

GP Features and Functions you Already Own but Didn't Know About

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Objectives

- ▶ Learn about the MS license change with GP 2013
- ▶ Learn about GP resources you own and could utilize
- ▶ Learn about GP features to save keystrokes, save time, and make life easier

GP Starter Pack Functionality

Financial Management

General Ledger with AFA
Account Level Security
Cash Flow Management
Fixed Asset Management
Intercompany
National Accounts
Multicurrency Management
Analytical Accounting
Revenue/Expense Deferrals
Bank Reconciliation
Electronic Banking Suite
Safe Pay
Cashbook Bank Management
Electronic Bank Management
Electronic Reconciliation Management
Payables Management
Receivables Management
Customer/Vendor Consolidations
Lockbox Processing
Refund Checks
Grant Management
Encumbrance Management
Field Level Security
Dynamics Process Server

Business Intelligence and Reporting

Unlimited Mgmt Reporter Designer User
Unlimited Mgmt Reporter Viewer User
Analysis Cubes Library
Advanced Analysis Cubes Library

Configuration and Development

Modifier with Visual Basic for Applications
Customization Site License
Integration Manager - Conversions
Connector for Microsoft Dynamics

Human Resource Management

Human Resources Unlimited Employees
Payroll (US) Unlimited Employees
Payroll (Canada) Unlimited Employees
Payroll Direct Deposit
Federal Magnetic Media
Payroll Connect
Position Control
HRM Self Service Suite

Supply Chain Management

Invoicing
Sales Order Processing w/ Adv Invoicing
Extended Pricing
Order Management
Inventory Control
Bill of Materials
Purchase Order Processing/Receivings
Landed Cost
PO Generator
Requisition Management
Time and Expense

Fixed Asset Management

- ▶ Maintain asset records
- ▶ Calculate depreciation
- ▶ Post depreciation to GL
- ▶ Integrate with MAX Purchase Order Processing

Human Resource Management

- ▶ Payroll and Payroll direct deposit
- ▶ Magnetic Media
- ▶ Employee Self Service
- ▶ Track Applicants, skills, assessments, performance, pay rate history
- ▶ Maintain checklists for hiring, orientation, performance reviews, terminations

Electronic Banking Suite

- ▶ Bank statement import
- ▶ Lockbox processing
- ▶ ACH for Receivables
- ▶ EFT for Payable
- ▶ SafePay

Purchase Order Processing

- ▶ Enter purchase orders in GP for non-inventory items and services
- ▶ Simplify the process

Paste GL JE from Excel

- ▶ Create spreadsheet and copy
- ▶ Put pointer in account number field and click Excel Paste

	A	B	C	D	E
1	Description	Account	Debit	Credit	
2		000-1200-00	1,280.25		
3		000-1300-01		610.35	
4		000-2120-00		30.60	
5		000-2300-00		70.20	
6		000-2310-00		10.20	
7		000-4110-02		1,190.85	
8		000-4510-01	610.35		
9		300-5130-00	30.60		
10					

Transaction Entry - TWO01 (sa)

Journal Entry: 3,449 | Intercompany: | Batch ID: 18-02-16

Transaction Type: Standard Reversing | Transaction Date: 2/16/2018 | Reversing Date:

Source Document: GJ | Reference: Revenue Transaction | Currency ID: Z-US\$

Co. ID	Account	Debit	Credit
TW001	000 - 1200 - 00	\$1,280.25	\$0.00
TW001	000 - 1300 - 01	\$0.00	\$610.35
TW001	000 - 2120 - 00	\$0.00	\$30.60
TW001	000 - 2300 - 00	\$0.00	\$70.20
TW001	000 - 2310 - 00	\$0.00	\$10.20
TW001	000 - 4110 - 02	\$0.00	\$1,190.85
TW001	000 - 4510 - 01	\$610.35	\$0.00
TW001	300 - 5130 - 00	\$30.60	\$0.00
TW001	-	\$0.00	\$0.00
Total		\$1,921.20	\$1,912.20
Difference			\$9.00

