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# Microsoft Dynamics GP 2018 R2



## Application and System Features for Microsoft Dynamics GP 2018 R2

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# Microsoft Dynamics GP 2018 R2 Features



This course/module was created for Partners and Customers.



The features for Microsoft Dynamics GP 2018 R2 are built around enhancing the core application and platform.



After this course/module you will be able to:

Understand the Microsoft Dynamics GP 2018 R2 Feature key areas:

- Workflow
- Financials
- Human Resource and Payroll
- Distribution
- System Manager

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Icons are used throughout this guide to direct you to types of information:



Resource lookup information.



An activity for partners.



Additional note information.



A group activity.

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# Financials Enhancements



After this lesson you will be able to:

- Familiarize yourself with the features related to Financial.
- Set Transaction Level Post Through General Ledger.
- Use the option for Monthly Recurring Batches.

## Monthly and BiMonthly Recurring Batches

With the release of Microsoft Dynamics GP 2018 R2, users can specify whether a Monthly or Bi-Monthly recurring batch should end on the last day of the month in Payables, Receivables, and Inventory Management.

When marked it will automatically set the posting date to the last day of the month. So, if the batch is posted the next posting date would be set to May 31. This is great because before (and without the box checked) it would default the posting date to May 30.

Three windows have been changed to accommodate the new Monthly and Bi-Monthly recurring batch functionality, Receivables, Payables and Inventory batch entry.



In prior versions of Microsoft Dynamics GP, the next posting date associated with a Monthly batch frequency defaults to 30 days from the previous posting date.

Similarly, the next posting date associated with a Bi-Monthly batch frequency defaults to 60 days from the previous posting date.



### Important Note:

The first time a user enters transactions associated with a batch marked to 'Use the last day of the month': The 'Document Date' associated with those transactions will default to be the 'GP User Date' (lower left hand corner of Microsoft Dynamics GP).

As such, if users want the 'Document Date' to match the 'Posting Date' they will need to update the 'Document Date' field appropriately in the Transaction Entry window.

For every recurrence after the first posting: Microsoft Dynamics GP will automatically update the transaction 'Document Dates' to match the 'Posting Date' associated with the recurring batch.

## Payables Batch Entry window

The 'Use last day of the month' checkbox was added underneath the Frequency field in the Payables Batch Entry window. To open the Payables Batch Entry window: on the Microsoft Dynamics GP menu, point to Transactions, highlight Purchasing, and click on Batches.

Payables Batch Entry - TWO (sa)

Save Clear Delete Post File Print Tools Help Add Note

Actions File Tools Help

Batch ID: MONTHLY Origin: Payables Trx Entry

Comment:

Frequency: Monthly

☒ Use last day of the month

Posting Date: 4/30/2027

Check Date: 0/0/0000

Checkbook ID: UPTOWN TRUST

Currency ID:

Recurring Posting: 0

Days to Increment: 0

Last Date Posted:

Times Posted:

	Control	Actual
Transactions		
Batch Total	\$0.00	\$0.00

User ID: Approval Date:

☐ Approved

Transactions

## Receivables Batch Entry window

The 'Use last day of the month' check box was added underneath the Frequency field in the Receivables Batch Entry window. To open the Receivables Batch Entry window: on the Microsoft Dynamics GP menu, point to Transactions, highlight Sales, and click on Receivables Batches.

Receivables Batch Entry - TWO (sa)

Batch ID: BIMONTHLY Origin: Transaction Entry

Comment:

Frequency: Bimonthly Posting Date: 4/30/2027

☒ Use last day of the month

Checkbook ID: UPTOWN TRUST

Currency ID:

Recurring Posting: 0

Days to Increment: 0

Times Posted:

Last Date Posted:

Control Actual

Transactions:

Batch Total:

Approved ☐ User ID: Approval Date:

Transactions

## Inventory Batch Entry window

The 'Use last day of the month' check box was added underneath the Frequency field in the Inventory Batch Entry window. To open the Inventory Batch Entry window: on the Microsoft Dynamics GP menu, point to Transactions, highlight Inventory, and click on Batches.

Inventory Batch Entry - TWO (sa)

Batch ID: MONTHLY Origin: Transaction Entry

Comment:

Frequency: Monthly Posting Date: 4/30/2027

☒ Use last day of the month

☒ Post to General Ledger

Recurring Posting: 0

Days to Increment: 0

Last Post Date:

Times Posted:

Control Actual

Transactions:

Quantity Total: 0.00000 0.00000

Approved ☐ User ID: Approved Date:

Transactions



**Note:**

The 'Use last day of the month' option is available only when 'Monthly' or 'Bi-Monthly' Frequency is selected.



When the 'Use last day of the month' option is marked for a Monthly recurring batch, the 'Posting Date' will be the last day of each month (EOM).

When the 'Use last day of the month' option is marked for a Bi-Monthly recurring batch, the 'Posting Date' will be the last day of every other month (EOM).

## Changes to Tables

The 'UseLastDayOfMonth' column was added to the SY00500 table to accommodate the new Monthly and Bi-Monthly recurring batch functionality:

Workflow_Status	TIME1	ClearRecAmts	PurchasingPrepaymentBch	CARDNAME	UseLastDayOfMonth	DEX_ROW_ID
9	1900-01-01 12:15:10.000	0	0		1	47
9	1900-01-01 00:00:00.000	0	0		0	46
9	1900-01-01 00:00:00.000	0	0		0	45
9	1900-01-01 00:00:00.000	0	0		0	44

In the SY00500 table:



UseLastDayofMonth = 1 means the 'Use last day of the month' option is marked

UseLastDayofMonth = 0 means the 'Use last day of the month' option is not marked

# Transaction Level Post Through GL

With the release of Microsoft Dynamics GP 2018 R2, users can now 'Post Through GL' at the transaction level in several windows.

An additional option has been added to Posting Setup to allow transactions to post through GL if this option is marked. This means that if this option is marked, transactions will now post all the way through to GL.



In prior versions of Microsoft Dynamics GP, users have the option to 'Post Through GL' for transactions that are saved to batches only (except for Bank Reconciliation).

In previous versions, any transaction posted from a sub-module that was not saved to a batch would automatically create a batch 'waiting to be posted' in General Ledger.

## Changes to Windows

The 'Post Through General Ledger Files' option has been added immediately under the Allow Transaction Posting option in the Posting Setup window to accommodate the new Transaction Level Post Through GL functionality. To open the Posting Setup window: on the Microsoft Dynamics GP menu, point to Tools, highlight Setup, point to Posting, and click on Posting.

The screenshot shows the 'Posting Setup - TWO (sa)' window. The 'Series' is set to 'Sales' and 'Origin' is 'All'. Under 'Create a Journal Entry Per:', 'Transaction' is selected. The 'Post to General Ledger' checkbox is checked. The 'Post Through General Ledger Files' checkbox is checked and highlighted with a red box. Other options include 'Allow Transaction Posting' (checked), 'Include Multicurrency Info' (unchecked), 'Verify Number of Trx' (unchecked), and 'Verify Batch Amounts' (unchecked). The 'Posting Date From:' is set to 'Batch' and 'If Existing Batch:' is set to 'Create New'. The 'Reports' section shows 'Revaluation Journal', 'Revaluation Register-Detail', and 'Revaluation Register-Summary' all checked. The 'Send To:' is set to 'File' and 'Type' is 'Append/Replace'.

**Note:**

The new Post Through General Ledger Files option will be available only when the Allow Transaction Posting option is marked. Otherwise the Post Through General Ledger Files option will be greyed out.

Here is a list of windows from which users can Post Through General Ledger Files at the transaction level:

Sales	Purchasing	Inventory	Payroll	Project
Sales Deposits	Receivings Trx Entry	Transaction Entry	Manual Checks	Timesheet Entry
Invoice Entry	Purchasing Invoice Entry	Transfer Entry		Equipment Log Entry
Sales Transaction Entry	Returns Trx Entry	Assembly Entry		Misc. Log Entry
Receivables Sales Entry	Payables Trx Entry			Employee Expense Entry
Receivables Cash Receipts	Payment Entry			Billing Entry
Receivables Apply Doc	Apply To			Revenue Recognition Entry
Voided Trx Maintenance	Purchasing Prepayments			Inventory Transfer Entry
				PA Returns Trx Entry

## Changes to Tables

The 'TRXPostingThruGL' column was added to the SY02300 table to accommodate the new Transaction Level Post Through GL functionality.

**In the SY02300 table:**

TRXPostingThruGL = 1 means the Post Through General Ledger File option is marked for Transaction Level Posting

TRXPostingThruGL = 0 means the Post Through General Ledger File option is not marked for Transaction Level Posting

# Checkbook ID Defaults on Computer Check Batch

With the release of Microsoft Dynamics GP 2018 R2, when a Computer Check batch is created from any Payables Payment window, the Checkbook ID will default into the appropriate field in the Payables Batch Entry window.

We are simplifying the default checkbook on batches and making the lookup easier with an option to not see inactive checkbooks.

In prior versions of Microsoft Dynamics GP, when a Payables batch is created with a 'Computer Check' origin, the default Checkbook ID does not default into the Payables Batch Entry window.

The Default Checkbook ID for Payables Management is defined in the Payables Management Setup window.

Payables Payment windows from which a Computer Check batch can be created:

- Build Payment Batch window
- Edit Payment Batch window
- Edit Vendor Payment window

# Option Not to Show Inactive Checkbooks in Lookup Windows

Users can choose to exclude 'Inactive Checkbooks' in the Checkbooks Lookup window with this new feature in Microsoft Dynamics GP 2018 R2.

We are simplifying the default checkbook on batches and making the lookup easier with an option to not see inactive checkbooks.

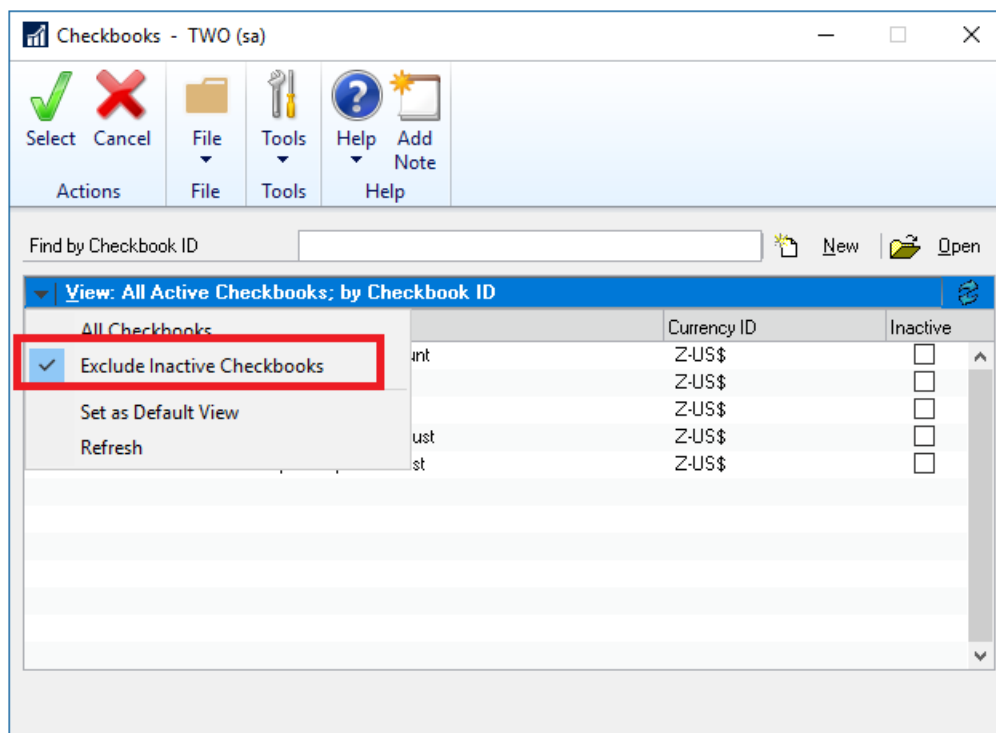


In prior versions of Microsoft Dynamics GP, all Checkbook IDs are displayed in the Checkbooks Lookup window.

In addition to this new feature, users should see improved performance when printing Bank Reconciliation reports.

## Changes to Windows

The 'Exclude Inactive Checkbooks' option has been added to the Checkbooks Lookup window to accommodate this new functionality.



To exclude Inactive Checkbook IDs, click on the black drop-down arrow next to 'View', and click on 'Exclude Inactive Checkbooks'. To save as the 'Default View', simply click on 'Set as Default View' while the checkbox next to 'Exclude Inactive Checkbooks' is viewable.

The Checkbooks Lookup window can be accessed from any window in GP in which there is a Checkbook ID field with a magnified glass next to it.

**Checkbook Maintenance - TWO (sa)**

**Actions:** Save, Clear, Delete, File, Print, Tools, Help, Add Note

**Checkbook ID:** BANK ☐ Inactive

**Description:** Bank Checking account

**Currency ID:** Z-US\$ **Current Checkbook Balance:** \$0.00

**Payment Rate Type ID:** **Cash Account Balance:** \$0.00

**Deposit Rate Type ID:**

**Cash Account:** 000 -1111 -00 **BANK CASH ACCOUNT**

**Next Check Number:** 001 **Last Reconciled Balance:** \$0.00

**Next Deposit Number:** 001 **Last Reconciled Date:** 0/0/0000

**Company Address ID:**

**Bank Account:**

**Bank ID:**

**User-Defined 1:**

**User-Defined 2:**

**Payables Options:**

Max Check Amount: \$0.00

Password:

☐ Duplicate Check Numbers

☒ Override Check Number

**EFT Bank** **Direct Deposit**

**Checkbook ID** ▼

## Changes to Tables

The 'Default View' field in the ASIEXP99 table (DYNAMICS database) will be a 2 when 'Exclude Inactive Checkbooks' is the Default View. There are no changes to table structure with this new functionality.

# Add Vendor Document Number to Purchasing All-In-One View Window

With the release of Microsoft Dynamics GP 2018 R2, users can now view the 'Applied-To Document Number' associated with Payments, Credit Memos, and Returns in the Purchasing All-In-One View window.

The All-in-One View is great for viewing related documents but most times the vendor document number is the one known, not the document number. Therefore, it has been added in the payments and credit documents columns for easy reference.

To open the Purchasing All-In-One View window: on the Microsoft Dynamics GP menu, point to Inquiry, highlight Purchasing, and click on Purchasing All-In-One View.

To view the 'Document Number' of an Invoice/Finance Charge/Misc. Charge, simply click the black arrow in the lower right-hand corner of the Payment/Return/Credit Memo to expand the view.

