

## Reports in Dynamics GP 10

Microsoft Dynamics GP contains predefined Microsoft Excel reports and data connections that you can deploy to a shared network location. Once the reports are deployed a user can view live data even when GP is not running and as long as that user has access to the location where those reports are stored.

### **IMPORTANT NOTE**

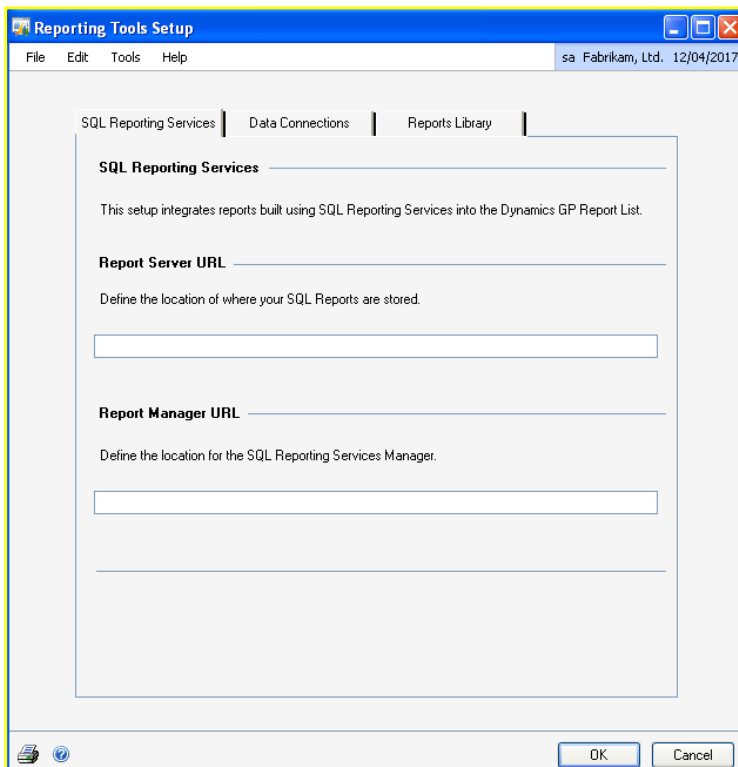
**Please ensure that two things are done to set up default reports**

- a. Deploy the connector
- b. Deploy the reports

### **Deploy the Connector**

Go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Reporting Tools Setup

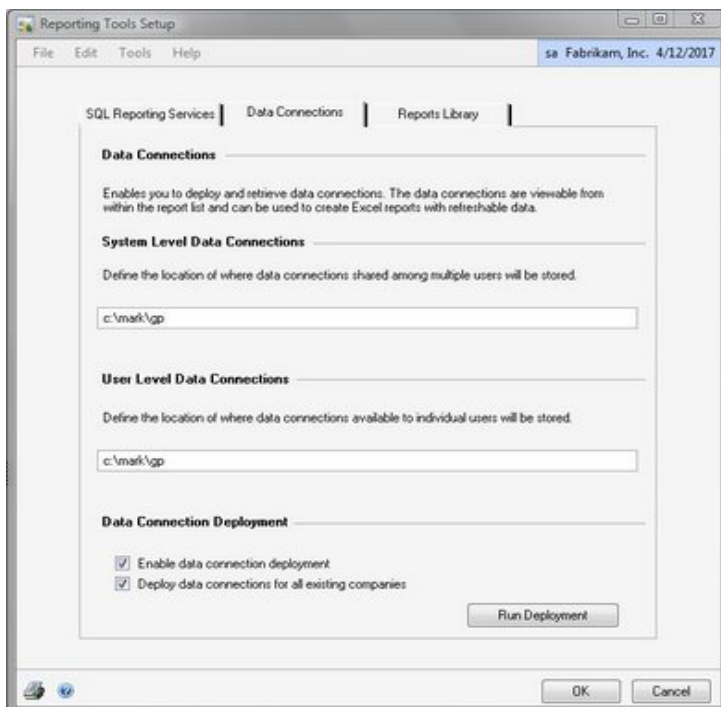
1. Enter password if required



2. Select the Data Connections Tab and specify a shared network location where data connections will be stored
3. Repeat this step for the User Level Data connections. This can be a local directory.
4. Mark *'Enable Data Connection Deployment'*

*You must have access to the server to deploy reports to a shared network location.*

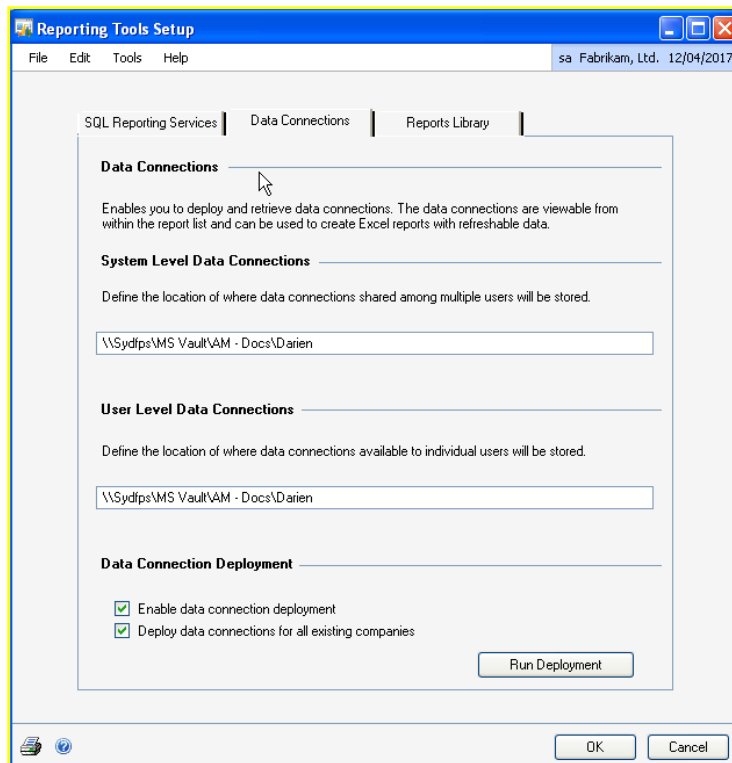
5. Mark *'Deploy Data Connections'* for all existing companies (if you require Excel reports across all your companies, if not, when you deploy you must pick a company).
6. Click *'Run Deployment'* to save your changes and deploy data connections to the location that you specified.



Print or Cancel any reports and move to the Reports Library Tab.

## Deploy the Reports

1. Go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Reporting Tools Setup
2. On the Report Library tab, specify a shared network location where reports will be stored.
3. Mark *Enable 'Excel report deployment'*.  
*You must have access to the server to deploy reports to a shared network location.*
4. Mark *Deploy 'Excel reports to all existing companies'* if you want to deploy Excel reports for all companies at the same time
5. Choose *'Run Deployment'* to save your changes and deploy Excel reports to the location that you specified.
6. Click the *'Run Deployment'* button. Print or cancel any reports.



You're done, now what?

You can navigate to the shared location from the Reports Library Tab and open one of the Excel reports. In addition, from within Dynamics GP you can go to the Navigation Pane on the lower left and choose Administration or the Administration tab. Click on other Reports and wait for them to load.

