



Microsoft Dynamics GP 2016 R2

Various Modules

Application and System Features

Facilitator Guide

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Publish date: 1/2/2017

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Human Resource & Payroll



Audience

This course/module was created for Human Resource and Payroll users.



Delivery Time

It will take approximately 20 minutes to train agents.



Summary

This course/module describes new Human Resource and Payroll features associated with the release of Microsoft Dynamics GP 2016 R2.



Objectives

After this course/module you will be able to:

- View history of Termination and Hire dates for employees.
- Inactivate a Payroll Benefit/Deduction by setting the Human Resources Benefit Status to 'Waived'.
- Print W2s with boxes and Labels from the Print W-2 Forms window.



Info

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



The time a lesson or exercise will take



Content specific to a location, usually for a specific country or region



Resource lookup information



An individual exercise



An exercise for partners



A group exercise

Lesson 1: Track History on Termination and Hire Dates for Employee



The time to complete this lesson, including exercises, is 5 Minutes.



After this lesson, you will be able to:

- View history of Termination and Hire dates for employees.

Overview

In some businesses, such as a seasonal business, the same employee can be hired many times. But the business needs to track the multiple dates for this employee, the hire date, adjusted hire date and the last day worked (termination date). Along with tracking this information, the payroll team needs to have visibility to it. This new feature introduces the Employment History Inquiry window, which allows users to see Termination and Hire dates per employee.

Track History on Termination and Hire Dates for Employee

Navigate to **(HR & Payroll >> Inquiry >> Payroll >> Employee)**. Click on the **GoTo** action on the Menu bar. This will bring you into the **Employment History Inquiry** window. From this window, you can select an employee to view their history of Termination and Hire dates.

Employment History Inquiry - TWO (sa)

OK Clear Redisplay File Tools Help Add Note

Actions File Tools Help

Employee ID: BARB0001 Barbariol, Angela

Select By: Hire Date

Sort By: Ascending

All From: 0/0/0000 To: 0/0/0000

Change	Hire date	Adjusted Hire Date	Date Inactivated	Last Day Worked	Termination Date
Hired	5/15/2013	4/12/2017	0/0/0000	0/0/0000	0/0/0000
Lay Off	6/1/2017	6/1/2017	6/1/2017	6/1/2017	6/1/2017
Activated	9/1/2017	9/1/2017	0/0/0000	9/1/2017	0/0/0000
Terminated	10/1/2018	10/1/2018	4/12/2017	10/1/2018	10/1/2018

Navigation icons: |< < > >|



You can find this data in SQL in the UPR30700 which is a new table in GP 2016 R2.



This feature is not designed to function with Canadian Payroll.

A new SmartList is also available to view the newly tracked employment history. This SmartList can be found under the **Payroll** folder and is labeled as **Employment History**. (**Administration >> Reports >> SmartList**)

Employee ID	Change	Hire Date	Adjusted Hire Date	Date Inactivated	Last Day Worked	Termination Date
ACKE0001	Hired	8/3/2013	8/3/2013	0/0/0000	0/0/0000	0/0/0000
BARB0001	Hired	5/15/2013	5/15/2013	0/0/0000	0/0/0000	0/0/0000
BARR0001	Hired	10/23/2012	10/23/2012	0/0/0000	0/0/0000	0/0/0000
BONI0001	Hired	9/12/2012	9/12/2012	0/0/0000	0/0/0000	0/0/0000
BUCH0001	Hired	7/12/2012	7/12/2012	0/0/0000	0/0/0000	0/0/0000
CHEN0001	Hired	1/19/2012	1/19/2012	0/0/0000	0/0/0000	0/0/0000
CLAY0001	Hired	12/29/2013	12/29/2013	0/0/0000	0/0/0000	0/0/0000
DELA0001	Hired	12/22/2013	12/22/2013	0/0/0000	0/0/0000	0/0/0000
DIAZ0001	Hired	11/17/2012	11/17/2012	0/0/0000	0/0/0000	0/0/0000
DOYL0001	Hired	11/9/2013	11/9/2013	0/0/0000	0/0/0000	0/0/0000



If the SmartList does not appear on your install, click [HERE](#) to download the EmploymentHistory.XML file. Copy it to a location, such as your Desktop. In Microsoft Dynamics GP, in SmartList, click the Export/Import button, browse to where you saved the file and click Import. Refresh your list and you should now see it. If you have eOne SmartList Builder installed, you may not see the Export/Import button. Click [HERE](#) for more information about their product.

There are several methods that you can use to update employment history for an employee.

Method 1: The employment history table will be updated if the employee is marked to be inactive on the employee card. (**HR & Payroll >> Cards >> Payroll >> Employee**)

This will write a new line to the employment history table with the hire dates, date inactivated, and last day worked as well as your reason for change such as 'Laid Off'.

Method 2: The employment history table will be updated if the employee is reactivated on the employee card. (**HR & Payroll >> Cards >> Payroll >> Employee**)

This will write a new line to the employment history table with the last day worked as well as your reason for change which will show 'Activated' and the hire dates.

Method 3: The employment history table will be updated if the Hire Date, Adjusted Hire Date, or Last Day Worked is updated and saved on the employee card. **(HR & Payroll >> Cards >> Payroll >> Employee)**

This will write a new line to the employment history table with the last day worked as well as your reason for change which will show either Hired, Adj Hire Date, or Last Day Worked depending which of the three values was changed and the new hire dates.

Method 4: The employment history table will be updated if a termination record is saved in the Human Resources Module to inactive an employee. **(HR & Payroll >> Cards >> Human Resources >> Employee >> Termination)**

This will write a new line to the employment history table with the hire dates, date inactivated, and last day worked as well as your reason for change which will show 'Terminated'.

Read and answer activity



This is an individual activity.



The time to complete this exercise is 2 minutes.



Use the resources you identified in the previous lesson to find guidance on how to best answer this scenario's questions.

See what planning guidance you can find and review it to answer the following questions.



Question 1: Is there a SmartList available to view the newly tracked employment history?

Yes

Lesson 2: Human Resources Waived Benefit Status will Roll to Payroll as Inactive.



The time to complete this lesson, including exercises, is 2 Minutes.



After this lesson, you will be able to:

- Inactivate a Payroll Benefit/Deduction by setting the Human Resources Benefit Status to 'Waived'.

Overview

With the Affordable Care Act, often users prefer to show their Health Insurance with a **Benefit Status** of 'Waived' rather than inactive as an indicator that the insurance was offered, but the employee chose not to use that plan. Before Microsoft Dynamics GP 2016 R2, only the **Benefit Status** of 'Active' and 'Inactive' would roll down to the Payroll Module. Going forward, if the status 'Waived' is selected the payroll Benefit and Deduction will be inactivated as well.

Human Resources Waived Benefit Status will Roll to Payroll as Inactive.

1. Navigate to **(HR & Payroll >> Cards >> Human Resources >> Employee - Benefits >> Health Insurance)**.
2. Select an employee ID, and a Benefit Code.
3. Change the **Benefit Status** to 'Waived'.
4. Save the changes.

Notice that the Payroll Benefit and Deduction are now marked as Inactive.

(HR & Payroll >> Cards >> Payroll >> Deduction)

(HR & Payroll >> Cards >> Payroll >> Benefit)



While the example above is using a Health Insurance Benefit Code in Human Resources, this functionality was added to Life Insurance and Retirement Plans.

Read and answer activity



This is an individual activity.



The time to complete this exercise is 2 minutes.



Use the resources you identified in the previous lesson to find guidance on how to best answer this scenario's questions.

See what planning guidance you can find and review it to answer the following questions.



Question 1: A Human Resources benefit status of 'Waived' will inactive your benefit/deductions on the payroll side when saved.

Yes

Question 2: Does a waived status inactivate Miscellaneous Benefits in Payroll?

No – Miscellaneous Benefits have separate active and inactive check boxes for employee and employer portions which function differently from the other benefit types.

Lesson 3: Print W2 with Boxes, lines and Labels



The time to complete this lesson, including exercises, is 5 Minutes.



After this lesson, you will be able to:

- Print W2s with boxes and Labels from the Print W-2 Forms window.

Overview

This module introduces the new feature that allows the printing of 1 Wide W2s with boxes, using the same report that prints for self-service users in Payroll.

Print W2 with Boxes and Labels

Navigate to **(HR & Payroll >> Routines >> Payroll >> Print W-2s)**. This will bring you into the Print W-2 Forms window. A new **Form Type** is now available call '1 Wide – Forums with Box'.

The screenshot shows the 'Print W-2 Forms - TWO (sa)' window. The 'Form Type' dropdown is highlighted with a red box and set to '1 Wide - Forms with Box'. Other settings include Year: 2016, Employee Type: Regular, and Company: Fabrikam, Inc. The window also includes fields for Employee ID, Starting Control Number, Order, and various print options like Validation Report, W-2 Forms Alignment, W-2 Forms, W-3 Transmittal Form, 1095-C, and 1094-C Transmittal.

When choosing the '1 Wide – Forums with Box' **Form Type**, the W2 will print the in the current year's format with boxes and labels.

22222		a Employee's social security number 917-23-9833		OMB No. 1545-0008		
b Employer identification number (EIN) 23-8260216		1 Wages, tips, other compensation 10846.27		2 Federal income tax withheld 947.10		
c Employer's name, address, and ZIP code Fabrikam, Inc. 4277 West Oak Parkway Chicago, IL 60601-4277		3 Social security wages 11188.44		4 Social security tax withheld 693.68		
		5 Medicare wages and tips 11188.44		6 Medicare tax withheld 162.23		
		7 Social security tips 0.00		8 Allocated tips 0.00		
d Control Number		9		10 Dependent care benefits 0.00		
e Employee's first name and initial Last name Suffix PILAR ACKERMAN 987 WILLOW AVE WINNETKA, IL 98272		11 Nonqualified plans 0.00		12a Code		
		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		12b Code		
		14 Other 401K 17.15		12c Code		
				12d Code		
f Employee's address and ZIP code						
15 State IL	Employee's state ID number 5027-8310	16 State wages, tips, etc. 10846.27	17 State income tax 212.35	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form **W-2** Wage and Tax
Statement

2016

Department of the Treasury-Internal Revenue Service

Copy 1-For State, City, or Local Tax Department



This feature functions for the 1 Wide form and is not available in core Microsoft Dynamics GP for the 2 Wide, or 4-Up versions of the W2.



The most current year's format of the W2 will be printed for boxes and lines even if a historic year (such as 3 years back) is selected.

Read and answer activity



This is an individual activity.



The time to complete this exercise is 1 minute.



Use the resources you identified in the previous lesson to find guidance on how to best answer this scenario's questions.

See what planning guidance you can find and review it to answer the following questions.



Question 1: Can I print the 4-Up W2 format with boxes and lines?

No – Only the 1 Wide form

Human Resource & Payroll Suite – Payroll Extensions



Audience

This course/module was created for Microsoft Dynamics GP 2016 R2 Payroll Extension users.



Delivery Time

It will take approximately 30 minutes to train agents.



Summary

This course/module describes new Payroll Extension features associated with the release of Microsoft Dynamics GP 2016 R2.



Objectives

After this course/module you will be able to:

- Specify a vendor address and account number in the Payroll Vendor Setup window.
- View tax amounts on the following Pre-Posting Reports: Distribution Report Detail PPR and Distribution Summary PPR.
- Receive a warning prior to posting mandatory deductions in arrears twice.
- Update 1099 amounts associated with vouchers generated via the Payroll Integration to Payables process.



Info

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



Content specific to a location, usually for a specific country or region



Resource lookup information



An individual exercise

Lesson 1: Ability to Assign Vendor Address and Account in Payroll Vendor Setup window



The time to complete this lesson, is 10 minutes.

After this lesson, you will be able to:



- Specify a Vendor Address in the Payroll Vendor Setup window
- Assign an Account in the Payroll Vendor Setup window
- Understand table and window changes associated with this new feature

Ability to Assign Vendor Address and Account in Payroll Vendor Setup window

New functionality has been added to the Payroll Vendor Setup window, allowing users to specify a **Vendor Address** and an **Account**.

Functionality Described

With the release of Microsoft Dynamics GP 2016 R2, users can now specify a **Vendor Address** and an **Account** in the **Payroll Vendor Setup** window. This feature allows users to assign Vendor Addresses and/or a PAY distribution account that differ from those currently assigned to the vendor. This feature will be beneficial when a Vendor has multiple addresses and multiple distributions accounts that are used on a regular basis.

Example:



Your company has multiple garnishments assigned to multiple employees, all of which need to be sent to the same Courthouse vendor. The Courthouse vendor has multiple addresses (ex: Courthouse1, Courthouse2, Courthouse3, etc.).

Our new feature allows users to specify 'which' Courthouse address should be associated with each individual garnishment to ensure those funds are sent to the right place!

The **Vendor Address** assigned in the **Payroll Vendor Setup** window will default as the **Address Id** on the corresponding PM voucher created via the PIP process.

The **Account** assigned in the **Payroll Vendor Setup** window will default as the **PAY account** on the corresponding PM voucher created via the PIP process.

NOTE:

In prior versions of Microsoft Dynamics GP, the **Address Id** on the PM voucher is pulled from the **Primary Address Id** field in the **Vendor Maintenance** window.



In prior versions of Microsoft Dynamics GP, the **PAY account** associated with the invoice created is pulled from the **Vendor Account Maintenance** window, or the **Posting Account Setup** window (when no accounts are assigned in the Vendor Account Maintenance window).

Changes to Windows

The **Payroll Vendor Setup** window has been changed to accommodate the new **Vendor Address** and **Account** functionality associated with Payroll Integration to Payables. The following are those windows:

Payroll Vendor Setup window

The **Vendor Address** and **Account** fields were added underneath the **Vendor Name** field in the **Payroll Vendor Setup** window. To open the **Payroll Vendor Setup** window: on the **Microsoft Dynamics GP** menu, point to **Tools**, highlight **Setup**, point to **Payroll**, highlight **Payables Integration**, and click on **Vendors**.

The screenshot shows the 'Payroll Vendor Setup' window with the following fields and values:

Transaction Type	Employee Deduction
Employee	ACKE0001
Name	Ackerman, Pilar
Deduction Code	401K
Description	401(k) Deduction
Vendor	401K
Vendor Name	401K
Vendor Address	PR 401K PAY ADD
Account	000 -8888 -00
Voucher Description	Emp ID+Ded Code

NOTE:

The Vendor Address must exist in the Vendor Address Maintenance window prior to assigning it in the Payroll Vendor Setup window.

Users will receive the following error when attempting to assign a Vendor Address that has not been setup yet, "Vendor Address does not exist."

When the **Vendor Address** is assigned in the **Payroll Vendor Setup** window, it will default as the as the **Address Id** for on the PM voucher created via PIP. Users can view the **Address Id** associated a voucher prior to posting in the **Payables Transaction Entry** window as follows: on the **Microsoft Dynamics GP** menu, point to **Transactions**, highlight **Purchasing**, click on **Transaction Entry**. Next, pull up the appropriate **Batch Id**, and then use the **navigation arrows** at the bottom left hand side of the window to scroll through transactions and associated Address Ids:

Payables Transaction Entry - TWO (sa)

Actions: Save, Delete, Post, AA, Attach, Options, Additional, File, Print, Print, Tools, Help, Add Note

Voucher No. 00000000000000475 ☐ Intercompany Batch ID UPRCC00000084
 Document Type: Invoice Doc. Date 4/12/2017
 Description ACKE0001 401K

Vendor ID 401K Currency ID Z-US\$
 Name 401K Document Number PIP0000000000000002
Address ID PR 401K PAY ADD P.O. Number
 Remit-To ID PRIMARY Shipping Method GROUND
 Payment Terms Net 30 Tax Schedule ID USAUSSTCITY+6*

Purchases	\$250.00	1099 Amount	\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$250.00	On Account	\$250.00

Apply Distributions Print Check

by Batch ID Status Unposted

The **Account** assigned in the **Payroll Vendor Setup** window will default as the **PAY** (Accounts Payable) account on PM vouchers created via PIP. You can view the voucher **PAY** account prior to posting in the **Payables Transaction Entry Distribution** window: on the **Microsoft Dynamics GP** menu, point to **Transactions**, highlight **Purchasing**, click on **Transaction Entry**. Next, pull up the appropriate **Batch Id**, use the **navigation arrows** at the bottom left hand side of the window to scroll to the appropriate transaction, and then click on the **Distributions** button:

Payables Transaction Entry Distribution - TWO (sa)

OK Delete Default Redisplay View Additional File Tools Help Add Note

Vendor ID 401K Voucher Number 0000000000000475
 Vendor Name 401K Document Type Invoice
 Currency ID Z-US\$ Functional Amount \$250.00
 Originating Amount \$0.00

Co. ID	Account	Type	Debit	Credit
Description			Originating Debit	Originating Credit
Distribution Reference			Corresp. Co. ID	
TWO	000-1300-01	PURCH	\$250.00	\$0.00
TWO	000-8888-00	PAY	\$0.00	\$250.00
			\$0.00	\$0.00
Functional Totals			\$250.00	\$250.00
Originating Totals			\$0.00	\$0.00

Rates

Changes to Tables

Two columns were added to the **APR_PIP40100** table (APR Payroll Vendors) to accommodate the new **Vendor Address** and **Account** field functionality.

Columns Added to APR_PIP40100 table

- ADRSCODE = Address Code
- ACTINDEX = Account Index

APR_PR_VendorRecordType	PAYROLCD	EMPLOYID	VENDORID	APR_Voucher_Desc	APR_Voucher_Doc_Number	CHANGEDBY_I	CHANGEDATE_I	ADRSCODE	ACTINDEX	DEX_ROW_ID
1	1	FED	FEDERAL TAX	Tax Code+Check Date		sa	2017-04-12 00:00:00.000	PRIMARY	35	1

Lesson 2: Payroll Integration to Payables: 1099 Information Included on 1099 Payables Vouchers



The time to complete this lesson is 10 minutes.

After this lesson, you will be able to:



- Set up a 1099 vendor.
- Understand what 1099 information will now default on Payables vouchers created via PIP when the vendor is a 1099 vendor.

1099 Information Automatically Included on 1099 Payables Vouchers

New functionality has been added to Payroll Integration to Payables, allowing users to automatically include 1099 information on Payables vouchers.

Functionality Described

With the release of Microsoft Dynamics GP 2016 R2, the following **1099 information** will default onto PM **vouchers** generated via PIP when the associated vendor is **marked as a 1099 vendor**:

1099 Information Automatically Included on Payables Voucher	
Field:	Where:
1099 Amount	Payables Transaction Entry window
Tax Type	Payables 1099 Entry window
1099 Box Number	Payables 1099 Entry window

NOTE:



In prior versions of Microsoft Dynamics GP, 1099 information was not automatically included on PM vouchers created via the PIP process. As such, 1099 information had to be added manually prior to posting the PIP batch in Payables Management.

Changes in Functionality to Windows

The functionality associated with some windows has changed to accommodate the ability to automatically include 1099 information on Payables vouchers created via PIP. The following are those windows:

Vendor Options Maintenance window

If a vendor is marked as a **1099 vendor** in the **Vendor Options Maintenance** window, Microsoft Dynamics GP will automatically include the **1099 amount**, **Tax Type**, and **1099 Box Number** on Payables vouchers created via PIP. To open the **Vendor Options Maintenance** window: on the **Cards** menu, point to **Purchasing**, click **Vendor**, and then click on the **Options** button.

Vendor Maintenance Options - TWO (sa)

OK Options File Tools Help Add Note

Actions Options File Tools Help

Vendor ID: 401K
Name: Retirement Inc.

