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Microsoft Dynamics GP 18.3

Application and System Features for Microsoft Dynamics GP

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Microsoft Dynamics GP Features

This course/module was created for Partners and Customers.

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

After this course/module you will be able to:

Understand the Microsoft Dynamics GP Feature key areas:
    Financials
    Human Resource and Payroll
    Distribution
    System Manager

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

Resource lookup information.

An activity for partners.

Additional note information.

A group activity.

Bringing two worlds together

Enhancing the core application and platform

One Microsoft

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- Match Excel copy and paste decimal places to Currency Setup
- Maximum print output screen

Financials Enhancements

	After this lesson you will be able to:
🎯	• Enter user defined information in the General Ledger Transaction entry.
	• Import Credit Card transactions from a file.
	• Ability to quickly reconcile all years in General Ledger

Additional User Defined fields in General Ledger Transaction Entry

In the General Ledger Transaction Entry window there are now two new user defined fields. When users enter transactions into the General Ledger, they like to add information/comments regarding the transactions.

User Define labels for the user defined fields are at the bottom of the General Ledger Setup Window.

Go to Financial Home Page, under Setup, click Financial and choose General Ledger.

The field length for the User defined label is the same as the other user defined label fields which is 15. The size of the user defined fields is 30 characters in the transaction entry window.

The User Defined fields are added to the following reports:

Edit list and Posting journal

The fields are available in Report Writer to be added to other reports as needed.

The size of the user defined fields is 30 characters in the transaction entry window.

Table Changes

Table Physical Names	Table Technical Name	New field
GL20000	GL_YTD_TRX_OPEN	User_Defined_Text01
GL20000	GL_YTD_TRX_OPEN	User_Defined_Text02
GL30000	GL_YTD_TRX_HIST	User_Defined_Text01
GL30000	GL_YTD_TRX_HIST	User_Defined_Text02

Go to the Financial Home Page, under Setup, click Financial and choose General Ledger.

To see the User Defined fields you setup above you can go to Transaction choose Financial and General

Example report for the General Posting Journal

```
System:      9/17/2020   12:49:24 PM                    Fabrikam, Inc.
User Date:   4/12/2027                            GENERAL POSTING JOURNAL
                                                      General Ledger

* Voided Journal Entry
# Intercompany Journal Entry

Batch ID:       sa
Batch Comment:


Approved:       No              Batch Total Actual:            $0.00        Batch Total Contro
Approved by:                    Trx Total Actual:                  0        Trx Total Control:
Approval Date:



    Journal       Transaction   Transaction Reversing    Source   Transaction
    Entry            Type          Date       Date      Document  Reference
--------------------------------------------------------------------------------------------
   Extra TRX 1                              Extra TRX 2
--------------------------------------------------------------------------------------------
       1,543     Standard      5/8/2027                CMXFR    Bank Transfer Entry           C
              Quarterly Payment             Car, Truck & Building Payment


              Account              Description
            ------------------------  --------------------------------------------  ---------------
              000-1100-00             Cash - Operating Account
              000-1100-00             Cash - Operating Account
                                                                                    ---------------
       Total Distributions:      2                                      Totals:
```

Once a transaction has been posted with user defined information populated you will be able to see this in the inquiry windows. Located under the Financial Home page, choose Inquiry, then Financial and Journal Entry Inquiry

You can also add the new Extra fields to a SmartList. We can also use the new feature to quickly add multiple fields at once to a SmartList!
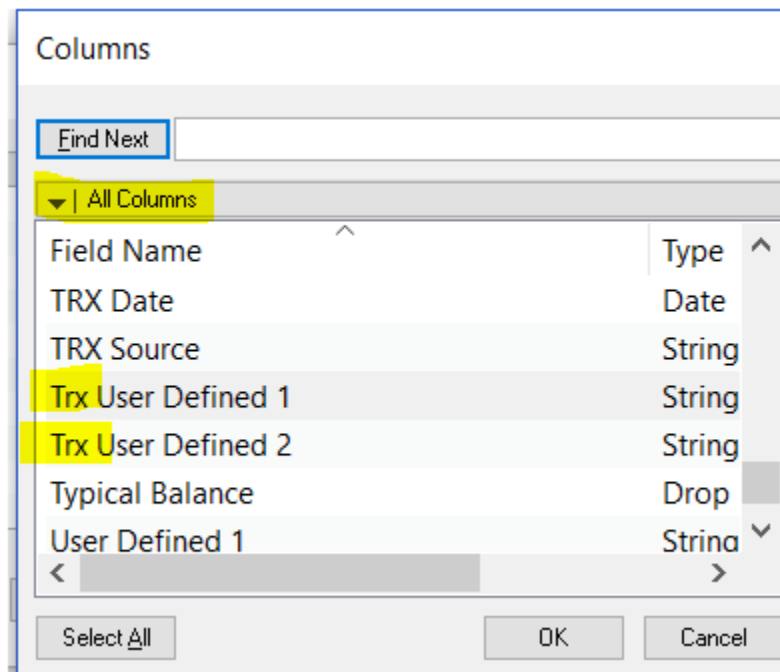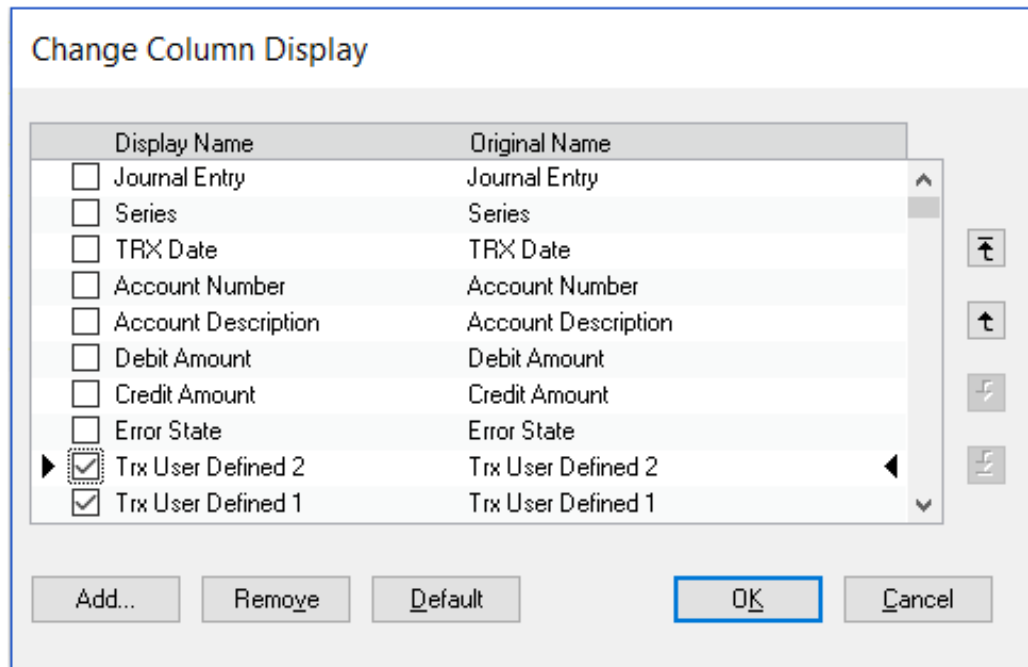
Import Credit Card Transactions

Importing a credit card statement to a vendor account in Dynamics GP makes it fast and easy to enter invoice transactions. Users can import the credit card transactions as payable invoices or manual payments. Using the import functionality helps reduce the chances of data entry errors and brings invoices for a vendor into a batch.

The imported transactions must be saved as a batch and appropriate distributions must be created for each transaction.

Once the transactions import process is completed, a report will print with a list of transactions and status of the transactions.

An example of how this will work is a company gets their credit statement electronically or they can download the transactions to a qbo/qfo/qfx file locally. This allows the user to bring that data into Microsoft Dynamics GP and generate invoices for the credit card that is setup as a vendor within the Dynamics GP system.

Vendor Mapping and Transaction Type mapping setup needs to be completed before the functionality will work.

Additional Notes:

ONLY debit type transactions will be brought in with the import. Credit type transactions will still need to be manually entered.

Table Changes

There are two new tables.

PMVendorMapCreditCardSetup - PM40107 with two fields OriginText and VENDORID

PMCreditCardAccountSetup - PM40108 – 3 fields CreditCardTrxType, ACTINDX, ACTNUMBR

In the Payable Management Setup page, under the Purchasing Home page, choose Setup, click Payables. Two buttons have been added: Vendor Map and Trx Type Map.

The Vendor Mapping window is used to map the Credit Card (Org) field in the file format .qbo, .qfo, .qfx, to the corresponding Vendor ID you have setup in Microsoft Dynamics GP.

This mapping will determine which Vendor ID is used when the invoices are created from the import. Without this information populated in Microsoft Dynamics GP the system will not know what Vendor ID should be used to create the invoices for the credit card statement being imported. This setup is required.

To find the Credit Card Org, open the qbo/qfo/qfx file using a text file program and search for <ORG>AMEX</ORG>. This will be the Credit Card (Org) field. Map that name to the Vendor ID being used for the Credit Card in Dynamics GP. In the example below you will see AMEX as the Credit Card Org, as an American Express Credit Card QBO file. It has been mapped to Vendor ID AMEX0001 which is the vendor that has been created to track invoices and payments for the American Express Credit Card the Fabrikam, Inc. company uses. The 'Credit Card (Org) field is freeform and is 10 characters in length.

Additional Notes:

If there isn't a vendor setup in the vendor mapping for the file when the user chooses process, they will get an error This vendor hasn't been mapped.

Transaction Type Account Mapping will give the user the ability to map the transaction type from the qbo file to the Account Number in Dynamics GP. This information isn't required but will allow a different purchases account to be posted other than the default "purchases account" on the vendor card. To pull the account number from this window, the transaction type string will need to match. If there are multiple "matches" the GP will not pull the account number into the invoice.

The "transaction type" field in the window will be a freeform field. This field will have a max length of 50.

