



"Our mission is to empower every person and every organization on the planet to achieve more."

Microsoft Dynamics GP 2018



Application and System Features for Microsoft Dynamics GP 2018

© 2017 Microsoft Corporation. All rights reserved. Last modified: December 1, 2017

Microsoft Proprietary and Confidential Information

This training package content is proprietary and confidential, and is intended only for users described in the training materials. Some elements of this document are subject to change. This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY.

This content and information is provided to you under a Non-Disclosure Agreement and cannot be distributed. Copying or disclosing all or any portion of the content and/or information included in this package is strictly prohibited. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in, or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

The example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

Microsoft and the Microsoft products and services listed are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Table of contents

Microsoft Dynamics GP 2018 Features	1
Optimize Financials/HRP	2
Overview	2
Turn Off Garnishment Reports	2
Change Department code in Human Resource and Payroll.....	3
Purchase Order Number added to the Purchase Requisition Navigation List for Procurement	4
Ability to roll down from Setup for Payroll & Human Resource	6
Ability to Print and Email a Single Statement from the customer card	7
Print Purchase Requisition	8
Save Select Payment Settings.....	9
Copy User Access across Analytical Accounting Dimension Codes	10
One Check per Invoice Vendor Setting.....	12
Display Hold Status on Sales Transaction Entry	13
Purchase Order (PO) Generator opens the Purchase Order List with New PO Filter.....	14
Reprint Distribution Detail and Summary reports.....	16
Wellness and Health Insurance Integration	18
Comprehensive Doc Attach.....	20
Overview.....	20
Document Attachment	20
Receivables Transaction Entry	22
Transaction Entry (General Ledger)	22
Employee Inquiry	23
I-9 Form	23
Display Notes	24
Vendor Inquiry	24
Customer Inquiry	25
Project Inquiry.....	25
PA Project Inquiry	26
Edit Transactions	26
Power "Suite" Evolution	27
Overview.....	27

OData Version 4	27
GP Power BI Content Pack	28
User Experience.....	30
Overview.....	30
Sort By ability added to Select Bank Transactions window	30
Sort by Options	31
Sort By ability added to Payables Transaction Inquiry windows	32
Windows.....	32
Sort by Options	34
Sort By ability added to Receivables Transaction Inquiry windows	35
Windows.....	35
Sort by Options	37
Rename Payables windows from Check to Payments.....	38
Windows.....	38
SmartList Password per SmartList	41
Windows.....	41
Table Modifications	43
Exclude Inactive Deduction code filters added to Deduction lookup window	44
System password valid for duration of the user session.....	46
One Click Access to SmartList in Web Client.....	47
Bank Reconciliation maximum window in Web Client	47
Autocomplete in Web Client.....	48
Update Sample Data Date and Documentation.....	49
Sample Data.....	50
Documentation.....	50
Workflow.....	51
Overview.....	51
General Ledger Account Approval Workflow.....	51
Table Changes.....	53
Purchasing Invoice Approval Workflow.....	53
Table Changes.....	54
Purchasing Receivings Transaction Workflow.....	55
Table Changes.....	56

Copy Workflow Step.....	56
Payables Transaction Workflow Additional Fields	58
Vendor Workflow Additional Fields for EFT/Bank Information	59
Reporting for Workflow	59
Table Changes.....	60
Purchase Order Notification to Requisition Originator	61
Reminder Emails for Workflow.....	62
Table Changes.....	62
Purchase Order Workflow Messages - Additional Field.....	63
HRMSS Employee Email Changes for Timecards	63
Project Time & Expense (PTE) Email Approval Functionality.....	65

Microsoft Dynamics GP 2018 Features



This course/module was created for Partners and Customers.



It will take approximately 120 minutes to train The Features in Microsoft Dynamics GP 2018.



The features for Microsoft Dynamics GP 2018 are built around 5 main pillars. Recognizing the voice of our customers, you've provided the feedback, we've optimized your experience in Microsoft Dynamics GP 2018.



After this course/module you will be able to:

Understand the Microsoft Dynamics GP 2018 Features around 5 key areas:

- Workflow
- Comprehensive Doc Attach
- Optimize Financials / HRP
- Power "Suite" Evolution
- User Experience

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



The time a lesson or activity will take.