Currency ID: Z-US\$
Rate Type ID:
Payment Terms: Net 30
Discount Grace Period: 0
Due Date Grace Period: 0
Payment Priority: 1
Minimum Order: \$0.00
Trade Discount: 0.00%

Tax ID:
Tax Registration:
Checkbook ID: FIRST BANK
Type:
User-Defined 2:
Tax Type: Miscellaneous
1099 Box: 7 Nonemployee Compensat
FOB: None
Language: None

Minimum Payment: ☒ No Minimum ☐ Percent ☐ Amount \$0.00
Maximum Invoice Amt: ☒ No Maximum ☐ Amount \$0.00
Credit Limit: ☐ No Credit ☒ Unlimited ☐ Amount \$0.00
Writeoffs: ☐ Not Allowed ☒ Unlimited ☐ Maximum \$0.00
☒ Revalue Vendor Post Results To: ☒ Payables/Discount Acct ☐ Purchasing Offset Acct

Maintain History:
☒ Calendar Year ☒ Transaction
☒ Fiscal Year ☒ Distribution

NOTE:



Microsoft Dynamics GP looks at the **Tax Type** field in the Vendor Maintenance Options window to determine if a vendor is a 1099 vendor:

- If the **Tax Type** is **Miscellaneous**, **Dividend**, or **Interest**: The vendor is a 1099 vendor.
- If the **Tax Type** is **Not a 1099 Vendor**: The vendor is not a 1099 vendor.

Payables Transaction Entry window

If a vendor is marked as a **1099 vendor**, the **1099 Amount** will automatically be updated in the **Payables Transaction Entry** window for vouchers created via PIP. To navigate to the **Payables Transaction Entry** window: on the **Microsoft Dynamics GP** menu, point to **Transactions**, highlight **Purchasing**, and click on **Transaction Entry**.

Payables Transaction Entry - TWO (sa)

Actions: Save, Delete, Post, AA, Attach, Options, Additional, File, Print, Tools, Help, Add Note

Voucher No. 00000000000000485 ☐ Intercompany Batch ID UPRCC00000086

Document Type: Invoice Doc. Date 4/12/2017

Description ACKE0001 401K

Vendor ID 401K Currency ID Z-US\$

Name Retiment Inc. Document Number PIP0000000000000004

Address ID PR 401K PAY ADD P.O. Number

Remit-To ID PRIMARY Shipping Method GROUND

Payment Terms Net 30 Tax Schedule ID USAUSSTCITY+6*

Purchases	\$250.00
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Total	\$250.00

1099 Amount	\$250.00
Cash	\$0.00
Check	\$0.00
Credit Card	\$0.00
Terms Disc Taken	\$0.00
On Account	\$250.00

Apply Distributions Print Check

by Batch ID Status Unposted

Payables 1099 Entry window

If a vendor is marked as a **1099 vendor**, the **Tax Type** and **1099 Box Number** fields will automatically be updated in the **Payables 1099 Entry** window for vouchers created via PIP. To navigate to the **Payables 1099 Entry** window: on the **Microsoft Dynamics GP** menu, point to **Transactions**, highlight **Purchasing**, select **Transaction Entry**, and click on the **Blue Arrow** to the right of the **1099 Amount** field.

Payables 1099 Entry - TWO ...

OK Options Additional File Tools Help

Actions Options

Tax Type: Miscellaneous

1099 Box Number: 7 Nonemployee Compensation

NOTE:

Microsoft Dynamics GP populates the **Tax Type** and **1099 Box Number** fields in the **Payables 1099 Entry** window with their corresponding fields in the **Vendor Maintenance Options** window.

Lesson 3: Tip Tax Amounts Included on Distribution Pre-Posting Reports



The time to complete this lesson is 10 minutes.

After this lesson, you will be able to:



- Understand which Payroll Pre-Posting reports have changed
 - Know what set ups are required to print a Pre-Posting report
 - Print a Distribution Pre-Posting report
-

Tip Tax Amounts Included on Distribution Pre-Posting Reports

New functionality has been added to the **Payroll Distribution Pre-Posting** reports, allowing users to view taxable wages and tax amounts for Tips prior to posting in the Payroll module.

Functionality Described

With the release of Microsoft Dynamics GP 2016 R2, the Payroll Distribution Pre-Posting reports will include taxable wages and tax amounts associated with Tips.



NOTE:

In prior versions of Microsoft Dynamics GP, taxable wages and tax amounts associated with Tips were not included on the Distribution Pre-Posting Reports.



NOTE:

PPR stands for Pre-Posting Report.

The table below demonstrates how taxable wages appear on **the Distribution Report Summary – PPR** and **Distribution Report Detail - PPR** reports on prior versions of GP in comparison to the same reports in GP 2016 R2. In this example, an employee has \$320.00 in taxable wages associated with an Hourly pay type and \$100.00 in taxable wages associated with a Tip pay type:

Distribution PPR Reports Taxable Wage Comparison	
Pay Type	Taxable Wages
Hourly	320.00
Tips	100.00
Total Taxable Wages <u>Prior</u> to GP 2016 R2:	320.00
Total Taxable Wages in GP 2016 R2 an up:	420.00

Changes to Reports

Two reports been changed to include taxable wages and tax amounts associated with Tips. The following are those reports:

Distribution Report Summary - PPR and Distribution Report Detail – PPR Reports

Taxable wages and **tax amounts** associated with **Tips** are now included on the **Distribution Report Summary – PPR** and the **Distribution Report Detail- PPR** reports in Microsoft Dynamics GP. These reports will print after payroll checks have been calculated:

Screen Output - APR PPM Distribution Report Summary by Dept

FileEditToolsFindHelp

Print

Send To

Modify

100%

Completed 1 Page

11/21/2016
3:25:00 PM

Fabrikam, Inc.
Distribution Report - Summary by Department
Pay Period End Date: 4/12/2017

Page: 1
User ID: sa




Department Totals:
Department ACCT Totals

Gross Pay Pay Code	Description	Hours/Units	Gross Pay Amount
HOURLY	HOURLY	40.00	\$320.00
TIPS	TIPS	0.00	\$100.00
Total Gross Pay		40.00	\$420.00

Tax/Extra Tax Code	Description	Taxable Wages	Employee Paid	Employer Paid
FICA - MED	Medicare	\$420.00	\$6.09	\$6.09
FICA - SS	Social Security	\$420.00	\$26.04	\$26.04
Federal	Federal Withholding	\$420.00	\$25.56	\$0.00
ND	North Dakota	\$420.00	\$3.00	\$0.00
Total Tax/Extra			\$60.69	\$32.13
Net Pay	\$259.31			

Screen Output - APR PPM Distribution Report Detail

File Edit Tools Find Help

 Print  Send To  Modify Completed 1 Page

11/21/2016
3:35:44 PM

Fabrikam, Inc.
Distribution Report - Detail
Pay Period End Date: 4/12/2017

Page: 1
User ID: sa

Dept. No ACCT Accounting
Employee: JOE SMITH, JOE

Gross Pay Pay Code	Description	Hours/Units	Gross Pay Amount
HOURLY	HOURLY	40.00	\$320.00
TIPS	TIPS	0.00	\$100.00
Total Gross Pay		40.00	\$420.00

Tax/Extra Tax Code	Description	Taxable Wages	Employee Paid	Employer Paid
FICA - MED	Medicare	\$420.00	\$6.09	\$6.09
FICA - SS	Social Security	\$420.00	\$26.04	\$26.04
Federal	Federal Withholding	\$420.00	\$25.56	\$0.00
ND	North Dakota	\$420.00	\$3.00	\$0.00
Total Tax/Extra			\$60.69	\$32.13

Net Pay	\$259.31
---------	----------

NOTE:

The following taxes have been updated to reflect taxable wages and tax amounts for Tips on both reports:



- Federal
- FICA Medicare
- FICA Social Security
- State
- Local

NOTE:

Important: To print these reports, the user **must mark the Print checkbox** next to the Distribution Report Detail – PPR and Distribution Report Summary – PPR reports in the **Posting Setup** window (Microsoft Dynamics GP >> Tools >> Setup >> Posting >> Posting >> Series = Payroll) prior to processing a pay run.



Lesson 4: Deduction in Arrears –Warning to Prevent Mandatory Arrears Duplicate Posting



The time to complete this lesson is 10 minutes.

After this lesson, you will be able to:



- Set up an employee deduction to be subject to Mandatory Deductions in Arrears.
 - Understand when a warning message will crop up if Mandatory Arrears may have already been posted.
-

Deduction in Arrears – Warning to Prevent Duplicate Mandatory Arrears Posting

New functionality has been added to Deduction in Arrears that notifies users via a **Warning Message** if Mandatory Arrears for a Deduction Code may have been previously posted.

Functionality Described

With the release of Microsoft Dynamics GP 2016 R2, users will receive a Warning Message if a Mandatory Arrears transaction for a deduction may have already posted within the date range specified.

NOTE:



In prior versions of Microsoft Dynamics GP, users were not notified or warned if Mandatory Arrears were posted more than once for any deduction within a specific date range.

NOTE:



While Microsoft Dynamics GP will warn users if a mandatory arrear has been posted for a deduction within a specific date range, it will not prevent a user from posting Mandatory Arrears transactions more than once. Once the user clicks OK to close the warning, he/she can still post the transaction if desired.

Changes in Functionality to Windows

The functionality associated with some windows has changed to accommodate the ability warn users if Mandatory Arrears may have already been posted for a deduction within a specific date range. The following are those windows

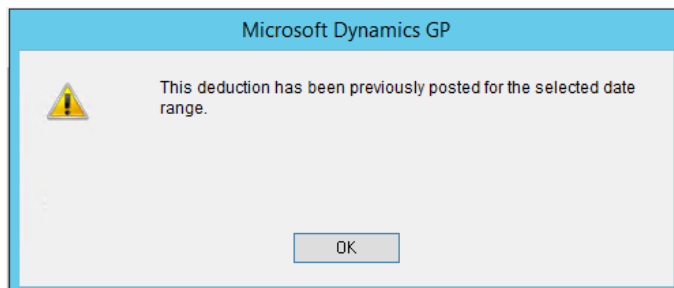
Mandatory Arrears window

Functionality associated the **Calculate** button in the **Mandatory Arrears** window has been updated to accommodate this feature. To open the **Mandatory Arrears** window: on the **Transactions** menu, point to **Payroll**, and click on **Mandatory Arrears**.

	Audit Control Code	Build ID	Pay Run Start Date	Pay Run End Date
<input type="checkbox"/>	UPRCC00000081	PIP	4/12/2017	4/12/2017
<input type="checkbox"/>	UPRCC00000082	PIP	4/12/2017	4/12/2017
<input type="checkbox"/>	UPRCC00000083	PIP	4/12/2017	4/12/2017
<input type="checkbox"/>	UPRCC00000084	PIP	4/12/2017	4/12/2017
<input type="checkbox"/>	UPRCC00000085	PIP	4/12/2017	4/12/2017
<input type="checkbox"/>	UPRCC00000086	PIP	4/12/2017	4/12/2017
<input type="checkbox"/>	UPRCC00000087	TIPS	4/12/2017	4/12/2017
<input checked="" type="checkbox"/>	UPRCC00000088	MANDATORY	4/1/2017	4/7/2017

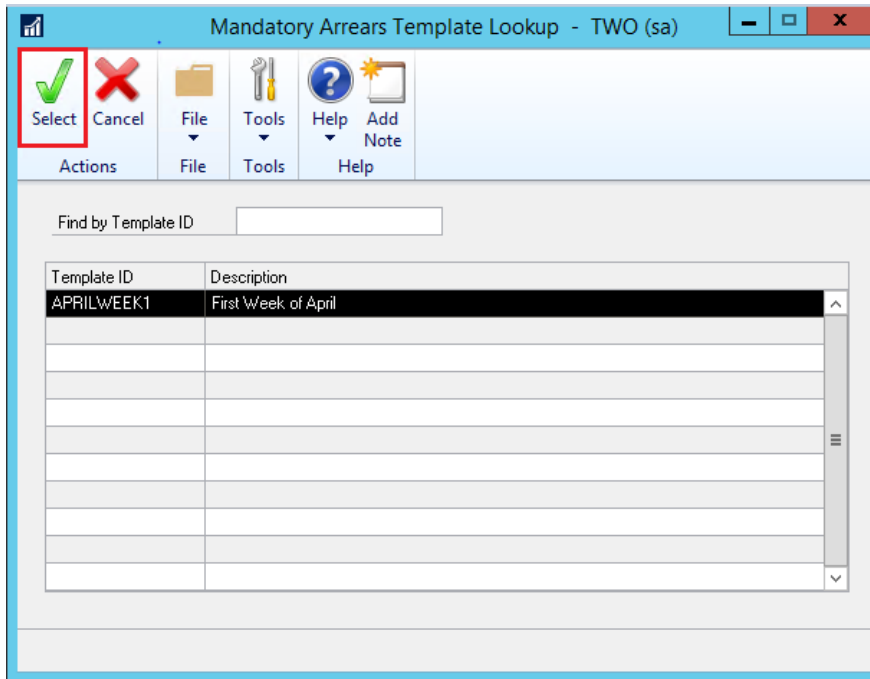
Employee ID	Deduction Code	Arrears Amount
MANDATORY	CHD	\$25.00

When a user clicks on the **Calculate** button in the **Mandatory Arrears** window, Microsoft Dynamics GP will generate the following **warning message**, "This deduction has been previously posted for the selected date range" if the deduction specified in the **Deduction Code** field has already been included in a Mandatory Arrears posting within the specified **Check Date range** in this window.

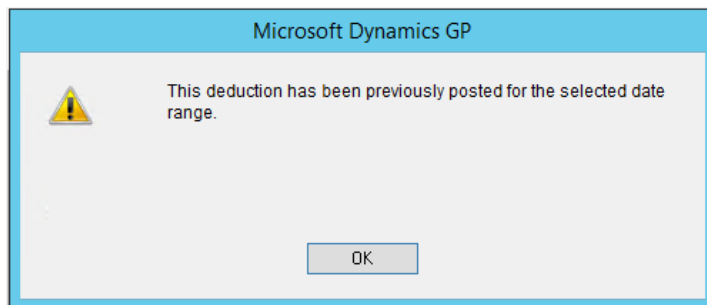


Mandatory Arrears Template Lookup window

Functionality associated the **Select button** in the **Mandatory Arrears Template Lookup** window has been updated to allow Microsoft Dynamics GP to generate a **warning message** when Mandatory Arrears may have been previously posted. To open the **Mandatory Arrears Template Lookup** window: on the **Transactions** menu, point to **Payroll**, select **Mandatory Arrears**, and click on the **magnified glass** next to **Arrears Template ID**.

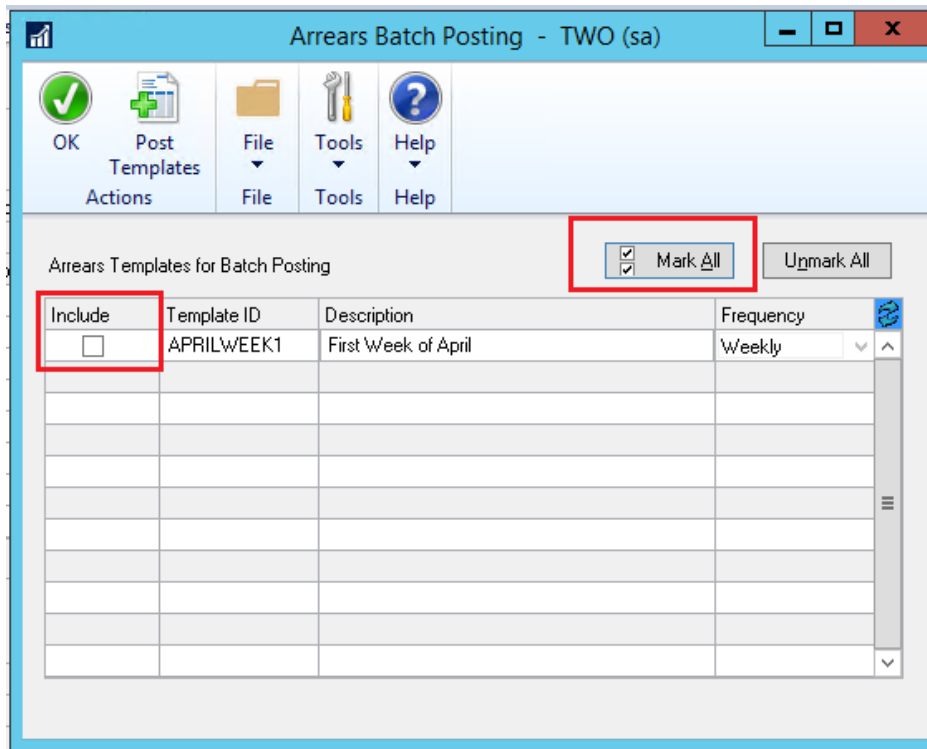


When a user clicks on the **Select button** in the **Mandatory Arrears Template Lookup** window, Microsoft Dynamics GP will generate the following **warning message**, *"This deduction has been previously posted for the selected date range"* if the deduction specified in the **Deduction Code** field has already been included in a Mandatory Arrears posting within the specified **Check Date range** that populates the **Mandatory Arrears** window based on the template being used.

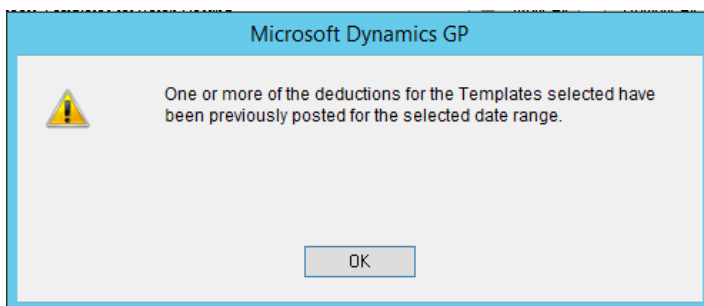


Mandatory Arrears Template Lookup window

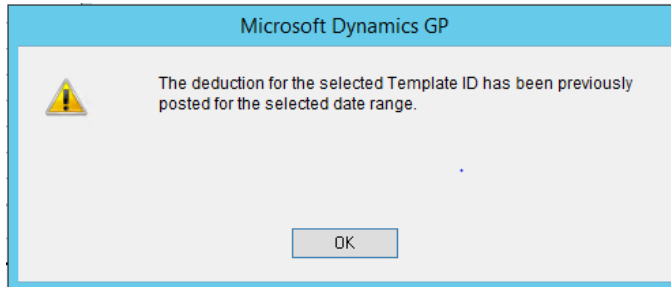
Functionality associated the **Include checkbox** and the **Mark All button** in the **Arrears Batch Posting** window has been updated to allow Microsoft Dynamics GP to generate a **warning message** when Mandatory Arrears may have already posted. To open the **Arrears Batch Posting** window: on the **Transactions** menu, point to **Payroll**, select **Mandatory Arrears**, and click on the **Post Batches button** at the top of the window.



When a user clicks on the **Mark All button** in the **Arrears Batch Posting** window, Microsoft Dynamics GP will generate the following **warning message**, *"One or more of the deductions for the Templates selected have been previously posted for the selected date range"* if the deduction specified in the **Deduction Code** field associated with the template has already been included in a Mandatory Arrears posting within the specified **Check Date range** associated with the template being used.