The Account field will be a lookup field that will give the user the ability to look up the Account Numbers and select an existing Account to be used when the invoices are created during the import.

Additional Notes:

The name of transaction type can be mapped to an Account. That account will then be used for the Purchases Account type on the Invoice transaction distributions. The Transaction Type will be compared to the <NAME>DELTA AIR LINES</NAME> within the import file. The entire name in the .qbo file needs to be entered into the Transaction Type field to match and use the account setup. If this is not setup with any account mappings or there are no matches between the import file and the transaction type account mapping the Purchases account on the vendor card is used by default.

To import the credit card transactions from the Payables Home page click Transactions choose Payables and Import Payables Invoices.

Use the yellow folder icon to map to your saved import file.
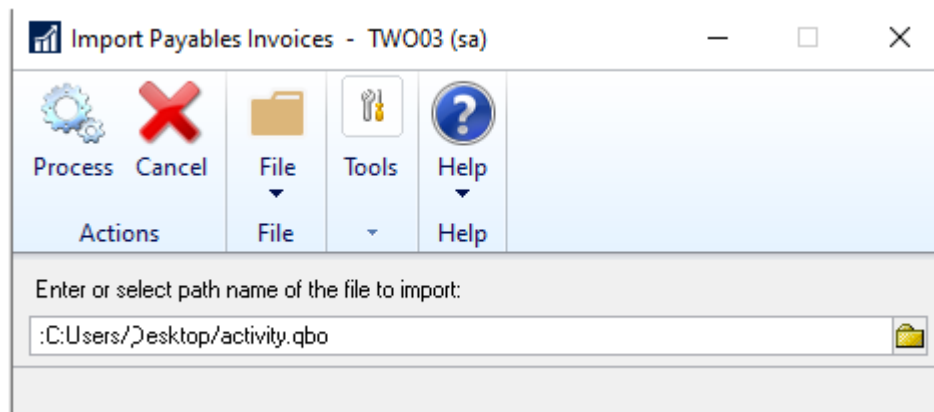
The process button will give the user the ability to import from the file location.

If the user wants to modify the information on the transactions, they will need to do that after the import when the transactions are in the batch.

Once the import is completed you will get a message below:

> **Additional Notes:**
>
> Transactions will be entered into the system using the functional currency.

Once the import process has run, a batch is created and needs to be posted by the user. Creating the batch and not posting gives the user the ability to verify the batch before it posts. This would also allow the user to change the distributions if needed before they post the batch.

If you click Transactions and then choose Purchasing, click Batches. You should see your imported batch.

Automate Financial Full Reconcile

In the Reconcile Financial Information window, from the Financial Home page, choose Utilities, select Financial and then Reconcile, users can now choose "ALL" for all years to be reconciled from the oldest year to newest year. Prior to this new feature, users would have to reconcile one year at a time.

The process will complete one year before it starts reconciling the next year. Just like now we don't allow the user to select another year until the first reconciliation is complete.

ⓘ	**Additional Notes:** This is still the same dexterity process we have had in the past and may cause performance slow down if you do all years depending on data set

A warning message will appear if detailed transactions do not exist for any historical years selected.

Match Excel copy and paste decimal places to Currency Setup

Prior to Microsoft Dynamics GP 18.3, the Excel copy/paste function ignored the Decimal/Thousand separators in the Currency Setup. This is located by choosing Administration, then Setup, click System and then choose Currency.

When using the Excel Paste feature, Microsoft Dynamics GP is importing the data directly into the SQL tables. This does not interlace with the GP front end in any way. What this means is that this data is not checked against the Currency setup. This, therefore, means your settings for separators is not considered when using this feature.

Other currencies have spaces and periods for the thousand separators, and commas for the decimal separator. Prior to this fix, Excel copy/paste would use the period as the decimal separator, spaces, and periods as the thousand separators, and commas for the decimal separator; ignoring the currency setup and brought the data in incorrectly.

This was a large REQUEST by our customers to change how this works.

With this new feature, Dynamics GP now recognizes the Excel copy/paste Decimal/Thousand separators in the Currency Setup window.

Eliminates rounding issues that are, sometimes, almost impossible to find.

This update will use the decimal places defined in currency setup instead of the data in Excel.

The value will be stored in SQL based on the currency decimal places defined in Currency Setup and not Excel.

Form 1099 NEC now supported

The IRS is releasing a new 1099 NEC form for the 2020 tax year. Non-Employee Compensation, which had been included in the 1099 MISC form, has been moved to its own form.

In the Vendor Card in Options, you now have the option of selecting Nonemployee Compensation as a 1099 tax type. The Utility "Update 1099 Information" also includes selecting Nonemployee Compensation.

To access the Nonemployee Compensation tax type, choose Purchasing select Cards and then choose Vendor, once you choose a vendor click Options. In the Tax Type drop down menu, select Nonemployee Compensation.

To make a Mass Update go to the Purchasing, choose Utilities and select Update 1099 Information, make the selections in this window for Tax Type From and To.

Additional Notes:

This feature will be rolled back to Microsoft Dynamics GP 2016 in the 2020 Year-end update.

Additional Notes:

If you patched an existing install of 18.2 from the February or June Hotfix build, or may notice missing 1099 and NEC Box information, run this script for each company in SQL Management Studio to populate the drop down and Box information. This will be fixed in US Year-End.

You can review the 1099 Details from the Purchasing home page under cards click 1099 Details.

To print the form, from the Purchasing home page, choose Routines and Print 1099

1099 MISC Form Updates

Reaction to IRS changes. Non-employee compensation has been moved to its own form as stated above and other values are moving to different boxes on the 1099 MISC form.

The 1099-MISC form has been revised to meet the IRS regulatory changes for the 2020 tax year. In the Vendor Card point to Options, point to 1099 Box, click the drop-down menu.

Box 9: Crop insurance proceeds are reported in.

Box 10: Gross proceeds to an attorney are reported in.

Box 12: Section 409A deferrals are reported.

Box 14: Nonqualified deferred compensation income is reported.

Boxes 15, and 17 report state taxes withheld, and amount of income earned in the state, respectively.

Box 7 was moved to the 1099 NEC form as a checkbox Payer made Direct Sales of $5,000 or more, etc.

Box 16 the state number is not a currency field and it is available at the header level of the 1099 details window. Hence the data entered in the header will be shown in the form.

Additional Notes:

This feature will be rolled back to Microsoft Dynamics GP 2016 in the 2020 Year-end update.

DBA for Vendor

When a business is created in the United States or Canada many times, they have the option of using a DBA, or "Doing Business As" name, in addition to the legal entity name. The DBA name is the operating name of the business, or how the business is known to customers, or operating name. As opposed to the legal name of the business.

Vendors that have a DBA name, in addition to the legal company name, and want to have the DBA name appear on the 1099 that is issued to them, can now do so.

Add DBA (Doing Business As) field to the Vendor maintenance window, reporting and 1099s.

It is common for companies to have a legal name registered but do business under another name, the name customers see. The feature enables the user of both the legal name of a company and DBA.

From the Purchasing home page under Cards, choose Vendor and click Options.

Additional Notes:

This feature will be rolled back to Microsoft Dynamics GP 2016 in the 2020 Year-end update.

By default, this was added to the following reporting:

ⓘ	**Additional Notes:** A column (Char, 65 in length) was added to the PM00200 table, VENDDBA This new field will be in all country installs for Microsoft Dynamics GP. No changes were made for this new field in eConnect or Integration Manager.

Removed fully applied Multicurrency documents from PM HATB

With Microsoft Dynamics GP 18.3, you will now be able to Exclude Fully Applied Multicurrency documents from the PM Historical Aged Trial Balance.

> ⓘ In previous releases of Microsoft Dynamics GP, if an invoice went through a revalue before it was paid, the document(s) (Invoice and payment) would print on the report even though they were fully applied. They would show with an aged total of $0.00 which made the report longer due to unnecessary data listed.

> ⓘ Previously, in most cases the only workaround to removing these fully applied documents was to update in SQL the SettledGainLossCurTrxAmt field to 0.0000 in the MC020105. There were other scenarios as well with other field manipulations, but in all cases manipulation in the backend was the only solution to remove these types of documents from the report.

This new change allows you, without manipulation to data in the backend, to print the report without seeing fully paid MC documents.

In the example below, an invoice that was entered, revalued, and then paid. Now when printing the PM HATB the documents are no longer listed. In previous versions the documents would appear.

Copy/Paste Purchasing transactions from Excel

We all know how much our users like the Copy and Paste functionality in General Ledger, why not add it in other areas? The new feature enables users to define purchase transactions, along with distributions, and import them into the Payables Transaction entry window in GP. This will improve efficiency, reduce rekeying errors, and enhancement user experience.

With this feature, you can choose to do distributions or not, similar to our General Ledger copy paste.

Use the Transaction Entry window to copy/paste PM Transactions and PM Distributions.

The Excel Spreadsheet must have the required fields in this order to copy paste correctly; not all amount fields need to have an amount. You must copy/paste all data fields only; do not include the header fields.

	A	B	C	D	E	F	G	H
1	Vendor	Purchase	Trade Disc.	Freight	Misc.	Document Number	P.O. Number	Cash
2	ACETRAVEL0001	$1,000.00	$10.00	$100.00	$10.00	12345	8675309	$500.00
3								

Vendor

Purchases

Trade Discount

Freight

Misc.

Document Number

P.O. Number

Cash - if the cash field has an amount, the Payables Cash Entry window will automatically open after clicking the "Paste" button.

In the Payables Transactions Window found under Purchasing, click Transactions, and choose Transaction Entry. Choose the Vendor ID and put your cursor in the 'Purchasing' field and then click the 'Paste' button in the tool bar.

Additional Notes:

This feature will also work in Web Client.

