SUCCESSFUL
Business Operations
ON DYNAMICS GP

SALESPAD DESKTOP™

A guide for distributors and wholesalers

Introduction

Your ERP system is more than just software — it's your business hub, and your company's most profitable days are ahead when you strive to get the most out of Microsoft Dynamics GP.

As a distribution or wholesale business, your inventory is the lifeblood of your business. Too much inventory on hand and your capital is tied up, but too little and you could lose customers if you can't fulfill orders.

This guide will help you enact lean manufacturing principles and smart inventory management while using Dynamics GP, in order to see more sales while making your warehouse more efficient and productive than ever before.

We'll walk through four crucial areas of your business — efficiency, accuracy, productivity, and visibility — and what practices you need to implement in order to see more ROI and less frustration.

Efficiency

There are several tools offered in Dynamics GP designed to streamline your business processes, cut back on time spent on data entry, and see more ROI. Remember that your ERP software should save you time. If you're being bogged down with tedious tasks, you'll want to streamline your business processes by exploring the many modules offered on Dynamics GP. Let's dive into a few of our favorite features.

Essential Dynamics GP tools for distribution or wholesale efficiency:

ITEM, CUSTOMER, AND VENDOR CLASSES

INVENTORY BILL OF MATERIALS

QUICK JOURNAL ENTRIES

Efficiency

Item, Customer, and Vendor Classes

The classes feature allows you to assign classes during the creation of a new item, customer, or vendor. For example, if you've acquired a new customer and they fit the criteria for an "Omaha Retail" customer class, rather than requiring you to enter data into multiple information fields for the customer, you'll be able to simply assign the customer to a class, which will then "'roll down" all the data for that customer class into the relevant customer fields (tax code, sales rep, etc.). When utilized properly, the classes feature becomes a valuable tool for a variety of tasks throughout the business day.

A note on warehouse organization

Remember that efficiency as a business lies in making in Dynamics GP work well with your warehouse, so be sure your warehouse is well-organized for success. Achieving a streamlined and efficient operation is an impossible feat with a cluttered warehouse. Mark your item with pertinent details and make sure that each area, even the empty shelves, is marked clearly and labeled for the future.

Inventory Bill of Materials

Do you manage inventory for a product-centric company that does light manufacturing? If so, you have probably found yourself in need of a feature that manages the specifications of your product during the assembly process. The Inventory Bill of Materials (BOM) module allows you to track labor costs for building components and updates the components in Dynamics GP.

> Check out FMT Consultants' resource on Dynamics GP's BOM module for more detailed use instructions:
>
> **READ NOW >**

Quick Journal Entries

Time spent entering regularly occurring transactions can be cut down by using Quick Journal Entries in Dynamics GP. This module will automatically populate all data other than amounts on new entries. Made a mistake on your journal entry? No worries. You can alter the entry or make a correction using the Journal Entry Correction feature.

Power up Dynamics GP with Add-ons

If you're looking to really streamline this part of your Dynamics GP use, you might want to consider an add-on. SalesPad Desktop, for example, specializes in transforming click-heavy, time-consuming processes into paperless, streamlined operations that reduce the amount of time it takes to process an order. Some examples of enhanced capabilities with an add-on include:

SALES BATCH PROCESSING: Why do something 500 times when you can do it just once? Sales batch processing lets you perform an action on all documents within any given workflow batch.

CREATING ORDERS STRAIGHT FROM A CUSTOMER CARD: Customer information, like billing and shipping addresses and payment terms, is pre-filled when you enter a new order — eliminating needless re-entry.

SALES LINE MASS UPDATES: Easily find all sales lines that need to be updated in all of your sales documents, and then update them with a single click, saving you time and hassle while ensuring accuracy.