When a user clicks on the **Include checkbox** in the **Arrears Batch Posting** window, Microsoft Dynamics GP will generate the following **warning message**, *"The deduction for the selected Template ID has been previously posted for the selected date range"* if the deduction specified in the **Deduction Code** field associated with the template has already been included in a Mandatory Arrears posting within the specified **Check Date range** associated with the template being used.



Tables Added

One table was added to the **company** database to allow Microsoft Dynamics GP to warn users if Mandatory Arrears may have already been posted for a deduction within a specific date range. The following is that table:

APR_DIA_Mandatory_HIST

The **APR_DIA_Mandatory_HIST** table was added to the **company** database to accommodate the ability to warn users if Mandatory Arrears may have already been posted. To view data associated with the APR_DIA_Mandatory_HIST, run the following select statement against the company database:

```
SELECT * FROM APR_DIA_Mandatory_HIST
```

APR_DIA_Mandatory_HIST Table in Company Database	
Field:	Updated with when Mandatory Arrears are posted:
DEDUCTION	Deduction Code field in Mandatory Arrears window
STRTDATE	Check From Date field in Mandatory Arrears window
ENDDATE	Check To Date field in Mandatory Arrears window

APR_DIA_Mandatory_HIST table gets updated when a user **posts** Mandatory Arrears. Microsoft Dynamics GP will insert the **Deduction**, the **Start Date**, and the **End Date** from the **Mandatory Arrears** window or from the **Template** being used. A **warning message** will be generated any time the same deduction can potentially be included in another posting within that date range.

Project Accounting



Audience

This course/module was created for Project Accounting users.



Delivery Time

It will take approximately 20 minutes to train agents.



Summary

This course/module describes new Project Accounting features associated with the release of Microsoft Dynamics GP 2016 R2.



Objectives

After this course/module you will be able to:

- Print a status report of PTE Timesheets for a specific date range.
- Review the Workflow Status of PTE Timesheets that exist for a specific period.
- Print the Project Accounting Trial Balance Report to show the actual accounts that were used on the transaction rather than the defaults from your setup.
- Edit accounts per transaction line on Project Accounting Transactions.



Info

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



The time a lesson or exercise will take



Content specific to a location, usually for a specific country or region



Resource lookup information



An individual exercise



A group exercise

Lesson 1: Project Accounting Project Time & Expense (PTE) Timesheet Status Report



The time to complete this lesson, including exercises, is 5 Minutes.

After this lesson, you will be able to:



- Print a status report of PTE Timesheets for a specific date range.
- Review the Workflow Status of PTE Timesheets that exist for a specific period.

Overview

This module introduces the new Project Accounting Timesheet Status Report added to Microsoft Dynamics GP 2016 R2. Approvers will now have the ability to see which employees have submitted timesheets and which employees have not for specific reporting periods based on the Workflow Status of their employee's timesheets.

Project Accounting PTE Timesheet Status Report

Navigate to **(Project Accounting >> Reports >> PTE Timesheet Status)**. This will open the PTE Timesheet Status Report window that is new to Microsoft Dynamics GP 2016 R2.

The PTE Timesheet Status Report will allow Timesheet approvers to print out a list of employees for a specific reporting period based on the criteria below.

- Reporting Period – This will default to the current reporting period based on the users Date in Microsoft Dynamics GP and Timesheet Setup.
- Period Start – This will default in based on the Reporting Period
- Period End – Defaults based on Period Start
- Status – This will allow users to select one or all workflow status fields in the list such as Not Submitted, Pending User Action, etc. In addition, a new status called 'Missing' is available for employees that have not even saved a timesheet in the Pay Period.
- Filter for Assigned To: This will allow for users to select one or all the step approvers in the Timesheet Approval workflow type. This list will populate based on the approvers setup for the active timesheet approval workflow.
- Sort by: Allows users the ability to sort by Timesheet Status or Approver

In the example below, which is printed for only Missing Timesheets in reporting period 15. You can see that I have a list of all employees that do not have a Timesheet created yet for this period.

System: 11/15/2016 11:49:52 AM		Fabrikam, Inc.		Page: 1
User Date: 4/12/2017		PTE Timesheet Status Report		User ID: sa
Reporting Period:	15			
Begin Date:	4/9/2017			
End Date:	4/15/2017			
Timesheet Status	Employee ID	Document Number	Employee Name	Approver
Missing	ACKE0001		Pilar Ackerman	
	BARB0001		Angela Barbariol	
	BONI0001		Luis Bonifaz	
	BUCH0001		Nancy Buchanan	
	CHEN0001		John Chen	
	CLAY0001		Jane Clayton	
	DELA0001		Aidan Delaney	
	DIAZ0001		Brenda Diaz	
	DOYL0001		Jenny Doyle	
	ERIC0001		Gregory Erickson	



Notice the Approver is blank. This is because the timesheet has not been submitted into a workflow, and therefore the approver is yet to be determined.



Notice the Document Number is blank. This is because the employee has not created a timesheet yet, and therefore does not have a document number.

Below is another example, which is printed for All statuses of timesheets in reporting period 15. You can see that employee BARR0001 saved their timesheet, but did not submit it yet. Employees ACKE0001, and

BARB0001 have already had their Timesheets approved and the rest of the employees have not saved a timesheet for period 15, so they show as Missing.

Reporting Period:	15			
Begin Date:	4/9/2017			
End Date:	4/15/2017			
Timesheet Status	Employee ID	Document Number	Employee Name	Approver
Missing	BONI0001		Luis Bonifaz	
	BUCH0001		Nancy Buchanan	
	CHEN0001		John Chen	
	CLAY0001		Jane Clayton	
	DELA0001		Aidan Delaney	
	DIAZ0001		Brenda Diaz	
	DOYL0001		Jenny Doyle	
	ERIC0001		Gregory Erickson	
Not Submitted	BARR0001	BARR0001-TS-040917-1	Adam Barr	
Completed	ACKE0001	ACKE0001-TS-040917-1	Pilar Ackerman	Isaac Olson
	BARB0001	BARB0001-TS-040917-1	Angela Barbariol	Isaac Olson



Notice the Approver is only present on the Completed Timesheets on this report. This is again because the timesheet has not been submitted into a workflow for the other employees, and therefore the approver is yet to be determined.



Notice the Document Number is present for the Timesheets that have been saved and have a status of 'Not Submitted' or 'Completed'. You would see a document number as well on Timesheets that are 'Pending Approval'.

Access to Project Accounting PTE Timesheet Status Report

The PTE Timesheet Status report can be viewed by Self Service, Limited, and Full user types and is driven by the Active Directory user, that is currently logged into GP. In order to have access to this report you must meet AT LEAST ONE of the following Criteria in the Workflow Maintenance Window

(Administration >> Setup >> Company >> Workflow >> Workflow Maintenance):

1. The Active Directory User is listed as a Workflow Manager for Project Accounting Timesheets.
2. The Active Directory User is listed as an Approver in one of the Workflow Steps for Project Accounting Timesheets.



If the Active Directory User matches the criteria above and you are still not seeing the PTE Timesheet Status Report, please close and reopen GP, as this security is verified during the launching process of Microsoft Dynamics GP.

Read and answer activity



This is an individual activity.



The time to complete this exercise is 2 minutes.



Use the resources you identified in the previous lesson to find guidance on how to best answer this scenario's questions.

See what planning guidance you can find and review it to answer the following questions.



Question 1: Can you print the PTE Timesheet Status Report for only 'Missing' Timesheets?

Yes

Question 2: Do 'Missing' timesheets have a Document Number?

No

Lesson 2: Project Accounting Trial Balance Report, Distributions added for each transaction to reflect on report.



The time to complete this lesson, including exercises, is 5 Minutes.

After this lesson, you will be able to:



- Print the Project Accounting Trial Balance Report to show the actual accounts that were used on the transaction rather than the defaults from your setup.
 - Edit accounts per transaction line on Project Accounting Transactions.
-

Overview

Before Microsoft Dynamics GP 2016 R2, the **Project Accounting Detailed Trial Balance** report and other reports in Project Accounting [PP1], would display distributions per the default accounts set up for the project\cost category combination. If a summary change was made to the distributions on a Project Accounting transaction such as a Timesheet, there was no method for us to track which specific line on the Timesheet you were making the change for. With this new feature, you will now have access to a 'Line Distribution Entry' window which allows you to make account changes per transaction line. Those changes will be saved and displayed correctly on reports such as the **Project Accounting Detailed Trial Balance**.

This new functionality has been added to all Project Accounting cost transactions windows, as well as Billing and Revenue Recognition.



SSRS reports such as the Project Accounting Detailed Trial Balance, and Project Accounting Profit & Loss will also now display actuals rather than defaults.



This new feature leverages SQL tables that already exist in Project Accounting, and no table changes were made.

Project Accounting Line Distributions Entry

Navigate to **Project > Transactions > Timesheet Entry**. Enter time against multiple projects or multiple cost categories. Notice in the lower right of the window there is a new button labeled as **Line Distributions**.

Timesheet Entry - TWO (sa)

Transaction Type: Standard, Document Number: TS0000000000000004, Date: 4/12/2017, Reference Doc. No.: , Batch ID:

Employee ID: ACKE0001, Rep Period: 15, Period Begin: 4/9/2017, Period End: 4/15/2017, Sequence: 11, User ID: sa

Employee Name: Pilar Ackerman, Currency ID: Z-US\$, Comment:

Date	Project Number	Cost Category ID	Time Begin	Time End	Quantity	Bill Type
4/9/2017	HOTELEDGER	CONSULTING	12:00:00 AM	12:00:00 AM	10.00	STD
4/9/2017	PARKNETSYS	REVIEW	12:00:00 AM	12:00:00 AM	8.00	STD
4/9/2017	PARKREQ	REVIEW	12:00:00 AM	12:00:00 AM	5.00	STD
4/9/2017	<NONE>	DESIGN	12:00:00 AM	12:00:00 AM	1.00	N/B
4/9/2017	<NONE>		12:00:00 AM	12:00:00 AM	0.00	

Total Quantity: 24.00
Total Cost: \$3,546.48
Total Accrued Revenues: \$2,580.00

Line Distributions Summary Distributions

Selecting the **Line Distributions** button will open the new **Line Distribution Entry** window. You can edit distribution accounts per transaction line by using VCR buttons (arrows) in the lower left of the window.

Timesheet Line Distribution Entry - TWO (sa)

Line Item Sequence: 100, Project Number: HOTELEDGER, Cost Category ID: CONSULTING

Account	Description
000 -1340 -01	Work in Progress
- -	
000 -2014 -01	Contra Accounts for Costs
000 -4800 -00	Overhead
- -	
- -	

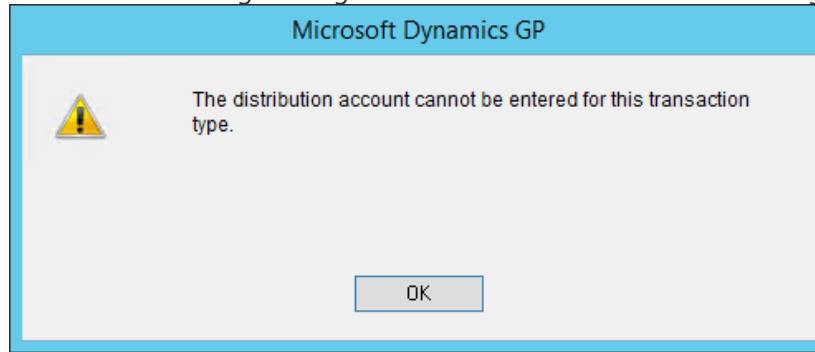
VCR buttons: < < > >



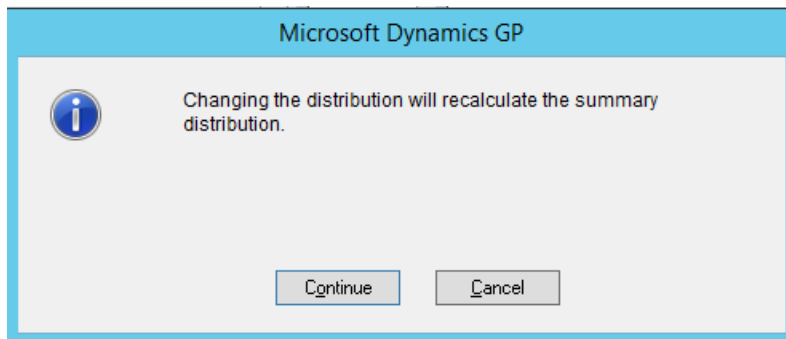
These account changes are specific to the transaction and do not roll down to the budget on the project.



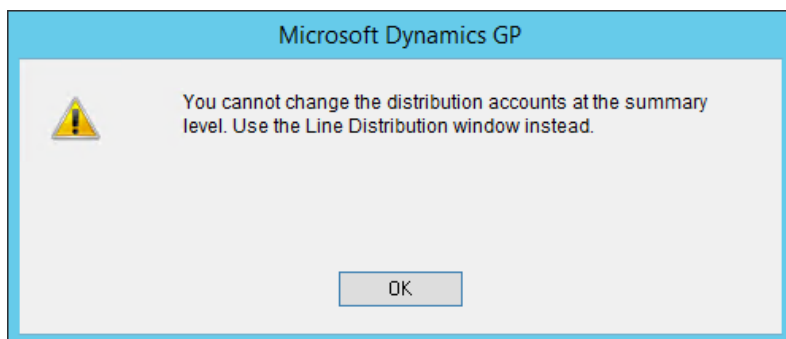
If a user tries to edit an account that is not used for a specific transaction type, they will receive the following message and not be allowed to make the change.



The account changes made in the Line Distributions Entry will update the Summary Distributions for the transaction as a whole [PP2]. You will receive the following message after making an account change on your Line Distributions.



All distribution changes must be made using the **Line Distribution Entry** window. If you open the **Summary Distributions** window and attempt to make a change, you will receive the following message.



For Receiving's Transactions in the Purchasing Module, the Line Distribution Entry is located in the **PA Receiving's Item Detail Entry** window. (**Purchasing > Transactions > Receiving's Transaction Entry > Enter or select a receipt > click the Cost Category ID expansion arrow button**)

PA Receiving's Item Detail Entry - TWO (sa)

OK File Tools Help Add Note

Receipt No. RCT1163
 Project Number PARKNETSYS
 Cost Category ID COMPONENTS
 Item HDWR-ACC-0100

Billing Note

Billing Type N/B
 Billing Rate \$70,009.95
 MC Billing Rate \$0.00
 Markup % 0.00%
 Accrued Revenue \$0.00
 MC Accrued Revenue \$0.00

Trade Discount \$0.00

Account	Description
Work in Progress	
Cost of Goods Sold/Expense	
Contra Account for Cost	Accounts Payable
Unbilled Accounts Receivable	
Unbilled Project Revenue	

Project Accounting Line Distributions Windows and Tables

The new **Line Distribution Entry** window is available in the following windows and use the corresponding tables below:

Transaction Type	Work	Open\History
Timesheet	PA10001	PA30101
Equipment Log	PA10101	PA30201
Miscellaneous Log	PA10201	PA30301
Employee Expense	PA10501	PA30501
Inventory Transfer	PA10901	PA30901
Purchasing Receipt	PA10702	PA31102
Project Accounting Return	PA10901	PA30901
Billing Time & Material	PA13202	PA23203\PA33203
Billing Fixed Price\Cost Plus	PA13203	PA23202\PA33202
Revenue Recognition	PA23304	PA33302

Read and answer activity



This is an individual activity.



The time to complete this exercise is 2 minutes.



Use the resources you identified in the previous lesson to find guidance on how to best answer this scenario's questions.

See what planning guidance you can find and review it to answer the following questions.



Question 1: Will the account changes made on Project transactions appear on your Project Accounting Detailed Trial Balance Report?

Yes

Question 2: Can you make distribution account changes in the Summary window?

No – You must use the Line Distribution Entry Window

Distribution Module Information



This course/module was created for Distribution users.



It will take approximately 20 minutes to train agents.



This course/module describes new Distribution features associated with the release of Microsoft Dynamics GP 2016 R2.



After this course/module you will be able to:

- Cancel Purchase Order Lines that were previously linked to a Requisition.
- Review Distribution Line display in Dynamics GP 2016 R2
- Setup and use the 'Include Tax in Acquisition Cost' checkbox in Fixed Assets Company Setup



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



The time a lesson or exercise will take



Content specific to a location, usually for a specific country or region



Resource lookup information



An individual exercise



An exercise for partners



A group exercise

Lesson 1: Cancel Purchase Order Lines when linked to a Requisition



The time to complete this lesson, including exercises, is 5 Minutes.



After this lesson, you will be able to:

- Cancel Purchase Order Lines that were previously linked to a Requisition.

Overview

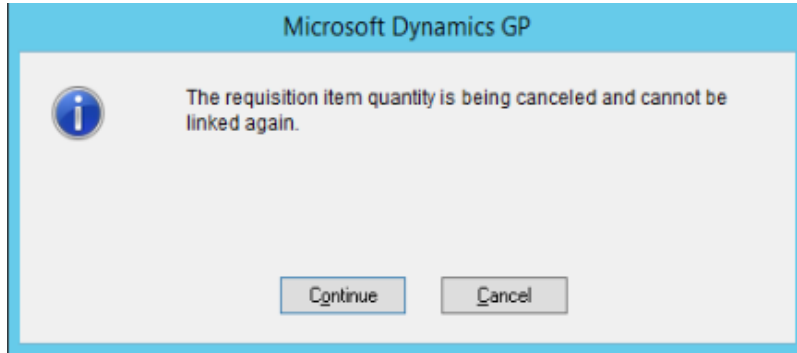
This lesson will cover how to cancel quantity on a Purchase Order line that originated from a Purchase Requisition in Microsoft Dynamics GP 2016 R2. When a purchase requisition is used to generate a purchase order line, the lines are linked. Before Microsoft Dynamics GP 2016 R2, the PO line could not be edited due to this linked (committed) quantity. This new feature will allow the PO line quantity to be canceled in Purchase Order Entry window or Edit Purchase Order Status window without breaking the link between the PO line and the requisition.

Cancel Purchase Order Lines when linked to a Requisition

Enter a Purchase Order Requisition, and convert it to a Purchase Order.

Navigate to **(Purchasing >> Transactions >> Purchase Order Entry)**. This will bring you into the **Purchase Order Entry** window. From this window open the Purchase Order that you created from a requisition.

Enter a quantity to cancel on one of your Purchase Order Line Items. Since this quantity was committed to the Purchase Requisition, but you are now cancelling it, you will receive the following message: *"The requisition item quantity is being canceled and cannot be linked again."* In this message window, you can either Continue, or Cancel the change.



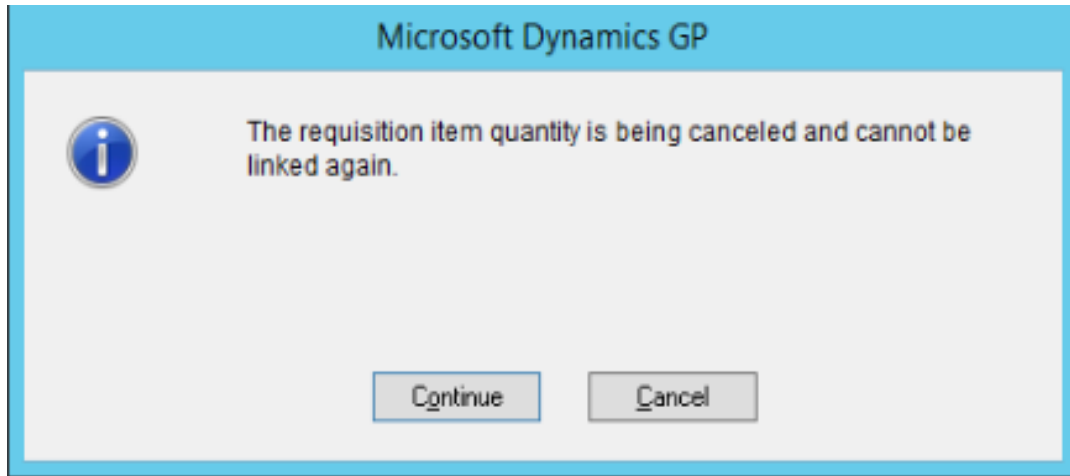
If the user chooses to continue, the line will be cancelled on the Purchase Order, the quantity committed to the Requisition will be reduced by that amount. The link between the two documents will remain.