Status: Unposted

Budgeting

- ▶ Create Excel spreadsheet budget with budget amounts calculated based on Budget or Actual values from Open Financial Year or Historical Financial year
- ▶ Create a blank budget
- ▶ Create multiple budgets for a period
- ▶ Easily import budgets into GP
- ▶ View or report actual vs budget

Reconcile RM and PM Subledgers to GL

- ▶ Match transactions in GL with originating transactions
- ▶ Identify transactions that may need to be corrected

The screenshot shows the 'Reconcile to GL - TWO01 (sa)' window. The interface includes a toolbar with icons for Process, Save, Delete, Cancel, Excel, File, Tools, Help, and Add Note. Below the toolbar, there are input fields for Reconciliation (set to 1), Reconciliation Date (2/28/2018), and Date Range (From: 1/1/2018, To: 2/28/2018). The Module is set to Payables Management. The Output File is C:\Users\WON\Documents\PMtoGL_1_022018.xlsx. A table at the bottom compares the Subledger and General Ledger balances.

	Beginning Balance	Ending Balance
Subledger	\$1,319,799.56	\$1,319,799.56
General Ledger	\$0.00	\$0.00
Difference	\$1,319,799.56	\$1,319,799.56

Allow Account Entry

The screenshot shows the 'Account Maintenance' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The account details are as follows:

Account	000 -2100 -00	<input type="checkbox"/> Inactive
Description	Accounts Payable	
Alias	AP	<input type="checkbox"/> Allow Account Entry
Category	Accounts Payable	

Additional settings include:

- Posting Type:** Balance Sheet, Profit and Loss
- Typical Balance:** Debit, Credit
- Level of Posting from Series:**
 - Sales: Detail
 - Inventory Control: Detail
 - Purchasing: Detail
 - Payroll: Detail
- Include in Lookup:** Sales, Inventory Control, Purchasing, Payroll
- User-Defined:** User-Defined 1 through 4 (empty fields)

Navigation buttons at the bottom include Summary, Budget, Analysis, and Currency. The status bar shows 'by Main Segment'.

Reconcile Bank Accounts with no Activity

The screenshot shows the 'Select Bank Transactions - BPT (sa)' window in Microsoft Dynamics GP. The window title bar includes standard minimize, maximize, and close buttons. Below the title bar is a toolbar with icons for OK, Range, View, File, Print, Tools, Help, and Add Note. The main area contains a form with the following fields:

- Checkbook ID: CITIBANK IMMA
- Display: All
- Sort: by Type
- Select Range: [dropdown]
- Redisplay: [button]

A table with columns: Type, Number, Date, C, Payment, Deposit. The table is currently empty.

An information dialog box is displayed in the foreground with the following text:

Microsoft Dynamics GP

There are no transactions selected to be reconciled for this checkbook.

The dialog box has two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

At the bottom of the window, there is a 'Reconcile' button and an 'Adjustments' button.

Below the table, there is a 'Cleared Transactions' section with a table:

	No. of	To
Payments	0	
Deposits	0	

Below this table, there is a 'Difference' field showing \$0.00 and a 'Reconcile' button.

Allocation Accounts & Clearing Transactions

Account Number	Account Description	Posting Type	Account Category Number
000-6400-00	Life Insurance - Administr...	Profit and Loss	Administrative Expense
000-6410-00	Vehicle Insurance	Profit and Loss	Administrative Expense
000-6420-00	Liability Insurance	Profit and Loss	Administrative Expense
000-6430-00	Casualty Insurance	Profit and Loss	Administrative Expense
000-6450-00	Administrative Expense A...	Balance Sheet	0
100-6450-00	Administrative Expense A...	Profit and Loss	Administrative Expense
100-6450-10	Administrative Expense A...	Balance Sheet	0
200-6450-00	Administrative Expense A...	Balance Sheet	Administrative Expense
200-6450-10	Administrative Expense A...	Balance Sheet	0
300-6450-00	Administrative Expense A...	Balance Sheet	Administrative Expense
300-6450-10	Administrative Expense A...	Balance Sheet	0
400-6450-00	Administrative Expense A...	Balance Sheet	Administrative Expense
400-6450-10	Administrative Expense A...	Balance Sheet	0

