select an option to specify how to get the date. There are eight date restriction options that can be selected from:

- Enter Date - the restriction date is the date entered.
- Current Date - the restriction date is the User Date at the time of running the SmartList.
- Start of Week - the restriction date is the first day of the current week at the time of running the SmartList.
- End of Week - the restriction date is the last day of the current week at the time of running the SmartList.
- Start of Month - the restriction date is the first day of the month at the time of running the SmartList.
- End of Month - the restriction date is the last day of the month at the time of running the SmartList.
- Beginning of Last Month - the restriction date is the first day of the previous month at the time of running the SmartList.
- End of Last Month - the restriction date is the last day of the previous month at the time of running the SmartList.
- Start of Year - the restriction date is the first day of the year at the time of running the SmartList.
- End of Year - the restriction date is the last day of the year at the time of running the SmartList.

Calculated Fields

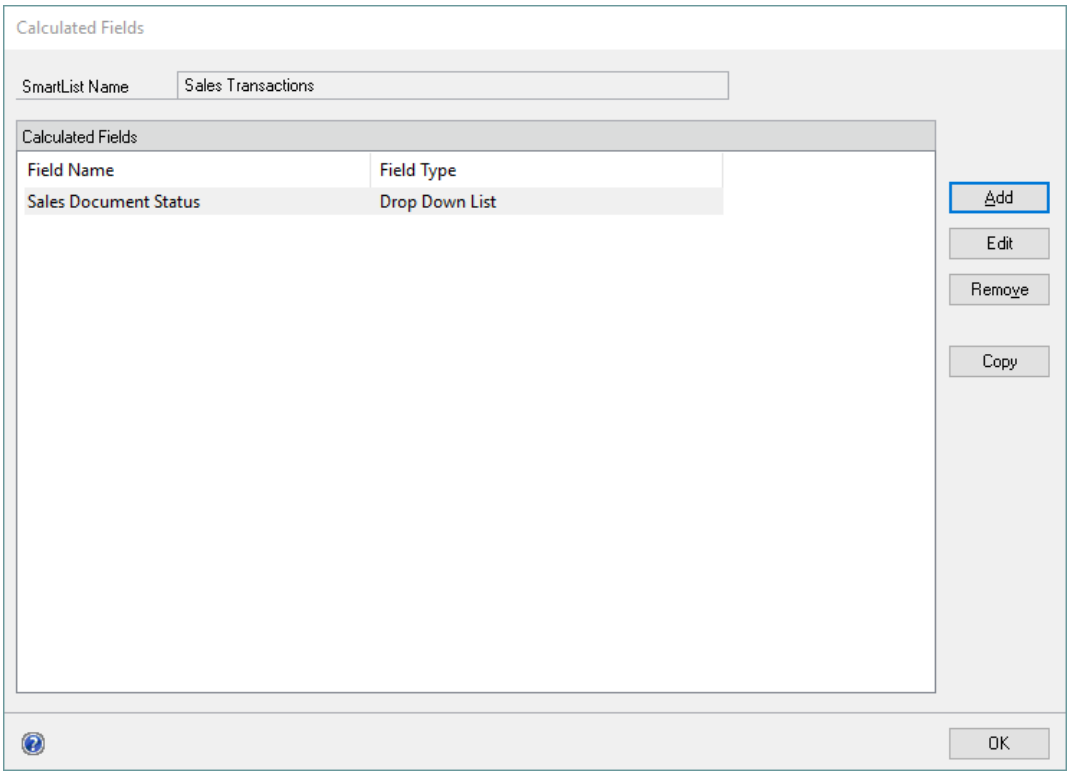
This module describes how Calculated Fields can be added to the SmartList to expand the fields that can be displayed.

Adding Calculated Fields

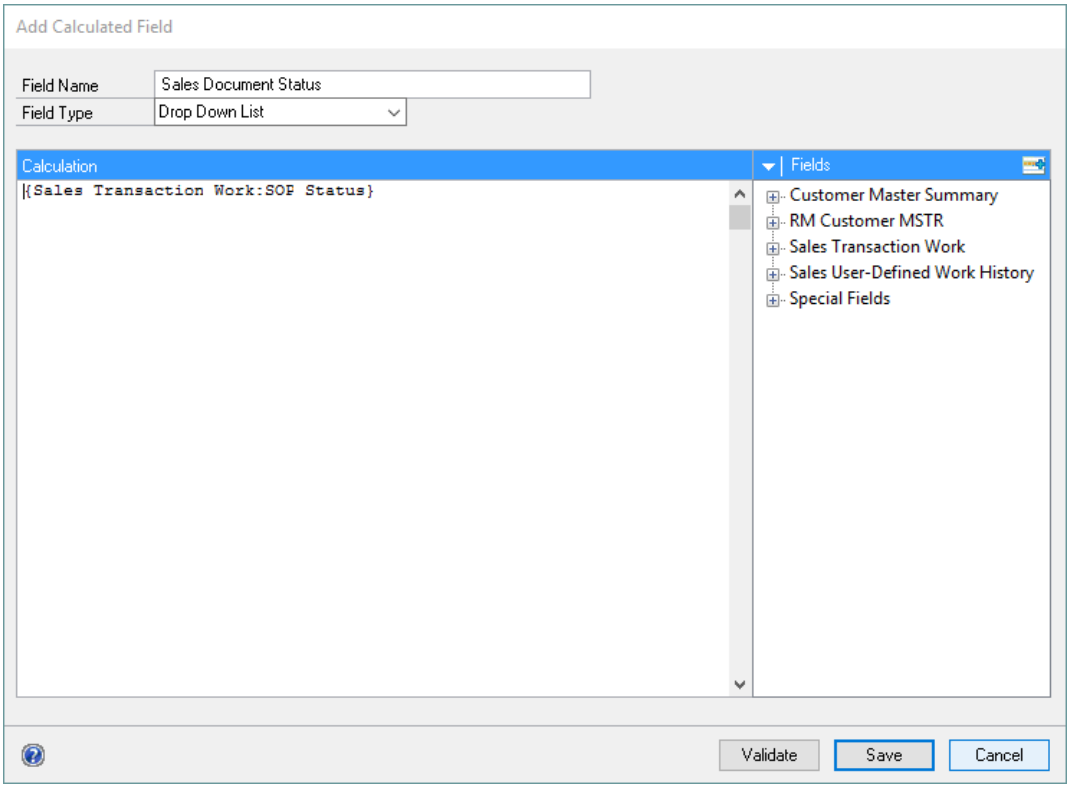
You can use the Calculated Fields window to add calculated fields to a SmartList.

To add a calculated field:

1. Click Calculations to open the Calculated Fields window. This window displays a list of all calculated fields created for the SmartList.



2. Click the Add button to the right of the Calculated Fields list to open the Add Calculated Field window.



3. Enter the field name of the calculated field. This is the name of the field that will be displayed in the SmartList.
4. Select the field type.
5. Enter the script for the calculation. Add fields to the SmartList by double-clicking on a field from the Fields list. Add functions to the SmartList by double-clicking on a function from the Functions list. The Functions list is displayed by selecting Functions from the View button above the Fields list.
6. Click Save.

Modifying Calculated Fields

You can use the Calculated Fields window to modify calculated fields on a SmartList.

To modify an existing calculated field:

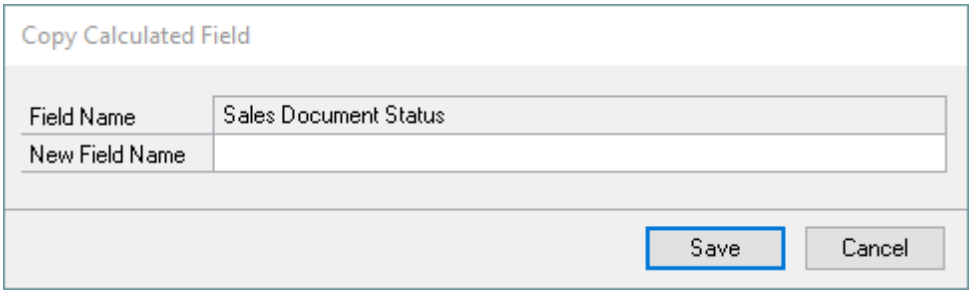
1. Select the calculated field you want to modify from the Calculated Fields list.
2. Click the Edit button to the right of the Calculated Fields list.
3. Enter new information for the Calculated Field.
4. Click Save.

Copying Calculated Fields

You can use the Calculated Fields window to copy calculated fields on a SmartList.

To modify an existing calculated field:

1. Select the calculated field you want to copy from the Calculated Fields list.
2. Click the Copy button to the right of the Calculated Fields list.



3. Enter New Field Name for the Calculated Field.
4. Click Save.

Removing Calculated Fields

You can use the Calculated Fields window to remove calculated fields from a SmartList.

To remove an existing calculated field:

1. Select the calculated field you want to remove from the Calculated Fields list.
2. Click the Remove button to the right of the Calculated Fields list.

Validation

Calculated fields can be validated before they are added to a SmartList.

To validate a calculated field:

1. Open the calculated field in the Add Calculated Field window.
2. Click Validate.

Functions

SmartList calculated fields can use all of the functions that are available in Transact-SQL. For convenience, the most common of these functions have been added to the functions list on the Add Calculated Field window. These functions are divided into the following areas:

- Arithmetic Operators
- Date Functions
- Mathematical Functions
- System Functions
- String Functions

Knowledge Base article KBA-01209-N1Q5D6 outlines in further detail all of the functions that are setup to use in the calculations.

Summary and Multicompany SmartLists

This module describes how you can use the Options to create summary and multicompany SmartLists.

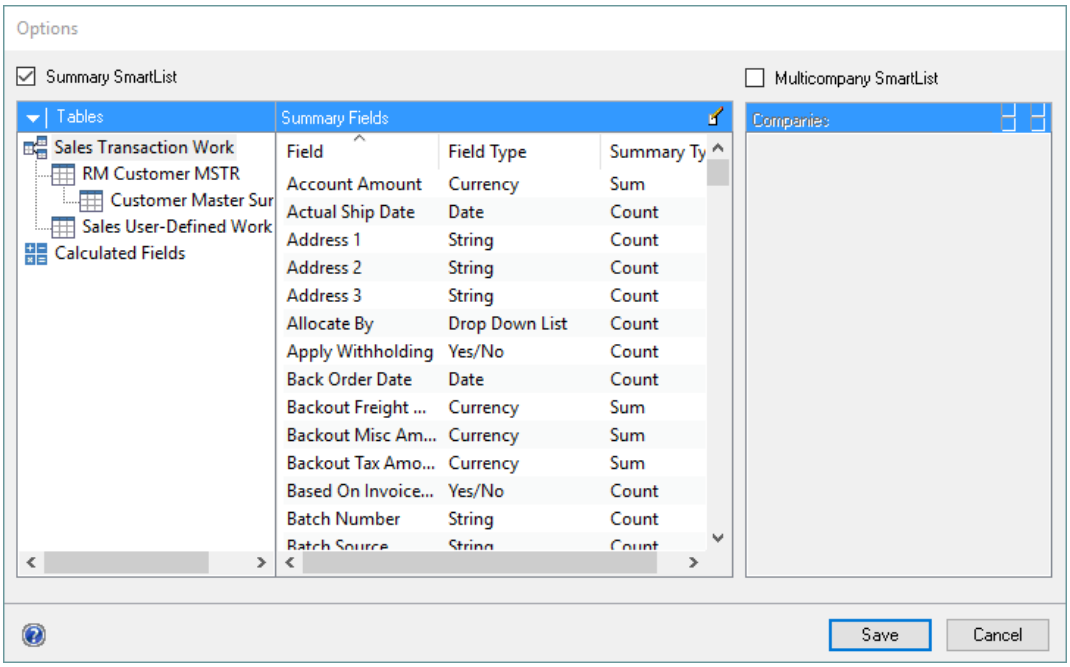
Creating Summary SmartLists

You can use Summary option to create a SmartList that is a summary of data contained within a Microsoft Dynamics GP table or group of linked tables.

You can use the Options window to create Summary SmartLists.

To create a Summary SmartList:

1. Click Options.
2. Mark the Summary SmartList checkbox. The list of summary fields will now become available.



3. Select the Summary Types for each field. There are six summary types that can be selected:
    - Group By - this summary type can be selected to group the summary data. If you do not select at least one Group By summary field, there will only be

one record displayed in the SmartList.

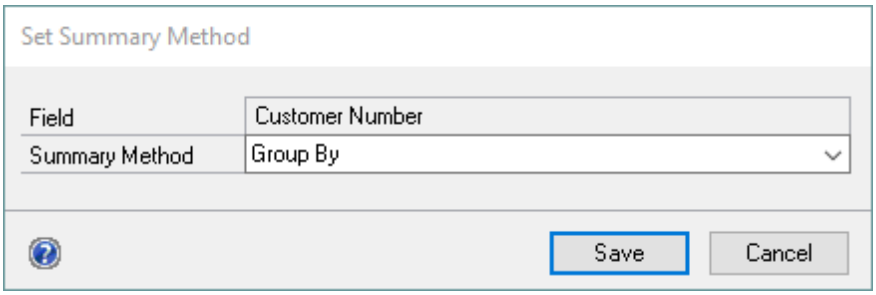
- Count - a count of the number of items in the group will be displayed in the SmartList Minimum - the minimum value of the group will be displayed.
- Minimum – the minimum value of the group will be displayed.
- Maximum - the maximum value of the group will be displayed.
- Sum - the sum of all items in the group will be displayed. This summary type is only available for currency and integer fields.
- Average - the average of all items in the group will be displayed. This summary type is only available for currency and integer fields.

Setting Summary Methods

You can use the Options window to change the summary options for each field in the SmartList.

To change the summary method:

1. Select the fields that you want to modify.
2. Click the Edit button above the Summary Fields list.



3. Select the Summary Method.
4. Click Save.



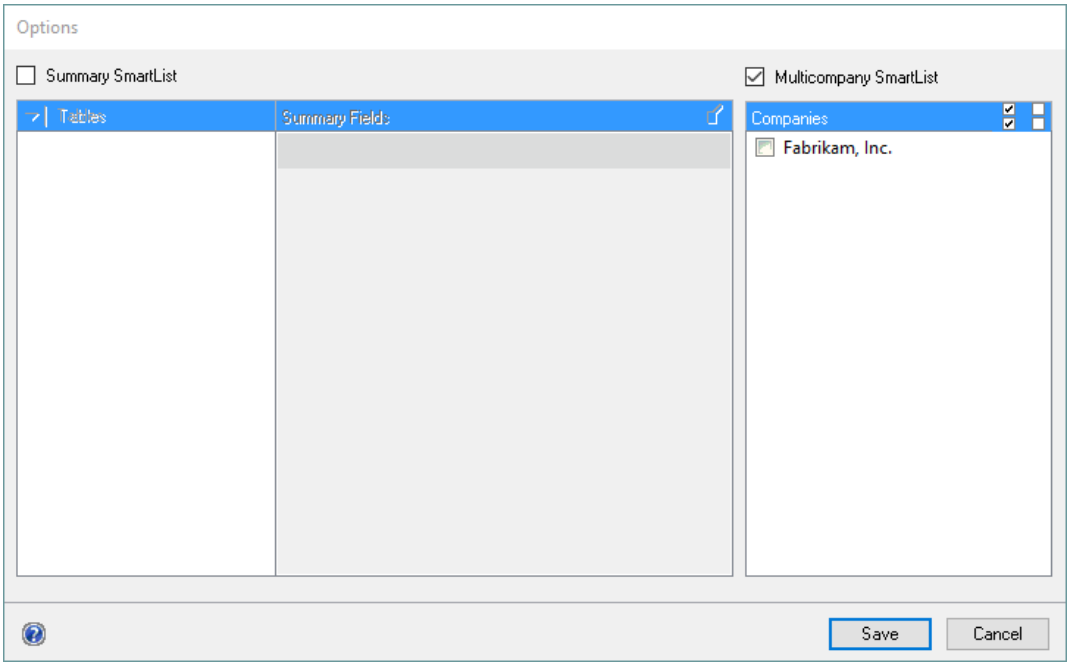
You can select more than one field at once.

Creating Multicompany SmartLists

A multicompany SmartList is a SmartList that contains data from a number of Microsoft Dynamics GP companies.

To create a multicompany SmartList:

1. Click Options to open the Options window.



2. Mark the Multicompany SmartList check box.
3. Mark the companies that you want data to be displayed in the SmartList.
4. Click Save.

SmartList Options

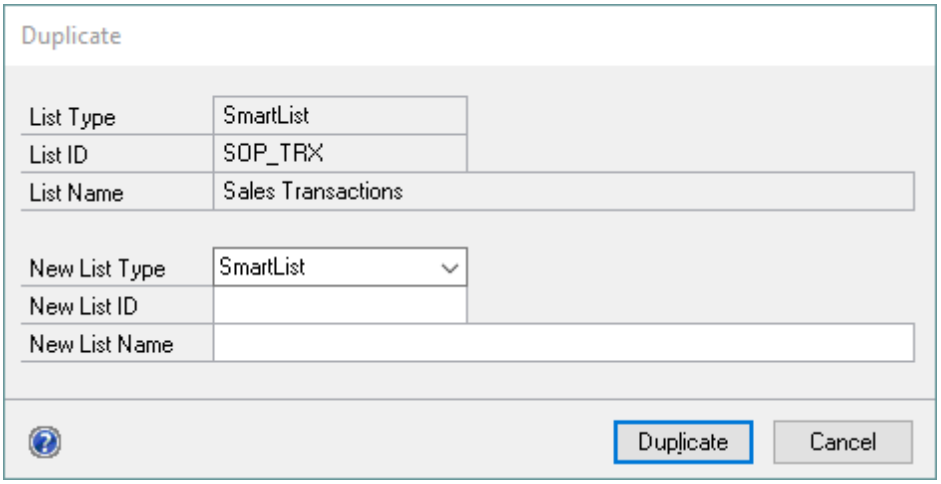
This module describes how to duplicate SmartLists, Display the SQL Script being used, and Preview the data.

Duplicating SmartLists

You can use the duplicate functionality to copy a SmartList Builder to another SmartList, a Navigation List or an Excel Report Builder Report.

To duplicate a SmartList:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the ID of the SmartList that you want to duplicate.
3. Select the Duplicate menu item (Options >> Duplicate).



4. Select the type of list to duplicate the SmartList to.
5. Enter the ID of the new list.
6. Enter the name of the new list.
7. Click Duplicate.

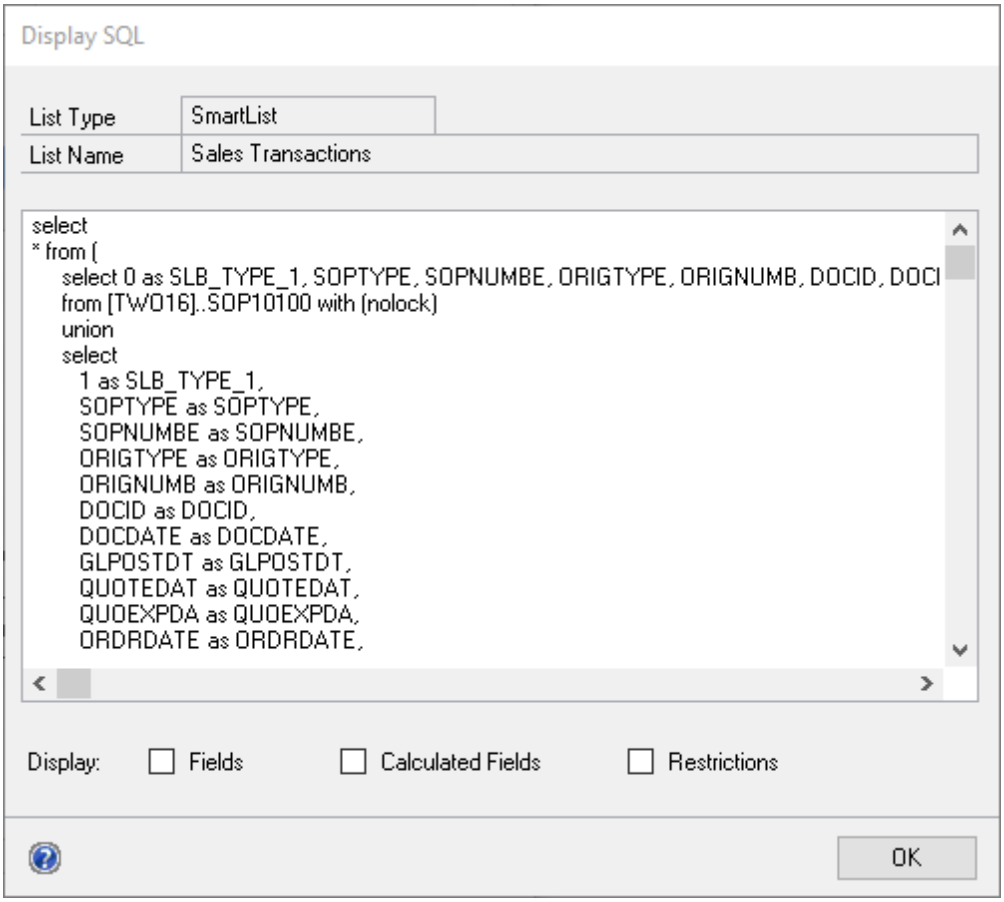
Existing SmartLists cannot be duplicated. SmartLists containing SmartList tables cannot be copied to Excel Reports or Navigation Lists. SmartLists containing SQL Scripts cannot be copied to Excel Reports.

Display SQL

You can display the SQL Script that is being used by the SmartList when it runs if needed. This can be helpful in figuring out syntax errors or seeing how the tables are being joined.

To Display the SQL Script:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the ID of the SmartList that you want to view the SQL Script for.
3. Select the Display SQL menu item (Options >> Display SQL).



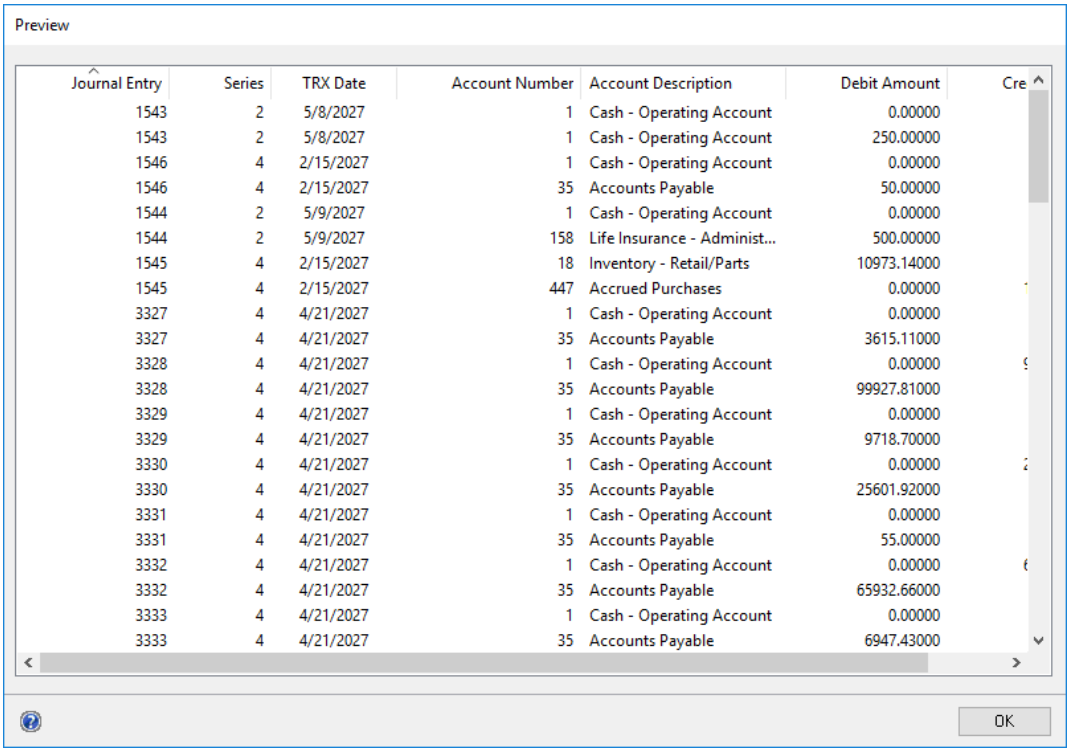
4. Mark the checkboxes next to Fields, Calculated Fields, and Restrictions if you want to view those items in the SQL Script.
5. Click OK.

Preview Data

You can use the Preview Data option to view the data that will be returned by the SmartList without having to update SmartList and view it there.

To Preview the data:

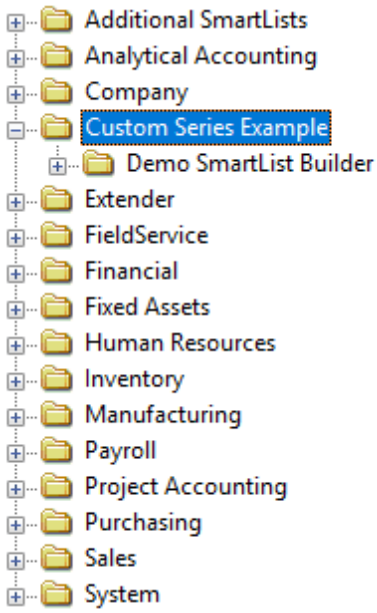
1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the ID of the SmartList that you want to view the SQL Script for.
3. Select the Preview menu item (Options >> Preview Data).



4. Click OK.

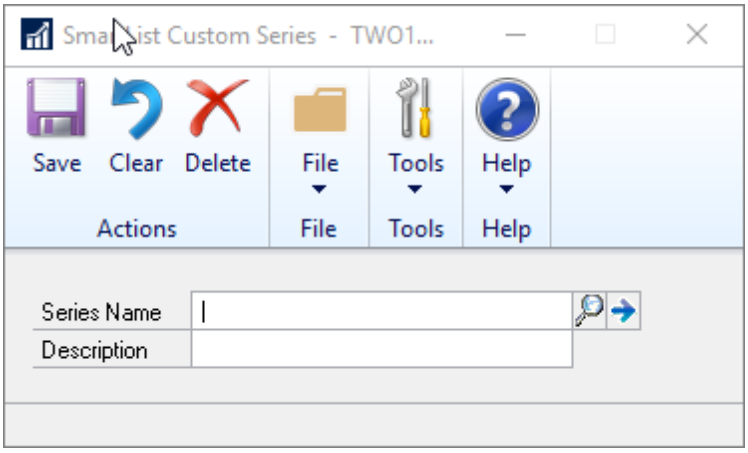
Custom Series

SmartList Builder will allow you to create Custom Series to put your SmartList Builder setups in. These new series will show up at the same level other series such as Financial, Sales, Purchasing, etc.



To create a SmartList Custom Series:

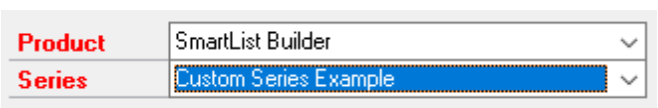
1. Open the SmartList Custom Series window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Custom Series).
2. Enter the Series Name that you want to create.



3. Enter a Description for the Custom Series.
4. Click Save to create the Custom Series.

To assign a SmartList Custom Series to a SmartList Builder setup:

1. Open the SmartList Builder setup you want to assign to the Custom Series.
2. Select the Product Name of SmartList Builder.



3. Select the Custom Series that you want to assign.
4. Save the SmartList Builder setup.



Any Custom Series that is created and setup on a SmartList Builder setup will be available to use in SmartList as well as SmartView Internal and SmartView External. SmartView will need to be using at least SmartView Internal release 18.0.8 and/or SmartView External release 2.0.55 for the Custom Series folders to appear correctly.

Excel Report Builder

This section describes how to create new Excel Report using Excel Report Builder.

The information is divided into the following modules:

- "Excel Reports", describes how to create and maintain Excel Reports.
- "Field Options", describes the display options that can be set for an Excel Report field.
- "Restrictions", describes how to place fixed restrictions on an Excel Report.
- "Calculated Fields", describes how to add calculated fields to an Excel Report.
- “List Options”, describes how to create Excel Reports to display summarized data from Microsoft Dynamics GP.
- "Drill Downs", describes how to create links from your Excel Reports back into Microsoft Dynamics GP.
- “Publishing Reports”, describes how to publish Excel Report Builder setups to Excel Reports.
- "Excel Report Options", describes the additional options available in Excel Report Builder.

Excel Reports

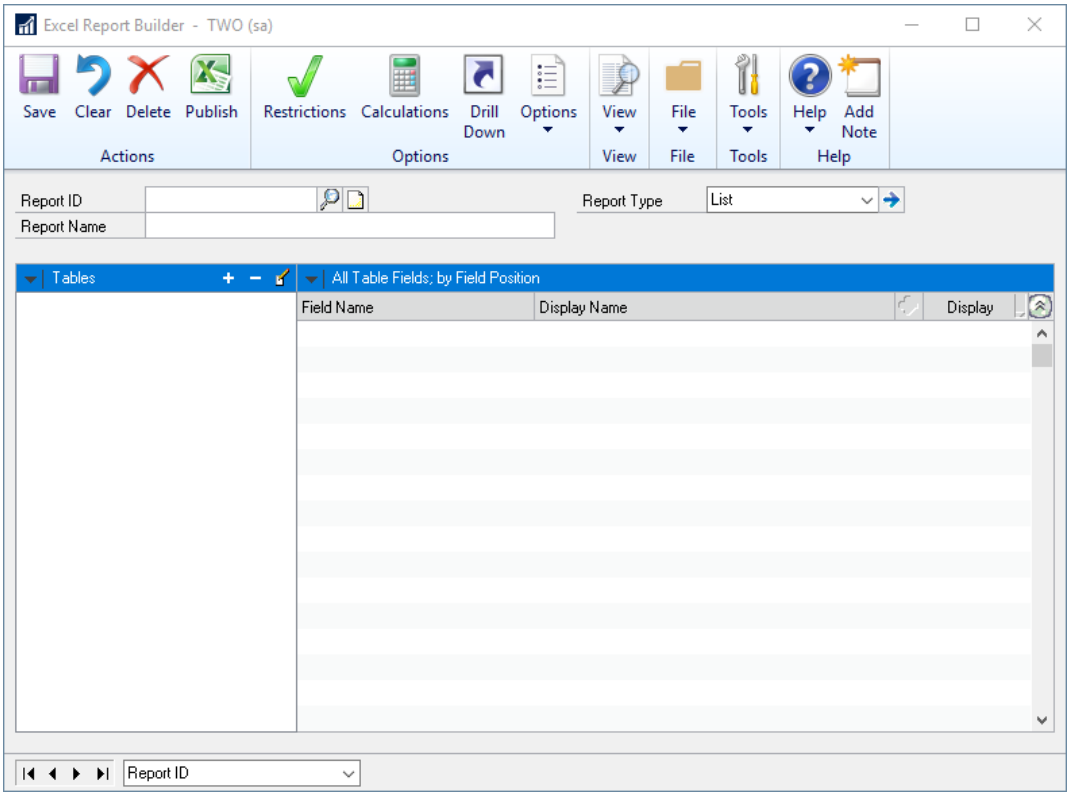
This module describes how to create, update and remove Excel Reports using Excel Report Builder.

Adding Excel Reports

You can use the Excel Report Builder window to create new Excel Reports.

To add an Excel Report:

1. Open the Excel Report Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder).



2. Enter the Report ID.
3. Enter the name of the Excel Report.
4. Select the Report Type as List or Pivot Table.
5. Enter a View Name if available.
6. Select tables and fields for the Excel Report.
7. Click Save.

Removing Excel Reports

You can use the Excel Report Builder window to remove an Excel Report. You can only remove Excel Reports that have been previously created with Excel Report Builder.

To remove an existing Excel Report:

1. Open the Excel Report Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder).
2. Enter the Report ID of the Excel Report that you want to remove.
3. Click Delete.

Modifying Excel Reports

You can use the Excel Report Builder window to modify an existing Excel Report. You can

only modify Excel Reports that have been created with Excel Report Builder.

To modify an existing Excel Report:

1. Open the Excel Report Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder).
2. Enter the Report ID of the Excel Report that you want to modify.
3. Enter the new information for the Excel Report.
4. Click Save.

Tables

All Excel Report objects are composed of at least one table. The main table is the first table selected for the Excel Report. All additional tables are linked to this table, either directly or indirectly through another table.

There are 4 types of table that can be added to an Excel Report, Data Connections, Microsoft Dynamics GP tables, Microsoft® SQL Server™, and Extender Resources.

Microsoft Dynamics GP tables are defined in a Microsoft Dynamics GP dictionary. This includes third party dictionaries as well as the main Microsoft Dynamics GP application dictionary. When you select a Microsoft Dynamics GP table, the metadata contained in the dictionary can be accessed. Information such as the display names of the table and fields and list items for list fields are automatically defaulted.

A SQL Server table is any table or view that is contained in your Microsoft Dynamics GP SQL Server databases or any SQL Server database that resides on the same SQL Server as your Microsoft Dynamics GP databases. This feature should be used to access tables that are not contained in a Microsoft Dynamics GP table. You can also use SQL Server views to create complex joins and queries that you cannot create with Excel Report Builder. Since there is no metadata for SQL Server tables, display names and list items are not defaulted.

A SQL Script table is a SQL select script that can be run against the current Dynamics GP company databases. Like SQL Server tables, this feature can be used to access tables that are not contained in a Microsoft Dynamics GP table and create complex joins and queries that you cannot create with Excel Report Builder. The SQL Script option can be used to query tables outside of the current Dynamics GP database as well if the database is specifically included with the table call. Since there is no metadata for SQL Script tables, display names and list items are not defaulted.

Data Connections are pre-defined SQL views for the most common fields and tables used in Dynamics GP. Since there is no metadata for SQL Server tables, display names and list

items are not defaulted. However, most of this information is not required because it is already included in the view.

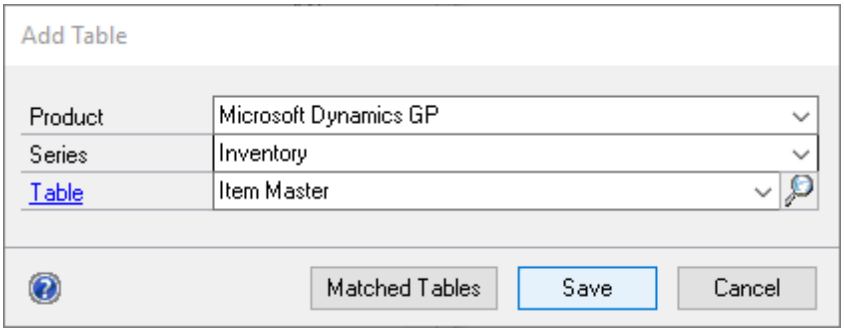
Extender Resources are Windows, Detail Windows, Forms and Detail Forms that have been defined in Extender. When you select an Extender Resource, information such as the display names of the fields, decimal places for numeric fields and list items for list fields are automatically defaulted.



If Microsoft Dynamics GP tables, SQL Server tables and Extender Resources are added to the report, the report must be published by a user with SQL administrator privileges. All users can publish reports that contain only data connections.

To add a Microsoft Dynamics GP table as the main table:

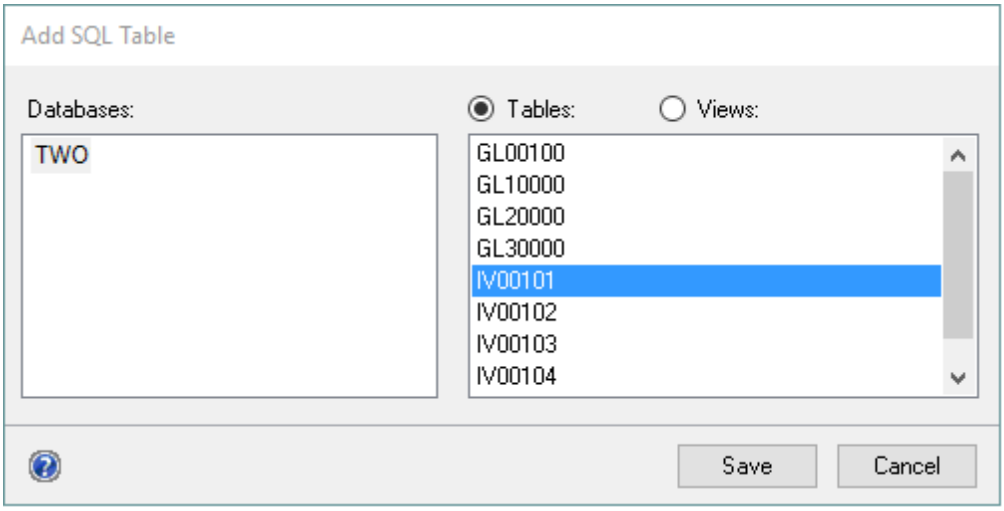
1. Select Microsoft Dynamics GP Table from the Add button above the Tables list to open the Add Table window.



2. Select the Product, Series and Table.
3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add a SQL Server table as the main table:

1. Select SQL Server Table from the Add button above the Tables list to open the Add SQL Table window.

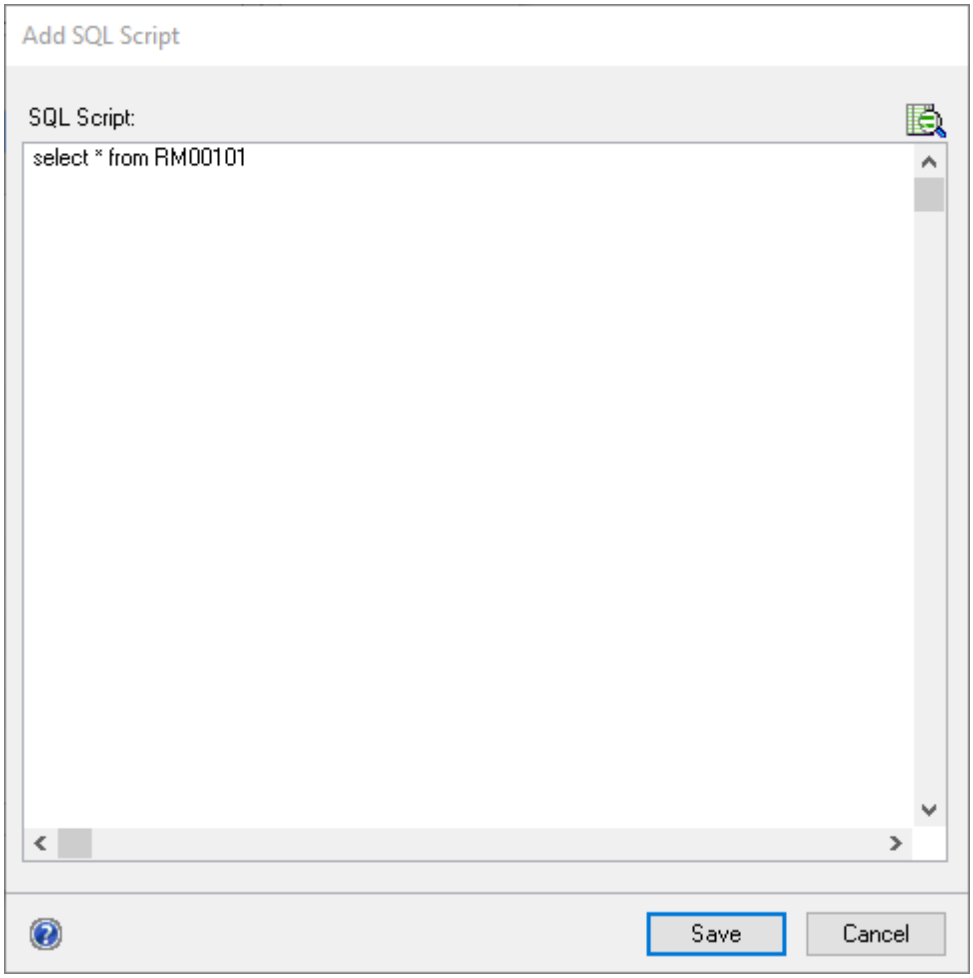


2. Select the Database and Table. Select the Views option to display views contained in the selected Database.
3. If the table or view that you have selected is contained in more than one Microsoft Dynamics GP company database, you can mark the Use Company Database checkbox. When this checkbox is marked, Excel Report Builder will use the table from the Microsoft Dynamics GP database that the user is currently logged in to. If this checkbox is unmarked, Excel Report Builder will always use the selected database.
4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

You can only add SQL tables if you have granted access for those tables to be used in SmartList Builder.

To add a SQL Script table as the main table:

1. Select SQL Script from the Add button above the Tables list to open the Add SQL Script window.

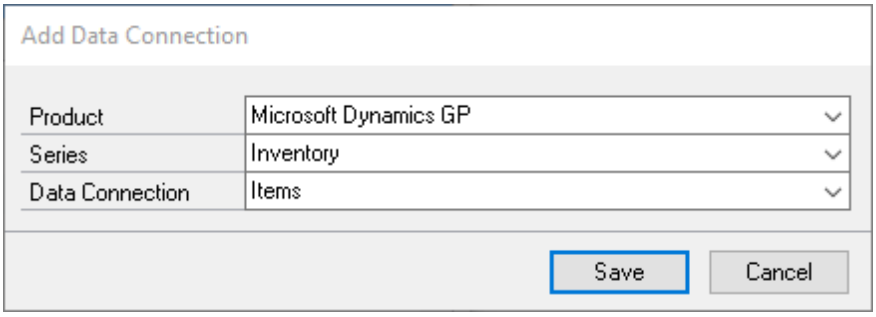


2. Enter the SQL Script.
3. Select Key fields for the table. There will only be one record displayed in the SmartList for each key field.
4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Security must be granted database before this option will be available. See SQL Table Security for more details.

To add a data connection as the main table:

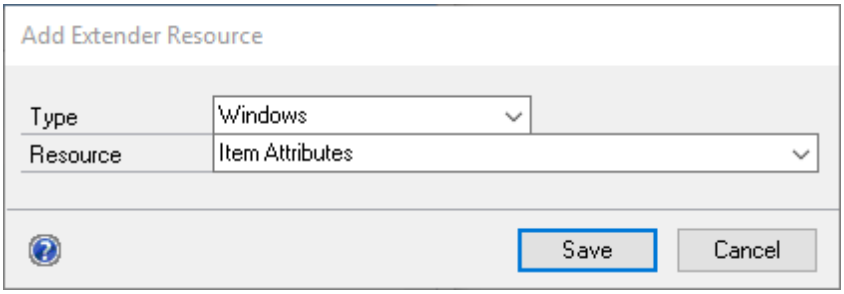
1. Select Data Connection from the Add button above the Tables list to open the Add Data Connection window.



2. Select the Product, Series and Data Connection.
3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an Extender Resource as the main table:

1. Select Extender Resource from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Resource Type and Resource Name.
3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Fields

When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is displayed in the Excel Report and change the display name of the field.

To set field options:

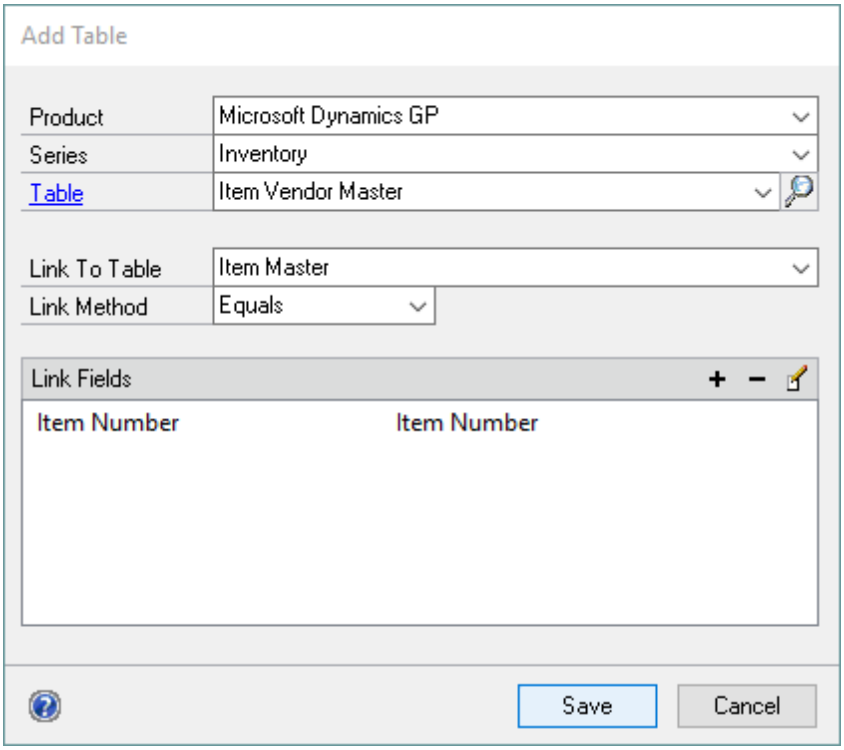
1. Select the field that you want to set options for from the Fields scrolling window.
2. Enter the display name of the field. This is the field name that will be displayed in the Excel Report.
3. If you want the field to appear in the Excel Report, mark the Display checkbox.
4. To set other options specific to the field type, click on the expansion button above the Fields scrolling window.

Adding Additional Tables

You can add more than one table to an Excel Report by selecting an additional table and linking it to another table in the Excel Report.

To add an additional Microsoft Dynamics GP table:

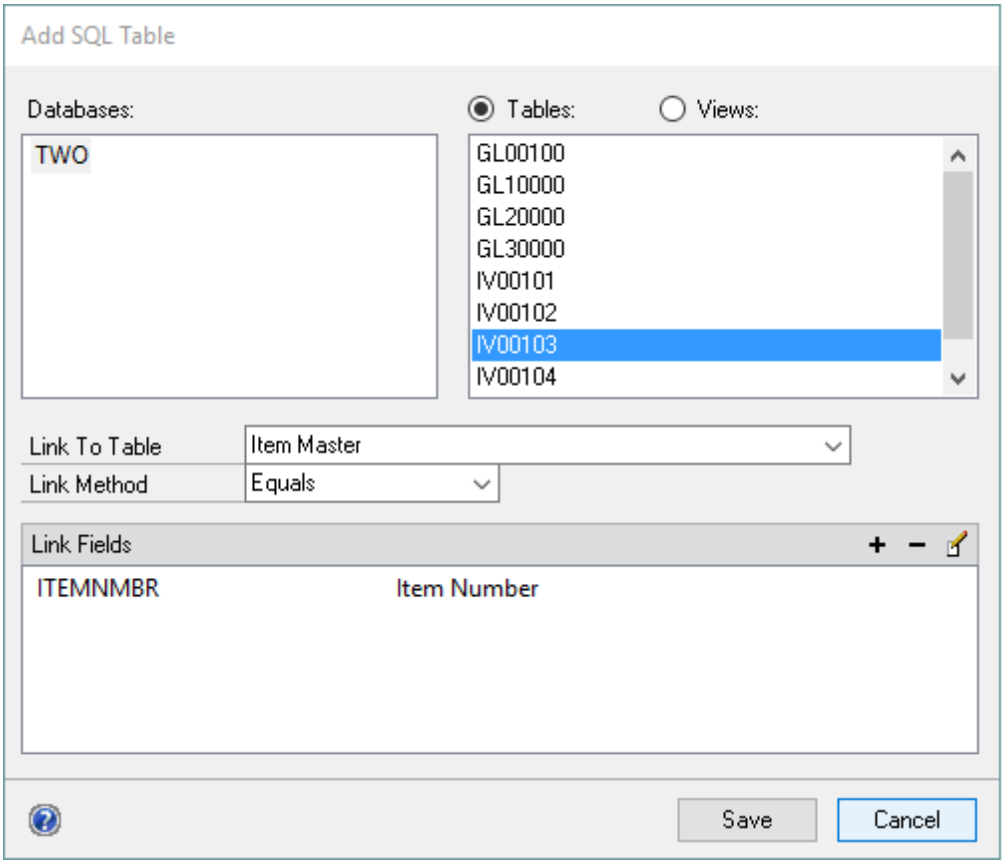
1. Select Microsoft Dynamics GP Table from the Add button above the Tables list to open the Add Table window.