Payables Transaction Entry - TWO (sa)

Save | Delete | Post | Paste | AA | Options | Additional | File | Print | Print | Tools | Help | Add Note

Actions | Options | Additional | File | Help

Voucher No.	00000000000000476
Document Type:	Invoice
Description	ACETRAVEL0001

Intercompany

Batch ID

Doc. Date 4/12/2027

EU Transaction

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

Currency ID	Z-US$
Document Number	12345
P.O. Number	8675309
Shipping Method	OVERNIGHT
Tax Schedule ID	COMPANYPUR

Purchases	$1.000,00
Trade Discount	$10,00
Freight	$100,00
Miscellaneous	$10,00
Tax	$0,00
Total	$1.100,00

1099 Amount	$990,00
Cash	$500,00
Check	$0,00
Credit Card	$0,00
Terms Disc Taken	$0,00
On Account	$600,00

Apply | Distributions | Print Check

by Batch ID

Status Unsaved

Payables Cash Entry ...

Actions | Options | Additional | File | Tools

Checkbook ID	UPTOWN TRUST
Document No.	CASH
Date	4/12/2027
Payment Number	00000000000000441

eduled Payments

Close

Completed Purchase Orders

Payables Transaction Entry Distribution - TWO (sa)

OK | Delete | Default | Redisplay | Paste | View | Additional | File | Tools | Help | Add Note

Actions | View | Additional | File | Help

Vendor ID	ACETRAVE0001
Vendor Name	A Travel Company
Currency ID	Z-US$

Voucher Number	00000000000000476
Document Type	Invoice
Functional Amount	$0,00
Originating Amount	$0,00

Co. ID	Account	Type	Debit	Credit
Description			Originating Debit	Originating Credit
Distribution Reference				Corresp. Co. ID
TWO	400 -6520 -00	PURCH	$1.000,00	$0,00
TWO	000 -4601 -00	TRADE	$0,00	$10,00
TWO	400 -5600 -00	FREIGHT	$100,00	$0,00
TWO	000 -6780 -00	MISC	$10,00	$0,00
TWO	000 -2100 -00	PAY	$0,00	$1.100,00
	- -		$0,00	$0,00

	Functional Totals	$1.110,00	$1.110,00
Rates	Originating Totals	$0,00	$0,00

Distribution Enhancements

After this lesson you will be able to:

- Describe and use the new Distribution Enhancements in Microsoft Dynamics GP October 2020 release.

Export/Import stock counts to Excel

With Stock counts, you now have the ability to export and import data with Excel within the Stock Count windows giving you more flexibility with this process.

The Stock Count Schedule window now has a new action called Export/Import.   This will allow you the ability to export the data to an excel file. The Export/Import Action will not be available until the Start Count action has been selected. If the Cancel count option has been selected, the export action will be disabled again. The export can be done several times as long as the count has been started.

The export action will create a file called stockcountmmddyy.xlsx that you can save to a location of your choosing. From there, you can edit the file.

We recommend you add in the qty, serial/lot numbers as you would if you were doing it manually in the stock count entry window.

Import action will not be available from the Stock Count Schedule window. Only Export is available.

To open the Stock Count schedule window, go to Inventory, click Transactions, choose Stock Count Schedule.

The Stock Count entry window also has the Export/Import action. Once you export the file in the stock count schedule, updated the information in the excel file you saved, you can come back to this window and choose the Export/Import button where you can import the excel file.

To open the Stock Count Entry window, go to Inventory click Transactions and choose Stock Count Entry.

(i)	The excel file format should be modeled after the IV Stock Count Forms by Site ID report. This should give you the correct format to print off and do a stock count and then be able to put the right information into the excel file. Refer to export2.csv file to see the formatting that should be used for the excel file.

(i)	If the stock count is not in the status of "started" the import action will be grayed out. If you have already run an import, and you want to run another import on the same stock count, you will need to select the stock count ID and choose 'clear count'. This will reset the status to started.

Excel file example:

	A	B	C	D	E	
1	WAREHOUSE		SERIAL/LOT	Serial/Lot #	QTY on Hand	
2	100XLG	Green Phone	Serial	Each	_____	
3				_____		
4				_____		
5				_____		
6				_____		
7				_____		
8				_____		
9				_____		
10				_____		
11				_____		
12				_____		
13				_____		
14				_____		
15				_____		
16				_____		
17				_____		
18				_____		
19				_____		
20				_____		
21				_____		
22				_____		
23	128 SDRAM	128 meg SDRAM		Each	_____	
24	1GPROC	1 Ghz Processor		Each	_____	
25	2-A3284A	Dual Core Server	Serial	Each	_____	

FIELDS In the spreadsheet

A1 – Site ID; C1 - Header for Serial/Lot indicator; D1 - header for Serial/lot#; E1 – header Quantity on hand

A2 Item Number; B2 Item Description; C2 indicator if item is serial/lot/blank; D2 UofM e2 Quantity that has been counted; D3-D... Serial #s/Lot #s that have been counted.

There is error logic if the format of the excel file has been edited. If there is missing information when trying to import, you should receive an error message that not all required information has been provided. The import should still complete and the stock count should be "saved". When saving the records, the status for the stock count will change to entered.

The user will need to open the stock count entry window and finish making edits to the count before they could finish the "process". We should NOT run the process of the stock count. We should only be importing the information and saving. The rest of the stock count process would need to be manually completed.

Print all Sales Documents

You now can select how you want Microsoft Dynamics GP to Print and E-mail Sales documents in the Print Sales Documents window. There are now three options to choose from. The new option available is called 'Print ALL Documents'. You can mark both 'Send Documents in E-mail' and 'Print ALL Documents' and the system will E-mail every customer setup for E-mail and then print ALL documents whether emailed already or not. You can also select to 'Send Document in E-mail' only or 'Print Document' only. And lastly, you can 'Print Document' and 'Send Document in E-mail' at the same time and Microsoft Dynamics GP will E-mail all customers setup for E-mail and then print out the remaining documents that are not setup for email.

To open the Print Sales Documents window, go to the Transaction Menu point to Sales and click on Print Sales Documents. You will then need to select your Sales Document or range of Sales Documents to Print and E-mail. In this window you will now see a new option called 'All documents'.

In this window the new option called "Print All Documents, gives you the ability to tell Microsoft Dynamics GP when you want to actually print out all documents regardless if it was emailed or not. When you select Email and Print All documents the system will E-mail every document it can, then print all documents included in the range regardless if emailed or not.   You can also select both 'Print Document' and 'Send Document in E-mail', and Microsoft Dynamics GP will email every document it can, then print all other documents not setup for email. It will also be including print outs for those documents that could not be emailed during the run.

> (i) Note: Previously when you selected to both Print Document and Send Document in E-mail, the system would E-mail every document it could and then print out ALL documents regardless if emailed already. This would create an additional step of removing out those emailed documents from the printouts. This change with the functionality will not print out all documents unless you choose to specify to Print All Documents.

> (i) Note: When selecting both the Print Document and Send Document in E-mail, if the customer was setup for email, but Microsoft Dynamics GP was unable to email for whatever reason, the document will print instead.

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

Human Resource & Payroll Enhancement

After this lesson you will be able to:

- Mask the Social Security Number on Human Resource reports.

Human Resource Social Security Number mask

A few versions back, we added the Social Security Number (SSN) mask for payroll. That has prompted this request why don't we also do this on the Human Resource reports? Great question!

You can go to Tools, point to Setup, choose System, and click Human Resources Preferences.

Towards the bottom of the window you will see the button SSN Mask that was added.
By default on the install, everything will be marked as masked, if you would like to see the SSN on the report you will need to unmark it from this window.

The reports can be found under Human Resource and Reports.

There are many, many Human Resource reports that have SSN on them, we picked a few of the top report's customers use my default.

You will find them in the sections of:

Benefit reports
Training reports
Orientation reports
Employee Summary and History reports

Here is an example of a report with SSN masked.

Enrollment by Benefit Plan

*=Inactive Employee

Plan Name: 401K Employee Name	Retirement Plan Soc. Sec. No.	Benefit Amount	Cost	Contributions Employee	Employer
Ackerman, Pilar	XXX-XX-XXXX	$0.00	$0.00	8.00%	5.00%
Barbariol, Angela	XXX-XX-XXXX	$0.00	$0.00	8.00%	5.00%
Barr, Adam	XXX-XX-XXXX	$0.00	$0.00	9.00%	5.00%
Bonifaz, Luis	XXX-XX-XXXX	$0.00	$0.00	8.00%	5.00%
Buchanan, Nancy	XXX-XX-XXXX	$0.00	$0.00	8.00%	5.00%
Chen, John Y.	XXX-XX-XXXX	$0.00	$0.00	8.00%	5.00%

Same report with it not masked in setup.

Enrollment by Benefit Plan

*=Inactive Employee

Plan Name: 401K Employee Name	Retirement Plan Soc. Sec. No.	Benefit Amount	Cost	Contributions Employee	Employer
Ackerman, Pilar	917-23-9833	$0.00	$0.00	8.00%	5.00%
Barbariol, Angela	986-22-5953	$0.00	$0.00	8.00%	5.00%
Barr, Adam	944-22-9198	$0.00	$0.00	9.00%	5.00%
Bonifaz, Luis	982-58-1991	$0.00	$0.00	8.00%	5.00%

Additional Notes:

There is no structure change in the table. Only the records will be added in UPR40203.out file.

There is a row in this table for each report that we added, there is also a column in this table for MARKED. 1 means it is marked to mask SSN and 0 means it is not marked to mask SSN.

System Enhancements

After this lesson you will be able to:

- Set up Multi Factor Authentication

- Schedule your Check Links process

Schedule Check Links

With the release of Microsoft Dynamics GP 18.3, customers can now set up a schedule to run Check Links outside of normal business hours. This will let users run the processes without having to manually select the Check Links process. A customer can setup which logical file groups they want to run check links on. This process will utilize the Report Scheduler setup and functionality, so it will require that Microsoft Dynamics GP be open and logged into the correct company. Also, this feature is just scheduling the existing Check Links processes, so performance is not expected to be any different than manually running them. This is the same Dexterity code we all know and love in the Check Links process, it was not re-written to anything different in the 18.3 release.

Setup:

In order to set a default location for the Checks Links reports to save you can go to Click Tools, choose Routines, select Company and Report Setup to open Report Schedule Setup. This is not a required step for scheduling Check Links.