**Purchasing All-in-One View - TWO (sa)**

Vendor: ACETRAVE0001 Vendor Name: A Travel Company

**Purchase Orders** Order by PO Date ↑↓

\$34,152.00	PO Num: PO2071	PO Date: 4/1/2027	New
\$39,480.00	PO Num: PO2072	PO Date: 4/1/2027	New
	PO Num:	PO Date:	
	PO Num:	PO Date:	
	PO Num:	PO Date:	

**Receipts** Order by Receipt Date ↑↓

\$6,500.00	Receipt No: RCT1163	Receipt Date: 2/10/2027	Batch ID: sa
	Receipt No:	Receipt Date:	Batch ID:
	Receipt No:	Receipt Date:	Batch ID:
	Receipt No:	Receipt Date:	Batch ID:

**Invoices** Order by Invoice Date ↑↓

\$444.44	Voucher No: 00000000000000463	Document Date: 6/15/2027	Doc. No: INVOICE123
\$333.33	Voucher No: 00000000000000461	Document Date: 2/10/2027	Doc. No: INVOICE343
\$1,054.39	Voucher No: 00000000000000302	Document Date: 1/28/2024	Doc. No: 11006
\$2,158.75	Voucher No: 00000000000000020	Document Date: 12/18/2023	Doc. No: 1006
\$1,906.44	Voucher No: 00000000000000019	Document Date: 11/24/2023	Doc. No: 1005

**Payments** Order by Doc Date ↑↓

\$444.44	Pmt No: 00000000000000442	Date: 6/15/2027	Doc No: 001
	Payment Method: Checkbook ID: BANK	Checkbook Name: Bank Checking account	Terms Disc Taken: Credit Card ID: \$0.00
	Check Name:	Applied Amount: \$444.44	Void Date: 0/0/0000
	Applied to: 00000000000000462	Doc No: INVOICE444	Prepayment Purchase Order

**Returns** Order by Doc Date ↑↓

Return No:	Date:	Doc. No:
Return No:	Date:	Doc. No:
Return No:	Date:	Doc. No:
Return No:	Date:	Doc. No:
Return No:	Date:	Doc. No:

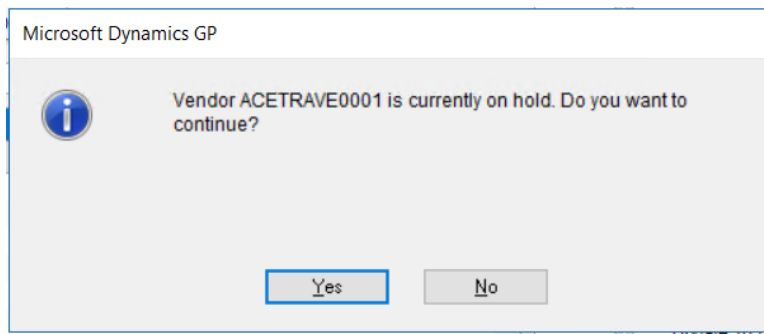
Previous 5 Next 5 Previous 5 Next 5 Previous 5 Next 5 Previous 5 Next 5

# Display Vendor Hold Status When Entering Transactions and in Inquiry Windows

In Microsoft Dynamics GP 2018 R2, users can now easily tell whether a vendor is on 'Hold' in the following windows: Payables Vendor Inquiry, Payables Transaction Inquiry - Vendor, Purchasing All-in-One View, and Payables Transaction Entry Zoom.

This is like the customer hold status implemented in an earlier version of Microsoft Dynamics GP.

Additionally, Microsoft Dynamics GP will now throw a warning message when a user attempts to enter a transaction when the vendor is on hold, "Vendor XXXX is currently on hold. Do you want to continue?":



## Changes to Windows

Some windows were changed to allow users the ability to easily tell whether a vendor is on 'Hold'. The following are those windows:

### Payables Transaction Inquiry - Vendor window

A red icon was added between the Vendor ID label and the Vendor ID field in the Payables Transaction Inquiry - Vendor window. To open the Payables Transaction Inquiry - Vendor window: On the Microsoft Dynamics GP menu, highlight Inquiry, point to Purchasing, and click on Transaction by Vendor.



**Payables Transaction Inquiry - Vendor - TWO (sa)**

OK Redisplay View All-in-One View File Print Tools Help Add Note

Vendor ID ACETRAVE0001 ●

Name A Travel Company

Documents: by Document Number ☒ All ☐ From: To:

Sort by: Document Number Ascending

Include: ☒ Work ☒ Open ☒ History

Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
Voucher/Payment Number		Due Date	Disc. Date	Transaction Description	Currency ID	
HIST	<input type="checkbox"/>	001	PMT	6/15/2027	\$444.44	\$0.00
OPEN	<input type="checkbox"/>	1000	INV	6/26/2023	\$657.68	\$57.68
HIST	<input type="checkbox"/>	1000.3	PMT	8/1/2023	\$600.00	\$0.00
OPEN	<input type="checkbox"/>	1001	INV	7/9/2023	\$553.81	\$153.81
HIST	<input type="checkbox"/>	1001.3	PMT	8/15/2023	\$400.00	\$0.00
OPEN	<input type="checkbox"/>	1002	INV	8/20/2023	\$430.72	\$180.72
HIST	<input type="checkbox"/>	1002.2	PMT	9/26/2023	\$200.00	\$0.00
OPEN	<input type="checkbox"/>	1003	INV	9/17/2023	\$796.03	\$596.03

by Vendor ID

If the vendor is on 'Hold' the red icon will be displayed. If the vendor is not on hold, the red icon will not be displayed.

## Purchasing All-in-One View window

A red icon was added to the right of the Vendor Name field in the Purchasing All-in-One View window. To open the Purchasing All-in-One View window: On the Microsoft Dynamics GP menu, highlight Inquiry, point to Purchasing, and click on Purchasing All-in-One View.

**Purchasing All-in-One View - TWO (sa)**

OK Clear Options File Tools Help Add Note

Vendor ACETRAVE0001 A Travel Company ●

Redisplay

Purchase Orders Receipts Invoices Payments Returns

Order by PO Date ↑↓ Order by Receipt Date ↑↓ Order by Invoice Date ↑↓ Order by Doc Date ↑↓ Order by Doc Date ↑↓

\$1.00 PO Num: PQ2075 \$6,500.00 Receipt No: RCT1163 \$444.44 Voucher No: 00000000000000463 \$22.22 Pmt No: 00000000000000439 Return No.

## Payables Transaction Entry Zoom windows

A red icon was added to Payables Transaction Entry Zoom windows as well. To open the Payables Transaction Entry Zoom window, while the desired record is highlighted, simply click on either the 'Document Number' or the 'Voucher/Payment Number' field to drill back to the Payables Transaction Entry Zoom window.

**Payables Transaction Inquiry - Vendor - TWO (sa)**

Vendor ID: ACETRAVE0001  
Name: A Travel Company

Documents: by Document Number | All | From: | To: |

Sort by: Document Number | Ascending

Include: ☒ Work ☒ Open ☒ History

Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
HIST		001	PMT	6/15/2027	\$444.44	\$0.00
OPEN		1000	INV	6/26/2023	\$657.68	\$57.68
HIST		1000.3	PMT	8/1/2023	\$600.00	\$0.00
OPEN		1001	INV	7/9/2023	\$553.81	\$153.81
HIST		1001.3	PMT	8/15/2023	\$400.00	\$0.00
OPEN		1002	INV	8/20/2023	\$430.72	\$180.72
HIST		1002.2	PMT	9/26/2023	\$200.00	\$0.00
OPEN		1003	INV	9/17/2023	\$796.03	\$596.03

by Vendor ID

**Payables Transaction Entry Zoom - TWO (sa)**

Voucher No. 0000000000000014 | Batch ID: BEG BAL  
Document Type: Invoice | Description: MEALS/ENT-SERVICE  
Doc. Date: 6/26/2023 | Date Voided: 0/0/0000  
P.O. Number: |

Vendor ID: ACETRAVE0001  
Name: A Travel Company  
Address ID: PRIMARY  
Remit-To ID: | Payment Terms: Net 30

Currency ID: Z-US\$ | Document Number: 1000  
Shipping Method: OVERNIGHT | Tax Schedule ID: COMPANY/PUR

1099 Amount: \$0.00

Item	Amount
Purchases	\$548.07
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$109.61
<b>Total</b>	<b>\$657.68</b>

Total Payments: \$600.00  
Terms Disc Taken: \$0.00  
On Account: \$57.68

Buttons: Revaluation, Apply, Distributions

## Payables Vendor Inquiry window

A red icon was added to Payables Vendor Inquiry. To open the Payables Vendor Inquiry window: On the Microsoft Dynamics GP Purchasing menu, highlight Inquiry, point to Purchasing, and click on Vendor.

**Vendor Inquiry - TWO (sa)**

Buttons: OK, All-in-One View, File, Tools, Help, Add Note, Debug

Vendor ID: ACETRAVE0001 | Status: Active  
Name: A Travel Company | Class ID: AUS-NSW-M  
Short Name: A Travel  
Check Name: A Travel Company

## Retain Ship-To-Address Name with Customer Modifier

In Microsoft Dynamics GP 2018 R2, the 'Ship-To-Address Name' is retained when a customer is modified with the Customer Combiner and Modifier Utility. To open the Customer Combiner and Modifier Utility: On the Microsoft Dynamics GP menu, highlight Tools, point to Utilities, select Sales, and click on Customer Combiner and Modifier.

[illegible]

In prior versions of Microsoft Dynamics GP, the Ship-To-Address Name field was removed when a customer is modified with the Customer Combiner and Modifier Utility.

The Ship-To-Address Name is located on the Customer Address Maintenance window. To open the Customer Address Maintenance window: On the Microsoft Dynamics GP menu, highlight Cards, point to Sales, and click on Addresses.

**Customer Address Maintenance - TWO (sa)**

**Actions:** Save, Clear, Delete  
**Additional:** Additional  
**File:** File, Print  
**Tools:** Tools  
**Help:** Help, Add Note

**Customer ID:** ADVANCED TECH  
**Name:** Advanced Tech Satellite System

**Address ID:** WAREHOUSE  
**Contact:** Colm Cante  
**Address:** 97 48 Ave  
**City:** Toronto  
**State:** ON  
**ZIP Code:** M5D 7J5  
**Country Code:**  
**Country:** Canada

**Shipping Information:**  
**UPS Zone:**  
**Shipping Method:** GROUND  
**Tax Schedule ID:** CANALLGST-7  
**Site ID:**  
**Salesperson ID:**  
**Territory ID:**  
**User-Defined 1:**  
**User-Defined 2:**

**Ship To:**  
**Address Name:** Advanced Tech Satellite System  
**Print Phone/Fax Number:** ☒ Do Not Print ☐ Phone 1 ☐ Phone 2 ☐ Phone 3 ☐ Fax

**Phone 1:** (416) 555-0107 Ext. 0000  
**Phone 2:** (416) 555-0107 Ext. 0000  
**Phone 3:** (000) 000-0000 Ext. 0000  
**Fax:** (416) 555-0107 Ext. 0000

**EFT Bank**

# Option to Not Allow Duplicate Check Numbers for Bank Transaction Entry, Miscellaneous Checks, and Payroll Manual Checks

With the release of Microsoft Dynamics GP 2018 R2, it is possible to prevent using a duplicate check number in the Bank Transaction Entry, Miscellaneous Checks, and the Payroll Manual Check-Adjustment Entry windows.



When the 'Duplicate Check Numbers' option is unmarked: Microsoft Dynamics GP will prevent users from using a duplicate check number in the Bank Transaction Entry, Miscellaneous Checks, and the Payroll Manual Check-Adjustment Entry windows

## Checkbook Maintenance window

Functionality associated with the 'Duplicate Check Numbers' field in the Checkbook Maintenance window has been updated to accommodate this feature. To open the Checkbook Maintenance window: On the Microsoft Dynamics GP menu, highlight Cards, point to Financial, and click on Checkbook.

## Miscellaneous Check window

The 'Check No.' field in the Miscellaneous Checks window has been updated to accommodate this feature. To open the Miscellaneous Checks window: On the Microsoft Dynamics GP menu, highlight Transactions, point to Financial, and click on Miscellaneous Check.

Account	Description	Debit	Credit
000 - 1111 - 00	BANK CASH ACCOUNT	\$0.00	\$0.00
000 - 6780 - 00	Miscellaneous Expense	\$0.00	\$0.00
-	-	\$0.00	\$0.00
Total		\$0.00	\$0.00
Difference		\$0.00	\$0.00

## Bank Transaction Entry window

The 'Number' field in the Bank Transaction Entry window has been updated to accommodate this feature. To open the Bank Transaction Entry window: On the Microsoft Dynamics GP menu, highlight Transactions, point to Financial, and click on Bank Transactions.

Account	Description	Debit	Credit
000 - 1111 - 00	Originating Debit	\$0.00	\$0.00
-	Originating Credit	\$0.00	\$0.00
Functional Totals		\$0.00	\$0.00
Originating Totals		\$0.00	\$0.00
Difference		\$0.00	\$0.00

## Payroll Manual Check-Adjustment Entry window

The 'Check Number' field in the Payroll Manual Check-Adjustment Entry window has been updated to accommodate this feature. To open the Payroll Manual Check-Adjustment Entry window: On the Microsoft Dynamics GP menu, highlight Transactions, point to Payroll, and click on Manual Check.

In all noted cases below:

When the user tabs off the 'Check Number' field in the Payroll Manual Check-Adjustment Entry window

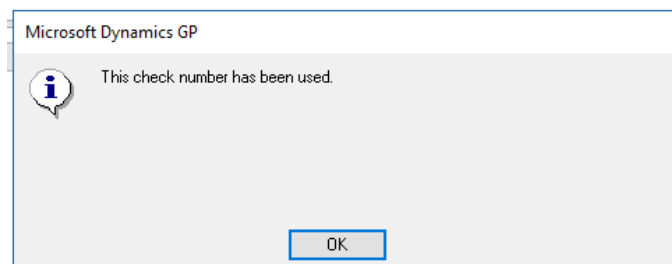
Or

When a user tabs off the 'Check No.' field in the Miscellaneous Checks window

Or

When the 'Type' is 'Check' and the user tabs off the Number field in the Bank Transaction Entry window

If the 'check number' has already been used the user will receive the following error, *"This check number has been used"*. The user will have to enter an unused check number to successfully post the transaction.