2. Select the Product, Series and Table.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional SQL Server table:

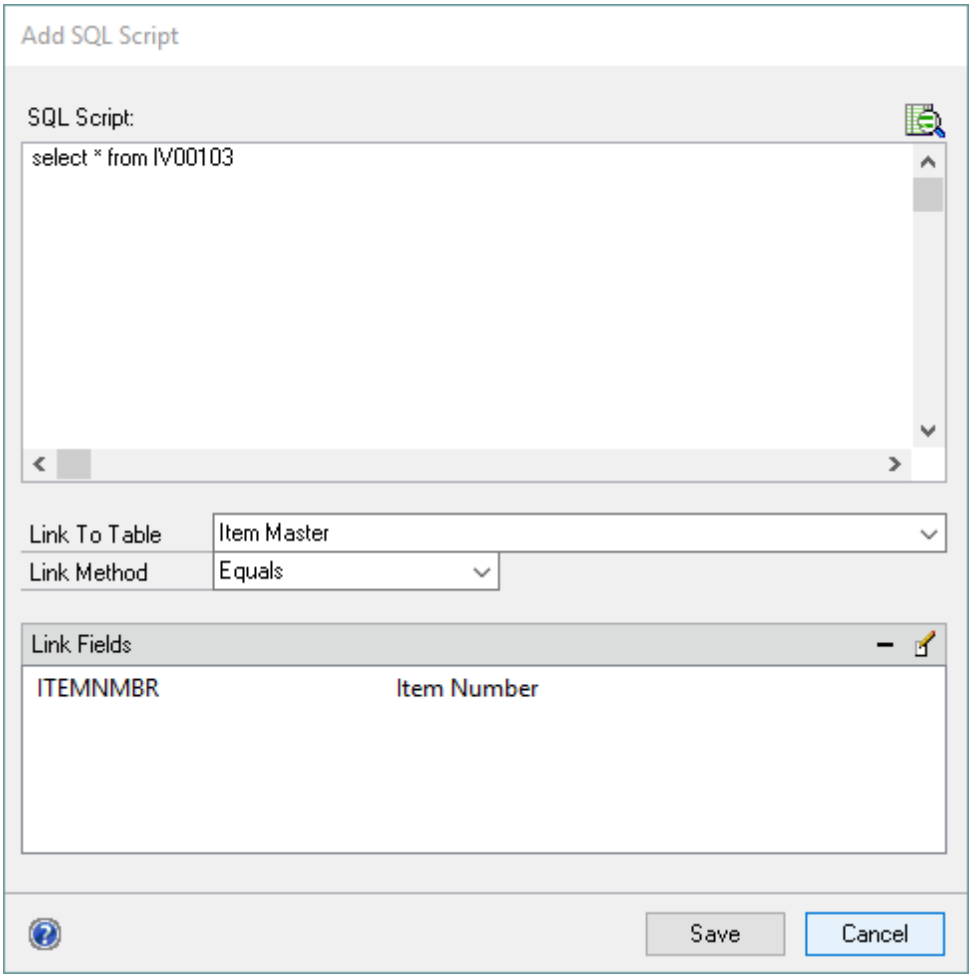
1. Select SQL Server Table from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Database and Table. Select the Views option to display views contained in the selected Database.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional SQL Script table:

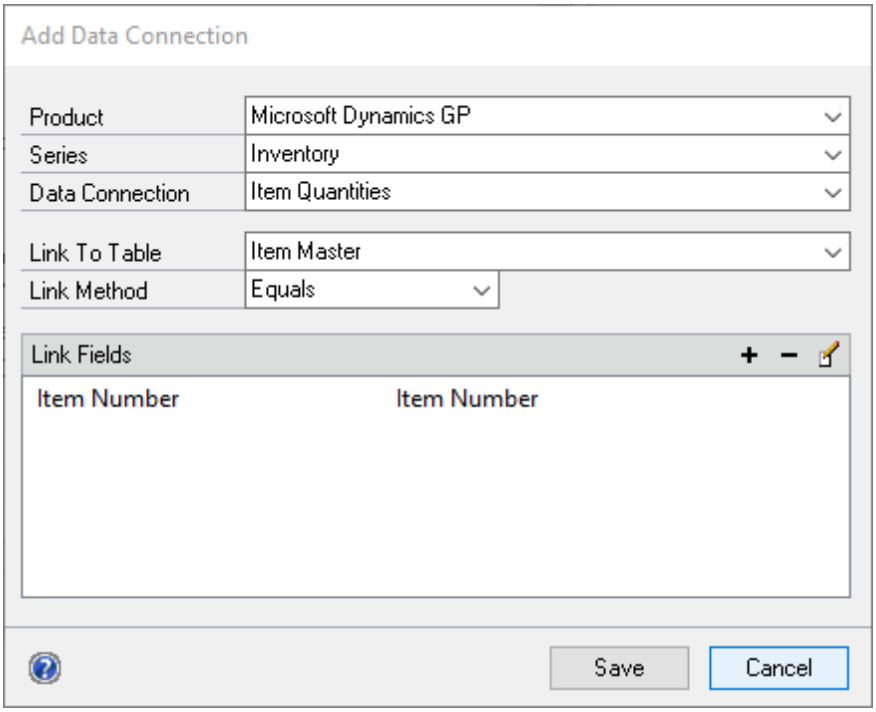
1. Select SQL Script from the Add button above the Tables list to open the Add SQL Table window.



2. Enter the SQL select statement for the table.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional data connection:

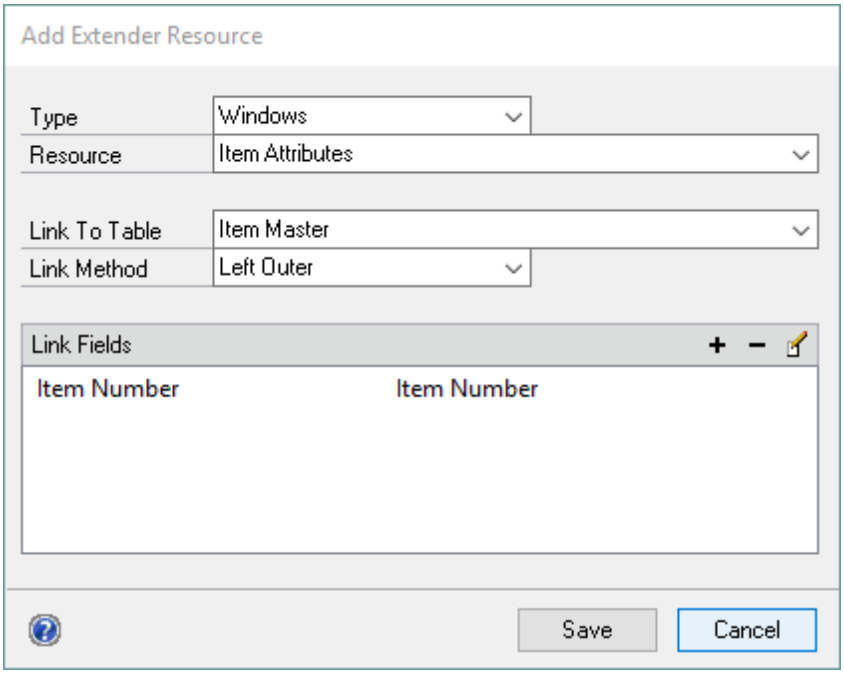
1. Select Data Connection from the Add button above the Tables list to open the Add Data Connection window.



2. Select the Product, Series and Data Connection.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional Extender resource:

1. Select Extender Resource from the Add button above the Tables list to open the Add Extender Resource window.



2. Select the Resource Type and the Resource.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the Extender resource are initialized with default settings.

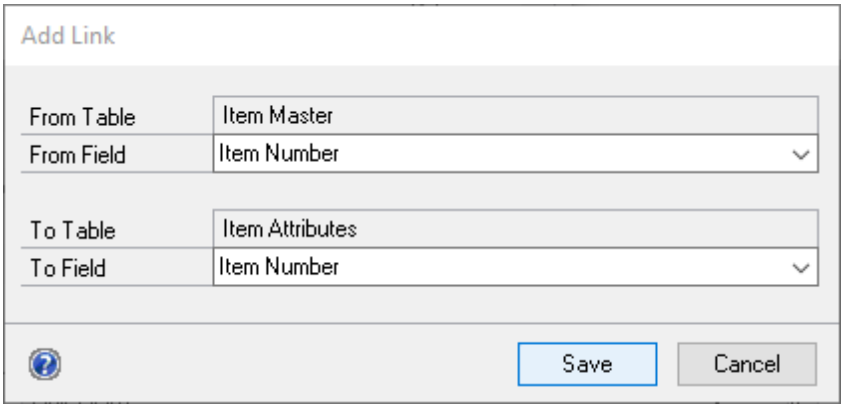
You can add a maximum of 30 additional tables.

Table Links

You can use the Add Table, Add SQL Table, Add Data Connection and Add Extender Resource windows to add links between tables.

To add a link:

1. Click the Add symbol above the Link Fields list to open the Add Link window.



2. Select the field to link from.
3. Select the field to link to.
4. Click Save.

To modify an existing link:

1. Select the link that you want to modify from the Link Fields list.
2. Click the Edit button above the Link Fields list.
3. Enter new information for the window.
4. Click Save.

To remove an existing link:

1. Select the link that you want to remove from the Link Fields list.
2. Click the Remove button above the Link Fields list.

Adding Matched Tables

Matched tables are used to combine work, open and history data.

To add a matched table:

1. Open the table that you want to match from the Tables list.
2. Click Edit.
3. Click Matched Tables. This button is only available after the table has been saved. It is not available while you are adding a new table.
4. Click the Add button above the Matched Tables list.
5. Select the product, series and table to match to the original table.
6. Click Save.
7. Match any unmatched fields. If fields are not matched, you will not be able to use those fields in your SmartList. If there is no field in the table to match to, you can match a field to the (Blank) field.
8. Enter a description of the matched table.

9. Click OK.

Modifying Tables

You can use the Add Table, Add SQL Table, Add Data Connection and Add Extender Resource to update tables in the Excel Report.

To modify a table:

1. Select the table that you want to modify from the Tables list.
2. Click the Edit button above the Tables list.
3. Enter the new information for the table.
4. Click Save.

Removing Tables

You can use the Excel Report Builder window to remove tables from the Excel Report.

To remove a table:

1. Select the table that you want to remove from the Tables list.
2. Click the Remove button above the Tables list.

Field Options

This module describes how to set the field options for string, currency, integer, long integer, and list fields. It also walks through how to set the column order.

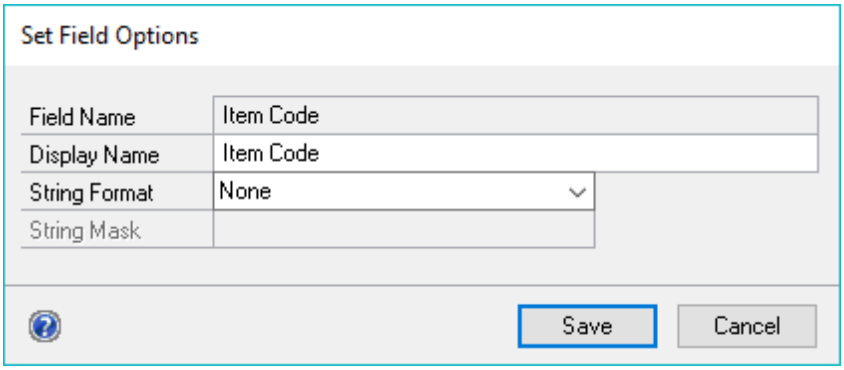
When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is available in the Excel Report and change the display name of the field.

String Field Options

By default, all string fields in an Excel Report have no formatting. You can select the format of the string to control how it will be displayed in Excel.

To set string field options:

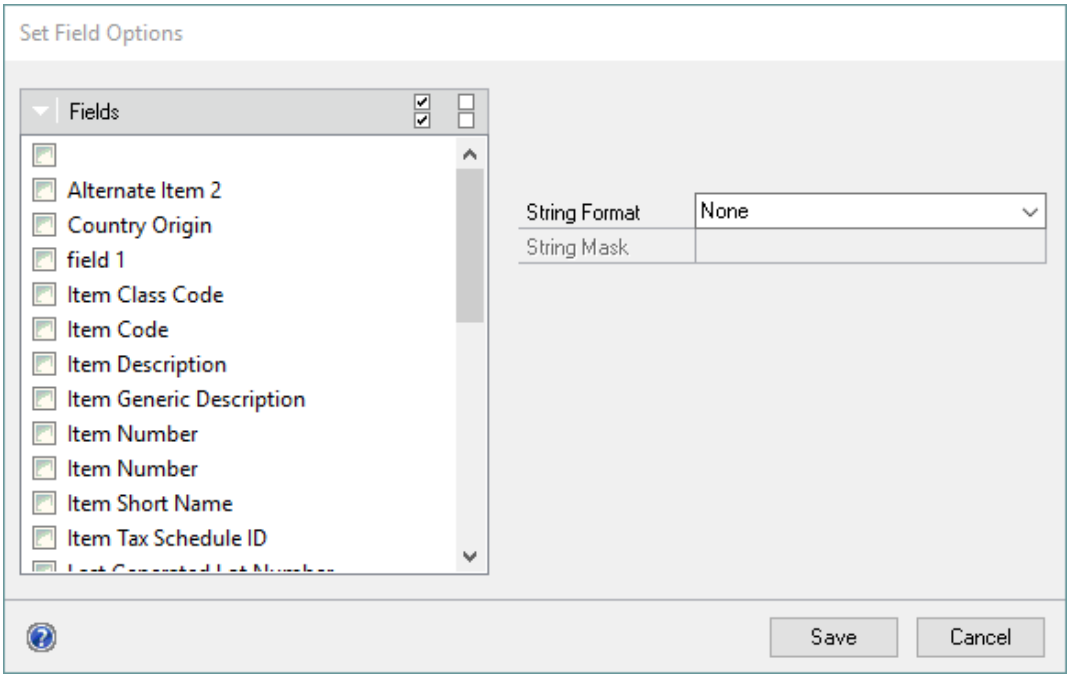
1. Select a string field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. Select the string format. This format defines how the string will be displayed in Excel.
4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

To set string field options for multiple fields:

1. Select Options >> Edit Field Settings >> String Fields.



2. Mark the fields that you want to set field options for.
3. Select the string format. This format defines how the string will be displayed in Excel.

4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

Numeric Field Options

There are a number of display options for numeric fields:

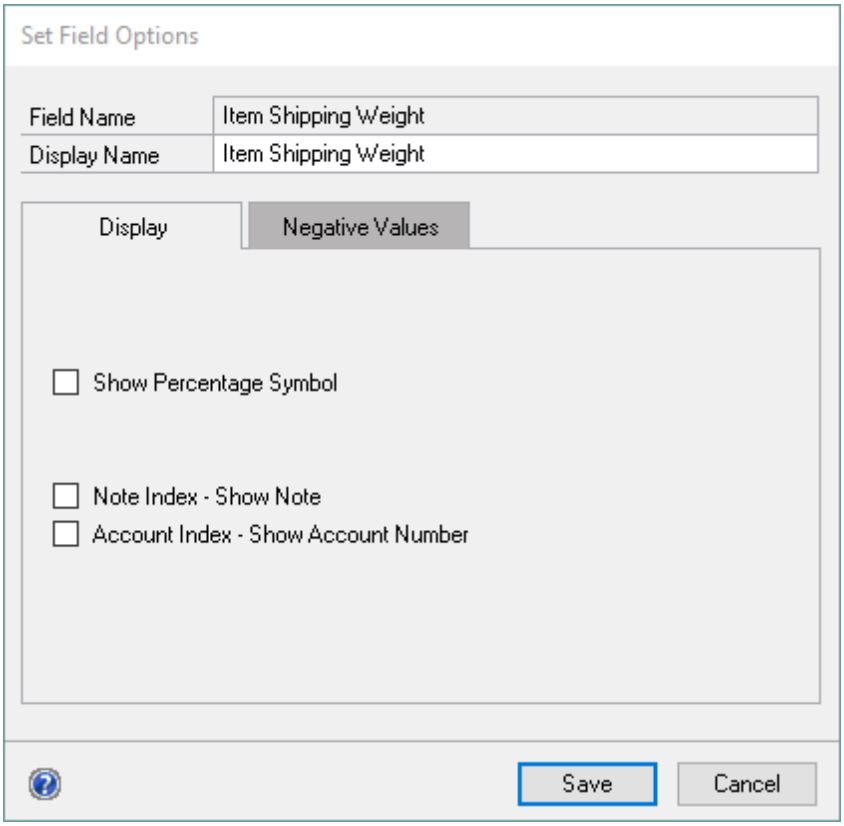
- Display percentage symbol - if marked, a percentage symbol (%) is added to the end of the number.
- Display as account - if marked, the corresponding account number will be displayed instead of the numeric representation.
- Display as note - if marked, the corresponding note will be displayed instead of the numeric representation.
- When the number should be treated as negative.

Displaying Percentage Symbols

You can use the numeric field options window to select to display a percentage symbol at the end of a numeric field.

To display a percentage symbol:

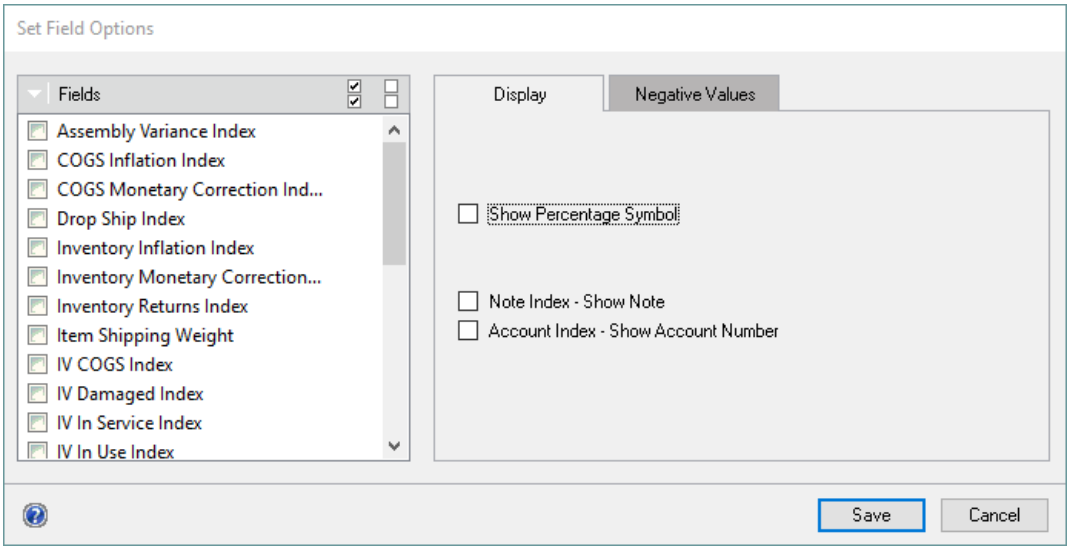
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display the field as a percentage, mark the Show Percentage Symbol checkbox.
4. Click Save.

To display a percentage symbol for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



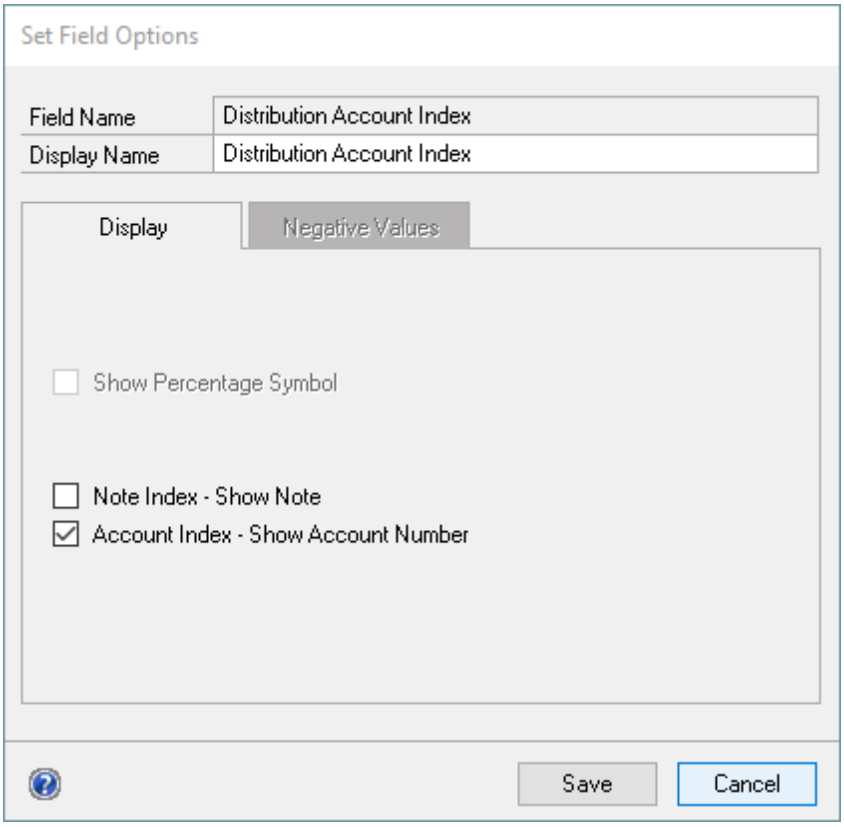
2. Mark the fields that you want to display the percentage symbol for.
3. Mark the Show Percentage Symbol checkbox.
4. Click Save.

Displaying Numbers As Accounts

You can use the numeric field options window to select to display a numeric field as an account.

To display an account number:

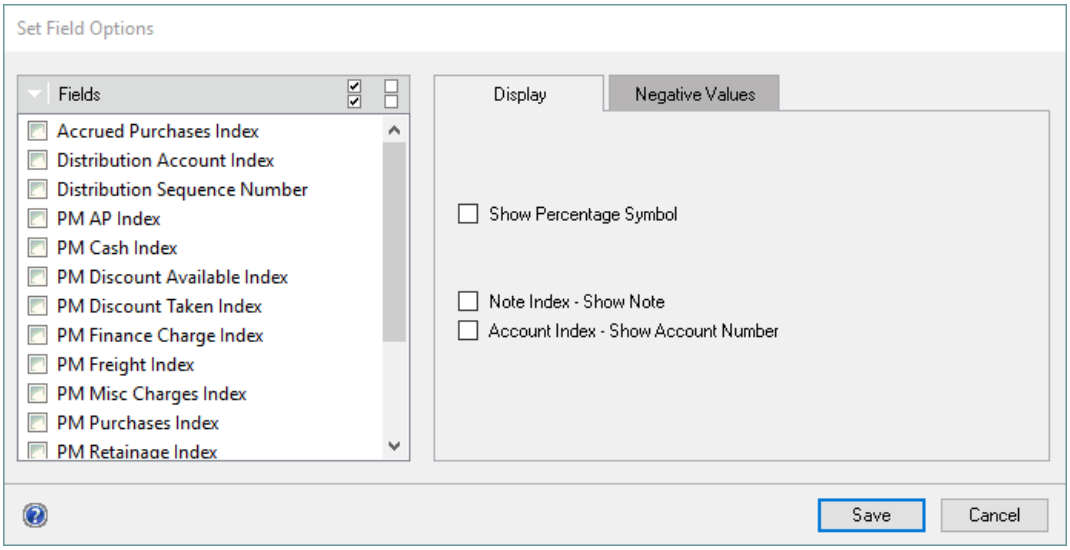
1. Select an integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display the associated account number instead of the numeric representation of the account, mark the Account Index - Show Account Number checkbox. When you mark the Account Index - Show Account Number checkbox, all other options are disabled.
4. Click Save.

To display an account number for multiple fields:

1. Select Options >> Edit Field Settings >> Long Integer Fields or Integer Fields.



2. Mark the fields that you want to display the account for.
3. Mark the 'Account Index - Show Account Number' checkbox.
4. Click Save.

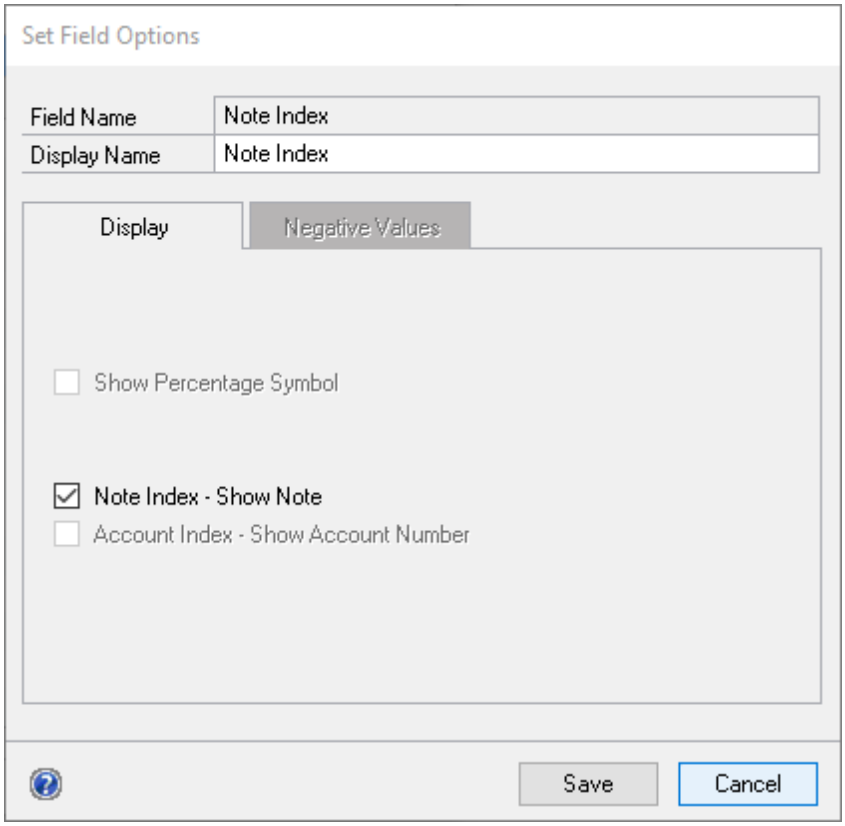
Only integer and long integer fields can be displayed as account numbers. Currency fields cannot be displayed as an account number.

Displaying Numbers As Notes

You can use the numeric field options window to select to display a numeric field as a note.

To display a note:

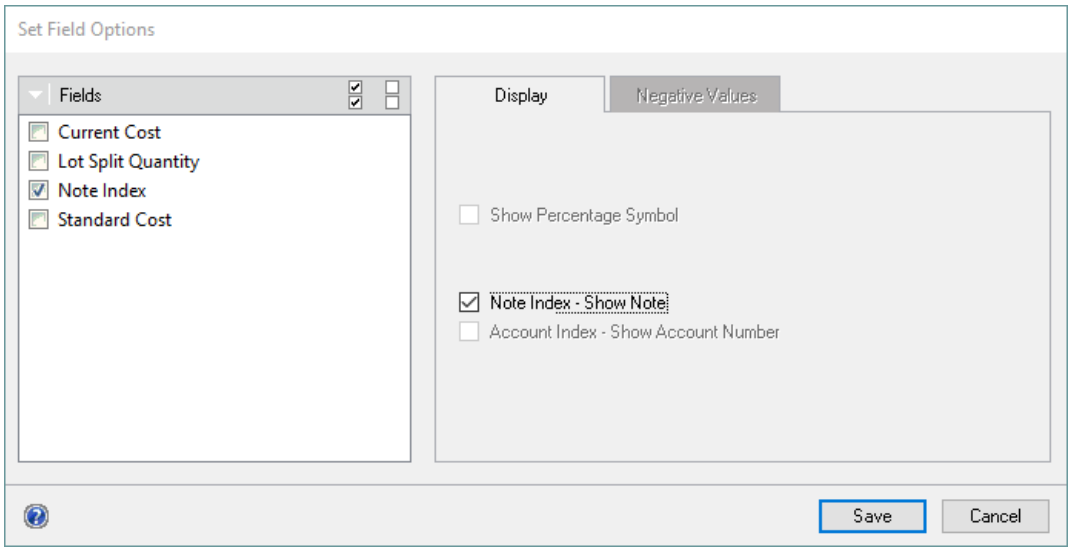
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display the associated note instead of the numeric representation of the note, mark the Note Index - Show Note checkbox. When you mark the Note Index - Show Note checkbox, all other options are disabled.
4. Click Save.

To display a note for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



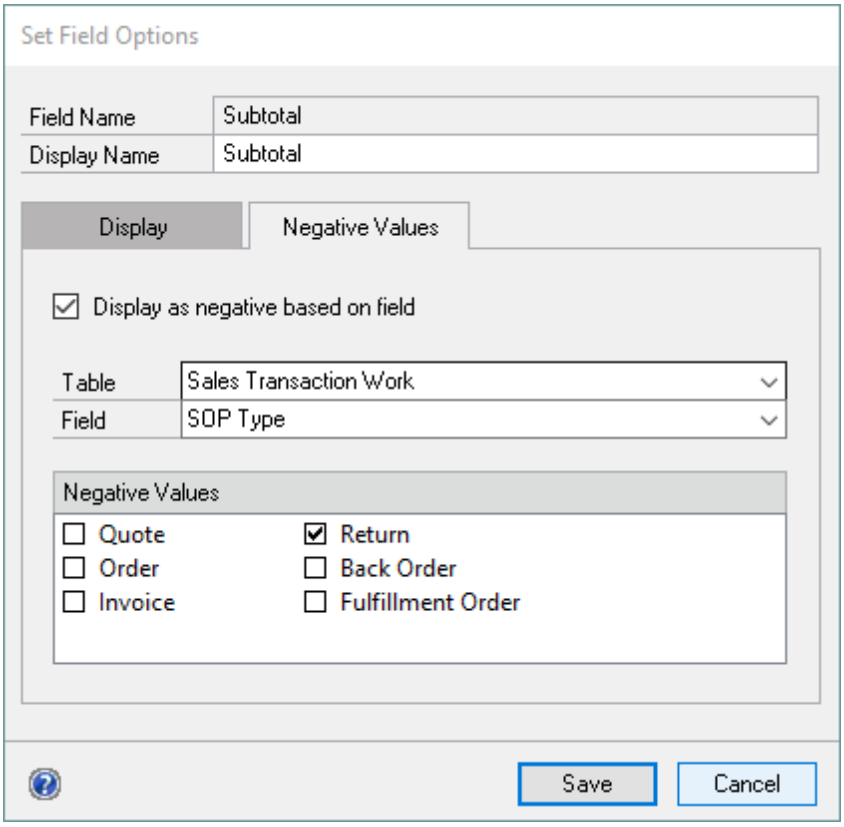
2. Mark the fields that you want to display the account for.
3. Mark the Note Index - Show Note checkbox.
4. Click Save.

Setting Negative Options

You can use the numeric field options window to select when the number should be negative.

To specify when numeric fields are treated as negative:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.

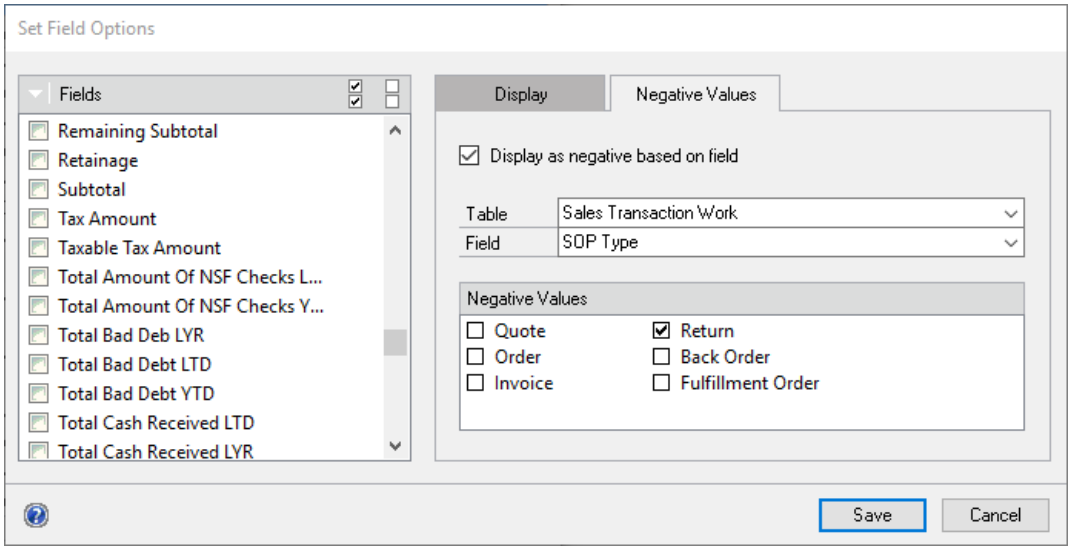


3. Click the Negative Values tab.
4. Mark the Display as negative based on field checkbox. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and checkbox fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

To specify when numeric fields are treated as negative for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or

Integer Fields.



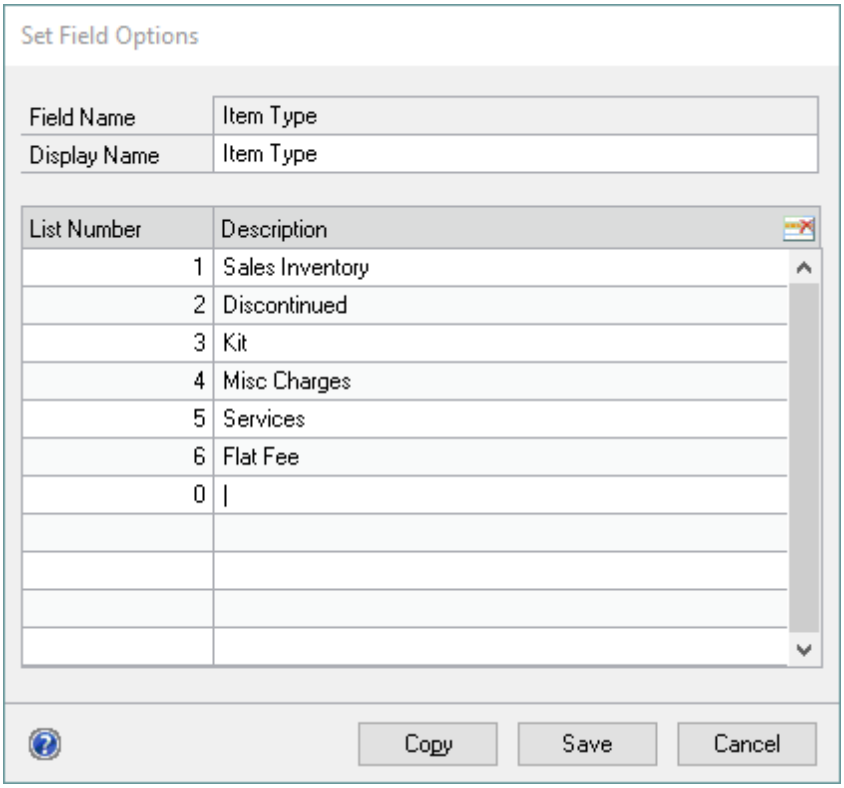
2. Mark the fields that you want to set the negative values for.
3. Click the Negative Values tab.
4. Mark the Display as negative based on field check box. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and check box fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

List Field Options

The list items for a list field will usually be defaulted when the table is added to the Excel Report. If the list items are not defaulted or you want to make changes to the list items, you can specify the list items in the List Options window.

To set list field options:

1. Select a list field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



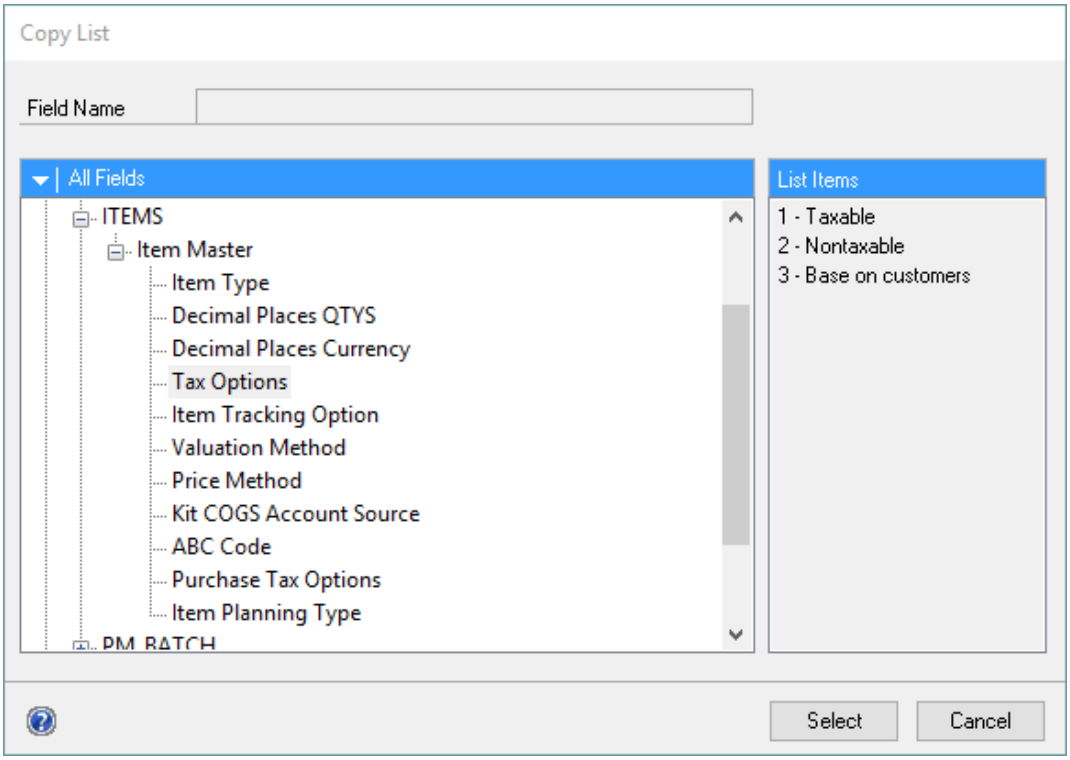
3. Enter the list numbers and descriptions for each of the items in the list.
4. Click Save.

Copying List Items

If you have previously entered a set of list items, you can save time re-entering this list by copying it to another list.

To copy list items:

1. Click the Copy button at the bottom of the Set List Field Options window to open the Copy List window.



2. If there are list fields that have the same name as the current list field, only these list fields will be displayed. Otherwise, all list fields from all Excel Report objects will be listed.
3. Select a field from the List Fields list. The list items for the selected list will be displayed.
4. Click the Select button to copy the list items.

When you copy list items to a list, all existing list items for the list will be overwritten.

Removing List Items

You can use the List Options window to remove list items.

To remove list items:

1. Select the list item that you want to remove.
2. Click the Delete Row button above the List Items scrolling window.

Restrictions

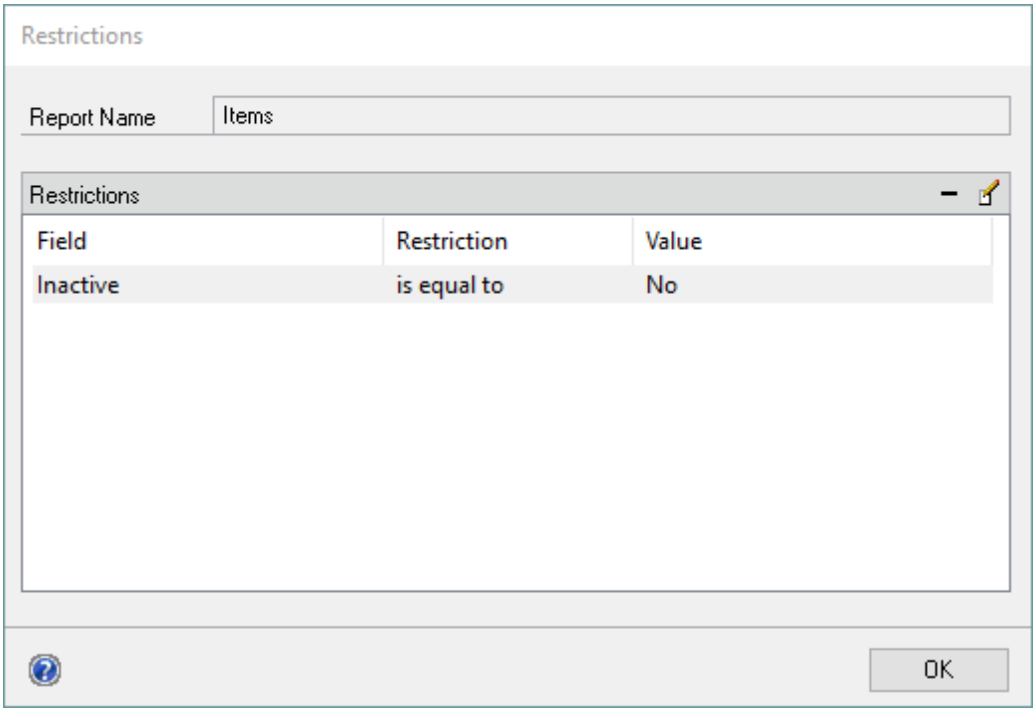
This module describes how restrictions can be added to an Excel Report to restrict the information that can be shown in the Excel Report. You can add an unlimited number of restrictions.

Adding Restrictions

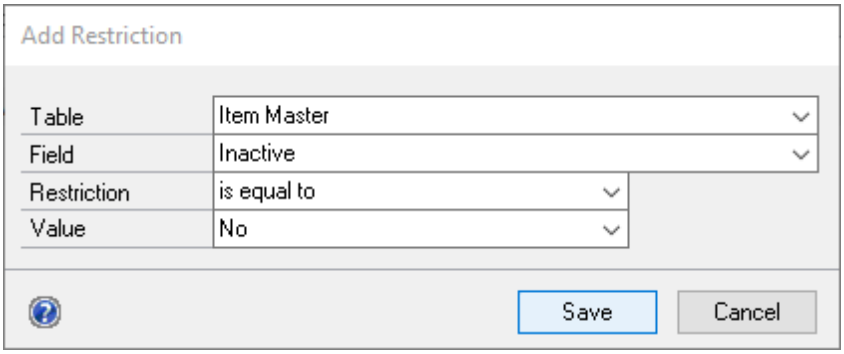
You can use the Restrictions window to add restrictions to an Excel Report.

To add a restriction:

1. Click the Restrictions button to open the Restrictions window.



2. Click the Add button above the Restrictions list to open the Add Restriction window.



3. Select the table and field that you want to set a restriction on.
4. Select the restriction method.
5. Enter the restriction value.
6. Click Save.

Modifying Restrictions

You can use the Restrictions window to modify restrictions on an Excel Report.

To modify an existing restriction:

1. Select the restriction that you want to modify from the Restrictions list.
2. Click the Edit button above the Restrictions list.
3. Enter the new information for the restriction.
4. Click Save.

Removing Restrictions

You can use the Restrictions window to remove restrictions from an Excel Report.

To remove an existing restriction:

1. Select the restriction that you want to remove from the Restrictions list.
2. Click the Remove button above the restrictions list.

Restriction Types

There are 14 types of restriction that can be placed on an Excel Report:

- Equals
- Contains
- Begins With
- Is Between
- Is Greater Than
- Is Less Than
- Is Greater Than or Equal To
- Is Less Than or Equal To
- Is Not Equal To
- Does Not Contain
- Does Not Begin With
- Is Not Between
- Is Equal To One of List

- Is Not Equal To One of List

Date Restrictions

When creating a restriction based on a date, you must select an option to specify how to get the date. There are eight date restriction options that can be selected from:

- Enter Date - the restriction date is the date entered.
- Current Date - the restriction date is the User Date at the time of running the Excel Report.
- Start of Week - the restriction date is the first day of the current week at the time of running the Excel Report.
- End of Week - the restriction date is the last day of the current week at the time of running the Excel Report.
- Start of Month - the restriction date is the first day of the month at the time of running the Excel Report.
- End of Month - the restriction date is the last day of the month at the time of running the Excel Report.
- Start of Year - the restriction date is the first day of the year at the time of running the Excel Report.
- End of Year - the restriction date is the last day of the year at the time of running the Excel Report.

Calculated Fields

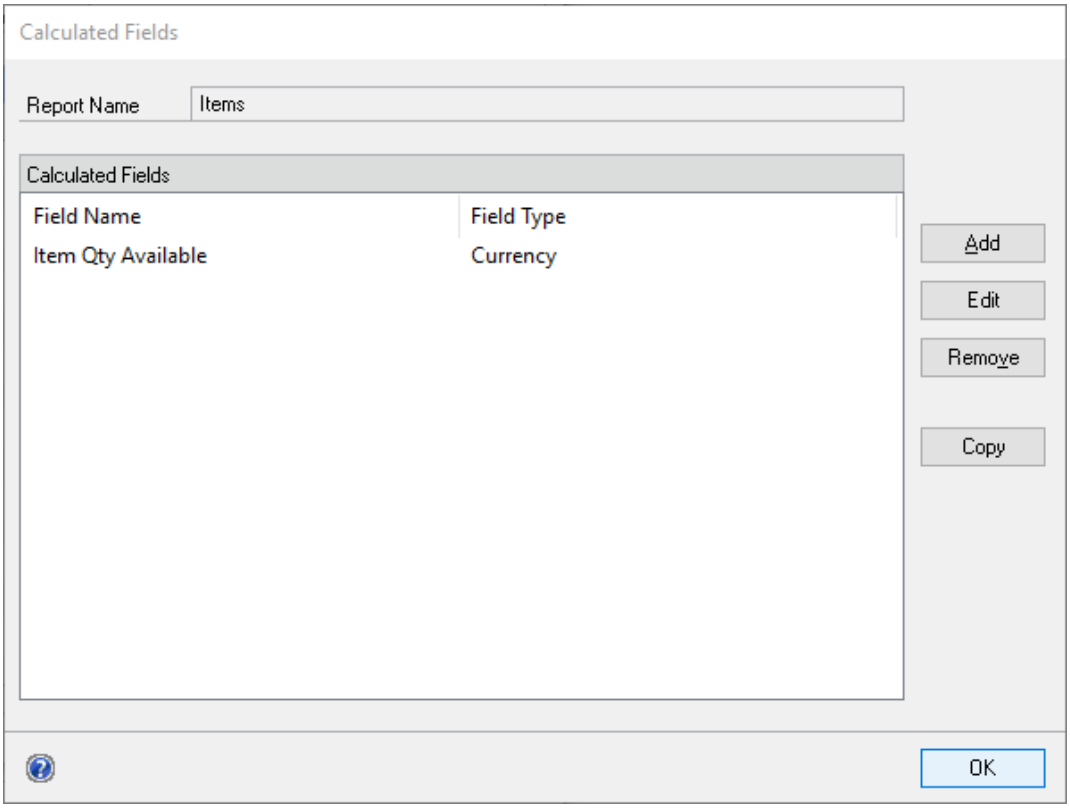
This module describes to add Calculated Fields to an Excel Report.

