Business Portal for Microsoft Dynamics™ GP

Electronic Document Delivery

Release 10.0
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Introduction

Welcome to Electronic Document Delivery, a component of Business Portal for Microsoft Dynamics™ GP.

Electronic Document Delivery is a Business Portal application that enables you to send sales order, invoice, credit memo, debit memo, finance charge, and return documents from Microsoft Dynamics GP to your customers via e-mail or a web service.

This introduction includes the following sections:

- What’s in this manual
- Symbols and conventions
- Additional resources
- Technical support
- Send us your documentation comments

What’s in this manual

This manual will help you install, set up, and administer Electronic Document Delivery.

This documentation is divided into the following chapters:

- Chapter 3, “Document scheduler setup,” explains how to set up the document scheduler to automatically create and send documents.
- Chapter 4, “Document delivery setup,” describes how to set up Electronic Document Delivery, and explains how to use notifications and templates.
- Chapter 5, “Pending documents,” describes the document delivery queue, where document information is stored until the document scheduler runs. You can use the queue to view, suspend, or cancel pending documents.
- Chapter 6, “Sent documents,” describes the document delivery log, where document information is stored after documents are sent, deleted, or voided. You can use the log to resend a document.
- Chapter 7, “Administration,” describes how to suspend document delivery, view and modify report formats, and set up document delivery to a web service.
- Chapter 8, “Default group and role permissions,” lists the default permissions associated with the groups and roles that are installed with Electronic Document Delivery.
Symbols and conventions

This manual uses the following symbols to make specific types of information stand out.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Light bulb symbol" /></td>
<td>The light bulb symbol indicates helpful tips, shortcuts, and suggestions.</td>
</tr>
<tr>
<td><img src="image" alt="Warning symbol" /></td>
<td>The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Business Portal or Microsoft Dynamics GP might be affected.</td>
</tr>
</tbody>
</table>

This manual uses the following conventions to refer to sections, navigation, and other information.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suspend document delivery</strong></td>
<td>Italic type indicates the name of a section or procedure.</td>
</tr>
<tr>
<td><strong>File &gt; Print</strong></td>
<td>The (&gt;) symbol indicates a sequence of actions, such as clicking items on a menu or a toolbar or clicking buttons in a window. This example directs you to go to the File menu and click <strong>Print</strong>.</td>
</tr>
<tr>
<td><strong>Bold</strong></td>
<td>Bold type indicates the names of fields, tabs, menus, commands, and buttons, and text you should type.</td>
</tr>
<tr>
<td><strong>TAB or ENTER</strong></td>
<td>Small capital letters indicate a key or a key sequence.</td>
</tr>
</tbody>
</table>

Additional resources

In addition to this manual, the following documentation is included with this release of Business Portal.

**Manuals**

The following PDF manuals are included in the Documentation folder on the Business Portal CD.


**Application manuals**  Manuals for each application installed in Business Portal are available in the Documentation folder.

**Help**

Help is available by clicking the Help icon button, located in the upper-right corner of any page. The help that is displayed depends on whether you open help from a
Business Portal page, or a Microsoft® Windows® SharePoint® Services page or Microsoft Office SharePoint Server 2007 page.

**Business Portal help**  When you click the Help icon button on a Business Portal page, the relevant help topic for that page is displayed. You can use the search field on the help page to search for information. You also can click the Home icon button to browse the contents of the help.

The Business Portal help is divided into several *collections*. Each Business Portal application includes its own help, and the help is written for two main audiences: users and administrators. For example, the help for Requisition Management is divided into two collections—Using Requisition Management and Administering Requisition Management.

When you view the help topic for a page, you can view and search within only the topics that are included in that help collection. To view and search within all the Business Portal help collections that are available, click the Help icon button on the Business Portal Home page.

**Windows SharePoint Services help**  Many of the features included in Business Portal—such as document libraries, lists, announcements, links, and alerts—are provided by Windows SharePoint Services. General information about these features is provided in the Administering Business Portal help. For more detailed information, refer to the Windows SharePoint Services help, which can be accessed by clicking the Help icon button in the upper-right corner of any Windows SharePoint Services page. If you’re using Office SharePoint Server 2007, additional help related to the Office SharePoint Server 2007 features also will be available.

**Technical support**

You can contact Microsoft Dynamics technical support online or by telephone. Go to www.microsoft.com/dynamics and click the CustomerSource link or call 888-477-7877 (in the U.S. and Canada) or 701-281-0555.

**Send us your documentation comments**

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

*Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.*
Chapter 1: Overview

This chapter provides an overview of Electronic Document Delivery. This information is divided into the following sections:

- About document delivery
- Electronic Document Delivery components
- Business Portal site structure
- Roles and groups for Electronic Document Delivery
- Administration Resources page
- Setup overview

About document delivery

You can use Electronic Document Delivery to deliver sales order, invoice, credit memo, debit memo, finance charge, and return documents to your customers. These documents typically are sent as attachments to e-mail messages—you specify standard e-mail message content and the template to be used for attachments. Documents also can be sent in XML format to a web service.

When the documents you specify are posted or saved in Microsoft Dynamics GP, they’re added to the document delivery queue. The document scheduler creates the necessary e-mail messages and attachments for each record in the queue and then sends them to your customers.

You also can send document delivery activity summaries within your organization. These activity summaries are reports that contain delivery statistics, including the number and types of documents sent, and the number of documents with errors. An activity summary is generated and sent each time documents are sent to customers.

After you’ve set up Electronic Document Delivery, documents will be sent automatically. You won’t need to intervene unless you need to cancel or resend a document, or modify a document’s template or notification prior to sending it.

Electronic Document Delivery components

Electronic Document Delivery uses the following components to automatically generate and send documents.

Notifications

Notifications are message templates; they contain the text that will appear in the e-mail messages that documents are attached to. You can use automatic substitutions to personalize notifications for each recipient. For example, the Customer Name automatic substitution would be replaced with the specific customer name associated with the document being sent. There are two types of notifications: Customer Document and Summary Activity Report.

See Notification types on page 18 and Add or modify an e-mail notification on page 20 for more information.

Document attachment templates

Attachment templates specify how a document will be generated, the information that will be included, and the file format that will be used. You can choose to have
the documents generated as HTML, XML, PDF, or Microsoft Excel® files. For example, you can choose to create SOP invoice documents, including kit items and tax details, in HTML format.