If the Purchase Order line is also committed to a Project\Cost Category, then the quantity cannot be cancelled.

This new feature will also function in the **Edit Purchase Order Status** window. Navigate to **(Purchasing >> Transactions >> Edit Purchase Order)**. From this window open the Purchase Order that you created from a requisition.

The user can cancel a single line or the entire Purchase Order in this window, and they will receive the following message: *"The requisition item quantity is being canceled and cannot be linked again."* In this message window, you can either Continue, or Cancel the change.



If the user chooses to continue, the line will be cancelled on the Purchase Order, the quantity committed to the Requisition will be reduced by that amount. The link between the two documents will remain.



If the Purchase Order line is also committed to a Project\Cost Category, then the quantity cannot be cancelled.

Requisition Inquiry Visual When All Quantities Will Not Be Fulfilled.

A new visual Indicator will be present on the Purchase Requisition Inquiry Zoom if quantity was cancelled on the Purchase Order to indicate that it was not fully fulfilled. Navigate to **(Purchasing >> Inquiry >> Purchase Requisitions Inquiry)** and select a requisition from the list which had quantity cancelled on the Purchase Order which it was transferred to. Select **Requisition Number** to drill into the transaction.

Notice a new broken link symbol will appear next to the quantity ordered.

Read and answer activity



This is an individual activity.



The time to complete this exercise is 2 minutes.



Use the resources you identified in the previous lesson to find guidance on how to best answer this scenario's questions.

See what planning guidance you can find and review it to answer the following questions.



Question 1: When you cancel a line on a Purchase Order that originated from a Purchase Requisition, there will be a visual indicator to show that the quantity was not fulfilled on the Requisition.

True

Question 2: Can a Purchase Order Lines that that originated from a Purchase Requisition and contain costs committed with Project Accounting information be cancelled using this feature?

No

Lesson 2: Distribution Line Opens Expanded



The time to complete this lesson, including exercises, is 5 minutes.



After this lesson, you will be able to:

- Review Distribution Line display in Dynamics GP 2016 R2.

Overview

This lesson introduces you to the distribution window functionality introduced in Dynamics GP 2016 R2.

Background

In prior versions of Dynamics GP distribution lines opened in a 'collapsed' format and the user would need to select the side arrow options to 'expand' the distribution lines to see all associated information. In Dynamics GP 2016 R2 selected distribution windows will open pre-expanded.

Example 1 – Transaction Entry

1. Test this option in the Fabrikam sample company in Dynamics GP 2016 R2.
2. Open the Transaction Entry window (Transaction | Financial | General).
3. Note the window opens with all three distribution lines viewable. In prior versions, only the top line is viewable upon opening and you need to use the down expansion arrow to see or enter all lines on the JE.

Figure 1: Transaction Entry window

** Feature also planned for PM, RM and Cash Receipt Distribution windows.

Lesson 3: Purchase Order Processing (POP) to Fixed Asset link should include taxes



The time to complete this lesson, is **20** minutes.



After this lesson, you will be able to:

- Setup and use the 'Include Tax in Acquisition Cost' checkbox in Fixed Assets Company Setup
-

Overview

This lesson introduces you to the New Features for Fixed Assets in Dynamics GP 2016 R2, including the 'Include Tax in Acquisition Cost' checkbox option in Fixed Assets Company Setup.

Include Tax in Acquisition Cost

This new option to include Tax amounts from Capitalized Items in Purchase Order Processing will be an excellent way for users to customize how they track the initial cost on Fixed Assets created through the Purchase Order Processing module.

Setup

The 'Include Tax in Acquisition Cost' checkbox can be found in the Fixed Assets Company Setup window, which can be accessed Financial Navigation Page under the Setup pane. Users can also access the window by going to Microsoft Dynamics GP | Tools | Setup | Fixed Assets | Company. When users click on the Company link under the Fixed Assets Setup list, they will now see the new checkbox included under the Purchasing Options, as shown in Figure 1 below. By default, the 'Include Tax in Acquisition Cost' checkbox will be unmarked, and the checkbox will not be available at all if the 'Post POP through to FA' options is not marked.

Figure 1: Reconciled Transaction Maintenance window

Post POP through to FA by Receipt Line

When the Include Tax in Acquisition Cost option is marked in conjunction with the by Receipt Line option in Fixed Assets Company Setup, a new record will be created in Fixed Assets Purchasing Transactions for every Receipt Line in a Receiving's Transaction Entry Shipment/Invoice transaction marked as a Capital Item. The Acquisition Cost will be calculated using the sum of the Extended Cost and the Calculated Tax amount for the line.



Separate Shipment and Invoices

Taxes are unable to be entered by item in a Shipment only transaction in Receivings Transaction Entry. If a Shipment is entered and then matched to an Invoice, where the tax for the Capitalized Item is added on the Invoice, this will create two separate entries in the Fixed Assets Purchasing Transactions window. Both entries can be selected from the window and then brought into the same Asset information.

Once marked as a Capital Item in the Receiving's Item Detail Entry window, users will now see the new Include Tax in Acquisition checkbox in the FA PO Additional Information window when clicking the expansion arrow next to the Capital Item checkbox as shown in Figure 2 below.

FA PO Additional Information - TWO20 (sa)

Receipt Information

Receipt Number	RCT1166	--> Originating Control Number
Vendor / Item Desc.	Service Contract Revenue	--> Asset Description
QTY Shipped	10 <input type="checkbox"/> Create Multiple Fixed Assets	--> Asset Quantity
PO Number		--> Purchase Order Number
Receipt Date	4/12/2017	--> Acquisition Date
Extended Cost	\$250.00	--> Originating Acquisition Cost
Calculated Tax	\$17.50	

☒ Include Tax in Acquisition Cost

Additional Fixed Assets Information

Class ID: 1

Asset ID: 1 Master Asset ID:

Extended Desc:

Short Name:

Type: New

Property Type: Personal

Phys Loc ID: Location ID:

Asset Label:

Structure ID:

Custodian: Last Maintenance:

Manufacturer:

Buttons: Save, Delete, Cancel

Figure 2: Addition of Include Tax in Acquisition Cost checkbox in FA PO Additional Information window

Users will also see the fully calculated Acquisition Cost, including the Calculated Tax amount when they drill back on the expansion arrow next to the Extended Cost in the FA PO Additional Information window. This expansion arrow will bring up the PA Expand Extended Cost window as shown in Figure 3 below.

PO Expand Extended Cost - TWO20 (sa)

Currency ID: Z-US\$

Acquisition Cost: \$267.50

Buttons: OK

Figure 3: PO Expand Extended Cost window displaying fully calculated Acquisition Cost, which includes Calculated Tax

When you compare Figure 2 and Figure 3, note the Acquisition Cost from Figure 3 now displays the sum of the Extended Cost and Calculated Tax amounts when the Include Tax in Acquisition Cost is marked. Users can choose to unmark this option on a per line basis as well, providing them with options for multiple line Receiving's Transaction Entries that have Capitalized Items that need to have the tax included and Capitalized Items that do not need to have the tax included in the originating Acquisition Cost.

After posting the Receiving's Transaction Entry, the users will see the full Acquisition Amount under the Purchases drop down in the Asset General Information window, or in the Fixed Assets Purchasing Transactions window when users click the Purchase button from the Asset General Information window.

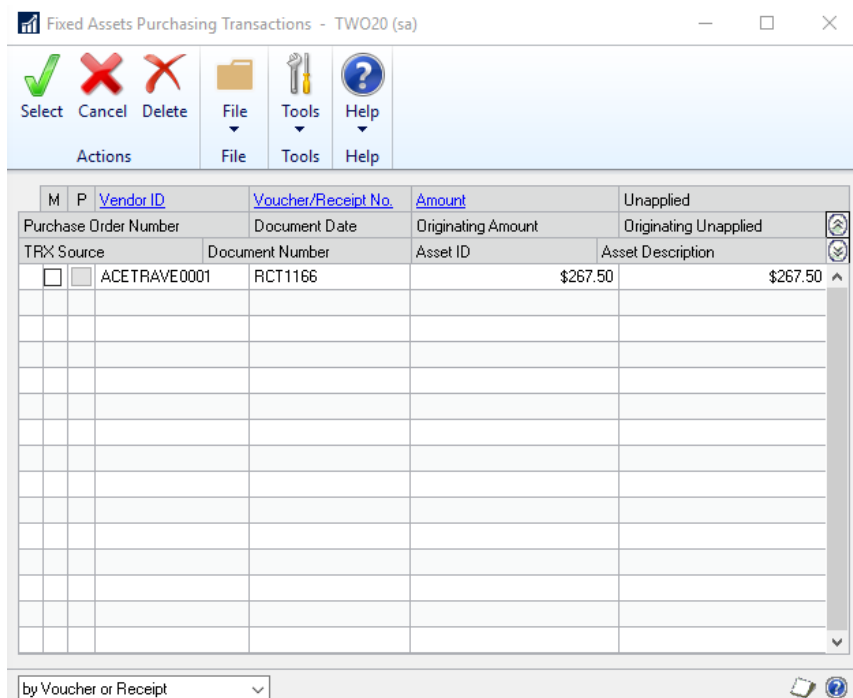


Figure 4: Fixed Assets Purchasing Transactions window with Receipt that has Tax included in Acquisition Cost

Post POP through to FA by Account

When the Include Tax in Acquisition Cost option is marked in conjunction with the by Account option in Fixed Assets Company Setup, users will need to take an extra step to see the tax amounts move over to Fixed Assets. To be included, the tax account that is set up on the Tax Detail being utilized will need to be set up under the Fixed Assets Purchasing Posting Accounts Setup window, along with the Inventory Account being utilized for the item. Users can access this window by going to Microsoft Dynamics GP | Tools | Setup | Fixed Assets | Purchasing Posting Accounts.

This setup will work best when using a separate Tax Account, Tax Detail, and Tax Schedule set up specifically for Capitalized Items, due to how the taxes pull into Fixed Assets when the account is set up in the Fixed Assets Purchasing Posting Accounts Setup window. If you utilize a Tax Account that is set up in Fixed Assets Purchasing Posting Accounts without an Inventory Account that is set up to be capitalized, the amounts will move over to Fixed Assets, which is why using a separate Tax Schedule for Capitalized Items will work the best.

Once entered and posted, users will see two separate entries in the Fixed Assets Purchasing Transactions window, as shown in the example screenshot below. In the example, a capitalized item with a 10% tax schedule was used. Both the Inventory Account and the Tax Account used in the Tax Detail were set up in

the Fixed Assets Purchasing Posting Accounts Setup window. To ensure that the amounts are combined, users will need to mark both entries and then click the Select button to combine the two entries into one new Asset.

[illegible]

Figure 5: Fixed Assets Purchasing Transactions window with a transaction that had taxes included using the By Account option in Fixed Assets Company Setup.

Financial Module Information



Audience

This course/module was created for Financial users.



Delivery Time

It will take approximately 50 minutes to train agents.



Summary

This course/module describes new Financial features associated with the release of Microsoft Dynamics GP 2016 R2.



Objectives

After this course/module you will be able to:

- Access the Reconciles Transaction Maintenance window
- Process the maintenance procedure to move Bank Reconciliation transactions to History.
- Set up Safe Pay functionality, set a new Vendor ID check name, process a Safe Pay file and review check name in resulting Safe Pay file.
- Display Tax Percent for Historical Sales Transactions
- Save a new Asset with a Suffix other than 1 without being prompted to save the Asset first.



Info

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



Content specific to a location, usually for a specific country or region



Resource lookup information

Lesson 1: Reconciled Transaction Maintenance for Bank Reconciliation



The time to complete this lesson, including exercises, is **20** minutes.

After this lesson, you will be able to:



- Access the Reconciles Transaction Maintenance window
 - Process the maintenance procedure to move Bank Reconciliation transactions to History
 - Know what tables were added for this functionality
-

Overview

This lesson introduces you to the Reconciled Transaction Maintenance routine in Dynamics GP 2016 R2, and the additional tables added to the Bank Reconciliation module to allow this process to complete successfully.

Reconciled Transaction Maintenance

The newly created Reconcile Transaction Maintenance window will allow users to move transactions already reconciled in the Reconcile Bank Statement window to the new History tables in Dynamics GP 2016 R2. The purpose behind this new feature is to increase performance surrounding the Bank Reconciliation module, as well as to update the module to mimic the data flow from other modules in Dynamics GP.

Accessing the Reconciled Transaction Maintenance window

The link for the newly created window can be found under the Financial Routines Navigation Pane in Dynamics GP 2016 R2, and will be labeled as Reconciled Transaction Maintenance. An alternate path would be to go to Microsoft Dynamics GP | Tools | Routines | Financial | Reconciled Transaction Maintenance. The window can be seen in Figure 1 below.

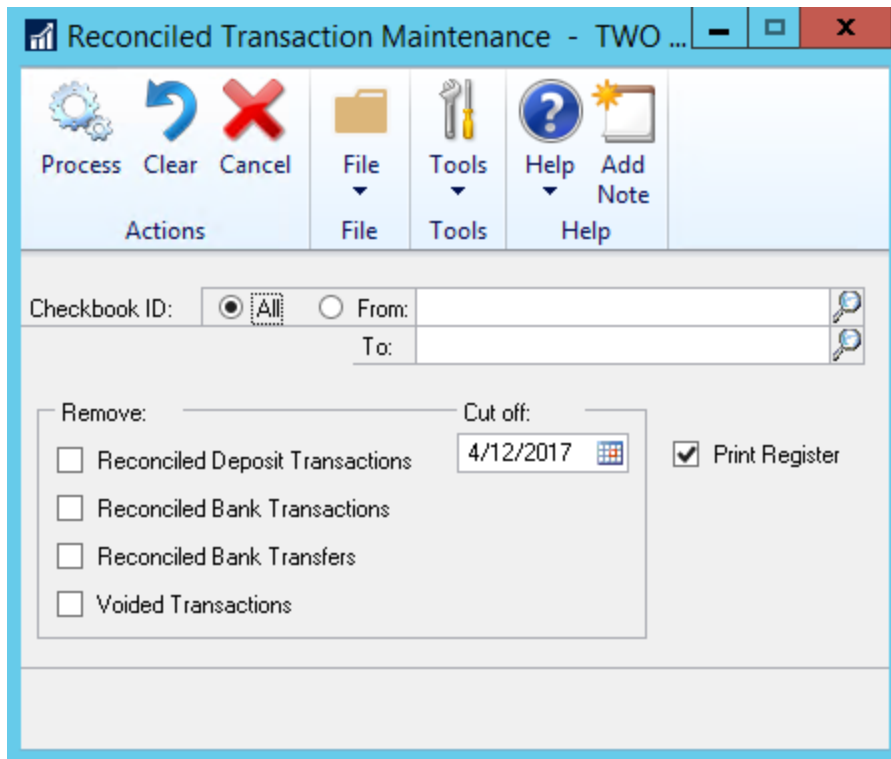


Figure 2: Reconciled Transaction Maintenance window

Using the Reconciled Transaction Maintenance window

The Reconciled Transaction Maintenance window will allow users to select one checkbook, a range of checkbooks, or all checkbooks that they would like to move transactions to History in. The Checkbook ID option will not allow users to select a set of checkbooks if they fall outside a single range, as a check list might, so multiple processes of the routine could be required.

Under the Remove section, the routine will allow you to individually select from four transaction types. Users can select from Reconciled Deposit Transactions, Reconciled Bank Transactions, Reconciles Bank Transfers, and Voided Transactions.

Please Note: Adjustment entries entered in the Reconcile Bank Adjustments window while processing a Bank Statement Reconciliation will fall under the Reconciled Bank Transactions option.

The last two options on the window are the Cut off selection and the Print Register checkbox. The Cut off date selection will be the last date transactions can be entered on to be eligible to be moved to History. The Print Register checkbox will allow users to choose whether they would like to see the Reconciled Transaction History Register report, which will display all the transactions that the routine has moved to History.

When users click the Process button, they will be prompted to choose a location for the Reconciled Transaction History Register report, if the Print Register option was marked, and then be prompted with the message in Figure 2 below.

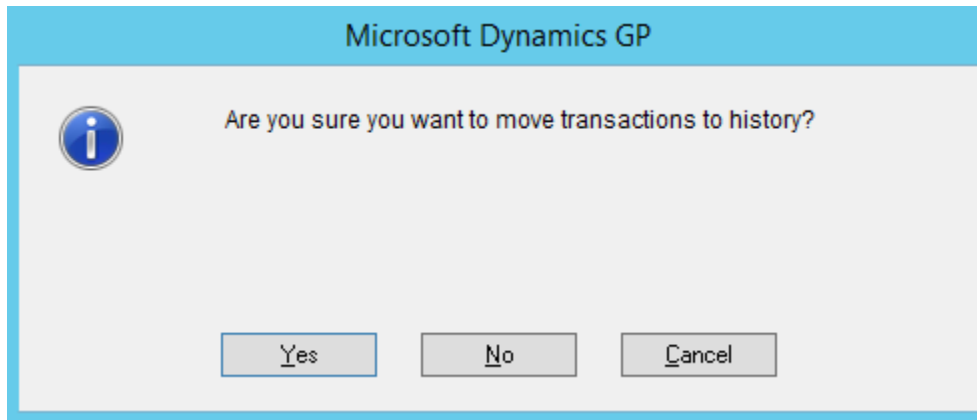


Figure 3: User prompt for confirmation upon clicking Process button in Reconciled Transaction Maintenance



Voiding Transactions Already in History

Transactions entered in Bank Reconciliation will no longer be available to be voided once they have been moved to History using the Reconciled Transaction Maintenance window. Caution users that they will not be able to select transactions in History in the Bank Transaction Entry window when using the Void Transaction option.



Slow Performance in Checkbook Register Inquiry

If you have a lot of transactions in your checkbooks, you will want to **utilize a Date Range in the Checkbook Register Inquiry window when attempting to view entries within your larger checkbooks**. If you enter a date range into the From and To fields before selecting the Checkbook ID, the transactions will display very quickly. This might not be the case if you select the Checkbook ID first without a date range.

Additional History Tables for Bank Reconciliation

With the addition of this new feature comes the addition of two new tables in the company database. The CM30200 (CM Transaction History) will hold the same information as the CM20200 table once the information is moved to History. This will include Bank Transactions and Bank Reconciliation entries that originate from other modules in Dynamics GP as well.

The CM30300 (CM Receipt History) will hold the Receipt information associated with Deposits that had Receipts marked off in their initial entry that have been moved to History. Users will also see voided Receipts in this table as well, such as a voided Cash Receipt entry from Receivables Management.

Lesson 2: Safe Pay Check Name Format



The time to complete this lesson, including exercises, is 15 minutes.