To select which check links you want to schedule you will navigate to the Report Schedule window by choosing Tools, then click Routines, select Company and click Report Schedule:

This list will populate depending on what dictionaries you have loaded on the client you are logged into. The Report Option for the new records will be "Check Links". You can choose the frequency of Daily, Weekly, or Monthly and you have further options for Every Day, Weekdays or every X number of days. If you had setup a default publish location in the Report Scheduler Setup window this will default to that location, otherwise you will need to enter a location before you are able to apply your selections.

If you want to remove reports from being scheduled, you would use the Report Catalog Maintenance window by choosing Tools, then click Routines, select Company and click Report Catalog Maintenance:

	Report Name	Report Option	Last Published
☐	Budget Master	CheckLinks	8/20/2020
☐	Sales History	CheckLinks	8/20/2020
☑	Transaction Work	CheckLinks	8/20/2020

Report Catalog Maintenance - TPLUS (sa)

Delete Cancel   File   Tools   Help   Add Note

Actions   File   Help

Check the reports you want to delete from the catalog.

Multi-Factor Authentication

Starting in the Microsoft Dynamics GP Fall 2020 release you will have the ability to use Multi-Factor Authentication for e-mail functionality. This new feature relies on an Azure Active Director App Registration. In this first section we will go over how to perform the Azure side the of the configuration.

1. First, you'll need to have an administrator who can log into the Azure Portal (https://portal.azure.com/).

2. In the search box, type App Registration and select that option:
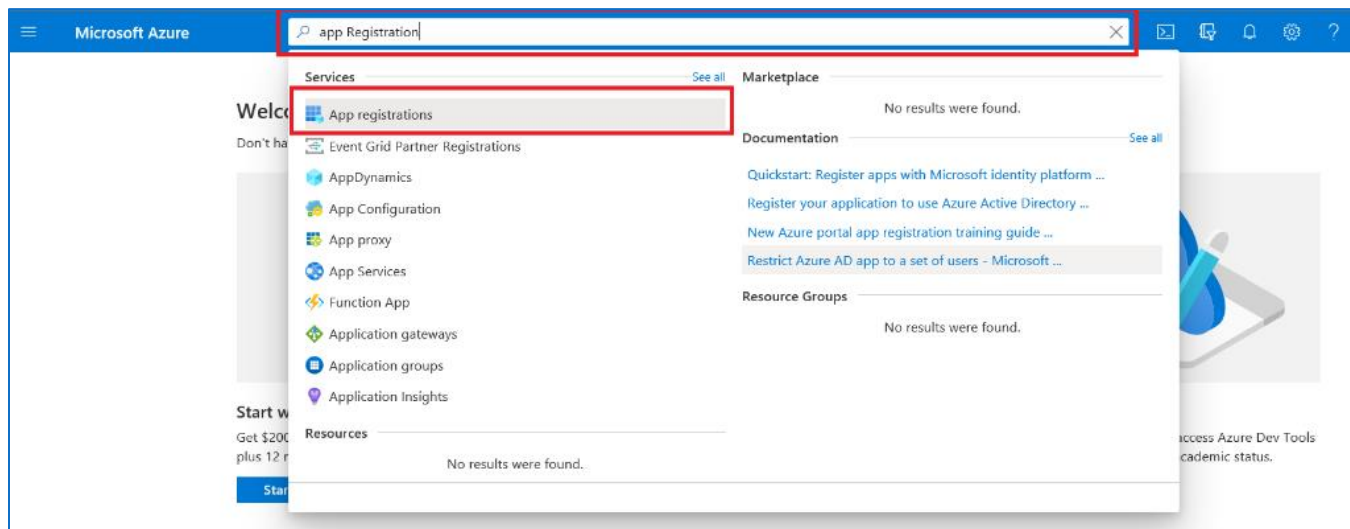
3. Click on New Registration as shown in the below screenshot:
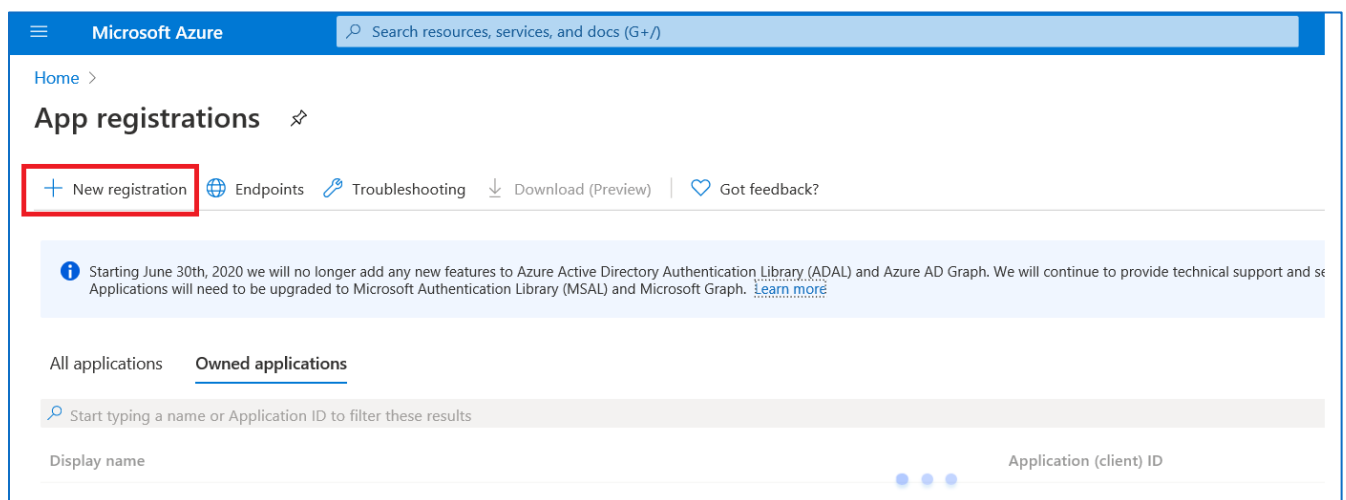
4. You will then choose settings for your new application.

    a. Enter the name of Application Name (e.g. GPMBAApp)

    b. Support account types: Based on the domain or accounts used in the organization, user can select the respective option.

    c. Account in any organizational directory (Single tenant)

    d. Account in any organizational directory (Any azure AD account – Multitenant)

    Account in any organizational directory (Any azure AD account – Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox).

5. Click on Register button.

6. Click on API Permission on the left side panel as shown in the screenshot.

7. Click on Add permission button.
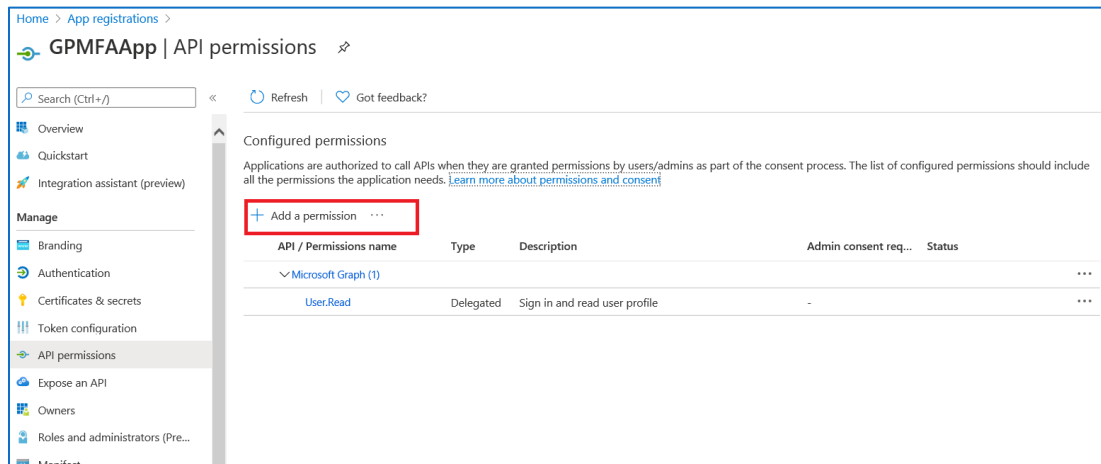
8. Microsoft Graph –

    By default, Microsoft Graph application will have read permission for the user profile.

    To allow graph application to send an email, we need to add "Mail.Send" permission.
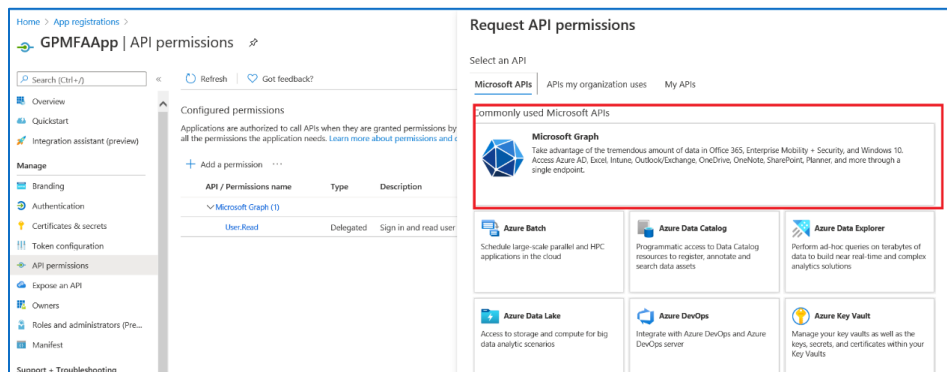
9. Click on delegated permission.