Adding Calculated Fields

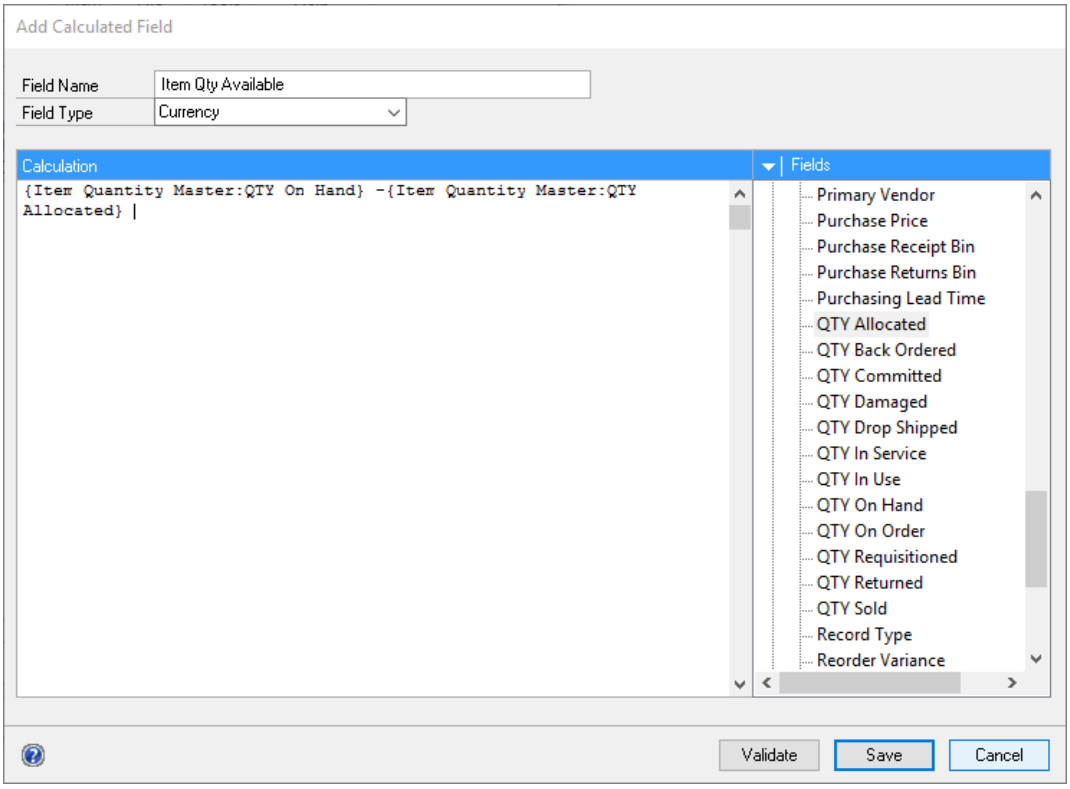
You can use the Calculated Fields window to add calculated fields to an Excel Report.

To add a calculated field:

1. Click the Calculations button to open the Calculated Fields window. This window displays a list of all calculated fields created for the Excel Report.



2. Click the Add button to the right of the Calculated Fields list to open the Add Calculated Field window.



3. Enter the field name of the calculated field. This is the name of the field that will be displayed in the Excel Report.
4. Select the field type.
5. Enter the script for the calculation. Add fields to the Excel Report by double-clicking on a field from the Fields list. Add functions to the Excel Report by double-clicking on a function from the Functions list. The Functions list is displayed by selecting Functions from the View button above the Fields list.
6. Click Save.

Modifying Calculated Fields

You can use the Calculated Fields window to modify calculated fields on an Excel Report.

To modify an existing calculated field:

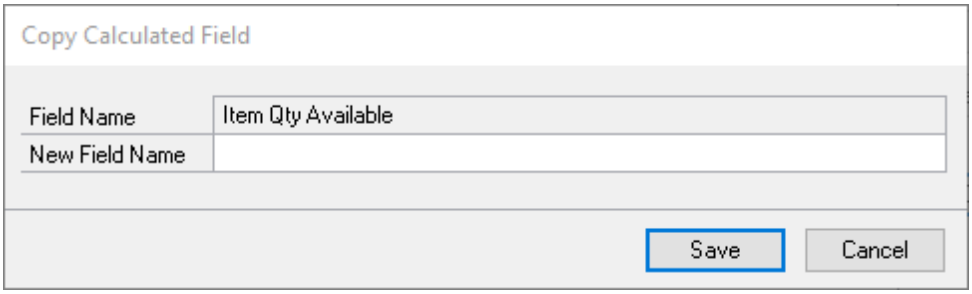
1. Select the calculated field you want to modify from the Calculated Fields list.
2. Click the Edit button to the right of the Calculated Fields list.
3. Enter new information for the Calculated Field.
4. Click Save.

Copying Calculated Fields

You can use the Calculated Fields window to copy calculated fields on an Excel Report.

To modify an existing calculated field:

1. Select the calculated field you want to copy from the Calculated Fields list.
2. Click the Copy button to the right of the Calculated Fields list.



3. Enter New Field Name for the Calculated Field.
4. Click Save.

Removing Calculated Fields

You can use the Calculated Fields window to remove calculated fields from an Excel Report.

To remove an existing calculated field:

1. Select the calculated field you want to remove from the Calculated Fields list.
2. Click the Remove button to the right of the Calculated Fields list.

Validation

Calculated fields can be validated before they are added to an Excel Report.

To validate a calculated field:

1. Open the calculated field in the Add Calculated Field window.
2. Click the Validate button.

Functions

Excel Report calculated fields can use all of the functions that are available in Transact-SQL. For convenience, the most common of these functions have been added to the functions list on the Add Calculated Field window.

These functions are divided into the following areas:

- Arithmetic Operators
- Date Functions
- Mathematical Functions
- System Functions
- String Functions



Knowledge Base article KBA-01209-N1Q5D6 outlines in further detail all of the functions that are setup to use in the calculations.

List Options

This module describes how to use the List Options to create Excel Reports with for multiple companies and add totals.

Selecting Multiple Companies

You can select more than one company to create an Excel Report. A new worksheet is created in the report for each company. By default, the current company is automatically selected.

To select more than one company:

1. Click the Options button.
2. Mark the Multicompany report option.
3. Mark the companies that you want to be included in the Excel Report. Unmark the companies that you do not want to be included in the Excel Report.
4. Click Save.

Consolidating Reports Into A Single Workbook

When multiple companies have been selected, you can consolidate the reports into a single workbook, with a worksheet for each company.

To consolidate reports into a single workbook:

1. Click the Options button.
2. Mark the Multicompany report option and mark the companies that you want included in the Excel Report.
3. Mark the Consolidate all reports into a single workbook option.
4. Click Save.

Consolidating Reports Into A Single Worksheet

When a report has been consolidated into a single workbook, you can also choose to consolidate it into a single worksheet with all companies displayed in a single table.

To consolidate reports into a single worksheet:

1. Click the Options button.
2. Mark the Multicompany report option and mark the companies that you want included in the Excel Report.
3. Mark the Consolidate all reports into a single workbook option.
4. Mark the Consolidate all reports into a single worksheet option.
5. Click Save.

Adding Summary Pages

When a report is consolidated into a single workbook, you can create a summary page for the Excel Report. The summary page displays summary values for each company. You cannot create a summary page when a report has been consolidated into a single worksheet.

To add a summary page:

1. Click the Options button.
2. Mark the Multicompany report option and mark the companies that you want included in the Excel Report.

3. Mark the Consolidate all reports into a single workbook option.
4. Mark the Create Summary Page option.
5. Add summary fields.
6. Click Save.

To add a summary field:

1. Click on the Add button.
2. Select the field.
3. Select the summary method.
4. Click Save.

Adding Totals

Totals can be added to all numeric fields in an Excel Report.

To add totals to an Excel Report:

1. Click Options.
2. Mark the Display totals at the end of each list checkbox.
3. Click Save.

Drill Downs

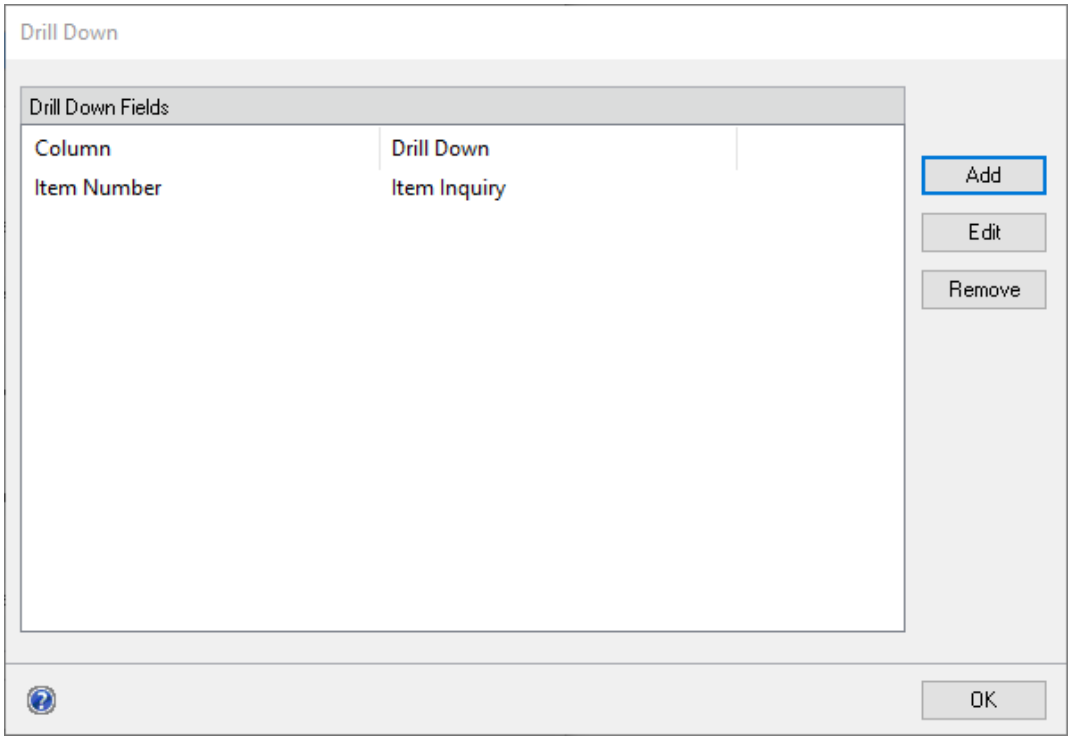
This module describes how to add Drill Downs to an Excel Report.

Adding Drill Downs To A Report

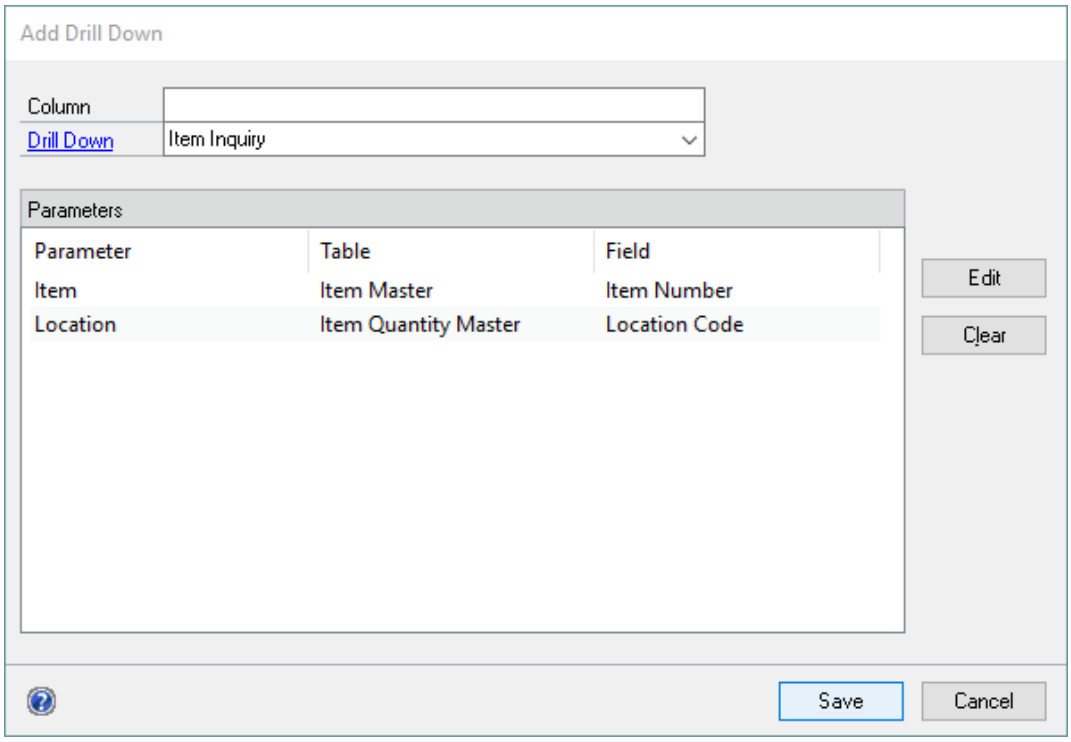
Use the Drill Down window to add a Drill Down to an Excel Report. You can use any of the standard Drill Downs or any Drill Downs created using Drill Down Builder.

To add a Drill Down to an Excel Report:

1. Click the Drill Down button.



2. Click Add.



3. Select the column that you want to add the drill down to.
4. Select the drill down.
5. Map the parameters of the drill down to fields on the Excel Report.

6. Click Save.

Mapping Parameters

The parameters of the drill down can be mapped to fields in the Excel Report.

To map a parameter:

1. Select the parameter that you want to map.
2. Click Edit.
3. Select the table and field that you want to map to the parameter.
4. Click Save.

Modifying Drill Downs

You can use the Add Drill Down window to modify Drill Downs on the Excel Report.

To modify a Drill Down:

1. Click the Drill Down button.
2. Select the Drill Down that you want to modify.
3. Click Edit.
4. Enter the new information for the Drill Down.
5. Click Save.

Removing Drill Downs

You can use the Add Drill Down window to remove Drill Downs from the Excel Report.

To remove a Drill Down:

1. Click the Drill Down button.
2. Select the Drill Down that you want to remove.
3. Click Remove.

Publishing Reports

This module describes how to publish the setups in Excel Report Builder to create the Excel files.

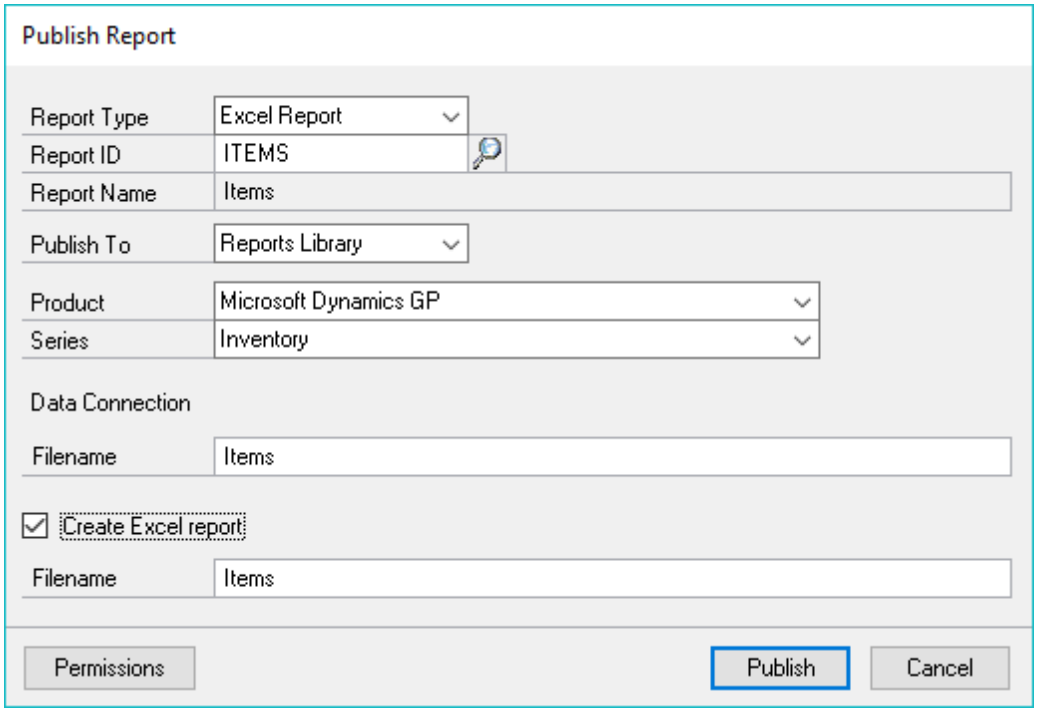
Publishing Reports

You can use the Publish Report window to publish the Excel Report to the Reports Library, SharePoint or a file location.

To publish a report in Excel Report Builder, the user that is publishing will need special permissions in SQL. If the View Name field is enabled on the Excel Report Builder setup, when the setup is published, it is going to create a view in the SQL database(s). The GP user that is doing the publishing will need to be in the SQL **Sysadmin** server role or be setup as **db_owner** in the database roles for each database the report is going to interact with. Without these permissions, the GP user will not be able to publish the report. By default, the only GP user that would have enough permission in SQL to publish is 'sa'. Starting with build 18.05.0054, if a user is in the **db_ddladmin** and **db_securityadmin** database roles for each database the report is going to interact with, they will be able to publish as well.

To publish a report to the Reports Library:

1. Click Publish.

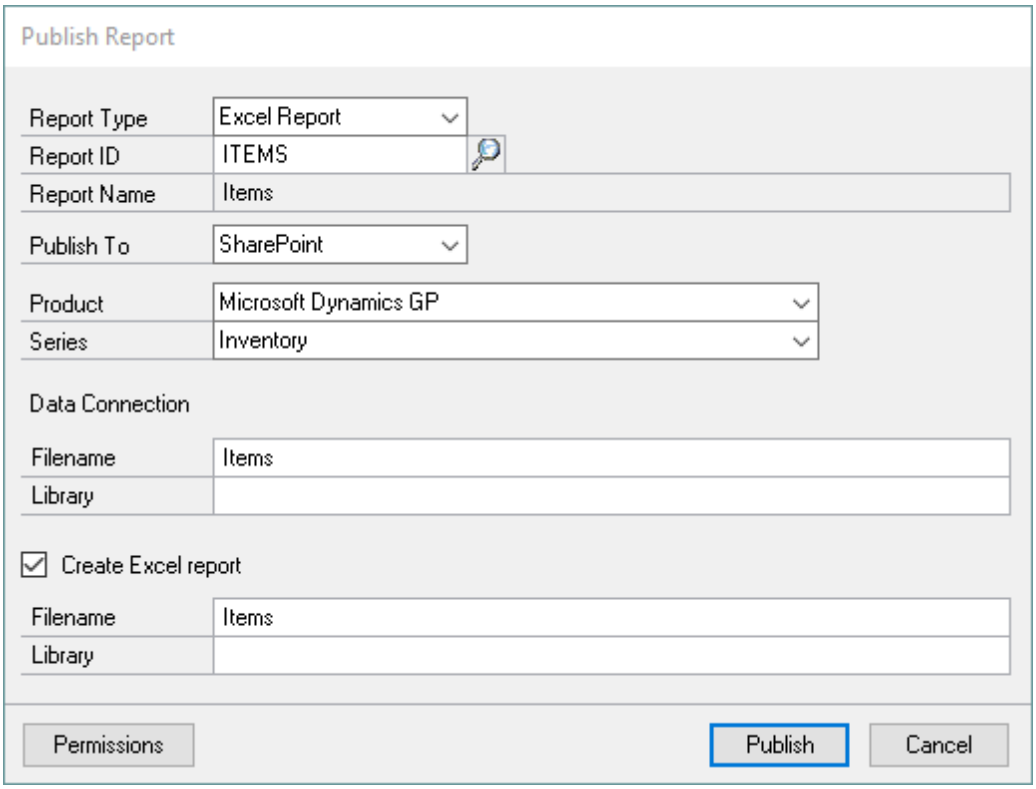


2. Select Reports Library as the Publish To option.
3. Select the Product and Series that the report will be published under.

4. Enter the filename for the data connection.
5. If you want to create or update the Excel Report, mark the Create Excel report checkbox and enter the filename.
6. Click Publish.

To publish a report to SharePoint:

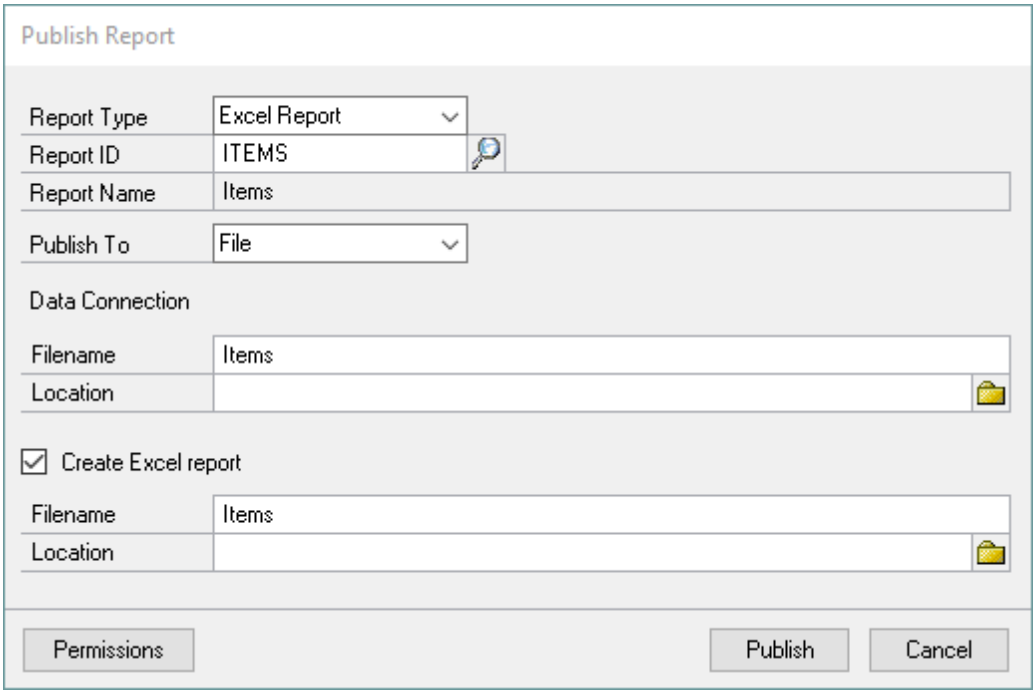
1. Click Publish.



2. Select SharePoint as the Publish To option.
3. Select the Product and Series that the report will be published under.
4. Enter the filename and SharePoint Library for the data connection.
5. If you want to create or update the Excel Report, mark the Create Excel report checkbox and enter the filename and SharePoint Library.
6. Click Publish.

To publish a report to a file location:

1. Click Publish.



2. Select File as the Publish To option.
3. Enter the filename and location for the data connection.
4. If you want to create or update the Excel Report, mark the Create Excel report checkbox and enter the filename and location.
5. Click Publish.

Bulk Deployment

You can use the Bulk Deployment window to publish multiple reports at the same time. The Excel reports will be published using the options that are selected on the individual reports.

To bulk deploy Excel Reports:

1. Open the Bulk Deploy Excel Reports window. (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder >> Bulk Deployment)
2. Mark the Excel Reports to be published.
3. Click Publish.

Permissions

Permissions control which SQL roles will have access to the data in the data connection. These roles are not related to GP user logins, so security can be set up for Excel Reports for non-users.

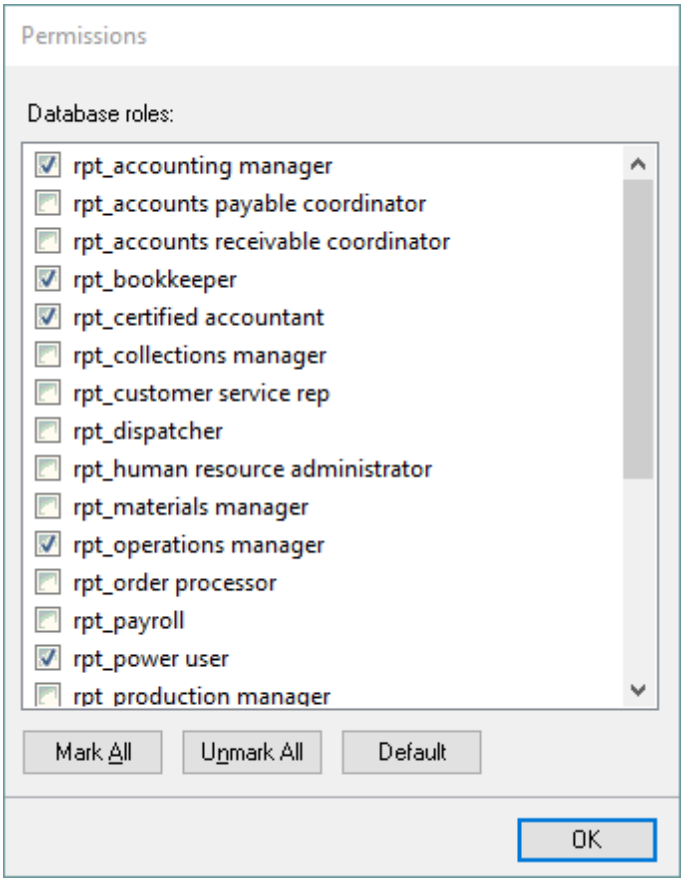
You can set permissions for an Excel Report when you publish a report using the Publish

Reports window. Default permissions can be set for Excel Reports using the Default Permissions form. The default permissions only sets the permissions for new reports. It does not change the permissions for existing reports.

Once you have assigned the appropriate rpt_ roles to your Excel Reports, the end users Windows login will need to be put in the appropriate roles to access the data in the report. For more information, see the Excel Report Security section.

To set permissions for a report:

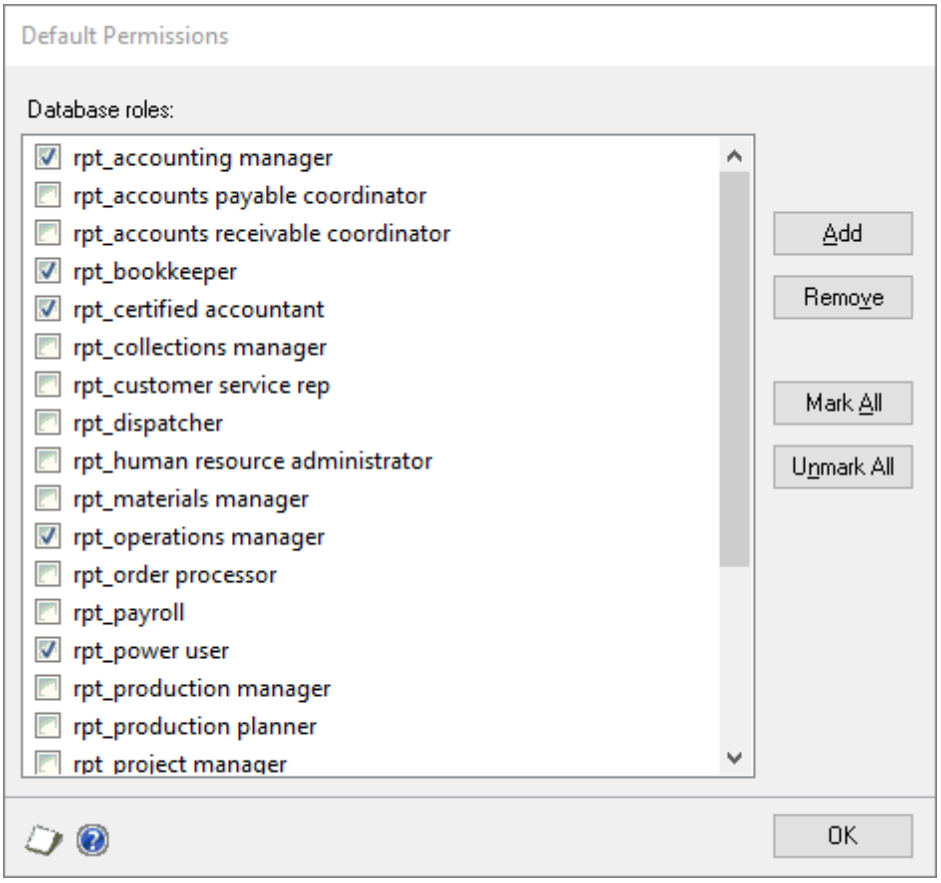
1. Click the Permissions button.



2. Mark the roles that you want to have access to the report.
3. Click OK.

To set default permissions:

1. Open the Default Permissions window (Microsoft Dynamics GP – Tools – SmartList Builder – Excel Report Builder – Default Permissions.

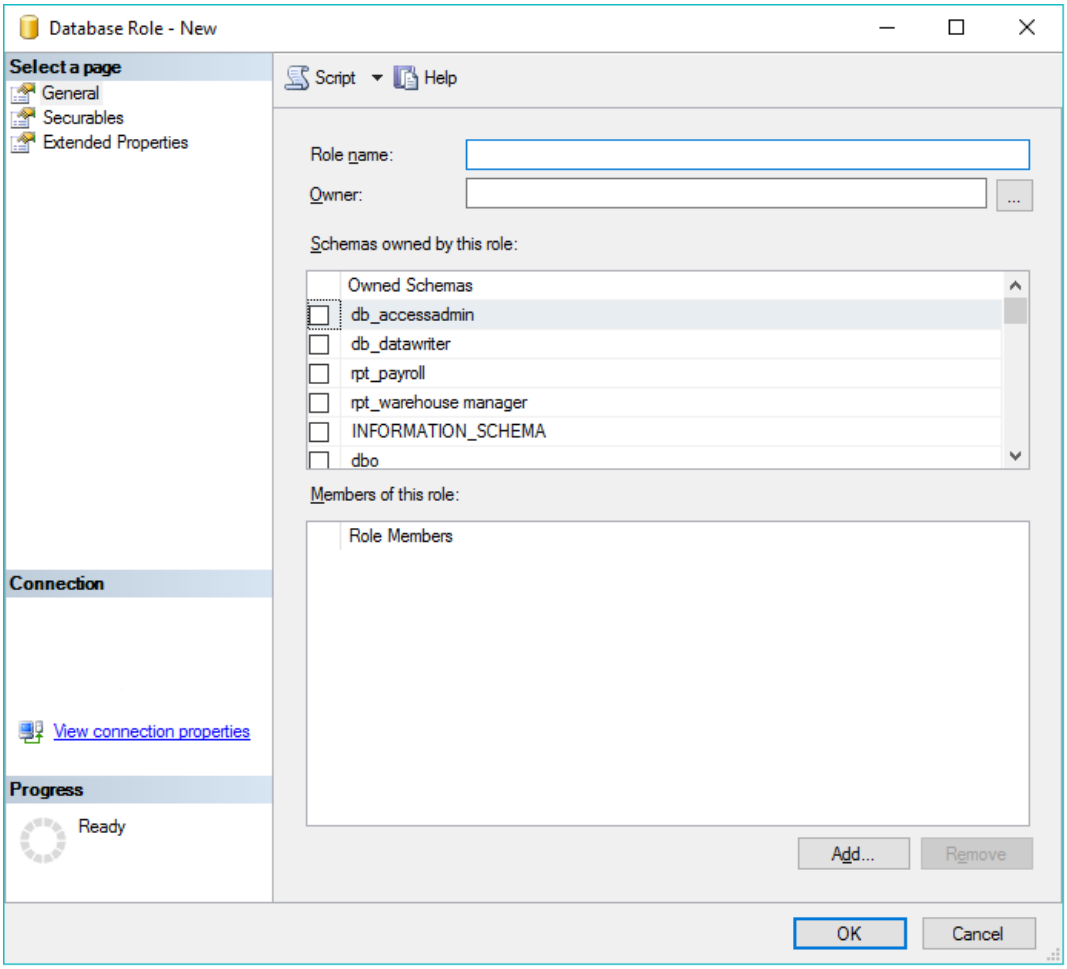


2. Mark the roles that you want to have permission by default to Excel Reports.
3. Click OK.

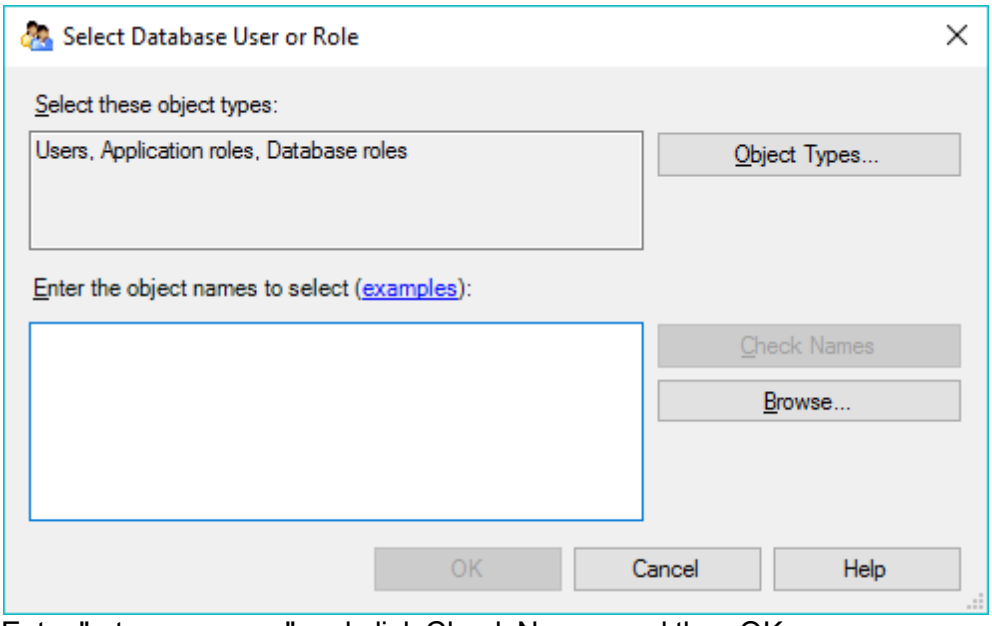
By default, Excel Report Builder is setup to use the "rpt_" database roles that have been setup for the Excel refreshable reports that are available by default with Microsoft Dynamics GP. If you would like to create your own SQL database roles, this can be done in SQL and then that role can be added to Excel Report Builder and assigned to the views published with the reports.

To create a new Database role for permissions:

1. Open Microsoft SQL Server Management Studio and log in as a user that has permissions to create roles.
2. Expand the company database that you want to create the role in and then expand Security.
3. Right click on Roles and select New - New Database Role...

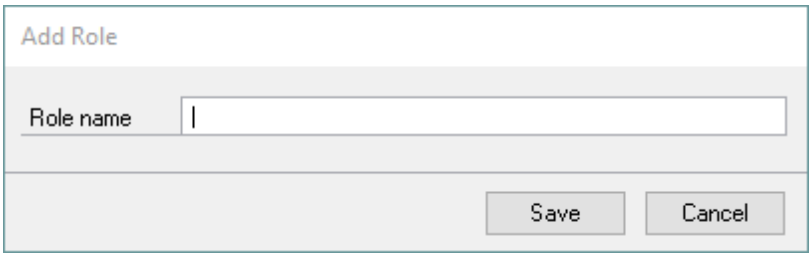


4. Enter in a name for the role.
5. Select "dbo" as the Owner.
6. In the Members of this Role section, click the Add button.



7. Enter "rpt_power user" and click Check Names and then OK.

8. If you have already added the Windows users to SQL that will also need access to this new role, you can add them here as well.
9. Click OK
10. Launch Microsoft Dynamics GP.
11. Open the Default Permissions window by going to Microsoft Dynamics GP - Tools - SmartList Builder - Excel Report Builder - Default Permissions.
12. Click the Add button.



13. Enter in the name of the Role that you entered in step 4.
14. Click Save.
15. The new database role is now ready to assign to the Excel Reports that you publish. When you publish a Report to this role, it will assign the View that is getting created to the view.

Excel Report Options

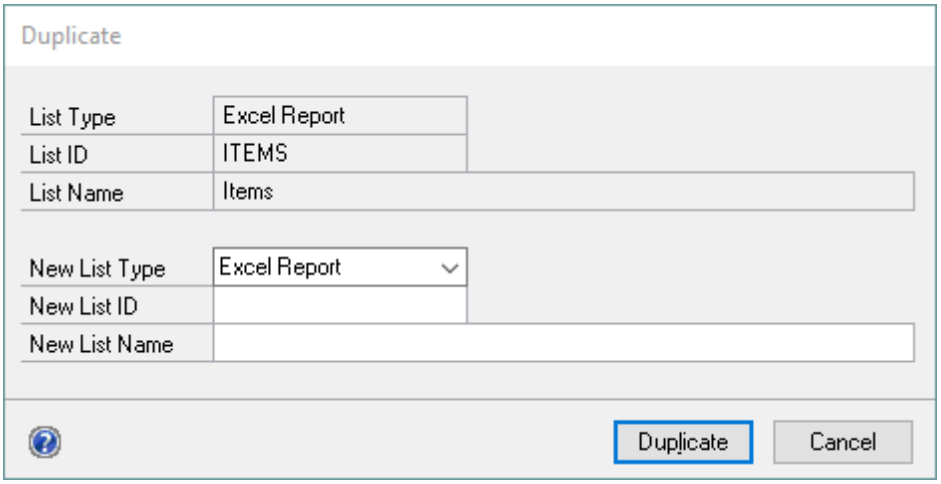
This module describes how to duplicate Excel Reports, Display the SQL Script being used, Preview the data, and create Groups.

Duplicating Excel Reports

You can use the duplicate functionality to copy an Excel Report to another Excel Report, a Navigation List or to a SmartList.

To duplicate an Excel Report:

1. Open the Excel Report Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder).
2. Enter the ID of the Excel Report that you want to duplicate.
3. Select the Duplicate menu item (Options >> Duplicate).



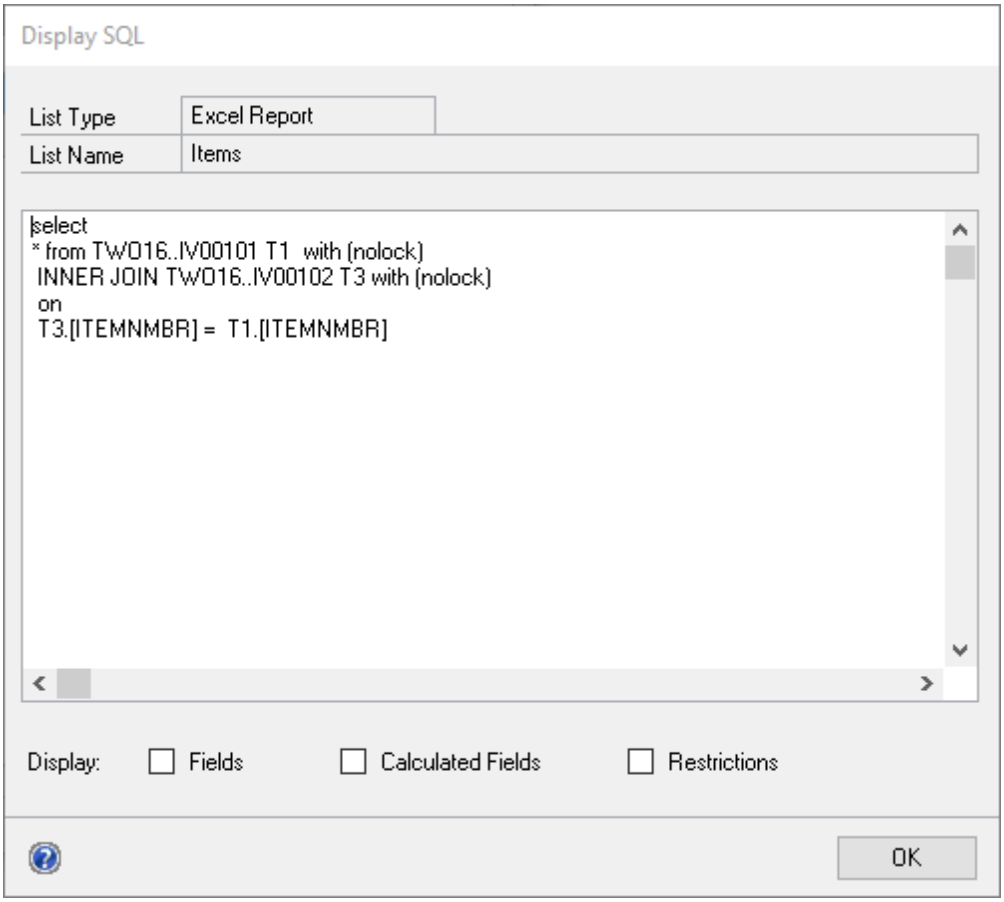
4. Select the type of list to copy.
5. Enter the ID of the new Excel Report, Navigation List or SmartList.
6. Enter the name of the new Excel Report, Navigation List or SmartList.
7. Click Duplicate.

Display SQL

You can display the SQL Script that is being used by the SmartList when it runs if needed. This can be helpful in figuring out syntax errors or seeing how the tables are being joined.

To Display the SQL Script:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the ID of the SmartList that you want to view the SQL Script for.
3. Select the Display SQL menu item (Options >> Display SQL).



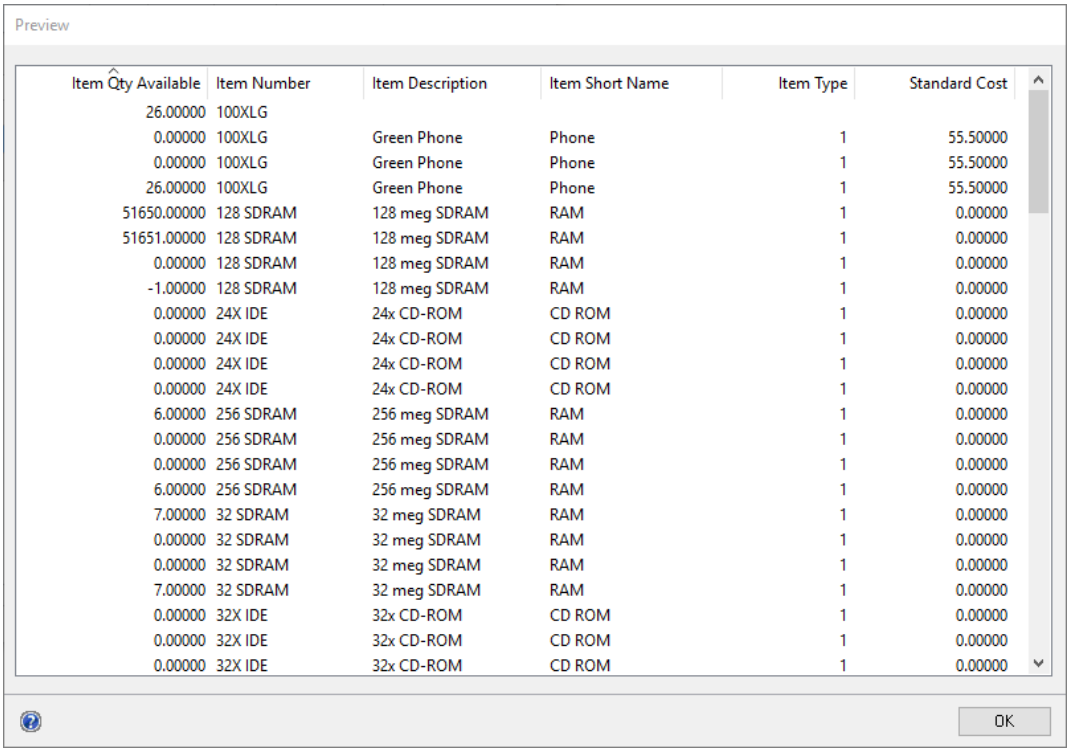
4. Mark the checkboxes next to Fields, Calculated Fields, and Restrictions if you want to view those items in the SQL Script.
5. Click OK.

Preview Data

You can use the Preview Data option to view the data that will be returned by the SmartList without having to update SmartList and view it there.

To Preview the data:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the ID of the SmartList that you want to view the SQL Script for.
3. Select the Preview menu item (Options >> Preview Data).



4. Click OK.

Adding Group Reports

You can use the Excel Group Report Builder window to create new Group Reports.

To add a Group Report:

1. Open the Excel Group Report Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder >> Group Reports).
2. Enter the Report ID.
3. Enter the name of the Group Report.
4. Add Excel Reports to the Group Report.
5. Click Save.

Removing Group Reports

You can use the Excel Group Report Builder window to remove a Group Report.

To remove an existing Group Report:

1. Open the Excel Group Report Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder >> Group Reports).

2. Enter the Report ID of the Group Report that you want to remove.
3. Click Delete.

Modifying Group Reports

You can use the Excel Group Report Builder window to modify an existing Group Report.

To modify an existing Group Report:

1. Open the Excel Group Report Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Excel Report Builder >> Group Reports).
2. Enter the Report ID of the Group Report that you want to modify.
3. Enter the new information for the Group Report.
4. Click Save.

Navigation List Builder

This section describes how to create new Navigation List using Navigation List Builder.

The information is divided into the following modules:

- "Navigation Lists", describes how to create and maintain Navigation Lists.
- "Field Options", describes the display options that can be set for a Navigation List field.
- "Restrictions", describes how to place fixed restrictions on a Navigation List.
- "Calculated Fields", describes how to add calculated fields to a Navigation List.
- “List Options”, describes how indicators can be added to records in a Navigation List.
- "Actions", describes how to create links from your Navigation List back to Microsoft Dynamics GP.
- "Navigation List Options", describes additional options available in Navigation List Builder.

Navigation Lists

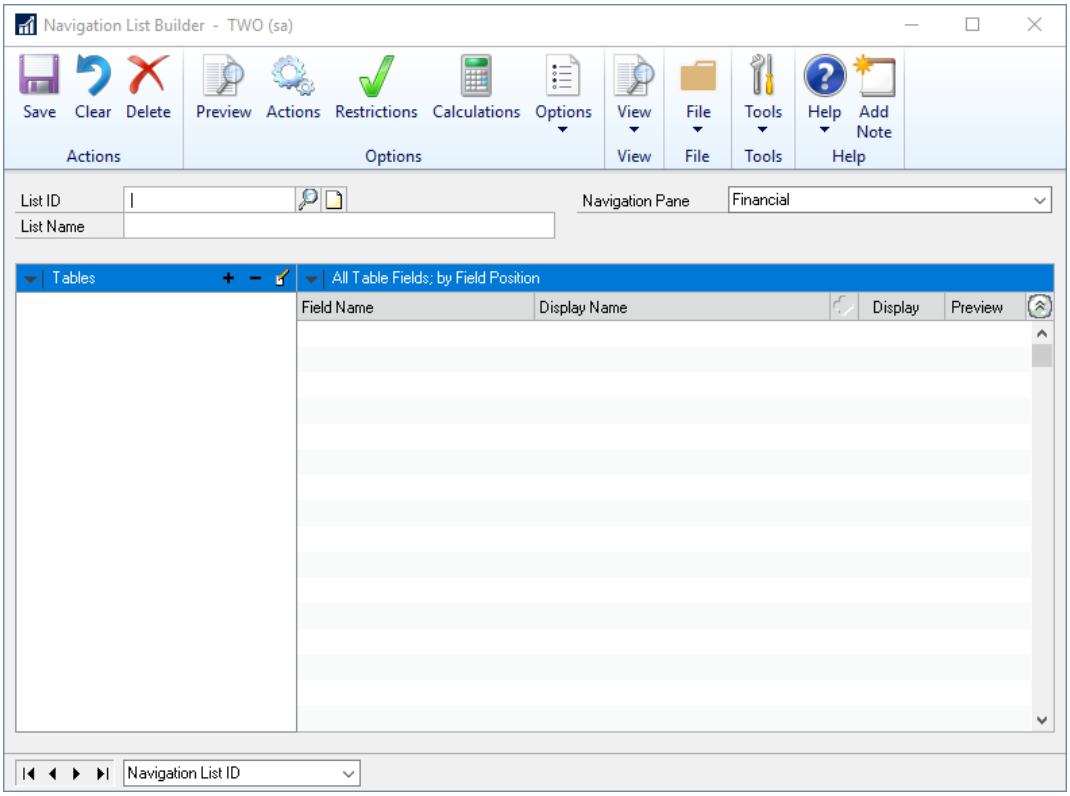
This module describes how to create, update and remove Navigation Lists using Navigation List Builder.

Adding Navigation Lists

You can use the Navigation List Builder window to create new Navigation Lists.

To add a Navigation List:

1. Open the Navigation List Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Navigation List Builder)



2. Enter the List ID.
3. Enter the name of the List. This is the name that will be displayed in the navigation pane and at the top of the Navigation List when the Navigation List is displayed.
4. Select the Navigation Pane that the Navigation List will be displayed in.
5. Select tables and fields for the Navigation List.
6. Click Save.

Modifying Navigation Lists

You can use the Navigation List Builder window to modify an existing Navigation List. You can only modify Navigation Lists that have been created with Navigation List Builder.

To modify an existing Navigation List:

1. Open the Navigation List Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Navigation List Builder).
2. Enter the List ID of the Navigation List that you want to modify.
3. Enter the new information for the Navigation List.
4. Click Save.

Removing Navigation Lists

You can use the Navigation List Builder window to remove a Navigation List. You can only remove Navigation Lists that have been previously created with Navigation List Builder.