See Add or modify a document attachment template on page 21 for more information.

**Crystal Reports**

Crystal Reports is an application that generates an attachment file for each record in the document delivery queue, using the settings specified in the document attachment templates. The data for each attachment is taken from Microsoft Dynamics GP tables, and the layout of the attachment is determined by the Crystal Reports template specified in the attachment template. (The default Crystal Reports templates provided with Electronic Document Delivery were designed to look like Microsoft Dynamics GP documents.)

See Modify default Crystal Reports templates on page 33 for more information about Crystal Reports templates.

**Document scheduler**

The document scheduler is a scheduled task that automatically creates and sends the documents. When the document scheduler runs, it launches Crystal Reports, which generates a document for each record in the document delivery queue using the settings specified in the document attachment templates. The document scheduler then uses notifications to generate an e-mail message for each document or group of documents. The documents are attached to the e-mail messages and sent. You can set up the document scheduler to send documents for all companies at the same time, or to send documents for different companies at different times.

See Chapter 3, “Document scheduler setup,” for more information about setting up the document scheduler.

**Company settings**

You’ll use the Company Settings page to specify the default settings for all customers associated with a company. For example, you can select which document formats to allow and which document types to send, and specify the default notification and attachment template for each document type. In addition, you can specify the Business Portal user who should receive document delivery activity reports, size limits for the document delivery log, and whether to temporarily suspend sending documents.

See Set up document delivery for a company on page 17 for more information.

**Customer settings**

You can use the Customer Settings page to specify customer e-mail addresses and activate Electronic Document Delivery for customers. You also can use this page to override the default company settings for a particular customer. (However, if an option isn’t allowed for a company, that option won’t be available for customers associated with that company.) For example, you may have chosen to send all document types on the Company Settings page, but you can choose to send only SOP orders and invoices to a specific customer.

See Set up document delivery for individual customers on page 23 for more information.
**Customer setup utilities**

You can use the utilities on the Customer Setup Utilities page to make changes to document delivery setup for multiple customers at one time.

- Use the Customer Mass Setup utility to activate Electronic Document Delivery and import e-mail addresses for customers who are set up to receive e-mail statements in Microsoft Dynamics GP. See *Set up document delivery for multiple customers* on page 24 for more information.

- Use the Change Customer Document Delivery Status utility to turn Electronic Document Delivery on or off for a range of customers, if those customers already have been set up using the Customer Settings page or the Customer Mass Setup utility. See *Turn document delivery on or off for a range of customers* on page 25 for more information.

**Business Portal site structure**

Business Portal is composed of multiple web sites. The top-level site contains the main Home page and the administration pages for Business Portal and its applications. Each Business Portal center is a subsite that contains pages related to a particular department or role.

The following illustration shows the Business Portal site structure. (You may have additional center subsites in your implementation.)

You must use the top-level web site to perform administrative tasks for Business Portal and its applications. However, you can administer SharePoint users, groups, and content on each subsite.

For more information about site administration, refer to the Business Portal Administrator’s Guide.

**Roles and groups for Electronic Document Delivery**

To use Business Portal, all users must be assigned to both Microsoft Business Framework (MBF) roles and SharePoint groups. MBF roles determine the access that users have to data, while SharePoint groups determine the access users have to the sites, pages, and other elements that display data.
For more detailed information about roles and groups, see the Business Portal Administrator’s Guide.

The following table lists the SharePoint groups and MBF roles that are used with Electronic Document Delivery. Users must be assigned to both roles and groups so they have the necessary access to the pages and data they need to complete their tasks.

<table>
<thead>
<tr>
<th>SharePoint group</th>
<th>MBF role</th>
<th>Assign to</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP AR Specialist</td>
<td>AR Specialist</td>
<td>Users who will perform day-to-day document delivery tasks, such as changing customer settings. Users in this role can view company settings and modify individual customer settings. These users also can view template and notification information and can send or resend documents from the document delivery queue and log, but can’t delete records.</td>
</tr>
<tr>
<td>BP EDD Administrator</td>
<td>EDD Administrator</td>
<td>Users who will set up and administer Electronic Document Delivery. A user in this role has access to perform all tasks in Electronic Document Delivery, including managing company settings, setting up new templates and notifications, and deleting records.</td>
</tr>
</tbody>
</table>

See Chapter 8, “Default group and role permissions,” for information about the default site and page permissions associated with the SharePoint groups, and the default data permissions associated with the MBF roles.

*Only the Business Portal administrator can assign users to MBF roles and SharePoint groups, so you’ll need to work with that user. See the Business Portal Administrator’s Guide for step-by-step instructions for completing these tasks.*

**Administration Resources page**

Use the Administration Resources page (on the Site Settings page, under Electronic Document Delivery, click Administration resources) as a starting point to access document delivery information and tasks. This page also provides an overview of the system.

The following web parts appear on the Administration Resources page.

**Company Settings**

The Company Settings web part provides an at-a-glance view of document delivery settings for the current company. See Set up document delivery for a company on page 17 for information about changing these settings.

**Setup Instructions**

The Setup Instructions web part provides access to the steps necessary to set up Electronic Document Delivery. Click Setup to see the steps in the order in which they should be performed. See Chapter 4, “Document delivery setup,” for more information about setup.

The Business Portal administrator can remove the Setup Instructions web part after you’ve finished setting up Electronic Document Delivery. For more information about removing web parts from pages, see the Business Portal Administrator’s Guide.
System Snapshot
The System Snapshot web part provides a view of the most recent information about the Electronic Document Delivery system. Click Snapshot to view information such as when documents were last processed and the total number of documents that have been sent.

Setup overview
Before you can start using Electronic Document Delivery, you must perform the following setup tasks.