After this lesson, you will be able to:



- Set up Safe Pay functionality.
 - Set a new Vendor ID check name.
 - Process a Safe Pay file.
 - Review check name in resulting Safe Pay file.
-

Overview


This lesson introduces you to the check name format change for Safe Pay functionality introduced in Dynamics GP 2016 R2.

Background

Safe Pay is the Dynamics GP terminology for "Positive Pay" functionality. This process enables a business to create a file of their payments that they can send to their bank for review. In turn, the bank can then verify the file content against the associated financial account data and match the content (payee name, payment amount, etc.) to ensure that it contains valid payment information. If it does not, the bank can refuse the check(s) and notify the business of the determination.

Step 1 – SafePay Formatting

4. Test this option in the Fabrikam sample company in Dynamics GP 2016 R2.
5. Save the following file to your PC:



safepayexample.txt
6. Open the Safe Pay Configurator window (Financial | Routines | Financial | Safe Pay | Configurator).
7. Select 'Import' and import in the 'safepayexample.txt' file, name the file SPTEST when prompted.
8. Save the format and Close window.

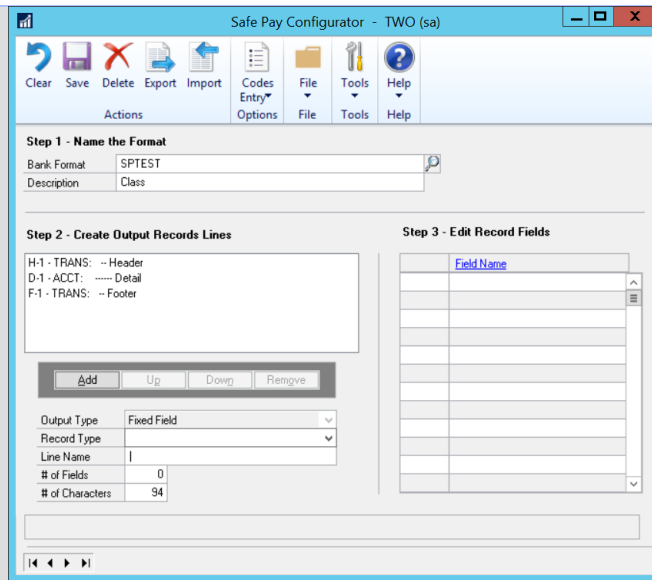


Figure 1: Safe Pay Configurator window

Step 2 – Set Checkbook/Bank ID

9. Open the Checkbook Maintenance window (Financial | Cards | Financial | Checkbook) and populate the Checkbook ID of 'First Bank'.
10. Select 'Bank ID' to open the Bank ID window and create a Bank ID of 'BANKID' and save to populate the field on the Checkbook Maintenance window.
11. Select 'Save' and close window.

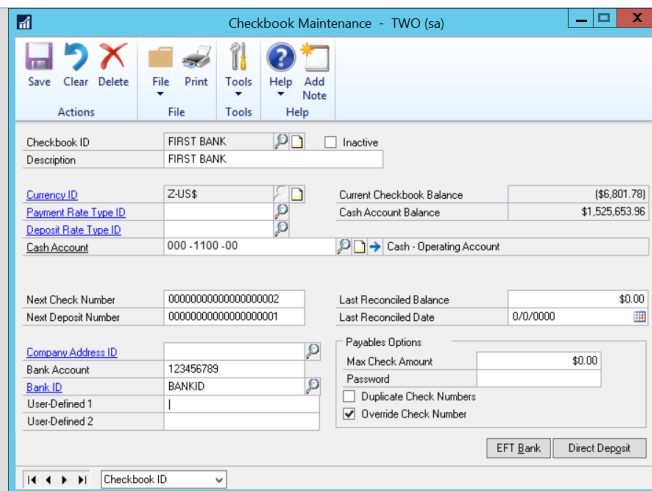


Figure 2: Checkbook Maintenance window

Step 3 – Safe Pay Upload Setup

12. Open the Safe Pay Bank Link Maintenance window (Financial | Routines | Financial | Safe Pay | Upload Maintenance).
13. Create a Bank Upload ID of 'SAFE PAY'.
14. Populate a Bank ID of 'BANKID'.
15. Populate an Output format of 'SPTST'.
16. Select 'Add Checkbook' and add the 'FIRST BANK' Bank ID.
17. Set a 'Upload Filename and Path' location on the testing PC to save a file named 'SP.txt'.
18. Select 'Save' and close window.

Figure 3: Safe Pay Bank Link Maintenance window

Step 4 – Vendor Setup

19. Open the Vendor Maintenance window (Purchasing | Cards | Vendor) and populate the Vendor ID of 'ACETRAVE0001'.
20. Change the Check Name to 'ATC'.
21. Save Changes and close window.

Figure 4: Vendor Maintenance window.

Step 5 – Create an Invoice

22. Open the Payables Transaction Entry window (Purchasing | Transactions | Transaction Entry) and populate the Vendor ID of 'ACETRAVE0001'.
23. Create and post a new invoice to the vendor for the date of '4/12/2017'.
24. Close window and review and close resulting reports.

Figure 5: Payables Transaction Entry window

Step 6 – Create a Check Payment

25. Open the Select Payables Checks window (Purchasing | Transactions | Select Checks) and create the Batch ID of 'SAFE PAY TEST'.
26. Select 'Yes' when prompted to add Batch ID.
27. Select and 'Insert' a From/To Restriction of 'ACETRAVE0001'.
28. Select 'Build Batch'.
29. Select 'Print Checks', print the resulting check to the screen.
30. Select 'Post' and close all windows.

Figure 6: Select Payables Checks window

Step 7 – Create a Safe Pay File

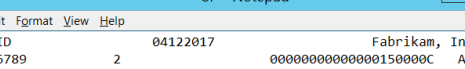
31. Open the Safe Pay - Transactions Upload window (Financial | Routines | Financial | Safe Pay | Transactions Upload).
32. Populate the Bank Upload ID of 'SAFE PAY'.
33. Set the Last Upload Date of '4/12/17'.
34. Select 'Load / Reload Transactions' to populate the window with the payment you just created.
35. Select 'Upload', select 'Proceed' when prompted, select 'OK', select 'OK'.
36. Fill a Confirmation Number of '1234' and select 'Successful'.
37. Close all windows.

[illegible]

Figure 7: Safe Pay – Transactions Upload window

Step 8 – Review Safe Pay File

38. Locate the 'SP.txt' file at the location it was set to save at in step 3.
39. Open the 'SP.txt' file with Notepad to review.
40. Note that the Check Name is listed as 'ATC' as on the Check Name field on the Vendor Maintenance window.
41. This will differ from prior versions of Dynamics GP where the Vendor ID will populate the Check Name in the resulting Safe Pay file.



The screenshot shows a Notepad window with the title 'SP - Notepad'. The menu bar includes 'File', 'Edit', 'Format', 'View', and 'Help'. The text content is as follows:

BANK ID			
123456789	2	04122017	Fabrikam, Inc.
1		1	0000000000000150000C
			00000000000000150000

The status bar at the bottom shows the page number 'III' and navigation arrows.

Figure 8a: Safe Pay File – Dynamics GP 2016 R2

19	04122017	Fabrikam, Inc.
2	00000000000000150000C	A Travel Company
1	00000000000000150000	

Figure 8b: Safe Pay File – Prior Dynamics GP Versions

Lesson 3: Display Tax Percent for Historical Sales Transactions



The time to complete this lesson, including exercises, is 5 minutes.



After this lesson, you will be able to:

- Display Tax Percent for Historical Sales Transactions

Overview

This lesson introduces you to being able to display the tax percent for historical sales transactions

Display Tax Percent for Historical Sales Transactions

With GP2016 R2 comes the ability to the historical tax percent for sales transactions. Currently, when you drill into a Sales transaction, you can see a tax detail percent. However, this is the percent now. If the percent has changed since the transaction was posted, you will not see the 'original' percent, just the current percent.

To accomplish this, a new column is being added to the Sales Tax Work and History table (SOP10105). The column name is TXDTLPCTAMT.

Additionally, Receivables transactions will also include the same new column in the RM10601 and RM30601 tables (RM Tax Work File and RM Tax History File).

At the time of upgrade, the column will be populated with the current percent for the tax detail in question. Going forward (after the upgrade), all new transactions will write the percent at the time of the transaction into this table.

Graphics and tables

The screenshot displays two overlapping windows from Microsoft Dynamics GP 2016 R2. The background window is 'Sales Transaction Entry - TWO (sa)', and the foreground window is 'Sales Tax Summary Entry - TWO (sa)'.

Sales Transaction Entry - TWO (sa) Data:

Type/Type ID:	Invoice	STDINV	Date	4/12/2017
Document No.	STDINV2262	Batch ID		
Customer ID	AARONFIT0001	Default Site ID	WAREHOUSE	
Customer Name	Aaron Fitz Electrical	Customer PO Number		
Ship To Address	WAREHOUSE	11403 45 St. South	Currency ID	Z-US\$

Line Items by Order Entered:

Item Number	D	U of M	Invoice Quantity	Unit Price	Extended Price
128 SDRAM		Each	1	\$100.00	\$100.00
			0	\$0.00	\$0.00

Sales Tax Summary Entry - TWO (sa) Data:

Type	Invoice
Document Number	STDINV2262
Pre-Tax Amount	\$100.00

Tax Detail Table:

Tax Detail ID	Description	Total Sales	Total Taxable Sales	Tax Amount
USST-PS1N0	State Sales Tax	\$100.00	\$100.00	\$6.00
USCITY-PS1N0	Chicago City Sales Tax	\$100.00	\$100.00	\$30.00
		\$0.00	\$0.00	\$0.00

Figure 4: Sales Tax window

Lesson 4: Credit limit warning fails to work due to inaccurate calculation of customer balance.



The time to complete this lesson, including exercises, is **10** minutes.



After this lesson, you will be able to:

- Correctly receive the credit limit warning on a customer.
-

Overview

- Dynamics GP is designed to use the following calculation to determine whether the credit limit warning fires.

('Customer Balance' + CurrentInvoiceDollarAmount {this is for your current document}
+ 'Unposted Sales Amount' + 'Unposted Other Sales Amount' + 'On Order Amount'
- 'Unposted Cash Amount' - 'Unposted Other Cash Amount' - 'Deposits Received') >
'Credit Limit Amount' of file RM_Customer_MSTR

- Unfortunately, this calculation does not consider that there may be an unposted credit document that has an amount already applied to a posted debit document. When GP does the math to determine if the credit limit is exceeded, it sees there is an unposted credit document and increases the credit limit by that amount regardless of what the unapplied amount is.
- New with GP2016 R2, we will consider the unapplied amounts.

Credit Limit Warning Calculation Exercise



This is an individual exercise.



The time to complete this exercise is **5** minutes.



After this exercise, you will be able to:

- Enter test transactions to ensure correct Credit Limit warnings
-
- Click Cards, select Sales, click on Customer
 - Customer ID: A1
 - Name: A2 Test
 - Address ID: MAIN
 - Click the Options button
 - Click the radio button for Amount next to Credit Limit. Set the Amount to \$5000
 - Click OK
 - Click Save to save the new customer record
 - Click Transactions, select Sales, click Transaction Entry
 - Document Type: Sales/Invoices
 - Number: Accept Default
 - Customer ID: A2
 - Tab to Sales
 - Sales: \$4000.00
 - Click Post
 - After screen refreshes (transaction has posted), enter another Sales/Invoices document for Customer A2
 - Document Type: Sales/Invoices
 - Number: Accept Default
 - Customer ID: A2
 - Sales: \$500
 - Click Post
 - After screen refreshes (transaction has posted), enter a Return document for customer A2
 - Document Type: Returns

- Number: Accept Default
- Customer ID: A2
- Sales: \$500
- Click the Apply button
- Check the Apply check box next to the first (\$4000) invoice. Click OK to save.
- In Receivables Transaction Entry, enter Batch ID: A2 (add when prompted)
- Save the applied Return document
- After screen refreshes (transaction has saved), enter another Sales/Invoices document for Customer A2
- Document Type: Sales/Invoices
- Number: Accept Default
- Customer ID: A2
- Sales: \$1001
- Save to the A2 batch

** At this point, you should be prompted for the credit limit override password, whereas prior to GP2016 R2, you would not have been prompted.

Lesson 5: Batch Edited by Another User



The time to complete this lesson, including exercises, is 15 minutes.

After this lesson, you will be able to:



- Create a new User.
- Assign Company Access to a User.
- Assign User Security.
- Edit a batch.
- See the name of a user who is currently editing a batch.

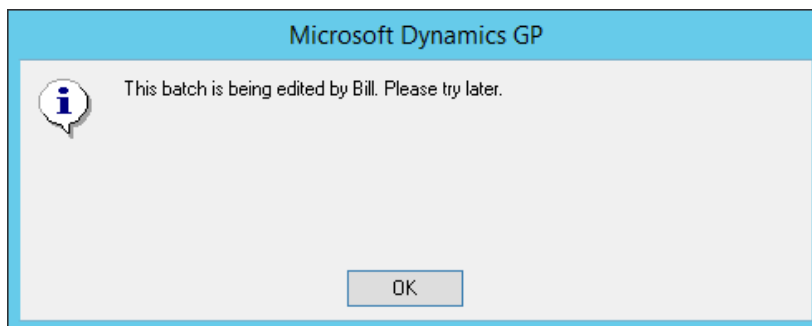
Overview

This lesson demonstrates how users receive a detailed message displaying the User that is currently modifying a Batch, which was introduced in Dynamics GP 2016 R2.

Background

Prior to Dynamics GP 2016 R2, when a user would attempt to edit a batch that was already opened by another user they would receive a generic message stating "This batch is being edited by another user. Please try later." Since the message did not specify which user already had the batch open, the new user would need to directly ask their colleagues who had the particular batch open.

In Dynamics GP 2016 R2, this message has now been modified to display the User that is currently editing the batch:



Step 1 – Create Test Users

42. Sign into GP as the 'sa' user.
43. Open the User window (Administration | Setup | User).
44. Enter a User ID, User Name and Password for the first test user.
45. Click Save to create the first test user.
46. Repeat steps 3 and 4 to create a second test user.

Figure 1: User Setup window

Step 2 – Set Company Access

47. Still signed in as 'sa', open the User Access window (Administration | Setup | User Access).
48. Click on each new user in the User Access Setup window and then click the "Access" checkbox next to the Company Name to assign access.
49. Select 'OK' and close window.

Figure 2: User Access Setup window

Step 3 – Assign User Security

50. Open the User Security window (Administration | Setup | User Security).
51. In the User Security Setup window, select the new User from the User field.
52. Select Fabrikam from the Company Field.
53. select a Role that will allow the ability to edit a Batch ("Poweruser" is fine for this exercise).
54. Select an Alternate/Modified Forms and Reports ID (DEFAULTUSER is fine).
55. Click Save.
56. Repeat steps 10 through 14 above for the second test user.
57. Close the User Security Setup window.

Figure 3: User Security Setup window

Step 4 –Edit A Batch

58. Sign into Dynamics GP as a new test user.
59. Accept the defaults and close any windows that appear.
60. Open the Batch Entry window (Transactions | Financial | Batches).
61. Open the "GL BATCH" Batch via the lookup button on the Batch ID field.

Figure 4: Batch Entry window.

Step 5 – Edit The Batch As Another User

62. Leave the existing instance of Dynamics GP open, and launch a second instance by dragging and dropping the 'DYNAMICS.SET' file onto the 'Dynamics.exe' in the GP code folder (usually at C:\Program Files (x86)\Microsoft Dynamics\GP2016).

63. Sign into the new instance of GP as the second test user.

64. Open the Batch Entry window (Transactions | Financial | Batches).

65. Open the "GL BATCH" Batch via the lookup button on the Batch ID field.

66. You will receive the message stating "This batch is being edited by <User Name>. Please try later."

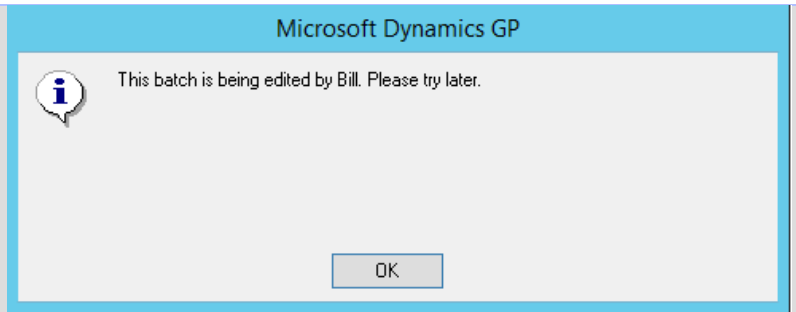


Figure 5: Updated message window

Lesson 6: Link Credit Card Invoices to Original Invoices



The time to complete this lesson, including exercises, is **15** minutes.

After this lesson, you will be able to:



- Create a Credit Card Invoice in Payables Management.
 - Review the Credit Card Invoice Link to the Original Invoice in Payables Transaction Inquiry window.
 - Review how the Reconcile to GL routine for Payables displays the linked accounts.
-

Overview

This lesson introduces you to the Link Credit Card Invoices to Original Invoices feature for the Payables Management module in Dynamics GP 2016 R2.

Background

When a credit card payment is entered in Dynamics GP Payables Management, a second invoice is created for the credit card vendor. Prior to Dynamics GP 2016 R2 there was no connection between the two invoices, which caused all credit card payments to be displayed as 'Unmatched Transactions' in the 'Reconcile to GL' report.

Having no official invoice link also made it difficult to trace the original vendor/credit card vendor link via the Payables Transaction Inquiry window.

Step 1 – Original Invoice

1. Test this option in the Fabrikam sample company in Dynamics GP 2016 R2.
2. Open the Payables Transaction Entry window (Purchasing | Transactions | Transaction Entry) and populate the 'ACETRAVE0001' Vendor ID.
3. Create and post a \$1,5000 invoice for the Doc. Date of '4/12/2017'.
4. Close window and review/close any resulting reports.

Purchases		1099 Amount	
Purchases	\$1,500.00	Cash	\$0.00
Trade Discount	\$0.00	Check	\$0.00
Freight	\$0.00	Credit Card	\$0.00
Miscellaneous	\$0.00	Terms Disc Taken	\$0.00
Tax	\$0.00	On Account	\$1,500.00
Total	\$1,500.00		

Figure 1: Payables Transaction Entry window

Step 2 – Manual Payment

5. Open the Payables Manual Payment Entry window (Purchasing | Transactions | Manual Payments) and populate the 'ACETRAVE0001' Vendor ID.
6. Create a manual Credit Card payment for \$1,5000.
7. Select 'Apply' and choose to apply the new payment to the Invoice created above, close Apply window.
8. Post the transaction and review/close any resulting reports.

Unapplied	Amount
Unapplied	\$1,500.00
Applied	\$0.00
Total	\$1,500.00

Figure 2: Payables Manual Payment Entry window

Step 3 – Payables Transaction Inquiry

9. Payables Transaction Inquiry - Vendor window (Purchasing | Inquiry | Transaction by Vendor) and populate the 'WOODGROV0001' vendor.

10. Note that the Transaction Description field contains information from the original invoice (vendor ID – voucher number).

Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
OPEN		00000000000000000443	INV	4/12/2017	\$1,500.00	\$1,500.00
Transaction Description: ACETRAVE0001 00000000000000 Z-US\$						

Figure 3a: Payables Transaction Inquiry window

11. Compare the Transaction Description field with the same materials from the version prior to Dynamics GP R2 (Figure 3b).