To remove an existing Navigation List:

1. Open the Navigation List Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Navigation List Builder).
2. Enter the List ID of the Navigation List that you want to remove.
3. Click Delete.

Tables

All Navigation Lists are composed of at least one table. The main table is the first table selected for the Navigation List. All additional tables are linked to this table, either directly or indirectly through another table. There are three types of tables that can be added to a Navigation List; Microsoft Dynamics GP tables, SQL Server tables and Extender Resources.

Microsoft Dynamics GP tables are defined in a Microsoft Dynamics GP dictionary. This includes third party dictionaries as well as the main Microsoft Dynamics GP application dictionary. When you select a Microsoft Dynamics GP table, the metadata contained in the dictionary can be accessed. Information such as the display names of the table and fields and list items for list fields are automatically defaulted.

A SQL Server table is any table or view that is contained in your Microsoft Dynamics GP SQL Server databases or any SQL Server database that resides on the same SQL Server as your Microsoft Dynamics GP databases. This feature should be used to access tables that are not contained in a Microsoft Dynamics GP table. You can also use SQL Server views to create complex joins and queries that you cannot create with Navigation List Builder. Since there is no metadata for SQL Server tables, display names and list items are not defaulted.

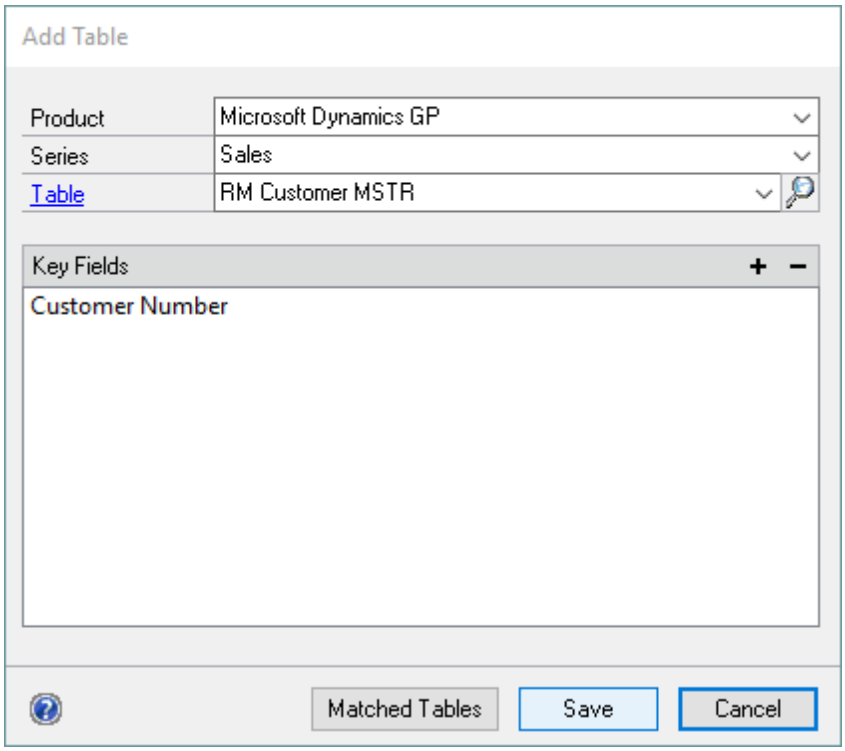
A SQL Script table is a SQL select script that can be run against the current Dynamics GP company databases. Like SQL Server tables, this feature can be used to access tables that are not contained in a Microsoft Dynamics GP table and create complex joins and queries that you cannot create with Navigation List Builder. The SQL Script option can be used to query tables outside of the current Dynamics GP database as well if the database is specifically included with the table call. Since there is no metadata for SQL Script tables, display names and list items are not defaulted.

Extender Resources are Windows, Detail Windows, Forms and Detail Forms that have been defined in Extender. When you select an Extender Resource, information such as the display names of the fields, decimal places for numeric fields and list items for list fields are

automatically defaulted.

To add a Microsoft Dynamics GP table as the main table:

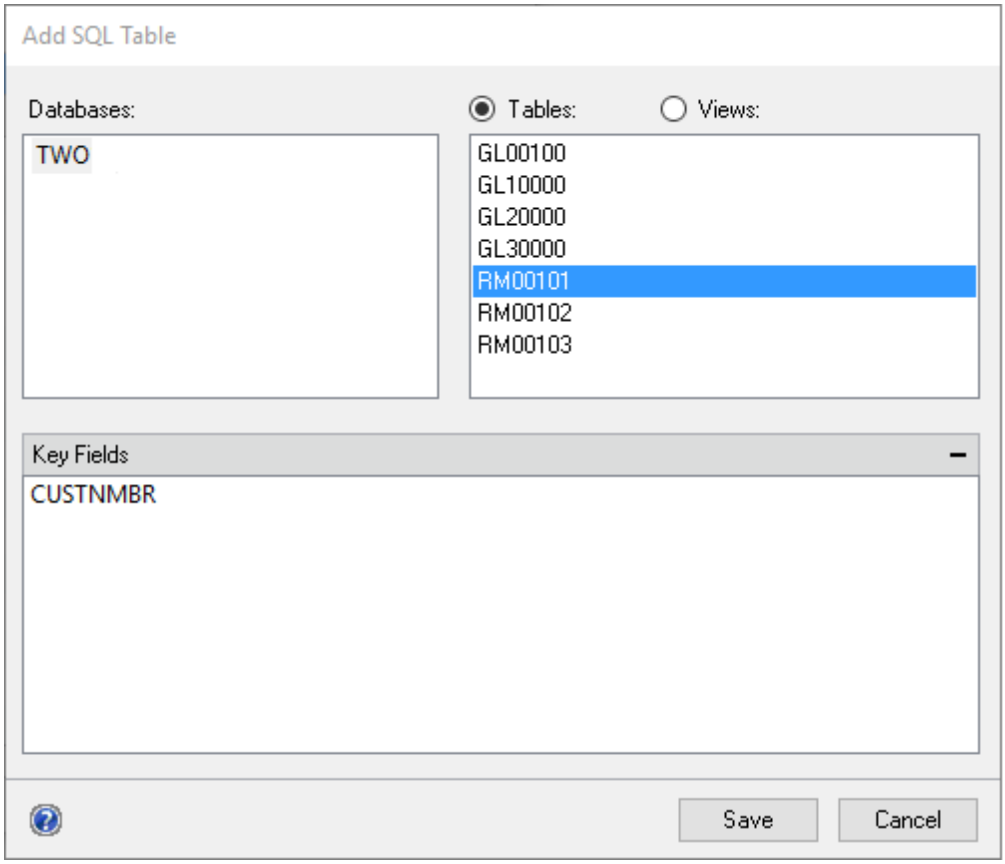
1. Select Microsoft Dynamics GP Table from the Add button above the Tables list to open the Add Table window.



2. Select the Product, Series and Table.
3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add a SQL Server table as the main table:

1. Select SQL Server Table from the Add button above the Tables list to open the Add SQL Table window.

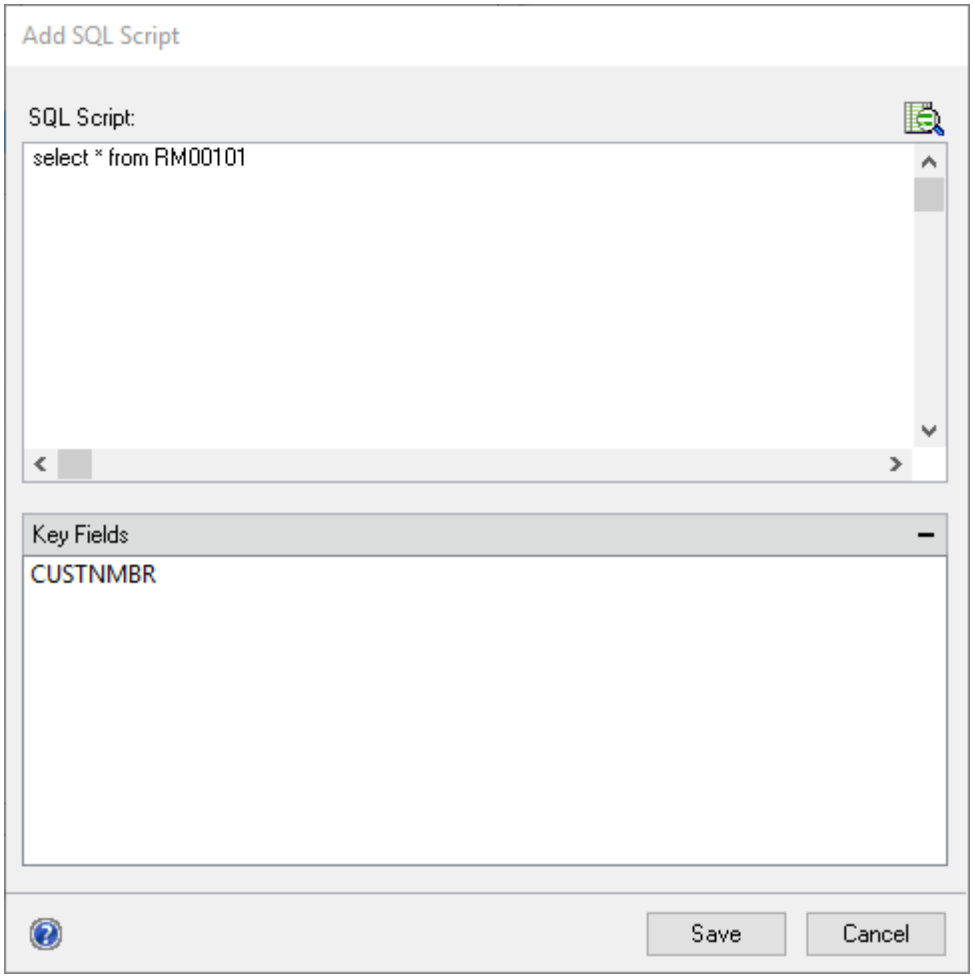


2. Select the Database and Table. Select the Views option to display views contained in the selected Database.
3. If the table or view that you have selected is contained in more than one Microsoft Dynamics GP company database, you can mark the Use Company Database checkbox. When this checkbox is marked, Navigation List Builder will use the table from the Microsoft Dynamics GP database that the user is currently logged in to. If this checkbox is unmarked, Navigation List Builder will always use the selected database.
4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Security must be granted to tables and/or views in the database before this option will be available. See SQL Table Security for more details.

To add a SQL Script table as the main table:

1. Select SQL Script from the Add button above the Tables list to open the Add SQL Script window.

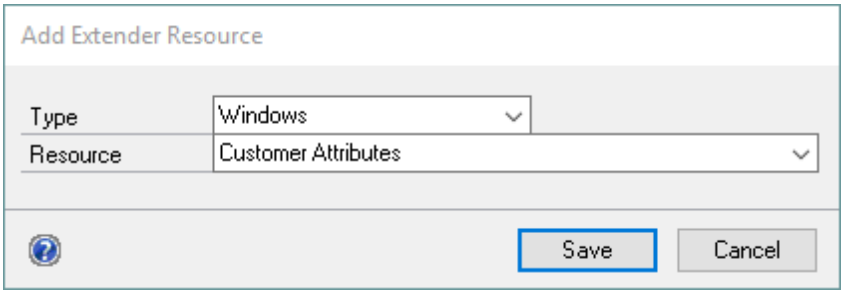


2. Enter the SQL Script.
3. Select Key fields for the table. There will only be one record displayed in the SmartList for each key field.
4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Security must be granted to the database before this option will be available. See SQL Table Security for more details.

To add an Extender Resource as the main table:

1. Select Extender Resource from the Add button above the Tables list to open the Add Extender Resource window.



2. Select the Resource Type.
3. Select the Extender Resource.
4. Click Save. It will take a few seconds while the fields for the Extender Resource are initialized with the default settings.

Fields

When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is included in the Navigation List, in the preview pane and change the display name of the field.

To set field options:

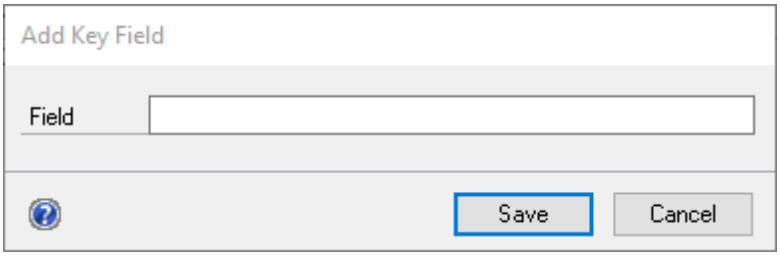
1. Select the field that you want to set options for from the Fields scrolling window.
2. Enter the display name of the field. This is the field name that will be displayed in the Navigation List.
3. If you want the field to appear in the Navigation List, mark the Display checkbox.
4. If you want the field to appear in the preview pane, mark the Preview checkbox.
5. To set other options specific to the field type, click on the expansion button above the Fields scrolling window.

Key Fields

Key Fields are used by Navigation List Builder to determine the current record selected when running Actions.

To add a key field:

1. Click Add button above the Key Fields list.



2. Select the Key field from the Field list.
3. Click Save.

To remove a key field:

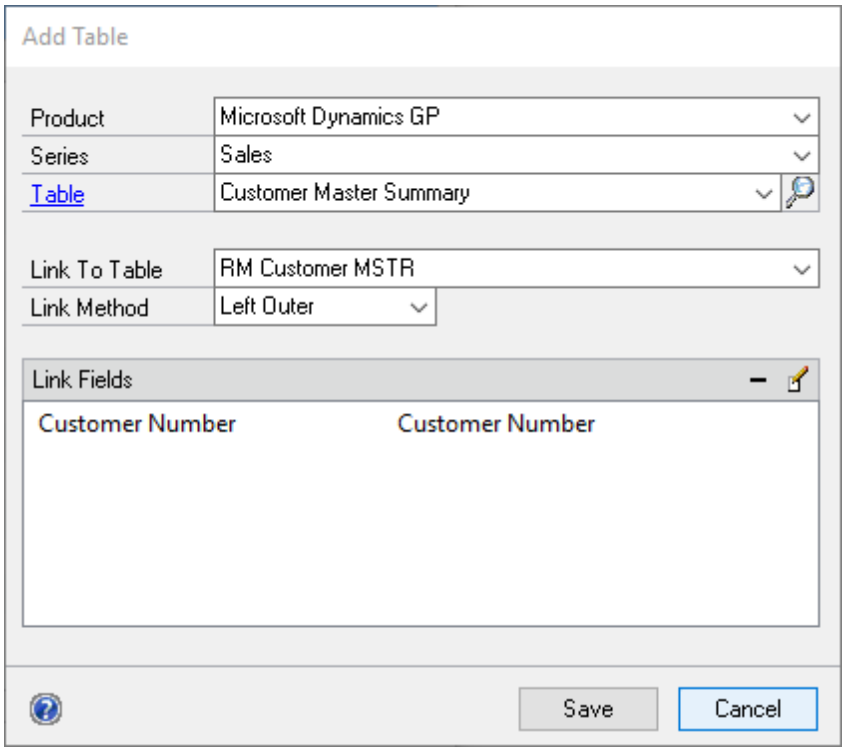
1. Select the field that you want to remove from the Key Fields list.
2. Click the Remove button above the Key Fields list.

Adding Additional Tables

You can add more than one table to a Navigation List by selecting an additional table and linking it to another table in the Navigation List.

To add an additional Microsoft Dynamics GP table:

1. Select Microsoft Dynamics GP Table from the Add button above the Tables list to open the Add Table window.

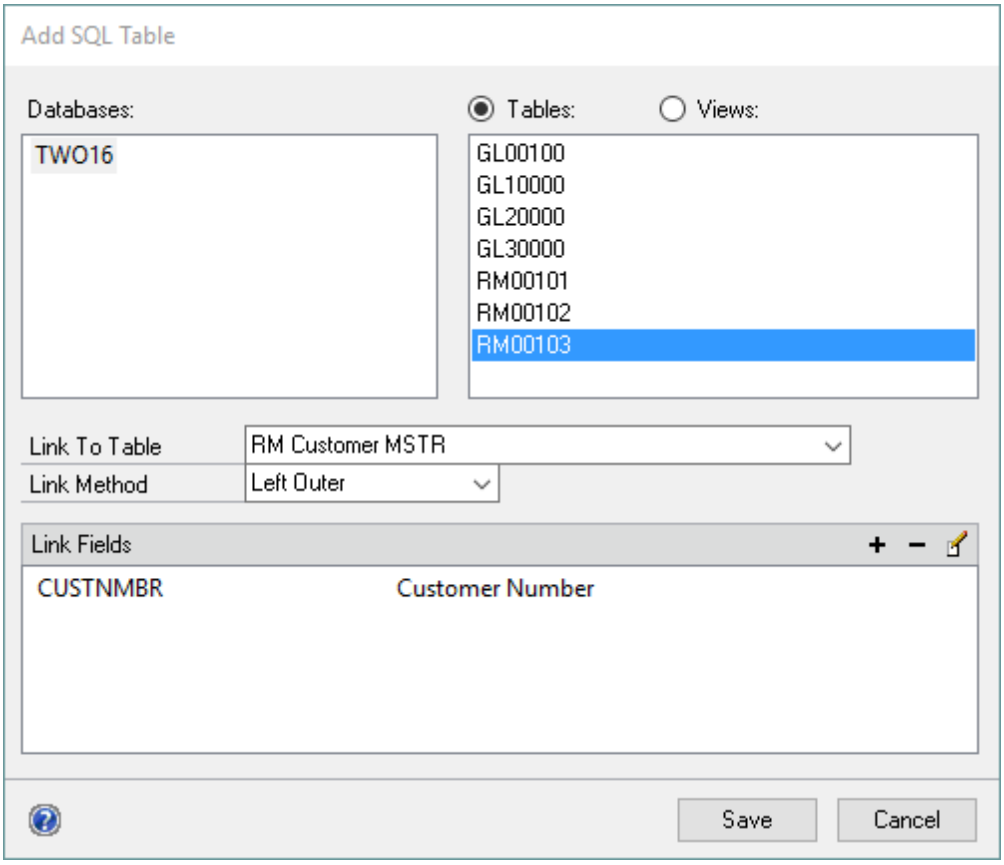


2. Select the Product, Series and Table.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized

with default settings.

To add an additional SQL Server table:

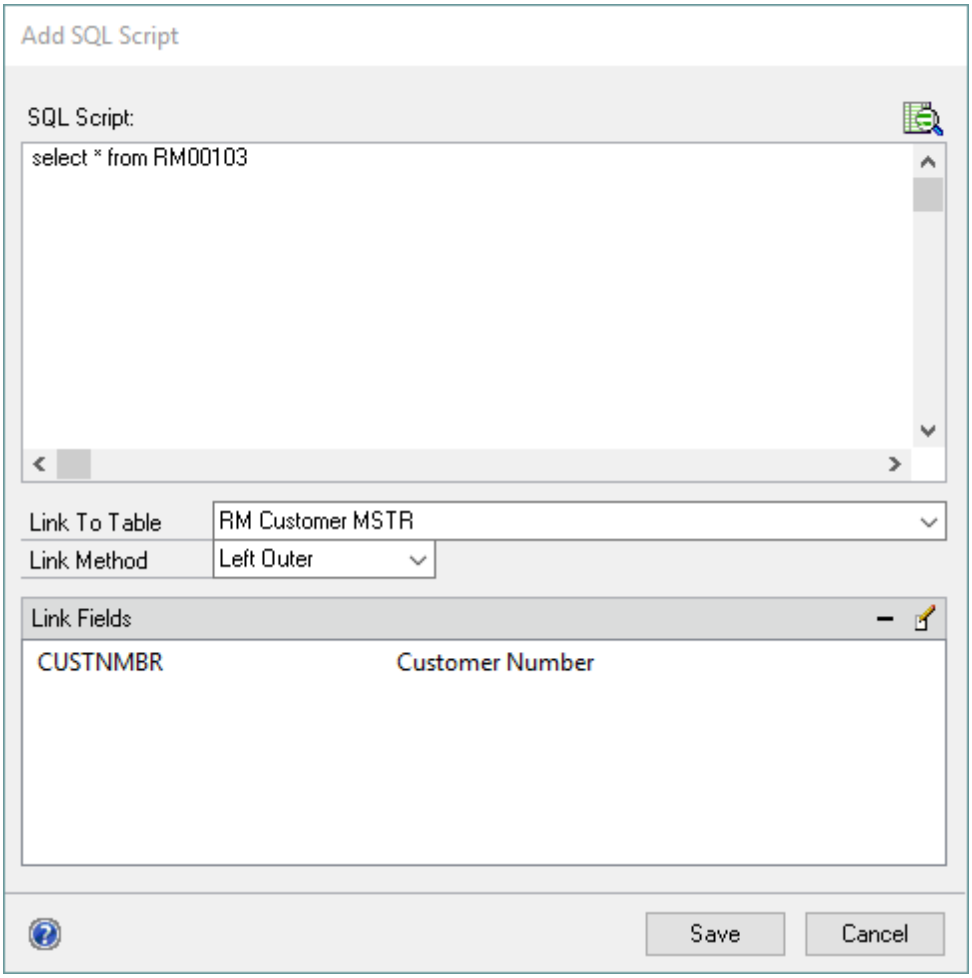
1. Select SQL Server Table from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Database and Table. Select the Views option to display views contained in the selected Database.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional SQL Script table:

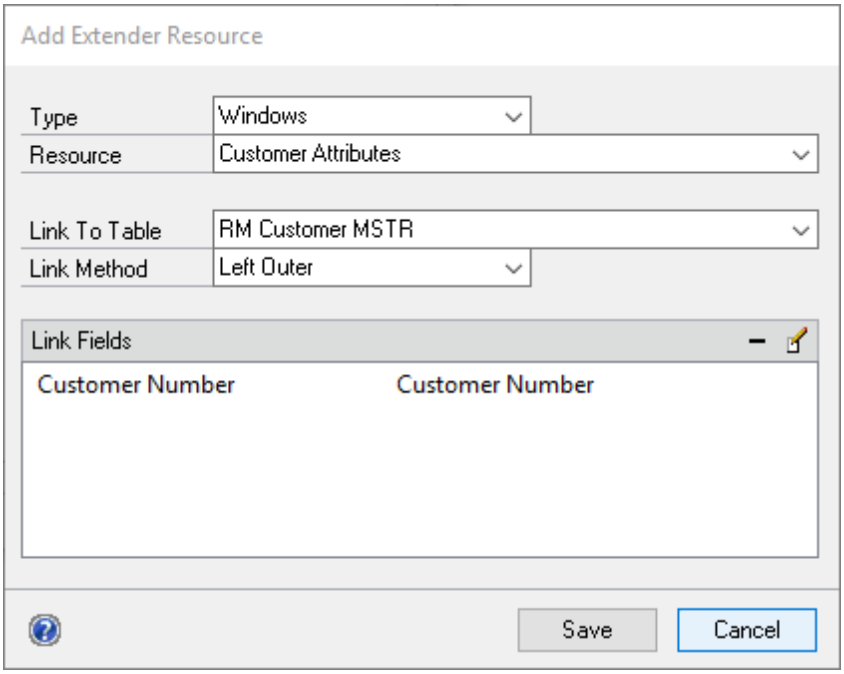
1. Select SQL Script from the Add button above the Tables list to open the Add SQL Table window.



2. Enter the SQL select statement for the table.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

To add an additional Extender Resource:

1. Select Extender Resource from the Add button above the Tables list to open the Add Table window.



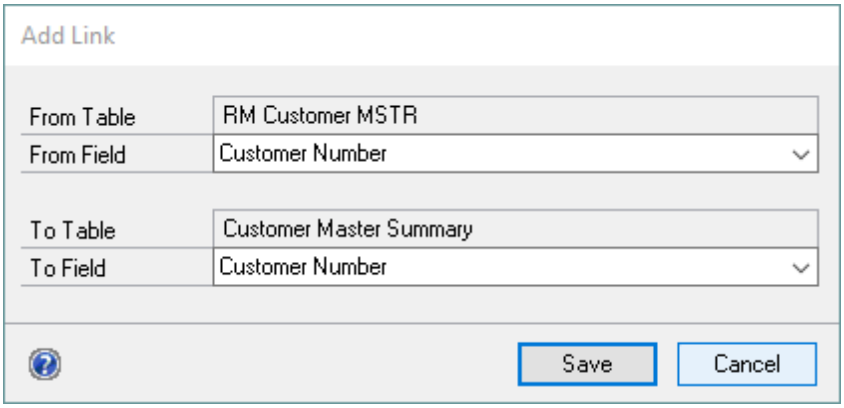
2. Select the Extender Resource Type.
3. Select the name of the Extender object.
4. Select the table that you want to link to.
5. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
6. Select fields to link the tables with.
7. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

Table Links

You can use the Add Table, Add SQL Table, Add SQL Script and Add Extender Resource windows to add links between tables.

To add a link:

1. Click the Add symbol above the Link Fields list to open the Add Link window.



2. Select the field to link from.
3. Select the field to link to.
4. Click Save.

To modify an existing link:

1. Select the link that you want to modify from the Link Fields list.
2. Click the Edit button above the Link Fields list.
3. Enter new information for the window.
4. Click Save.

To remove an existing link:

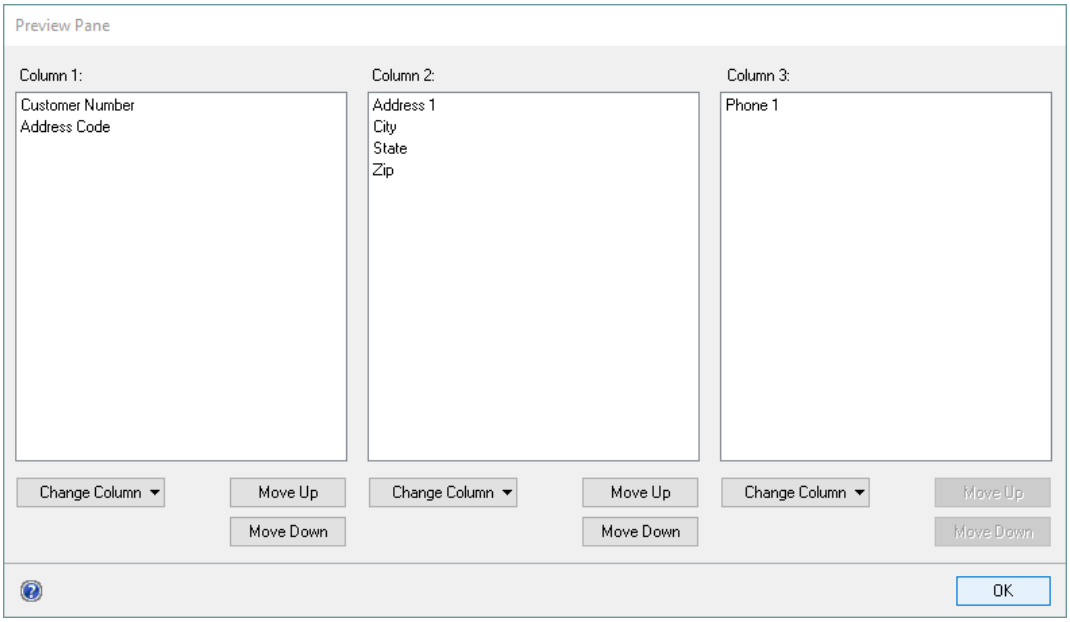
1. Select the link that you want to remove from the Link Fields list.
2. Click the Remove button above the Link Fields list.

Preview Pane

Fields in the preview pane are organized into three columns. By default, all fields are added to the first column of the preview pane in the order that they were selected. You can use the Preview Pane window to change the column and order of the fields displayed in the preview window.

To change the column of a field:

1. Click Preview to open the Preview Pane window.



2. Select the field that you want to move to another column.
3. Click the Change Column button and select the column that you want to move the field to.

To change the order of fields in a column:

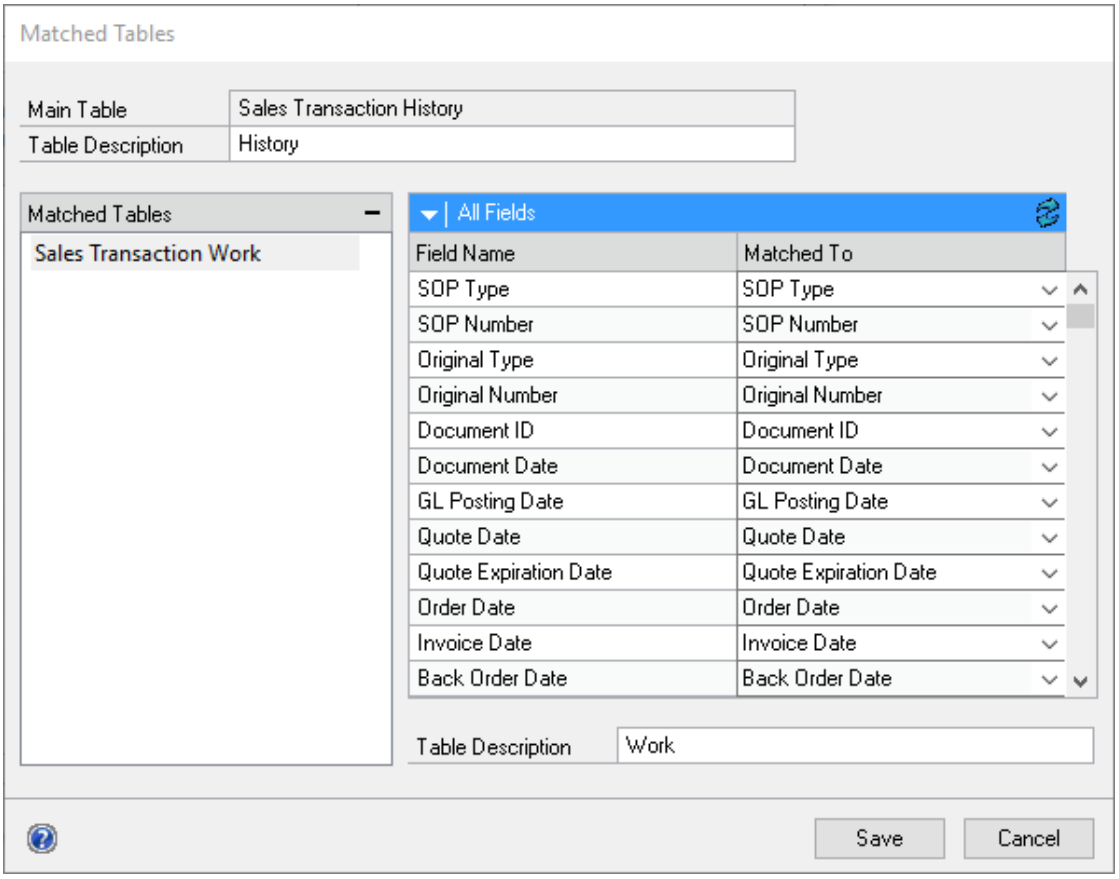
1. Click Preview to open the Preview Pane window.
2. Select the field that you want to change the order of.
3. Click Move Up or Move Down to change the order of the field.

Adding Matched Tables

Matched tables are used to combine work, open and history data.

To add a matched table:

1. Open the table that you want to match from the Tables list.
2. Click Edit.
3. Click Matched Tables. This button is only available after the table has been saved. It is not available while you are adding a new table.



4. Click the Add button above the Matched Tables list.
5. Select the product, series and table to match to the original table.
6. Click Save.
7. Match any unmatched fields. If fields are not matched, you will not be able to use those fields in your SmartList. If there is no field in the table to match to, you can match a field to the (Blank) field.
8. Enter a description of the matched table.
9. Click OK.

Modifying Tables

You can use the Add Table, Add SQL Table and Add Extender Resource windows to update tables in the Navigation List.

To modify a table:

1. Select the table that you want to modify from the Tables list.
2. Click the Edit button above the Tables list.
3. Enter the new information for the table.
4. Click Save.

Removing Tables

You can use the Navigation List Builder window to remove tables from the Navigation List.

To remove a table:

1. Select the table that you want to remove from the Tables list.
2. Click the Remove button above the Tables list.

You cannot remove tables that have been linked to other tables.

Field Options

This module describes how to set the field options for string, currency, integer, long integer, date, and list fields. It also walks through how to set the column order.

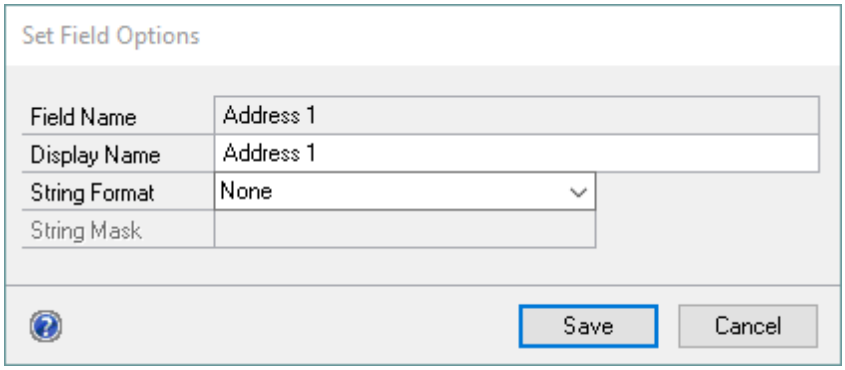
When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is available in the Navigation List, whether it is displayed in the default Navigation List or the Preview and change the display name of the field.

String Field Options

By default, all string fields in a Navigation List have no formatting. You can select the format of the string to control how it will be displayed in the Navigation List.

To set string field options:

1. Select a string field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



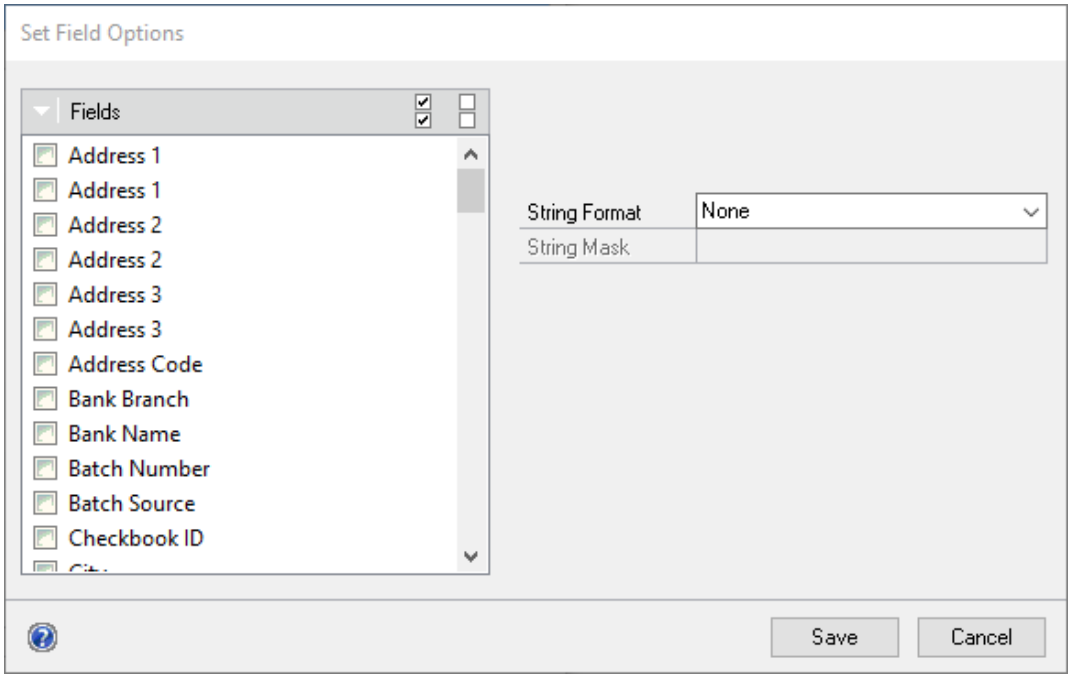
3. Select the string format. This format defines how the string will be displayed in the

Navigation List.

4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

To set string field options for multiple fields:

1. Select Options >> Edit Field Settings >> String Fields.



2. Mark the fields that you want to set field options for.
3. Select the string format. This format defines how the string will be displayed in the Navigation List.
4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

Numeric Field Options

There are a number of display options for numeric fields:

- Display currency symbol - if marked, the currency symbol specified in the

operating system settings is displayed.

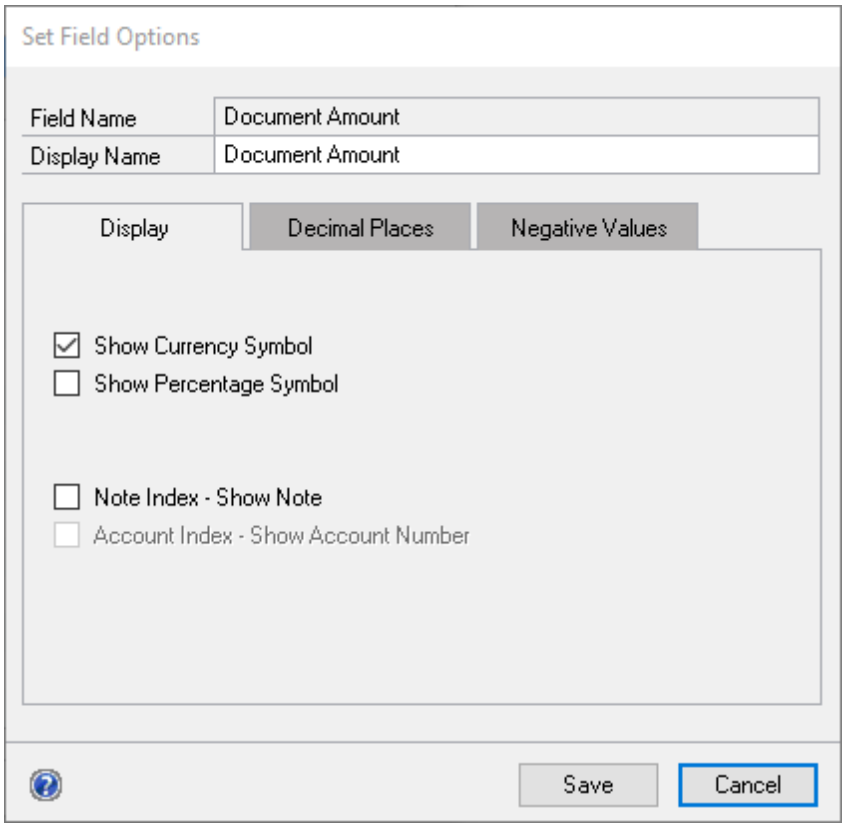
- Display percentage symbol - if marked, a percentage symbol (%) is added to the end of the number.
- Display as account - if marked, the corresponding account number will be displayed instead of the numeric representation.
- Display as note - if marked, the corresponding note will be displayed instead of the numeric representation.
- Number of decimal places.
- When the number should be treated as negative.

Displaying Currency Symbols

You can use the numeric field options window to select to display the currency symbol for a numeric field.

To display a currency symbol:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.

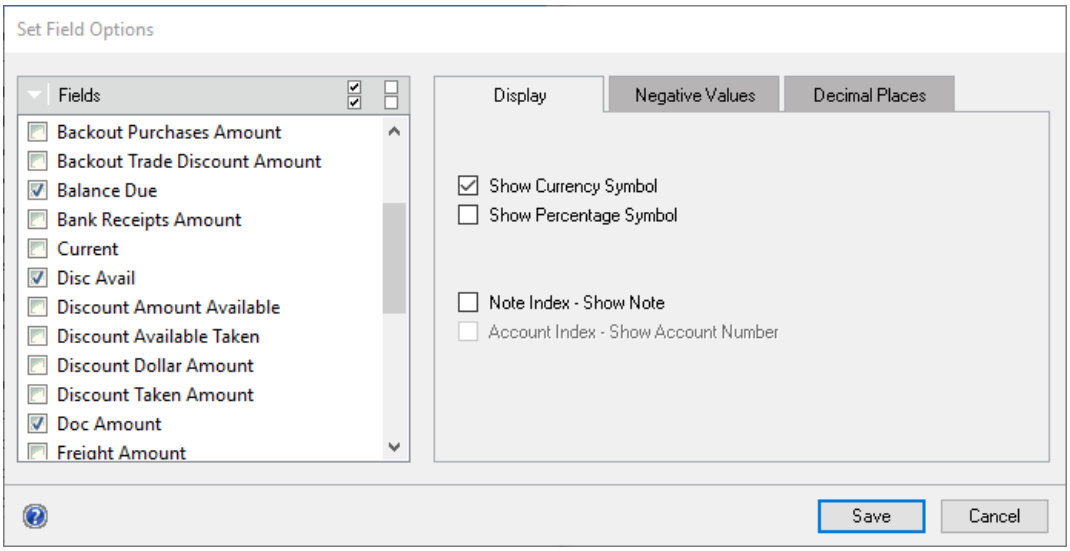


3. If you want to display the field as a currency, mark the Show Currency Symbol checkbox.

4. Click Save.

To display a currency symbol for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



2. Mark the fields that you want to display the currency symbol for.
3. Mark the Show Currency Symbol checkbox.
4. Click Save.

Displaying Percentage Symbols

You can use the numeric field options window to select to display a percentage symbol at the end of a numeric field.

To display a percentage symbol:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the field as a percentage, mark the Show Percentage Symbol checkbox.
4. Click Save.

To display a percentage symbol for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.
2. Mark the fields that you want to display the percentage symbol for.
3. Mark the Show Percentage Symbol checkbox.
4. Click Save.

Displaying Numbers As Accounts

You can use the numeric field options window to select to display a numeric field as an account.

To display an account number:

1. Select an integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the associated account number instead of the numeric representation of the account, mark the Account Index - Show Account Number checkbox. When you mark the Account Index - Show Account Number checkbox, all other options are disabled.
4. Click Save.

To display an account number for multiple fields:

1. Select Options >> Edit Field Settings >> Long Integer Fields or Integer Fields.
2. Mark the fields that you want to display the account for.
3. Mark the 'Account Index - Show Account Number' checkbox.
4. Click Save.



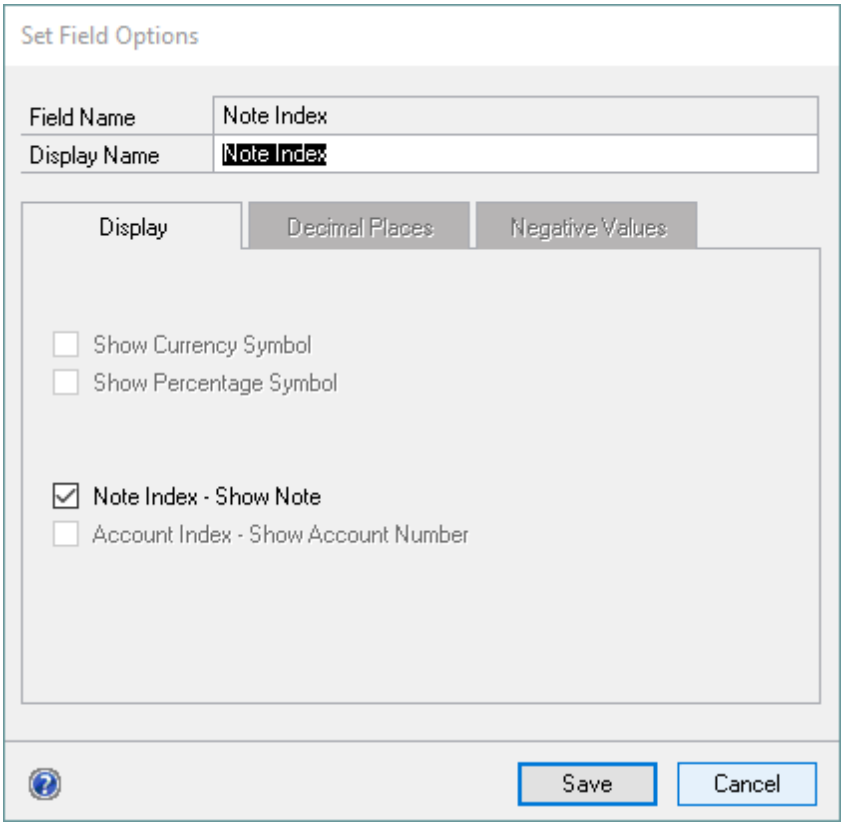
Only integer and long integer fields can be displayed as account numbers. Currency fields cannot be displayed as an account number.

Displaying Numbers As Notes

You can use the numeric field options window to select to display a numeric field as a note.

To display a note:

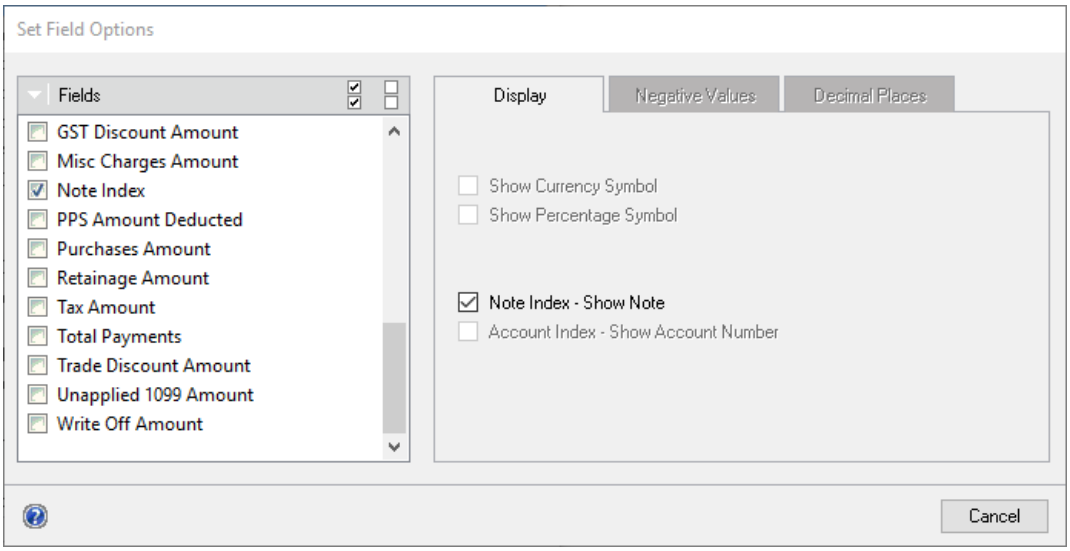
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. If you want to display the associated note instead of the numeric representation of the note, mark the Note Index - Show Note checkbox. When you mark the Note Index - Show Note checkbox, all other options are disabled.
4. Click Save.

To display a note for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



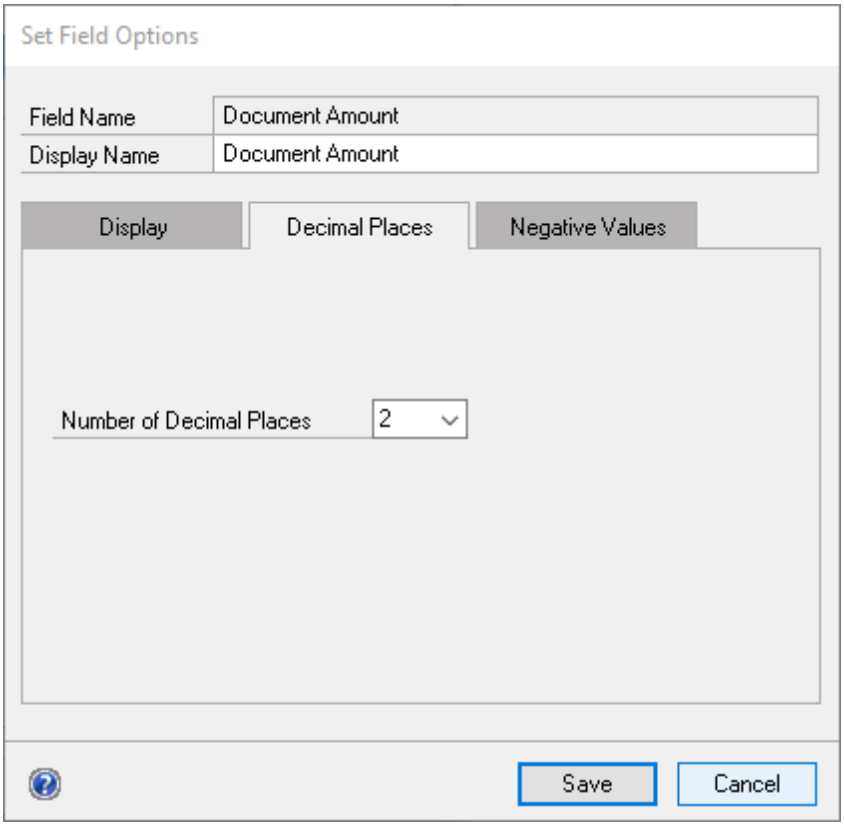
2. Mark the fields that you want to display the account for.
3. Mark the Note Index - Show Note checkbox.
4. Click Save.