<table>
<thead>
<tr>
<th>Task</th>
<th>For more information, see</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Install Electronic Document Delivery.</td>
<td>Install Electronic Document Delivery on page 11</td>
</tr>
<tr>
<td>3. Be sure an e-mail server is specified on the E-mail and Terminal Services page.</td>
<td>Business Portal Administrator’s Guide</td>
</tr>
<tr>
<td>4. Set up the document scheduler.</td>
<td>Create a local user account for the document scheduler on page 13 and Create a scheduled task for the document scheduler on page 14</td>
</tr>
<tr>
<td>5. Set up Electronic Document Delivery for companies.</td>
<td>Set up document delivery for a company on page 17</td>
</tr>
<tr>
<td>6. Set up notifications.</td>
<td>Add or modify an e-mail notification on page 20</td>
</tr>
<tr>
<td>7. Set up document templates. (If you plan to use the default templates, you may want to change the default attachment formats.)</td>
<td>Add or modify a document attachment template on page 21</td>
</tr>
<tr>
<td>8. Set up Electronic Document Delivery for customers.</td>
<td>Set up document delivery for individual customers on page 23 and Set up document delivery for multiple customers on page 24</td>
</tr>
</tbody>
</table>

After Electronic Document Delivery setup is complete, the documents you chose are sent to customers automatically via the scheduler whenever they’re posted in the back office.
Chapter 2: Installation

This chapter explains how to install Electronic Document Delivery. This information is divided into the following sections:

- Back office requirements
- Install Electronic Document Delivery

**Back office requirements**

Electronic Document Delivery uses data from Receivables Management, as well as Invoicing, and Sales Order Processing. Before you install Electronic Document Delivery, you should verify that you’re registered for the modules you’ll be using with Electronic Document Delivery, and that they’ve been selected in the back office Registration window. Those modules also need to be set up on the back office server.

For more information about registering for and using modules, see the Microsoft Dynamics GP documentation.

**Install Electronic Document Delivery**

If you did not install Electronic Document Delivery when running the Business Portal installation wizard, use the Setup Wizard to add it to your Business Portal installation. If you’ve installed Business Portal on multiple web servers, you must add Electronic Document Delivery to each of them.

**Before installing**

Before you can install Electronic Document Delivery, you must:

- Verify that you’re registered for Electronic Document Delivery in the back office. You can view the applications you’re registered for using the Microsoft Dynamics GP Options window. Refer to your Microsoft Dynamics GP documentation for more information.

- Verify that you are a member of the Administrators group on the Business Portal server.

**To install Electronic Document Delivery**

To install Electronic Document Delivery, you must run the Setup Wizard. To start the Setup Wizard, use one of the following methods:

- Insert the Business Portal CD into the CD drive of your web server computer. The main Business Portal installation window should appear. If the window does not appear automatically, browse the CD and double-click the CDSsetup.exe file. Under Install, click Business Portal for Microsoft Dynamics GP. Click Add/Remove Features.

- Open the Add or Remove Programs control panel and select Business Portal for Microsoft Dynamics GP 10.0. Click Change to open the Modify Business Portal Installation window. Click Add/Remove Features.

For detailed instructions, refer to the “Additional Applications” chapter of the Business Portal Installation Guide.
Chapter 3: Document scheduler setup

This chapter explains how to set up the document scheduler, which is the component of Electronic Document Delivery that automatically creates and sends the documents. This information is divided into the following sections:

- Document scheduler overview
- Create a local user account for the document scheduler
- Create a scheduled task for the document scheduler

Document scheduler overview

The document scheduler is an application that sends the documents in the document delivery queue. When the document scheduler runs, it generates a document for each record in the queue, and then generates an e-mail message for each document or group of documents. The documents are sent as attachments to the e-mail messages.

You’ll create a scheduled task on the Business Portal server to determine when the document scheduler runs. You can set up a scheduled task to send documents for all companies at the same time, or you can set up multiple tasks to send documents for different companies at different times.

Create a local user account for the document scheduler

You must create a Windows scheduled task to run the document scheduler. When you create this scheduled task, you’ll need to enter a Windows user account. We recommend that you create a local Windows user account on the Business Portal server that’s specifically used for running the document scheduler.

You must be a member of the Administrators group on the Business Portal server to perform this task.

If you want to send documents for different companies at different times, you’ll need to create more than one scheduled task; in that case, you’ll need to set up a separate account for each scheduled task.

The account should meet the following criteria.

User name We recommend that you name the account EDD Scheduler. If you’re setting up multiple accounts to send documents for different companies at different times, you can add the company name to each account—for example, EDD Scheduler - Fabrikam.

Password We recommend that the password for the account never be changed. If the password does change, you’ll need to enter the new password in the EDD Document Scheduler task’s properties window. See the Business Portal Administrator’s Guide for more information.

User group The account must be a member of the Users group on the Business Portal server.
Permissions  The account must have read and execute access to the following file, which is located in the Business Portal bin folder:


The bin folder is located in the directory specified by the Internet Information Services (IIS) virtual server you’ve set up for Business Portal. (If Business Portal was installed on the Default Web Site, the bin folder is located in C:\Inetpub\wwwroot\wss\VirtualDirectories\port_number, where port_number is the port where you installed Windows SharePoint Services.)

MBF role in Business Portal  You must assign the account to the Administrator role in Business Portal. If you want to use one scheduled task to send documents for all companies, assign the account to the Administrator role for all companies. To use separate tasks to send documents for different companies at different times, assign the account to the Administrator role for a specific company. For example, if you created a user account called EDD Scheduler - Fabrikam to send documents for the Fabrikam company, you would assign this account to the Administrator role for the Fabrikam company.

See the Business Portal Administrator’s Guide for information about assigning a user to a role in Business Portal.

Create a scheduled task for the document scheduler

After installing Electronic Document Delivery, you must create a scheduled task that will run the document scheduler on a regular basis. The document scheduler is the component that sends documents automatically.

You must be a member of the Administrators group on the Business Portal server to perform this task.

When the document scheduler runs, it generates documents using attachment templates. Notifications are used to generate an e-mail message for each document or group of documents. The documents are sent as attachments to the e-mail messages.

We recommend that you set up the document scheduler so documents are sent when the e-mail server isn’t busy. In addition, we recommend running the document scheduler frequently enough to prevent a large number of documents from accumulating between deliveries.

Use the following steps to create a scheduled task for the document scheduler.

1. In Control Panel, choose Scheduled Tasks > Add Scheduled Task. The Scheduled Task Wizard appears.

2. Click Next.

3. On the next page of the wizard, click Browse. The Select Program to Schedule window appears.
4. Browse to the following file, which is located in the Business Portal bin folder:


The bin folder is located in the directory specified by the IIS virtual server you’ve set up for Business Portal. (If Business Portal was installed on the Default Web Site, the bin folder is located in C:\Inetpub\wwwroot\wss\VirtualDirectories\port_number, where port_number is the port where you installed Windows SharePoint Services.)