Note the Transaction Description field is empty, making the original document harder to locate in the same inquiry window.

Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
OPEN		00000000000000000443	INV	04/12/2017	\$1,500.00	\$1,500.00
Transaction Description:						

Figure 3b: Payables Transaction Inquiry window

Step 4 – Reconcile to GL

12. Open the Reconcile to GL window (Financial | Routines | Financial | Reconcile to GL).
13. Populate the Payables Management module.
14. Set Date Range from '4/1/2017' to '4/30/2017'.
15. Set the Output File location to your desktop.
16. Select the account of '400-6520-00' (Note: this is the default PURCH account from the original invoice).
17. Select 'Process'
18. Select 'Excel' to export the resulting report to Excel.

Reconcile to GL - TWO (sa)

Process Save Delete Cancel Excel File Tools Help Add Note

Actions File Tools Help

Reconciliation: 1
Reconciliation Date: 4/12/2017
Date Range: From: 4/1/2017 To: 4/30/2017
Module: Payables Management
Output File: C:\Users\jgrant\Desktop\PMtoGL_1_042017.xlsx

	Beginning Balance	Ending Balance
Subledger	\$0.00	\$0.00
General Ledger	\$0.00	\$0.00
Difference	\$0.00	\$0.00

by Reconciliation

Figure 4a: Reconcile to GL window

Unmatched Transactions											
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR
4/21/2017	CHICAGO0001	PMCHK00000002	0000000000000266	20044	(3,615.11)						
4/21/2017	CRCLUTID0001	PMCHK00000002	0000000000000267	20045	(99,927.81)						
4/21/2017	COMPUTER0001	PMCHK00000002	0000000000000268	20046	(9,718.70)						
4/21/2017	COMVEIN0001	PMCHK00000002	0000000000000269	20047	(25,601.92)						
4/21/2017	CONSUMER MAG	PMCHK00000002	0000000000000270	20048	(55.00)						
4/21/2017	CORTINEN0001	PMCHK00000002	0000000000000271	20049	(65,932.66)						
4/21/2017	CRUGEREN0001	PMCHK00000002	0000000000000272	20050	(6,947.43)						
4/21/2017	DISTANT0001	PMCHK00000002	0000000000000273	20051	(10,418.10)						
4/21/2017	FABRIKAM0001	PMCHK00000002	0000000000000274	20052	(123,973.64)						
4/21/2017	GARDNERS0001	PMCHK00000002	0000000000000275	20053	(12,000.00)						
4/21/2017	GROLEAN0001	PMCHK00000002	0000000000000276	20054	(1,286.74)						
4/21/2017	GREENLAK0001	PMCHK00000002	0000000000000277	20055	(29,265.50)						
4/21/2017	HILLSBRO0001	PMCHK00000002	0000000000000278	20056	(1,985.66)						
4/8/2017	CRUGEREN0001	PMCHK00000059	0000000000000249	20031	(180.50)						
4/2/2017	ADVANCED0001	PMCHK00000060	0000000000000250	20032	(363.31)						
4/14/2017	CRUGEREN0001	PMCHK00000061	0000000000000251	20033	(142.30)						
4/13/2017	ADVANCED0001	PMCHK00000062	0000000000000252	20034	(455.36)						
4/22/2017	CRUGEREN0001	PMCHK00000063	0000000000000253	20035	(28.46)						
4/26/2017	ADVANCED0001	PMCHK00000064	0000000000000254	20036	(326.06)						
4/30/2017	CRUGEREN0001	PMCHK00000065	0000000000000255	20037	(90.25)						
4/26/2017	ADVANCED0001	PMCHK00000066	0000000000000256	20038	(183.79)						
4/30/2017	TELESATE0006	PMCHK00000067	0000000000000257	20039	(10,000.00)						
4/12/2017	SIGNATURE0001	PMCHK00000068	0000000000000258	20040	(1,197.00)						
4/12/2017	ACETRAVE0001	PMPAY00000014	0000000000000439	0000000000000439	(1,500.00)						
4/12/2017	WOODGROV0001	PMPAY00000014	0000000000000460	0000000000000439	1,500.00						
4/11/2017	WOODGROV0001	POINV00000068	0000000000000451	2006	328.06						
4/2/2017	SIGNATURE0001	POINV00000072	0000000000000455	2070	157.00						
Potentially Matched Transactions											
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR
4/12/2017	ACETRAVE0001	PMTRX00000006	0000000000000459	1234	1,500.00	4/12/2017	3449	PMTRX00000006	0000000000000459	400-6520-00	1,500.00
Matched Transactions											
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR
				Ending Balance:	1,321,299.56						1,500.00
										Net Ending Balance:	1,500.00

Figure 4b: Reconcile to GL Excel report Dynamics GP 2016 R2

Note that the Unmatched Transaction section contains offsetting transactions for the original invoice and Credit Card payment (with the Document Number field referencing the initial invoice) and the Potentially Matched transactions section matches the original invoice with the associated journal entry.

Unmatched Trans						
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date
04/12/2017	ACETRAVE0001	PMAPY00000002	00000000000000441	Realized Loss, Accounts	100.00	
04/21/2017	CHICAGOR0001	PMCHK00000002	0000000000000266	20044	(3,615.11)	
04/21/2017	CIRCUITD0001	PMCHK00000002	0000000000000267	20045	(99,927.81)	
04/21/2017	COMPUTER0001	PMCHK00000002	0000000000000268	20046	(9,718.70)	
04/21/2017	COMVEXIN0001	PMCHK00000002	0000000000000269	20047	(25,601.92)	
04/21/2017	CONSUMER MAG	PMCHK00000002	0000000000000270	20048	(55.00)	
04/21/2017	CONTINEN0001	PMCHK00000002	0000000000000271	20049	(65,932.66)	
04/21/2017	CRUGEREN0001	PMCHK00000002	0000000000000272	20050	(6,947.43)	
04/21/2017	DISTANT0001	PMCHK00000002	0000000000000273	20051	(10,418.10)	
04/21/2017	FABRIKAM0001	PMCHK00000002	0000000000000274	20052	(123,973.64)	
04/21/2017	GARDNERS0001	PMCHK00000002	0000000000000275	20053	(12,000.00)	
04/21/2017	GKCLEANI0001	PMCHK00000002	0000000000000276	20054	(1,286.74)	
04/21/2017	GREENLAK0001	PMCHK00000002	0000000000000277	20055	(29,265.50)	
04/21/2017	HILLSBRO0001	PMCHK00000002	0000000000000278	20056	(1,985.66)	
04/08/2017	CRUGEREN0001	PMCHK00000059	0000000000000249	20031	(180.50)	
04/02/2017	ADVANCED0001	PMCHK00000060	0000000000000250	20032	(363.31)	
04/14/2017	CRUGEREN0001	PMCHK00000061	0000000000000251	20033	(142.30)	
04/13/2017	ADVANCED0001	PMCHK00000062	0000000000000252	20034	(455.36)	
04/22/2017	CRUGEREN0001	PMCHK00000063	0000000000000253	20035	(28.46)	
04/20/2017	ADVANCED0001	PMCHK00000064	0000000000000254	20036	(328.06)	
04/30/2017	CRUGEREN0001	PMCHK00000065	0000000000000255	20037	(90.25)	
04/26/2017	ADVANCED0001	PMCHK00000066	0000000000000256	20038	(183.79)	
04/30/2017	TELESATE0006	PMCHK00000067	0000000000000257	20039	(10,000.00)	
04/12/2017	SIGNATUR0001	PMCHK00000068	0000000000000258	20040	(1,197.00)	
04/12/2017	DISTS	PMCHK00000069	0000000000000439	20058	(100.00)	
04/12/2017	ACETRAVE0001	PMPAY00000014	0000000000000441	EFT000000000001	(2,400.00)	
04/12/2017	ACETRAVE0001	PMPAY00000015	0000000000000442	EFT000000000002	(1,440.00)	
04/12/2017	ACETRAVE0001	PMPAY00000016	0000000000000443	0000000000000443	(1,500.00)	
04/12/2017	DISTS	PMTRX00000006	0000000000000459	ONE	100.00	
04/21/2017	ADVANCED0001	POIVC00000053	0000000000000462	234	103.79	
04/11/2017	ADVANCED0001	POIVC00000068	0000000000000451	2066	328.06	
04/02/2017	SIGNATUR0001	POIVC00000072	0000000000000455	2070	1,197.00	
Potentially Matched T						
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date

Figure 4c: Reconcile to GL Excel report PRE-Dynamics GP 2016 R2

Note that the Unmatched Transaction section does not contain offsetting transactions for the original invoice and Credit Card payment but just the original invoice (the Potentially Matched transactions section is the same).

Step 4 – Reconcile to GL (cont.)

- Open the Reconcile to GL window (Financial | Routines | Financial | Reconcile to GL).
- Populate the Payables Management module.
- Set Date Range from '4/1/2017' to '4/30/2017'.
- Set the Output File location to your desktop.
- Select the account of '000-2100-00' (Note: this is the default PAY account from the original invoice).
- Select 'Process'
- Select 'Excel' to export the resulting report to Excel.

Figure 4d: Reconcile to GL window

Microsoft Dynamics GP 2016 R2

Unmatched Transactions												
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR	CR
4/21/2017	CHICAGOR0001	PMCHK00000002	0000000000000266	20044	(3,615.11)							
4/21/2017	CIRCUITD0001	PMCHK00000002	0000000000000267	20045	(99,927.81)							
4/21/2017	COMPUTER0001	PMCHK00000002	0000000000000268	20046	(9,718.70)							
4/21/2017	COMVEXIN0001	PMCHK00000002	0000000000000269	20047	(25,601.92)							
4/21/2017	CONSUMER MAG	PMCHK00000002	0000000000000270	20048	(55.00)							
4/21/2017	CONTINEN0001	PMCHK00000002	0000000000000271	20049	(65,932.66)							
4/21/2017	CRUGEREN0001	PMCHK00000002	0000000000000272	20050	(6,947.43)							
4/21/2017	DISTANT0001	PMCHK00000002	0000000000000273	20051	(10,418.10)							
4/21/2017	FABRIKAM0001	PMCHK00000002	0000000000000274	20052	(123,973.64)							
4/21/2017	GARDNERS0001	PMCHK00000002	0000000000000275	20053	(12,000.00)							
4/21/2017	GKCLEAN0001	PMCHK00000002	0000000000000276	20054	(1,286.74)							
4/21/2017	GREENLAK0001	PMCHK00000002	0000000000000277	20055	(29,265.50)							
4/21/2017	HILLSBORO0001	PMCHK00000002	0000000000000278	20056	(1,985.66)							
Potentially Matched Transactions												
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR	CR
4/12/2017	SIGNATUR0001	PMCHK00000068	0000000000000258	20040	(1,197.00)	4/12/2017	1366	PMCHK00000068	0000000000000258	000-2100-00	1,173.06	
4/11/2017	ADVANCED0001	POIVC00000068	0000000000000451	2066	328.06	4/11/2017	1353	POIVC00000068	RCT1149	000-2100-00		328.06
4/2/2017	SIGNATUR0001	POIVC00000072	0000000000000455	2070	1,197.00	4/2/2017	1365	POIVC00000072	RCT1157	000-2100-00		1,173.06
Matched Transactions												
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. Transaction Source	Orig. Control Number	Account	DR	CR
4/8/2017	CRUGEREN0001	PMCHK00000059	0000000000000249	20031	(180.50)	4/8/2017	1339	PMCHK00000059	0000000000000249	000-2100-00	180.50	
4/2/2017	ADVANCED0001	PMCHK00000060	0000000000000250	20032	(363.31)	4/2/2017	1342	PMCHK00000060	0000000000000250	000-2100-00	363.31	
4/14/2017	CRUGEREN0001	PMCHK00000061	0000000000000251	20033	(142.30)	4/14/2017	1345	PMCHK00000061	0000000000000251	000-2100-00	142.30	
4/12/2017	ADVANCED0001	PMCHK00000062	0000000000000252	20034	(455.36)	4/12/2017	1348	PMCHK00000062	0000000000000252	000-2100-00	455.36	
4/22/2017	CRUGEREN0001	PMCHK00000063	0000000000000253	20035	(28.46)	4/22/2017	1351	PMCHK00000063	0000000000000253	000-2100-00	28.46	
4/20/2017	ADVANCED0001	PMCHK00000064	0000000000000254	20036	(328.06)	4/20/2017	1354	PMCHK00000064	0000000000000254	000-2100-00	328.06	
4/30/2017	CRUGEREN0001	PMCHK00000065	0000000000000255	20037	(90.25)	4/30/2017	1357	PMCHK00000065	0000000000000255	000-2100-00	90.25	
4/26/2017	ADVANCED0001	PMCHK00000066	0000000000000256	20038	(183.79)	4/26/2017	1360	PMCHK00000066	0000000000000256	000-2100-00	183.79	
4/30/2017	TELESAVER0006	PMCHK00000067	0000000000000257	20039	(10,000.00)	4/30/2017	1363	PMCHK00000067	0000000000000257	000-2100-00	10,000.00	
4/12/2017	ACETRAVE0001	PMPAY00000014	0000000000000439	0000000000000439	(1,500.00)	4/12/2017	3450	PMPAY00000014	0000000000000439	000-2100-00	1,500.00	1,500.00
4/12/2017	WOODGROV0001	PMPAY00000014	0000000000000440	0000000000000439	1,500.00							
4/12/2017	ACETRAVE0001	PMTRX00000006	0000000000000459	1234	1,500.00	4/12/2017	3449	PMTRX00000006	0000000000000459	000-2100-00		1,500.00
Ending Balance:					1,321,299.56	Ending Balance:					14,445.09	16,324.52

Figure 4e: Reconcile to GL Excel report Dynamics GP 2016 R2

Note that the Matched Transaction section contains offsetting transactions for the original invoice and Credit Card payment (with the Document Number field referencing the initial invoice) along with the original invoice with the associated journal entry.

A	B	C	D	E	F	G	H
Potentially Matched Transactions							
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount		Tran
04/21/2017	CHICAGOR0001	PMCHK00000002	0000000000000266	20044	(3,615.11)		
04/21/2017	CIRCUITD0001	PMCHK00000002	0000000000000267	20045	(99,927.81)		
04/21/2017	COMPUTER0001	PMCHK00000002	0000000000000268	20046	(9,718.70)		
04/21/2017	COMVEXIN0001	PMCHK00000002	0000000000000269	20047	(25,601.92)		
04/21/2017	CONSUMER MAG	PMCHK00000002	0000000000000270	20048	(55.00)		
04/21/2017	CONTINEN0001	PMCHK00000002	0000000000000271	20049	(65,932.66)		
04/21/2017	CRUGEREN0001	PMCHK00000002	0000000000000272	20050	(6,947.43)		
04/21/2017	DISTANT0001	PMCHK00000002	0000000000000273	20051	(10,418.10)		
04/21/2017	FABRIKAM0001	PMCHK00000002	0000000000000274	20052	(123,973.64)		
04/21/2017	GARDNERS0001	PMCHK00000002	0000000000000275	20053	(12,000.00)		
04/21/2017	GKCLEAN0001	PMCHK00000002	0000000000000276	20054	(1,286.74)		
04/21/2017	GREENLAK0001	PMCHK00000002	0000000000000277	20055	(29,265.50)		
04/21/2017	HILLSBRO0001	PMCHK00000002	0000000000000278	20056	(1,985.66)		
04/12/2017	SIGNATUR0001	PMCHK00000068	0000000000000258	20040	(1,197.00)		
04/12/2017	ACETRAVE0001	PMPAY00000016	0000000000000443	0000000000000443	(1,500.00)		
04/11/2017	ADVANCED0001	POIVC00000068	0000000000000451	2066	328.06		
04/02/2017	SIGNATUR0001	POIVC00000072	0000000000000455	2070	1,197.00		
Match							
Posting Date	Vendor ID	Transaction Source	Voucher Number	Document Number	On Account Amount		Tran
04/08/2017	CRUGEREN0001	PMCHK00000059	0000000000000249	20031	(180.50)		

Figure 4f: Reconcile to GL Excel report Dynamics PRE-GP 2016 R2

Note that the Potentially matched Transaction section does not contain offsetting transactions for the original invoice and Credit Card payment but just the original invoice.

Lesson 7: Save new Fixed Assets with Suffix other than 1



The time to complete this lesson, including exercises, is 2 Minutes.



After this lesson, you will be able to:

- Ability to save new fixed assets with suffix other than 1

Overview

In previous versions of Dynamics GP, users were prompted to Save, Discard, or Cancel if they were entering in a new Asset into the Asset General Information window with a Suffix other than 1, as shown in the screenshot below. Users would see this prompt and if they entered in their desired Suffix number, and then tabbed out of/click into another field. Users would then be prompted with the message. With the release of Dynamics GP 2016 R2, the functionality behind what can be entered initially has changed, and users will no longer be prompted to Save, Discard or Cancel when entering their desired Suffix.

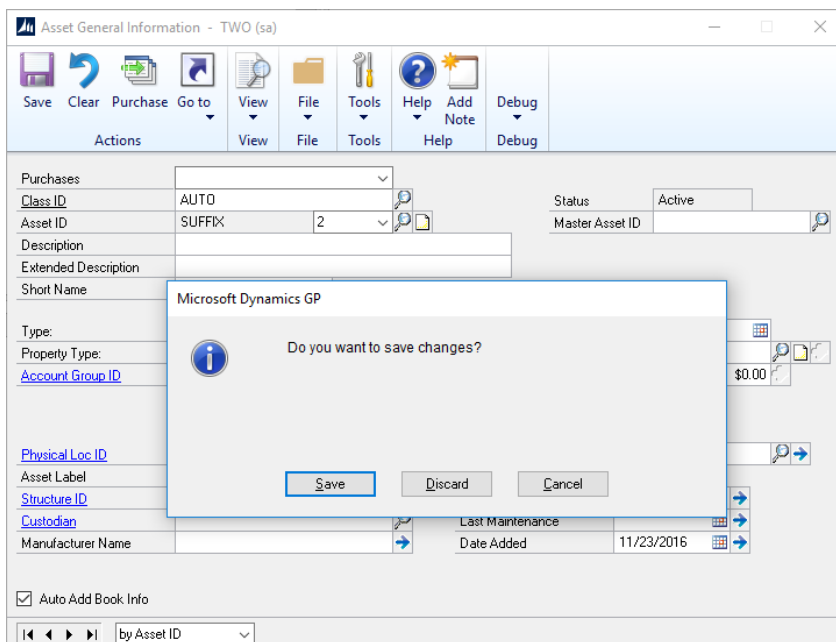


Figure 1: Asset General Information window from GP 2015 R2 when attempting to enter a Suffix of 2 on a new Asset

Asset General Information - TWO20 (sa)

Save Clear Purchase Go to View File Tools Help

Purchases Class ID AUTO Asset ID GP2016R2 2 Description Extended Description Short Name

Status Active Master Asset ID

Type: New Property Type: Personal Account Group ID: VEHICLES Acquisition Date: 0/0/0000 Currency ID: Z-US\$ Acquisition Cost: \$0.00

Physical Loc ID Location ID Asset Label Structure ID Custodian Manufacturer Name

Quantity: 1 Last Maintenance: 0/0/0000 Date Added: 11/23/2016

☒ Auto Add Book Info

by Asset ID

Figure 2: Asset General Information window from GP 2016 R2. Users are no longer prompted to Save, Discard, or Cancel when entering a Suffix other than 1, as shown above.