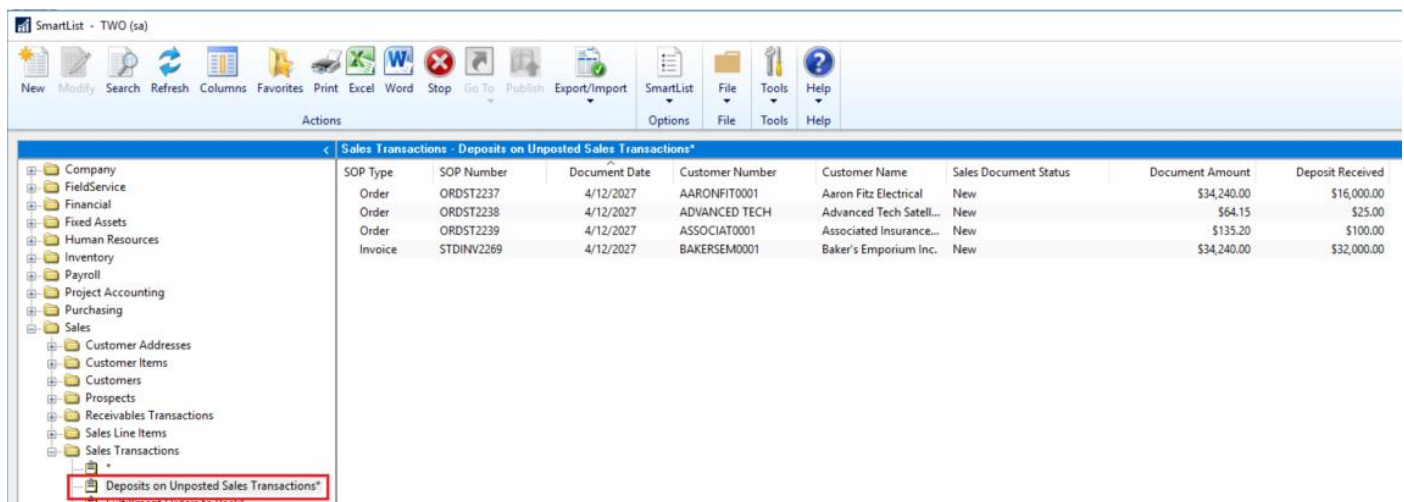


# New SmartList for Deposits Associated with Unposted Sales Transactions

With the release of Microsoft Dynamics GP 2018 R2, users can easily view deposit amounts associated with unposted Sales Order Invoices and Orders via the new 'Deposits on Unposted Sales Transactions' SmartList.

## SmartList window

The 'Deposits on Unposted Sales Transactions' default SmartList is a new option under Sales Transactions so you can quickly see customers that have put a deposit on a sales transaction, but the sales transaction hasn't been posted. No more searching through the sales records to see the deposits, now you have a new SmartList to view the details. To open the SmartList window: On the Microsoft Dynamics GP menu, click on SmartList.



This new default SmartList is filtered to look at Sales Order WORK transactions (SOP10100) with a 'Deposit Received' amount (DEPRECVD field) greater than zero.



# Inactivate/Reactivate Master Records from Navigation List

In Microsoft Dynamics GP 2018 R2, users can inactive and reactivate master records for Accounts, Checkbooks, Customers, Sales People, Vendors, Employees, and Items from Navigation Lists. Additionally, users can inactive one employee at a time from Navigation Lists.



The 'Inactivate' option will become available once a user has marked one or more master records on the navigation list.

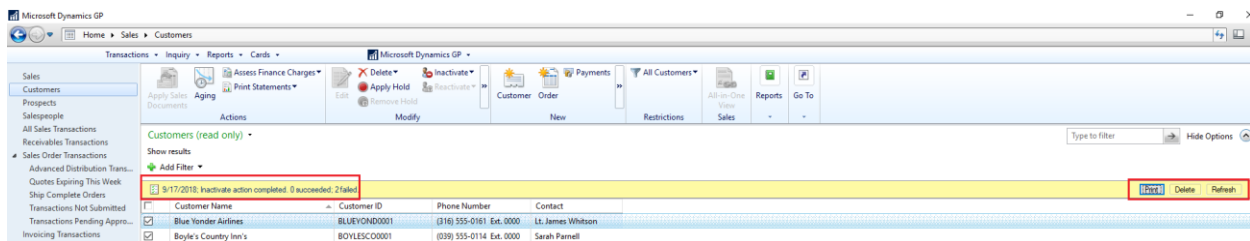
The 'Reactivate' option will become available once a user has marked one or more inactive master records on the navigation list.

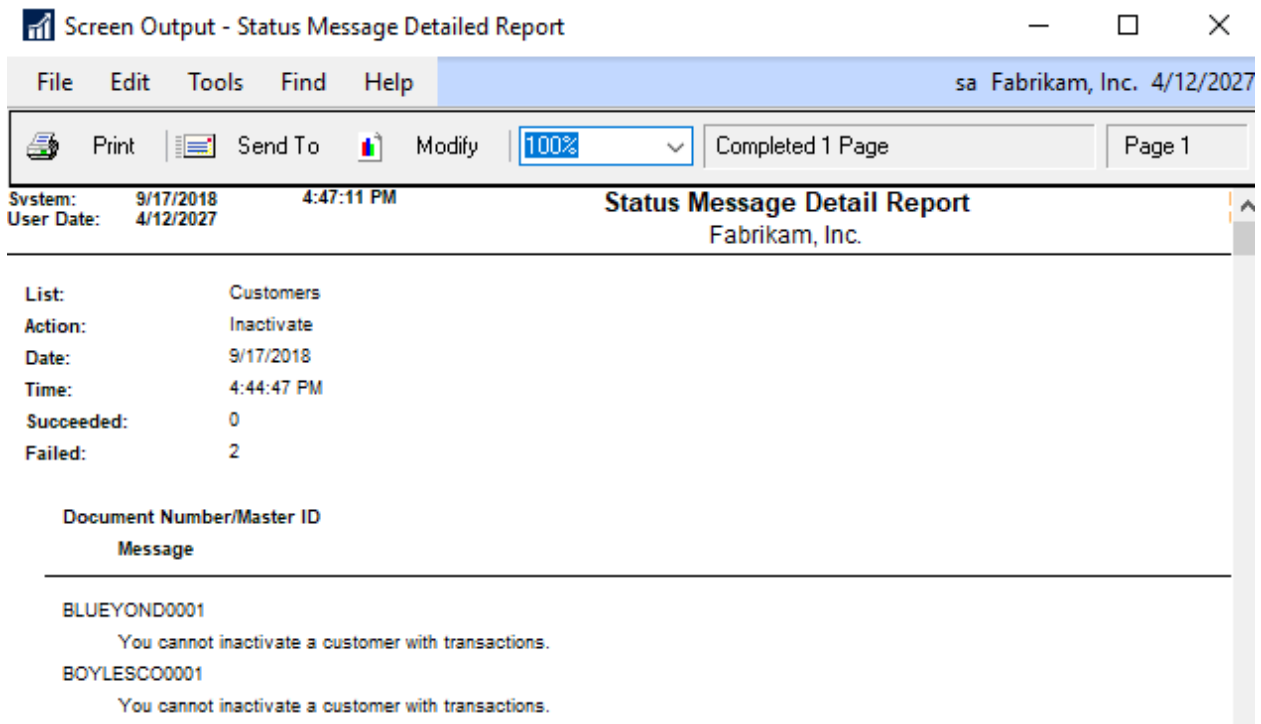
If a master record is 'Inactive', there will be a visual indicator to the right of the 'select' checkbox on the navigation list. Here's an example:

<input type="checkbox"/>	Account Number
<input type="checkbox"/>	000-2111-00

For each of the different types of master records: Microsoft Dynamics GP will check to ensure the record meets appropriate criteria to be inactivated. The 'Inactivate' option follows existing rules and logic in Microsoft Dynamics GP for each master record type.

Users will be notified whether the inactivation/reactivation succeeded or failed via the yellow status bar at the top of the list. If 'Inactivate' or 'Reactivate' fails, users can print a Status Message Detail report to get more information around why it failed.



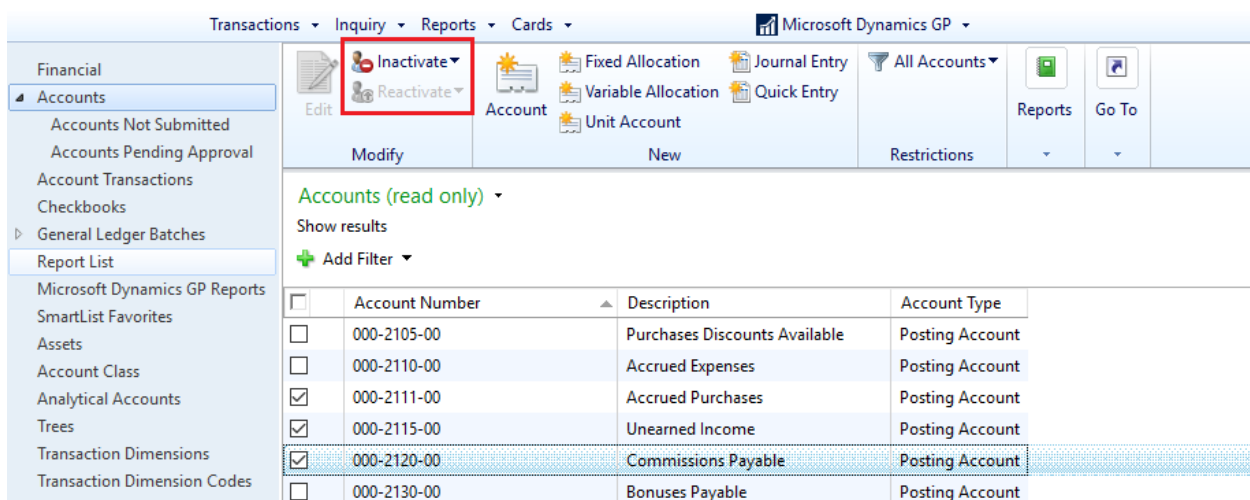


## Changes to Navigation List windows

Navigation List windows have been changed accommodate inactivating and reactivating master records in Navigation Lists. The following are those windows:

## Accounts Navigation List

'Inactivate' and 'Reactivate' options have been added to the Modify section of the Accounts Navigation List window. To open the Accounts Navigation List window: After clicking on the Financial button on the left-hand side of GP, click on Accounts in the Navigation Pane.



## Checkbooks Navigation List

'Inactivate' and 'Reactivate' options have been added to the Modify section of the Checkbooks Navigation List window. To open the Checkbooks Navigation List window: After clicking on the Financial button on the left-hand side of GP, click on Checkbooks in the Navigation Pane.

Microsoft Dynamics GP

Home > Financial > Checkbooks

Transactions > Inquiry > Reports > Cards >

Financial

- Accounts
  - Accounts Not Submitted
  - Accounts Pending Approval
  - Account Transactions
  - Checkbooks**
  - General Ledger Batches
  - Report List
  - Microsoft Dynamics GP Reports
  - SmartList Favorites
  - Assets
  - Account Class
  - Analytical Accounts
  - Trees
  - Transaction Dimensions
  - Transaction Dimension Codes

Actions: Reconcile, Transfer Funds, Generate PreNotes, Edit

Modify: Inactivate, **Reactivate**, Check, Withdrawal, Decrease Adjustment, Check Receipt, Credit, Deposits, Cash Receipt, Deposits

Checkbooks (read only) >

Show results

+ Add Filter >

	Checkbook ID	Description	Current Balance	Last Reconciled Balance	Last Rec...
<input type="checkbox"/>	BANK	Bank Checking account	(\$13,729.42)	\$0.00	0/0/0000
<input type="checkbox"/>	FIRST BANK	FIRST BANK	\$0.00	\$0.00	0/0/0000
<input checked="" type="checkbox"/>	FLEX BENEFITS	Flex Benefits-Lakes Bank	\$345.32	\$345.32	12/15/2023
<input type="checkbox"/>	PAYROLL	Payroll - Lakes Bank	(\$1,473,085.93)	\$925.44	12/15/2023
<input type="checkbox"/>	PETTY CASH	Petty Cash-Uptown Trust	(\$100,683.49)	\$175.00	12/15/2023
<input checked="" type="checkbox"/>	UPTOWN TRUST	Computer-Uptown Trust	\$65,927.48	\$191,989.17	1/15/2024

## Customers Navigation List

'Inactivate' and 'Reactivate' options have been added to the Modify section of the Customers Navigation List window. To open the Customers Navigation List window: After clicking on the Sales button on the left-hand side of GP, click on Customers in the Navigation Pane.

Microsoft Dynamics GP

Home > Sales > Customers

Transactions > Inquiry > Reports > Cards >

Sales

- Customers**
- Prospects
- Salespeople
- All Sales Transactions
- Receivables Transactions
- Sales Order Transactions
  - Advanced Distribution Trans...
  - Quotes Expiring This Week
  - Ship Complete Orders
  - Transactions Not Submitted
  - Transactions Pending Appro...
- Invoicing Transactions
- Receivables Batches

Actions: Apply Sales Documents, Aging, Assess Finance Charges, Print Statements

Modify: Delete, Apply Hold, Remove Hold, **Inactivate**, **Reactivate**, Customer, Order, Payments

Customers (read only) >

Show results

+ Add Filter >

	Customer Name	Customer ID	Phone Number	Contact
<input checked="" type="checkbox"/>	Blue Yonder Airlines	BLUEYOND0001	(316) 555-0161 Ext. 0000	Lt. James Whitson
<input checked="" type="checkbox"/>	Boyle's Country Inn's	BOYLESCO0001	(039) 555-0114 Ext. 0000	Sarah Parnell
<input type="checkbox"/>	Breakthrough Telemarketing	BREAKTHR0001	(504) 555-0115 Ext. 0000	Nancy Dutchak
<input type="checkbox"/>	CUSTOMER ADDRESS NAME	CUSTOMERS5	(000) 000-0000 Ext. 0000	

## Salespeople Navigation List

'Inactivate' and 'Reactivate' options have been added to the Modify section of the Salespeople Navigation List window. To open the Salespeople Navigation List window: After clicking on the Sales button on the left-hand side of GP, click on Salespeople in the Navigation Pane.

Microsoft Dynamics GP

Home ► Sales ► Salespeople

Transactions Inquiry Reports Cards Microsoft Dynamics GP

Sales  
Customers  
Prospects  
Salespeople  
All Sales Transactions  
Receivables Transactions  
Sales Order Transactions  
Advanced Distribution Trans...  
Quotes Expiring This Week  
Ship Complete Orders  
Transactions Not Submitted  
Transactions Pending Appro...  
Invoicing Transactions  
Receivables Batches  
Report List  
Microsoft Dynamics GP Reports  
SmartList Favorites

Edit Delete **Inactivate** Reactivate Edit Sales Territory  
Modify

Salesperson Sales Territory Reports Go To  
New

Salespeople (read only) Show results Add Filter

	First Name	Last Name	Salesperson ID	Territory ID	Phone Number
<input checked="" type="checkbox"/>	Francine	Bergeron	FRANCINE B.	TERRITORY 5	(514) 555-0104 Ext. 0000
<input checked="" type="checkbox"/>	Gary	Wood	GARY W.	TERRITORY 6	(705) 555-0105 Ext. 0000
<input type="checkbox"/>	Gregory	Erickson	GREG E.	TERRITORY 2	(317) 555-0101 Ext. 0000
<input type="checkbox"/>	Ian	Marsh	IAN M.	TERRITORY 8	(002) 555-0106 Ext. 0000
<input checked="" type="checkbox"/>	Lynn	Jensen	ERIN J.	TERRITORY 7	(403) 555-0103 Ext. 0000
<input type="checkbox"/>	Nancy	Buchanan	NANCY B.	TERRITORY 3	(402) 555-0102 Ext. 0000

## Vendors Navigation List

'Inactivate', 'Reactivate', and 'Temporary' options have been added to the Modify section of the Vendors Navigation List window. To open the Vendors Navigation List window: After clicking on the Purchasing button on the left-hand side of GP, click on Vendors in the Navigation Pane.