5. On the next page of the wizard, name the task **Document Delivery Scheduler** and select the **Daily** option. Click **Next**.

6. On the next page of the wizard, do the following:
   - In the **Start time** field, enter the time you want the document scheduler to run. We recommend that you select a time when the system’s resources are not heavily used.
   - Select the **Every Day** option.
   - If you want the task to run multiple times per day, click **Advanced**. The Advanced Schedule options window appears. Click **Repeat task** and select a time interval.
   - In the **Start date** field, enter today's date.
   - Click **Next**.

7. On the next page of the wizard, enter the Windows user account and password you created for the document scheduler. Use the following format for the account name:

   DomainName\UserName

   *The Windows user account that you enter here must meet the requirements listed in [Create a local user account for the document scheduler](#) on page 13.*

8. Click **Next**.

9. On the next page of the wizard, select **Open advanced properties for this task when I click Finish**. Click **Finish**.

10. In the properties window, verify that the **Enabled** check box is selected.

11. Click **OK**.
Chapter 4: Document delivery setup

This chapter explains how to set up Electronic Document Delivery. You’ll need to set up document delivery for companies and for customers. In addition, you’ll need to set up templates for documents and the e-mail messages that accompany them. This information is divided into the following sections:

- Set up document delivery for a company
- Notification types
- Automatic substitutions
- Add or modify an e-mail notification
- Add or modify a document attachment template
- Set up document delivery for individual customers
- Set up document delivery for multiple customers
- Turn document delivery on or off for a range of customers

Set up document delivery for a company

Use the Company Settings page to activate document delivery for the current company. You must be assigned to the EDD Administrator role and the BP EDD Administrator group to set up document delivery for a company.

You also can use the Company Settings page to specify settings such as the maximum e-mail size and the number of rows to keep in the document delivery log, and to select the document types that can be sent to customers. If you indicate that a file format or document type option is not allowed for a company, that option will not be available for that company’s customers.

The selections you make on the Company Settings page become the default settings for all customers associated with that company. To make changes to an individual customer’s settings, use the Customer Settings page. See Set up document delivery for individual customers on page 23 for more information.

When you’ve finished setting up document delivery for companies, you also must set up document delivery for customers. See Set up document delivery for individual customers on page 23 and Set up document delivery for multiple customers on page 24 for more information.

Use the following steps to set up document delivery for a company.

1. Go to the Site Settings page for the top-level Business Portal web site.
3. Select whether to send documents electronically for this company.
   - If you clear this option after document delivery has been in use, no new documents from this company will be added to the document delivery queue, and any documents that already are in the queue for this company will not be sent.
4. Select whether to temporarily stop sending documents associated with this company. If you select this option, documents will continue to be added to the document delivery queue, but no documents will be sent.
5. Select the document formats to be available for this company’s document attachment templates and customers. For example, if you select HTML and PDF here, those will be the only formats available when you add document attachment templates or specify document delivery settings for individual customers.

6. Select the document types to be available for this company’s document attachment templates and customers.

7. For each selected document type, specify the following options.

   **Notification**  Select the default notification for e-mails. See *Add or modify an e-mail notification* on page 20 for information about setting up notifications. You can select different notifications for individual customers, if necessary. See *Set up document delivery for individual customers* on page 23 for more information.

   **Template**  Select the default attachment template for the document type. See *Add or modify a document attachment template* on page 21 for more information about setting up templates. You can select different templates for individual customers, if necessary. See *Set up document delivery for individual customers* on page 23 for more information.

8. Enter a maximum size for e-mail messages (or select *No limit*), and select whether to allow multiple attachments to be sent along with a single e-mail message.

9. Select the Business Portal user who will receive the Electronic Document Delivery summary activity reports, and the notification to use for the summary activity report.

   Be sure that the *Business Portal administrator* has entered an e-mail address for this user on the *Users page* (on the *Site Settings page*, under *Business Portal Administration*, click *Users*).

10. Enter the number of days to keep entries in the document delivery log (or select *No limit*) and enter the maximum number of rows to keep in the log (or select *No limit*).

    When the number of entries in the log reaches the limit you set, the oldest entries will be removed automatically.

    You also can clear the log manually. See *Delete entries from the document delivery log* on page 32 for more information.

11. Click *Save*.

**Notification types**

Notifications are message templates; they contain the information that will be included in the e-mail messages that documents are attached to. You can use automatic substitutions to personalize notifications for each recipient.

Electronic Document Delivery uses two types of e-mail notifications: Customer Document and Summary Activity Report. The notification type indicates the kind of e-mail message that will be generated and determines which variables are available for automatic substitution.
**Customer Document**  Use this notification type to create notifications for messages that will be sent to customers. Variables such as Customer Name and Number of Documents will be available.

**Summary Activity Report**  Use this notification type to create notifications for activity summary messages—reports that contain delivery statistics, including the number and types of documents sent—that you send to users within your organization. Variables such as Number of Returns Sent and Total of Document Amounts will be available.

A sample of each type of notification is included with Electronic Document Delivery. You can modify these samples to meet your needs, or create your own.

*Other Business Portal applications use this notification system, as well, so additional notification type selections may appear. For information about using notifications with other installed applications, see the documentation for those applications.*

See [Automatic substitutions](#) on page 19 and [Add or modify an e-mail notification](#) on page 20 for more information about using automatic substitutions to customize e-mail messages.

### Automatic substitutions

You can use automatic substitutions to create e-mail messages that are automatically personalized for each recipient.

Automatic substitutions are variables that you can include in your e-mail messages. When the messages are generated, the variables are replaced with the appropriate data for the recipient. For example, the Customer Name variable would be replaced with the specific customer name.

See [Add or modify an e-mail notification](#) on page 20 for more information about setting up notifications.

The type of notification you’re creating determines which automatic substitutions are available for the subject line and message body.

