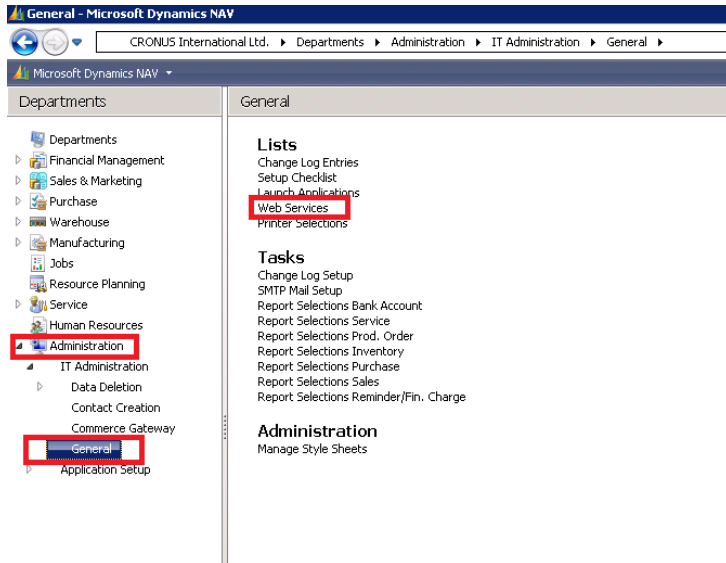


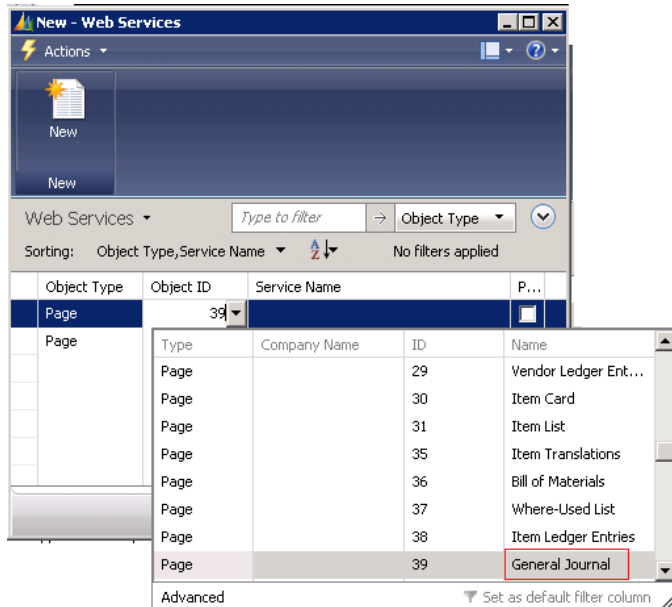
Gorilla Expense NAV Integration Setup Instructions

NAV Web Service Setup (General Journal)


Gorilla Expense integrates with NAV using web services provided by NAV. The first step is to create the “General Journal” web service in NAV. Web service setup can be accessed in NAV by going to Administration -> General -> Web Services. (And under Administration -> IT Administration->Services -> Web Services for NAV 2016)



Create a new service, by selecting Object Type as “Page” and Object Id as “General Journal” -



Make sure the new web service is called GLEntry and published checkbox is checked as shown below –



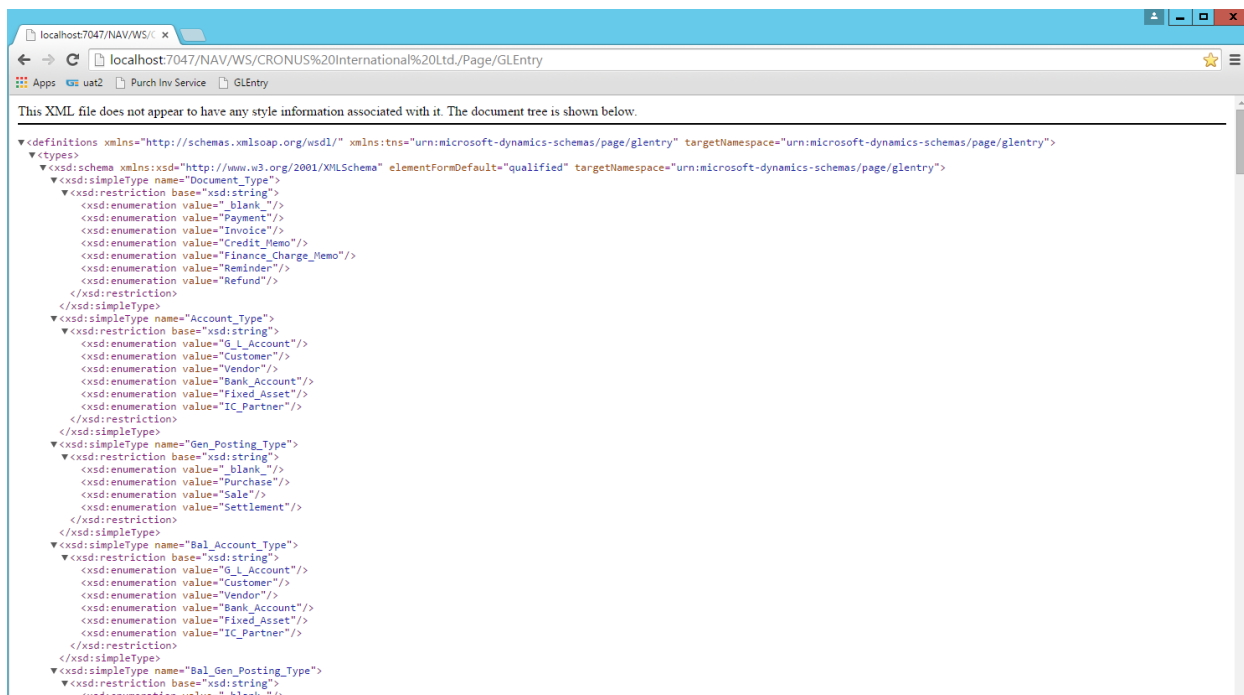
The screenshot shows a 'New' button with a document icon and the text 'New' below it.