10. Search for "Mail. Send" in the select permission search box.

11. Mark "Mail. Send" checkbox and click on add permission.

12. Mail.Send permission will be added under Microsoft Graph.

13. Click on "Authentication" on the left panel under Manage option.
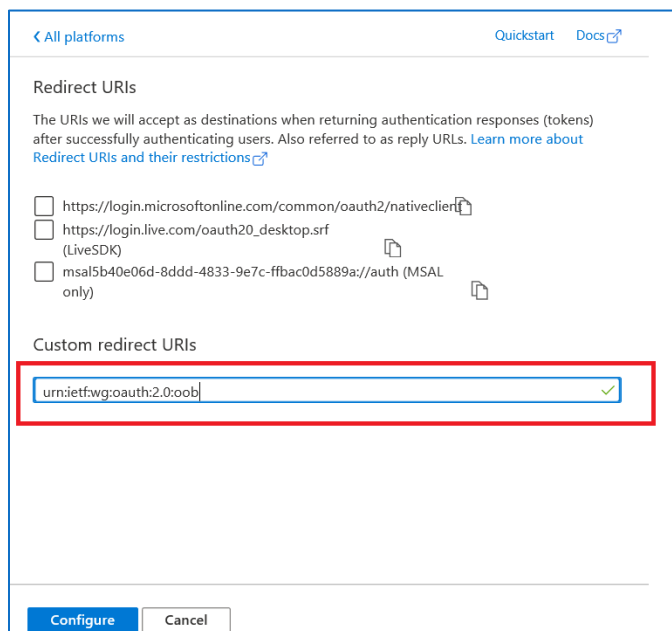
14. Click on Add Platform.

15. Select Mobile and desktop application.
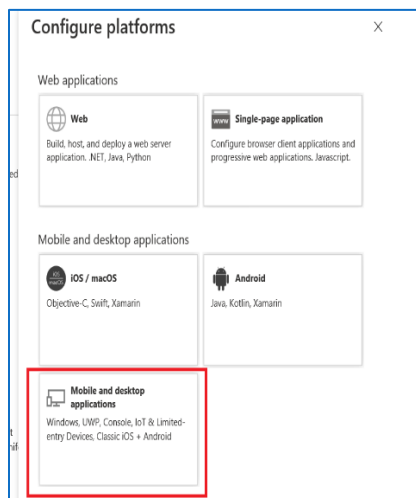
16. Enter the value "urn:ietf:wg:oauth:2.0:oob" in the Custom Redirect URIs text box as shown in the screen shot. This uri will redirect to the original application.
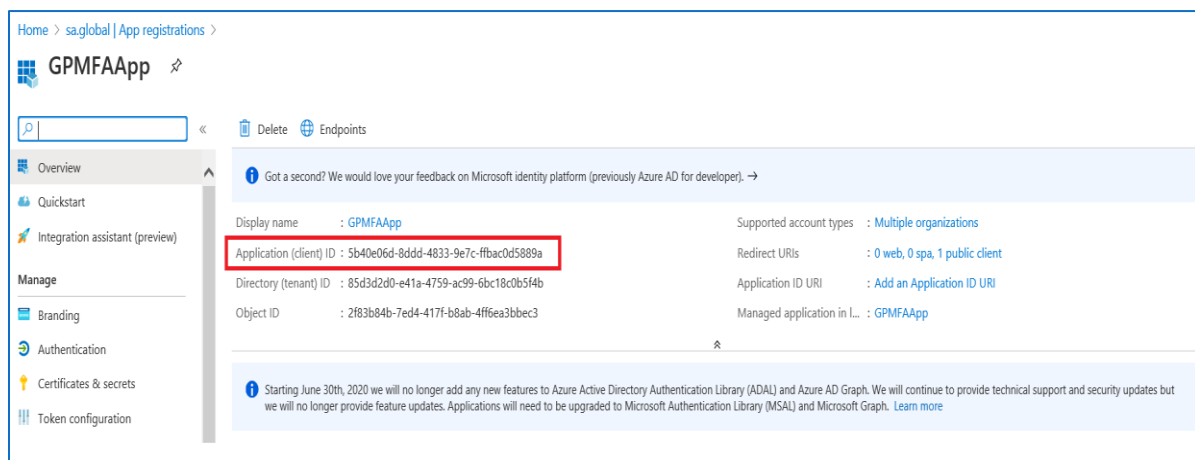

17. Click on Configure button

18. Save the changes for the application.

19. As of now, Multi-Factor Authentication is not supported in Web Client. Once the Web Client changes are implemented, Default client type must be set to "Yes" as shown in the screen shot.
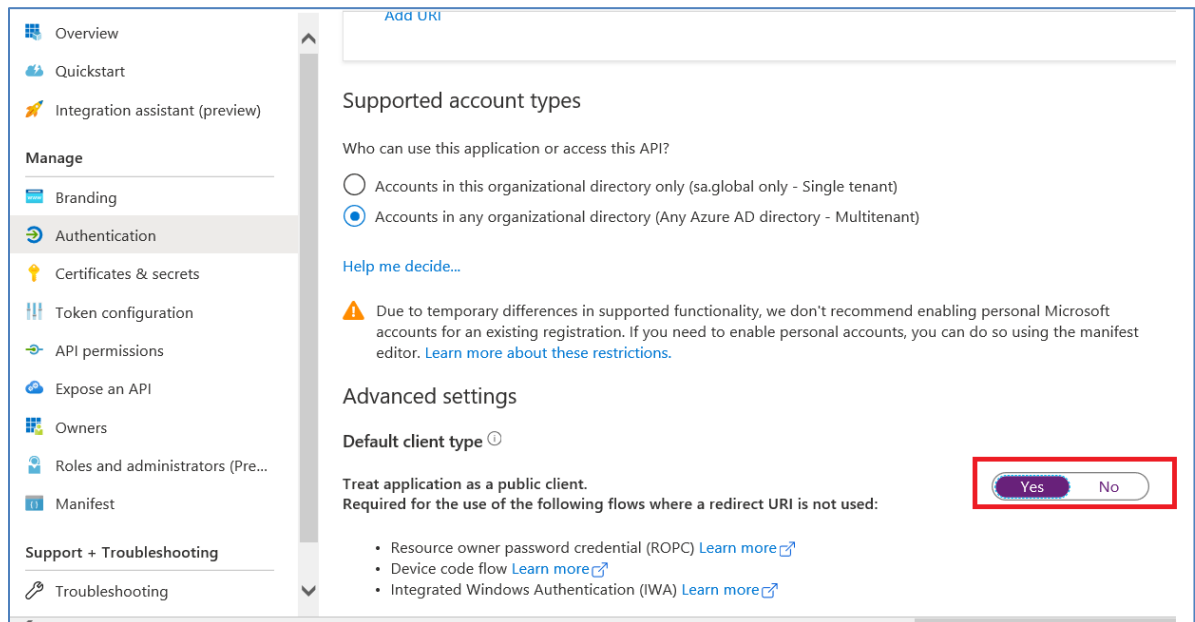
20. Click on Overview on the left side pane. The Application (client) ID can used in the Microsoft Dynamics GP.

How to configure Multi Factor Authentication in Microsoft Dynamics GP

First, go to the Company E-Mail Settings window at Microsoft Dynamics. Click Tools, Select Setup, choose Company and then click E-mail Settings.

Enter the Application (Client)ID from your Azure Application to the new field of the same name that has been added in this window.
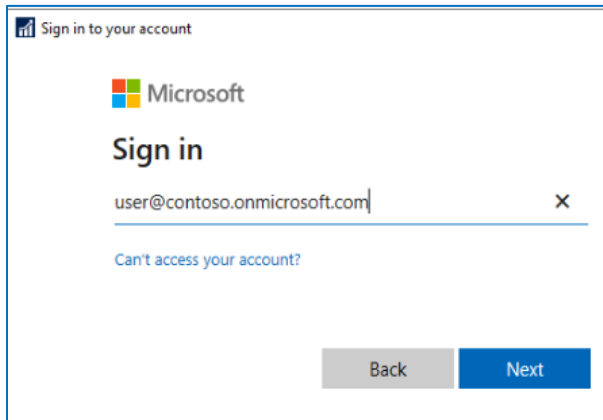

Additional Notes:

There is a new column (MSGraphClientID) added to the company table SY04900, syEmailSetupOptions that stores the Application Client ID value from Azure.

When you tab off from that field you will get the pop-up window for the Multi Factor Authentication.

Users must enter the login credentials to authenticate. Below is the sequence of events you will encounter:

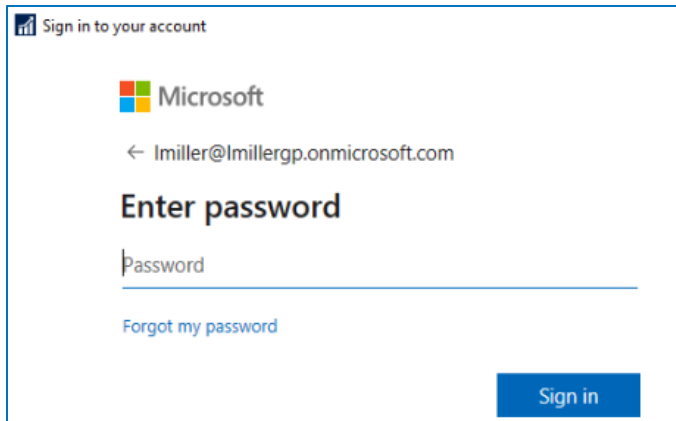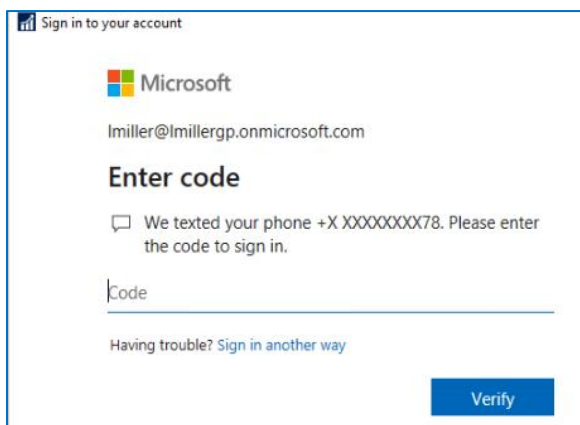The user that you authenticate as in this window needs to have Multi Factor Authentication enabled in Office 365/Exchange Online

Click on Ok to save the changes in the Company E-mail Settings window.