#### Customer Document

You can use the following variables in the subject line or body of the e-mail message:

- Customer Contact
- Customer Name
- Document Number
- Number of Documents
- Total of Document Amounts

#### Summary Activity Report

You can use the following variables in the subject line or body of the e-mail message:

- Batch ID
- Document Errors
- Number of Credit Memos Sent
- Number of Debit Memos Sent
CHAPTER 4 DOCUMENT DELIVERY SETUP

- Number of Documents Sent
- Number of Finance Charges Sent
- Number of Invoices Sent
- Number of Orders Sent
- Number of Returns Sent
- Total of Credit Memo Amounts
- Total of Debit Memo Amounts
- Total of Document Amounts
- Total of Finance Charge Amounts
- Total of Invoice Amounts
- Total of Order Amounts
- Total of Return Amounts

Note that the “Total of” Summary Activity Report variables that show total document amounts display the total currency amount for documents that were sent successfully. For example, if you attempted to send 10 documents of $100 each, and only five documents are actually sent, the Total of Document Amounts value would be reported as $500.

Add or modify an e-mail notification

Notifications are message templates; they contain the information that is used to automatically generate the e-mail messages that you send to customers. You must be a member of the EDD Administrator role and the BP EDD Administrator SharePoint group to add or modify notifications.

For each notification, you can specify a from address, subject line, and message body. You can set up different notifications for each type of document you send. When you select the default document delivery settings for your company, you’ll select which notification to use for each document type. In addition, you can use different notifications for specific customers.

See Set up document delivery for a company on page 17 and Set up document delivery for individual customers on page 23 for information about associating a notification with a document type.

Notifications aren’t used for documents that are sent to a web service. See Set up document delivery to a web service on page 34 for more information about using web services.

Use the following steps to add or modify an e-mail notification.

1. Go to the Site Settings page for the top-level Business Portal web site.


3. Select one of the following options:

   - To create a new notification, click Add. The Add E-mail Notification page is displayed.

   - To modify an existing notification, select the notification in the list and click Modify. The Modify E-mail Notification page is displayed.

4. Enter or change the name of the notification.
5. If you’re creating a new notification, select a notification type of Customer Document or Summary Activity Report.

The type you select indicates whether you’re creating a message that will be sent to customers or a document delivery activity report that will be sent to a user within your organization. See Notification types on page 18 for more information.

Other Business Portal applications use this notification system, as well, so additional notification type selections may appear. For information about using notifications with other installed applications, see the documentation for those applications.

6. Enter or change the description for the notification.

7. Enter or change the e-mail address that will appear in the From line for messages that use this notification.

8. Enter or change the subject line for messages that use this notification.

You can insert variables from the Automatic Substitutions list. Click in the subject line where you want the variable to appear, select the variable, and click Insert in Subject.

Variables are substituted with the appropriate data when each e-mail message is generated. The notification type you selected determines which substitutions are available. See Notification types on page 18 and Automatic substitutions on page 19 for more information.

9. Compose the message body for messages that use this notification.

You can insert variables from the Automatic Substitutions list. Click in the message body where you want the variable to appear, select the variable, and click Insert in Message.

10. Click Save.

Add or modify a document attachment template

When the document scheduler runs, it launches Crystal Reports, which generates the document attachments for each record in the document delivery queue. The document attachment template specifies the information that will be included, the file format to use, and the Crystal Reports template that determines the layout of the document. The file name of the documents are made up of the Business Portal company name, the customer name, and the document number—for example, FABRIKAM, INC._Aaron Fitz Elec_SALES00001004.xls.

You can’t use some special characters in the file name, such as backslashes (\), slash marks (/), colons (:), asterisks (*), question marks (?), quotation marks (“), angle brackets (< and >), and pipes (|). If the Business Portal company name or the customer name include any of these characters, they will be removed from the file name and replaced with an underscore (_).

Although you must set up at least one template for each document type that you send, you can set up multiple templates for each document type. For example, if you wanted to send PDF invoices to some customers and HTML invoices to others, you would create one template for PDF invoices and another for HTML invoices.
Use the following steps to add or modify a document attachment template. You must be a member of the EDD Administrator role and the BP EDD Administrator SharePoint group to complete these steps.

Some options mentioned in this procedure might not be available, depending on customer and company settings. See Set up document delivery for a company on page 17 and Set up document delivery for individual customers on page 23 for more information.

1. Go to the Site Settings page for the top-level Business Portal web site.


3. Select one of the following options:
   - To create a new template, click Add. The Add Document Templates page is displayed.
   - To modify an existing template, select the template in the list and click Modify. The Modify Document Templates page is displayed.

4. Enter or change the name and description for the template.

5. If you’re creating a new template, select the type of document that will use this template. Only the document types that are selected on the Company Settings page are available.

6. In the Report Source field, select how the documents that use this template will be generated: Crystal Reports, XSLT file, or Undefined.

7. In the Template File field, select the template to use for the document layout.

   The default Crystal Reports templates provided with Electronic Document Delivery were designed to look like Microsoft Dynamics GP documents. See Modify default Crystal Reports templates on page 33 for information about modifying the default templates.

8. Select the file format for attachments created using this template: HTML, PDF, XML, Excel, or Undefined. The default template files are optimized for PDF format.

   Select XML if you plan to send document information to a web service. See Set up document delivery to a web service on page 34 for more information about sending documents to a web service.

9. Choose the kit, customer item, and tax detail information to be printed on the documents that use this template.

10. Choose whether document amounts should be printed in the functional or originating currency.

11. Click Save.
Set up document delivery for individual customers

Use the Customer Settings page to set up or modify document delivery options for individual customers.

Even if you want to use the default company settings for all customers, you must activate Electronic Document Delivery and specify the e-mail addresses for each company’s customers. If you have customers who already are set up to receive e-mail statements in Microsoft Dynamics GP, you can import their e-mail addresses and activate Electronic Document Delivery for them. See Set up document delivery for multiple customers on page 24 for more information.

You also can use the Customer Settings page to specify the document types that can be sent to a customer. The settings you specify on this page override the company default settings for a particular customer.

Some options mentioned in this procedure might not be available, depending on company settings. See Set up document delivery for a company on page 17 for more information.

After the initial setup is complete, you can use the Customer Setup Utilities page to turn document delivery on or off for multiple customers. See Turn document delivery on or off for a range of customers on page 25 for more information.

Use the following steps to set up document delivery for a customer.

1. Go to the Site Settings page for the top-level Business Portal web site.


3. Select a customer in the Customers Not Set Up for Document Delivery web part and click Set up this customer. The Add Customer Settings: CustomerName page is displayed.