An individual activity.



Resource lookup information.



An activity for partners.



Additional note information.



A group activity.

Optimize Financials/HRP



The time to complete this lesson, including exercises, is 30 minutes.



After this lesson you will be able to:

- Familiarize yourself with the features related to Financial and HRP system.

Overview

Recognizing the voice of our customers, you've provided the feedback, we've optimized your Financials and HR/Payroll experience in Microsoft Dynamics GP 2018.

Turn Off Garnishment Reports

In Microsoft Dynamics GP 2018, we now have the option to turn off Garnishment Detail and Summary reports when posting payroll.

The Posting Setup Window will now have two print report options for Payables Garnishment Detail and Summary to disable printing these reports when posting payroll.

To open the Posting setup window: Under Administration menu, point to Setup, Under Posting, click Posting, under Series click the Dropdown and Select Payroll, then under Origin click the dropdown and select All. Scroll down under Reports until you see the Payables Garnishment Detail and Payables Garnishment Summary. Unmark the checkbox under Print to turn off the reports.

These reports are generated when you have a garnishment in your payroll. This feature was added in Microsoft Dynamics GP2018 as users have requested to not see these reports or have them automatically pop up during the posting process. Note that these reports will remain marked after upgrading. The Garnishment reports should still print by default until they are unmarked in this window.

Posting Setup - TWO (sa)

Series: Payroll Origin: All

☒ Post to General Ledger
☐ Post Through General Ledger Files

☒ Allow Transaction Posting
☐ Include Multicurrency Info
☐ Verify Number of Trx
☐ Verify Batch Amounts

☐ Create a Journal Entry Per:
☒ Transaction ☐ Post In Detail
☐ Batch ☐ Use Account Settings

Posting Date From: ☒ Batch ☐ Transaction
 If Existing Batch: ☐ Append ☒ Create New

☐ Require Batch Approval
 Approval Password:

Mark All Unmark All

Reports:

Print	Report	Send To:	File	Type	Append/Replace
<input type="checkbox"/>	Pay Type Register-PPR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Payables Garnishment Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Payables Garnishment Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Department code in Human Resource and Payroll

In Microsoft Dynamics GP 2018, users will now be able to select Department Code to modify in addition to Pay, Benefit and Deduction.

To open the Payroll Code Modifier window: Under HR & Payroll, point to Utilities, under Payroll select Payroll Code Modifier. This will open the Payroll Code Modifier window. In the Code Type dropdown, you will now see the Department Code as a new option in Microsoft Dynamics GP 2018.

The Payroll Code Modifier now has a fourth option under Code Type to change the Payroll Department Code. Make sure there are no users in the company database before proceeding to click Update after making the desired change to the Department Code. Any tables referencing the old code will now have the new code.