Accuracy

Not all data is good data — and your ERP software is only as good as the data you can pull from it. To see success with Dynamics GP, it's important that your information is up-to-date and accurate. It's easy to feel like you're drowning in data, so here are a couple tricks to help you stay afloat.
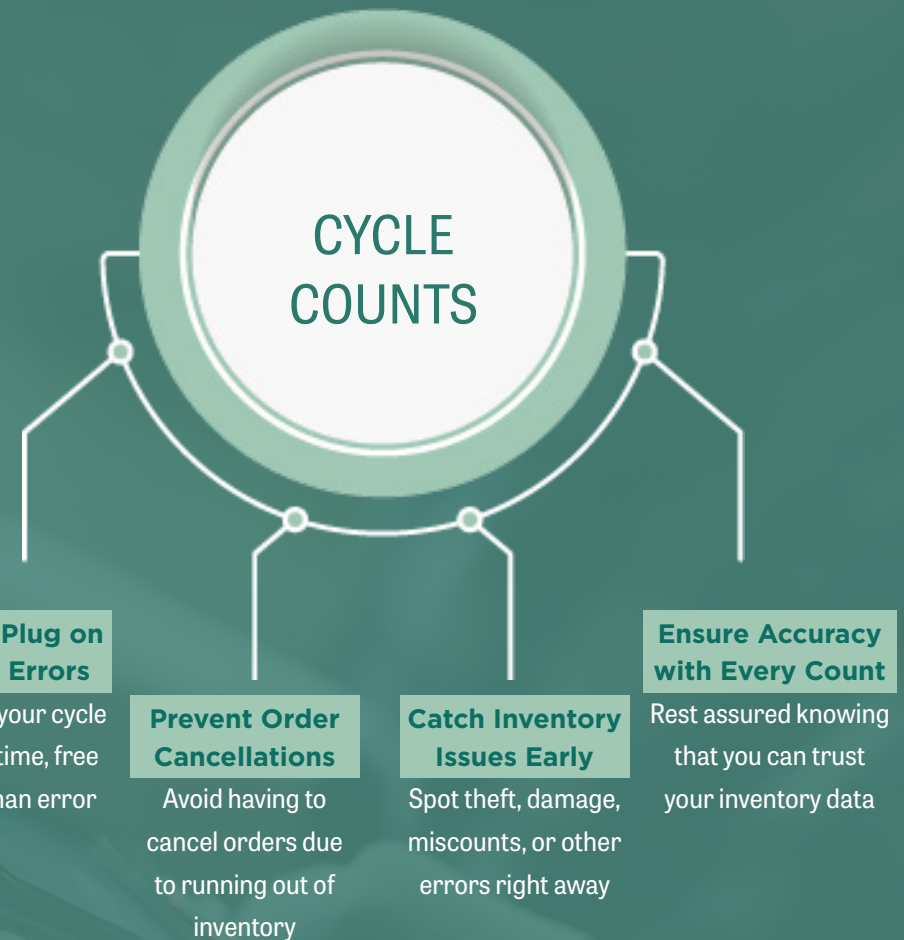
Barcoding

If you're a distributor that carries large quantities of items, you're probably no stranger to overstock issues. Dynamics GP doesn't have a function to highlight a potential overstock issue, and the last thing you want is your capital to be tied up in excess inventory. If you feel like you're not getting the best data on your inventory, consider adding barcoding to your warehouse. Barcoding makes maintaining accurate inventory records infinitely easier and removes a lot of potential for human error.

Cycle Counts

Typically, the more often you can conduct cycle counts, the more accurate your inventory numbers will be. Rather than leaving inventory counting until the end of the year, you should be doing cycle counts continuously. This is another area in which barcoding can save you a lot of time and eliminate the hassle of manual tasks.

According to our in-house inventory expert, Director of Product Development Jacob Pegg, you'll especially want to conduct timely cycle counts for your top sellers and quickly-moving items.