4. Select whether to send documents electronically for this customer.

   If you clear this option after document delivery has been in use, new documents for this customer won’t be added to the document delivery queue, and any documents that already are in the queue won’t be sent to the customer. Document delivery settings will remain saved.

5. Select the types of documents to send to this customer.

6. To specify e-mail addresses for each document type, select a type from the list and enter the following information:

   **To Address(es)** Enter the e-mail addresses of the recipients who should receive documents of the selected type.

   **CC Address(es)** Enter the e-mail addresses of the recipients who should receive copies of documents of the selected type. The recipients’ names will be visible to all other recipients.
**BCC Address(es)** Enter the e-mail addresses of the recipients who should receive copies of documents of the selected type. These recipients’ names will not be visible to any other recipients.

**Web Service URL** If you’ll be sending documents of this type to a web service, enter the URL for that web service. The URL must be in the following format: http://ServerName/ServiceName/DocumentDelivery.asmx. See *Set up document delivery to a web service* on page 34 for more information about sending documents to a web service.

**Notification Name** Select the notification to use for e-mail messages that contain documents of the selected type. See *Add or modify an e-mail notification* on page 20 for more information about notifications.

**Template** Select the attachment template to use for documents of the selected type. See *Add or modify a document attachment template* on page 21 for more information about templates.

Repeat this step for each document type to send to this customer.

7. Enter a maximum size for e-mail messages (or select No limit), and select whether to allow multiple attachments with the same document type and currency to be sent with a single message.

8. Click *Save*.

### Set up document delivery for multiple customers

If you have customers who are set up to receive e-mail statements in Microsoft Dynamics GP, you can use the Customer Mass Setup utility to import those customers’ e-mail addresses from Microsoft Dynamics GP and activate document delivery for those customers.

Use the following steps to set up document delivery for multiple customers using the Customer Mass Setup utility. After you run this utility, e-mail addresses from the back office will appear on the Customer Settings page for each customer. In addition, Electronic Document Delivery automatically will be turned on for customers who were set up to receive e-mail statements.

1. Go to the Site Settings page for the top-level Business Portal web site.


A message is displayed when the information has been imported.
Turn document delivery on or off for a range of customers

You can use the Change Customer Document Delivery Status utility to turn document delivery on or off for a range of customers. You can use this utility only for customers who already have been set up for document delivery using either the Customer Settings page or the Customer Mass Setup utility.

1. Go to the Site Settings page for the top-level Business Portal web site.


3. In the Change Customer Document Delivery Status area, select the type of range to use: Customer ID Range, Customer Name Range, or All Customers.

4. Select the starting and ending values for the range, if necessary.

5. Select a customer class. (To select all customer classes, click the Customer Class lookup button and click Select All in the lookup window.)

6. Select one of the following options:
   - Click Allow Document Delivery to turn on document delivery for the selected customers.
   - Click Stop Document Delivery to turn off document delivery for the selected customers.

A message is displayed when processing is finished.
Chapter 5: Pending documents

This chapter describes how to work with pending documents; that is, documents that have been added to the delivery queue, but have not been sent. After Electronic Document Delivery setup is complete, documents are added to the document delivery queue when they are posted in Microsoft Dynamics GP, and they remain in the queue until the document scheduler runs. If you need to send a pending document immediately, cancel a pending document, or view which documents are waiting to be sent, you can use the Document Delivery Queue page. This information is divided into the following sections:

- **Document delivery queue**
- **Send documents immediately**
- **Postpone or delete a document**
- **Change a pending document’s template or notification**

### Document delivery queue

Documents that have been posted in Microsoft Dynamics GP but that haven’t yet been sent to customers are saved in the document delivery queue. While documents are in the queue, you can view them, send them immediately, suspend their delivery, or delete them. See [Send documents immediately](#) on page 27 and [Postpone or delete a document](#) on page 28 for more information. In addition, you can change the template that is used to create a document, and you can select a different notification. See [Change a pending document’s template or notification](#) on page 28 for more information.

You can use the menu on the Document Delivery Queue page to select which documents to display: all documents, failed documents, or all documents of a certain type.

After a document is sent successfully, it is removed from the queue and moved to the document delivery log. See [Chapter 6, “Sent documents,”](#) for more information. Any documents that were not sent successfully remain in the queue. If a source document is voided in Microsoft Dynamics GP, it is removed from the queue.

### Send documents immediately

Use the Document Delivery Queue page to send pending documents immediately instead of waiting for them to be sent by the document scheduler. You can send a single document, multiple documents, or all the documents currently in the queue.

1. Go to the Document Delivery Queue page.
   - Point to Business Portal on the top link bar > click Financial Center > click Document Delivery Queue on the Quick Launch
   - or-
   - Click Financial on the top link bar > click Document Delivery Queue on the Quick Launch

2. In the menu of the queue, select which documents to display: all documents, failed documents, or all documents of a certain type.

3. Select the documents to send immediately and click Send Selected. To send all the documents in the queue, click Send All in Queue.
Postpone or delete a document

Use the Document Delivery Queue page to stop pending documents from being sent. You can temporarily postpone a document, or cancel delivery entirely by deleting the document from the queue.

When you postpone a document, the document remains in the queue. To send it, you must change its status back to Pending. When you delete a document from the queue, it is moved to the document delivery log. The document information in Microsoft Dynamics GP is not changed, but the document won’t be sent to the customer.

Use the following steps to postpone or delete a document.

1. Go to the Document Delivery Queue page.
   - Point to Business Portal on the top link bar > click Financial Center > click Document Delivery Queue on the Quick Launch
   - or-
   - Click Financial on the top link bar > click Document Delivery Queue on the Quick Launch

2. In the menu of the queue, select which documents to display: all documents, failed documents, or all documents of a certain type.

3. Select one of the following options:
   - To postpone a document, select it and click Change Pending Status to change the document status to False. Documents with a pending status of True will be sent; those with a status of False will remain in the queue, but won’t be sent.
   - To permanently stop a document from being sent, select it and click Delete from Queue. The document is removed from the queue and is moved to the document delivery log. You can return documents to the queue, if necessary. See Resubmit a document to the queue on page 31 for more information.

Change a pending document’s template or notification

You can change the template that is used to generate a document in the document delivery queue, and you also can choose to use a different notification.

