



Microsoft Dynamics® GP
GDPdU Data Export

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Introduction

GDPdU Data Export is a tool that allows you to extract tax-related data from Microsoft Dynamics® GP based on the legal requirement of Germany. This data is then sent to the auditor for analysis before submitting the final report to the tax authorities.

Check for current instructions

This information was current as of May 2010. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=161199>) for the most current documentation.

The introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of GDPdU Data Export, and how it integrates with the Microsoft Dynamics GP system.

To make best use of GDPdU Data Export, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.



To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following chapters:

- [Chapter 1, "Installation and setup,"](#) describes how to install GDPdU on your system. You also can understand how to set up GDPdU tables and fields. You can link these tables and fields to generate an SQL query based on which you can extract tax relevant data to submit to the auditor.
- [Chapter 2, "Inquiries and reports,"](#) explains how to view the table group information for database tables. You also can preview the SQL query and extract the tax-relevant data to export to the auditor.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

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

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or File > Print	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Current implementation and upgrade information The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

User documentation and resources The most recent user guides, how-to articles, and white papers for users.

Developer documentation and resources The most recent documentation and updated information for developers.

Product support information Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

Services information Information about Microsoft Dynamics GP support, training, and consulting services.

Microsoft Dynamics GP Community Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

CustomerSource home page A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

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.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

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

Chapter 1: Installation and setup

Use this information to install and set up GDPdU for use. You also can use this information to set up GDPdU tables and GDPdU fields and link them to tables and fields in your company database. An SQL query is created based on the table and field links. The result of this query is extracted to an Excel[®] file. The query also generates an XML file that contains the information about your table and field links. You can send these files to your auditor for analysis before finally submitting this information to the legal authorities.

This information is divided into the following sections:

- [*Installing GDPdU*](#)
- [*GDPdU overview*](#)
- [*Setting up GDPdU definition group*](#)
- [*Setting up the GDPdU database table*](#)
- [*Setting up the GDPdU fields*](#)
- [*Setting up the relation between GDPdU tables*](#)
- [*Adding additional tables to the GDPdU database table*](#)
- [*Selecting fields to link GDPdU database*](#)

Installing GDPdU

Use this information to understand how to install GDPdU on your system.

To install GDPdU:

1. Copy the components extracted from the .exe file as specified below:
 - GDPDU.cnk and GDPDU.chm files to your <target> folder, and GDPDU.pdf to the Documentation folder in your <target> folder. (<target> is your Microsoft Dynamics GP install folder).
 - Document type definition file to an appropriate location.
2. Launch Microsoft Dynamics GP.
3. Choose Yes to include the new code and log in as the user 'sa'.
4. GDPdU is now ready to use.