Setting Decimal Places

You can use the numeric field options window to select the number of decimal places.

To select the number of decimal places:

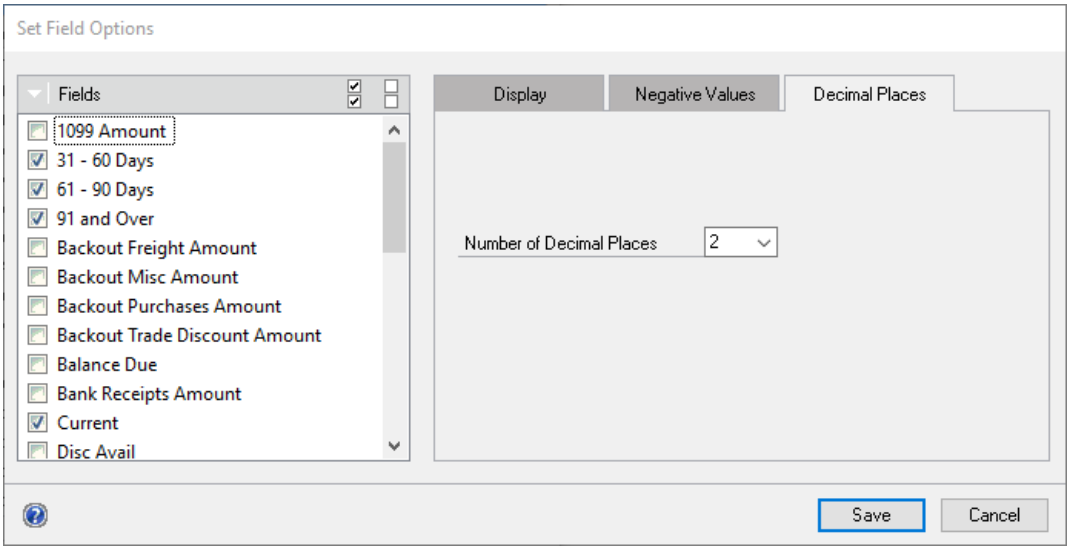
1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



3. Click the Decimal Places tab.
4. Select the number of decimal places.
5. Click Save.

To select the number of decimal places for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.



2. Mark the fields that you want to set the decimal places for.
3. Click the Decimal Places tab.
4. Select the number of decimal places.
5. Click Save.

When you select the number of decimal places for an integer or long integer field, the number is divided by the power of ten required to get the required number of decimal places. For example, the integer 100 will be displayed as 1.00 if the number of decimal places specified is 2.

Setting Negative Options

You can use the numeric field options window to select when the number should be negative.

To specify when numeric fields are treated as negative:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. Click the Negative Values tab.
4. Mark the Display as negative based on field checkbox. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and checkbox fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

To specify when numeric fields are treated as negative for multiple fields:

1. Select Options >> Edit Field Settings >> Currency Fields, Long Integer Fields or Integer Fields.
2. Mark the fields that you want to set the negative values for.

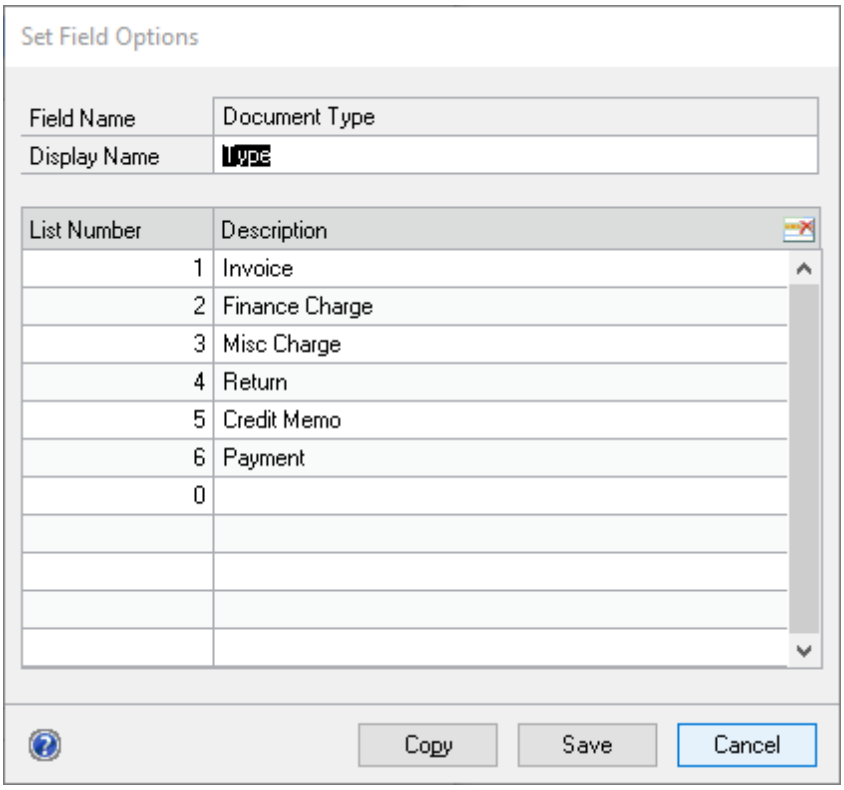
3. Click the Negative Values tab.
4. Mark the Display as negative based on field check box. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and check box fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

List Field Options

The list items for a list field will usually be defaulted when the table is added to the Navigation List. If the list items are not defaulted or you want to make changes to the list items, you can specify the list items in the List Options window.

To set list field options:

1. Select a list field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



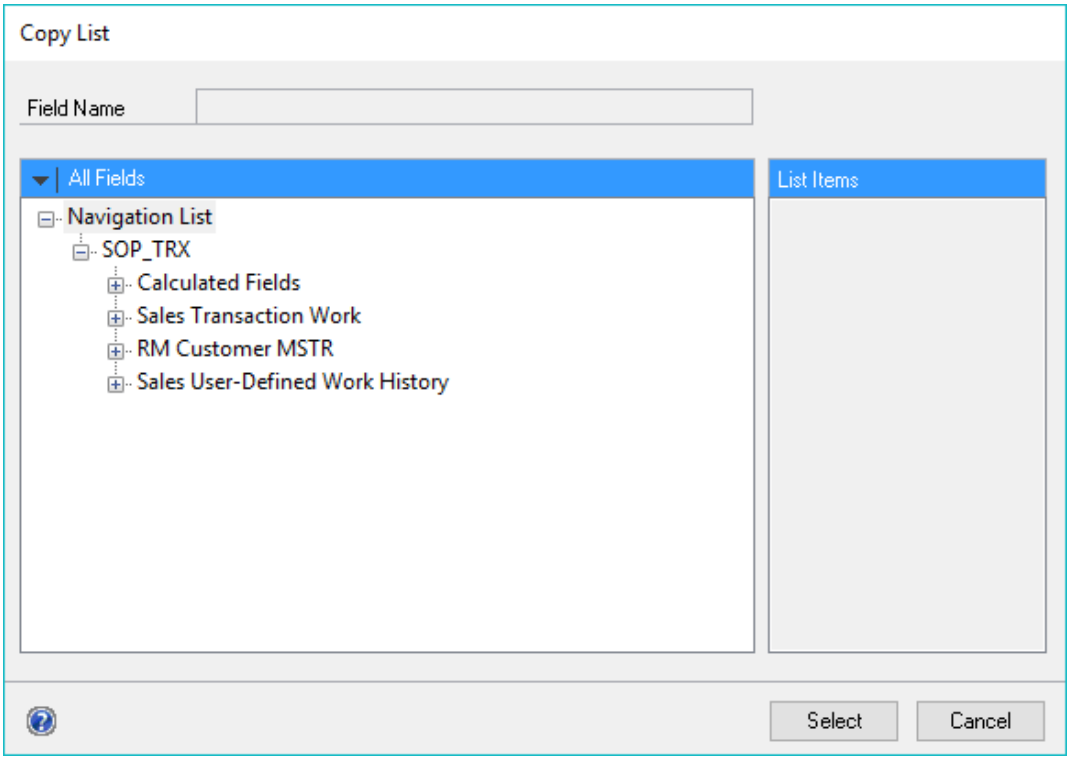
3. Enter the list numbers and descriptions for each of the items in the list.
4. Click Save.

Copying List Items

If you have previously entered a set of list items, you can save time re-entering this list by copying it to another list.

To copy list items:

1. Click the Copy button at the bottom of the Set List Field Options window to open the Copy List window.



2. If there are list fields that have the same name as the current list field, only these list fields will be displayed. Otherwise, all list fields from all Navigation List objects will be listed.
3. Select a field from the List Fields list. The list items for the selected list will be displayed.
4. Click the Select button to copy the list items.

When you copy list items to a list, all existing list items for the list will be overwritten.

Removing List Items

You can use the List Options window to remove list items.

To remove list items:

1. Select the list item that you want to remove.
2. Click the Delete Row button above the List Items scrolling window.

Restrictions

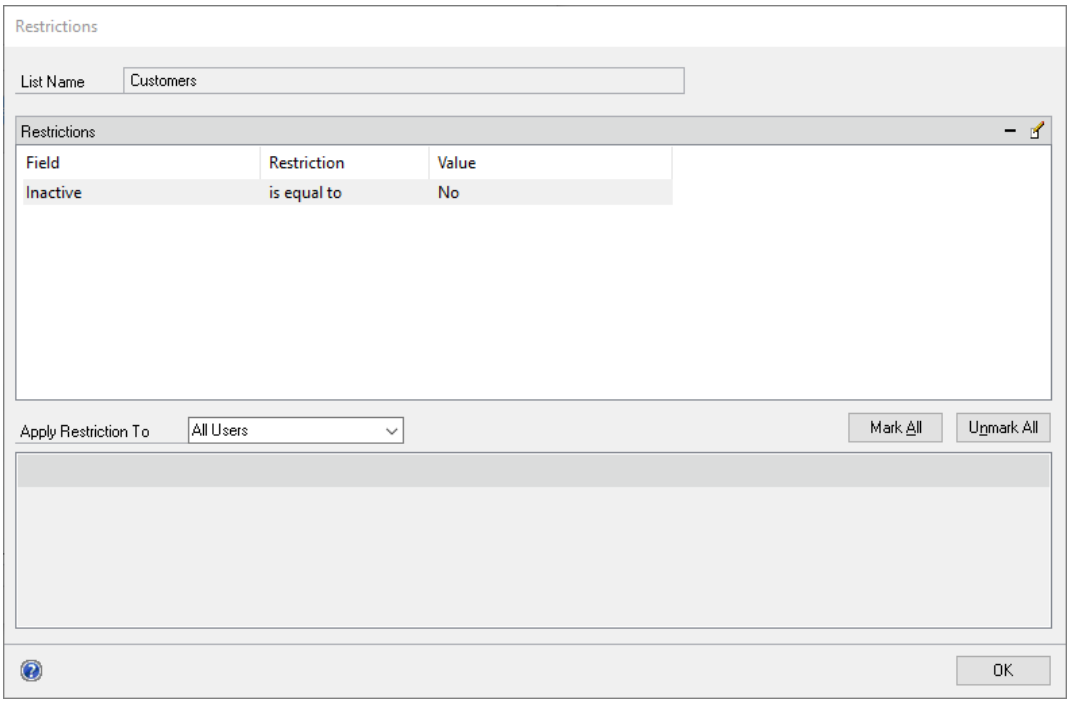
This module describes restrictions can be added to a Navigation List to restrict the information that can be shown in the Navigation List. This allows you to restrict the data returned to the Navigation List report. You can add an unlimited number of restrictions.

Adding Restrictions

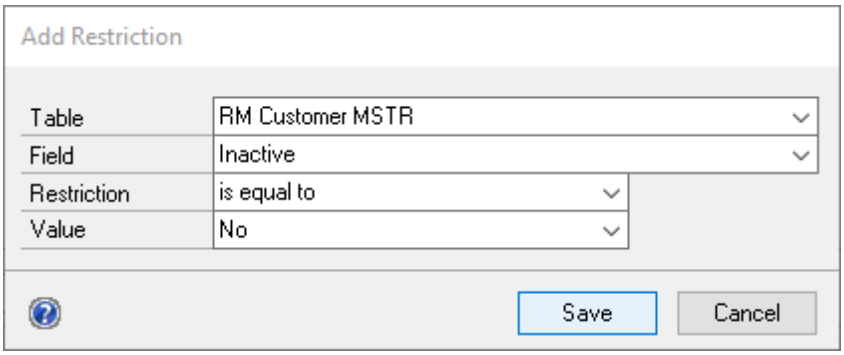
You can use the Restrictions window to add restrictions to a Navigation List.

To add a restriction:

1. Click the Restrictions button to open the Restrictions window.



2. Click the Add button above the Restrictions list to open the Add Restriction window.



3. Select the table and field that you want to set a restriction on.

4. Select the restriction method.
5. Enter the restriction value.
6. Click Save.

Modifying Restrictions

You can use the Restrictions window to modify restrictions on a Navigation List.

To modify an existing restriction:

1. Select the restriction that you want to modify from the Restrictions list.
2. Click the Edit button above the Restrictions list.
3. Enter the new information for the restriction.
4. Click Save.

Removing Restrictions

You can use the Restrictions window to remove restrictions from a Navigation List.

To remove an existing restriction:

1. Select the restriction that you want to remove from the Restrictions list.
2. Click the Remove button above the restrictions list.

Restriction Types

There are 14 types of restriction that can be placed on a Navigation List:

- Equals
- Contains
- Begins With
- Is Between
- Is Greater Than
- Is Less Than
- Is Greater Than or Equal To
- Is Less Than or Equal To
- Is Not Equal To
- Does Not Contain
- Does Not Begin With
- Is Not Between
- Is Equal To One of List
- Is Not Equal To One of List

Date Restrictions

When creating a restriction based on a date, you must select an option to specify how to get the date. There are eight date restriction options that can be selected from:

- Enter Date - the restriction date is the date entered.
- Current Date - the restriction date is the User Date at the time of running the Navigation List.
- Start of Week - the restriction date is the first day of the current week at the time of running the Navigation List.
- End of Week - the restriction date is the last day of the current week at the time of running the Navigation List.
- Start of Month - the restriction date is the first day of the month at the time of running the Navigation List.
- End of Month - the restriction date is the last day of the month at the time of running the Navigation List.
- Start of Year - the restriction date is the first day of the year at the time of running the Navigation List.
- End of Year - the restriction date is the last day of the year at the time of running the Navigation List.

Calculated Fields

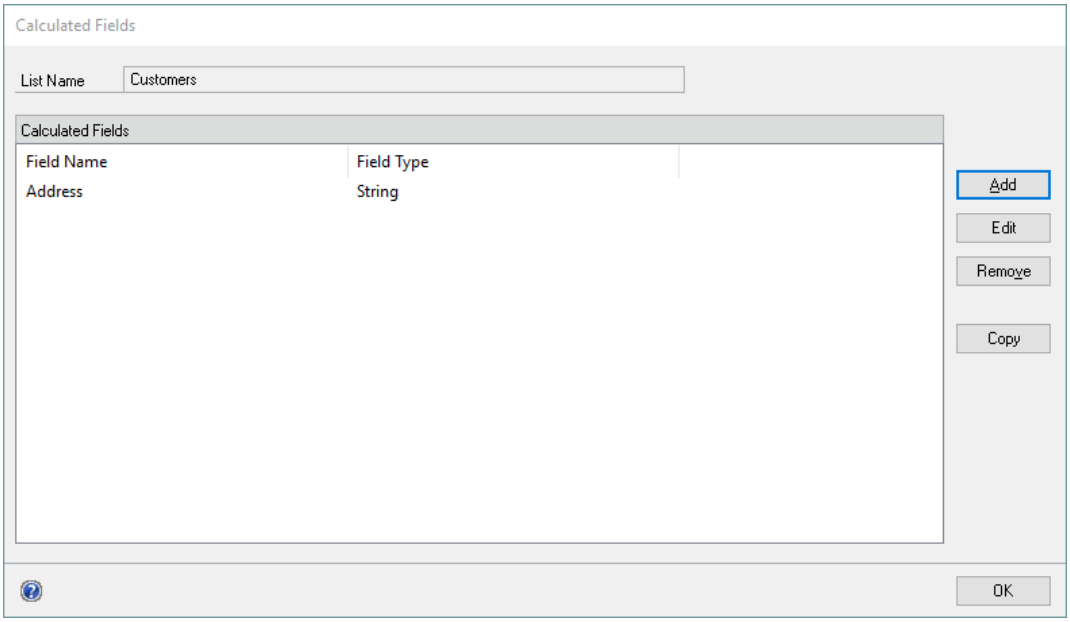
This module describes how Calculated Fields can be added to the Navigation List to expand the fields that can be displayed.

Adding Calculated Fields

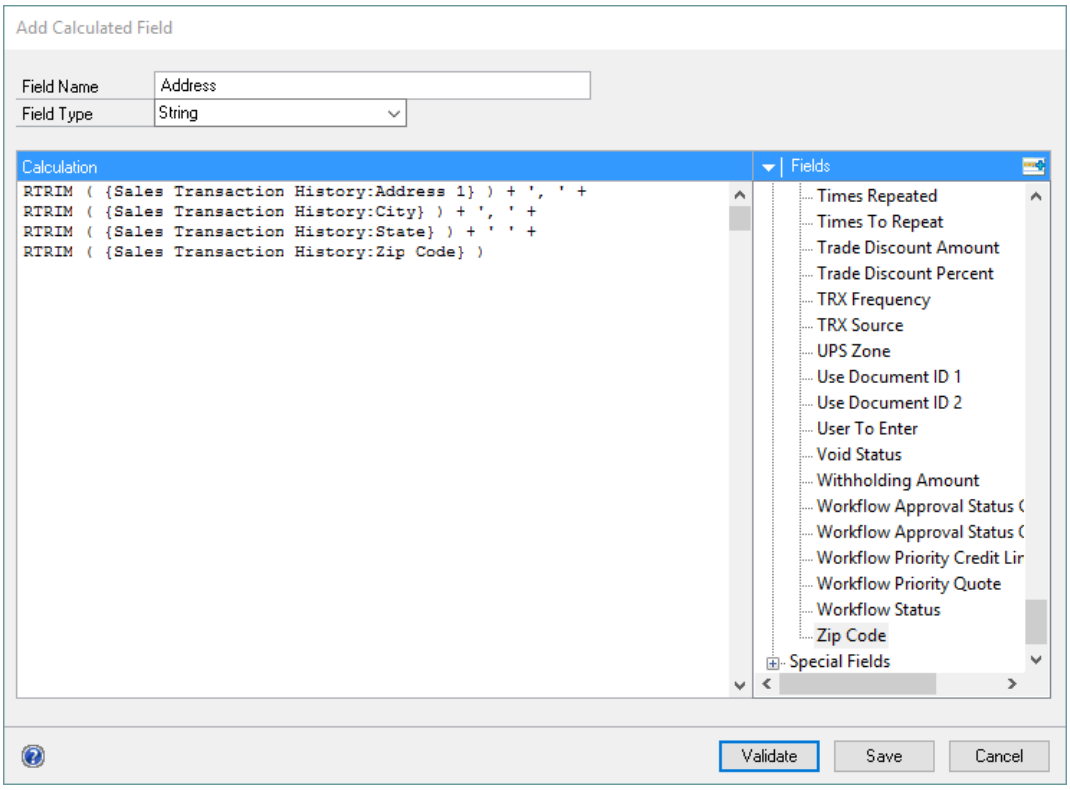
You can use the Calculated Fields window to add calculated fields to a Navigation List.

To add a calculated field:

1. Click the Calculations button to open the Calculated Fields window. This window displays a list of all calculated fields created for the Navigation List.



2. Click the Add button to the right of the Calculated Fields list to open the Add Calculated Field window.



3. Enter the field name of the calculated field. This is the name of the field that will be displayed in the Navigation List.
4. Select the field type.
5. Enter the script for the calculation. Add fields to the calculation by double-clicking

on a field from the Fields list. Add functions to the calculation by double-clicking on a function from the Functions list. The Functions list is displayed by selecting Functions from the View button above the Fields list.

6. Click Save.

Modifying Calculated Fields

You can use the Calculated Fields window to modify calculated fields on a Navigation List.

To modify an existing calculated field:

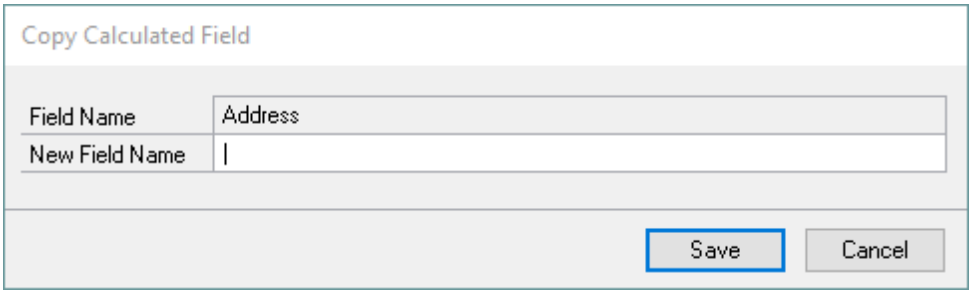
1. Select the calculated field you want to modify from the Calculated Fields list.
2. Click the Edit button to the right of the Calculated Fields list.
3. Enter new information for the Calculated Field.
4. Click Save.

Copying Calculated Fields

You can use the Calculated Fields window to copy calculated fields on a SmartList.

To modify an existing calculated field:

1. Select the calculated field you want to copy from the Calculated Fields list.
2. Click the Copy button to the right of the Calculated Fields list.



3. Enter New Field Name for the Calculated Field.
4. Click Save.

Removing Calculated Fields

You can use the Calculated Fields window to remove calculated fields from a Navigation List.

To remove an existing calculated field:

1. Select the calculated field you want to remove from the Calculated Fields list.
2. Click the Remove button to the right of the Calculated Fields list.

Validation

Calculated fields can be validated before they are added to a Navigation List.

To validate a calculated field:

1. Open the calculated field in the Add Calculated Field window.
2. Click the Validate button.

Functions

Navigation List calculated fields can use all of the functions that are available in Transact-SQL. For convenience, the most common of these functions have been added to the functions list on the Add Calculated Field window.

These functions are divided into the following areas:

- Arithmetic Operators
- Date Functions
- Mathematical Functions
- System Functions
- String Functions



Knowledge Base article KBA-01209-N1Q5D6 outlines in further detail all of the functions that are setup to use in the calculations.

List Options

This module describes how to add a status image to the Navigation Lists.

Navigation List Options

You can use the Options window to select status images for the Navigation Lists.

To display status images:

1. Open the Navigation List Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Navigation List Builder >> Options Button).
2. Mark the Display Status Image checkbox.
3. Select the table and field to base the status image on.
4. Map each value of the field to an image.
5. Click Save.

Actions

This module describes how to add Actions to Navigation List Builder.

An Action is a link from a Navigation List to a Microsoft Dynamics GP window or process. You can access a Navigation List Action by selecting a record in the Navigation List and clicking on an Action button in the Actions pane.

Adding Actions

Use the Action window to add Navigation List Actions. Each action is grouped under one of the following functional groups:

- New
- Modify
- Actions
- Reports
- Go To

Under each group, the action buttons are organized according to priority. There are three priorities:

- Primary buttons are displayed first.
- Secondary buttons are displayed in the second column.
- Force Overflow buttons are displayed in a separate menu.

The button size of the action determines the size of the icon that is displayed for the button.

To add an Action:

1. Click Actions to open the Actions window.
2. Click the Add Action button to open the Add Action window.
3. Enter details for the Action.
4. Click Save.

Default Actions

The default action can be quickly accessed by double-clicking on the Navigation List record or by clicking on the header of the preview pane.

To set the default Action:

1. Click the Actions button.
2. Select the default Action.

3. Click OK.

Open Form Actions

You can use Open Form Actions to create an action to open a form and set the value of a few fields.

To add an Open Form Go To:

1. Click Actions to open the Actions window.
2. Click Add Action and select Open Form to open the Open Form window.
3. Enter the Description of the Action. This description will be displayed as the text on the Action button.
4. Select the Group that the Action will be grouped under in the Action pane.
5. Select the Button Size and Priority.
6. Select the Product, Series and Form to open for the Action.
7. Add Tasks for the Action.
8. Click Save.

Adding Tasks

Tasks are things that happen after the selected form has been opened. There are six task types that can be used:

- Set the value of a field - sets the value of a field on the form to a value in the Navigation List.
- Run a field script - runs any scripts that would normally run when changing a value on a field or clicking on a button.
- Set a field value and run the field script.
- Move the focus to a field - moves the cursor to a field.
- Run a macro - runs a Microsoft Dynamics GP macro.
- Wait for a few seconds - pauses for a specified number of seconds.

To add a task:

1. Click Add.
2. Select the type of task.
3. Enter the details for the task.
4. Click Save.

Modifying Tasks

You can use the Open Form window to modify tasks on an Open Form action.

To modify an existing task:

1. Select the task that you want to modify from the Tasks list.
2. Click the Edit button above the Tasks list.
3. Enter new information for the task
4. Click Save.

Removing Tasks

You can use the Open Form window to remove tasks from an Open Form action.

To remove an existing task:

1. Select the task that you want to remove from the Tasks list.
2. Click Remove.

Defined Actions

Defined Actions runs a process that has been pre-defined in Microsoft Dynamics GP or Extender.

To add a Defined Action:

1. Click Actions to open the Actions window.
2. Click Add Action and select Defined Action to open the Add Defined Action window.
3. Enter the Description of the Action. This description will be displayed as the text on the Action button.
4. Select the Group that the Action will be grouped under in the Action pane.
5. Select the Button Size and Priority.
6. Select the Product, Series and Action.
7. Map the parameters of the action.
8. Click Save.

Adding Parameters

To add a parameter:

1. Click the Add button above the Parameters list.
2. Enter the name of the parameter.
3. Select the field from the Navigation List that you want to pass to the website.
4. Click Save.

Open Website Actions

This Action type opens a website and passes parameters from the Navigation List to the

website.

To add an Open Website Action:

1. Click Actions to open the Actions window.
2. Click Add Action and select Open Website to open the Open Website window.
3. Enter the description of the Action. This description will be displayed as the text on the Action button.
4. Select the Group that the Action will be grouped under in the Action pane.
5. Select the Button Size and Priority.
6. Enter the URL of the website that you want to open.
7. Enter parameters to pass from the Navigation List to the website.
8. Click Save.

Open File Actions

This Action type opens a file where the filename is contained in a Navigation List field. Based on the file's extension, Microsoft Windows® will launch the appropriate application.

To add an Open File Action:

1. Click Actions to open the Actions window.
2. Click Add Action and select Open File to open the Open File window.
3. Enter the Description of the Action. This description will be displayed as the text on the Action button.
4. Select the Group that the Action will be grouped under in the Action pane.
5. Select the Button Size and Priority.
6. Select the table and field that contain the file to be opened by the Action.
7. Click Save.

Execute Procedure Actions

This Action type executes a procedure in a dictionary passing parameters from the Navigation List to the procedure. This Action type has been created for third party developers to execute complex procedures from a Navigation List.

To add an Execute Procedure Action:

1. Click Actions to open the Actions window.
2. Click Add Action and select Execute Procedure to open the Execute Procedure window.
3. Enter the name for the Action.
4. Select the Group that the Action will be grouped under in the Action pane.
5. Select the button size and priority.
6. Select the product that the procedure is in.

7. Enter the name of the procedure.
8. Select parameters for the procedure. The parameter list must be in the same order as the procedure.
9. Click Save.

Run Drill Down Actions

This action type runs a Drill Down Builder drill down passing parameters from the Navigation List to the Drill Down.

To add a Run Drill Down action:

1. Click Actions to open the Actions window.
2. Click Add and select Run Drill Down to open the Run Drill Down window.
3. Enter the name for the action.
4. Select the Drill Down.
5. Map the parameters for the Drill Down.
6. Click Save.

To map a parameter:

1. Select the parameter that you want to map.
2. Click Edit.
3. Select the Table and Field that you want to map to the parameter.
4. Click Save.

Modifying Actions

You can use the Actions window to modify Actions on a Navigation List.

To modify an existing action:

1. Select the Action that you want to modify from the Actions list.
2. Click the Edit Action button.
3. Enter the new information for the Action.
4. Click Save.

Removing Navigation List Actions

You can use the Actions window to remove actions from the Navigation List.

To remove an Action:

1. Select the Action that you want to remove from the Actions list.
2. Click the Remove Action button.

Navigation List Options

This module describes how to duplicate Navigation Lists, Display the SQL Script being used, and Preview the data.

Duplicating Navigation Lists

You can use the duplicate functionality to copy a Navigation List to another Navigation List, Excel Report or to a SmartList.

To duplicate a Navigation List:

1. Open the Navigation List window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Navigation List Builder).
2. Enter the ID of the Navigation List that you want to duplicate.
3. Select the Duplicate menu item (Options >> Duplicate).
4. Select the type of list to copy.
5. Enter the ID of the new Navigation List, Excel Report or SmartList.
6. Enter the name of the new Navigation List, Excel Report or SmartList.
7. Click Duplicate.



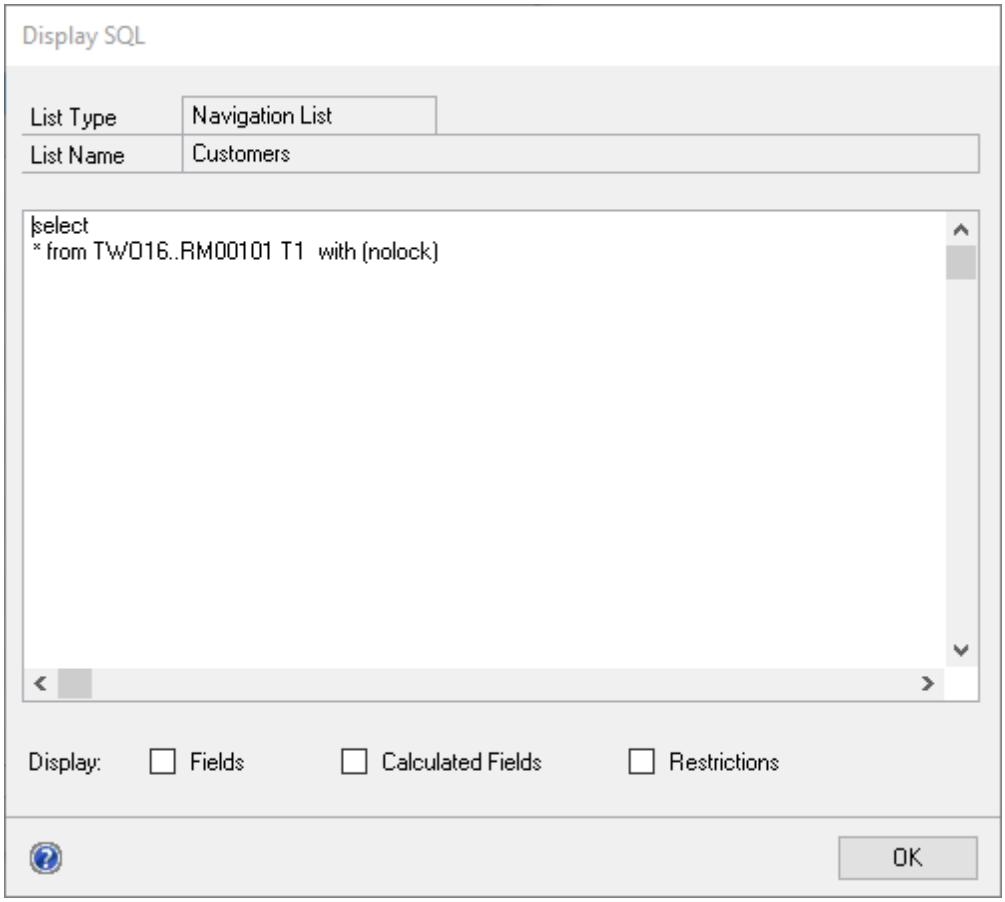
Navigation Lists containing SQL Scripts cannot be copied to Excel Reports.

Display SQL

You can display the SQL Script that is being used by the SmartList when it runs if needed. This can be helpful in figuring out syntax errors or seeing how the tables are being joined.

To Display the SQL Script:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the ID of the SmartList that you want to view the SQL Script for.
3. Select the Display SQL menu item (Options >> Display SQL).



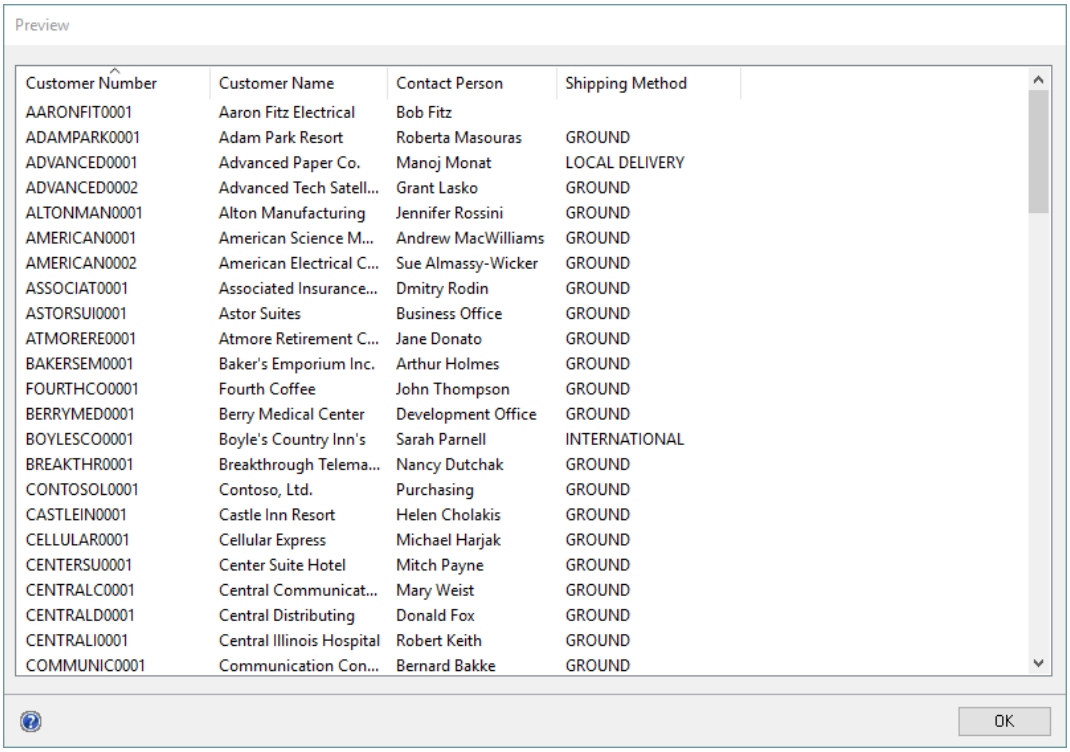
4. Mark the checkboxes next to Fields, Calculated Fields, and Restrictions if you want to view those items in the SQL Script.
5. Click OK.

Preview Data

You can use the Preview Data option to view the data that will be returned by the SmartList without having to update SmartList and view it there.

To Preview the data:

1. Open the SmartList Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the ID of the SmartList that you want to view the SQL Script for.
3. Select the Preview menu item (Options >> Preview Data).


Preview
Customer Number
Customer Name
Contact Person
Shipping Method
AARONFIT0001 Aaron Fitz Electrical Bob Fitz
ADAMPARK0001 Adam Park Resort Roberta Masouras GROUND
ADVANCED0001 Advanced Paper Co. Manoj Monat LOCAL DELIVERY
ADVANCED0002 Advanced Tech Satell... Grant Lasko GROUND
ALTONMAN0001 Alton Manufacturing Jennifer Rossini GROUND
AMERICAN0001 American Science M... Andrew MacWilliams GROUND
AMERICAN0002 American Electrical C... Sue Almassy-Wicker GROUND
ASSOCIAT0001 Associated Insurance... Dmitry Rodin GROUND
ASTORSUI0001 Astor Suites Business Office GROUND
ATMORERE0001 Atmore Retirement C... Jane Donato GROUND
BAKERSEM0001 Baker's Emporium Inc. Arthur Holmes GROUND
FOURTHCO0001 Fourth Coffee John Thompson GROUND
BERRYMED0001 Berry Medical Center Development Office GROUND
BOYLESCO0001 Boyle's Country Inn's Sarah Parnell INTERNATIONAL
BREAKTHR0001 Breakthrough Telema... Nancy Dutchak GROUND
CONTOSOL0001 Contoso, Ltd. Purchasing GROUND
CASTLEIN0001 Castle Inn Resort Helen Cholakis GROUND
CELLULAR0001 Cellular Express Michael Harjak GROUND
CENTERSU0001 Center Suite Hotel Mitch Payne GROUND
CENTRALC0001 Central Communicat... Mary Weist GROUND
CENTRALD0001 Central Distributing Donald Fox GROUND
CENTRALI0001 Central Illinois Hospital Robert Keith GROUND
COMMUNIC0001 Communication Con... Bernard Bakke GROUND
OK

4. Click OK.

Drill Down Builder

This section describes how to create new Drill Downs using Drill Down Builder.

Drill Downs create URLs that can be used by external applications to drill down into Microsoft Dynamics GP. Using Drill Down Builder information is divided into the following topics:

- Adding Drill Downs
- Parameters
- Actions Search Definitions
- Using Drill Downs in External Applications

The Drill Downs that are created can also be added to other forms in Microsoft Dynamics GP. After you have linked a form to a drill down, you can go to the form and there will be a new ribbon item called Go To containing all of the linked drill downs for the form. When you select it, it reads the data from the field and passes that to the drill down. For example, if we add a Linked Form to the Customer Maintenance it can open the Sales Transactions SmartList, automatically restricting the records to those for Aaron Fitz.

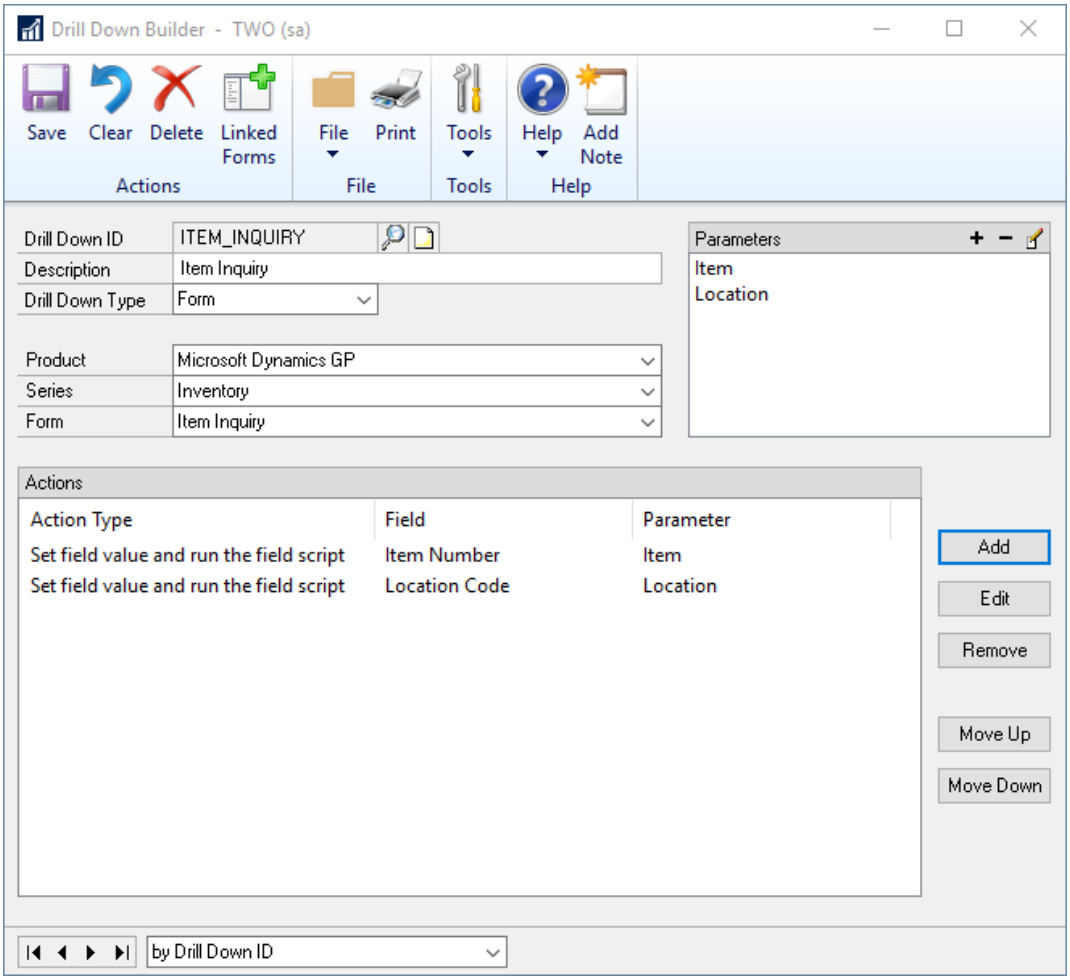
You aren't just limited to opening SmartLists from forms. You can also open other forms or Extender Forms, passing values from the first form to the second form.

Adding Drill Downs

There are three types of drill down; Dynamics GP Form, SmartList and Extender. A Dynamics GP Form drill down opens a Microsoft Dynamics GP form and sets values on the form. A SmartList drill down opens a SmartList and sets search parameters. An Extender drill down opens an Extender Form or Detail Form and sets the values of the ID fields.

To add a Dynamics GP Drill Down:

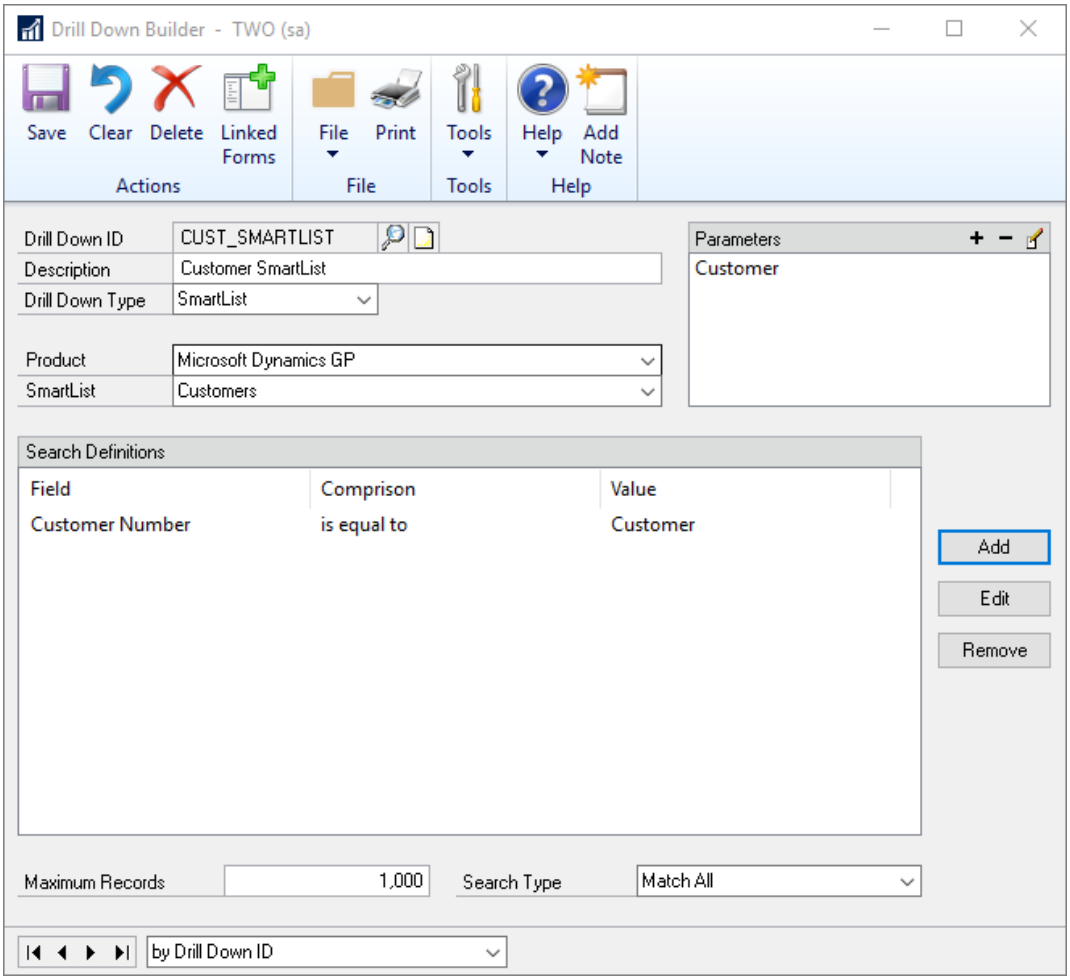
1. Open the Drill Down Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Drill Down Builder).
2. Enter the Drill Down ID.
3. Enter the Description of the Drill Down. Spaces and invalid characters will be removed.
4. Select the Drill Down Type as Form.



5. Select the Product, the Series and the Form that the Drill Down will open.
6. Add Parameters for the Drill Down.
7. Add Actions to the Drill Down.
8. Click Save.

To add a SmartList Drill Down:

1. Open the Drill Down Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Drill Down Builder).
2. Enter the Drill Down ID.
3. Enter the Description of the Drill Down. Spaces and invalid characters will be removed.
4. Select SmartList as the Drill Down Type.



5. Select the Product and SmartList that the Drill Down will open.
6. Add Parameters for the Drill Down.
7. Add Search Parameters to the Drill Down.
8. Click Save.

To add an Extender Drill Down:

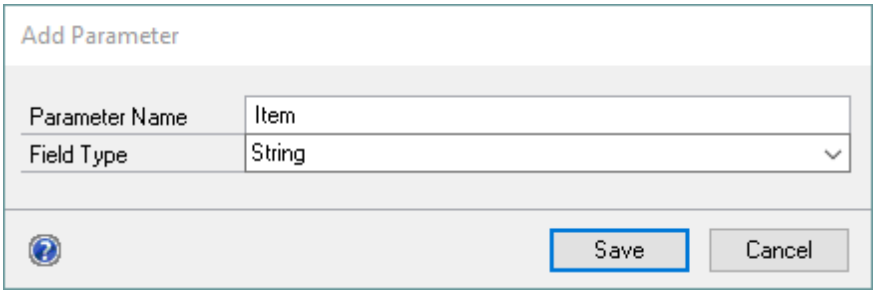
1. Open the Drill Down Builder window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Drill Down Builder).
2. Enter the Drill Down ID.
3. Enter the Description of the Drill Down. Spaces and invalid characters will be removed.
4. Select Extender as the Drill Down Type.
5. Select the Extender Type and Extender Resource that the Drill Down will open.
6. Add Parameters for the Drill Down.
7. Add Actions to the Drill Down.
8. Click Save.

Parameters

Parameters are used to pass values from the drill down URL to the actions performed by the drill down. To set the value of a field on a Dynamics GP form, you must have at least one parameter.

To add a parameter:

1. Click Add button above the Parameter list.



2. Enter the Parameter Name. Spaces and invalid characters will be removed.
3. Select the Field Type for the parameter.
4. Click Save.