Examples of Multi Factor Authentication in Microsoft Dynamics GP

First, when performing e-mail functionality in Dynamics GP that would normally fall under the Exchange or MAPI features, your experience would look like:

Go to a window where you can e-mail a report, example click Reports, choose Financial and click Trail Balance Report

Open an existing report option or create a new one.

Click on Email Options

Similar to the current Exchange functionality in Microsoft Dynamics GP, once you have successfully responded to the Multi Factor Authentication window you should not need to enter a text code again within your GP session. You may see the MFA window open, but if you click on your account again it should let you proceed without the second authentication. Once authenticated you should be taken to the Email Options window where you can set a recipient for the e-mail.

Once you've set who will receive the email you can click on the Email button in the Action Pane to send the message, which should then send out of Dynamics GP.

Next, the other main e-mail functionality in Dynamics GP, workflow notifications, uses SMTP and the MFA experience there looks like:

1. The Workflow process will remain the same until you click Submit on the Workflow Action window

At that point you'll receive the MFA prompt, where you'll need to provide Username and Password for your account.
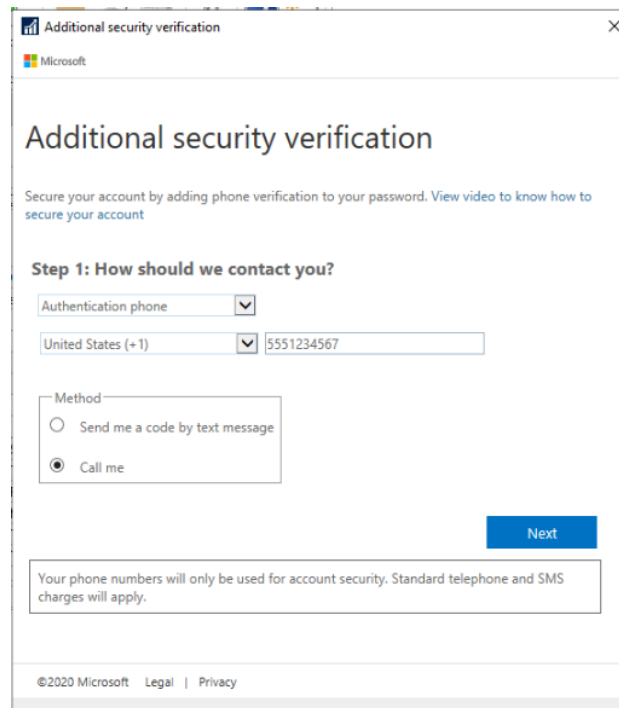
First time user experience

After entering your username and password in the MFA window you'll see:
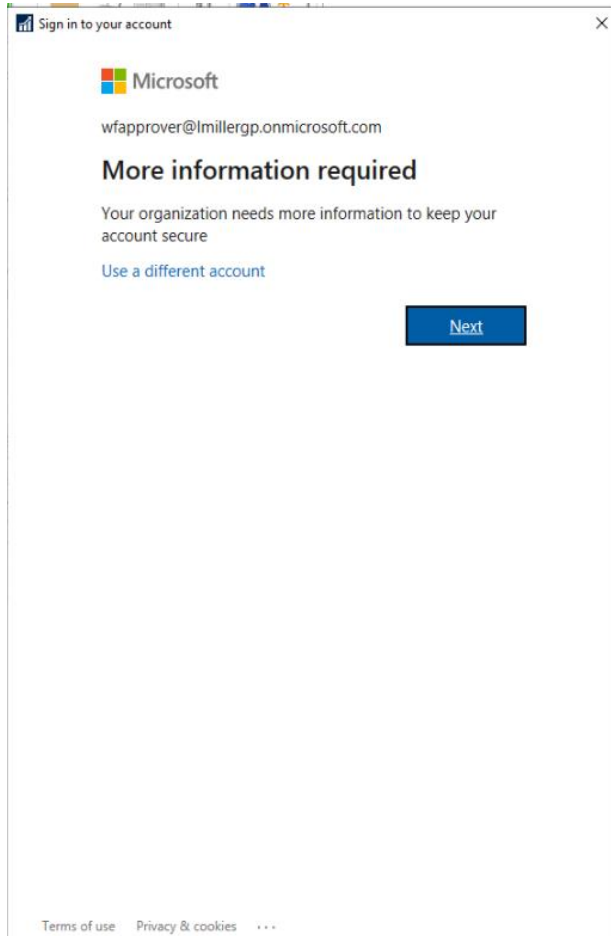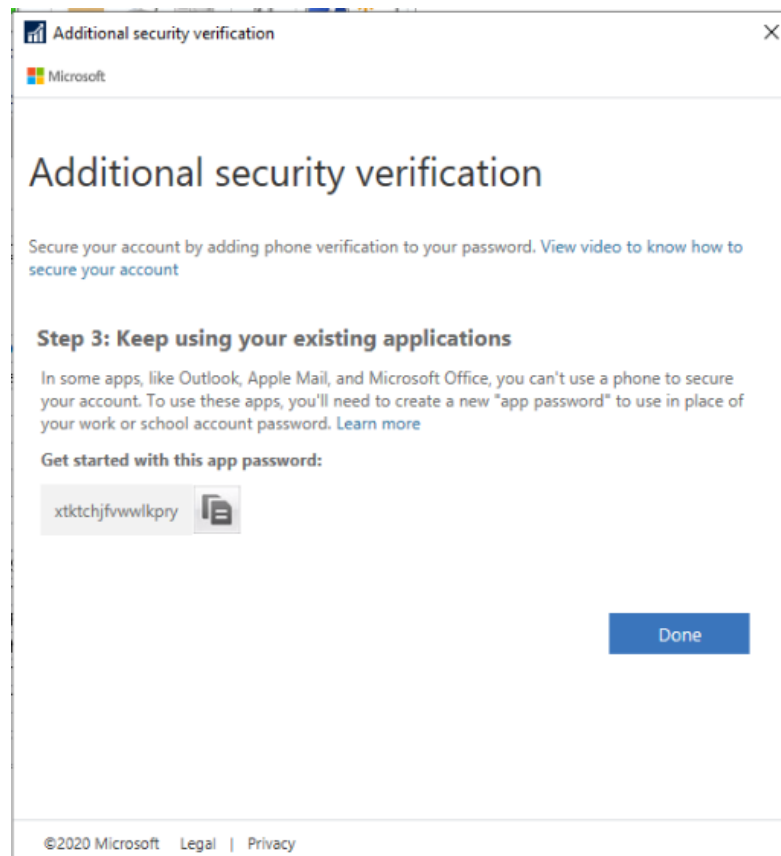
Click Next

You'll then be able to select which second method of authentication you would like for your account.

You'll get the initial verification for your account and be presented with an App Password, which can be used by some applications that use MFA.

You will then see a prompt like the one below asking if you want to trust the Azure App Registration you've previously setup. Click Accept to proceed.
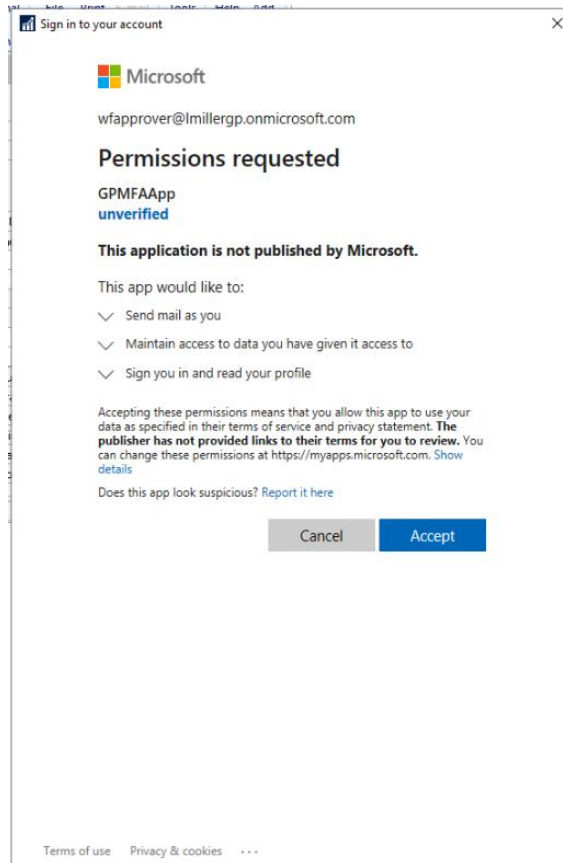
If Multi Factor Authentication fails at any point, then there will be a warning message displayed.

TLS 1.2

Another reason why we are excited for the Microsoft Dynamics GP Fall 2020 release is the fact that it is going to address functionality that will be affected by the upcoming retirement of the TLS 1.0 and 1.1 protocols. To refresh your memory on this, we published the following blog on some limitations with various Dynamics GP functionality:
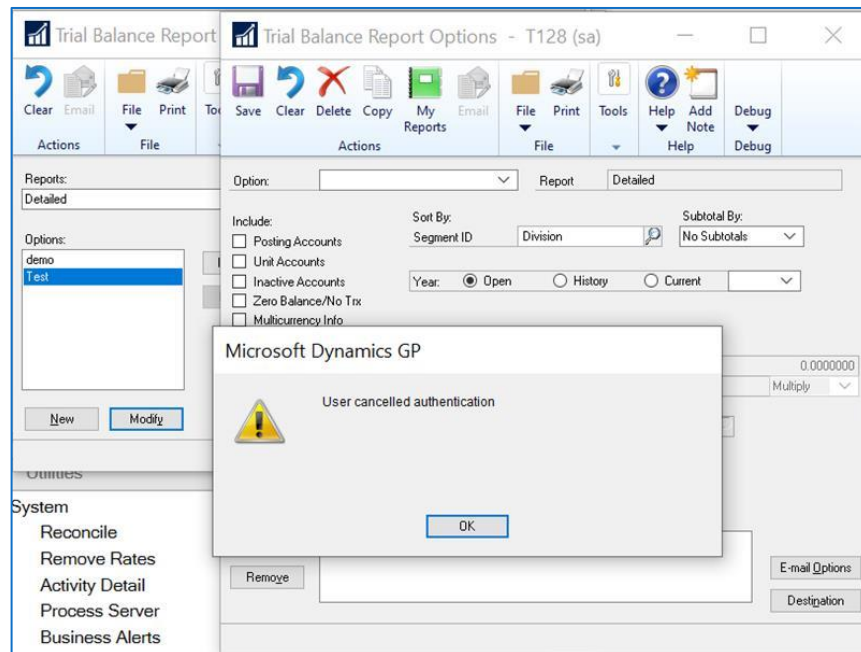
https://community.dynamics.com/gp/b/dynamicsgp/posts/dynamics-gp-and-tls-1-0

With the Fall 2020 release the following features will now be able to function with TLS 1.0 and 1.1 disabled:

1. E-mailing from within Dynamics GP when using both the Exchange Server Type as well as the SMTP e-mail that is used for the Workflow feature in Dynamics GP.