GDPdU overview

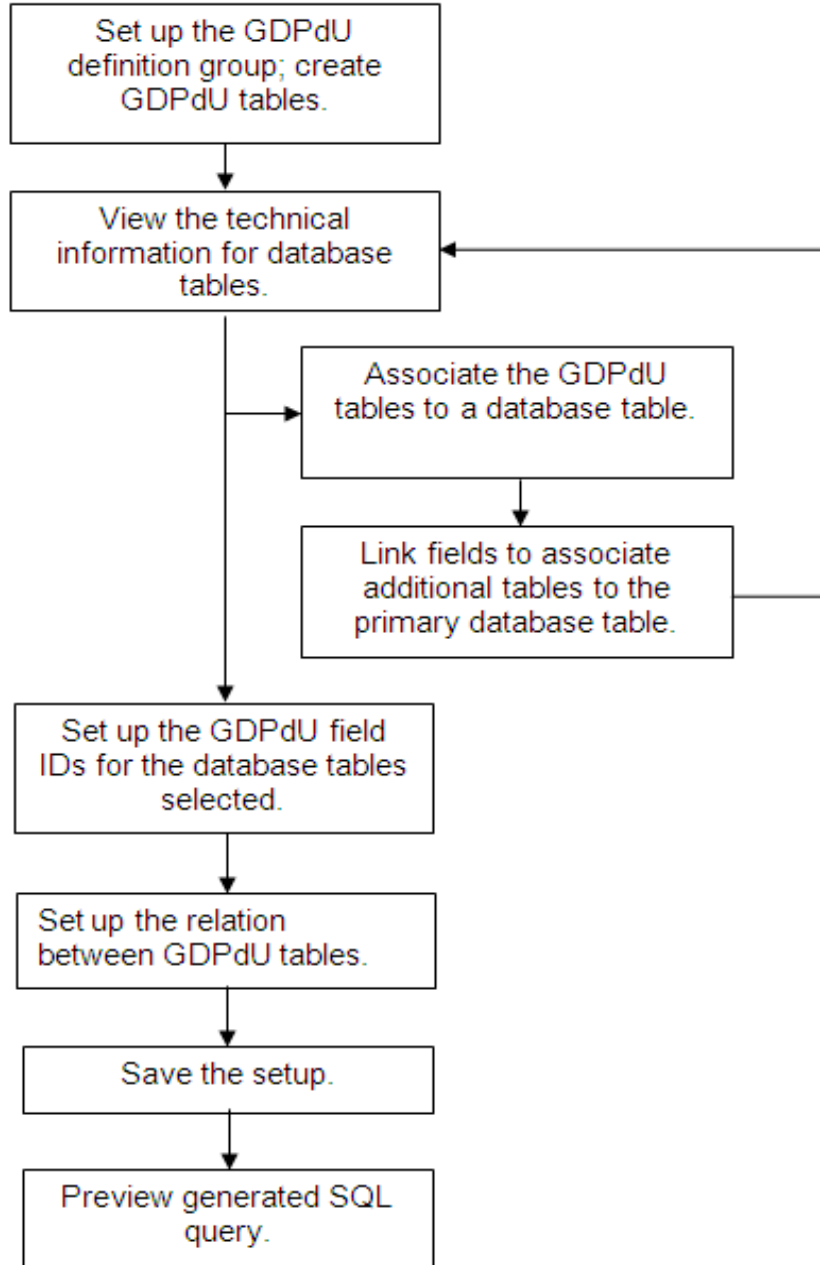
The Principles of data access and auditing of digital documents feature is also referred to as GDPdU. It requires each company to submit all tax-related data in electronic format to the auditor for analysis. The auditor analyses the data and submits the final report to the tax authorities.

There are three different methods to export the data to the auditor as specified by the legal authorities:

- Direct access.
- Indirect access.
- Surrender of data media.

GDPdU allows you to export the data using the method of surrender of data media. To extract the required data to export from your Microsoft Dynamics GP database, you must define a GDPdU group and set up GDPdU table IDs and field IDs for each group. You must link each GDPdU table to a database table. You can link the database table to other database tables. You can preview the SQL query that is generated once you have linked all the necessary tables and fields. The result of this query is extracted to an Excel file and an XML file, which you can send to your auditor for analysis.

Use the following flowchart to understand the set up process for GDPdU.

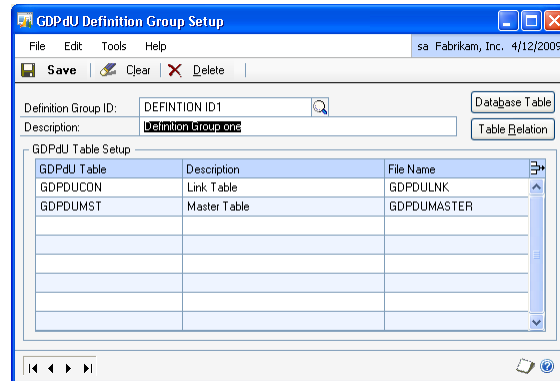


Setting up GDPdU definition group

You can use the GDPdU Definition Group Setup window to set up the GDPdU definition group ID. You can create the GDPdU tables IDs for the definition group you have set up.

To set up GDPdU definition group:

1. Open the GDPdU Definition Group Setup window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Definition Group)



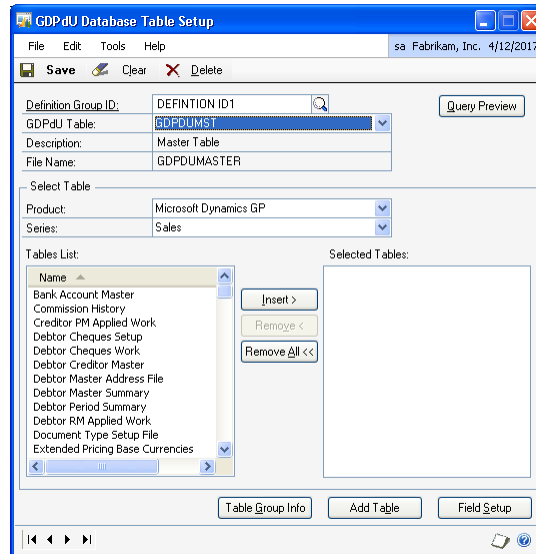
2. Enter a definition group ID.
3. Enter the description for the definition group ID.
4. Enter the GDPdU table name for which to generate the data and its description in the scrolling window.
5. Enter a name for the GDPdU export file.
6. Choose the Database Table button to open the GDPdU Database Table Setup window where you can select the database tables to extract data from.
7. Choose the Table Relation button to open the GDPdU Table Relation Setup window where you can link GDPdU field IDs from one GDPdU table to another GDPdU table belonging to the same group.