To modify a parameter:

1. Select the parameter that you want to modify in the Parameters list.
2. Click the Edit button above the Parameters list.
3. Enter new information for the parameter.
4. Click Save.

To remove a parameter:

1. Select the parameter that you want to remove in the Parameters list.
2. Click the Remove button above the Parameters list.
3. Click Delete.

Actions

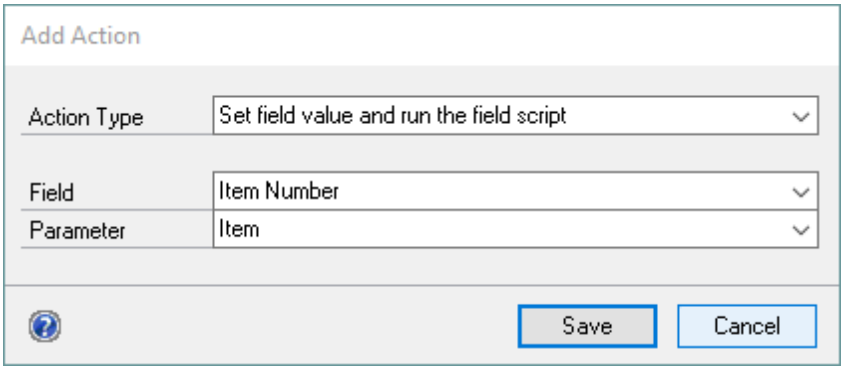
Actions are used to set values and run field scripts on the Dynamics GP form opened by the Drill Down. There are three action types that can be selected:

- Set field value - sets the value of a field on a Dynamics GP form.
- Set field value and run the field script - sets the value of a field and then runs the field change script for that field.
- Run the field script - runs the field change script for a field on a Dynamics GP

form.

To add an action:

1. Click Add.



2. Select the Action Type.
3. Select the Field from the form that you want to apply the action to.
4. If the Action Type is Set field value or Set field value and run the field script, select the Parameter that you want to use the set the value of the field.
5. Click Save.

To modify an existing action:

1. Select the Action that you want to modify in the Actions list.
2. Click Edit.
3. Enter new information for the action.
4. Click Save.

To remove an action:

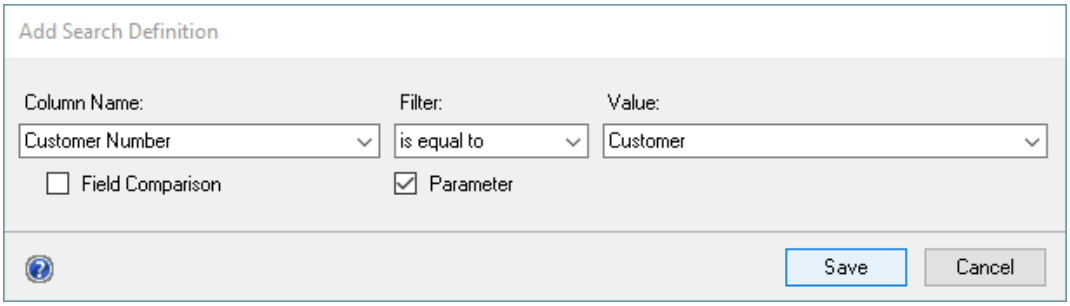
1. Select the Action that you want to remove in the Actions list.
2. Click Remove.
3. Click Delete.

Search Definitions

Search Definitions sets restrictions on the SmartList that the Drill Down is opening.

To add a search definition:

1. Click Add.



2. Select the Column from the SmartList that you want to set.
3. Select the Filter.
4. Select or enter the value. Mark the Field Comparison option if you want to compare the column to another column in the SmartList. Mark the Parameter option if you want to set the column to a parameter value.
5. Click Save.

To modify an existing search definition:

1. Select the Search Definition that you want to modify in the Search Definitions list.
2. Click Edit.
3. Enter new information for the Search Definition.
4. Click Save.

To remove a search definition:

1. Select the Search Definition that you want to remove in the Search Definitions list.

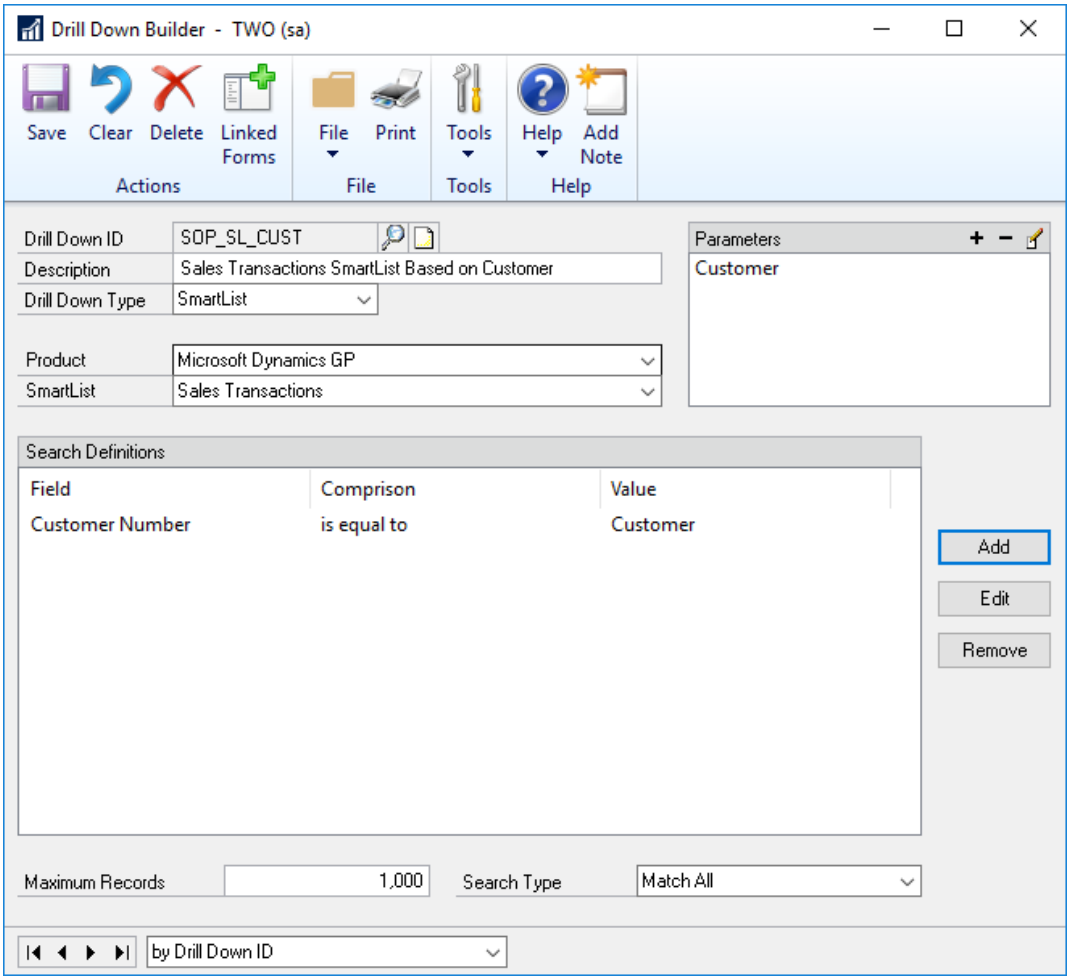
2. Click Remove.

Linked Forms

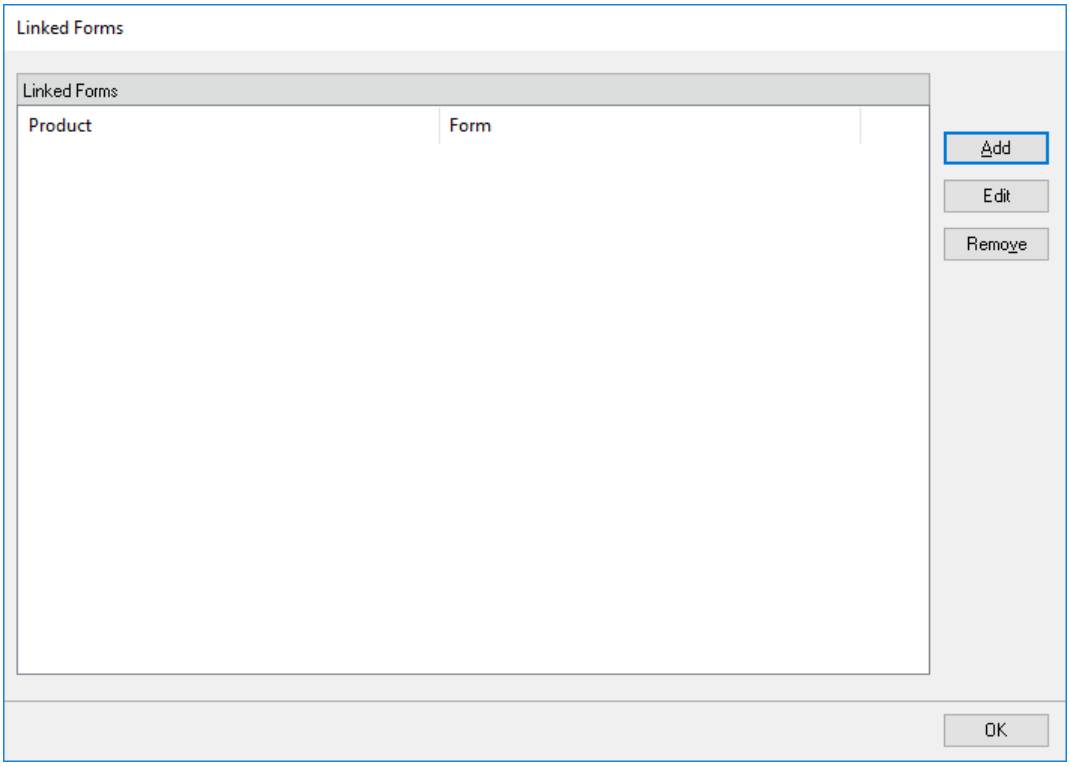
After a Drill Down is created, it can be added to the forms in Microsoft Dynamics GP as well using the Linked Forms option. The Linked Forms can open other Microsoft Dynamics GP Forms, Extender Forms, and SmartLists.

To create a Linked Form from a Drill Down:

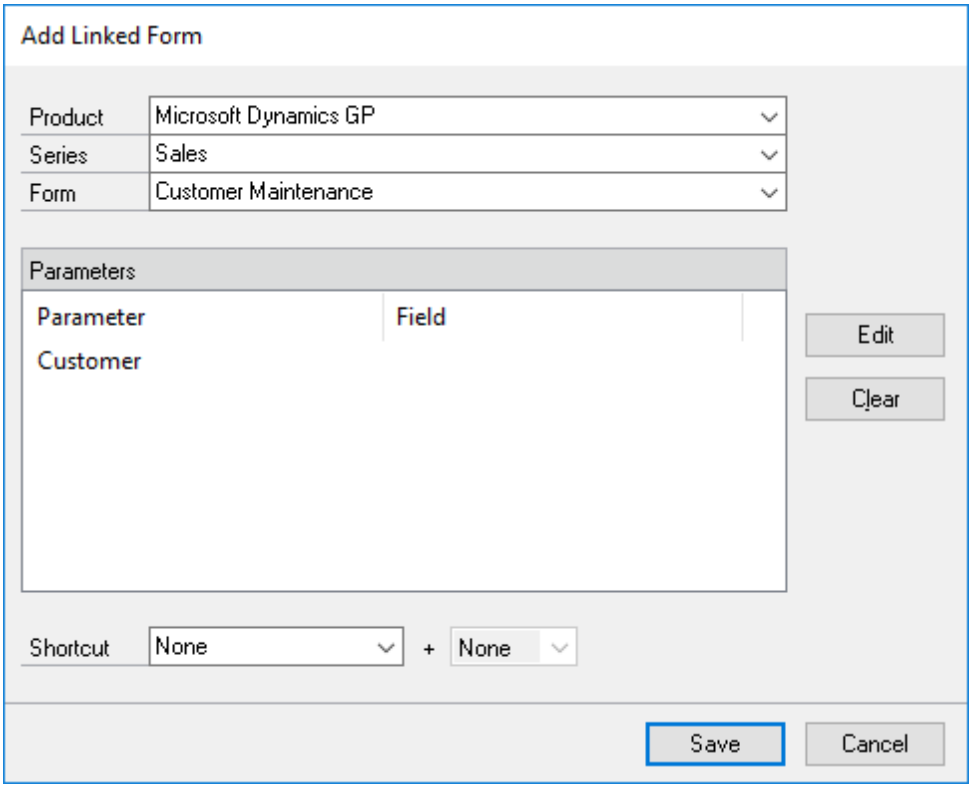
1. Create the Drill Down to the Form, Extender Form, or SmartList that you want to use.



2. Click the Linked Forms button to open the Linked Forms window.

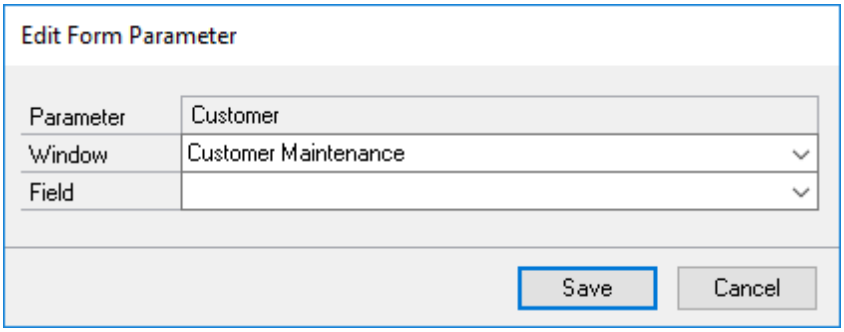


3. Click Add to open the Add Linked Form window.

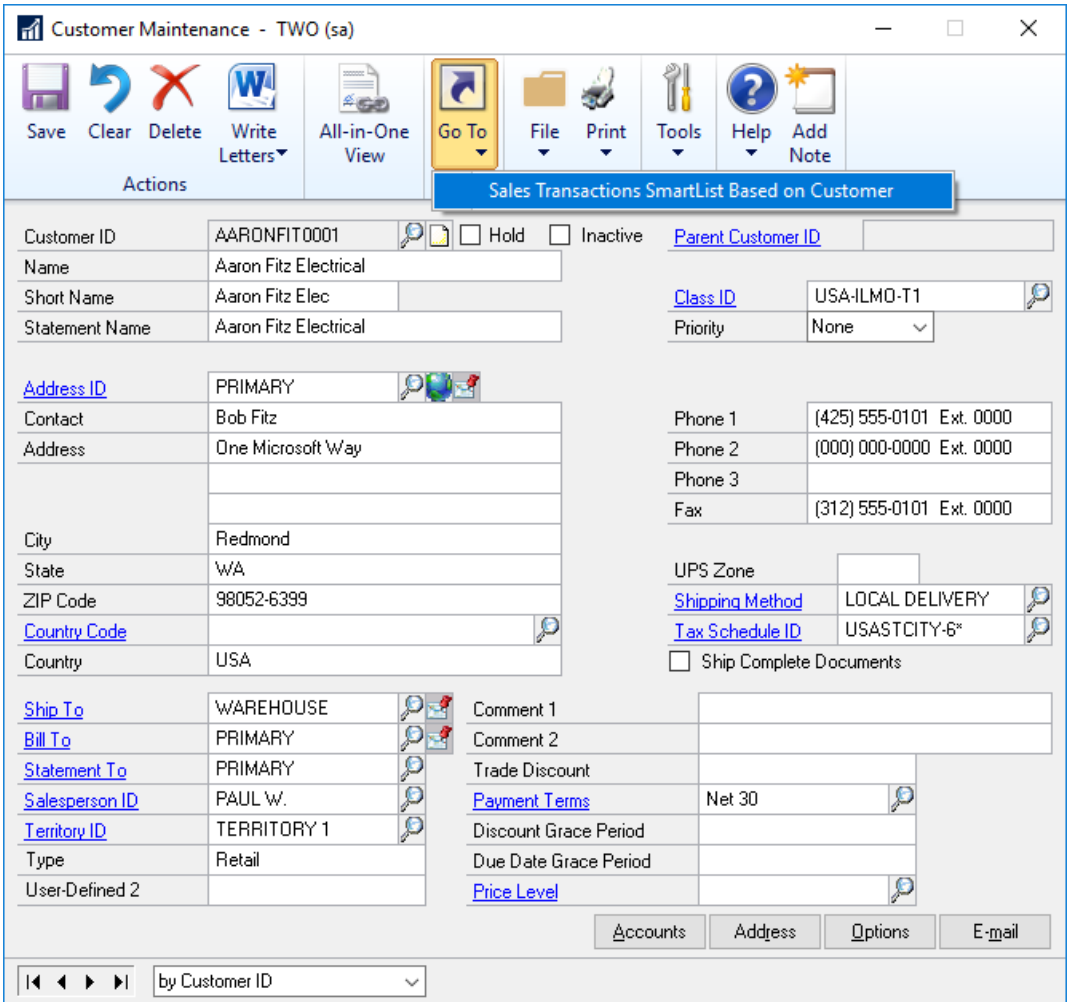


4. Select the Product, Series and Form that you want to open.

5. Highlight the Parameter that you want to map and click Edit.
6. Select the Window and Field that you want to pass the data from through to the Linked Form and click Save.



7. Select a Shortcut for the Linked Form if desired
8. Click Save and then OK.
9. Click Save to save the Drill Down Builder setup.
10. Open the Form that you added the Linked Form to. There will be a new ribbon item called Go To containing all of the linked drill downs for the form. When you select it, it reads the data for the parameter that was setup from the fields and passes that to the drill down.



When setting up the linked form, it needs to be added to the form you are actually using. For example, with the Customer Maintenance, Project Accounting provides an alternate form. If your user has access to this alternate form, you would need to use that form in the setup instead of the Microsoft Dynamics GP form.

Using Drill Downs In External Applications

This section describes how to add Drill Downs to Web sites, e-mails and reports built using SQL Reporting Services. It does require that you have security to the window that you are trying to drill back to and that you are logged into GP and into the company that the data is for.

To get started, you must setup the Drill Down in Drill Down Builder, defining the parameters and window you want to drill back to. Once you have that defined, the setup from Drill Down Builder can be added in Excel Report Builder and SmartList Builder. It can also be added to other locations such as Web Sites, e-mails, and SQL Reporting Services reports.

When you add that drill down to the external application, it is going to need some information from you so that it knows how to drill back and with what data. Below is the basic syntax for the drill down.

The URL string for the drill down takes the form:
dgpp://DGPB/?Db=SQL_Instance&Srv=Server_
name&Cmp=Database_Name&Prod=3830&Act=OPEN&Func=Drill_Down_ID&Param_Nam
e=Value

There can be multiple parameters added to the URL string.

The variables in the drill down break down as so:

- **Db:** Equal to the Instance name of your SQL Server. If you do not have a SQL instance name, leave it equal to nothing.
- **Srv:** Equal to the Server name of the SQL Server.
- **Cmp:** Equal to the database ID of the company database to drill back to.
- **Prod:** Equal to the product the drill down is from. If you are using Drill Down Builder, this would be 3830
- **Act:** Equal to the Action Type which is generally going to be OPEN.
- **Func:** Equal to the Drill Down Function you are calling. If you are using Drill Down Builder, it would be equal to the Drill Down ID.
- **Param_Name:** Param_Name is to be replaced by the Parameter you are calling and set equal to the value to pass to that parameter.

Adding Drill Downs To E-mail Messages Using Microsoft Outlook®

Drill downs can be added to e-mail messages by adding the URL string as a hyperlink inside the e-mail message.

To add a drill down to an e-mail message using Microsoft Outlook:

1. Create a new e-mail message.
2. Enter a string that you want to use as a prompt for the hyperlink.
3. Select the string and click Insert >> Hyperlink.
4. Enter the URL in the Address field.
5. Click OK.

Adding Drill Downs To Websites

Drill downs can be added to a website by using the URL string inside a <A HREF=URL_String> tag.

Adding Drill Downs To SQL Server Reporting Services Reports

Drill downs can be added to SQL Server Reporting Services Reports.

To add a drill down to a SQL Server Reporting Services Report:

1. Create or open the report you want to add the Drill Down to using SQL Server Reporting Services.
2. Add the URL for the Drill Down as a hyperlink.

Table Finder

This section describes how to create use the Table Finder tool to find a Dynamics GP table based on a field name, field value or Dynamics GP window.

Finding Tables

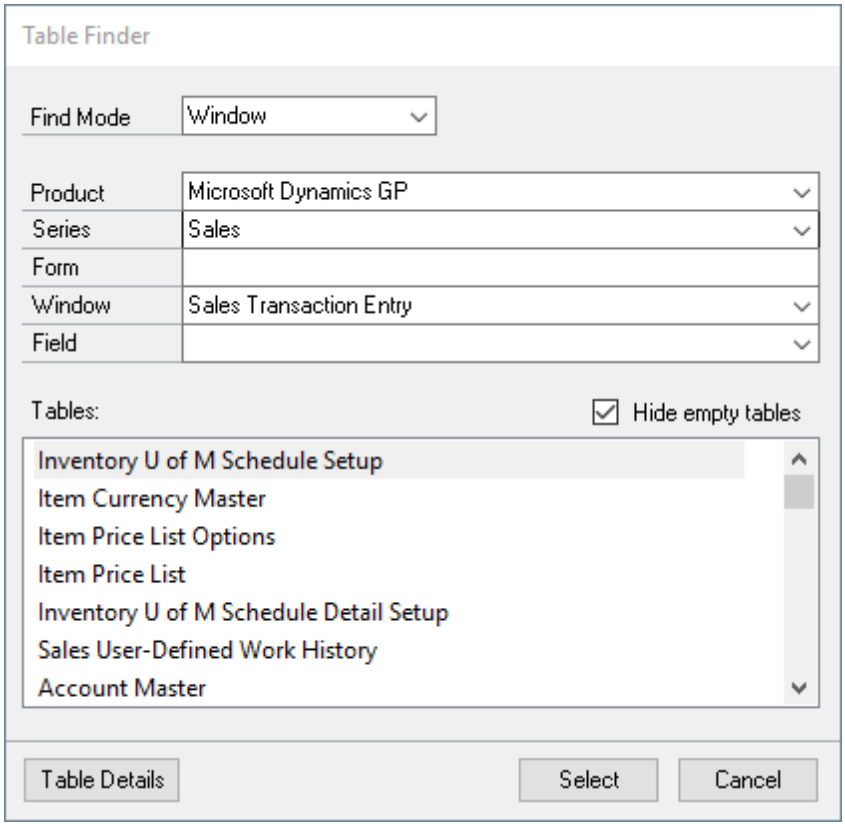
The Table Finder can be opened from the Add Table window in SmartList Builder, Excel Report Builder and Navigation List Builder. It can also be opened from any Dynamics GP window.

There are 3 methods that can be used to find a table:

- Finding tables attached to a Dynamics GP window
- Finding tables by field name
- Finding tables by field value

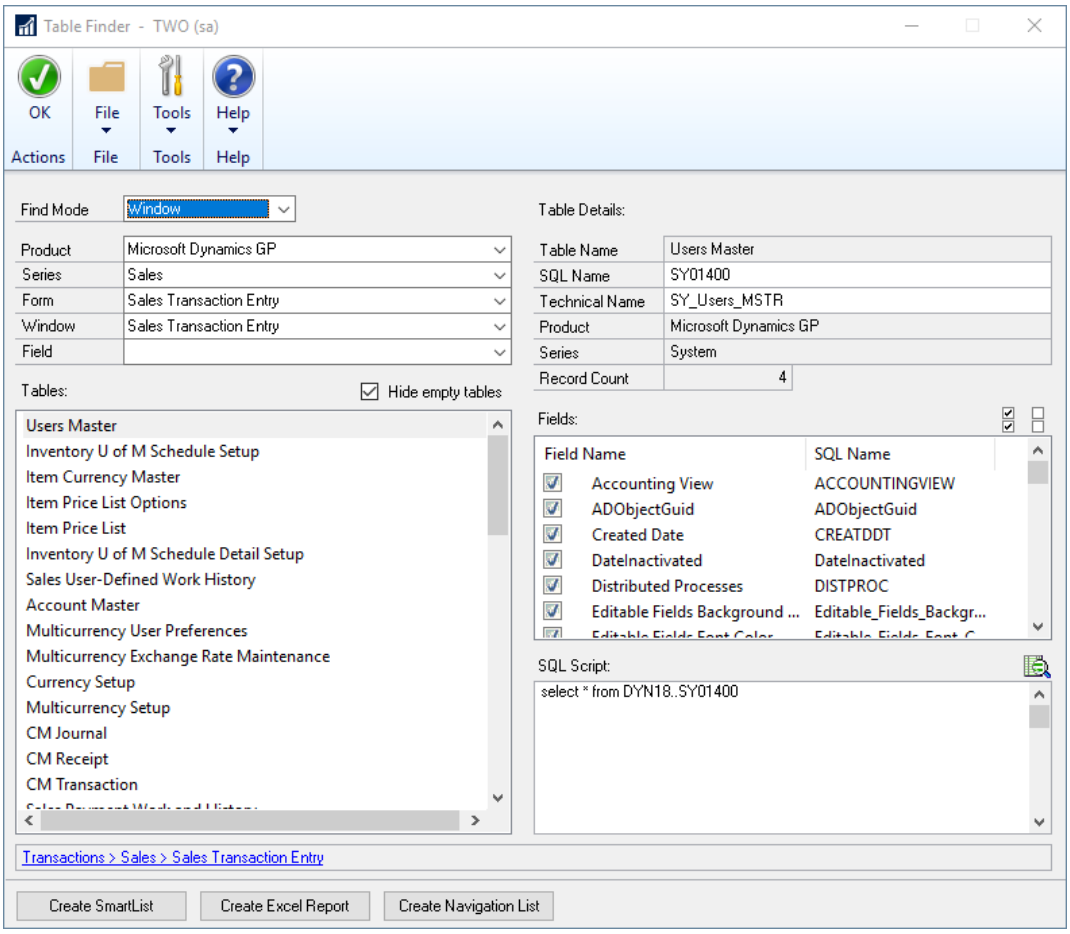
To open the Table Finder from the Add Table window:

1. Open the Add Table window.
2. Click the Lookup button next to the Table field. The Table Finder will open in Window mode with the Product and Series from the Add Table window selected.



To open the Table Finder from a Dynamics GP window:

1. Open the window that contains the data that you want to use in your SmartList, Excel Report or Navigation List.
2. Select Table Finder from the Tools menu. The Table Finder will open in Window mode the current window selected.

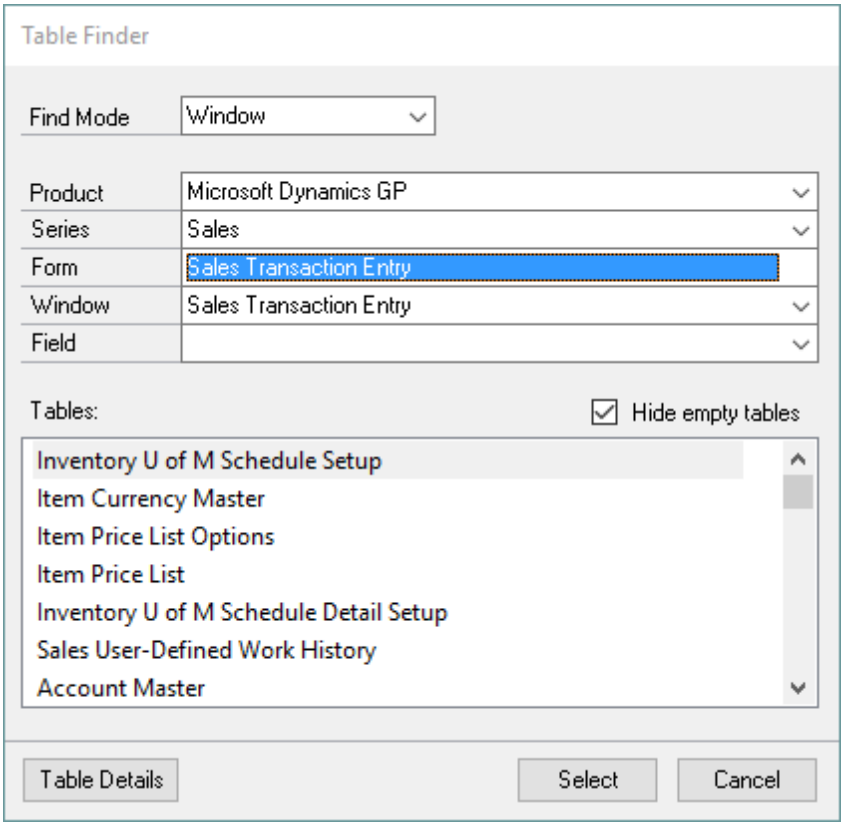


Finding Tables Attached To A Dynamics GP Window

You can use the Table Finder to display a list of all tables that are used by any Dynamics GP window.

To find a table attached to a Dynamics GP window:

1. Open the Table Finder.
2. Select Window as the Find Mode.



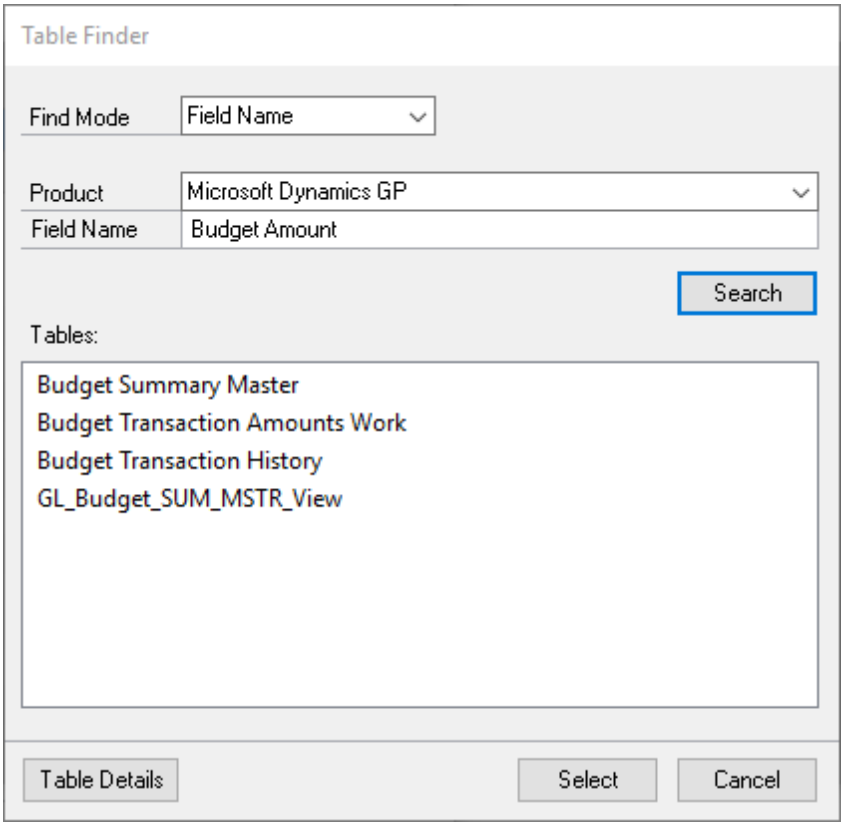
3. Select the Product, Series and Form that contains the table that you want to find. The Table list will be filled with all tables attached to the selected form.
4. If you want to restrict the Table list to display the tables that contain a field, select the window and field that you want to restrict by.
5. If you want to restrict the Table list to only tables that contain records, mark the Hide empty tables checkbox.

Finding Tables By Field Name

You can use the Table Finder to display a list of tables that contain a field.

To find a table based on a field name:

1. Open the Table Finder.
2. Select Field Name as the Find Mode.



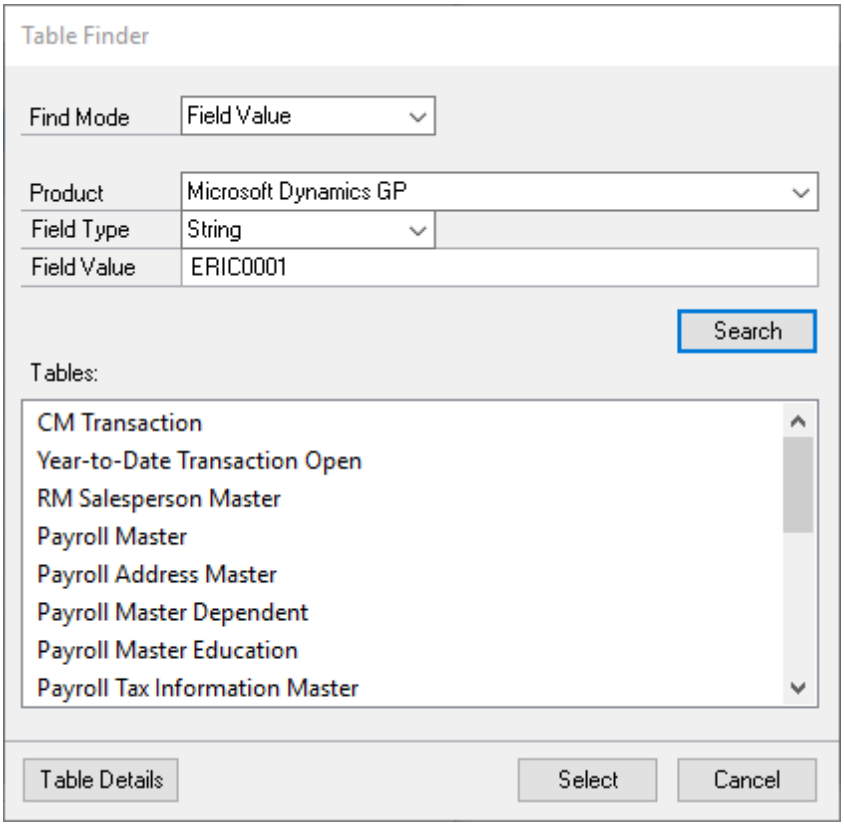
3. Select the Product that contains the table that you want to find.
4. Enter the Field Name that you want to find.
5. Click Search. After a few moments, the list of tables containing that field will be displayed.

Finding Tables By Field Value

You can use the Table Finder to display a list of tables that contain an entered field value.

To find a table based on a field value:

1. Open the Table Finder.
2. Select Field Value as the Find Mode.



3. Select the Product that contains the table that you want to find.
4. Select the Field Type.
5. Enter the Field Value that you want to find.
6. Click Search. For large databases, it may take some time to find all tables that contain the field value.

Import and export

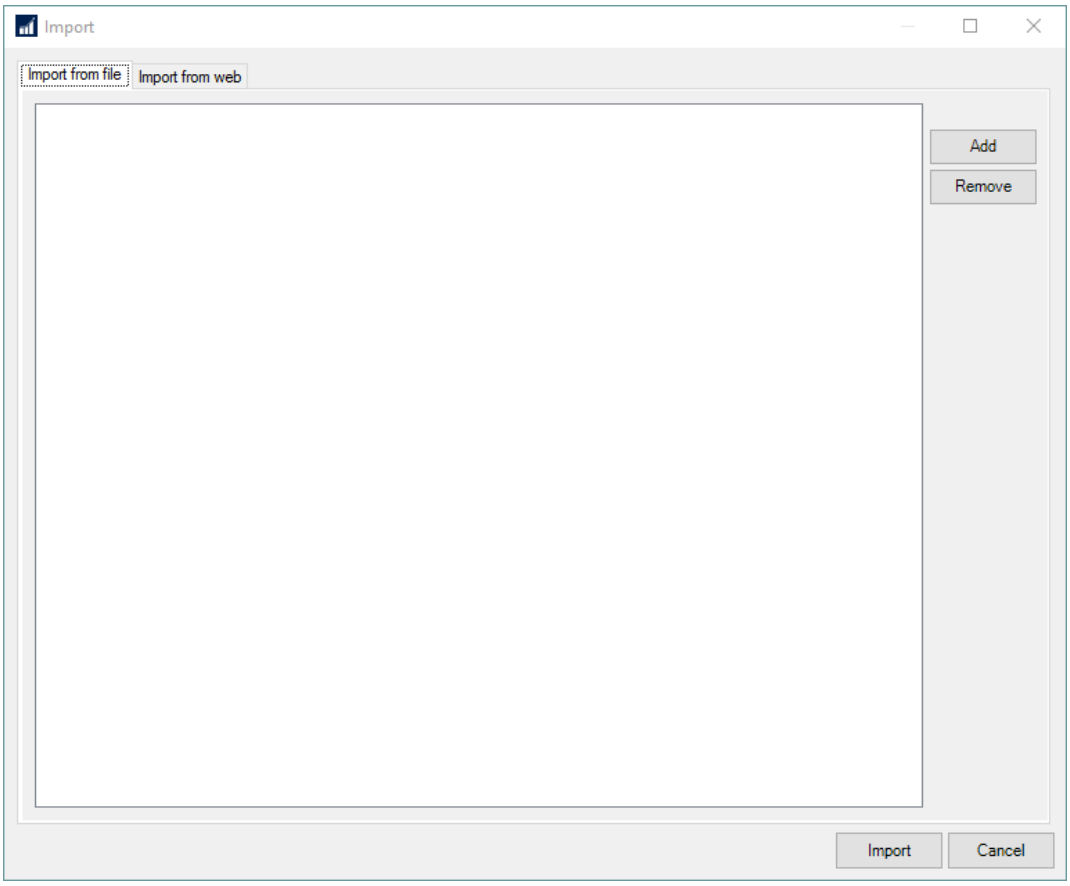
This section describes how to import and export SmartLists, Excel Reports, Navigation Lists and Drill Downs.

Importing

You can use the Import window to import all SmartList Builder objects from an XML file or from the Templates available on the eOne Solutions website.

To import from file:

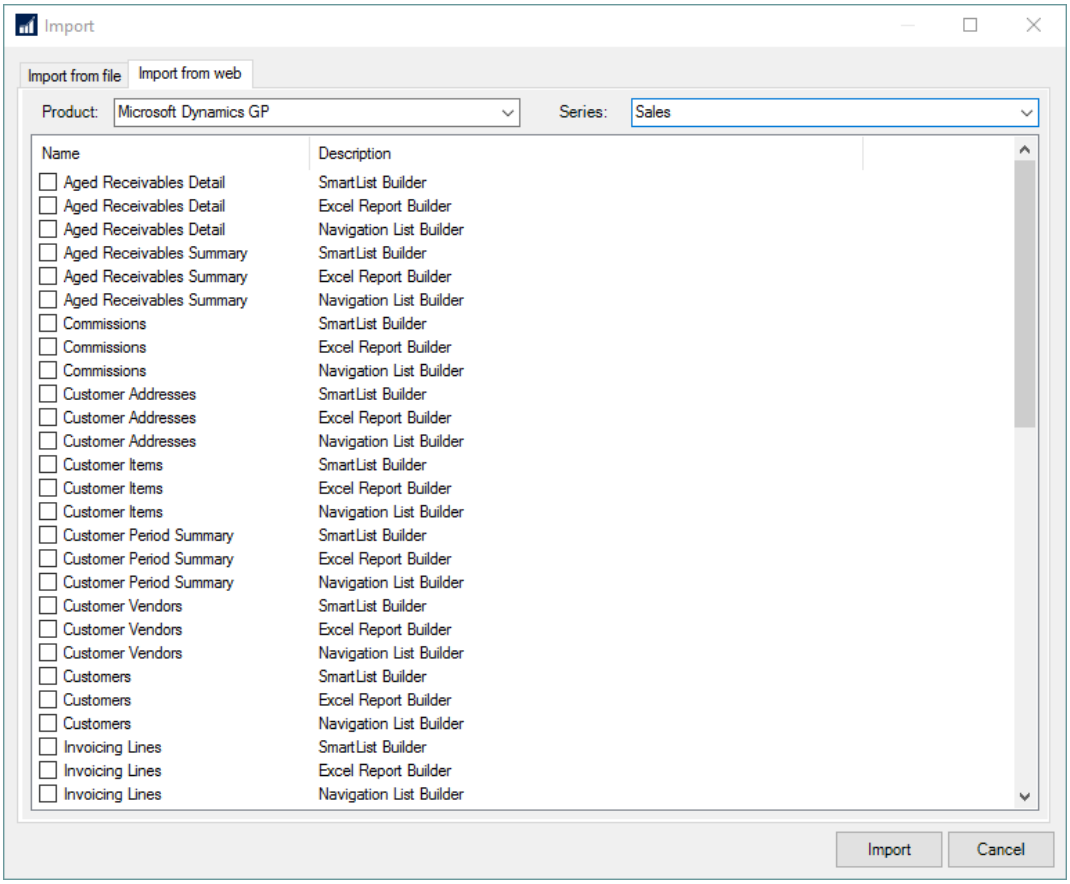
1. Select Microsoft Dynamics GP >> Tools >> SmartList Builder >> Import to open the Import window.



2. Select the Import from files tab.
3. Click Add to add a file to the list to import and select the xml file to be imported.
4. If other files to import are needed, repeat step 2 for each file. If the files are in one folder location, you can select multiple xml files at once as well.
5. Click Import.

To import templates from the eOne Solutions website:

1. Select Microsoft Dynamics GP >> Tools >> SmartList Builder >> Import to open the Import window.



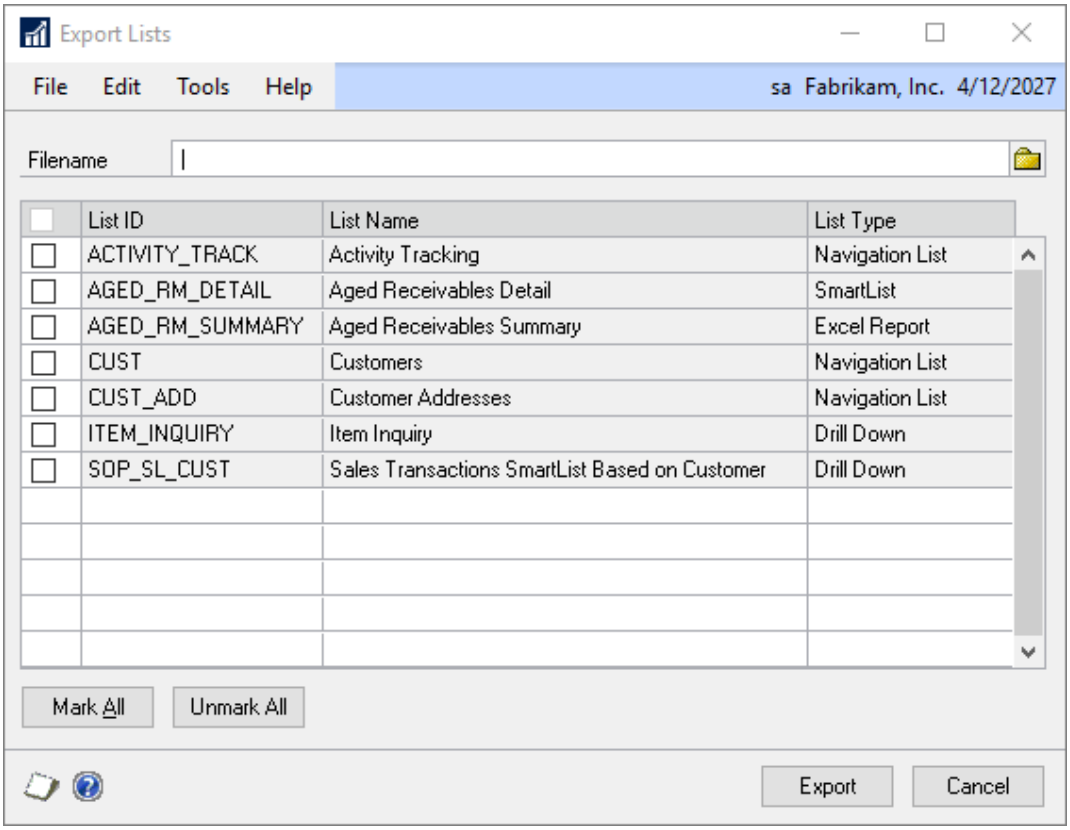
2. Select the Import from web tab.
3. Select the Product, Series, and Type for the Template you want to import.
4. From the list of available imports, select the template(s) you want to import.
5. Click Import.

Exporting

You can use the Export window to export SmartList Builder objects to a XML file.

To export:

1. Select Microsoft Dynamics GP >> Tools >> SmartList Builder >> Export to open the Export window.



2. Enter the filename that you want to export to.
3. Mark the SmartLists, Excel Reports, Navigation Lists and Drill Downs that you want to export.
4. Click Export.

You can select more than one SmartList, Excel Report, Navigation List or Drill Down to be exported

Maintenance

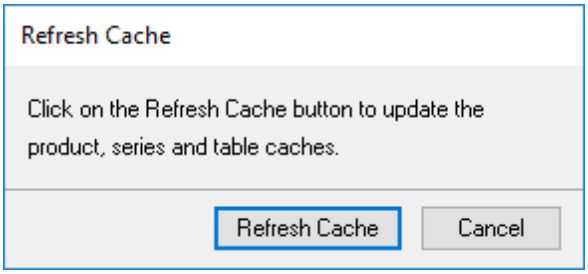
This section describes the maintenance options available with SmartList Builder.

Refresh Cache

SmartList Builder uses cache tables in the System (Dynamics) database to store the products, series, and tables that can be listed when you using SmartList Builder. By using the tables, the lists can be displayed much quicker. If a new product is added to the Microsoft Dynamics GP installation, the cache will automatically rebuild. If for any reason, the lists are not populating correctly, the cache can be refreshed.

To refresh the cache:

1. Open the Refresh Cache window by going to Microsoft Dynamics GP - Tools - SmartList Builder - Maintenance - Refresh Cache.
2. In the Refresh Cache window, click the Refresh Cache button.



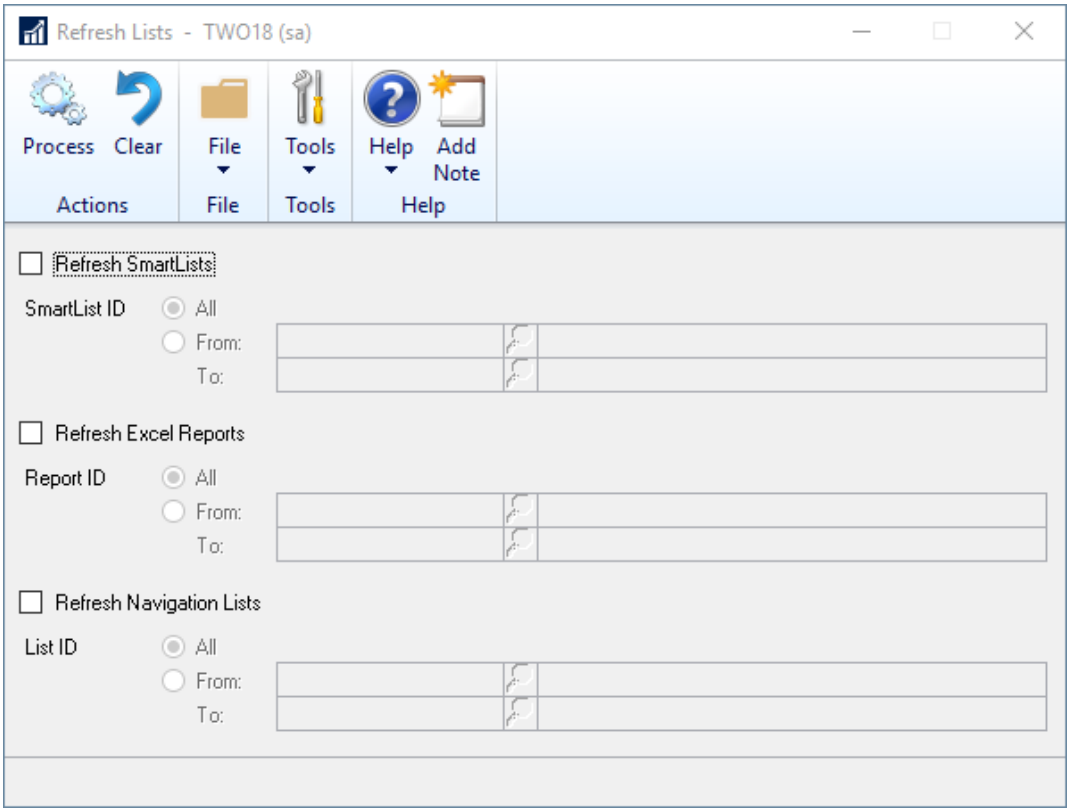
3. The cache will rebuild and when complete, the Refresh Cache window will close.