For example, assume you want to include a special announcement in all e-mail messages that are sent to certain customers. You created a notification that includes that announcement and assigned it to those customers, but it won’t be used for documents that already are in the queue. You must manually change the notification for the documents in the queue.

Use the following steps to change a document template or notification.
1. Go to the Document Delivery Queue page.  
   Point to Business Portal on the top link bar > click Financial Center > click Document Delivery Queue on the Quick Launch  
   - or -  
   Click Financial on the top link bar > click Document Delivery Queue on the Quick Launch

2. In the menu of the queue, select which documents to display: all documents, failed documents, or all documents of a certain type.

3. Select one of the following options:
   
   - To change the template that will be used to create the document, select the document in the queue and click Change Template. Select a template from the lookup page and click Select.
   
   - To change the notification for the e-mail message the document will be attached to, select the document in the queue and click Change Notification. Select a notification from the lookup page and click Select.
Chapter 6: Sent documents

This chapter explains how to work with documents that are in the document delivery log. When documents are sent or deleted from the document delivery queue, or voided in Microsoft Dynamics GP, those entries are recorded in the log. If you need to resubmit a document to the queue, you can use the Document Delivery Log page. This information is divided into the following sections:

- Document delivery log
- Resubmit a document to the queue
- Delete entries from the document delivery log

Document delivery log

When documents are sent successfully, deleted from the document delivery queue, or voided in Microsoft Dynamics GP, the information is collected in the document delivery log.

The document delivery log is used primarily for informational purposes, but you also can resubmit documents to the document delivery queue, if necessary. For example, if a customer asks you to send another copy of a document, you can find it in the log and resend it. You also can delete the log entries. See Resubmit a document to the queue on page 31 and Delete entries from the document delivery log on page 32 for more information about using the log.

You can use the menu on the Document Delivery Log page to select which documents to display: all documents or only documents from a particular time period.

Resubmit a document to the queue

Use the Document Delivery Log page to resubmit documents to the document delivery queue. For example, you might want to resubmit a document if you want to resend it to a customer, or if you deleted it from the queue and later decide to send it. Documents that are returned to the queue will be sent automatically the next time the document scheduler runs.

You can resubmit only open Receivables Management documents or those that have been moved to history. (Transactions are open if they’ve been posted but not fully applied. Transactions are moved to history when they’re fully applied and paid by the customer.) You can’t resubmit Receivables Management documents that have been removed from history.

Use the following steps to resubmit a document to the queue.

1. Go to the Document Delivery Log page.
   - Point to Business Portal on the top link bar > click Financial Center > click Document Delivery Log on the Quick Launch
   - or-
   - Click Financial on the top link bar > click Document Delivery Log on the Quick Launch

2. In the menu of the log, select which documents to display: all documents or only documents from a particular time period.
3. Select the document to resubmit to the queue.

4. Click Resubmit to Queue.

Delete entries from the document delivery log

Document delivery log entries are automatically deleted when they reach a certain age or when the log reaches a certain size, depending on how the system was set up. See Set up document delivery for a company on page 17 for more information about setting up the document delivery log.

Use the following steps to manually delete log entries that are no longer needed.

**To delete an individual entry from the document delivery log:**

1. Go to the Document Delivery Log page.
   - Point to Business Portal on the top link bar > click Financial Center > click Document Delivery Log on the Quick Launch
   - or-
   - Click Financial on the top link bar > click Document Delivery Log on the Quick Launch

2. Select the entry to delete.

3. Click Delete.

**To delete all entries from the document delivery log:**

1. Go to the Document Delivery Log page.
   - Point to Business Portal on the top link bar > click Financial Center > click Document Delivery Log on the Quick Launch
   - or-
   - Click Financial on the top link bar > click Document Delivery Log on the Quick Launch

2. Click Delete All.

  *All items in the log will be deleted, regardless of the selected view.*
Chapter 7: Administration

This chapter explains how to suspend document delivery, view and modify report formats, and set up document delivery to a web service.

This information is divided into the following sections:

- Suspend document delivery
- Modify default Crystal Reports templates
- Set up document delivery to a web service

Suspend document delivery

You can suspend document delivery for a company or for individual customers. When you suspend document delivery, any documents in the document delivery queue will remain there and won’t be sent.

To suspend document delivery for a customer:
1. Go to the Site Settings page for the top-level Business Portal web site.
3. Select a customer and click Modify. The Modify Customer Settings: CustomerName page is displayed.
4. Clear the option to send documents electronically to this customer. No new documents for this customer will be added to the queue, and any documents that already are in the queue will not be sent. Document delivery settings remain saved.
5. Click Save.

To suspend document delivery for a company:
1. Go to the Site Settings page for the top-level Business Portal web site.
3. Select the option to temporarily stop sending documents associated with this company. Documents will continue to be added to the queue, but no documents will be sent.
4. Click Save.

Modify default Crystal Reports templates

A limited version of Crystal Reports, which is installed with Business Portal, is used to generate the attachment files for each record in the document delivery queue, using the settings specified in the document attachment templates. The data for each attachment is taken from Microsoft Dynamics GP tables, and the layout is determined by the Crystal Reports template that is specified in the attachment template.
The default Crystal Reports templates provided with Electronic Document Delivery were designed to look like Microsoft Dynamics GP documents. If you want to modify the default templates, you must use Crystal Reports Professional; the version of Crystal Reports that’s installed with Business Portal can’t be used to modify the templates.

If Business Portal was installed at the default location, the templates are located in the following directory:

C:\Program Files\Microsoft Dynamics\Business Portal\Applications\ElectronicDocumentDelivery\Reports

For more information about modifying Crystal Reports templates, see the Crystal Reports Professional documentation.

**Set up document delivery to a web service**

In addition to sending documents to customers via e-mail, you can use the document delivery system to send documents in XML format to a web service. A customer who receives documents in this way must set up a web service that conforms to the specifications required by Electronic Document Delivery.

> We recommend providing these instructions to any organizations that will be implementing a web service to receive their documents.

**To create the web service to receive documents:**

Use the following steps to create the web service to receive documents. You can use any development tool that can be used to create a web service. This documentation assumes that Microsoft Visual Studio® .NET and the Microsoft Visual C#® language will be used, and that you are familiar with creating and using web services.