Setting up the GDPdU database table

Use the GDPdU Database Table Setup window to link a GDPdU table ID to a table in your company database.

To set up the GDPdU database table:

1. Open the GDPdU Database Table Setup window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Definition Group >> Database Table button) OR
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Database Table)



2. Enter or select the definition group ID.
3. Select the GDPdU database table ID.

The Description and File name fields display description and file name for the selected GDPdU table ID respectively.
4. Select a product in the Product field to select the database tables.
5. Select the series in the Series field to select the database tables. The Tables List scrolling window displays the table list for the selected criteria.
6. Select the table in the Tables List scrolling window to use as the primary table for the selected GDPdU table ID.
7. Select a table in the Tables List, and choose insert to add it to the Selected Tables list.
8. Choose Remove to remove the selected table from the Selected Tables list.
9. Choose Remove All to remove all tables from the Selected Tables list.
10. Choose Table Group Info to open the Table Group Information window where you can view the table group that a table belongs to.
11. Choose Add Table to open the Add Table window where you can select the additional tables to link to tables in the Selected Tables column.

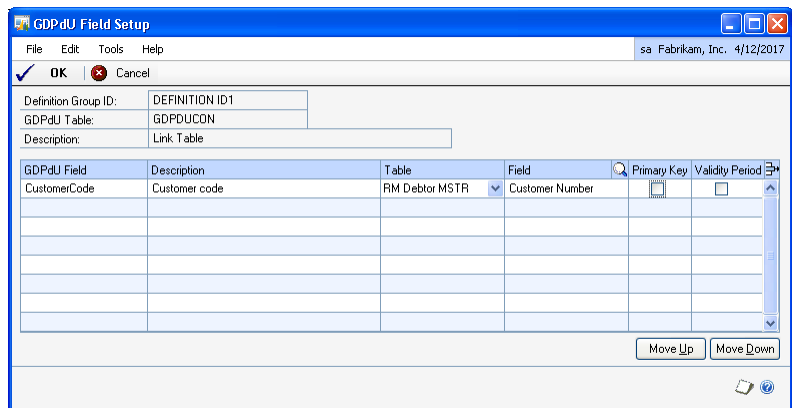
12. Choose Field Setup to open the GDPdU Field Setup window, where you can set up fields for each GDPdU table ID and link each field to a database field.
13. Choose Save to save your setup.
14. Choose Query Preview to open the Query Preview window, in which you can view the SQL query that is created based on the table and field links.
15. Choose Clear to clear the values displayed in the window.
16. Choose Delete to delete all the setups done for the selected GDPdU table ID.

Setting up the GDPdU fields

You can use the GDPdU Field Setup window to set up GDPdU field IDs and link them with fields from database tables.

To set up the GDPdU fields:

1. Open the GDPdU Field Setup window (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Database Table >> Field Setup button)



The definition group ID, GDPdU table and its description is displayed from the GDPdU Database Table Setup window.

2. Enter the GDPdU field ID.
3. Enter a description for the field.
4. Select a database table in the Table field. The tables you selected in the GDPdU Database Table Setup window are available for selection.
5. Select a field from the selected database table to assign to the GDPdU field ID.
6. Mark the Primary Key check box to consider a field as the primary key.
7. Mark the Validity Period check box to filter the tax-related data based on this field. This option is available only for date fields.
8. Choose Move Up to move the selected row up by one line.