Refresh Lists

The Refresh Lists option can be used to check the setups in SmartList Builder, Excel Report Builder, and Navigation Lists. It will check to make sure that all of the fields in the lists that are added to the setups are correct. For example, if a SQL View has been added to a list and that SQL View has been modified to add new fields, the Refresh Lists window will need to be used to add those new fields to the Builder setup.

To refresh the lists:

1. Open the Refresh Lists window (Microsoft Dynamics GP - Tools - SmartList Builder - Maintenance - Refresh Lists).



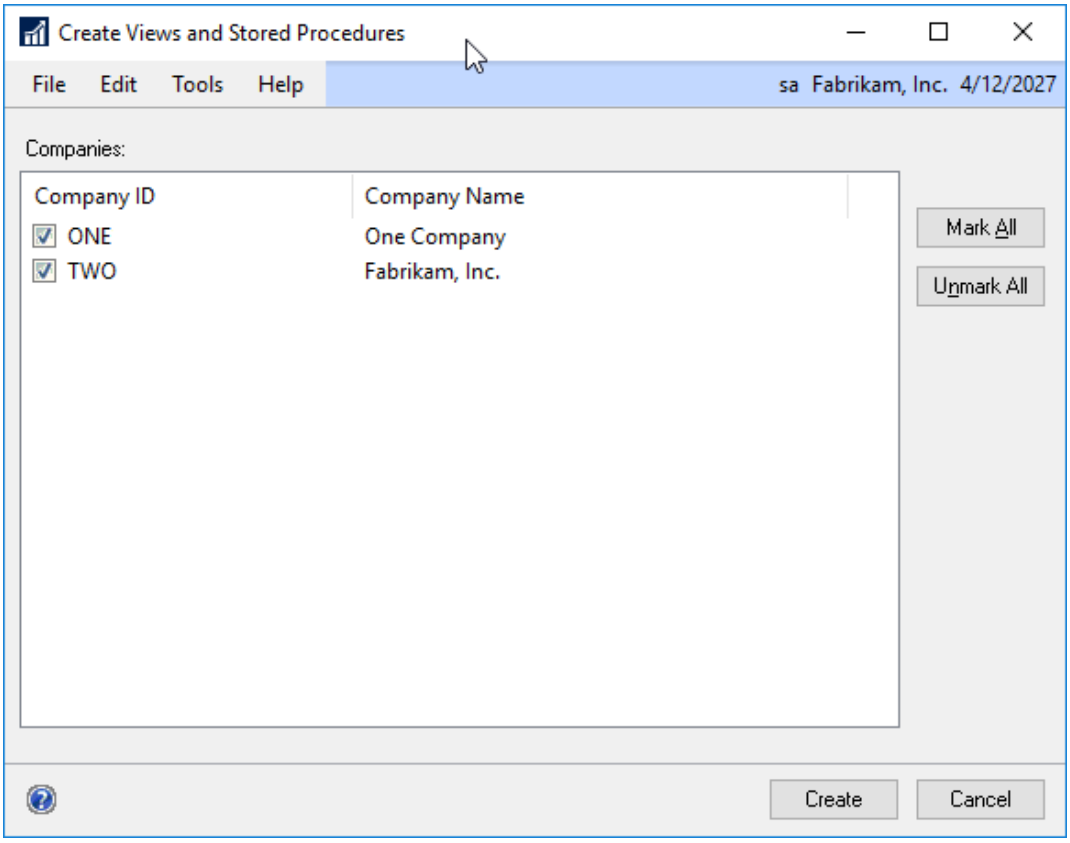
2. Mark the box(es) for the Builder features you want to refresh.
3. Select either All the lists or a specific range of lists.
4. Click Process.
5. The refresh lists will run and the window will close when it is finished.

Create Views

SmartList Builder uses views to pull in the data for the SmartList table type. There are also a few stored procedures used in SmartList Builder. If for any reason these views are edited or removed, they can be recreated using the Create Views and Stored Procedures window.

To Create the Views and Stored Procedures:

1. Open the Create Views and Stored Procedures window (Microsoft Dynamics GP - Tools - SmartList Builder - Maintenance - Create Views).



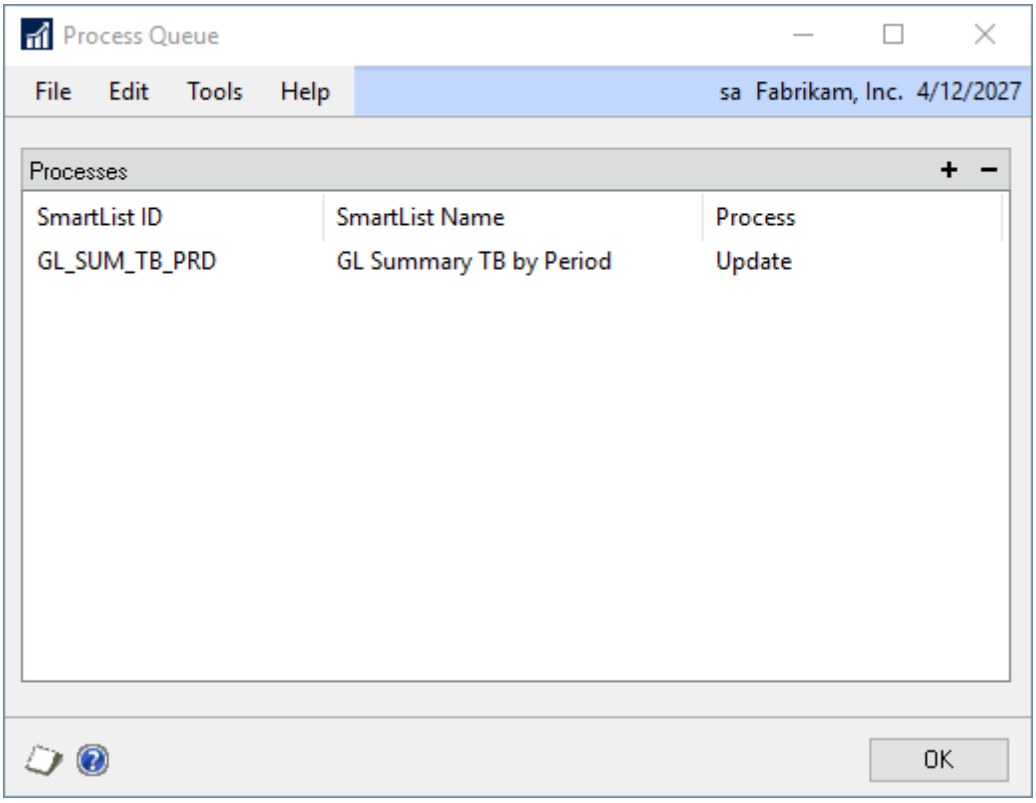
2. Mark the companies that the views/procedures need to be created for.
3. Click Create and let it process.
4. When the process is complete, the window will close.

Process Queue

When a list is saved in SmartList Builder, the setup needs to update SmartList with the setup. The lists that need to update SmartList can be viewed in the Process Queue window. If it is determined that the pending changes are not wanted in SmartList, you can remove a list from the queue.

To view the Process Queue the cache:

1. Open the Process Queue window (Microsoft Dynamics GP - Tools - SmartList Builder - Maintenance - Process Queue).



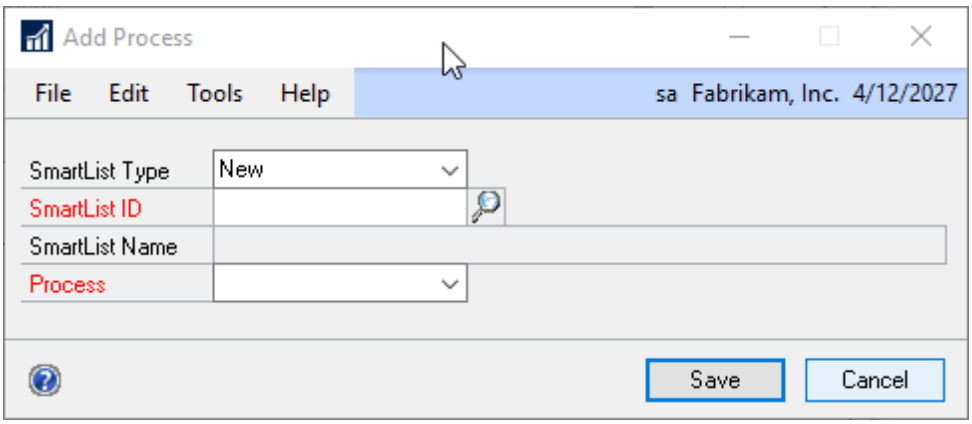
2. The processes can be viewed in the list.

To view the Process Queue the cache:

1. To remove a process, highlight the SmartList and click the Remove Selected Process button −.

To view the Process Queue the cache:

1. To add a process to the list, click the Add Process button + to open the Add Process window.



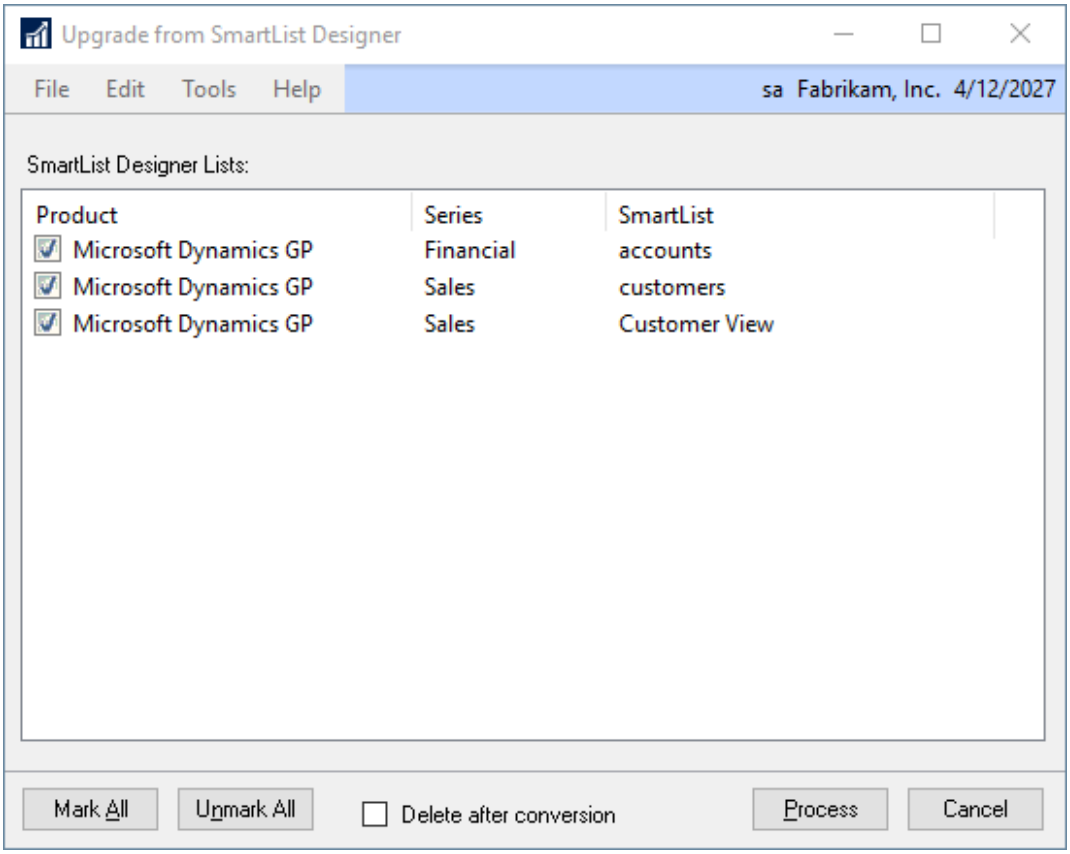
2. Select the list to add and click Save.

Upgrade from SmartList Designer

When SmartList Builder is installed, the SmartList Designer lists will still be available in SmartList. The lists that have been created in SmartList Designer are not automatically available in SmartList Builder to continue modifying however. The Upgrade from SmartList Designer tool will help move the lists built into SmartList Designer over to SmartList Builder.

To upgrade the SmartList Designer lists to SmartList Builder:

1. Open the Upgrade from SmartList Designer window (Microsoft Dynamics GP - Tools - SmartList Builder - Maintenance - Upgrade from SmartList Designer).



2. Select the Lists that you would like to upgrade to SmartList Builder.
3. Mark the Delete after conversion check box if you want to remove the list from SmartList Designer after the upgrade. By default, lists will be maintained in SmartList Designer and created in SmartList Builder.
4. Click the Process button and the lists will be upgraded.
5. Click Cancel when all the lists you need are upgraded.



The Upgrade from SmartList Designer utility will do everything it can to bring over the settings from SmartList Designer. Because of differences between SmartList Designer and SmartList Builder, we cannot guarantee everything will come over. It is recommended that you test the setup after it is upgraded and make sure all the functionality is working as you designed.

SmartList Tracking

SmartList allows users to create Favorites which can quickly grow in a system. The Favorites can become obsolete after time. Knowing which ones are still used is the hard part. The SmartList Tracking feature in SmartList Builder will track all runs of each Favorite. It will track which Favorite is run as well as the last run date and the user who ran it. It will also track how many times since the feature was included in SmartList Builder the favorite has been run. It will not track each individual run of the favorite separately.

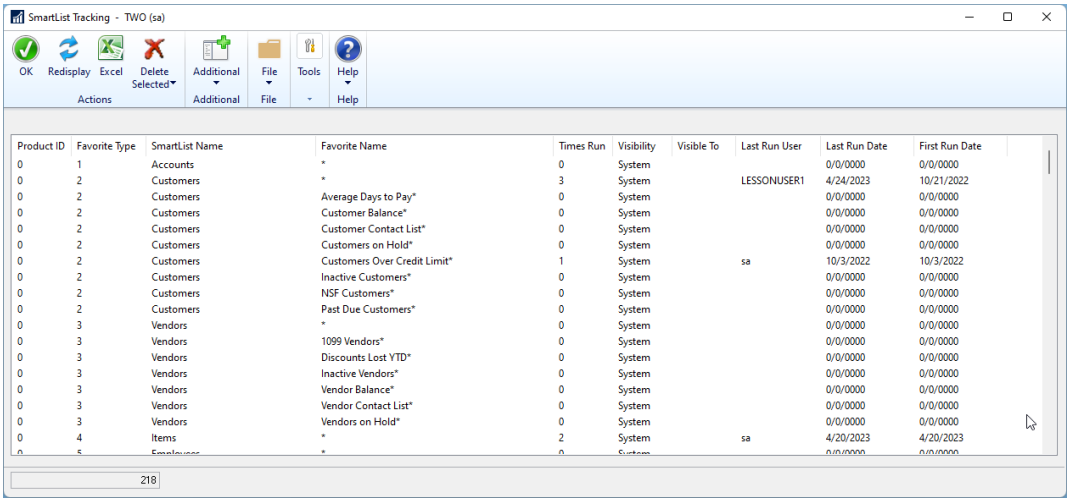
In build 18.05.0054, several features were added. From the SmartList Tracking window, the Favorite Name, Visibility and Password can be changed. The Favorite and/or the Tracking History can also be deleted.



SmartList Builder and Excel Report Builder lists have been setup to pull this information into SmartList and Excel. There are two different versions, SmartList Favorite Tracking will show you the same information as in the SmartList Tracking window. SmartList Favorite Tracking History will show you the same information, but at the user level. You will see the usage information for each favorite per user. The can be imported from web in the Import window under the Product of SmartList Builder. More information on importing lists can be found here.

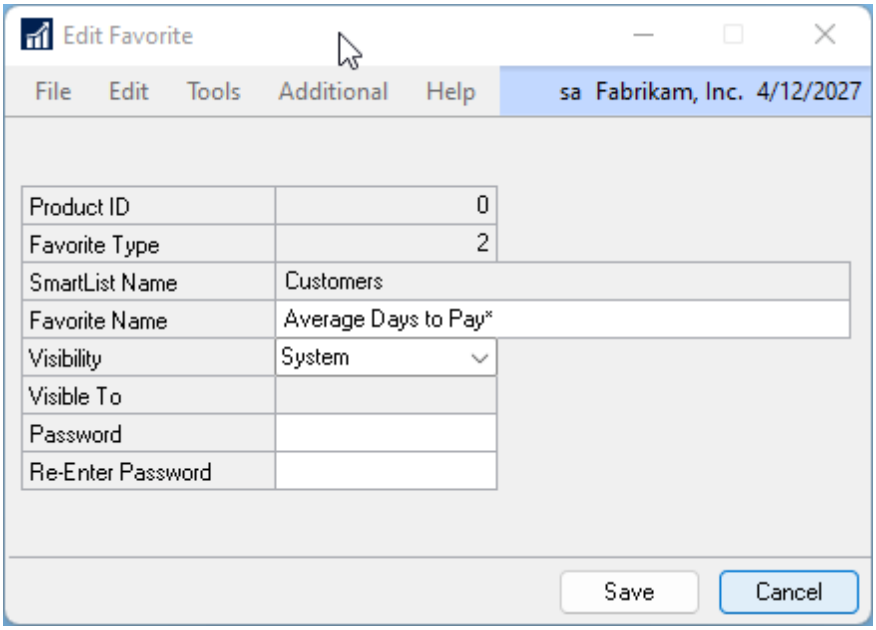
To View the SmartList Tracking:

1. Open the SmartList Tracking window (Microsoft Dynamics GP - Tools - SmartList Builder - SmartList Tracking).



To Edit the SmartList Favorite:

1. Open the SmartList Tracking window (Microsoft Dynamics GP - Tools - SmartList Builder - SmartList Tracking).
2. Double Click the Favorite to be edited.
3. Change the desired Favorite settings.



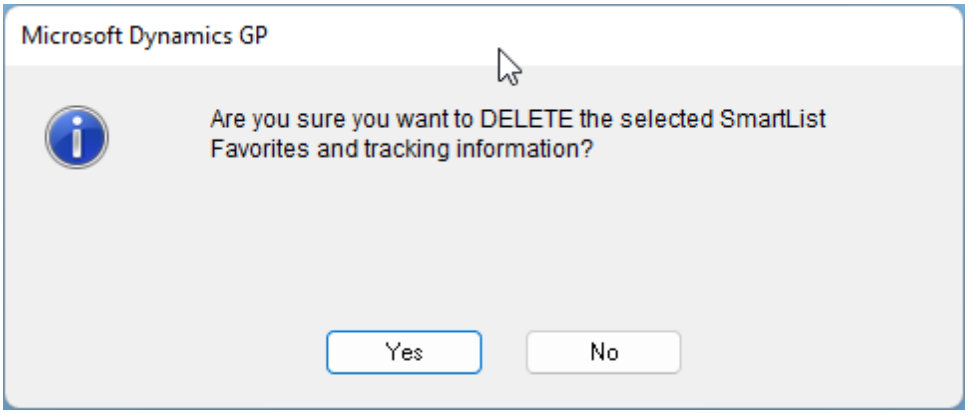
To Edit the Export the SmartList Favorite Tracking Information:

1. Open the SmartList Tracking window (Microsoft Dynamics GP - Tools - SmartList Builder - SmartList Tracking).

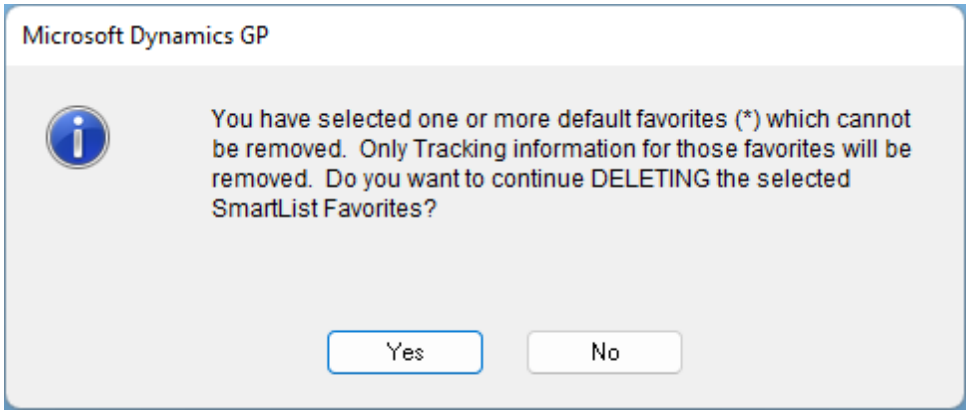
2. Click the Excel button.

To Delete the SmartList Favorite:

1. Open the SmartList Tracking window (Microsoft Dynamics GP - Tools - SmartList Builder - SmartList Tracking).
2. Select the SmartList Favorite(s) to be deleted. You can select multiple favorites by holding down the Shift key if they are in sequence or the Ctrl key to select random favorites.
3. Click Delete Selected and select Delete Favorite.
4. When prompted select Yes to Delete the Favorite. This will remove the Favorite from SmartList as well as the tracking information for it. Please note that this will delete the Favorite for all users who had access to it.

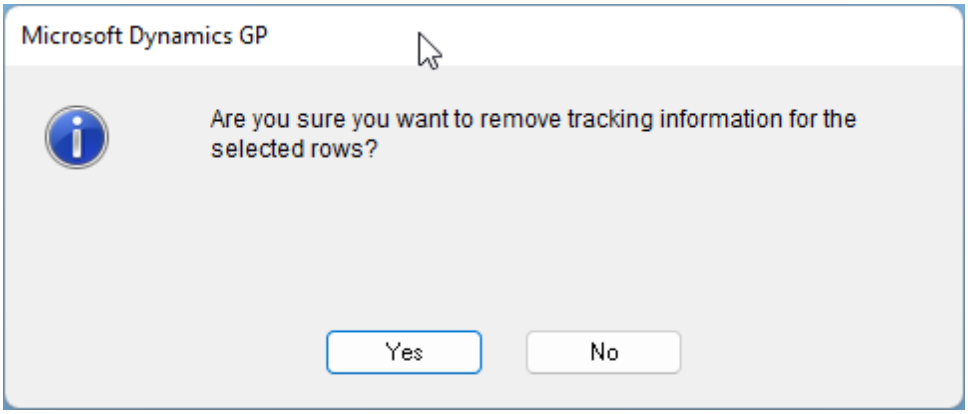


   a. If one or more of the selected favorites are a default favorite (*), the prompt changes warning that you cannot remove default favorites and that only the tracking information for those favorites will be removed.



To Delete the SmartList Favorite Tracking Information:

1. Open the SmartList Tracking window (Microsoft Dynamics GP - Tools - SmartList Builder - SmartList Tracking).
2. Select the SmartList Favorite(s) to remove the tracking information for. You can select multiple favorites by holding down the Shift key if they are in sequence or the Ctrl key to select random favorites.
3. Click Delete Selected and select Delete Tracking.
4. When prompted select Yes to Delete the Tracking Information.



Security

This section describes how to grant or deny security to features of SmartList Builder, Excel Report Builder, and Navigation List Builder.

Because Microsoft Dynamics GP can contain information that you may not want all of your users to have access to, SmartList Builder has a number of security features that allow you to restrict the data that users can view and export. You can also control which features of SmartList Builder users have access to.

Default Security Roles

There are eight Security Roles setup in Microsoft Dynamics GP that can be used to grant access to the different functions within SmartList Builder.

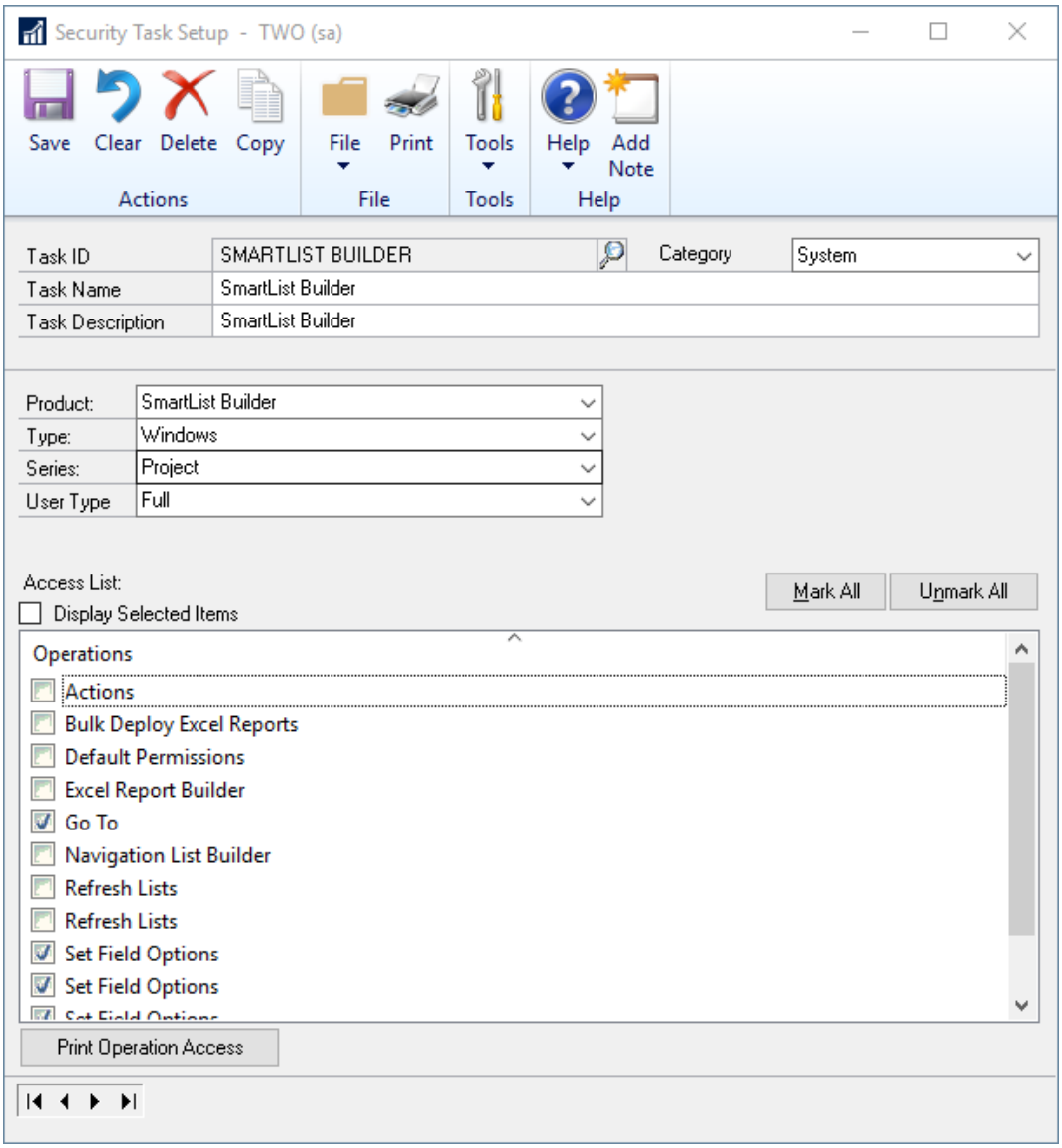
- SLB_CREATOR - Allow a user to create new SmartLists in SmartList Builder
- ERB_CREATOR - Allow a user to create new Excel reports in Excel Report Builder
- ERB_PUBLISHER - Allow a user to Publish Excel reports in Excel Report Builder (still requires they have proper SQL Permissions)
- NLB_CREATOR - Allow a user to create new Navigation Lists in Navigation List Builder
- DDB_CREATOR - Allow a user to create new Drill Downs in Drill Down Builder
- BUILDER_ADMIN - Gives users access to the Administrative features in SmartList Builder
- BUILDER_IMPORT_EXPORT - Allow a user to Import and export Builder setups
- BUILDER_ALL_TABLES - View all tables (this role is the 'not applied to role' in Table Security, users that get access to all available tables when adding Microsoft Dynamics GP tables, should be in this role)

SmartList Builder Security

All SmartList Builder windows are denied access by default. To use SmartList Builder, the user must be in a POWERUSER role, or be granted access to the following windows in a Microsoft Dynamics GP Security Task:

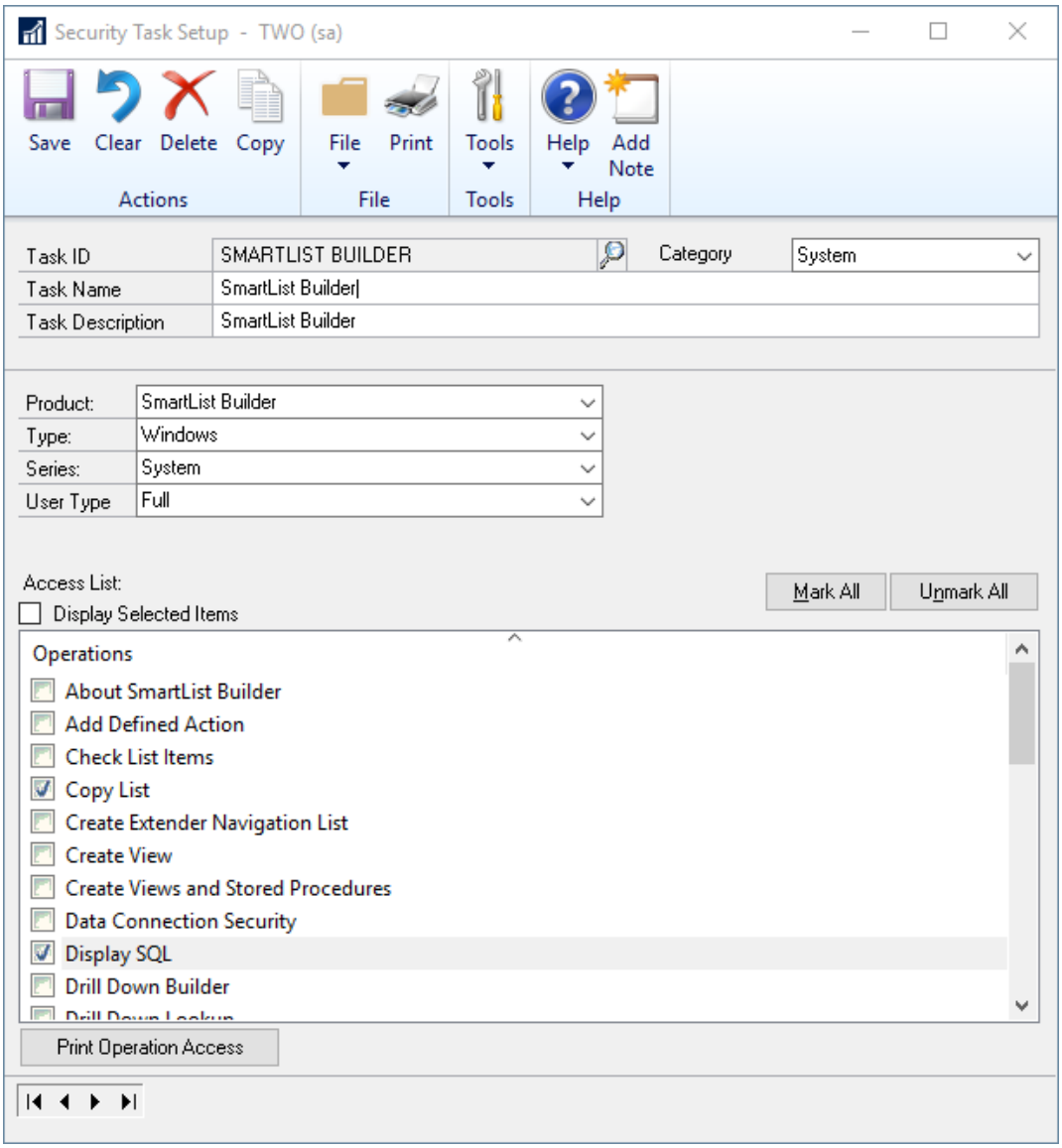
- Product: SmartList Builder
- Type: Windows

- Series: Project
    - Go To
    - Set Field Options (3 windows)
    - SmartList Builder



- Series: System
    - Copy List
    - Display SQL
    - Preview
    - Process Queue
    - Resource Lookup
    - SmartList Builder Progress

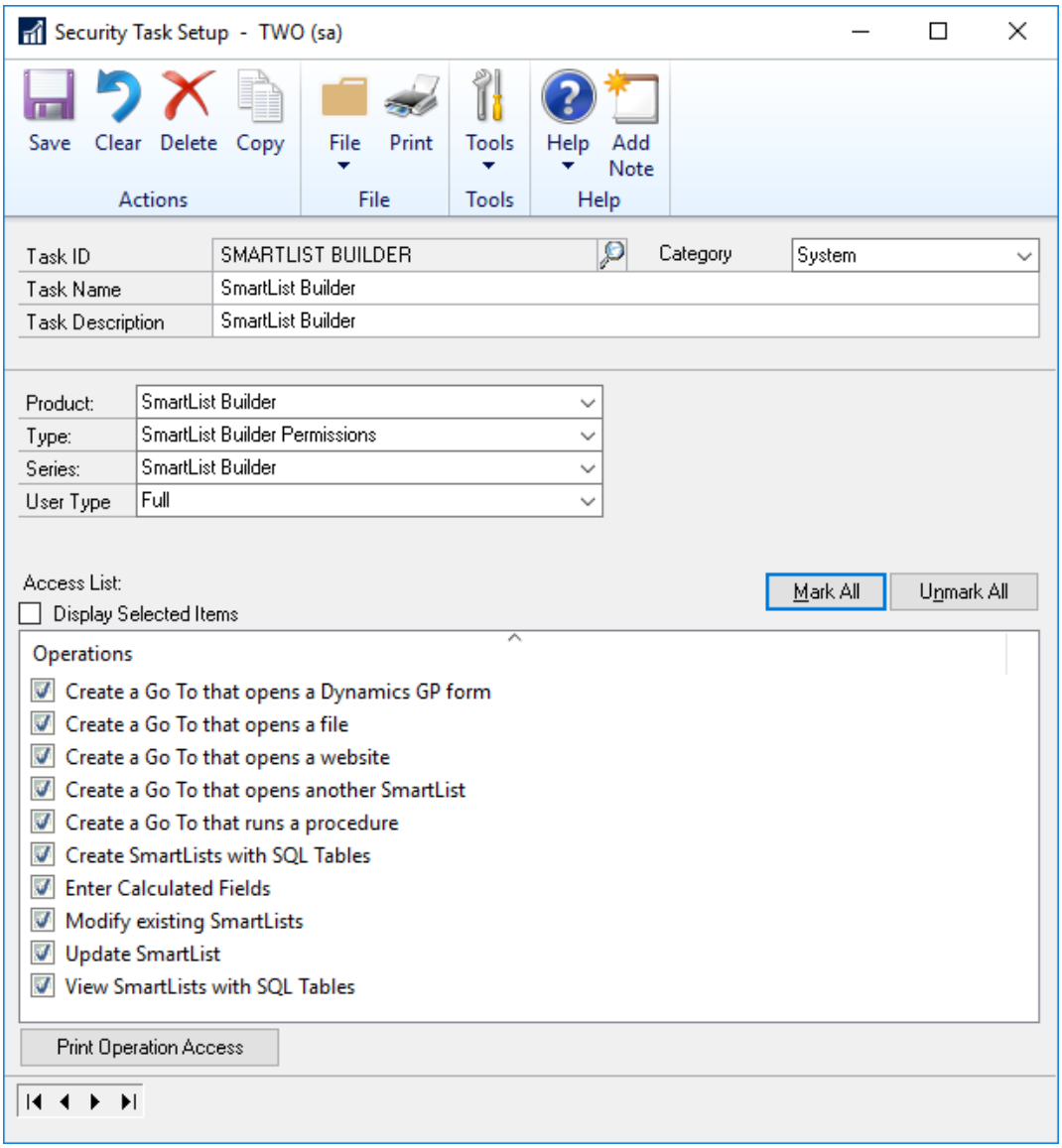
- SmartList Lookup
- Table Details
- Table Finder (2 items)
- Upgrade Modified SmartLists



Beyond the Window permissions, there are SmartList Builder Permissions that need to be granted as well. These SmartList Builder Permissions can be granted in the Microsoft Dynamics GP Security Task as well.

- Product: SmartList Builder
- Type: SmartList Builder Permissions
- Series: SmartList Builder

- Create a Go To that opens a Dynamics GP form
- Create a Go To that opens a file
- Create a Go To that opens a website
- Create a Go To that opens another SmartList
- Create a Go To that runs a procedure
- Create SmartLists with SQL Tables
- Enter Calculated Fields
- Update SmartList
- Modify existing SmartLists (only if want user to be able to modify existing SmartLists)
- View SmartLists with SQL Tables



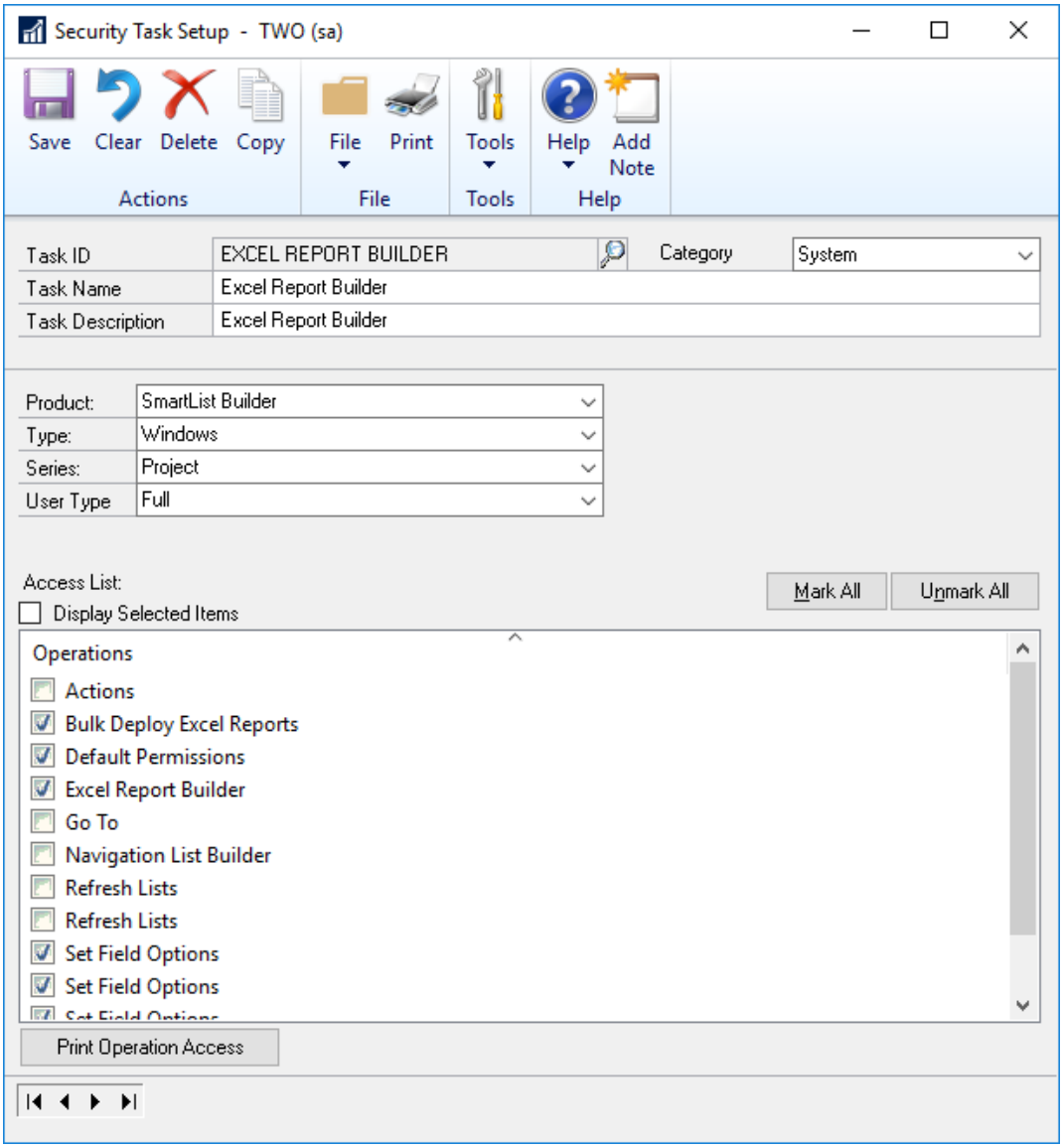
To assign SmartList Builder security:

1. Open the Security Task Setup window (Microsoft Dynamics GP >> Tools >> Setup >> System >> Security Tasks).
2. Enter a Task ID, Task Name, Task Description and Category.
3. Select SmartList Builder as the Product and Windows/SmartList Builder Permissions as the Type and Project/System/SmartList Builder as the Series.
4. Mark the operations that you want to grant access to for the selected security task.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the operations.

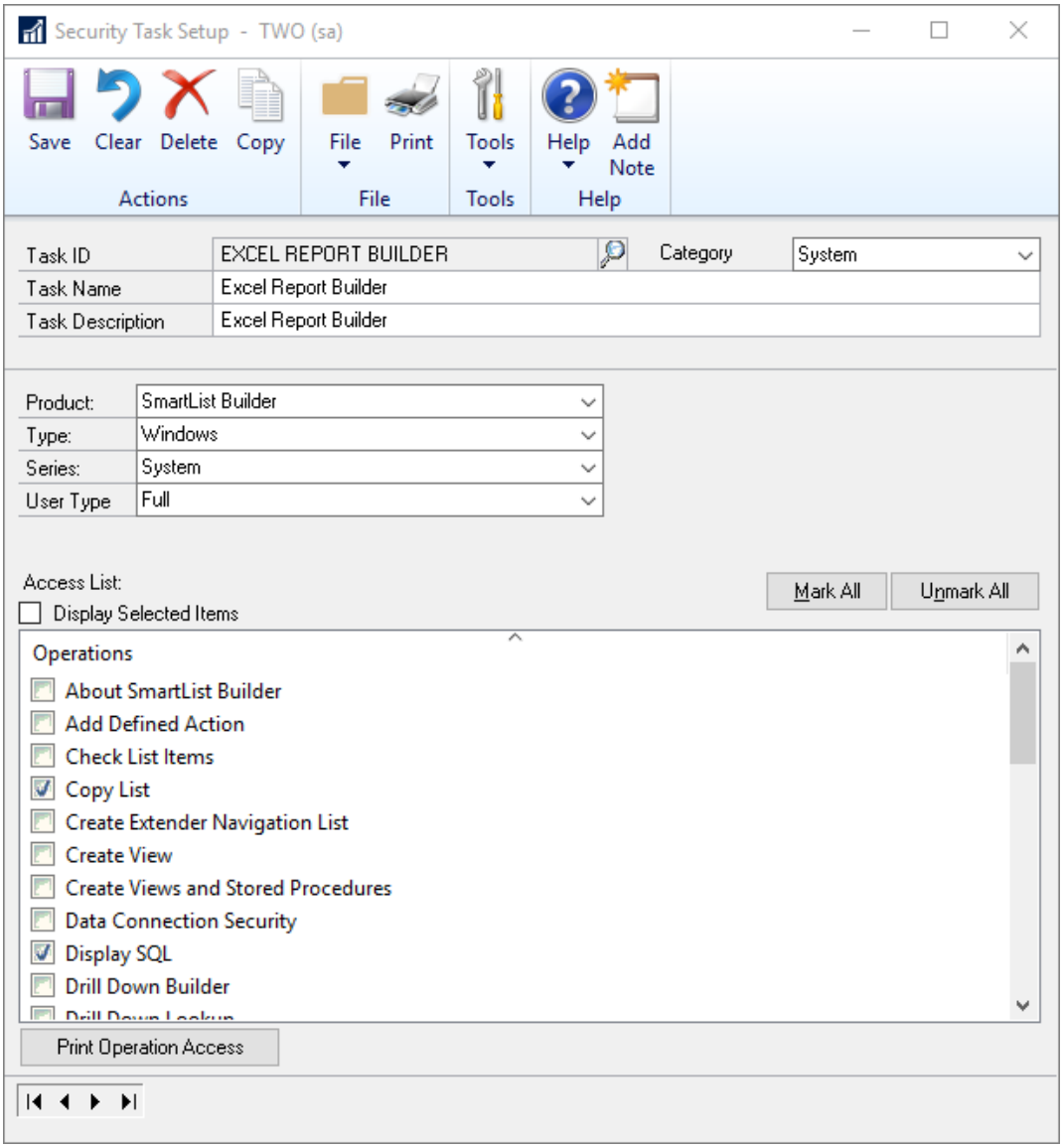
Excel Report Builder Security

All Excel Report Builder windows are denied access by default. To use Excel Report Builder, the user must be in a POWERUSER role, or be granted access to the following windows in a Microsoft Dynamics GP Security Task:

- Product: SmartList Builder
- Type: Windows
- Series: Project
    - Bulk Deploy Excel Reports
    - Default Permissions
    - Excel Report Builder
    - Set Field Options (3 windows)



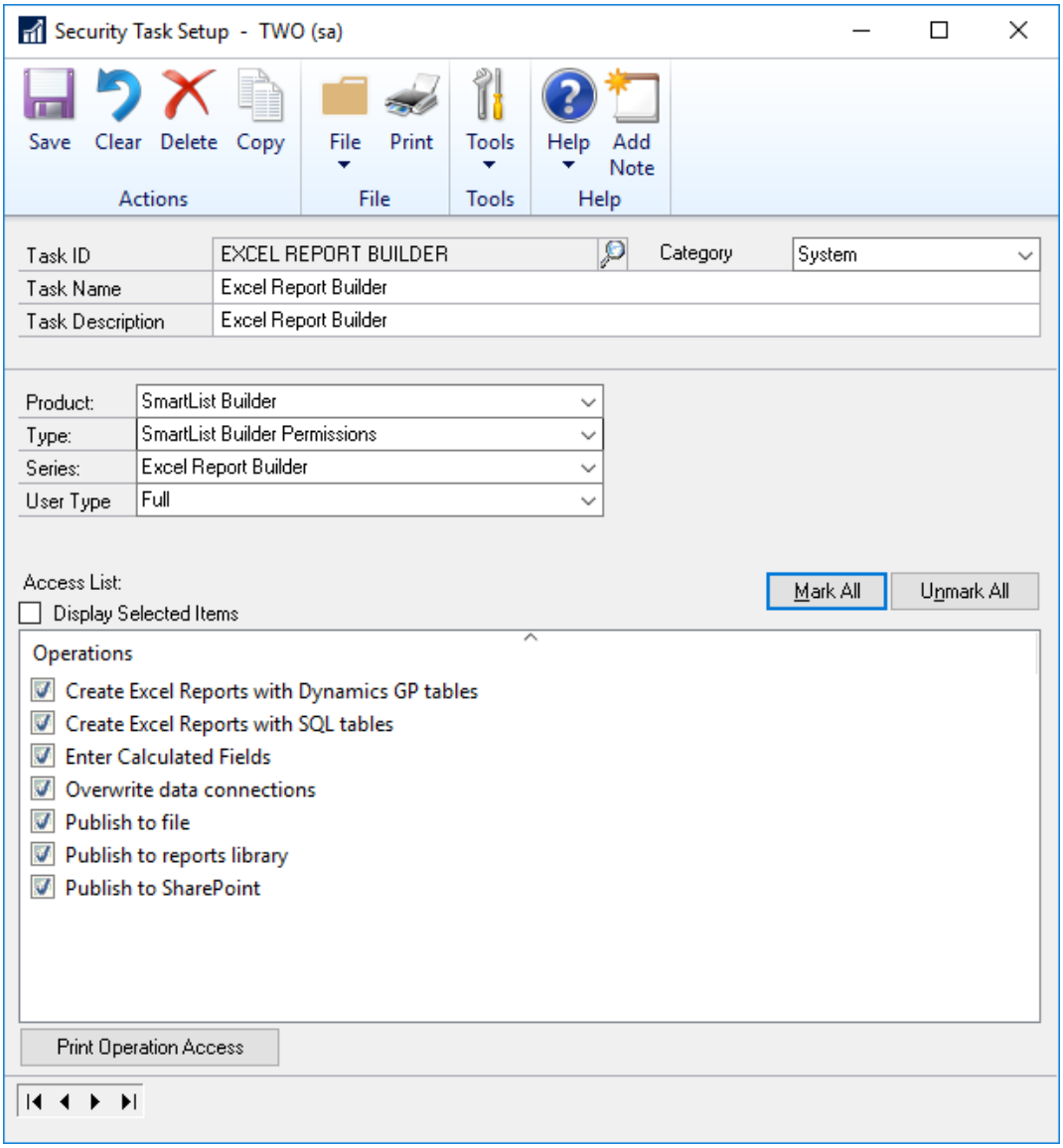
- Series: System
  - Copy List
  - Display SQL
  - Excel Group Report Builder
  - Excel Group Report Lookup
  - Excel Report Lookup
  - Preview
  - Publish Report
  - Resource Lookup
  - Table Details
  - Table Finder (2 items)



Beyond the Window permissions, there are Excel Report Builder Permissions that need to be granted as well. These Excel Report Builder Permissions can be granted in the Microsoft Dynamics GP Security Task as well.