CYCLE COUNTS

Pull the Plug on Manual Errors
Complete your cycle count on time, free from human error

Prevent Order Cancellations
Avoid having to cancel orders due to running out of inventory

Catch Inventory Issues Early
Spot theft, damage, miscounts, or other errors right away

Ensure Accuracy with Every Count
Rest assured knowing that you can trust your inventory data

Productivity

Optimizing your productivity in Dynamics GP can be a difficult, or impossible, feat without well-defined processes. Standardizing your processes allows your team members to all be on the same page when it comes to evaluating what next steps are for any given order.
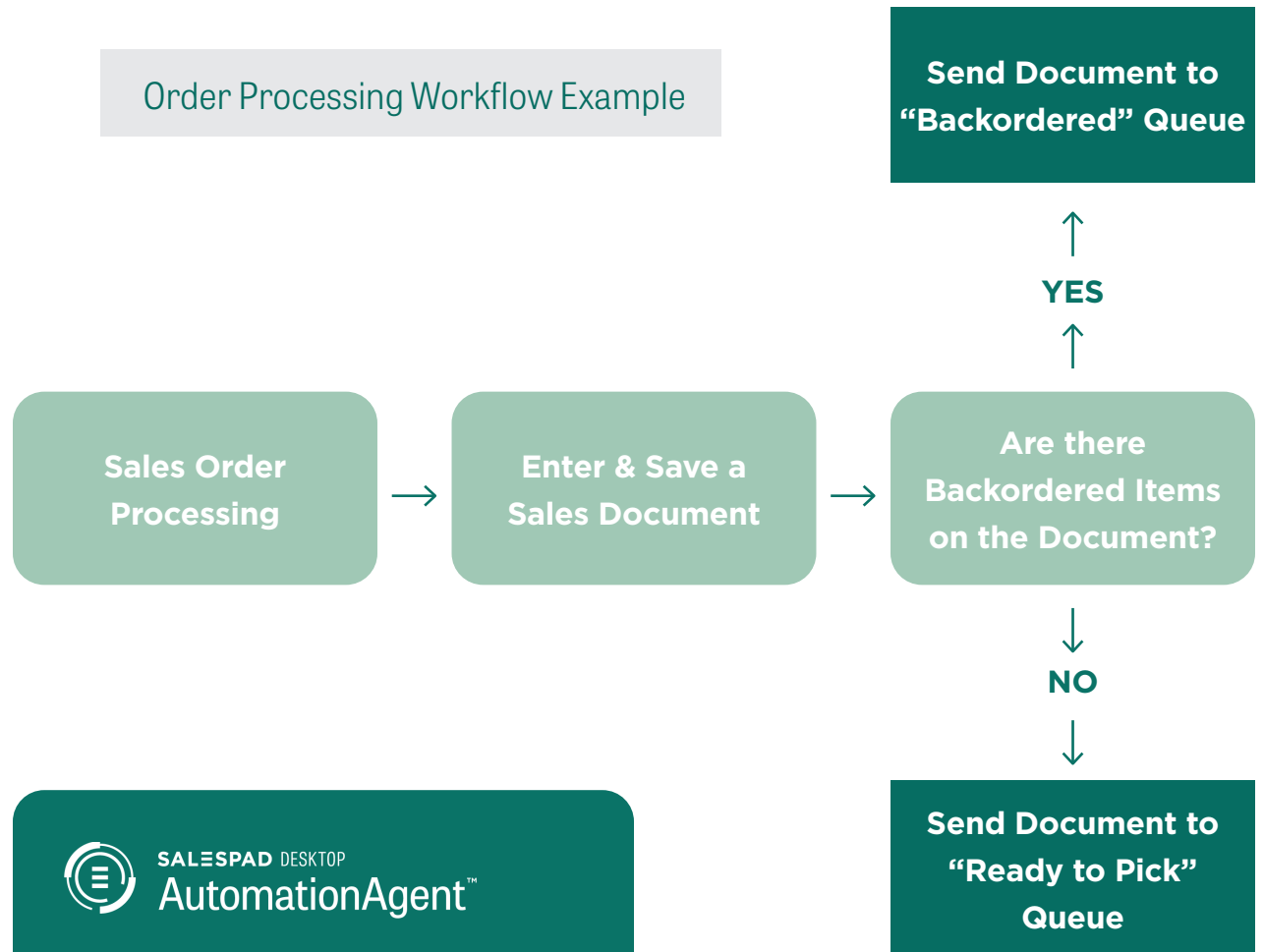
All businesses have workflows, whether or not they're mapped and tracked. Mapping out your workflow will not only streamline your order processing but strengthen the consistency of your inventory management practices.