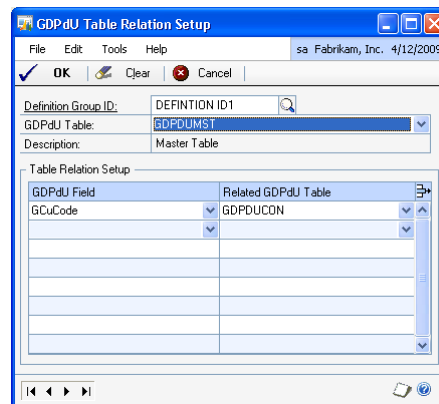
9. Choose Move Down to move the selected row down by one line.
10. Choose Cancel to close the window without saving the changes.
11. Choose OK to save your settings and return to the GDPdU Database Table Setup window.

Setting up the relation between GDPdU tables

You can use a GDPdU field ID to link one GDPdU table ID to another if both the tables belong to the same GDPdU group.

To set up the relation between GDPdU tables:

1. Open the GDPdU Table Relation Setup window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Definition Group >> Table Relation button) OR
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Table Relation)



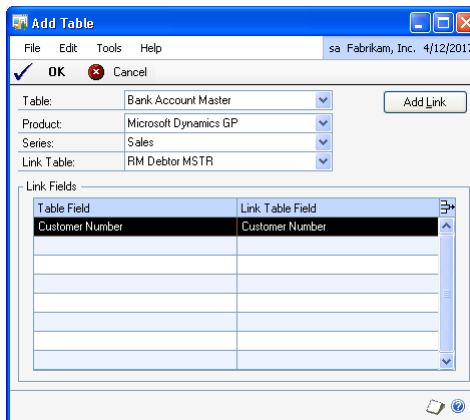
2. Enter or select a definition group ID.
3. Enter or select the GDPdU table ID for the selected definition group ID. The table description is also displayed.
4. Enter or select the GDPdU field ID to link to the related GDPdU table ID.
5. Enter or select the GDPdU table ID for which to link the selected GDPdU field ID.
6. Choose OK to save the relation or Cancel to close the window.

Adding additional tables to the GDPdU database table

You can use the Add Table window to link additional tables to the table you have selected in the GDPdU Database Table Setup window.

To add additional tables to the GDPdU database table:

1. Open the Add Table window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Database Table >> Add Table button)



The Table field displays the primary table selected in the GDPdU Database Table Setup window.

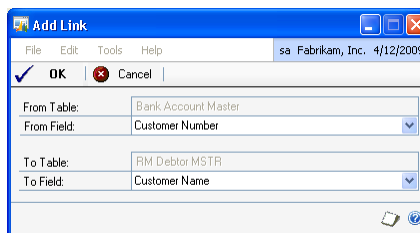
2. Select the product and the series from which to choose the table to be linked.
3. Select the additional table in the Link Table field to link to the table selected in the GDPdU Database Table Setup window. The scrolling window displays the fields that are linked.
4. Choose Add Link to open the Add Link window where you can select the fields to link the tables.
5. Choose OK to save the changes and close the window.
6. Choose Cancel to close the window without saving the changes.

Selecting fields to link GDPdU database

You can use the Add Link window to select the fields to link related GDPdU tables.

To select fields to link GDPdU database tables:

1. Open the Add Link window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Database Table >> Add Table button >> Add Link button)



2. Select a field from the From table.

3. Select the field from the To table to link to the field you selected from the From table.
4. Choose OK to save the settings.
5. Choose Cancel to close the window.

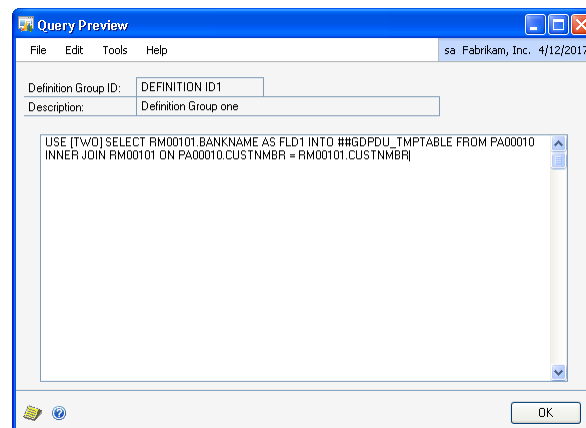
5. Select a table group in the Table Group field to view the list of tables that belong to that group.
6. The Table List scrolling window displays the technical name, display name and physical name of all the tables that belong to the selected group.
7. Choose OK to close the window.
8. Choose Clear to clear the values displayed in the window.

Previewing the SQL query

You can use the Query Preview window to view the SQL query generated based on the GDPdU table setups and the relation you have created between GDPdU tables and the database tables.