Fixed Allocation Maintenance - TWO01 (sa)

Save Clear Delete File Print Tools Help Add Note

Account 000 -6450 -00 Inactive

Description Administrative Expense Allocation

Alias

Distribution Account	Percent
100 -6450 -00	25.00%
200 -6450 -00	25.00%
300 -6450 -00	40.00%
400 -6450 -00	10.00%
- -	0.00%
Total 100.00%	

Level of Posting from Series:

Sales: Detail

Inventory Control: Detail

Purchasing: Detail

Payroll: Detail

Include in Lookup:

Sales
Inventory Control
Purchasing
Payroll

by Main Segment

Allocation Accounts & Clearing Transactions

Clearing Entry - TWO01 (sa)

Save Delete Void Post View File Print Tools Help Add Note

Journal Entry: 3,450 Batch ID: ADMIN EXP ALLOC

Transaction Date: 3/1/2018 Source Document: GJ Reference: Admin Expense Allocation

Balance: Year-to-Date Trx Period

Account	Offset Account
Account Description	Offset Description
Distribution Reference	
000 -6400 -00	000 -6450 -00
000 -6410 -00	000 -6450 -00
000 -6420 -00	000 -6450 -00
000 -6430 -00	000 -6450 -00
- -	- -

by Batch ID Status: Unposted

Fixed Allocation Maintenance - TWO01 (sa)

Save Clear Delete File Print Tools Help Add Note

Account: 000 -6450 -00 Description: Administrative Expense Allocation

Distribution Account	Percent
100 -6450 -00	25.00%
200 -6450 -00	25.00%
300 -6450 -00	40.00%
400 -6450 -00	10.00%
- -	0.00%
Total	100.00%

Level of Posting from Series:

Sales:	Detail
Inventory Control:	Detail
Purchasing:	Detail
Payroll:	Detail

Include in Lookup:

- Sales
- Inventory Control
- Purchasing
- Payroll

by Main Segment

Unit Accounts

Unit Account Maintenance - TWO01 (sa)

Save Clear Delete File Print Tools Help Add Note

Account: 200-6450-10 Inactive

Description: Administrative Expense Allocation %

Alias:

Decimal Places: 2 Series: Sales Purchasing

Year: 2017 Clear Balance During Year-End Close

Period	Net Change	Period Balance
Period 6	0.00	0.25 ^
Period 7	0.00	0.25
Period 8	0.00	0.25
Period 9	0.00	0.25
Period 10	0.00	0.25
Period 11	0.00	0.25
Period 12	0.00	0.25 v
Total		0.25

History Budget

by Main Segment

Account Rollups

Account Rollup Inquiry

File Edit Tools Help sa Fabrikam, Inc. 4/12/20

OK Clear Redisplay

Option ID: US Sales Modify Year: 2017 Display: Net Change Period Balances

Period	2017	2016
Beginning Balance	\$0.00	\$0.00
Period 1	(\$59,296.10)	(\$58,595.05)
Period 2	(\$24,308.85)	(\$62,139.76)
Period 3	(\$175,330.65)	(\$236,339.85)
Period 4	(\$221,397.80)	\$0.00
Period 5	\$0.00	\$0.00
Period 6	\$0.00	\$0.00
Period 7	\$0.00	\$0.00
Period 8	\$0.00	\$0.00
Period 9	\$0.00	(\$2,519.85)
Period 10	\$0.00	\$0.00
Period 11	\$0.00	\$0.00
Period 12	\$0.00	\$0.00
Total	(\$480,333.40)	(\$359,594.51)