Microsoft Dynamics GP

Home ► Purchasing ► Vendors

Transactions Inquiry Reports Cards Microsoft Dynamics GP

Purchasing  
Vendors  
Vendors Not Submitted  
Vendors Pending Approval  
All Purchasing Transactions  
Payables Transactions  
Purchasing Requisition Transac...  
Purchase Order Transactions  
Payables Batches  
Report List  
Microsoft Dynamics GP Reports  
SmartList Favorites

Apply Documents Edit Delete Apply Hold Remove Hold **Inactivate** Reactivate Temporary  
Actions Modify

Vendor Invoice Standard Purchase Order Payment  
New

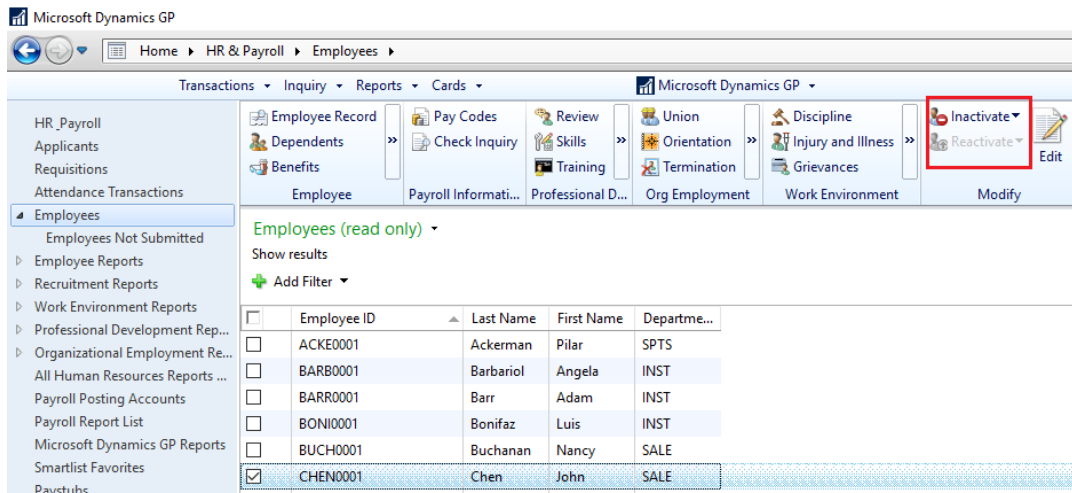
All Vendors Restrictions Pr

Vendors (read only) Show results Add Filter

	Vendor Name	Vendor ID	Phone Number	Contact
<input type="checkbox"/>	A Travel Company	ACETRAVE0001	(298) 555-0101 Ext. 0000	Greg Powell
<input type="checkbox"/>	AUSTRALIA	AUSTRALIA	(000) 000-0000 Ext. 0000	
<input checked="" type="checkbox"/>	Advanced Office Systems	ADVANCED0001	(618) 555-0102 Ext. 0000	Janice Berman
<input checked="" type="checkbox"/>	Allenson Properties	ALLENSON0001	(312) 555-0103 Ext. 0000	Doug Allen
<input checked="" type="checkbox"/>	AmericaCharge	AMERICAN0001	(312) 555-0104 Ext. 0000	Dan Martin
<input type="checkbox"/>	Associated Insurance Inc.	ASSOCIAT0001	(800) 555-0107 Ext. 0000	Wade Tonnesson

## Employees Navigation List

'Inactivate' and 'Reactivate' options have been added to the Modify section of the Employees Navigation List window. To open the Employees Navigation List window: After clicking on the HR & Payroll button on the left-hand side of GP, click on Employees in the Navigation Pane.



Employees must be inactivated/reactivated one at a time. If more than one Employee ID is selected, the 'Inactivate' and 'Reactivate' options are grayed out. When a user clicks on the 'Inactivate' or 'Reactivate' option, the Employee Maintenance window will automatically open.

When you choose to Inactivate an employee enter the appropriate information in the 'Date Inactivated' and 'Reason' fields, and then click Save in the Employee Maintenance window.

The screenshot shows the 'Employee Maintenance - TWO (sa)' window. The 'Employee ID' is CHEN0001. The 'Date Inactivated' field is highlighted in red, showing '0/0/0000'. The 'Reason' field is also highlighted in red. The window includes a toolbar with 'Save', 'Clear', 'Delete', 'Write Letters', 'Go To', 'File', 'Print', 'Tools', 'Help', and 'Add Note'. The main form contains various fields for employee information, including 'Last Name', 'First', 'Middle', 'Suffix', 'Soc Sec Number', 'Seniority Date', 'Hire Date', 'Adjusted Hire Date', 'Last Day Worked', 'Address ID', 'Address', 'City', 'State', 'ZIP Code', 'Country', 'Phone 1', 'Phone 2', 'Phone 3', 'Division', 'Department', 'Position', 'Location', 'Supervisor', and 'Employment Type'.

When you choose to Reactivate an employee click Save in the Employee Maintenance window, and then select exactly what should be reactivated in the Reactivate Employee window:

## Items Navigation List

'Inactivate' and 'Reactivate' options have been added to the Modify section of the Items Navigation List window. To open the Items Navigation List window: After clicking on the Inventory button on the left-hand side of GP, click on Items in the Navigation Pane.

Item Number	Short Name	Qty Available	Class ID
1-A3261A	Processor	9	SERVERS-1
1-A3483A	SIMM	21	MEMORY-1
100XLG	Phone	27	
128 SDRAM	RAM	51,658	

# Distribution Optimization



After this lesson you will be able to:

- Print Invoice in Functional Currency from SOP Navigation List
- Email Customer Statements
- Print and email SOP documents at the same time.

## Sales Order Transaction Navigation List-Print Document option for Functional or Originating Currency

This module introduces the new option when printing documents from the Sales Order Transactions Navigation List that allows you to choose if you want to print the document in the Originating or Functional currency. In the Currency to Print field a new option for Functional lets you print the invoice in the customer's currency. This saves time since you don't have to navigate to the historical window to print the document. The default currency is still Originating but now you have the option to print in Functional currency from the navigation list.

After you mark a document or documents on the Sales Order Transactions Navigation List you can select the Print Documents action dropdown on the Action Pane. In this window you will see a new option labeled 'Currency To Print:'

The screenshot displays the Microsoft Dynamics GP interface. On the left, the navigation pane shows 'Sales Order Transactions' selected. The main window shows a list of sales order transactions with columns for Date, Document Type, and Document ID. A dropdown menu is open for 'Print Documents', showing options for 'Sort documents by:', 'Document format:', and 'Currency to Print:'. The 'Currency to Print:' dropdown is highlighted with a red box, showing 'Originating' as the selected option. Below the dropdown, there are checkboxes for 'Include kit components', 'Print Ship To Addresses with Lines', and 'Include tax details'. A 'Print' button is visible at the bottom right of the dropdown menu.

Date	Document Type	Document ID	Customer	Amount
4/12/2027	Order	ORDST2234		
4/12/2027	Order	ORDST2226		
4/12/2027	Order	ORDST2227		
4/12/2027	Order	ORDST2228	Central Express	\$371.00
4/12/2027	Order	ORDST2229	Alton Manufacturing	\$43,982.01
4/12/2027	Invoice	STDINV2259	Central Communications ...	\$89,198.87
4/12/2027	Fulfillment Order	FULORD1000	Aaron Fitz Electrical	\$358.25

# Print and Email Sales Documents at the same time

We have added the ability to both Print and E-mail Sales Documents at the same time in three areas. This feature will be useful in allowing you to print and E-mail Sales Invoices all in one process. Previously you would have been required to print the document or range of documents, and then once that process was completed, you would have to go back into the window, mark the documents again and select and E-mail the documents.



**Note:** E-mail functionality is dependent on Word Templates being enabled and properly configured in your company.

## Sales Transaction Entry - Sales Document Print Options window

To open the Sales Document Print Options window, go to the Transaction Menu point to Sales and click on Sales Transaction Entry. You will then need to select or enter a Sales Document and click on the Print button.

In this window you can select both 'Print Document' and 'Send Document in E-mail', and Microsoft Dynamics GP will print every selected document, then attempt to e-mail the selected documents as well. The customers that are properly set up for email will both print an e-mail during this process.



## Print Sales Document window

To open the Print Sales Documents window, go to the Transaction Menu point to Sales and click on Print Sales Documents. You will then need to select your Sales Document or range of Sales Documents to Print and E-mail.

In this window you can select both 'Print Document' and 'Send Document in E-mail', and Microsoft Dynamics GP will print every selected document, then attempt to e-mail the selected documents as well. The customers that are properly set up for email will both print an e-mail during this process.

**Print Sales Documents - TWO (sa)**

Clear File Print Tools Help Add Note

Document Type: Invoice Include: ☒ Document ☐ Picking Ticket ☐ Packing Slip Format: Blank Paper

Print: Documents Sort Documents By: Doc Type/Number Currency to Print: Originating

Destination: ☒ Print Document ☒ Send Document in E-mail

**Documents**

- ☒ Reprint Previously Printed/Sent
- ☐ Print Customer Item
- ☐ Include Kit Components
- ☐ Print Ship To Addresses with Lines
- ☐ Include Tax Details
  - ☐ Print Dual Currencies
  - ☒ Line Item and Summary
  - ☐ Summary Taxes Only

**Picking Ticket**

- ☐ Reprint Previously Printed
- ☐ Picking Ticket Per Site
- ☐ Include Incomplete Docs
- ☐ Print Picking Instructions
- ☐ Include Item Comments
- ☐ Include Kit Components
- ☐ Bin Sequenced
- ☐ Sort Kit Components
- ☐ Print Back Ordered Items
- ☐ Print Ship To Addresses with Lines

**Packing Slip**

- ☐ Reprint Previously Printed
- ☐ Packing Slip Per Site
- ☐ Include Incomplete Docs
- ☐ Include Drop-ship Items
- ☐ Include Item Comments
- ☐ Include Kit Components
- ☐ Print Customer Item

Ranges: Document Number From: STDINV2255 To: STDINV2264

Restrictions: Document Number from STDINV2255 to STDINV2264

Insert >> Remove

## Sales Order Transactions Navigation List

To open the Sales Order Transactions Navigation List, go to the Sales Module, then on the left side of the screen, click on the Sales Order Transactions Navigation List. Mark a Sales Document or range of Sales Documents on the list, and then on the action pane click the 'Send in E-mail' dropdown.

In this window you can select the 'Print a Copy' option and Microsoft Dynamics GP will print a copy of every selected document, then attempt to e-mail the selected documents as well. The customers that are properly set up for email will both print an e-mail during this process.

The screenshot displays the Microsoft Dynamics GP interface. On the left, the 'Sales Order Transactions' navigation list is expanded. The main window shows a table of sales order transactions. A status bar at the top indicates '8/29/2018: Send in E-mail action completed. 0 succeeded; 1 failed'. The 'Send in E-mail' dialog box is open, showing options for document format and content. The 'Print Copy' checkbox is checked and highlighted with a red box. The 'E-Mail' section shows 'Send To' as 'American Science Museum' with a total amount of '\$349.65'.

	Date	Document Type	Document
<input type="checkbox"/>	4/12/2027	Invoice	STDINV2265
<input checked="" type="checkbox"/>	4/12/2027	Invoice	STDINV2264
<input checked="" type="checkbox"/>	4/12/2027	Invoice	STDINV2263
<input type="checkbox"/>	4/12/2027	Invoice	STDINV2262
<input type="checkbox"/>	4/12/2027	Invoice	STDINV2261
<input checked="" type="checkbox"/>	4/12/2027	Invoice	STDINV2260
<input type="checkbox"/>	4/12/2027	Invoice	STDINV2259
<input type="checkbox"/>	3/5/2027	Return	STDINV2258

8/29/2018: Send in E-mail action completed. 0 succeeded; 1 failed

☐ Date Document Type Document

☒ 4/12/2027 Invoice STDINV2265

☒ 4/12/2027 Invoice STDINV2264

☒ 4/12/2027 Invoice STDINV2263

☐ 4/12/2027 Invoice STDINV2262

☐ 4/12/2027 Invoice STDINV2261

☒ 4/12/2027 Invoice STDINV2260

☐ 4/12/2027 Invoice STDINV2259

☐ 3/5/2027 Return STDINV2258

American Science Museum \$349.65

## Purchase Orders created from a Purchase Requisition can be partially purchased

When creating a Purchase Order from one or more Purchase Requisitions, you now have the option to purchase a quantity less than what was initially requested in the Purchase Order Preview window. The remaining quantity on the Requisition will then be canceled.

For example, if you have 70 quantity of the item 128 SDRAM on a requisition, but you only want to purchase 35 of those items, you can now adjust that quantity in the Purchase Order Preview window.