Web Services ▾			
Sorting: Object Type, Service Name ▾			
Object Type	Object ID	Service Name	Published
Page	39	GLEntry	<input checked="" type="checkbox"/>

Once the above steps are completed, go to the following URL and ensure the page loads up. Replace <Company_Name> with the name of company catalog name in NAV and replace localhost with the IP address of the NAV server. This URL will be used within Gorilla Expense Integration Manager to connect to NAV.

http://localhost:7047/DynamicsNAV/WS/<Company_Name>/Page/GLEntry

On opening on the URL in web browser, the following page should show up –



If the URL does not open, please check if the default port 7047 is changed in your environment and/or also restart “Microsoft Dynamics NAV Server” Service, by going to Administrative tools -> Services



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Gorilla Expense Integration Manager Setup

Download and install Integration Manager from the following URL –

<http://www.gorillaexpense.info/install/publish.htm>

Once installed, select MS NAV radio button on the top section on the login page and login using Gorilla Expense Admin username and password. Enter the following URL of Gorilla Expense Service in the Login URL field. For non-USA based customers, this value can be found in the Admin Application Access Instructions Document (Integration App Section) provided to you after the Gorilla Expense setup is completed.

<https://www.gorillaexpense.info/Gorillapro/service>



Once logged in, select File - > Export Expense Reports. All the expenses available for exporting to NAV (Manager Approved Expenses) will show up (if any). Click on settings button available on the right top corner – a new window called “NAV Mappings” shows up. On this window, you can define what fields are to be mapped to the GL Entry Description field. Also, on this screen you have to enter the NAV Connection URL mentioned in the NAV Web Service Setup section -

http://localhost:7047/DynamicsNAV/WS/<Company_Name>/Page/GLEntry

Uncheck the “Post To Purchase Invoice” checkbox and if applicable, map the desired dimensions after consulting with Gorilla Expense team. You need not enter the user/password information. You have to make sure the user using Integration App is setup in NAV as Super Accounting User using the users Windows ID (Not NAV ID). Enter the desired batch name under with transactions will be posted within NAV and the click save. Once the settings are saved, you can are ready to push expenses to NAV. Before pushing expenses to NAV, ensure the batch name exists in NAV – On instructions on creating a batch in NAV, please refer to the next section



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NAV Mappings

Field Mapping

Gorilla Expense(Transaction) ☒ Description

Expense Confirmation No
Vendor
Currency
Ex Rate
Report Start Date
Report End Date
Expense Date GB
Name
Last Name
User Code
Country
State
City

>>
<<

NAV

Comments
First Name
Expense Type
Expense Date

Dimension 1
☐ Enable

Dimension 2
☐ Enable

Dimension 3
☐ Enable

Dimension 4
☐ Enable

Dimension 5
☐ Enable

Dimension 6
☐ Enable

Dimension 7
☐ Enable

Dimension 8
☐ Enable

<http://localhost:7047/NAV/WS/CRONUS%20International%20Ltd./Page/GLEntry>

☐ Enable Tax Amt 1
☐ Enable Tax Amt 2
☐ Enable Tax Amt 3
☐ Map User Code to Ship To Order Address Code
☐ Post to Purchase Invoice (Default GL Entry)

GL Account For Tax Amt 1
GL Account For Tax Amt 2
GL Account For Tax Amt 3

CC-DEPT-GL-BU
CC-DEPT-GL-BU
CC-DEPT-GL-BU

Domain

NAV User

Password

Batch Name

☐ Get Connection URL From Company Profile

Save
Exit

Creating a Batch in NAV

Go to Departments - > Financial Management - > General Ledger - > General Journals and create a new batch called GORILLA as shown below –

General Journal Batches

Actions: New, Edit Journal, Post, Post and Print

General Journal Batches: → No filters applied

Name	Description	Bal. Accou...	Bal. Account No.	No. Series	Posting No....	Reason Code	Copy VAT Setup to Jnl. Lines	Allow VA
CASH	Cash receipts and payments	G/L Account	2910	GJNL-GEN			<input checked="" type="checkbox"/>	
DEFAULT	Default Journal Batch	G/L Account		GJNL-GEN			<input checked="" type="checkbox"/>	
GORILLA	T&E Entries	G/L Account					<input checked="" type="checkbox"/>	

Vendor Setup - Typical Errors

- 1) Vendor XYZ does not exist – Make sure the vendor exists in NAV
- 2) There is no Currency Exchange Rate within the filter – On the vendor card, please make sure the currency code field under “Foreign” tab is empty. Also, make sure the posting date field under “Payables Setup” is set to “Work Day”

About Us: Gorilla Expense uses Web Service based connectors to insert, read and update data in MS Dynamics NAV. With our connectors any page within NAV can be configured to act as a web service. Contact us at info@gorillaexpense.com for more information on custom integration capabilities to MS Dynamics NAV.



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