Account Rollup Inquiry Options

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Delete

Option ID: US Sales

Sort By: Account Columns: 2

Column Heading	Type	Selection
2017	Actuals	
2016	Previous Year	

Include Accounts: Posting Unit

Segment: [] Insert >>

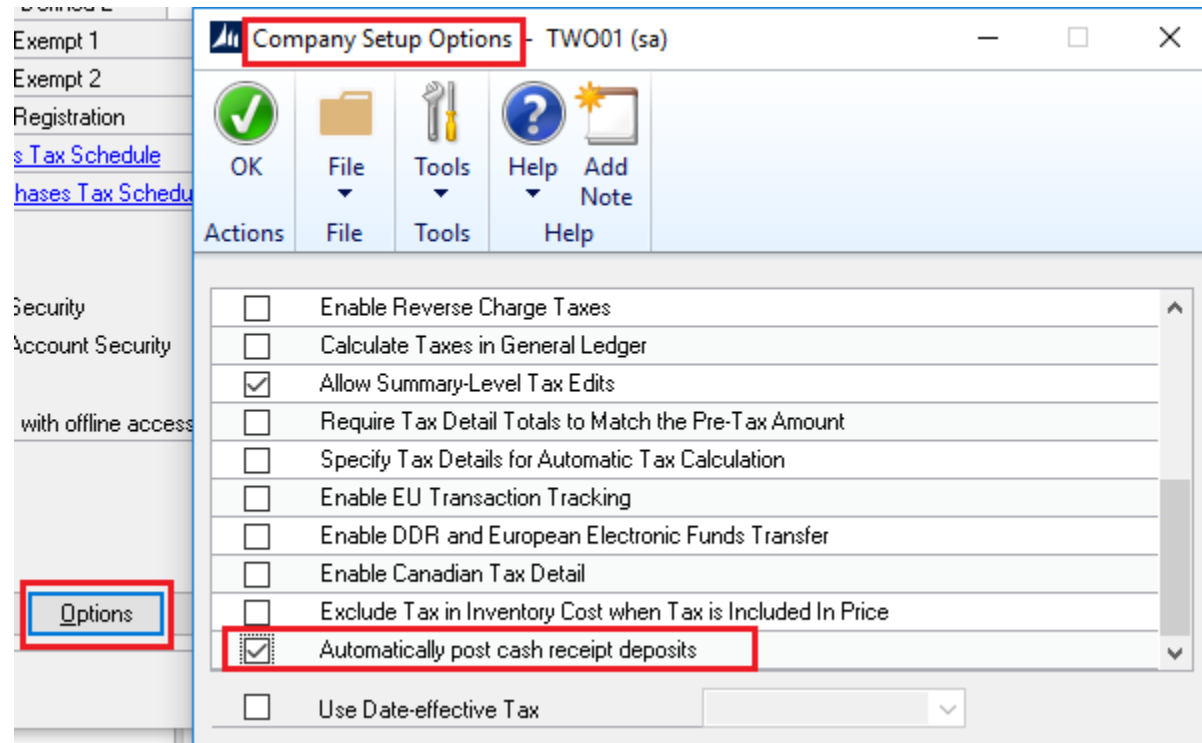
From: [] To: [] Remove

Restrictions:

- Segment Account = 4110
- Segment Account = 4120
- Segment Account = 4130
- Segment Account = 4140
- Segment Account = 4180

Inquiry

Auto Deposit Cash Receipts



National Accounts

- ▶ Apply cash receipts from parent to any invoice from any child

The screenshot shows a software window titled "National Accounts Maintenance - TWO01 (sa)". The interface includes a menu bar with "Save", "Clear", "Delete", "File", "Print", "Tools", "Help", and "Add Note". Below the menu, there are input fields for "Parent Customer ID" (ISNINDUS0001) and "Parent Name" (ISN Industries). An "Options" section contains several checkboxes, with "Allow Receipts Entry for Children of the National Account" and "Apply Hold/Inactive Status of Parent Across National Account" checked. A table lists child accounts with their names and current balances. A "Select Children" button is located at the bottom right of the table area.