- Product: SmartList Builder
- Type: SmartList Builder Permissions
- Series: Excel Report Builder
    - Create Excel Reports with Dynamics GP tables
    - Create Excel Reports with SQL tables
    - Enter Calculated Fields
    - Overwrite data connections
    - Publish to File

- Publish to reports library
- Publish to SharePoint



To assign Excel Report Builder security:

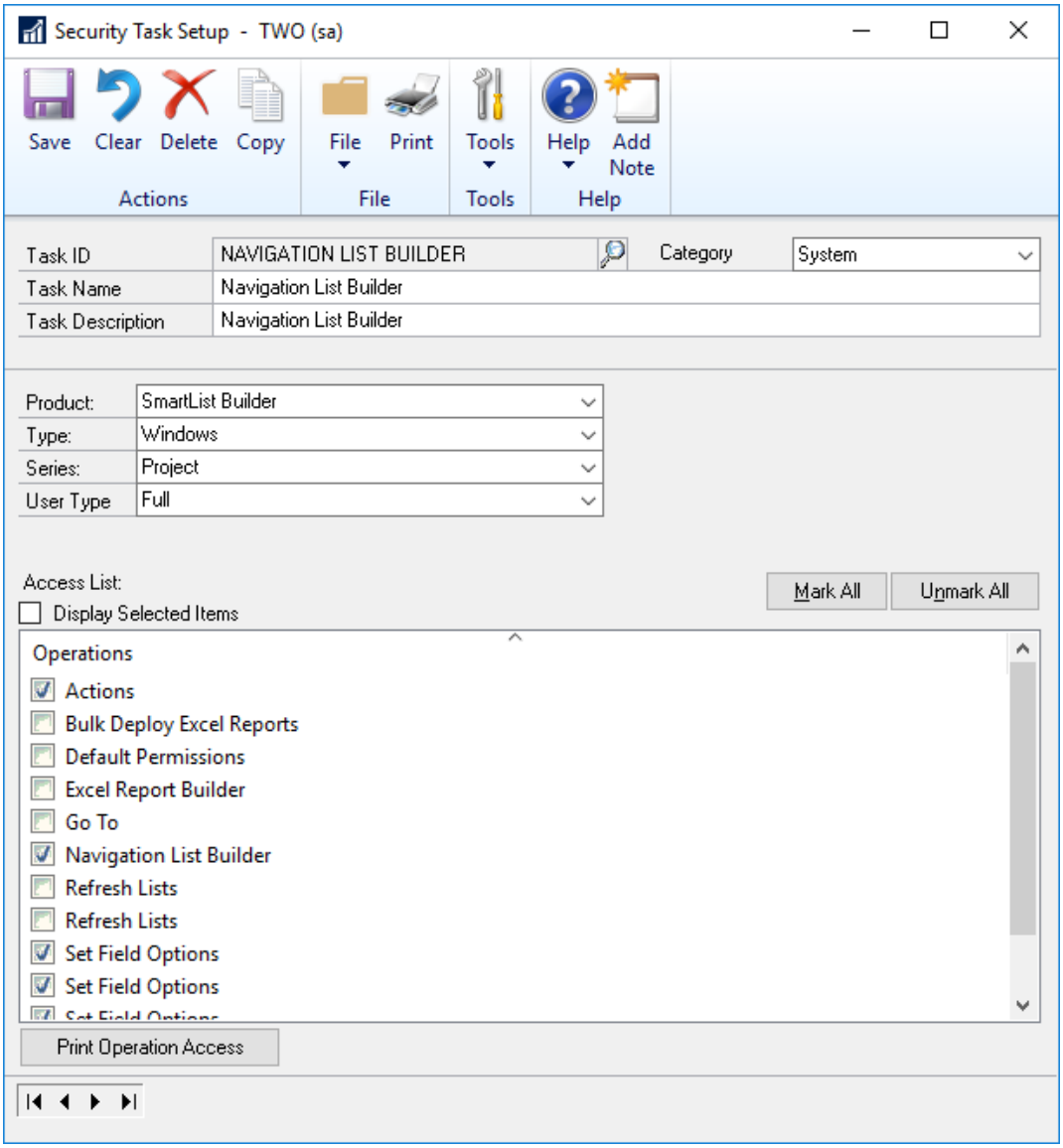
1. Open the Security Task Setup window (Microsoft Dynamics GP >> Tools >> Setup >> System >> Security Tasks).
2. Enter a Task ID, Task Name, Task Description and Category.
3. Select SmartList Builder as the Product and Windows/SmartList Builder Permissions as the Type and Project/System/Excel Report Builder as the Series.
4. Mark the operations that you want to grant access to for the selected security task.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the

operations.

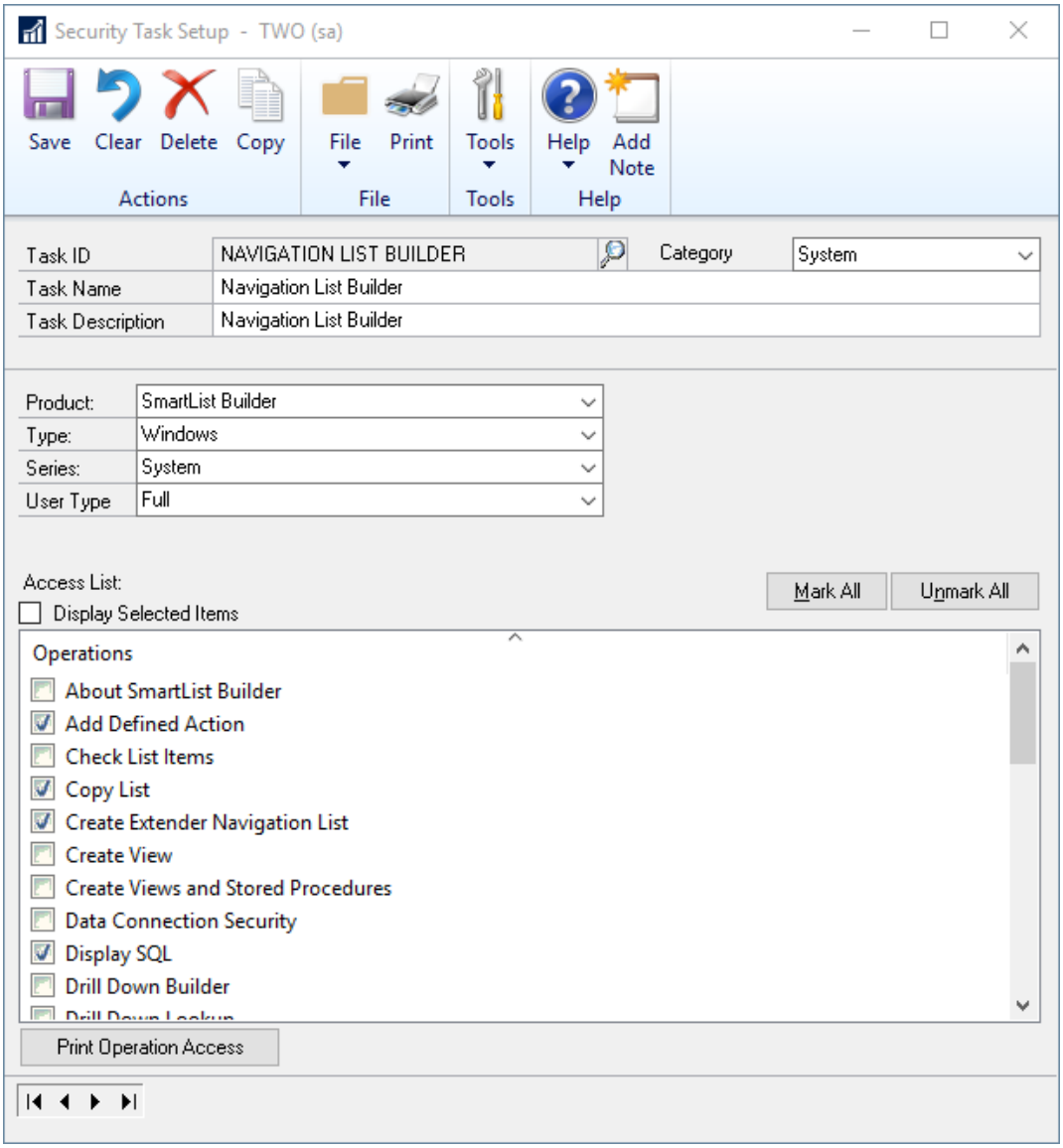
Navigation List Builder Security

All Navigation List Builder windows are denied access by default. To use Navigation List Builder, the user must be in a POWERUSER role, or be granted access to the following windows in a Microsoft Dynamics GP Security Task:

- Product: SmartList Builder
- Type: Windows
- Series: Project
    - Actions
    - Navigation List Builder
    - Set Field Options (3 windows)



- Series: System
  - Add Defined Action
  - Copy List
  - Display SQL
  - Navigation List Lookup
  - Preview
  - Resource Lookup
  - Table Details
  - Table Finder (2 items)



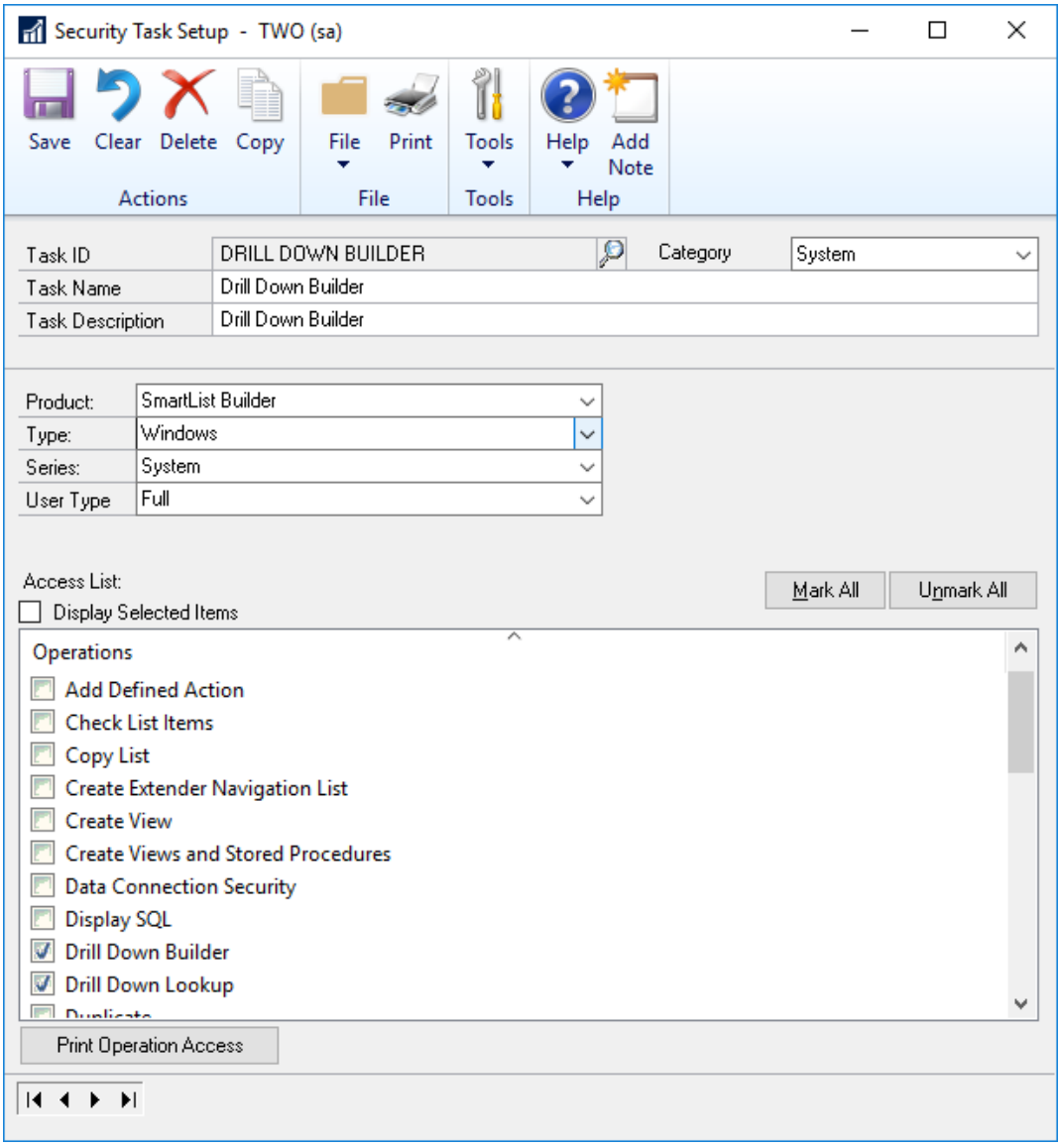
To assign Navigation List Builder security:

1. Open the Security Task Setup window (Microsoft Dynamics GP >> Tools >> Setup >> System >> Security Tasks).
2. Enter a Task ID, Task Name, Task Description and Category.
3. Select SmartList Builder as the Product and Windows as the Type and Project/ System as the Series.
4. Mark the operations that you want to grant access to for the selected security task.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the operations.

Drill Down Builder Security

All Drill Down Builder windows are denied access by default. To use Drill Down Builder, the user must be in a POWERUSER role, or be granted access to the following windows in a Microsoft Dynamics GP Security Task:

- Product: SmartList Builder
- Type: Windows
- Series: System
    - Drill Down Builder
    - Drill Down Lookup



To assign Drill Down Builder security:

1. Open the Security Task Setup window (Microsoft Dynamics GP >> Tools >>

Setup >> System >> Security Tasks).
2. Enter a Task ID, Task Name, Task Description and Category.
3. Select SmartList Builder as the Product and Windows as the Type and System as the Series.
4. Mark the operations that you want to grant access to for the selected security task.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the operations.

Other Builder Security

There are windows outside of those listed under SmartList Builder, Excel Report Builder, Navigation List Builder, and Drill Down Builder that can be granted access to as well. Generally they will be given to an admin type user.

Under the Project series, it is the 2 Refresh Lists items. Under the System series, it is the following:

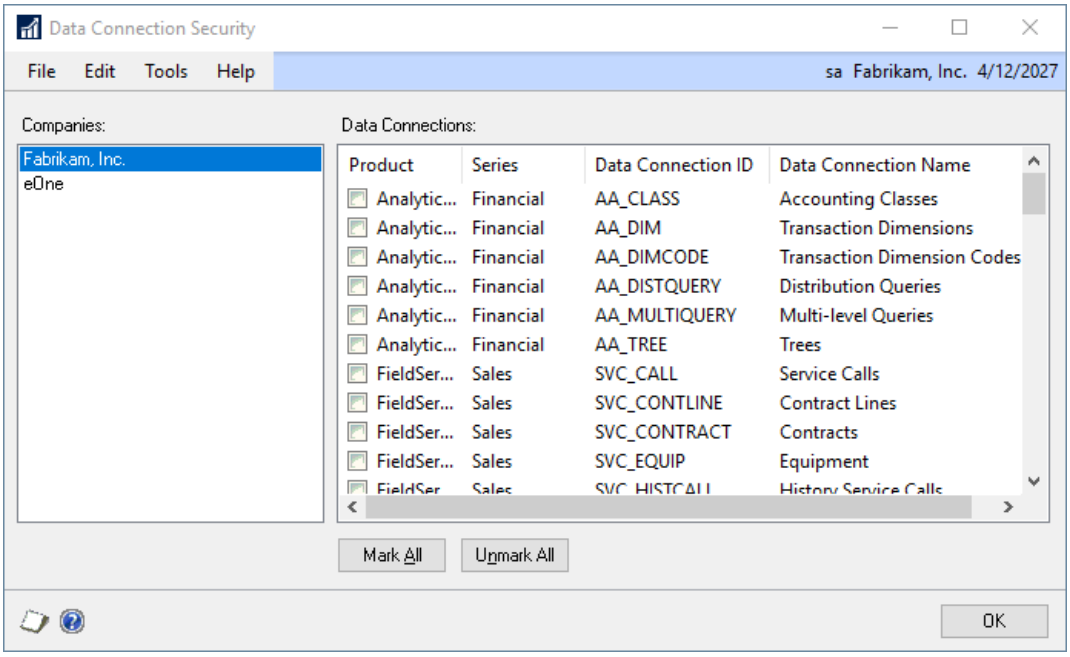
- About SmartList Builder
- Check List Items
- Copy List
- Create Views and Stored Procedures
- Data Connection Security
- Duplicate
- Export Lists
- Import Lists
- Refresh Cache

Data Connection Security

Security must be granted to a data connection before it can be used in SmartList Builder, Excel Report Builder or Navigation List Builder.

To grant access to a data connection:

1. Open the Data Connection Security window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Security >> Data Connection Security).



2. Select the company that want to grant access to.
3. Mark the data connections that you want to grant access to.
4. Click OK.

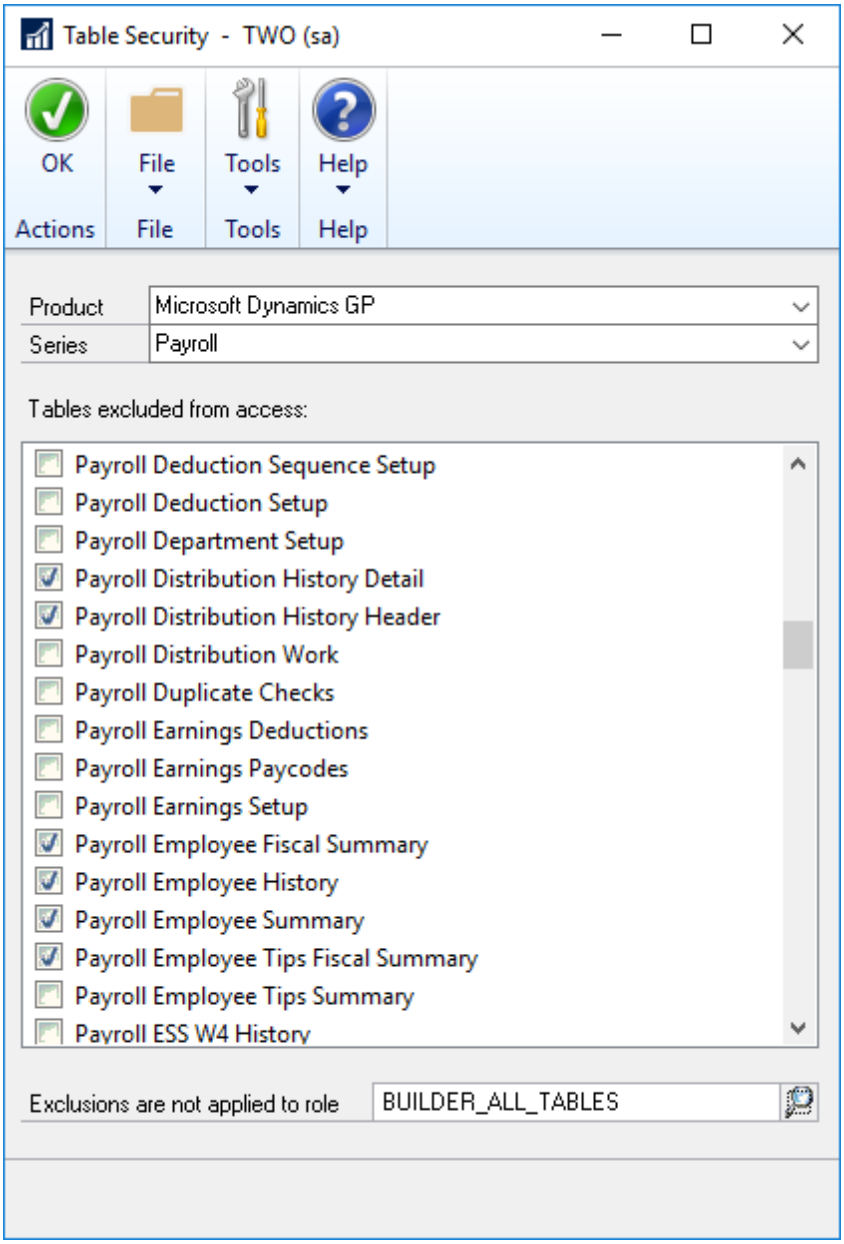
Table Security

When adding Microsoft Dynamics GP tables to a new setup, you by default have access to add all of the tables available in any of the features/products you have registered and installed in your Microsoft Dynamics GP environment. For example, you will have access to add all payroll tables if you are registered for payroll.

There may be scenarios where you don't want a user to be add some tables to a new setup. To help with this, the Table Security can be used. The Table Security will exclude any marked tables from the list when adding a Microsoft Dynamics GP table. If there are a few users that you want to be able to see the tables you are excluding, you can add them to the BUILDER_ALL_TABLES Role in the Microsoft Dynamics GP Role setup window. You can also use another role if for those that the exclusions don't apply to if you like.

To set Table Security:

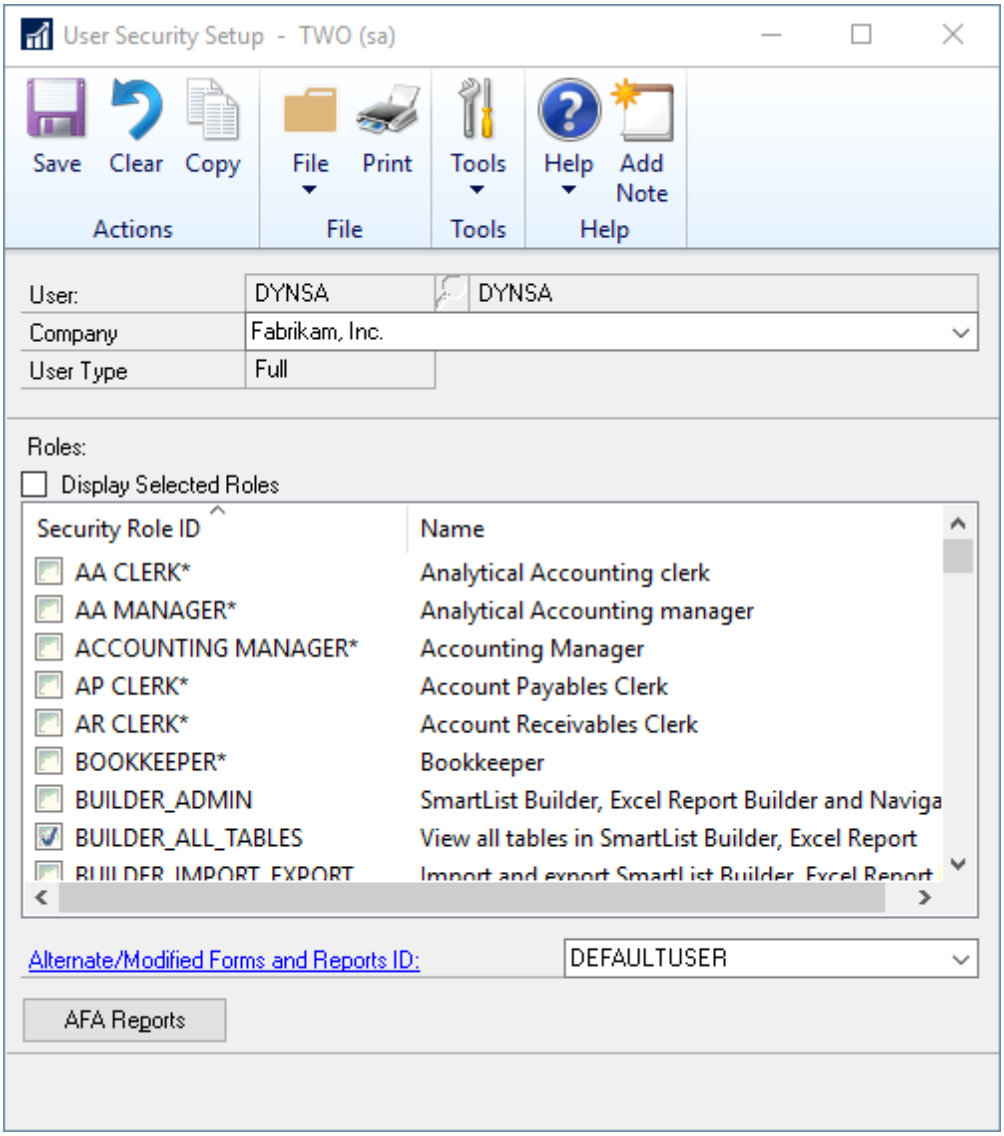
1. Open the Table Security by going to Microsoft Dynamics GP - Tools - SmartList Builder - Security - Table Security.



2. Select the Product and Series that you want to restrict the tables in.
3. Select the individual tables to exclude access to.
4. Select the Role that the exclusions don't apply to. The BUILDER_ALL_TABLES role is set by default and any users in this role will not have their tables restricted.
5. Click OK

To add a user to the BUILDER_ALL_TABLES Role:

1. Open the User Security window by going to Microsoft Dynamics GP - Tools - Setup - System - User Security.



2. Select the user you want to add to the role.
3. Select the company they should be assigned to the Role in.
4. Mark the BUILDER_ALL_TABLES Role ID.
5. Click Save.

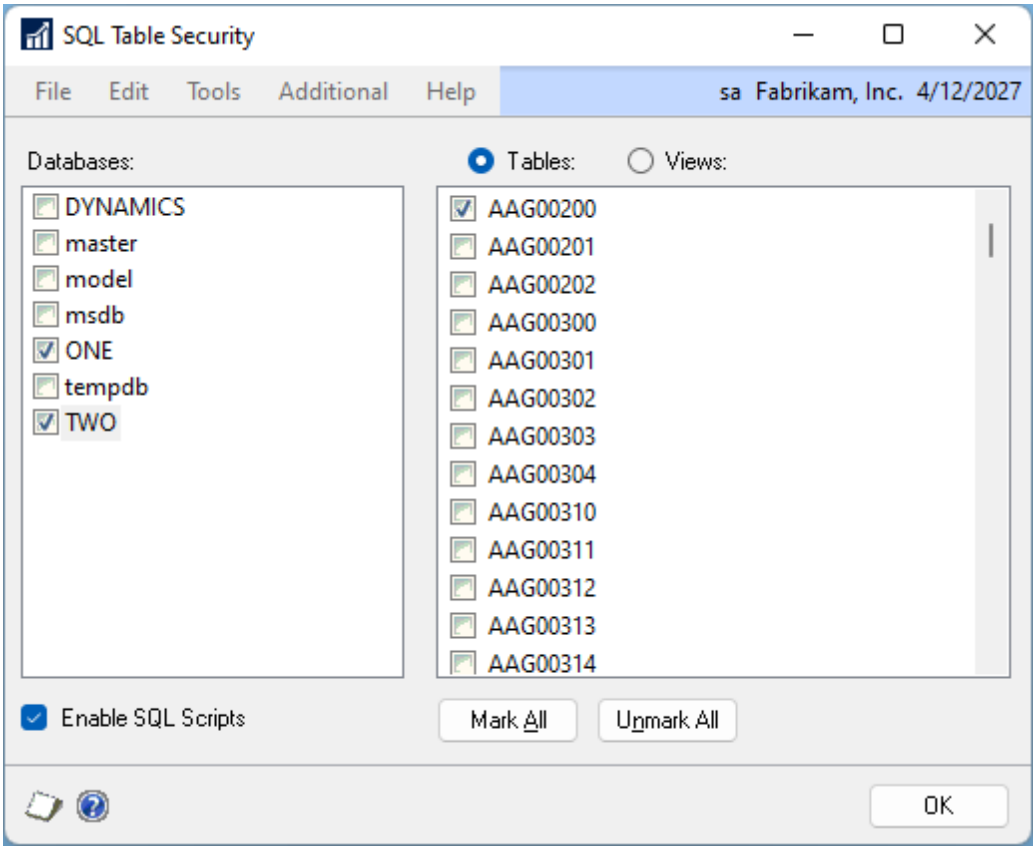
SQL Table Security

Security must be granted to a SQL Server tables and views before they can be used in SmartList Builder, Excel Report Builder or Navigation List Builder. Access to SQL Server tables and views is granted using the SQL Table Security window. This window is also used to grant security to databases that can run SQL scripts.

Security must be granted to the SQL user to the external tables as well before the can view the data in SmartList Builder, Excel Report Builder or Navigation List Builder.

To grant access to a SQL table/view:

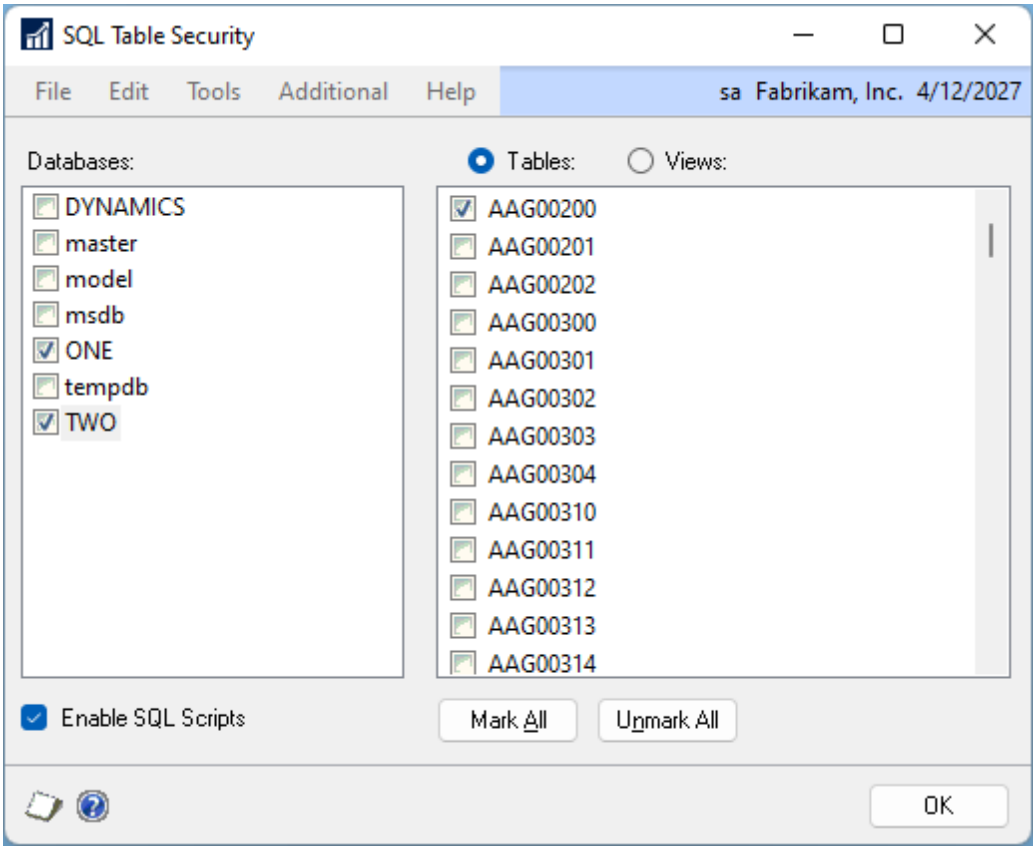
1. Open the SQL Table Security window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Security >> SQL Table Security).



2. Mark the companies that want to grant access to.
3. Select Tables and mark the SQL tables that you want to grant access to.
4. Select Views and mark the SQL views that you want to grant access to.
5. Click OK.

To grant access to SQL Scripts:

1. Open the SQL Table Security window (Microsoft Dynamics GP >> Tools >> SmartList Builder >> Security >> SQL Table Security).



2. Mark the Enable SQL Scripts checkbox.
3. Click OK.

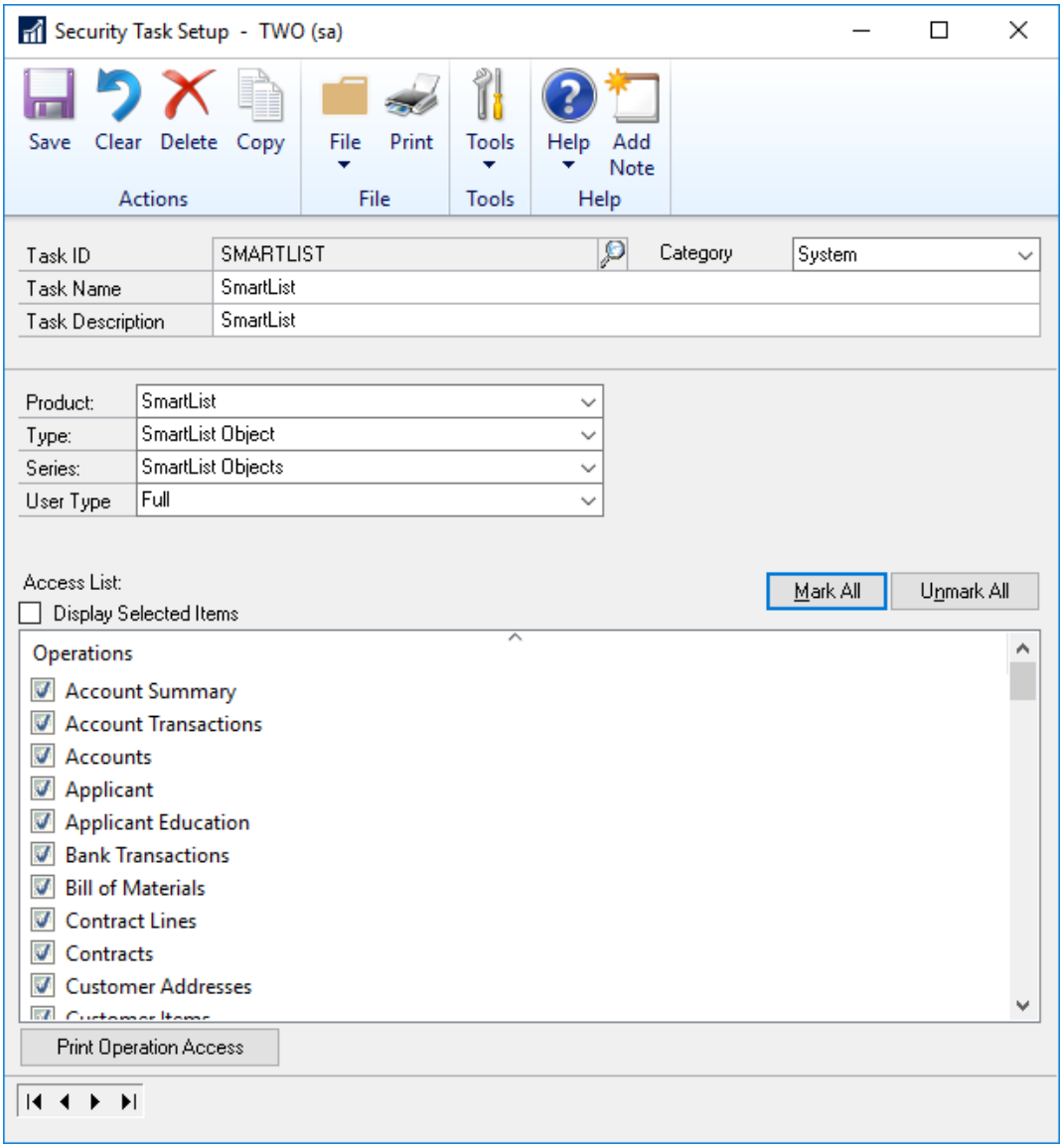
The Enable SQL Scripts checkbox was added in SmartList Builder build 18.05.0054. Prior to this build, granting access to at least one table/view in one database will enable the SQL Script table type in SmartList Builder, Excel Report Builder, and Navigation List Builder.

SmartList Security

Once a SmartList has been created in SmartList Builder, the end users will need access to view the new list in SmartList. By default, only the users in the Poweruser role get access to the new SmartLists.

To assign SmartList security:

1. Open the Security Task Setup window (Microsoft Dynamics GP >> Tools >> Setup >> System >> Security Tasks).



2. Enter a Task ID, Task Name, Task Description and Category.
3. Select SmartList as the Product and SmartList Object as the Type and SmartList Objects as the Series.
4. Mark the SmartList that you want to grant access to for the selected security task.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the operations.

Excel Report Security

Once an Excel Report has been published, the end users will need access to view the Excel File as well as SQL permissions to view the data that is pulled into the Excel file. Excel Reports use Windows Authentication to gain these permissions. By default only Windows

users with local administrative credentials in SQL Server and access to the network share or SharePoint site where the report was published to can view the data.

There are two parts to the security for an Excel Report:

- Security to the Shared Folder or SharePoint site
- Security in the SQL database

To assign Excel Report security to a report published to a network share:

1. Open Windows Explorer and locate the network share that was created.
2. Right click on the folder and select Properties.
3. Select the Permissions tab or the Permissions button on the Sharing tab. The users or groups you want to access the report must have at minimum, the Change permission.
4. Select the Security tab. The users or groups you want to have access to the report must have at minimum, the Read permission.
5. Click OK.

To assign Excel Report security to a report published to SharePoint:

1. Log into Windows as a user with SharePoint Administrator rights.
2. Browse to the top level of the SharePoint site. For example, http://servername:port/
3. Click Site Actions – Site Settings – People and Groups.
4. In the New drop down list, select New Group
5. Enter a name for the group in the Name field and a description in the About Me field.
6. In the Give Group Permission to the Site section, click the permissions you want the group to have. The group, at minimum, needs the Read-Can View only permissions.
7. Click Create.
8. Click Groups.
9. In the All Groups list, select the new group you created.
10. In the New drop-down list, select Add Users.
11. Enter the users you want to have access to the reports in the Add Users window.
12. Click OK.

To assign Excel Report security to the SQL Server Database:

1. Open SQL Server Management Studio and log into the SQL Server as an admin user
2. Expand the server.
3. Expand Security.
4. Expand Logins and verify that the Windows user is not already in SQL as a login.

If the user is already in SQL as a login, Open the properties of the login and skip to step 8.

5. Right click on Logins and select New Login.
6. Enter in the name of the Windows user to be added. For example, domain \username.
7. Select Windows Authentication.
8. Select the User Mapping page.
9. Select the database you want to give them access to and mark the appropriate rpt_ roles that the user needs to access the Excel Reports you have published.
10. Click OK.



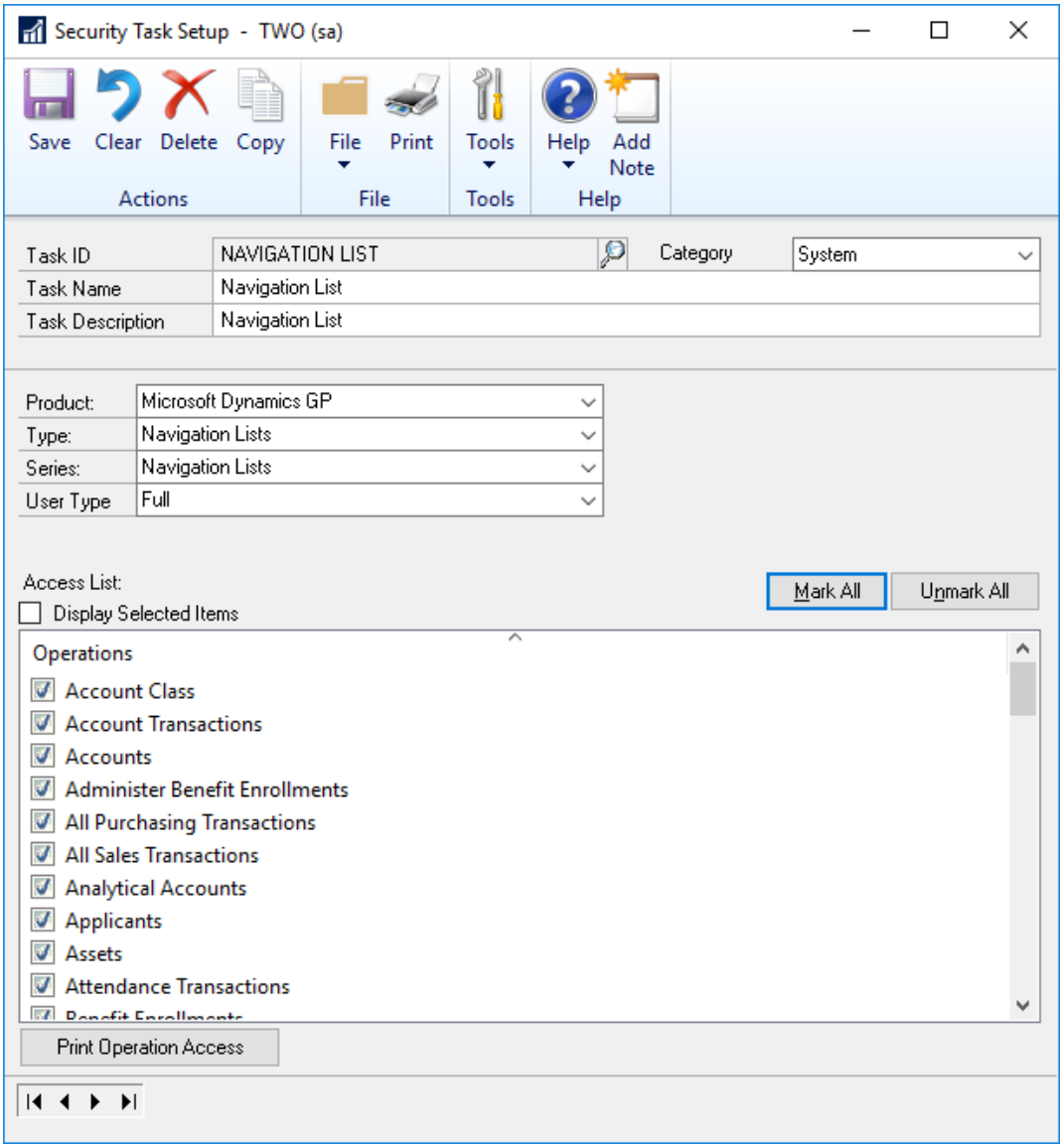
For more information on the Excel Report deployment and security, please reference the Microsoft Dynamics GP 2013 System Setup Guide or Microsoft Knowledge Base 949524.

Navigation List Security

Once a Navigation List has been created in Navigation List Builder, the end users will need access to view the new list in the Navigation Pane. By default, only the users in the Poweruser role get access to the new Navigation Lists.

To assign Navigation List security:

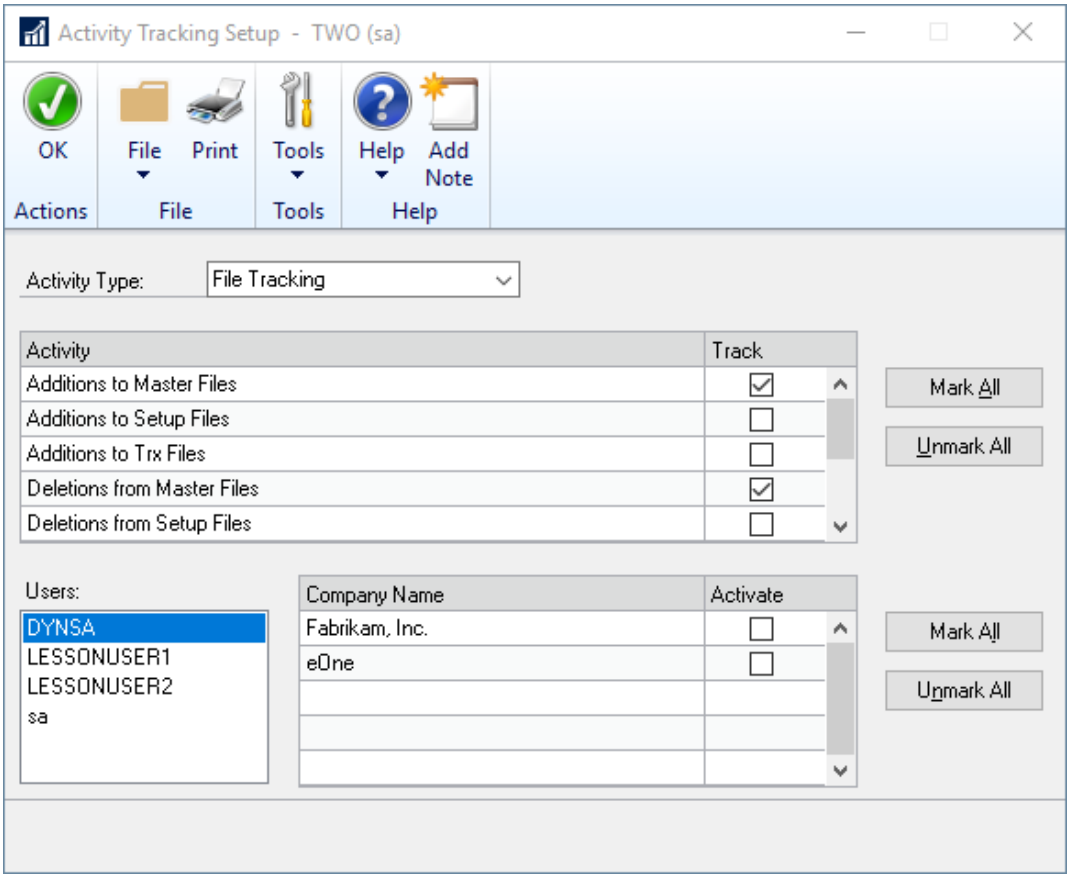
1. Open the Security Task Setup window (Microsoft Dynamics GP >> Tools >> Setup >> System >> Security Tasks).



2. Enter a Task ID, Task Name, Task Description and Category.
3. Select Microsoft Dynamics GP as the Product and Navigation Lists as the Type and Navigation Lists as the Series.
4. Mark the Navigation List that you want to grant access to for the selected security task.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the operations.

Activity Tracking

Starting in SmartList Builder build 16.00.0014, Activity Tracking can be used to track Master File changes. The tracking is attached o the File Tracking for Additions to Master Files, Deletions from Master Files, and Modifications to Master Files. This has been added for SmartList Builder, Excel Report Builder, Navigation List Builder and Drill Down Builder tables.



Enhancements

- Release 18.09.0070

18.09.0070

This release is a compatibility release for SmartList Builder 18.9. It allows SmartList Builder to be compatible with Microsoft Dynamics GP 18.9.xxxx. It will contain the same features/ fixes as the SmartList Builder 18.8 build 18.08.0066 for Microsoft Dynamics GP 18.8 as well as the following fixes.

Problem Reports Fixed in Build 18.09.0070

- A get/change operation on table 'SLB_Goto_Temp' has an incorrect record length
- Using Droplist as Search Definition fails with error - Could not run file trigger script in Drill Down Builder
- A couple of table checks can leave orphan sql connections
- Add dex.ini switch for SLB_Goto_Temp table to be SQL or ctree
- SLB doesn't always update favorite tracking record if you execute SmartList when tracking window is open
- Set Field Options to use Decimal Places Based on field doesn't always show correct decimals
- GenerateDecimalPlaces processes the same table/field combination if same formatting field is used

Release Date: 11/6/2026
Compatible GP Versions: Microsoft Dynamics GP (18.9.xxxx)