This small change in Fixed Assets creation will make both manual asset creation and imports of new assets using the Asset Import/Export utility in Dynamics GP run much more smoothly for companies that do not always desire to use 1 as their initial Suffix for new assets.

System Module Information



This course/module was created for System/Administrative users.



It will take approximately 30 minutes to train agents.



This course/module describes new System features associated with the release of Microsoft Dynamics GP 2016 R2.



After this course/module you will be able to:

- Create a SmartList to be used in Advanced Look-Ups.
- Create a password to protect SmartList.



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



The time a lesson or exercise will take



Content specific to a location, usually for a specific country or region



Resource lookup information



An individual exercise



An exercise for partners



A group exercise

Lesson 1: SmartList Designer SmartLists available in Advanced Look-Ups



The time to complete this lesson, including exercises, is 5 Minutes.



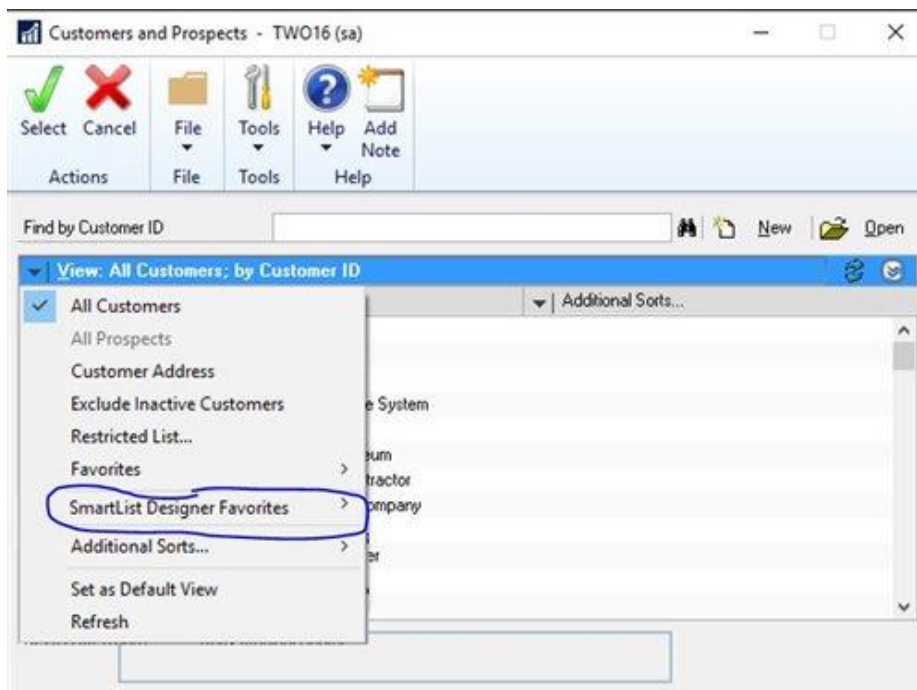
After this lesson, you will be able to:

- Create a SmartList to be used in Advanced Look-Ups.

Overview

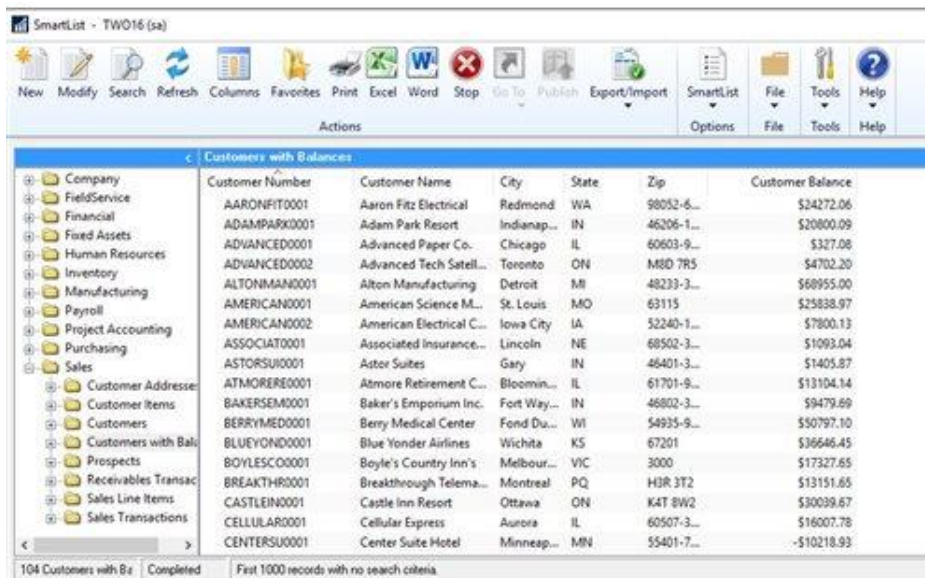
In Microsoft Dynamics GP, there are lookup windows where end users can do a lookup based off a list of predefined views when entering transactions, doing inquiries and looking up master records. There are several windows where the user can select different views within the system.

This new Microsoft Dynamics GP 2016 R2 feature allows users to use custom SmartLists and/or SmartList Favorites they've created in SmartList Designer, to use these same SmartLists to look up master records in specific windows based on the query designed.



This SmartList Designer Advanced Look-Up functionality is available in this defined list of advanced lookup windows: Accounts, Addresses, Customers, Employees, Items, Open Documents, Open Payable Documents, Prospects, Purchase Orders, Sales Document Numbers, Sales Documents, Vendor Addresses, Vendors, and Vouchers.

An example of this, in the Fabrikam, Inc. sample database, a user has created a customer list using SmartList Designer called 'Customers with Balances'. This list has specific information pertaining to their customers. The user would like to use this list for their lookup in the Customer Maintenance window.



SmartList - TWO16 (sa)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Go To Publish Export/Import SmartList File Tools Help

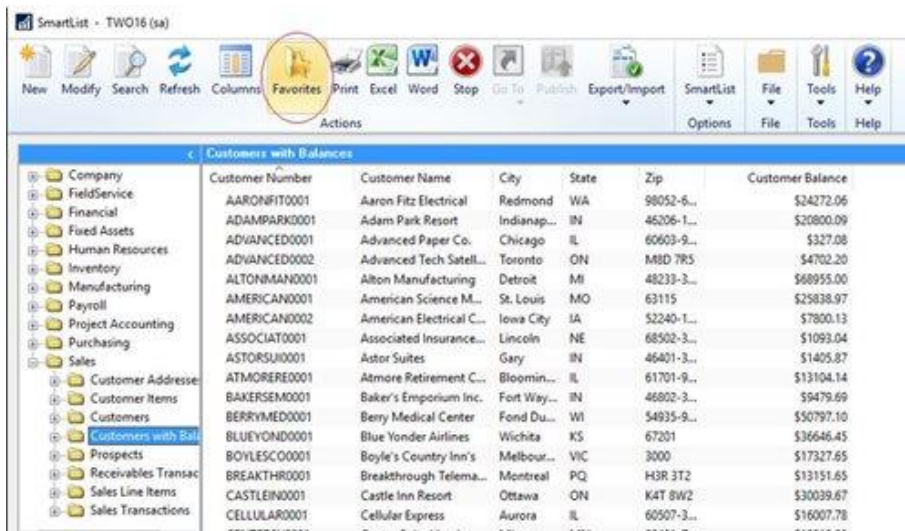
Actions Options File Tools Help

Customers with Balances

Customer Number	Customer Name	City	State	Zip	Customer Balance
AARONFIT0001	Aaron Fitz Electrical	Redmond	WA	98052-6...	\$24272.06
ADAMPARK0001	Adam Park Resort	Indianap...	IN	46206-1...	\$20800.09
ADVANCED0001	Advanced Paper Co.	Chicago	IL	60603-9...	\$327.08
ADVANCED0002	Advanced Tech Satell...	Toronto	ON	M8D 7R5	\$4702.20
ALTONMAN0001	Alton Manufacturing	Detroit	MI	48233-3...	\$68955.00
AMERICAN0001	American Science M...	St. Louis	MO	63115	\$25838.97
AMERICAN0002	American Electrical C...	Iowa City	IA	52240-1...	\$7800.13
ASSOCIAT0001	Associated Insurance...	Lincoln	NE	68502-3...	\$1093.04
ASTORSUI0001	Astor Suites	Gary	IN	46401-3...	\$1405.87
ATMOREERE0001	Atmore Retirement C...	Bloomin...	IL	61701-9...	\$13104.14
BAKERSEM0001	Baker's Emporium Inc.	Fort Way...	IN	46802-3...	\$9479.69
BERRYMED0001	Berry Medical Center	Fond Du...	WI	54935-9...	\$50797.10
BLUEYOND0001	Blue Yonder Airlines	Wichita	KS	67201	\$36646.45
BOYLESCO0001	Boyle's Country Inn's	Melbour...	VIC	3000	\$17327.65
BREAKTHR0001	Breakthrough Telema...	Montreal	PQ	H3R 3T2	\$13151.65
CASTLEIN0001	Castle Inn Resort	Ottawa	ON	K4T 8W2	\$30039.67
CELLULAR0001	Cellular Express	Aurora	IL	60507-3...	\$16007.78
CENTERSU0001	Center Suite Hotel	Minneap...	MN	55401-7...	-\$10218.93

104 Customers with Bz Completed First 1000 records with no search criteria

With the SmartList Designer favorite selected in the SmartList window, the user would select the Favorites button



SmartList - TWO16 (sa)

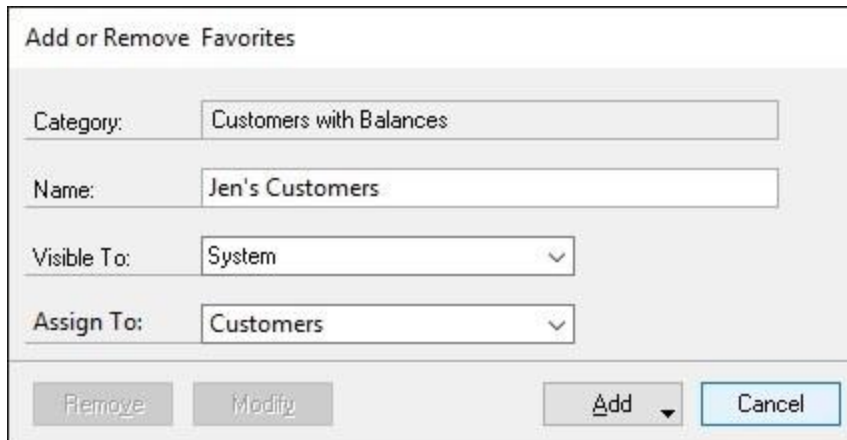
New Modify Search Refresh Columns Favorites Print Excel Word Stop Go To Publish Export/Import SmartList File Tools Help

Actions Options File Tools Help

Customers with Balances

Customer Number	Customer Name	City	State	Zip	Customer Balance
AARONFIT0001	Aaron Fitz Electrical	Redmond	WA	98052-6...	\$24272.06
ADAMPARK0001	Adam Park Resort	Indianap...	IN	46206-1...	\$20800.09
ADVANCED0001	Advanced Paper Co.	Chicago	IL	60603-9...	\$327.08
ADVANCED0002	Advanced Tech Satell...	Toronto	ON	M8D 7R5	\$4702.20
ALTONMAN0001	Alton Manufacturing	Detroit	MI	48233-3...	\$68955.00
AMERICAN0001	American Science M...	St. Louis	MO	63115	\$25838.97
AMERICAN0002	American Electrical C...	Iowa City	IA	52240-1...	\$7800.13
ASSOCIAT0001	Associated Insurance...	Lincoln	NE	68502-3...	\$1093.04
ASTORSUI0001	Astor Suites	Gary	IN	46401-3...	\$1405.87
ATMOREERE0001	Atmore Retirement C...	Bloomin...	IL	61701-9...	\$13104.14
BAKERSEM0001	Baker's Emporium Inc.	Fort Way...	IN	46802-3...	\$9479.69
BERRYMED0001	Berry Medical Center	Fond Du...	WI	54935-9...	\$50797.10
BLUEYOND0001	Blue Yonder Airlines	Wichita	KS	67201	\$36646.45
BOYLESCO0001	Boyle's Country Inn's	Melbour...	VIC	3000	\$17327.65
BREAKTHR0001	Breakthrough Telema...	Montreal	PQ	H3R 3T2	\$13151.65
CASTLEIN0001	Castle Inn Resort	Ottawa	ON	K4T 8W2	\$30039.67
CELLULAR0001	Cellular Express	Aurora	IL	60507-3...	\$16007.78
CENTERSU0001	Center Suite Hotel	Minneap...	MN	55401-7...	-\$10218.93

In the 'Add or Remove Favorites' window that opens, the user would enter a name, and choose visibility. There is also a new option of 'Assign To' added to this window, which will default as blank. Users can select this dropdown and see the list of advanced lookup windows. In this example, the user would select 'Customers' to add this favorite to the Customer Maintenance window's lookup.



The screenshot shows a dialog box titled "Add or Remove Favorites". It contains the following fields and controls:

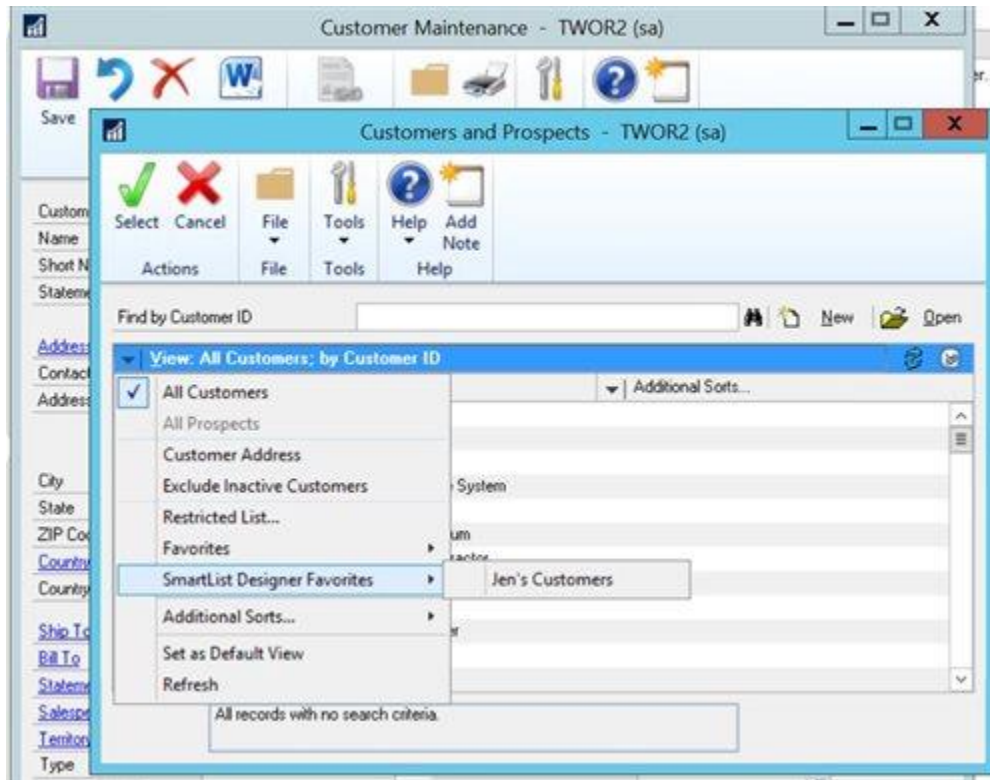
- Category:** A text box containing "Customers with Balances".
- Name:** A text box containing "Jen's Customers".
- Visible To:** A dropdown menu currently showing "System".
- Assign To:** A dropdown menu currently showing "Customers".
- Buttons:** At the bottom, there are four buttons: "Remove", "Modify", "Add", and "Cancel". The "Add" button has a small downward arrow next to it.

****NOTE:** Only one Assign To option can be selected per SmartList Favorite. If you want more than one then you will have to create another SmartList Favorite to assign it to another advanced lookup.

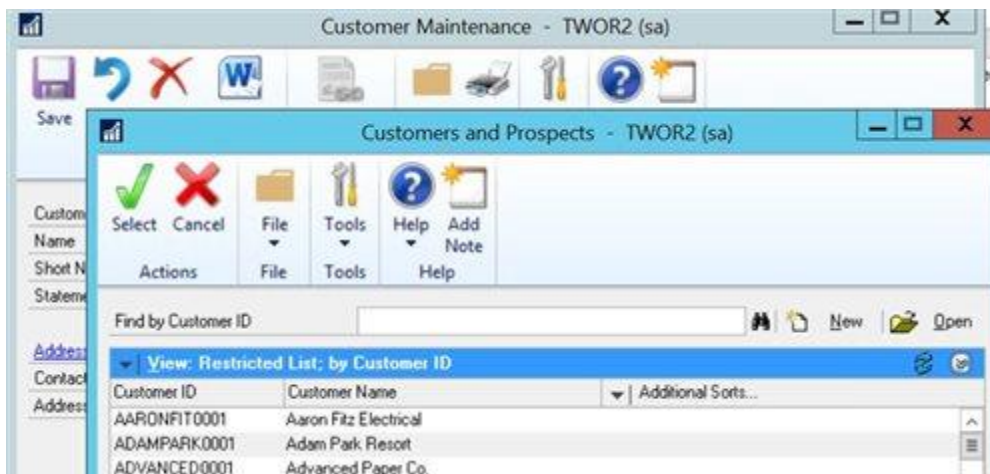
The advanced lookup field does not have to be populated, it can be left blank. Once this favorite is created then the view option will show 'SmartList Designer Favorites' as an option. If there are no favorites created, the SmartList Designer Favorites would still show as a menu item, there just would not be any additional menu list.

Continuing with the example, in Cards > Sales > Customer, the user chooses the lookup button next to the Customer ID field, then clicks the dropdown next to View, to see the new 'SmartList Designer Favorites' option.

The user would like to change the view from All Customers to their SmartList favorite from the 'Customer with Balances' SmartList. In the 'SmartList Designer Favorites' option, they would select the 'Jen's Customers' favorite they created and assigned to the Customer lookup window.



By doing this, the lookup window will return the customer list that is pulled from the SmartList Favorite, 'Customers with Balances' that was created, which shows specific customer information that this user wants to select from, without having to filter through all available customers in this lookup example.



Lesson 2: SmartList Favorite Protection



The time to complete this lesson, including exercises, is 5 Minutes.



After this lesson, you will be able to:

- Create a password to protect SmartList.
-

Overview

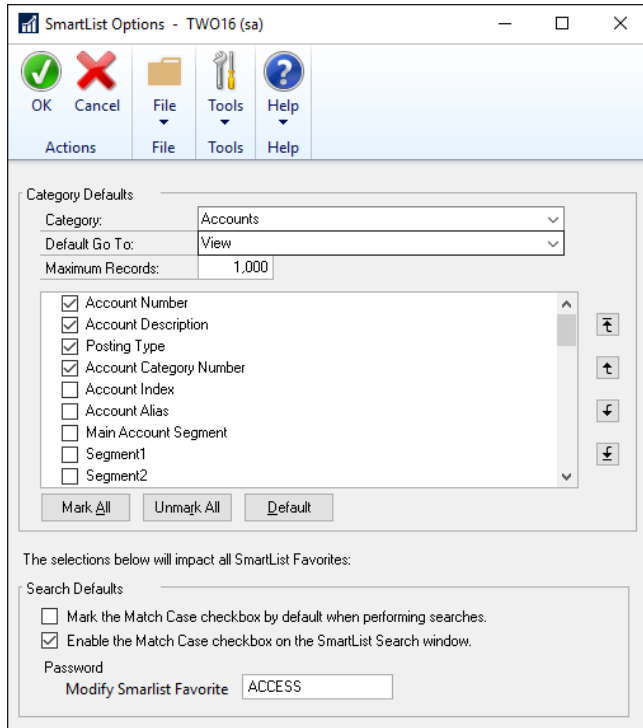
In Microsoft Dynamics GP 2016 R2, a new feature was added to set security when modifying a SmartList Favorite. The goal of this feature is to make the user aware that they are going to modify an existing favorite to avoid accidental changes. All users should have to enter a password to modify a SmartList Favorite.