Child Customer ID	Name	Current Balance
UNIFIEDW0001	Unified Wire and Cable Systems	\$8,989.19
METROPOL0001	Metropolitan Fiber Systems	\$32,374.38
HEARTLAN0001	Heartland Tower Systems	\$19,110.54
		\$0.00

Refund Checks

- ▶ In a single step automatically create a customer credit and a vendor payable

Refund Checks Setup - TWO01 (sa)

OK Cancel File Tools Help Add Note

Default Suspense Account: 000 -1190 -00
 Description: Cash Suspense

Voucher Description Prefix: RM REFUND:
 Next Voucher Document Number: RFND0000000000001
 Debit Memo Description Prefix: RM REFUND:

Auto-create Vendors from Customers Integrate with EFT
 Create Vendors as Temporary Vendors Auto-open Print Payables Checks

Defaults:
 Default Vendor Class ID: USA-US-I
 ID Option: Vendor ID=Customer ID

Create Refund Checks - TWO01 (sa)

Process Clear File Print Tools Help Add Note

Select Checks Batch ID: REFUNDS
 Select Documents: All Currencies
 Document Date: 4/12/2017
 Checkbook ID: UPTOWN TRUST
 Currency ID: Z-US\$

Integrate with EFT

Create Refund for:
 Specific Documents Credit Balance Customers

Customers: by Customer ID All From:

Minimum Credit Balance to Refund: \$10.00

Customer ID	Check Amount	Vendor ID	Debit Memo
CENTERSU0001	(\$10,218.93)		DEBIT0000000000001
KELLYCON0001	(\$731.94)		DEBIT0000000000002
Batch Total			(\$10,950.87)

A "P" after the vendor ID indicates the refund will be paid to the vendor of the parent customer.

Payments by Remit to Address

Vendor Addresses - *							
Vendor ID	Vendor Name	Address Code	Address 1	Address 2	City	State	Zip Code
ILLINOIS	State of Illinois	IDES	PO Box 803414		Chicago	IL	60680-3414
ILLINOIS	State of Illinois	IDR IT	PO Box 19032		Springfield	IL	62794-9032
ILLINOIS	State of Illinois	IDR ST	Retailer Occupation Tax	PO Box 19087	Springfield	IL	62794-9087
ILLINOIS	State of Illinois	IDR WT	PO Box 19052		Springfield	IL	62794-9052
ILLINOIS	State of Illinois	IL SS	Dept of Business Services	501 S. 2nd St.	Springfield	IL	62756-5510

Payment by Remit to Address

Payables Transaction Entry sa Fabrikam, Inc. 4/12/2017

File Edit Tools Options Help

Save Delete Post Print

Voucher No. 00000000000000459 Intercompany Batch ID JON021218
Document Type: Invoice Doc. Date 2/12/2018
Description IL Income Tax Withholding

Vendor ID ILLINOIS Currency ID Z-US\$
Name State of Illinois Document Number 013018 PR
Address ID IL SS P.O. Number
Remit-To ID IDR WT Shipping Method
Payment Terms Due 20th Tax Schedule ID

Payables Transaction Entry sa Fabrikam, Inc. 4/12/2017

File Edit Tools Options Help

Save Delete Post Print

Voucher No. 00000000000000460 Intercompany Batch ID JON021218
Document Type: Invoice Doc. Date 02/22/2018
Description IL Corp Tax

Vendor ID ILLINOIS Currency ID Z-US\$
Name State of Illinois Document Number IL-9280
Address ID IL SS P.O. Number
Remit-To ID IL SS Shipping Method
Payment Terms Tax Schedule ID

Edit Remit to ID

The screenshot shows a software window titled "Edit Payables Transaction - BPT (sa)". The window has a menu bar with "Save", "Clear", "File", "Tools", "Help", and "Add Note". Below the menu bar, there are several input fields and controls:

- Vendor ID:** A text input field with a search icon.
- Name:** A text input field.
- Document Type:** A dropdown menu set to "Invoice".
- Number:** A text input field with search and navigation icons.
- Currency ID:** A text input field.
- Original Amount:** A text input field with "\$0.00".
- Document Date:** A text input field with "0/0/0000".
- Remit-To ID:** A text input field with a search icon, highlighted with a red box.
- Discount Date:** A text input field with "0/0/0000" and a calendar icon.
- Due Date:** A text input field with "0/0/0000" and a calendar icon.
- P.O. Number:** A text input field.
- Description:** A text input field.