1. In Visual Studio .NET, open the New Project window. **New > Project**

2. Select **Visual C# Projects** as the project type and **ASP .NET Web Service** as the template.

3. Give the project an appropriate name, such as **DocumentDelivery**. Click **OK** to create the project.

4. On the **View** menu, click **Code** to display the code for the new web service.

5. Enter a name for the web service that indicates the web service is will be used with document delivery, such as **DocumentDeliveryService**.

6. Specify the namespace to use for the web service.

   In C# code, the namespace appears as an attribute for the web service class. The namespace should be unique for the service and typically includes the name of the company implementing the web service.
7. Add the web method for document delivery.

The document delivery system expects to find the web method named
\texttt{MBSReceiveFinancialDocument()} for the web service you are creating. This
method takes one parameter, which is the XML representation of the document
being delivered.

8. Build the web service. The following is the C# code for the web service, using
the naming conventions recommended in this procedure:

```csharp
using System;
using System.Collections;
using System.ComponentModel;
using System.Data;
using System.Diagnostics;
using System.Web;
using System.Web.Services;

namespace DocumentDelivery
{
    [WebService(Namespace="http://example.com/webservices/")]
    {
        public DocumentDeliveryService()
        {
            //CODEGEN: This call is required by ASP.NET
            InitializeComponent();
        }

        [WebMethod]
        public string MBSReceiveFinancialDocument(DataSet ds)
        {
            //Code to process the document will be added here
            //This code simply writes the document to a file
            ds.WriteXml("C:\inetpub\wwwroot\DocumentDelivery\Doc.xml");
            return "OK";
        }
    }
}
```

\textit{If you save the document as part of the action performed by the web service, be sure the
location you specify has the appropriate access privileges.}

\textbf{To test the web service:}

After you’ve built the web service to receive documents, you can test it to determine
whether it’s accessible.

In your web browser, enter the URL of the new web service you created. This is the
same URL that the sending company will use when setting up electronic document
delivery to the web service. The following URL was used to access the web service
for this example:

\texttt{http://example.com/DocumentDelivery/DocumentDelivery.asmx}
Be sure to substitute the appropriate domain into the URL. When the web service loads, you’ll see the description page for the web service.

The `MBSReceiveFinancialDocument()` method will be listed.

**To send documents to the web service:**
When you send documents to a web service, note the following setup differences in Business Portal:

- You must enter the web service URL on the Customer Settings page for customers who receive their documents from the web service. See *Set up document delivery for individual customers* on page 23 for more information.

- Notifications—e-mail messages sent with documents—aren’t used for documents that are sent to a web service.
Chapter 8: Default group and role permissions

This information lists the default permissions associated with the SharePoint groups and MBF roles that are installed with Electronic Document Delivery.

For more information about SharePoint groups and MBF roles, see the Business Portal Administrator’s Guide.

This information is divided into the following sections:

- **SharePoint groups**
- **MBF roles**

**SharePoint groups**

SharePoint groups are used to grant access to Business Portal sites and pages. The permission levels associated with each group define the level of control users have over the securable items on those pages, such as web parts.

*SharePoint permission levels control whether users can modify SharePoint content, such as pages and document libraries. For example, a user who has the Read permission level for a page can’t modify the page or the web parts on it. Permission levels do not affect a user’s access to Microsoft Dynamics GP data. This means that a user with the Read permission level for a page still may be able to create transactions, modify records, or delete entries using that page.*

The following table lists the SharePoint groups that are installed with Electronic Document Delivery, and includes the default pages and permission levels associated with each group.

<table>
<thead>
<tr>
<th>Group</th>
<th>Site</th>
<th>Page library</th>
<th>Page</th>
<th>Permission level</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP AR Specialist</td>
<td>Top-level Business Site</td>
<td>Electronic Document Delivery Pages</td>
<td>Administration Resources</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Notifications</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Templates</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Customer Settings</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Customer Setup Utilities</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Company Settings</td>
<td>Read</td>
</tr>
<tr>
<td>Financial Center</td>
<td>Electronic Document Delivery Pages</td>
<td>Document Delivery Queue</td>
<td>Read</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Document Delivery Log</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Center Common Pages</td>
<td>Financial Center Home</td>
<td>Read</td>
</tr>
<tr>
<td>BP EDD Administrator</td>
<td>Top-level Business Site</td>
<td>Electronic Document Delivery Pages</td>
<td>Administration Resources</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Notifications</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Templates</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Customer Settings</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Customer Setup Utilities</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Company Settings</td>
<td>Read</td>
</tr>
<tr>
<td>Financial Center</td>
<td>Electronic Document Delivery Pages</td>
<td>Document Delivery Queue</td>
<td>Read</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Document Delivery Log</td>
<td>Read</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Financial Center Common Pages</td>
<td>Financial Center Home</td>
<td>Contribute</td>
</tr>
</tbody>
</table>
The BP Administration permission level also is associated with both the BP AR Specialist and BP EDD Administrator groups. This is a custom permission level that gives Business Portal application administrators access to the Site Settings page on the top-level Business Portal web site.

**MBF roles**

MBF roles are used to grant access to Business Portal data. The data permissions associated with each role control access to the back office data that can be displayed in Business Portal.

The following table lists the MBF roles that are installed with Electronic Document Delivery, and includes the default data permissions associated with each role.

<table>
<thead>
<tr>
<th>Role</th>
<th>Data permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Specialist</td>
<td>Customer - All</td>
</tr>
<tr>
<td></td>
<td>CustomerClass - All</td>
</tr>
<tr>
<td></td>
<td>CustomerDocumentDelivery - All</td>
</tr>
<tr>
<td></td>
<td>CustomersNotConfigured - All</td>
</tr>
<tr>
<td></td>
<td>Document Log - All</td>
</tr>
<tr>
<td></td>
<td>Document Type - All</td>
</tr>
<tr>
<td></td>
<td>DocumentDeliverySetup - All</td>
</tr>
<tr>
<td></td>
<td>DocumentQueue - All</td>
</tr>
<tr>
<td></td>
<td>DocumentTemplate - All</td>
</tr>
<tr>
<td></td>
<td>NotificationContent - All</td>
</tr>
<tr>
<td></td>
<td>NotificationType - All</td>
</tr>
<tr>
<td>EDD Administrator</td>
<td>Customer - All</td>
</tr>
<tr>
<td></td>
<td>CustomerClass - All</td>
</tr>
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