**Purchase Orders Preview - TWO (sa)**

**Actions:** Validate, Generate, Cancel, File, Print, Tools, Help, Add Note

**Tree View:**

- ACETRAVE0001
  - New PO-2
    - 128 SDRAM
      - REQ0000000000000001
        - NONIVITEM
          - REQ0000000000000001
            - COMVEXIN0001
              - New PO-1
                - HDWR-ACC-0100
                  - REQ0000000000000001

**Details:**

| Item      | Vendor Item | Vendor ID    | PO Number | Drop Ship                |
|-----------|-------------|--------------|-----------|--------------------------|
| 128 SDRAM | 128 SDRAM   | ACETRAVE0001 | New PO-2  | <input type="checkbox"/> |

**Item Details:**

| Item      | U of M | Site ID   | Unit Cost | Extended Cost |
|-----------|--------|-----------|-----------|---------------|
| 128 SDRAM | Each   | WAREHOUSE | \$152.10  | \$10,647.00   |

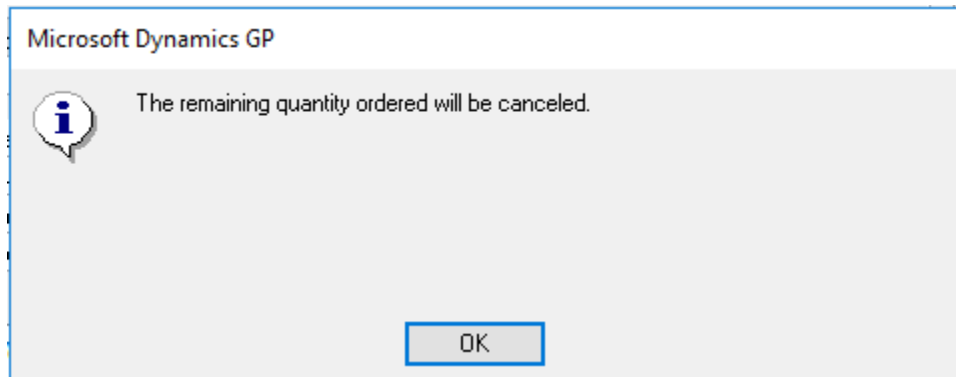
**Other Fields:**

|                 |      |  |           |                |   |
|-----------------|------|--|-----------|----------------|---|
| Qty To Purchase | 70   | Required Date                                    | 4/12/2027 | Minimum Order  | 0 |
| U of M          | Each | Quantity   | 70        | Economic Order | 0 |
| Base U of M     | Each | Maximum Order                                    |           | 0              |   |
| Comment ID      |      | <input type="checkbox"/> Transfer Comments to PO |           |                |   |

**Recent POs for this item**

| Vendor | PO Number | Req Date | Unit Cost | U of M |
|--------|-----------|----------|-----------|--------|
|--------|-----------|----------|-----------|--------|

When adjusting the Qty To Purchase field to 35, you will receive a warning stating "The remaining quantity ordered will be cancelled".



When generating the Purchase Order, the Purchase Requisition will move to history if all lines on the Requisition have been fully or partially ordered with the remaining quantity on the partially ordered lines cancelled.

If you drill back on the transaction in the Purchase Requisition Inquiry, there will be a red not-equals sign as a visual indicator showing that the quantity was only partially ordered.



**Note:** Historic Purchase Requisitions will have a status of Partially Purchased to reflect that part of the original quantity on the requisition was canceled during the Purchase process.

A screenshot of the "Purchase Requisition Inquiry Zoom - TWO (sa)" window. The window has a menu bar with icons for OK, Attach, View History, View, File, Print, Tools, Help, and Add Note. Below the menu bar is a status bar showing "REQ WF [Completed 9/5/2018 9:48:14 AM]". The main area displays requisition details:

|                    |                     |                |           |
|--------------------|---------------------|----------------|-----------|
| Requisition Number | REQ0000000000000001 | Date           | 4/12/2027 |
| Description        | test                | Required Date  | 4/12/2027 |
| Comment ID         |                     | Requested By   | sa        |
| Ship To Address    |                     | User-Defined 1 |           |
|                    |                     | User-Defined 2 |           |

Below the details is a section titled "Line Items by Order Entered". It contains a table with columns: Project Number, Cost Category ID, Item Number, U of M, Quantity Ordered, and Vendor ID. The table has one data row:

| Line | Description   | Unit Cost | Extended Cost | Site ID   | U of M | Quantity Ordered | Vendor ID    |
|------|---------------|-----------|---------------|-----------|--------|------------------|--------------|
| 3    | 128 meg SDRAM | \$152.10  | \$10,647.00   | WAREHOUSE | Each   | 70               | ACETRAVE0001 |

Below the table is a section for account and shipping information:

|                 |               |                |         |
|-----------------|---------------|----------------|---------|
| Account         | 000 -1300 -01 | Freight        | \$0.00  |
| Currency ID     | Z-US\$        | Tax            | \$0.00  |
| Shipping Method | OVERNIGHT     | Status:        | Ordered |
| Ship To Address | WAREHOUSE     | Line Defined 1 |         |
| Comment ID      |               | Line Defined 2 |         |
| Required Date   | 4/12/2027     |                |         |
| Requested By    | sa            |                |         |

At the bottom right, there are "Previous" and "Next" buttons. The total amount is displayed as \$1,760,647.00.

By clicking on the link button next to Quantity Ordered, you can see the partial quantity that is on the Purchase Order and the quantity Not Purchased what was canceled.

PO Commitment for Document Inquiry Zoom - TWO (sa)

OK File Tools Help Add Note

Actions File Tools Help

|                            |               |    |  |
|----------------------------|---------------|----|--|
| Item Number                | 128 SDRAM     |    |  |
| Description                | 128 meg SDRAM |    |  |
| Commitment Status          | Purchased     |    |  |
| Quantity On Purchase Order |               | 35 |  |
| Quantity Not Purchased     |               | 35 |  |

[PO Number](#) PO2077

|                    |           |
|--------------------|-----------|
| Required Date      | 4/12/2027 |
| Promised Date      | 4/12/2027 |
| Promised Ship Date | 4/12/2027 |

# Exclude items that do not have an on-hand quantity or value from the HITB report

Two new options will be available when printing the Historical Inventory Trial Balance Report. To select these options in the Inventory Activity Reporting Options window, go to the Reports Menu point to Inventory, click on Activity and click on the New or Modify button.

In this window you will see two new options which can be selected individually or both at the same time:

## Include: Items With Zero Quantity

Selecting this option will include inventory items on the Historical Inventory Trial Balance even if they have 0 quantity. If this option is not marked, then inventory items that do not have quantity will not be printed on the report.

## Include: Items With Zero Value

Selecting this option will include inventory items on the Historical Inventory Trial Balance even if they have 0 value. If this option is not marked, then inventory items that do not have value will not be printed on the report.

Inventory Activity Report Options - TWO (sa)

Save Delete Clear My Reports Email File Print Tools Help Add Note

Option: **OPTION 1** Report: **Historical IV Trial Balance**

Sort By: **Item Number** Print: **Detail**

Use: ☒ GL Posting Date ☐ Document Date

Sites: ☒ All ☐ By Site From: To:

**Include:** ☒ Items With Zero Quantity ☒ Items With Zero Value

Ranges: **Item Number**

From: **128 SDRAM** To: **MISC-TWO-0001**

From: To:

Restrictions: **Item Number From 128 SDRAM To MISC-TWO-0001**

Insert >> Remove E-mail Options Destination



**Note:** Item with 0 quantity and 0 value that do not have any Transaction History in the SEE30303 (Inventory Transaction History Detail) table will not be included on the report regardless of selection.

# Additional Sort Options Sales Order Processing Item Inquiry

In the Sales Order Processing Item Inquiry, you can now select a range of sales documents by Document Date in the Items: drop down list to be filter items sold within a date range. In addition, a new Sort By: option has been added to the window to enable you to change the display within the scrolling window.

The Sort By: options include Item Number, Document Number, Document Type, Document Date and Customer ID. Item Number will be the default sort when the window is opened.

To access this window, go to the Inquiry Menu point to Sales, and click on Sales Items.

**Sales Order Processing Item Inquiry - T180 (sa)**

Menu: OK, Redisplay, Find, View, All-in-One View, File, Print, Tools, Help, Add Note

Items: **by Item Number** (dropdown) ☒ All ☐ From:  To:

Include: **Invoice** (dropdown) ☒ Unposted ☐ History

Sort by: **Document Date** (dropdown) ☒ Ascending ☐ Descending

Table Headers: Item Number, U of M, Quantitv, Extended Price



**Note:** If you notice any performance changes in this window, please reference the article: [Microsoft Dynamics GP 2018 New sort options on many windows giving the user easier access to find information.](#)

# E-mail POP Purchase Order Other Template from Purchase Order Entry window

The Purchase Order Entry and Purchase Order Inquiry Zoom windows will now allow for the user to choose if they want to E-mail the Blank Paper or the Other form. This can be useful if you are using different Purchase Order formats depending on the type of Vendor that the Purchase Order is being E-mailed to.

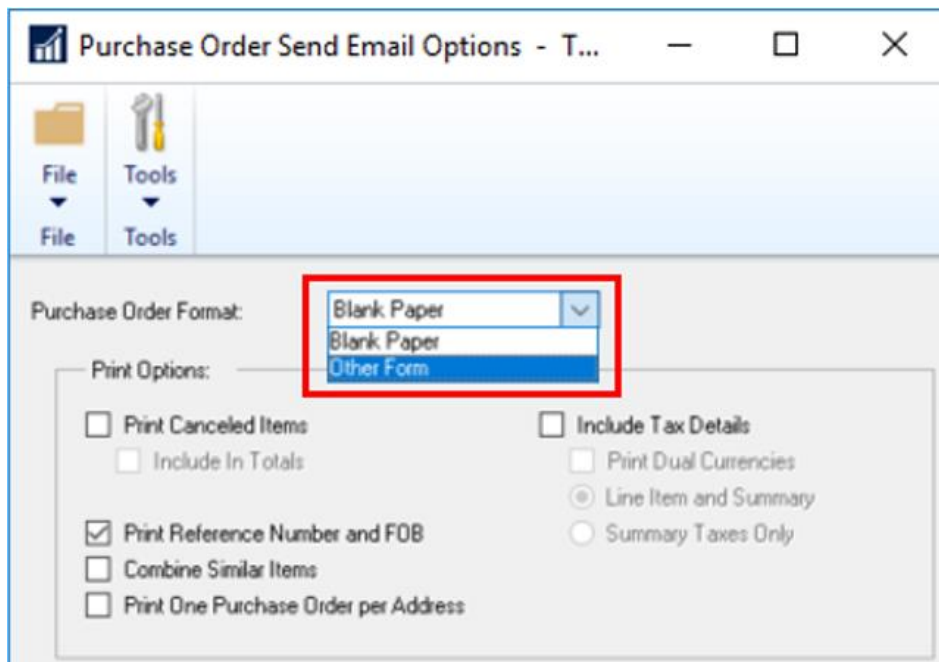
## Purchase Order Entry

To access this feature, go to the Transactions Menu point to Purchasing, and click on Purchase Order Entry. Select a Purchase Order then click the E-mail button on the Menu Bar.

## Purchase Order Processing Document Inquiry

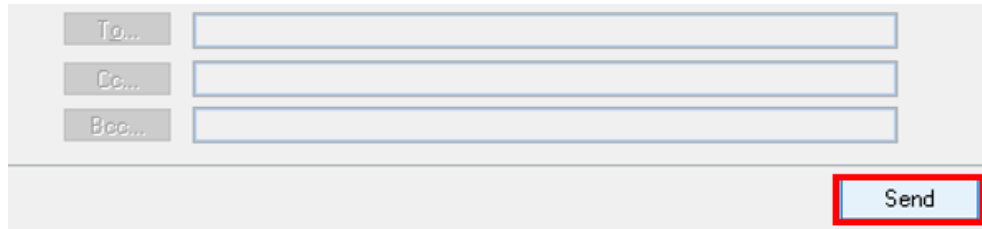
To access this feature, go to the Inquiry Menu point to Purchasing, and click on Purchase Order Documents. Select a Purchase Order on the List and click the PO Number Drill Back. You can then click the E-mail button on the Menu Bar.

Both windows above will open the Purchase Order Send E-mail Options window where you can now select whether you want to E-mail the Blank Paper or Other Form.





After selecting a Purchase Order Format, you can click the Send button at the bottom of the window. The Vendor's E-mail address and Message ID entered on the Purchase Order transaction will be used and the E-mail will be sent in the format selected.

A screenshot of a software interface showing three input fields labeled 'To...', 'Cc...', and 'Bcc...' stacked vertically. Below these fields is a 'Send' button, which is highlighted with a red rectangular border.

**Note:** If you wish to change the E-mail address or Message ID, this change must be made on the Purchase Order transaction itself in the Purchasing E-mail Detail Entry window before sending.

**Note:** E-mail functionality is dependent on Word Templates being enabled and properly configured in your company.

# E-mail Customer Statements from Customer Maintenance Window

In the Customer Maintenance Window, you can now E-mail Statements with the click of a button. A new E-mail button can be found on the Menu bar of the Customer Maintenance Window.

To access this window, go to the Cards Menu point to Sales, and click on Customer. A new E-mail button will be available to you on the Menu Bar.

The screenshot shows the 'Customer Maintenance - T18R2 (sa)' window. The menu bar at the top includes buttons for Save, Clear, Delete, Write Letters, Print, All-in-One View, File, E-mail (highlighted with a red box), Tools, Help, and Add Note. The main area contains several sections of data entry fields:

- Customer Information:** Customer ID (AARONFIT0001), Name (Aaron Fitz Electrical), Short Name (Aaron Fitz Elec), Statement Name (Aaron Fitz Electrical), Class ID (USA-ILMO-T1), Priority (None).
- Address Information:** Address ID (PRIMARY), Contact (Bob Fitz), Address (One Microsoft Way), City (Redmond), State (WA), ZIP Code (98052-6399), Country Code (USA), Country (USA).
- Phone/Fax:** Phone 1 ((425) 555-0101 Ext. 0000), Phone 2 ((000) 000-0000 Ext. 0000), Phone 3, Fax ((312) 555-0101 Ext. 0000).
- Shipping/Trade Information:** UPS Zone, Shipping Method (LOCAL DELIVERY), Tax Schedule ID (USASTCITY-6), Trade Discount (Net 30), Discount Grace Period, Due Date Grace Period, Price Level.
- Other Fields:** Ship To (WAREHOUSE), Bill To (PRIMARY), Statement To (PRIMARY), Salesperson ID (PAUL W.), Territory ID (TERRITORY 1), Type (Retail), User-Defined 2.

At the bottom, there are tabs for Accounts, Address, Options, E-mail, and Project, and a navigation bar with a dropdown menu set to 'by Customer ID'.

When Clicking the E-mail button Microsoft Dynamics GP will E-mail a Customer Statement to the customer that you have selected in the window. The settings from your 'BLANK FORM' statement ID will be used for this functionality.

If a Statement ID of 'BLANK FORM' does not already exist in your company, then Microsoft Dynamics GP will create a new Statement ID with the name 'BLANK FORM' with the following settings:

Date to Print: End of Month

Form: On Blank Paper

Print For: All Options Marked

**Print Receivables Statements - TWO (sa)**

Save Clear Delete E-mail File Print Tools Help Add Note

Actions File Tools Help

Statement ID: BLANK FORM Description: Blank Form  
 Last Printed: 4/30/2027 Print: ☒ Statements ☐ Alignment Form  
 Email Option: ☐ Print Remaining Statements

Address ID: Date to Print: End of Month 0/0/0000  
 Form: On Blank Paper Summarize to: Enter Date  
 Customers: by Customer ID Cut-Off Date: Enter Date  
 Documents: by Document Number ☐ Reduce Oldest Aging Period Amounts by Unapplied Credit Amounts

Print For: Include Type: Print:  
 Show Applied Payments ☒ All ☐ Credit Limits ☒ Payment Terms  
 Exclude Fully Applied Payments ☐ Open Item ☒ Finance Charge ☒ Messages  
 Consolidated National Account ☐ Balance Forward ☐ Individual Child Statements

Ranges: by Customer ID ☒ All ☐ From: To:  
 Restrictions:

Insert >> Remove

Email Options Messages Destination

by Statement ID



**Note:** E-mail functionality is dependent on Word Templates being enabled and properly configured in your company. Please see [KB4100822](#) for more information if needed.