At the bottom of the window, there are navigation arrows and a dropdown menu set to "by Vendor ID".

Payment by Remit to Address

Edit Payables Check Batch sa Fabrikam, Inc. 4/12/2017

File Edit Tools Help

OK Redisplay

Batch ID	ILLINOIS	Checkbook ID	UPTOWN TRUST
Currency ID	Z-US\$	Checkbook Currency ID	Z-US\$
Batch Total	\$535.00	Balance before checks	\$65,994.14
Apply Date	4/12/2017	Balance after checks	\$65,459.14

Vendor ID	Total Amount Paid
<input checked="" type="checkbox"/> ELECTRON0001	\$0.00
<input checked="" type="checkbox"/> ILLINOIS	\$535.00
<input type="checkbox"/> IMAGEMAK0001	\$0.00
<input type="checkbox"/> INLINESE0001	\$0.00
<input type="checkbox"/> INNERCIT0001	\$0.00
<input type="checkbox"/> INTEGRAT0001	\$0.00
<input type="checkbox"/> INTERNAT0001	\$0.00
<input type="checkbox"/> INTERNAT0002	\$0.00
<input type="checkbox"/> INTERNAT0003	\$0.00
<input type="checkbox"/> KNOPLER0001	\$0.00
<input type="checkbox"/> LEAFRIVE0001	\$0.00
<input type="checkbox"/> LINDELLB0001	\$0.00

Select the documents you would like to pay for vendor:

Voucher Number	Due Date	Amount Remaining	Amount Paid
<input checked="" type="checkbox"/> 00000000000000459	2/20/2018	\$0.00	\$410.00
<input checked="" type="checkbox"/> 00000000000000460	2/12/2018	\$0.00	\$125.00

Indicates that a credit document is applied.

Edit Check Print Checks

3 Ways to Correct 1099 Amounts

- ▶ Cards > 1099 Details

The screenshot shows the '1099 Details' window for 'sa Fabrikam, Inc. 4/12/2017'. The interface includes a menu bar (File, Edit, Tools, Help), a toolbar (Save, Clear), and a search icon. The main form contains the following fields:

- Vendor ID:** WOODCONS0001
- Name:** Wood Consulting
- Tax Type:** Miscellaneous
- Display:** Radio buttons for Month and Year (Year is selected).
- Month:** A dropdown menu.
- Year:** 2017
- Payer made Direct Sales of \$5,000 or more etc.:** An unchecked checkbox.
- State/Payer's State No.:** An empty text field.

Below the form is a table with the following data:

1099 Box	Description	Amount
1	1 Rents	\$0.00
2	2 Royalties	\$0.00
3	3 Other Income	\$0.00
4	4 Federal Tax Withheld	\$0.00
5	5 Fishing Boat Proceeds	\$0.00
6	6 Medical Payments	\$0.00
7	7 Nonemployee Compensation	\$0.00
8	8 Substitute Payments	\$0.00
10	10 Crop Insurance	\$0.00
13	13 Golden Parachute	\$0.00
14	14 Attorney Proceeds	\$0.00
15a	15a Section 409A Deferrals	\$0.00
15b	15b Section 409A Income	\$0.00
16	16 State Tax Withheld	\$0.00
18	18 State Income	\$0.00

At the bottom of the window, there are navigation arrows and a dropdown menu set to 'by Vendor ID'.

3 Ways to Correct 1099 Amounts

- ▶ Utilities > Update 1099 Information

Update 1099 Information

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Update: Vendor 1099 Transactions Vendor and 1099 Transactions

From

Tax Type All

1099 Box Number All

To

Tax Type Miscellaneous

1099 Box Number 7 Nonemployee Compens

Ranges: Vendor ID From: GARDNERS0001 To: GARDNERS0001

Insert >> Vendor ID From GARDNERS0001 To GARDNERS0001

Remove

Process Clear

System Functions

- ▶ Send Users Messages
- ▶ Take company offline

The image shows a software interface with two main components. On the left is the 'Administration' menu, and on the right is the 'Send Message - BPT (sa)' dialog box.