2. The Microsoft Dynamics GP Web Client

3. Web Services for Microsoft Dynamics GP

NOTE: Web Services for Microsoft Dynamics GP still requires TLS 1.0 when using a SQL Server database for the Authorization Store. If you reinstall Web Services for Microsoft Dynamics GP to an Active Directory partition per this blog article you can operate with TLS 1.0 and 1.1 disabled.

In terms of functionality that still requires TLS 1.0, the refreshable Excel reports that can be deployed from Dynamics GP are still using the SQLOLEDB provider, which requires TLS 1.0. You can manually update the connection string in your Excel files to use the SQLNCLI11 provider as a workaround.

Save per user column layouts on Home Page

In the Microsoft Dynamic GP Fall 2020 release users will be able to customize and save the layout of their Home Page. To use this functionality you start by clicking on Customize this page... in the upper-right corner of the Home Page:
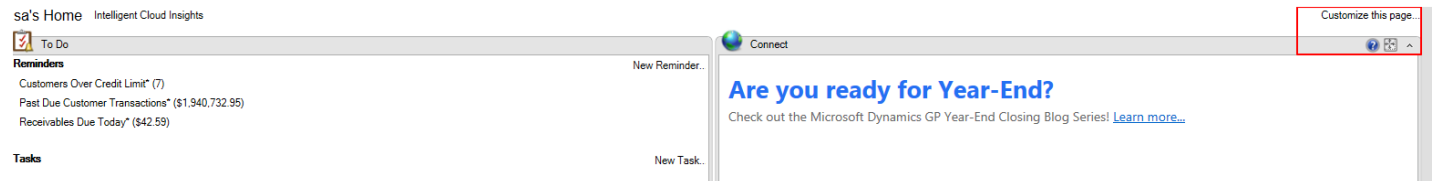
You can then use bottom section of the Customize Home Page window to select the Column Layouts:
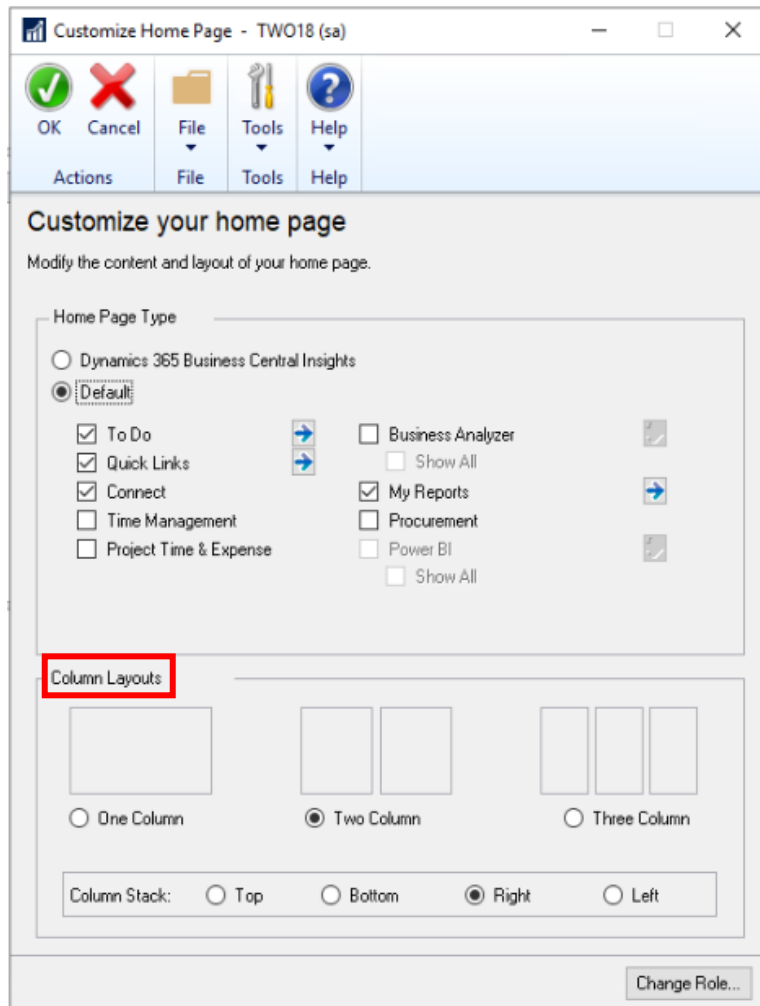
Also in this window you can select how you want the columns to stack when you maximize a specific section of the Home Page. For example, if you have it set to Bottom and in the Home Page you select the Maximize button:
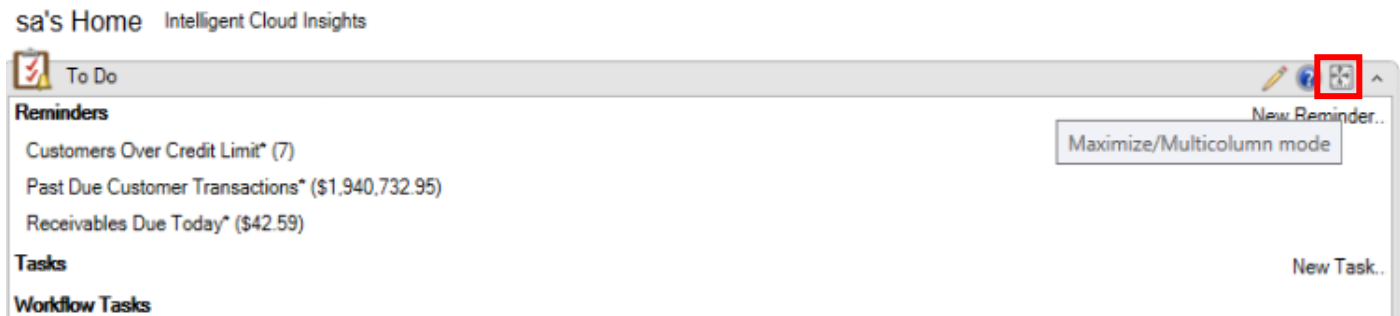
The window will look like this with the columns stacked at the bottom of the page:
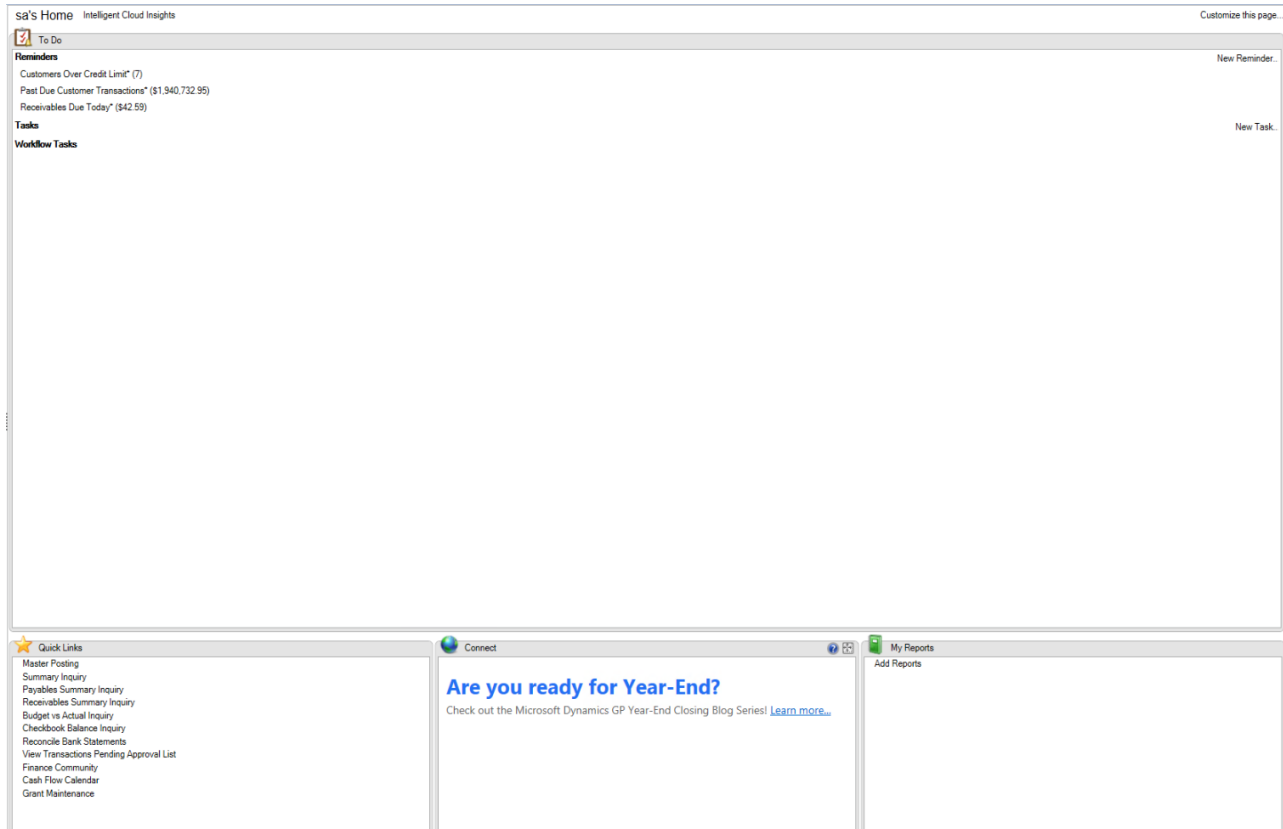
While the number of columns you want to display does not carry over to the module area pages (e.g. Financial, Sales, Purchasing, etc.) the column stacking option does. This will help maintain a similar experience as users navigate around Microsoft Dynamics GP.