# Human Resource & Payroll Enhancements



After this lesson you will be able to:

- Familiarize yourself with the features related to Human Resources and Payroll.

## FICA Totals on Payroll Check Register Report

In Microsoft Dynamics GP 2018 R2, the following FICA totals have been added to the Payroll Check Register report:

FICA Medicare = Employee FICA Medicare total + Employer FICA Medicare total

FICA Social Security = Employee Social Security total + Employer Social Security total

Screen Output - Check Register

File Edit Tools Find Help

Print Send To Modify 1000 Completed 1 Page

System: 9/18/2018 9:09:53 AM Fabrikam, Inc. Page: 1  
User Date: 4/12/2027 CHECK REGISTER User ID: ea  
U.S. Payroll

Check Date: 4/12/2027 Audit Trail Code: UPRCC000000081  
Checkbook ID: PAYROLL

\*=Voided

| Employee ID | Employee Name    | Dept | SSN         | Gross Pay  | Deductions | Net Pay    | Check Number | Reason for Voiding |
|-------------|------------------|------|-------------|------------|------------|------------|--------------|--------------------|
| ACKE0001    | PILAR ACKERMAN   | SPTS | XXX-XX-XXXX | \$1,000.00 | \$142.69   | \$857.31   | 11636        |                    |
| BARB0001    | ANGELA BARBARIOL | INST | XXX-XX-XXXX | \$1,733.40 | \$278.79   | \$1,454.61 | 11637        |                    |
| Totals:     |                  |      |             | \$2,733.40 | \$421.48   | \$2,311.92 |              |                    |

| Payroll Summary: |                   | Employee             | Employee | Total FICA Owed | Advanced EIC Payments Made |
|------------------|-------------------|----------------------|----------|-----------------|----------------------------|
| Federal Tax W/H  | \$127.46          | FICA Medicare W/H    | \$39.64  | \$169.47        | \$209.11                   |
|                  |                   | Employer Medicare    | \$39.64  | \$169.47        | \$0.00                     |
|                  |                   | FICA Medicare        |          |                 |                            |
|                  |                   | FICA Soc Sec         |          |                 |                            |
|                  |                   | Totals:              | \$79.28  | \$338.94        |                            |
| Uncollected:     | FICA Medicare Tax | FICA Soc Sec Tax     | \$0.00   | \$0.00          |                            |
|                  |                   | Total Tax Liability: |          | \$545.68        |                            |



In prior versions of Microsoft Dynamics GP, the Employee Medicare and Employer Medicare values were totaled separately. Additionally, the Employee Social Security and Employer Social Security values were totaled separately.

## Changes to Payroll Check Register Report

Two new calculated fields added to the Payroll Check Register report to accommodate the ability to view these totals:

FICA Med Total Owed

FICA Soc Total Owed

The Payroll Check Register Report can be printed after checks are 'calculated' (pre-posting report), and/or during the Payroll Computer Check posting process.

Microsoft Dynamics GP

File Edit Macro Resources Tools Layout Windows Help

Data Types Fields Tables Reports

Report Layout: Check Register

Page Header

System: Sys Date CHECK REGISTER U.S. Payroll Page: Page

Employee ID Employee Name Dept SSN Gross Pay Deductions Net Pay Check Number Reason for Voiding

Report Header

System: Sys Date Sys Time Company Name CHECK REGISTER U.S. Payroll Page: Page

User Date: User Date User ID: User ID

Check Date: Legend(2) Audit Trail Code: Legend(1) Legend(1) Legend(1)

Checkbook ID: Legend(3)

\*=Voided

Employee ID Employee Name Dept SSN Gross Pay Deductions Net Pay Check Number Reason for Voiding

Body

Employee ID Employee Name Dept Social Sec Gross Wages/P Deductions Net Wages/Pa Check Number Reason Check Voided

Report Footer

Totals: SUM Gross Wages SUM Deduction SUM Net Wages

Payroll Summary: Federal Tax W/H Employee FICA Medicare W/H Employee FICA Soc Sec W/H Total FICA Owed Advanced EIC Payments Made

SUM Fed W/H Pay Run SUM FICA/Med W/H Pay SUM FICA/SS Pay Run Total FICA Owed

Employer Medicare Employer Soc Sec Total Employer FICA Owed

Employer FICA Med Employer FICA SS Employer FICA Owed

FICA Medicare FICA Soc Sec

Totals: FICA Med Total Owed FICA Soc Total Owed

Uncollected: FICA Medicare tax FICA Soc Sec tax Total Tax Liability: Total Tax Liability

Uncollected FICA/M Uncollected FICA/S



If you are printing a modified version of this report, you may not see the new fields, you will need to set your security back to the original report to see this new feature.

# Start and End Dates for Pay Codes

With the release of Microsoft Dynamics GP 2018 R2, users can assign a 'Start Date' and/or an 'End Date' to Pay Codes in the Employee Maintenance window. This functionality is like start/end dates already used for benefits and deductions in the Payroll module.

This new feature will allow users to setup new pay codes without having to worry about when to start using them, or when to inactivate those they no longer wish to use. This will be very useful to you when you are activating a new hire and terminating an existing salary employee.



In prior versions of Microsoft Dynamics GP, it was not possible to restrict whether a pay code is included in a pay run via start and/or end dates.

Instead, users would generally 'inactive' a pay code (most often a salary type pay code) to ensure it's not included in a pay run.

## Changes to Windows

Windows have been changed to accommodate the new Pay Code Start and End Date functionality. The following are those windows:

## Employee Pay Code Maintenance window

'Start Date' and 'End Date' fields have been added to the Employee Pay Code Maintenance window. To open the Employee Pay Code Maintenance window: On the Microsoft Dynamics GP menu, highlight Cards, point to Payroll, and click on Pay Code.

The 'Start Date' and 'End Date' fields are not required in the Employee Pay Code Maintenance window.

When both the 'Start Date' and 'End Date' fields are empty: there are no date restrictions for the pay code, and Microsoft Dynamics GP will treat the pay code as it did prior to the new feature.

When only the 'Start Date' is populated: Microsoft Dynamics GP will check to ensure the 'Start Date' in the Employee Pay Code Maintenance window falls on or after the 'Pay Period From Date' in the Build Payroll Checks window.

When only the 'End Date' is populated: Microsoft Dynamics GP will check to ensure the 'End Date' in the Employee Pay Code Maintenance window falls on or before the 'Pay Period To Date' in the Build Payroll Checks window.

When both the 'Start Date' and 'End date' are populated: Microsoft Dynamics GP will check to ensure the 'Start Date' in the Employee Pay Code Maintenance window falls on or after the 'Pay Period From Date' in the Build Payroll Checks window, and that the 'End Date' in the Employee Pay Code Maintenance window falls on or before the 'Pay Period To Date' in the Build Payroll Checks window.

## Payroll Transaction Entry window

Functionality in the Payroll Transaction Entry window has been updated to accommodate the new Pay Code Start/End Date feature. To open the Payroll Transaction Entry window: On the Microsoft Dynamics GP menu, highlight Transactions, point to Payroll, and click on Transaction Entry.

The image shows two side-by-side windows from Microsoft Dynamics GP 2018 R2.

**Payroll Transaction Entry - TWO (sa)** (Left Window):

- Batch ID:** START
- Transaction Defaults:**
  - Pay Period From: 6/30/2027
  - To: 7/14/2027
  - Days Worked: 0.00
  - Weeks Worked: 0.00
- Data Entry Options:** No Options
- View Transactions, by Order Entered:**

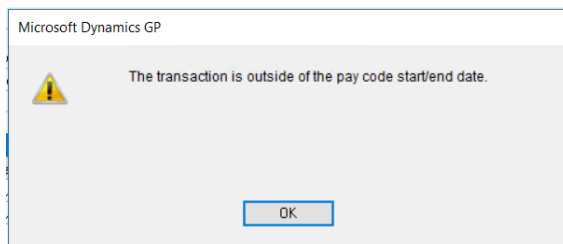
| TRX # | Employee ID | Employee Name     | Trx Type | Code   | Dept | Amount | Pay Rate |
|-------|-------------|-------------------|----------|--------|------|--------|----------|
| 741   | BARB0001    | Barbariol, Angela | Pay Code | HOURLY | INST | 50.00  | \$0.00   |
| 0     |             |                   |          |        |      | \$0.00 | \$0.00   |
- Batch:** START
- Summary:** 1 Employee, 1 Transaction

**Employee Pay Code Maintenance - TWO (sa)** (Right Window):

- Employee ID:** BARB0001
- Name:** Barbariol, Angela
- Pay Code:** HOURLY
- Description:** Hourly Pay Code
- Pay Type:** Hourly
- Start Date:** 6/30/2027
- End Date:** 12/31/2027
- Based on Pay Code:**
  - Pay Factor: 0.00
  - Pay Rate: \$20.00
  - Unit of Pay: Hourly
  - Pay Period: Semimonthly
  - Pay per Period: \$0.00
  - Shift Code:
- SUTA State:** IN
- Workers' Comp Code:** INWC01
- Maximum per Period:** \$0.00
- Advance Amount:** \$0.00
- Subject To Taxes:**
  - ☒ Federal
  - ☒ State
  - ☒ FUTA
  - ☒ FICA Soc Sec
  - ☐ Local
  - ☒ SUTA
  - ☒ FICA Medicare
- Report As Wages:**
  - ☐ W-2 Box
  - ☐ W-2 Label
- Flat Tax Rates:**
  - Federal: 0.00%
  - State: 0.00%
- Accrue:**
  - ☐ Vacation
  - ☐ Sick Time
- Buttons:** Human Resources, Summary, History

When a user enters transactions for a pay code, and the 'Pay Period From/Pay Period To' dates do not fall on or between the pay code start/end dates:

1. The pay code will not be available in the Pay Code Lookup window.
2. Microsoft Dynamics GP will generate the following error message, "The transaction is outside of the pay code start/end date" when:
  - a. The user manually enters the pay code in the 'Code' field.
  - b. The user edits an existing transaction, and the pay code start/end dates do not fall on or between the pay code start/end dates.



Based on how you are importing your transactions to payroll, this new error message may cause issues on the import.

## Build Payroll Checks window

Functionality in the Payroll Build Checks window has been updated to accommodate the new Pay Code Start/End Date feature. To open the Payroll Build Checks window: On the Microsoft Dynamics GP menu, highlight Transactions, point to Payroll, and click on Build Checks.



Microsoft Dynamics GP compares the pay code Start/End dates (Employee Pay Code Maintenance window) to the Pay Period From/To dates in the Build Payroll Checks window to determine whether pay code transactions should be included in the pay run.

For Automatic Pay Types: When Start/End dates (Employee Pay Code Maintenance window) do not fall on or between the Pay Period From/To dates in the Build Payroll Checks window, Microsoft Dynamics GP will not include the pay code for that specific employee in the pay run.

*For Pay Codes entered as transactions as part of a batch:*

When a pay code transaction in a batch has a start/end date in the Employee Pay Code Maintenance window that does not fall on or between the Pay Period From/To dates in the Build Payroll Checks window, Microsoft Dynamics GP will throw the following warning on the Build Checks report, "The transaction is outside of the pay code start/end date". The transaction for that pay code/employee will not be included in the rest of the pay run.

Screen Output - Build Check File Report

File Edit Tools Find Help

Print Send To Modify 100% Completed 2 Pages

System: 9/19/2018 10:58:03 AM Fabrikam, Inc. Page: 1  
 User Date: 4/12/2027 CHECK FILE REPORT User ID: sa  
 U.S. Payroll

| Employee ID  | Name              | Code        | Description | Dept   | Position | Shift | Pay Rate   | Premium  | Amount/Units |
|--|-------------------|-------------|-------------|--------|----------|-------|------------|----------|--------------|
|  |                   | State       | Local       | W/Comp | SUTA     | Weeks | Days       | Receipts | Batch ID     |
| BARB0001   | Barbariol, Angela |             |             |        |          |       |            |          |              |
| Pay:   | HOURLY            | Advance Pay |             | INST   | TEC      |       |            |          | \$0.00       |
|  | IN                |             |             | INWC01 | IN       | 0.00  | 0.00       |          | START        |
| ***** The transaction is outside of the pay code start/end date. ***** WARNING ***** |                   |             |             |        |          |       |            |          |              |
|  | State Tax:        | IN          | Indiana     |        |          |       |            |          |              |
| BONI0001   | Bonifaz, Luis     |             |             |        |          |       |            |          |              |
| Pay:   | SALARY            | Salary      |             | INST   | SUP      |       | \$1,312.50 |          | \$1,312.50   |
|  | IL                |             |             | ILWC02 | IL       | 0.00  | 0.00       |          |              |
|  | State Tax:        | IL          | Illinois    |        |          |       |            |          |              |

The batch will remain available after the pay run has been posted. The pay code transactions not included in the pay run will remain in the batch until they are successfully posted.

## Changes to Detailed Employee List Report

'Start Date' and 'End Date' fields have been added to the Detailed Employee List report to accommodate the ability to view the Start Date and End Date associated with Pay Codes. To print the Detailed Employee List report: On the Microsoft Dynamics GP menu, point to Reports, highlight Payroll, click on Employee Lists, and then select Detailed Employee List.

System: 9/19/2018 11:21:36 AM  
 User Date: 4/12/2027

Fabrikam, Inc.  
 DETAILED EMPLOYEE LIST  
 U.S. Payroll

Page: 2  
 User ID: sa

| Pay Code | Rate                  | Unit        | Freq                 | Tax    | Flags | Vac | Sick | W/Comp | SUTA | MTD Wages  | QTD Wages  | YTD Wages  |
|----------|-----------------------|-------------|----------------------|--------|-------|-----|------|--------|------|------------|------------|------------|
| BONS     | \$0.00                |             | 8                    | 123467 |       | N   | N    | ILWC01 | IL   | \$0.00     | \$0.00     | \$700.00   |
|          | Start Date:           |             | End Date:            |        |       |     |      |        |      |            |            |            |
| HOLI     | \$1,000.00            | Semimonthly | 3                    | 123467 |       | N   | N    | ILWC01 | IL   | \$0.00     | \$0.00     | \$0.00     |
|          | Start Date:           |             | End Date:            |        |       |     |      |        |      |            |            |            |
| SALY     | \$1,000.00            | Semimonthly | 3                    | 123467 |       | N   | N    | ILWC01 | IL   | \$1,937.50 | \$1,937.50 | \$4,490.38 |
|          | Start Date: 6/30/2027 |             | End Date: 12/31/2027 |        |       |     |      |        |      |            |            |            |
|          |                       |             |                      |        |       |     |      |        |      | -----      | -----      | -----      |
|          |                       |             |                      |        |       |     |      |        |      | \$1,937.50 | \$1,937.50 | \$5,190.38 |
|          |                       |             |                      |        |       |     |      |        |      | =====      | =====      | =====      |

## Changes to Tables

'STRTDATE' and 'ENDDATE' columns were added to the UPR00400 table to accommodate the new Pay Code Start/End Date functionality:

| Workflow_Approval_Status | Workflow_Priority | Workflow_Status | STRTDATE                | ENDDATE                 | DEX_ROW_ID |
|--------------------------|-------------------|-----------------|-------------------------|-------------------------|------------|
| 9                        | 2                 | 9               | 1900-01-01 00:00:00.000 | 1900-01-01 00:00:00.000 | 5          |
| 9                        | 2                 | 9               | 2027-06-30 00:00:00.000 | 2027-12-31 00:00:00.000 | 6          |
| 9                        | 2                 | 9               | 1900-01-01 00:00:00.000 | 1900-01-01 00:00:00.000 | 76         |

| Table Physical Name | Table Technical Name | New field |
|---------------------|----------------------|-----------|
| UPR00400            | UPR_MSTR_Pay_Type    | STRTDATE  |
| UPR00400            | UPR_MSTR_Pay_Type    | ENDDATE   |



These fields are not required and once you upgrade, your payroll will continue to run without the field populated.