The password functionality was added so that when a user selects to modify the SmartList Favorite, the user is prompted with a password to indicate they are about to change the current SmartList Favorite. This functionality will not only prompt the user to make them aware they are about to change the current SmartList Favorite, but this will also prevent users that do not know the password from making changes to the SmartList favorite.

In previous versions of Microsoft Dynamics GP, a user would create and use SmartList Favorites to create a list with specific columns and data they use on an ongoing basis. SmartList would allow users to modify the SmartList Favorite by simply clicking the Modify button on the Add or Remove Favorites window that opened.

Below is screenshots of the new functionality and example:

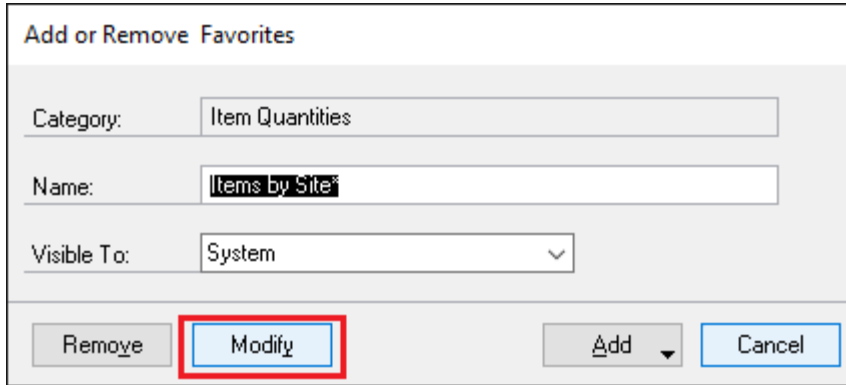
1. To enable the password functionality, you will need to set a password in the Modify SmartList Favorites field within the SmartList Options window.
(GP>>Tools>>Setup>>System>>SmartList Options)



2. In Fabrikam, Inc. a user has an item list favorite called Items by Site. This list has specific information pertaining to their items, sites and quantities as seen below.

Item Number	Location Code	Record Type	QTY On Order	QTY On Hand	QTY Allocated
1-A3261A	WAREHOUSE	Site	0	0	2
1-A3483A	WAREHOUSE	Site	0	0	0
100XLG	WAREHOUSE	Site	0	30	4
128 SDRAM	WAREHOUSE	Site	0	10	11
1GPROC	WAREHOUSE	Site	0	20	0
2-A3284A	WAREHOUSE	Site	0	0	0
24X IDE	WAREHOUSE	Site	0	10	10
256 SDRAM	WAREHOUSE	Site	0	10	4
2GPROC	WAREHOUSE	Site	0	20	0
3-A2969A	WAREHOUSE	Site	0	0	1
3-A2990A	WAREHOUSE	Site	0	0	0
3-A2998A	WAREHOUSE	Site	0	0	0
3-A3294A	WAREHOUSE	Site	0	0	0
3-A3416A	WAREHOUSE	Site	0	0	0
3-A3542A	WAREHOUSE	Site	0	10	0
3-B3813A	WAREHOUSE	Site	0	96	50
3-B3897A	WAREHOUSE	Site	0	0	0
3-C2786A	WAREHOUSE	Site	0	0	0
3-C2804A	WAREHOUSE	Site	0	0	0
3-C2924A	WAREHOUSE	Site	0	27	0
3-D2094A	WAREHOUSE	Site	0	0	0
3-D2657A	WAREHOUSE	Site	0	130	100
3-D2659A	WAREHOUSE	Site	0	130	100
3-E4471A	WAREHOUSE	Site	0	47	0
3-E4472A	WAREHOUSE	Site	0	0	0
3-E4592A	WAREHOUSE	Site	0	92	0
3-J2094A	WAREHOUSE	Site	0	9	1
3-K2094A	WAREHOUSE	Site	0	10	3

- Any user that can see this favorite can select make changes to the list by removing columns, adding columns etc. When the user navigates away and comes back to the list the default columns are back.
- If the user makes the changes in step #2 and then clicks on the favorites button and choose modify the SmartList Favorite, the user should be prompted with a password to save the "modifications" they just made.



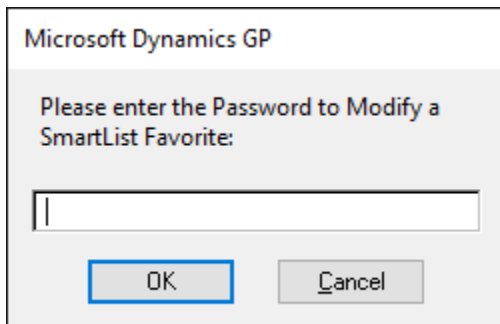
Add or Remove Favorites

Category:

Name:

Visible To:

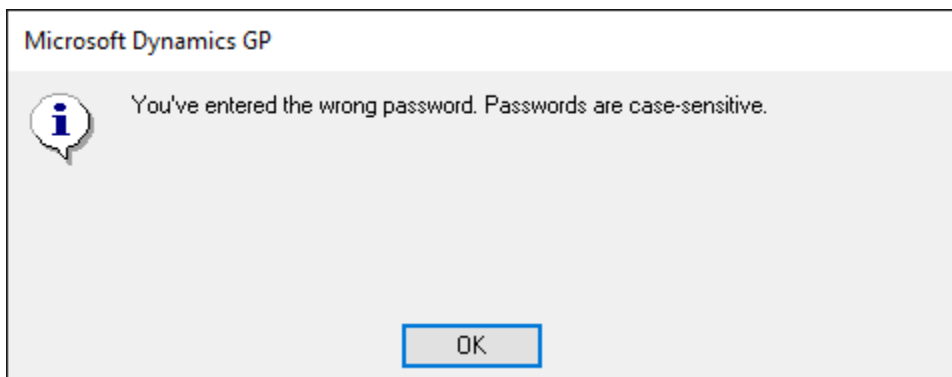
- User can enter the password and the Favorite will be updated.




Microsoft Dynamics GP

Please enter the Password to Modify a SmartList Favorite:

- If the user enters the wrong password, they should receive the following error:



Microsoft Dynamics GP

 You've entered the wrong password. Passwords are case-sensitive.

Lesson 3: PowerBI on Web Client home page

Overview

In Microsoft Dynamics GP 2016, the ability to add a Power BI report to the homepage was added. However, this was only available for the thick client, and not Web Client. This functionality has been expanded on Microsoft Dynamics GP 2016 R2 to include Web Client.

This documentation will not cover the creation of a Power BI reports and assumes that you have prior working knowledge and environment for Power BI and Azure.

Documentation for Power BI can be found [HERE](#):

In addition, this function requires that your Web Client environment is reachable via external network.

The screenshot displays the Microsoft Dynamics GP Web Client interface. The top navigation bar shows 'Microsoft Dynamics GP' and 'Fabrikam, Inc.' with a date of '4/12/2017' and a user profile 'fabrikam\john'. The left sidebar contains navigation links: Home, Area Pages, User Preferences, Shortcuts, Report Shortcuts, and User Classes. The main content area is titled 'John's Home' and features a Power BI report titled 'Sessions, Page Views, Avg Session Duration (Mins), Bounce Rate'. The report is a table with columns: Content, Sessions, Page View..., Avg Session Duration (Mins), Bounce Rate, Month, and Day. The table lists various content items and their associated metrics, grouped by month (November 20, November 19, November 18). A 'Total' row at the bottom summarizes the data.

Content	Sessions	Page View...	Avg Session Duration (Mins)	Bounce Rate	Month	Day
Available Products	59	123	9.07	66.67	November	20
company Portal	60	85	9.42	50.00	November	20
Home	301	362	143.04	811.63	November	20
Office 2016	87	134	8.47	59.26	November	20
Overview	1838	3136	71.87	390.12	November	20
Page not found	69	93	8.92	57.89	November	20
Product Acknowledge	46	80	9.86	33.33	November	20
Search	499	821	16.25	50.00	November	20
Third Party Software Licensing Service (SL...	54	82	11.21	4.76	November	20
Available Products	29	67	4.92	0.00	November	19
company Portal	44	57	8.39	54.55	November	19
Home	160	209	169.96	441.60	November	19
Office 2016	54	80	4.71	57.89	November	19
Overview	1391	2293	73.87	277.89	November	19
Page not found	21	25	9.29	60.00	November	19
Product Acknowledge	26	46	5.37	33.33	November	19
Search	263	470	12.77	66.67	November	19
Third Party Software Licensing Service (SL...	20	24	4.48	10.00	November	19
Available Products	180	319	6.93	40.91	November	18
company Portal	199	268	10.47	32.79	November	18
Home	748	923	259.21	761.13	November	18
Office 2016	299	439	7.22	66.07	November	18
Overview	829	1214	100.34	415.79	November	18
Page not found	136	181	7.23	54.22	November	18
Product Acknowledge	148	222	7.14	34.88	November	18
Search	1478	2495	12.57	81.33	November	18
Total	34258	52321	2,931.74	10,704.84		

The right sidebar contains sections for 'To Do' (Reminders, Tasks), 'Connect' (Microsoft Dynamics GP Blogs), 'My Reports' (Add Reports), and 'Quick Links'.

1. To enable the PowerBI functionality, you will need to first register a client app in Power BI App Registration Tool at <https://dev.powerbi.com/apps> to get a 'Client ID' which needs to be entered the Reporting Tools Setup window.

- a. Once signed into the site you will be asked to enter the following information:

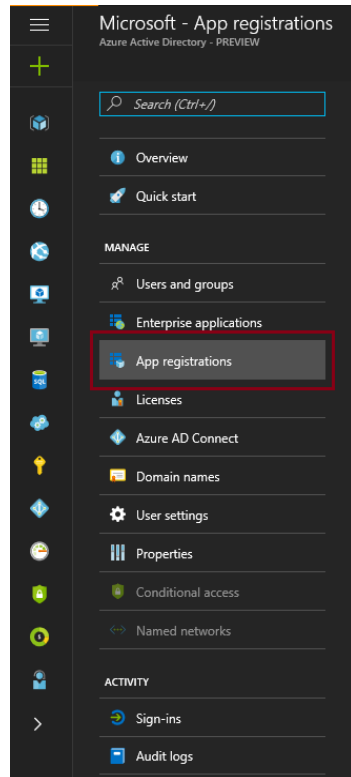
The screenshot shows the 'Power BI for Developers' registration page. It is titled 'Register an Application for Power BI'. The page is divided into four steps:

- Step 1: Login to your Power BI account** - Welcome, John Doe! (Wrong account? No problem, [logout](#) and try again.)
- Step 2: Tell us about your app** - Let's start with some basic details.
 - App Name:** GP PowerBI
 - App Type:** Native app (Selected from a dropdown menu)
 - Redirect URL:** https://yourwebclient.fqdn.com/GP/OAuthRedirect
- Step 3: Choose APIs to access** - Select the APIs and the level of access your app needs.
 - Dataset APIs:** ☒ Read All Datasets, ☒ Read and Write All Datasets
 - Report and Dashboard APIs:** ☒ Read All Dashboards, ☒ Read All Reports
 - Other APIs:** ☒ Read All Groups
- Step 4: Register your app** - Once you've set everything the way you want it, click the button below and we'll register your app. Your client ID and secret (for web apps only) will appear below. Be sure to copy the values into your app. By clicking the Register App button, you have accepted the [terms of use](#).
 - Register App** (Yellow button)
 - Client ID:** c109aebc-0a41-4a99-89e5-f627c160198

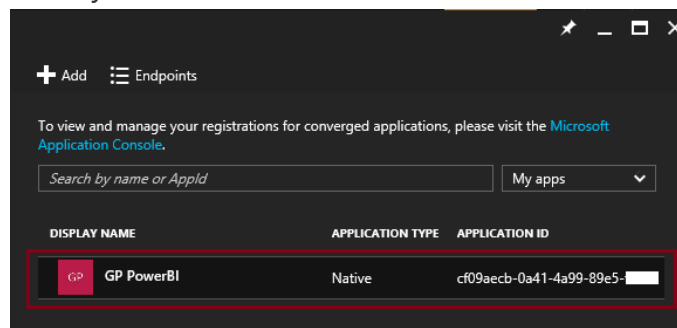
- **App Name** – You can name this anything you want. We've name the app 'GP PowerBI' for this lesson.
 - **App Type** – Specify this as 'Native App'.
 - **Redirect URL** – This will need to match the following format:
[https://\(yourwebclient.fqdn\)/\(webclientpath\)/OAuthRedirect](https://(yourwebclient.fqdn)/(webclientpath)/OAuthRedirect)
 - **APIs to Access** – Minimum requirement is 'Read All Dashboards'.
- b. Once you have provided the above information you should be able to click on 'Register App' button and get a 'Client ID'. You should record this ID somewhere in case needed again in the future.

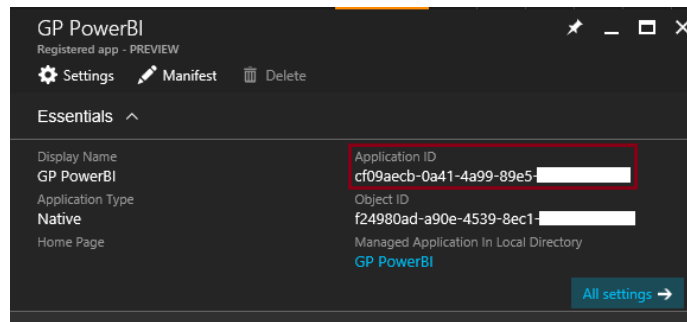
2. Next, you will need to register an Azure AD App in the Azure Portal at <https://ms.portal.azure.com/> to get an 'Application ID' and a 'Key' which needs to be entered the Reporting Tools Setup window.

- a. Once signed into the site you will need to navigate to Azure Active Directory > App Registration.

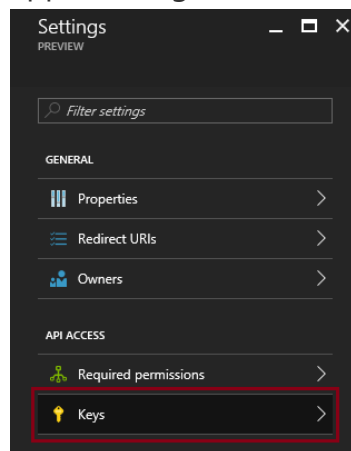


- b. If your Power BI App registration was successful, there should be an app with the exact same name (GP Power BI for this lesson). You should be able to click on the app and retrieve the 'Application ID'. This should be exactly the same as the 'Client ID' in most cases.

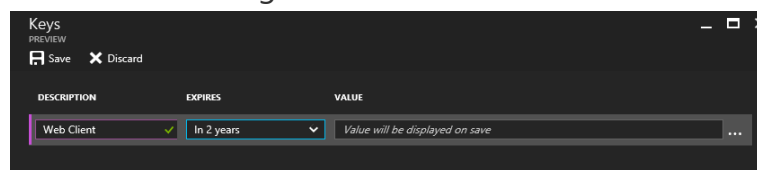




- c. To generate the 'Key' click on 'Keys' under the 'API Access' section for the app's settings.



- d. Enter the following information:



- **Description** – You can name this anything you want. We've name the key 'Web Client' for this lesson.
 - **Expires** – You can select whichever value you want. We've selected 2 years for this lesson.
- e. Once you have provided the above information you should be able to click on 'Save' button and get a 'Key'. You should record this somewhere in case needed again in the future.

- At this point, you should have four key information. A 'Client ID', 'Application ID', 'Key' and 'Redirect URL'.

Login to Web Client and select 'Administration' from the navigation bar and navigate to 'Reporting Tools Setup' in the 'Setup' box and select the 'Power BI' tabs under 'Setup'.

Reporting Tools Setup

OK Cancel Print Help

Actions File Help

Setup

Reporting Services Excel Reports Management Reporter Power BI OData

Client ID cf09aebc-0a41-4a99-89e5-xxxxxxxxxxxx
Need the client ID? Use this [link](#) to register Dynamics GP using the Power BI Registration

Using Web Client? ☒ If using web client, Dynamics GP needs to be registered in Azure AI for the Power BI Service.

Application ID cf09aebc-0a41-4a99-89e5-xxxxxxxxxxxx

Key /7tGYAY5ouXXdtXf0rvkihTCs3KahYQkmbLlBxxxx=

Reply/Redirect URL https://yourwebclient.fqdn.com/GP/OAuthRedirect

Reporting Services and Excel Reports Deployment Status

Deployment Options

☒ Deployed: Reports for 1 companies are deployed.
☐ Not Deployed: Reports for 0 companies are not deployed.

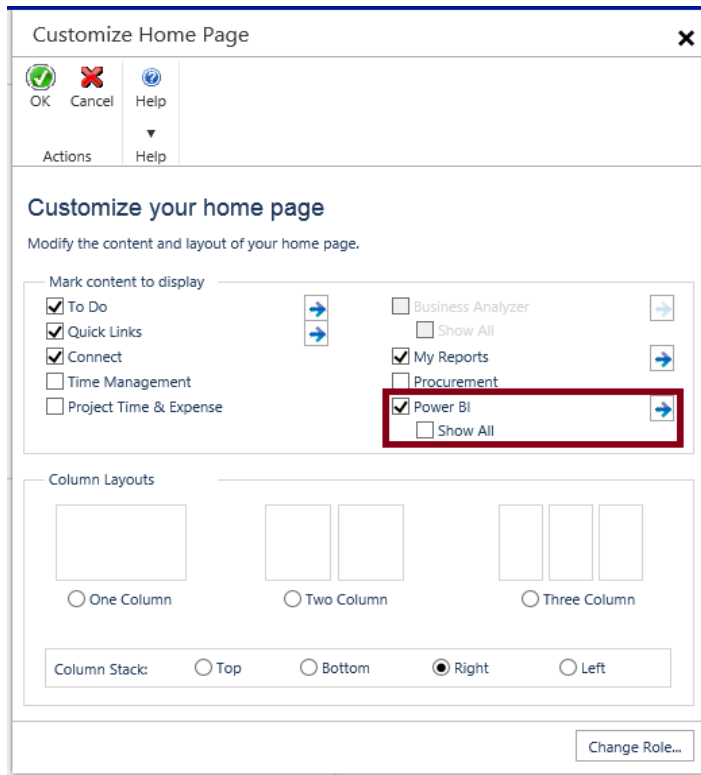
☐ Redeploy all reports for selected companies
☐ Print status for all companies

Print Status Report Deploy Reports

Enter the information to the appropriate field. You will need to check 'Using Web Client' to enter the latter three field. Once complete click 'OK' to save the settings.

You will be presented with an additional window requiring you to login using your Power BI/Azure. Login to complete the setup.

- Once all these steps are complete, you will be able to select 'Power BI' within the 'Customize Home Page' window. Clicking the blue arrow will allow you to choose which Power BI report to display within the home page.



- To add a Power BI report to the home page, expand and select the available report from the 'Available Reports' section and click 'Insert'. Once complete click 'OK' to save the settings.