The column number setting is held in the syHomePageLayout (SY08100) table in the system database. The SectionIDs in this table have the following values:

1 = To Do

3 = Business Analyzer

4 = My Reports

5 = Quick Links

6 = Connect

7 = Time Management

8 = Procurement

9 = Project Time and Expense

10 = PowerBI

The Column Stack setting is held in the syHomePage (SY08000) table, specifically the ColumnStackPosition field.

0 = Top

1 = Bottom

2 = Right

3 = Left

Disable print dialog when printing to word

With the Microsoft Dynamics GP Fall 2020 update, you can now use Named Printers with Word Templates. This lets users access full one-click printing when using Word Templates. No more print dialog when using Templates!

To enable this feature you must first have Named Printers setup, you can find instructions for a new setup here: https://docs.microsoft.com/en-us/dynamics-gp/installation/systemadminguide#setting-up-named-printers

Once you have the basic Named Printers setup, you can mark each printer to use Named Printers for Templates. Just open the Assign Named Printers window. Go to Tool, click setup, choose system, and click Named Printers.

Once you open this window, all you need to do is click the Setup button and select the Printer ID the users usually use, then mark the 'Use Named Printer when printing word Templates' checkbox. Click Save on the Setup Named Printers window, and now when users click print the document will be sent directly to the printer after generation.

Additional Notes:

There is a new column (UseNamedPrnForWordTemplate) added to the System (Dynamics DB) table STN41100, ST_Printer_Options_MSTR.

Enable Self Service user type access to User Preference

Enable Self Service user type the ability to manage User Preference and Workflow Delegation settings.

This feature is pretty self-explanatory and was a long-time request by our customers. You need to access this window to set delegation and if you are a manager setup as a user type of self-service prior to Microsoft Dynamics GP 18.3, you could not access this window to set up delegation.

In the user setup, I have a user setup as a self-service user type. You can access this by choosing Tools, then Setup, click System and then choose User.

The access to this window is under Microsoft Dynamics GP, click User Preferences then choose the Workflow Delegation option.

Maximum print output screen

With the release of Microsoft Dynamics GP, you are getting the largest requested feature of all time, Maximum print to output screen. This was a huge request by our customers over the last few years and we have finally put this into the core product.

As we all are uses of Microsoft Dynamics GP, how many times in a day do you print a report to screen and now by habit you are always going to the top right to expand the report to FULL SCREEN. With 18.3, no longer, with a blink of your eye, the report will automatically pop out to full screen mode for you, WOW!!

Improve customer print experience. User no longer must manually maximum the print output screen each time they print to screen.

I think Shawn who entered the request summed it up the best.

99		"Print to Screen" Size Change
Vote 👍		Shawn Dorward, MVP on 3/3/2018 10:33:06 AM
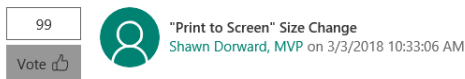
Why oh WHY do I have to resize the print preview window every time I run a report to the screen? This seems like a simple fix and would save 1000's of click and drags... maybe even every day! :)

Category: System

```
Screen Output - RM Customer Report                                      —   □   ×
File   Edit   Tools   Find   Help                                    sa Fabrikam, Inc. 4/12/2
🖨 Print   📧 Send To   📄 Modify   [100%    ∨]  Completed 2 Pages                    Page 1

System:       8/6/2020     3:42:50 PM                  Fabrikam, Inc.
User Date:    4/12/2027                        CUSTOMER SETUP LIST - DETAIL
                                                Receivables Management
Ranges:
  Customer ID:      AARONFIT0001 - AARONFIT0001      Short Name: Aaron Fitz Elec - Aaro
  Salesperson ID:   PAUL W. - PAUL W.                ZIP Code:   98052-6399 - 98052-639
  Customer Class:   USA-ILMO-T1 - USA-ILMO-T1        State:      WA - WA
  Type:             Retail - Retail                  Telephone:  42555501010000 - 42555
  Sales Territory:  TERRITORY 1 - TERRITORY 1        Contact:    Bob Fitz - Bob Fitz
  Customer Name:    Aaron Fitz Electrical - Aaron Fitz Electrical
-----------------------------------------------------------------------------------
Customer ID:      AARONFIT0001               Hold:             No
Customer Name:    Aaron Fitz Electrical      Inactive:         No
Short Name:       Aaron Fitz Elec            Parent Customer ID:
Statement Name:   Aaron Fitz Electrical      Class ID:         USA-ILMO-T1
Address ID:       PRIMARY                    Phone 1:          (425) 555-0101  Ext. 00
Contact Person:   Bob Fitz                   Phone 2:          (000) 000-0000  Ext. 00
Address:          One Microsoft Way          Phone 3:          (000) 000-0000  Ext. 00
                                             Fax:              (312) 555-0101  Ext. 00

City:             Redmond                    UPS Zone:
State:            WA                          Shipping Method:  LOCAL DELIVERY
ZIP Code:         98052-6399                  Tax Schedule:     USASTCITY-6*
Country:          USA
                                             Comments:
Ship To:          WAREHOUSE
Bill To:          PRIMARY                     Trade Discount:      0.00%
Statement To:     PRIMARY                     Payment Terms:    Net 30
Salesperson:      PAUL W.                     Discount Grace Period:      0
Territory:        TERRITORY 1                 Due Date Grace Period:      0
```

Additional Notes:

This is not available in Web Client, due to different user experience.

Bulk edit SmartList Columns

With the release of the Microsoft Dynamics GP Fall 2020 you now have the ability to mass edit the columns on a SmartList.

In order to see this new functionality you will need to start by opening SmartList (Microsoft Dynamics GP and click SmartList). You'll then navigate to the specific SmartList you want to edit, for example we will look at the default Sales, then choose Customers and * for example.

Then click on the Columns button:
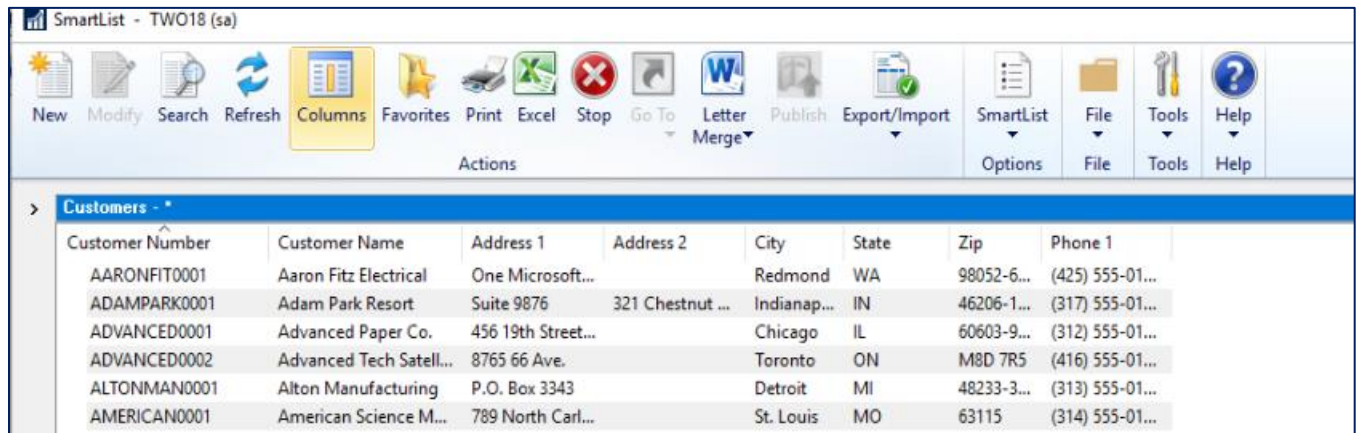
When the Change Column Display window opens, you'll notice that there is a new column with checkboxes.
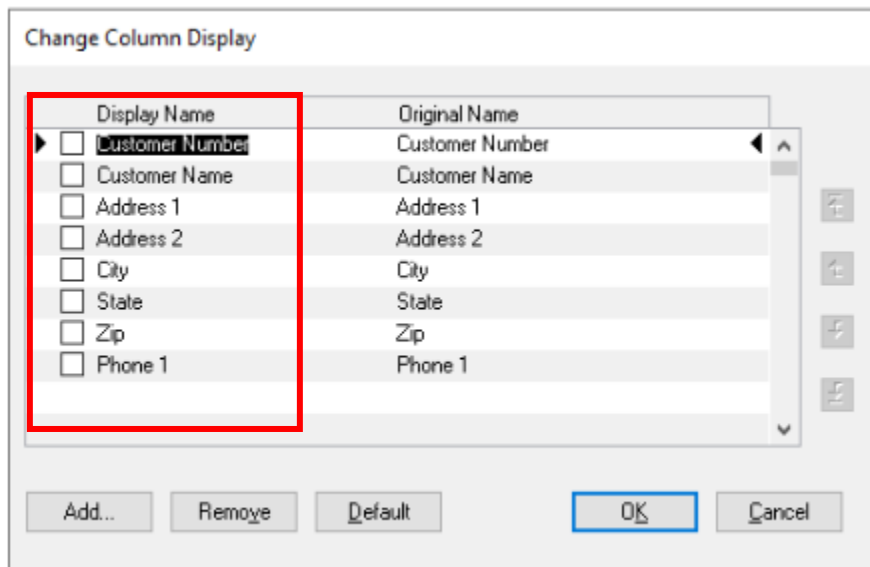
If you want to remove more than one column you can mark them, then click Remove.

Similarly, if you mark multiple columns and use the arrow buttons on the right you can reorder more than one column at a time.