# Shared Maximums for Benefits and Deductions

With the release of Microsoft Dynamics GP 2018 R2, it is possible to assign a shared Calendar Year maximum for groups of benefits and/or groups of deductions. This will be a huge benefit to your organization for employees who may contribute to two 401K plans.



In prior versions of Microsoft Dynamics GP, Calendar Year maximums can be assigned to one benefit and/or one deduction. It was not possible to set up a 'shared' maximum amount.

## New Window

A new window has been added to accommodate the new Deduction and Benefit shared maximum functionality. The following is that window:

## Ded/Ben Shared Limit window

To open the Ded/Ben Shared Limit window: On the Microsoft Dynamics GP menu point to Tools, highlight Setup, point to Payroll, and click on Ded/Ben Shared Limit:

When a deduction/benefit 'Group Code' is saved in the Ded/Ben Shared Limit Setup window:  
The shared yearly maximum will be applied to all employees who are assigned to those deductions.

Each Deduction/Benefit can be assigned to one Group Code.

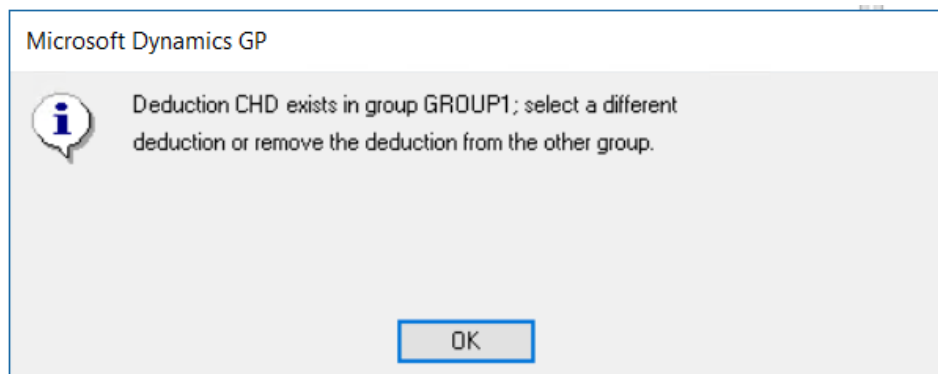


All deductions/benefits under the Selected column will be subject to the shared calendar year maximum.

If an employee is assigned only one or some of the deductions/benefits under the Selected column, they will still be subject to the shared calendar year maximum assigned in the Ded/Ben Shared Limit Setup window.

To create a new group of deductions or benefits that should share a calendar year maximum in the Ded/Ben Shared Limit Setup window:

3. Enter a Group Code (this is a required field).
4. Enter an appropriate Description.
5. Next to Type, select Deduction or Benefit.
6. Enter an appropriate Calendar Year Max amount.
7. Under Codes, highlight the Deduction/Benefit code(s) that should be included in the group, and click the Insert button to insert the deduction/benefit into the Selected column.
  - a. When the user attempts to insert a Deduction/Benefit code into the Selected column that has already been included in a different Group Code, Microsoft Dynamics GP will throw the following error message, "Deduction/Benefit XXX exists in group XXX; select a different deduction or remove the deduction from the other group".



8. Once all Deductions/Benefits are accurately displayed under the 'Selected' column, click the 'Save' button to save the group.

## Change in Functionality in Calculate Payroll Checks window

The Calculate Payroll Checks window has been updated to accommodate the new Deduction and Benefit shared maximum functionality.

All deductions included in the pay run will show on the Build Checks report, which hasn't changed.

When the pay run is 'Calculated', and the 'Calendar Year Maximum' has been met for a group of deductions during the pay run, Microsoft Dynamics GP will:

- Try to take the full deduction amount(s) for all TSA deductions first (those deductions with more TSA's get priority)
- Next, try to take the full deduction amount(s) for sequenced deductions.
- Next, try to take the full deduction amount(s) for non-sequenced/non-TSA deductions (alphanumerically).

When the pay run is 'Calculated', and the 'Calendar Year Maximum' has been met for a group of benefits during the pay run, Microsoft Dynamics GP will:

- Try to take the full benefit amount for taxable benefits alphanumerically.
- Next, try to take the full benefit amount for non-taxable benefits alphanumerically.

## New Tables

### UPR40950

The UPR40950 (UPR\_SETP\_SharedLimit) table has been added to the company database. This table stores the top half (header) of the Ded/Ben Shared Limit window.

### UPR40852

The UPR40852 (UPR\_SETP\_SharedLimitBenefits) table has been added to the company database. This table stores the benefits under the 'Selected' column in the Ded/Ben Shared Limit window for each Group ID.

### UPR40951

The UPR40951 (UPR\_SETP\_SharedLimitDeductions) table has been added to the company database. This table stores the deductions under the 'Selected' column in the Ded/Ben Shared Limit window associated with a specific Group ID.

| Field in UPR40950 | Meaning                      |
|-------------------|------------------------------|
| GroupCode         | Group Code                   |
| DSCRIPTN          | Description                  |
| TYPEID            | 1 = Deduction<br>2 = Benefit |
| MAXAMOUNT         | Calendar Year Maximum        |

| Field in UPR40852 | Meaning      |
|-------------------|--------------|
| GroupCode         | Group Code   |
| BENEFIT           | Benefit Code |

| Field in UPR40951 | Meaning        |
|-------------------|----------------|
| GroupCode         | Group Code     |
| DEDUCTON          | Deduction Code |

# Workflow



After this lesson you will be able to:

- Identify the new Workflow added in Microsoft Dynamics GP 2018 R2.
- Learn how to setup the Workflow.
- Workflow Credit Limit.

## Sales Transaction Workflow including Credit Limit

In Microsoft Dynamics GP 2018 R2 we have added a new Sales Transaction Approval workflow where you can create approvals based on several conditions such as whether a Customer Credit Limit is exceeded on the transaction or not.

Not only can you set workflow approval on customer credit limits, but you can set workflow approvals on all transaction types in Sales Transaction Entry. We added a new email message to work with sales transactions, just like the other workflow types. Workflow history is displayed in inquiry windows too.

The screenshot shows the 'Workflow Maintenance - TWO (sa)' window. The left pane displays a tree view with 'Sales' expanded, showing 'Receivables Batch Approval', 'Sales Transaction Approval', 'Sales Transaction Credit Li', and 'SOP Trx Credit Limit Step 1'. The right pane shows the configuration for 'SOP Trx Credit Limit Step 1'.

**Step Name:** SOP Trx Credit Limit Step 1  
**Description:**  
**Step Type:** Approval

**Order:**  
☒ This step is a first step.  
☐ This step follows the selected step.

**Condition:**  
☐ Action is always required for this step.  
☒ Action is required only when the following condition is met:  
 where Sales Transaction Work.Customer Credit Limit is 'Exceeded'

**If the condition is not met:** End the workflow path

**Assignment:**  
**Assign to:** Derek Albaugh  
**Time limit:** 8 Hours  
☒ Apply Workflow Calendar  
**Reminder:** 4 Hours  
☒ Send Message: WF ASSIGN SOP APPROVAL\*  
☒ Include Document Attachment documents

**Completion policy:**  
☒ Only one response needed  
☐ Majority must approve  
☐ All must approve

Below is a list of the default fields available for workflow conditions. More fields are available if the Display Extended Field List option is marked in the Workflow Conditions window.

| Table Name                     | Field Name                  |
|--------------------------------|-----------------------------|
| Sales Transaction Work         | SOP Type                    |
| Sales Transaction Work         | SOP Number                  |
| Sales Transaction Work         | Document Date               |
| Sales Transaction Work         | Due Date                    |
| Sales Transaction Work         | Location Code               |
| Sales Transaction Work         | Customer ID                 |
| Sales Transaction Work         | Customer Name               |
| Sales Transaction Work         | Primary Shipto Address Code |
| Sales Transaction Work         | Subtotal                    |
| Sales Transaction Work         | Payment Received            |
| Sales Transaction Work         | Discount Date               |
| Sales Transaction Work         | Currency ID                 |
| Sales Transaction Amounts Work | Item Number                 |
| Sales Transaction Amounts Work | Item Description            |
| Sales Transaction Amounts Work | U Of M                      |
| Sales Transaction Amounts Work | QTY To Invoice              |
| Sales Transaction Amounts Work | QTY To Order                |
| Sales Transaction Amounts Work | QTY Ordered                 |
| Sales Transaction Amounts Work | QTY Fulfilled               |
| Sales Transaction Amounts Work | QTY To Back Order           |
| Sales Workflow Setup           | SOP Status Description      |
| Sales Transaction Work         | Customer Credit Limit       |
| Sales Transaction Amounts Work | Non-inventoried Item        |
| Sales Transaction Amounts Work | Purchasing Status           |



The default WF ASSIGN SOP APPROVAL\* E-Mail message for the Sales Transaction Approval workflow will have the option to add many customer and transaction related fields, such as the Customer Credit Limit information so that you can state on the E-Mail whether or not the Customer Credit Limit has been exceeded. This way there is high visibility for the approver when they receive the E-Mail notification to approve the transaction. The wording and fields on the E-Mail Message ID can also be customized to your preference.

**Message Setup - TWO (sa)**

Save Clear Delete Copy File Tools Help Add Note

Actions File Tools Help

Message ID: WF ASSIGN SOP APPROVAL\*

Description: Assignment notification for Sales Transaction Approval Workflows

Message Type: Workflow Assignment

Series: Sales

Doc. Type: Sales Transaction Approval

Subject: You have a task assignment for Sales Transaction Approval Workflow for {%SOP Type%} {%SOP Number%}

Body: Document Lines Validate

You have been assigned a task for the {%Workflow Step Name%} step in the Sales Transaction workflow for {%SOP Type%} {%SOP Number%}.

Task Deadline: {%Action Deadline%}

Edit or view the document: {%Document Drill Down%}

{%Workflow Action List%}

Type: {%SOP Type%}

Document Number: {%SOP Number%}

Customer: {%Customer Number%}

Document Date: {%Document Date%}

Document Amount: {%Document Amount%}

Customer Credit Limit: {%Customer Credit Limit%}

Comments:

Select and Insert Fields

☒ Document Fields Field: Customer Credit Limit Insert

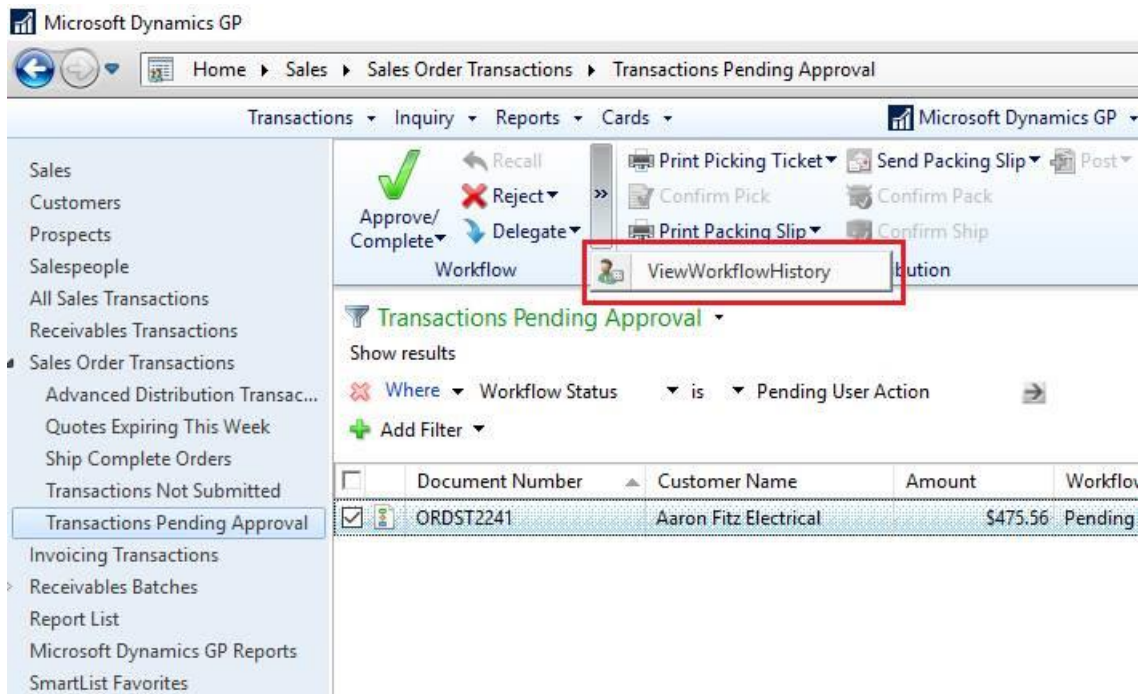
☐ Workflow Fields ☒ Additional fields

Have Replies Sent to: Select Names

Please see the example E-mail below using the default WF ASSIGN SOP APPROVAL\* Message ID.



The workflow history for the Sales Transactions workflow is also displayed on inquiry windows and navigation lists as shown in the example below.



# System Enhancements



After this lesson you will be able to:

- Hide Business Analyzer
- Password Expiration Notifications
- Save you SmartList Designer Favorites on the Navigation List

## Dynamics GP Password Maximum Length

In Microsoft Dynamics GP 2018 R2, the maximum length for a user's password is increased to 21 characters, from the previous 15 characters. This is very similar to other Microsoft products, example Microsoft SQL.