To preview the SQL query:

1. Open the Query Preview window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Database Table >> Query Preview button)



The window displays the SQL query and the definition group for which the SQL query is generated.

Exporting the GDPdU data to an electronic media

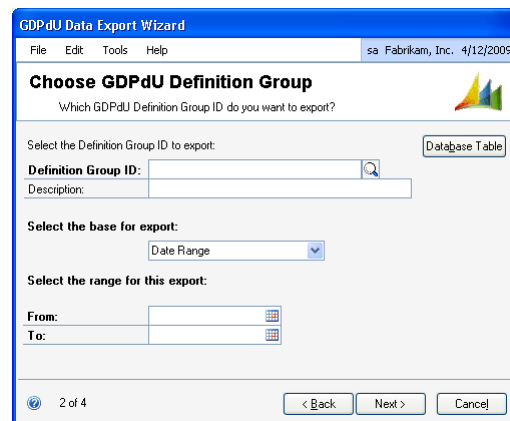
You can use the GDPdU data export wizard to export the extracted financial data to an Excel file, which can then be copied to the electronic medium and sent to the auditor.

To export the GDPdU data to an electronic media:

1. Open the GDPdU Data Export Wizard – Welcome window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> GDPdU >> GDPdU Data Export)

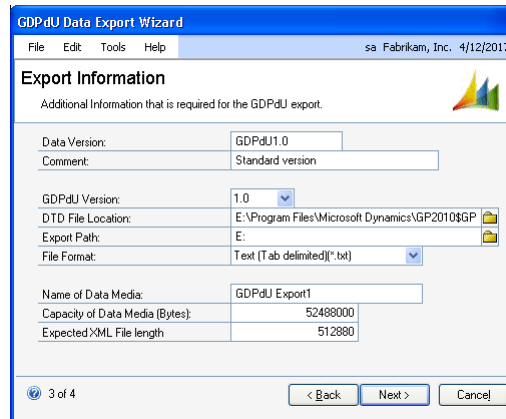


2. Choose Next to open the GDPdU Data Export Wizard – Choose GDPdU Definition Group window.



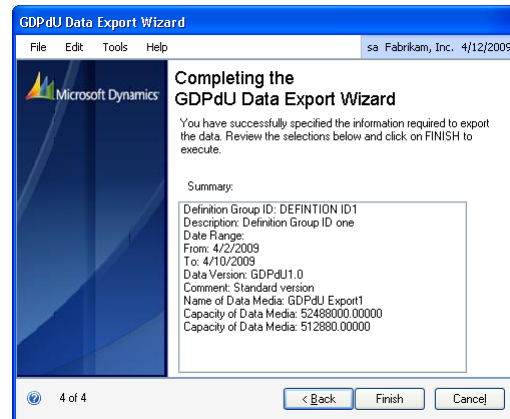
3. Select the definition group ID to export. The description for the definition group is also displayed.
4. In Select the base for export field, select whether to export data for a year or for a date range.
5. Enter the date range in the From and To fields to export the data. These fields are available if you have selected to filter the data using the date range option.
6. Select the year for which to export the data. This field is available if you have selected to filter the data using the year option.
7. Choose Database Table to open the GDPdU Database Table Setup window to view the GDPdU table setup information. You can modify this information if required.

8. Choose Next to open the GDPdU Data Export Wizard – Export Information window.



9. Enter a version for the export data in the Data Version field to include in the XML file.
10. Enter a comment to include in the XML file.
11. Select the GDPdU version to include in the XML file.
12. Select the GDPdU document type definition file (.dtd file). Refer to [Installing GDPdU](#) on page 5 for more information.
13. Select the location to export the data file in the Export Path field.
14. Select the export file format. The available options are Text and CSV.
15. Enter the folder name to export the data files to in the Name of Data Media field.
16. Enter the size of the data media in bytes to export in the Capacity of Data Media field.
17. Enter the size of the XML file in bytes in the Expected XML File Length field.

18. Choose Next to open the GDPdU Data Export Wizard – Completing the GDPdU Data Export wizard.



19. Choose Back to return to the previous window in the wizard.
20. Choose Finish to export the data file to the location specified.
21. Choose Cancel to close the wizard without exporting the data file.

Glossary

Database table

The logical structure created in the database that stores relevant data.

GDPdU definition group

A set of GDPdU tables.

GDPdU field

The column name in the export file in which related field information is printed.

GDPdU table

The relationship between different database tables.

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