Workflow is all about order processing. The way your orders are handled greatly impacts whether or not you achieve your desired outcome: more productivity and more sales. If you haven't already done so, make a visual representation of your workflow. You can use anything from spreadsheets to clipboards.

When it comes down to it, making a useful flowchart is as easy as asking the right questions.

Order Processing Workflow Example

Sales Order Processing → Enter & Save a Sales Document → Are there Backordered Items on the Document?

YES → Send Document to "Backordered" Queue

NO → Send Document to "Ready to Pick" Queue

SALESPAD DESKTOP AutomationAgent™

QUICK TIP: Want more advanced workflow capabilities? Check out SalesPad Desktop AutomationAgent, our advanced workflow tool that can speed up your company's operations.

LEARN MORE >

Productivity

Reorder Points

As you probably know, a reorder point is the point in your inventory levels at which a certain product should be restocked through purchase orders. Reorder points can improve the accuracy of your data by determining exactly when inventory needs to be reordered, and how much of that inventory needs to be reordered. Reorder points can be extremely useful, but only if they're accurate. If you're not sure what your inventory's reorder points are, it's time to invest in some inventory analysis.

Check out our blog post on automating purchase orders and reorder points.

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Visibility

If you're a distribution business owner frustrated by lack of visibility into your business, you're not alone. Gaining access to data in Dynamics GP can sometimes require more clicks and hassle than anyone wants. Let's explore a few ways you can take back time wasted digging through data.

SmartLists and SmartList Builder

You may already be using the SmartList tool to run ad-hoc reports without the intricacies and potential complications of SQL Reporting Services or similar tools. Built-in SmartLists on Dynamics GP offer you easy-access visibility into reports, especially those that need to be accessed more than once. This user-friendly tool is one you don't want to overlook.

If you are already using SmartLists, you've probably found yourself wanting more customization, like the ability to add another field. Enter SmartList Builder — an add-on tool that allows you to create your own SmartLists by making custom reports. When you purchase this add-on, you also receive Navigation List Builder, Excel Report Builder, and Drill-Back Builder.

PRO TIP: Keep in mind that SmartLists cannot be modified one you've created them.

Named Batches

Even though Dynamics GP doesn't offer a customizable workflow option, you can streamline your internal workflow by using named batches.

This method involves your users compiling all of their active documents into a batch titled with their own name. Each user is then responsible for everything in that batch, as well as for transferring it to an invoice. This allows you to organize your documents based on owner/responsibility and will allow users to more easily check on the progress of an order.

Using named batches can be helpful for gaining more visibility into where each document is in your workflow. However, this method is obviously manual, and it gives you only a glimpse of true workflow and automation. If your company needs a more automated solution for executing your processes without high-cost human error, it may be time to explore other ERP add-ons that include **powerful workflow for your order processing.**

One final word

Microsoft Dynamics GP is a powerful accounting platform — and with smart practices, determination, and a little bit of elbow grease, you can use it for some heavy lifting for your product-centric company.

However, as you're probably aware, even the best tips and tricks can only take you so far — that's why many companies typically utilize anywhere from five to eight additional software add-ons alongside Dynamics GP. Particularly for distribution and wholesale, as well as for retail and manufacturing, visibility into order statuses

and customer information is crucial. That's why it's important to consider third-party add-ons that fully integrate with Dynamics GP, so you never have to wonder if what's on your screen is truly accurate.

With smart add-ons and best practices, you can keep your operations efficient and effective. And if you're interested in seeing how SalesPad leverages more than a decade of expertise with product-centric companies on Dynamics GP, find out for yourself by scheduling a demo.

SCHEDULE A DEMO >

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