User Setup - TWO (sa)

Save Clear Delete Copy Settings Summary File Print Tools Help Add Note

Actions File Tools Help

User ID: TEST Status: Active

User Name: TEST User Type: Full

Class ID: Home Page Role:

☐ Web Client user only (no SQL Server Account) ☐ Payroll View for Human Resources

SQL Server Account | Directory Account

SQL Server Account: TEST

Password: .....

Confirm Password: .....

Advanced SQL Server options

☒ Enforce Password Policy

☐ Enforce Password Expiration

☒ Change Password Next Login

A SQL Server login account is not required for a user that will only access Microsoft Dynamics GP Web Client. To create or modify a SQL Server login account, you must have elevated SQL Server permissions, such as a system administrator.

This will allow more complexity with GP user passwords with the added characters being allowed, to add more security to your Microsoft Dynamics GP environment.

# Microsoft Dynamics GP Password Expiration Notification

Microsoft Dynamics GP 2018 R2 now provides users with a notification 7 days in advance of their login password expiring:



This allows users to proactively update their passwords before the expiration date specified in the Password Policy configured by the system administrator.

# Hide Business Analyzer in Navigation Lists for All Users and All Lists

In Microsoft Dynamics GP 2018 R2, System Administrators can turn off Business Analyzer for the Home Page and/or Navigation lists at the system level, via the System Preferences window.

These are global settings to make it easier to turn off the feature if companies are not using Business Analyzer. Individual users can still choose to turn on Business Analyzer using customize options.

Display Business Analyzer on Home Page

Display Business Analyzer on Navigation List pages

System Preferences - TW564 (sa)

OK Cancel File Tools Help Debug

Actions File Tools Help Debug

SharePoint

Enter the location of your SharePoint. (Example: http://serverpath/)

SharePoint URL:

Email Preferences

Server Type: Exchange

Protect .docx attachments with a password ☒

Password

Auto generate ☒

Options

Load To Do: Reminders by default on Home Page ☒

Enable Remember User ☐

Default SmartList Visibility: System

Send Users Message

Enable Notification Message ☒

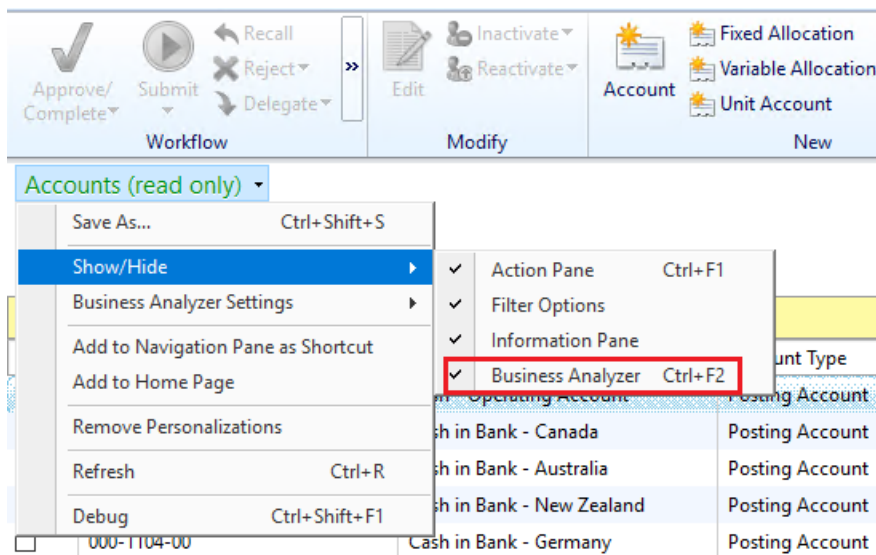
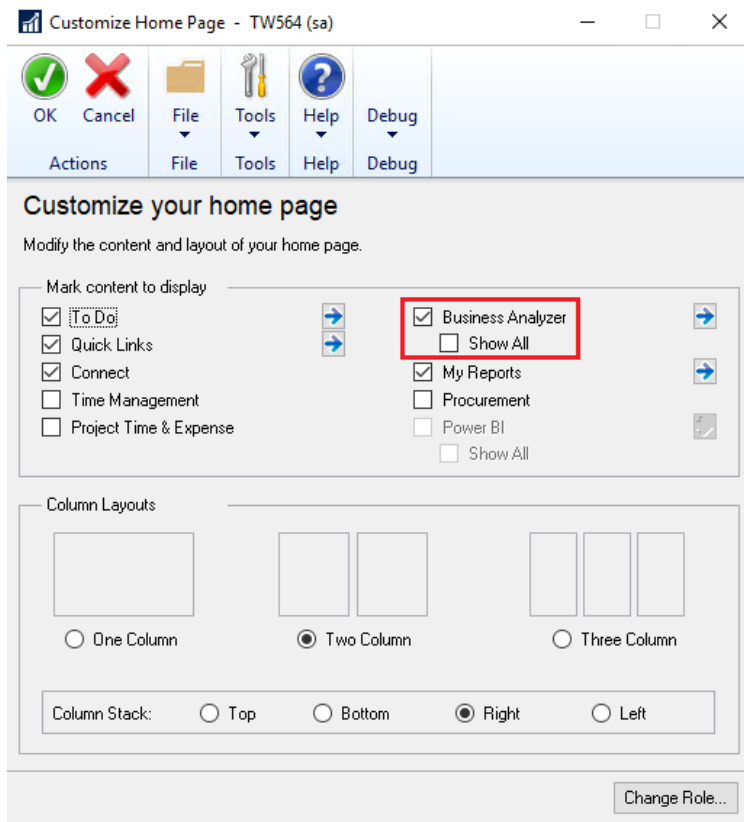
1 Frequency to check for Notification Messages (in Minutes)

Business Analyzer

Display Business Analyzer on Home page ☒

Display Business Analyzer on Navigation List pages ☒

When Business Analyzer is disabled at the system level, individual users can still choose to turn Business Analyzer back on in their desired locations via the customize options:



# SmartList Designer Favorites Display in Navigation Lists

SmartList Favorites created via SmartList Designer will now appear in the SmartList Favorites navigation lists:

The image consists of two screenshots. The top screenshot shows the SmartList Designer interface. On the left is a navigation pane with a tree view containing 'Financial', 'Accounts', 'Account Transactions', 'Checkbooks', 'General Ledger', 'Report List', 'Microsoft Dynamics', 'Reporting Services', and 'SmartList Favorites'. The 'SmartList Favorites' item is highlighted with a red box. The main area displays a table titled 'SmartList Favorites (read only)' with columns: Name, Option, Series, and Category. The table lists various favorites, including 'Account Summary', 'Account Transactions', 'Accounts', 'Bank Transactions', 'Multidimensional Analysis', and 'Test'. The 'Test' item is highlighted with a red box. The bottom screenshot shows the SmartList interface. The title bar reads 'SmartList - TW564 (sa)'. The top menu bar includes 'New', 'Modify', 'Search', 'Refresh', 'Columns', 'Favorites', 'Print', 'Excel', 'Word', 'Stop', and 'Publish'. The 'Favorites' menu is open, showing a tree view with 'Company', 'FieldService', 'Financial', 'Account Transactions', 'Accounts', 'Bank Transactions', 'Multidimensional Analysis', and 'Test'. The 'Test' item is highlighted with a red box. The main area displays a table with columns: Account Index, Account Number, Account Alias, and Main Account Segment. The table lists 15 records, including '1 000-1100-00 SOA 1100' and '15 000-1240-00 NR 1240'. The status bar at the bottom indicates '519 Test', 'Completed', and 'First 1000 records with no search criteria.'

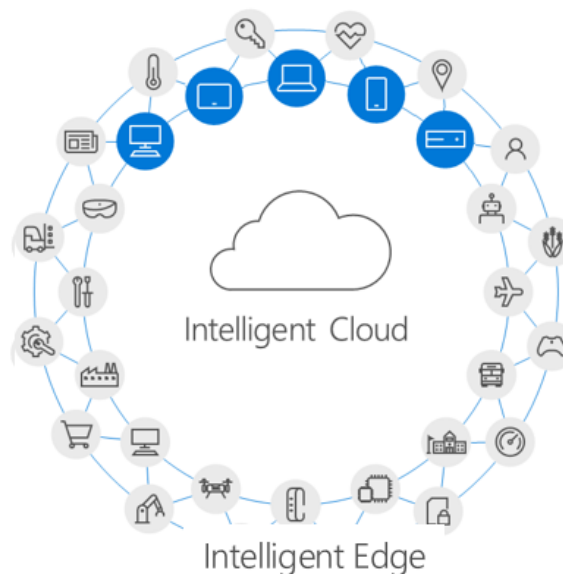
# Intelligent Edge - Intelligent Cloud Insights

With the release of Microsoft Dynamics GP 2018 R2, you will notice a new tab on your home page: Intelligent Cloud Insights.

# What is the Intelligent Cloud?

While Business Central is a cloud-first service, we will continue to ensure that customers that need to run their workloads on premises or on the intelligent edge connected to the cloud, can do so. With Dynamics 365 Business Central, once the customer signs up for the service in the cloud, they have the option to deploy it locally to their own choice of hardware. While they are running on their own hardware, the customer will have a tenant in the cloud, and the data from the customers hardware will be replicated to the cloud for Intelligent Cloud scenarios

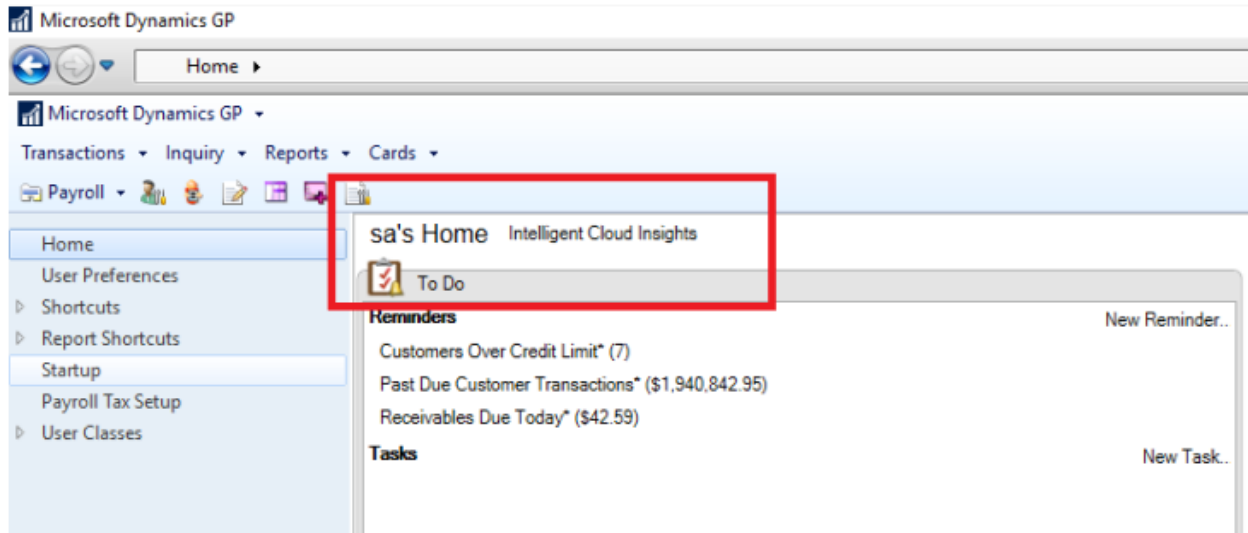
We welcome these customers running their workloads on Dynamics NAV, Dynamics GP and Dynamics SL into the Dynamics 365 Business Central fold. This is done through the same Intelligent Cloud / Intelligent Edge scenarios as for Business Central on premise. Each NAV, GP or SL tenant will have a Business Central cloud tenant they can synchronize their data to. When they use this, we invoke our Intelligent Cloud scenarios of Machine Learning, Power BI, Flow and others to drive suggested actions. This helps the customer understand further the value of Business Central and over time, while Microsoft continues to support their NAV, GP and SL deployments, these customers can choose when they want to transition to Dynamics 365 Business Central, as a perfect match for their businesses. Dynamics GP and Dynamics SL will continue to receive product improvements and updates, but the most benefit to these customers comes from upgrading to Dynamics 365 Business Central.





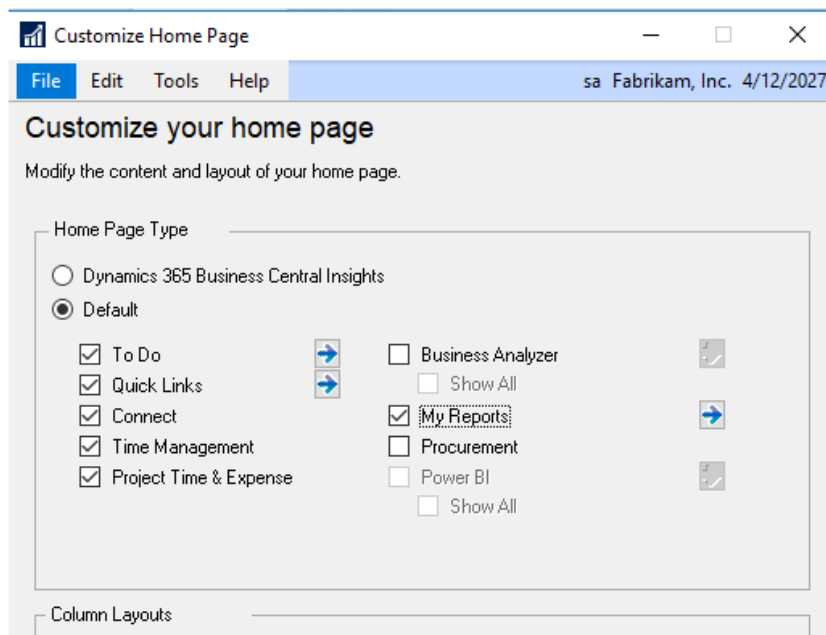
## Intelligent Edge - Modification to Home Page

When you upgrade to GP 2018 R2 with an existing install the Users Home Page tab will default as usual, but you will see a new tab a user can click on called Intelligent Cloud Insights.



If you do a new install of Microsoft Dynamics GP 2018 R2 the Home Page will default to the Intelligent Cloud Insights tab.

To change the default at the top right choose Customize this page to Customize your home page, click the Default option.





Each time you log in Microsoft Dynamics GP will remember your Home Page.

The Intelligent Cloud Insights home page is controlled by the SY08100 table. You can use the following scripts to set what page ALL users will see when they log in:

(It is recommended to test scripts prior to live environment and have a good back up if needed)

/\*To set Intelligent Cloud Insights as the default page on launch\*/

```
UPDATE DYNAMICS.SY08100
```

```
SET Visible = 1
```

```
WHERE SectionID = 2
```

/\*To set each user's Home page as the default page on launch\*/

```
UPDATE DYNAMICS.SY08100
```

```
SET Visible = 0
```

```
WHERE SectionID = 2
```