Administration Menu:

- Administration
 - Setup
 - SmartList Builder
 - Excel Report Builder
 - Navigation List Builder
 - Drill Down Builder
 - Import
 - Export
 - Maintenance
 - Security
 - Register SmartList Builder
 - About
 - Online Services
 - Setup
 - Utilities
 - System
 - Reconcile
 - Remove Rates
 - Activity Detail
 - Process Server
 - Business Alerts
 - User Activity
 - Delete Company
 - Remove Security Setup Records
 - Send Users Message
 - Take Company Offline
 - Install RCS Project Accounting

Send Message - BPT (sa) Dialog Box:

The dialog box has a toolbar with icons for Cancel, File, Tools, Help, and Add Note. Below the toolbar is a table with the following data:

View: All Users; by User ID	
User ID	Company Name
<input checked="" type="checkbox"/>	DLH
<input checked="" type="checkbox"/>	DYNSA
<input checked="" type="checkbox"/>	JON
<input checked="" type="checkbox"/>	JON2
<input checked="" type="checkbox"/>	LESSONUSER1
<input checked="" type="checkbox"/>	LESSONUSER2
<input checked="" type="checkbox"/>	sa
<input checked="" type="checkbox"/>	TU

Below the table, there are two checkboxes: 'Notification Message (for users who are currently logged on)' and 'Task with Reminder'. A text area contains the message: 'Please remember to log out of GP at 3:30 today for system maintenance.' A 'Send' button is located at the bottom right.

Copy Security and Home Page Settings

The image shows two screenshots from a software application. The left screenshot is the 'User Setup - BPT (sa)' window. The 'Copy Settings' button in the 'Actions' toolbar is highlighted with a red box. The 'User ID' field contains 'JON2' and the 'User Name' field contains 'Jim O'Neal'. The 'SQL Server Account' section is active, showing 'JON2' as the account name and masked password fields. The 'Advanced SQL Server options' section has three unchecked checkboxes: 'Enforce Password Policy', 'Enforce Password Expiration', and 'Change Password Next Login'. The right screenshot is the 'Copy User Settings - BPT (sa)' dialog box. It has a menu bar with 'OK', 'Cancel', 'File', 'Tools', and 'Help'. The 'Security Access' section is highlighted in red and contains the text: 'Enter or select the user whose security settings (roles, tasks, and company access) you want to copy. Copying replaces any existing security settings for the user you are copying to.' Below this, the 'Copy From' section has 'User ID' set to 'JON' and 'User Name' set to 'JON'. The 'Home Page and Area Pages' section is also highlighted in red and contains the text: 'Select which settings you want to copy and then enter or select the user whose settings you want to copy. Copy replaces any existing home page settings for the user you are copying to.' Below this, three checkboxes are checked: 'Home Page Role', 'Home Page Content', and 'Area Pages'. The 'Copy From' section has 'User ID' and 'User Name' both set to 'JON'. The 'Copy To' section has 'User ID' set to 'JON2' and 'User Name' set to 'Jim O'Neal'.

More Opportunities!

- ▶ February 19th – March 31st, 2018
- ▶ Software price only.



Software Promotion

March 8 1:00	30 Tools in 50 Minutes
March 15 3:00	Data Collection
April 10 11:00	Announcing Shop Pulse VPoint—A New Graphical Production Monitoring and Scheduling Tool
April 19 1:00	The Fastest and Easiest Way to Import and Maintain your MAX Data
	GP Features and Functions - You Already Own but Didn' t Know About
	Shop Pulse
	GP Essential Applications Everyone Should Own Plus A Few To Meet Unique Requirements
	Process Automation for Materials and Manufacturing
	Connecting MAX to the World - Automating Sales Order Processing Functions

Educational Webinars

Sponsoring Complimentary Solutions

Find literature in the **mpower** Meet Up



Questions?

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Email Subject mpower Question