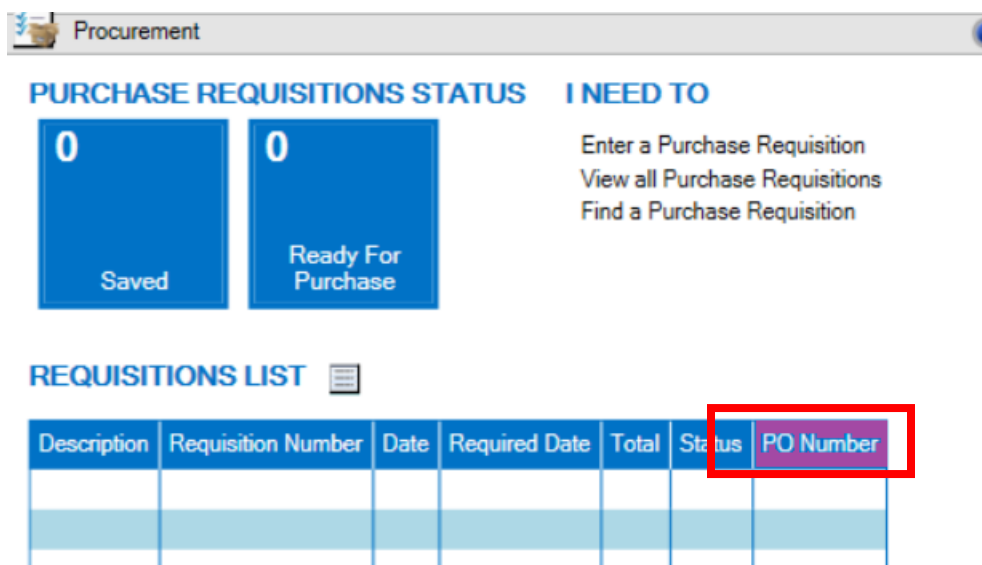
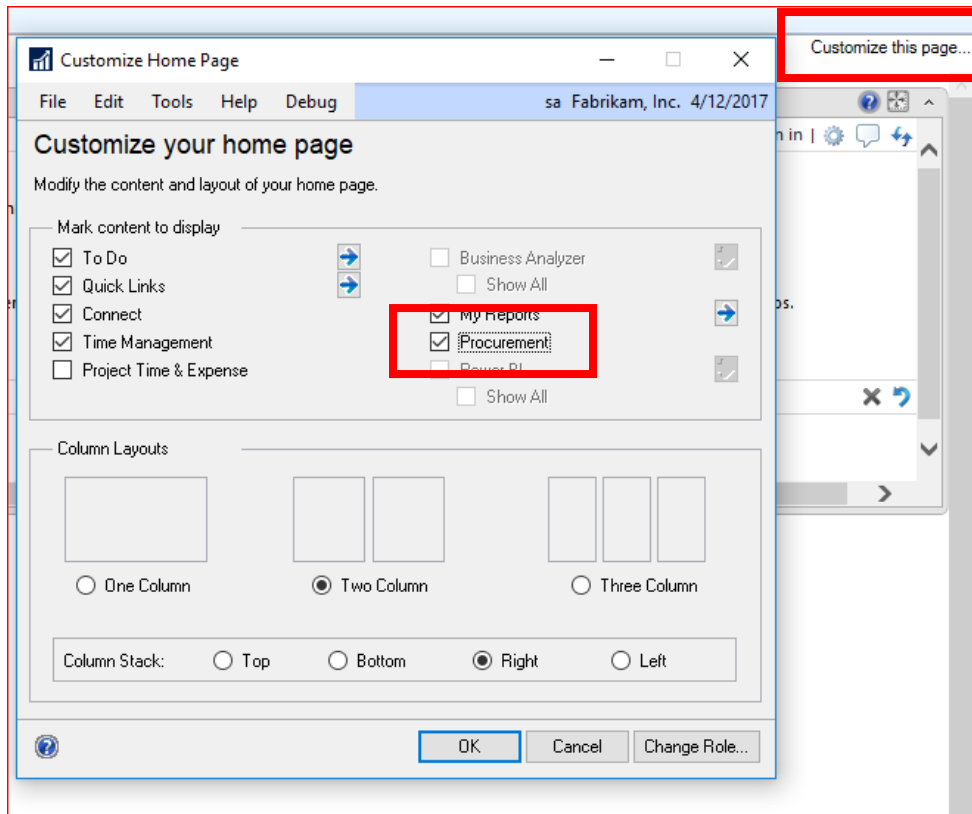


Note: Since this modifies a lot of existing data at once, a backup is always good, or try this in test company first. Verify all your 3rd party tables are getting changed too if they have the department field in them. If the field is named the same as ours, example DEPRTMNT, when the process is run, it will change that 3rd party table too, if the columns are different names, we would not change them. With this functionality, we cannot combine codes, just change existing.

Purchase Order Number added to the Purchase Requisition Navigation List for Procurement

Prior to Microsoft Dynamics GP 2018, the Purchase Order Number did not show on the Home Page under Procurement. With this new feature, you will now see the Purchase Order Number included on the Home Page when marking Procurement in the Customize Window setting.

To see the Purchase Order Number listed, you will need to add Procurements to the Home Page in Microsoft Dynamics GP. To add it to the Home Page: Under Home menu, click Customize in the right corner. Mark the Checkbox next to Procurement and Click OK. Go back to the Home Page and notice in the Purchase Requisition Status that the Purchase Order column now appears.



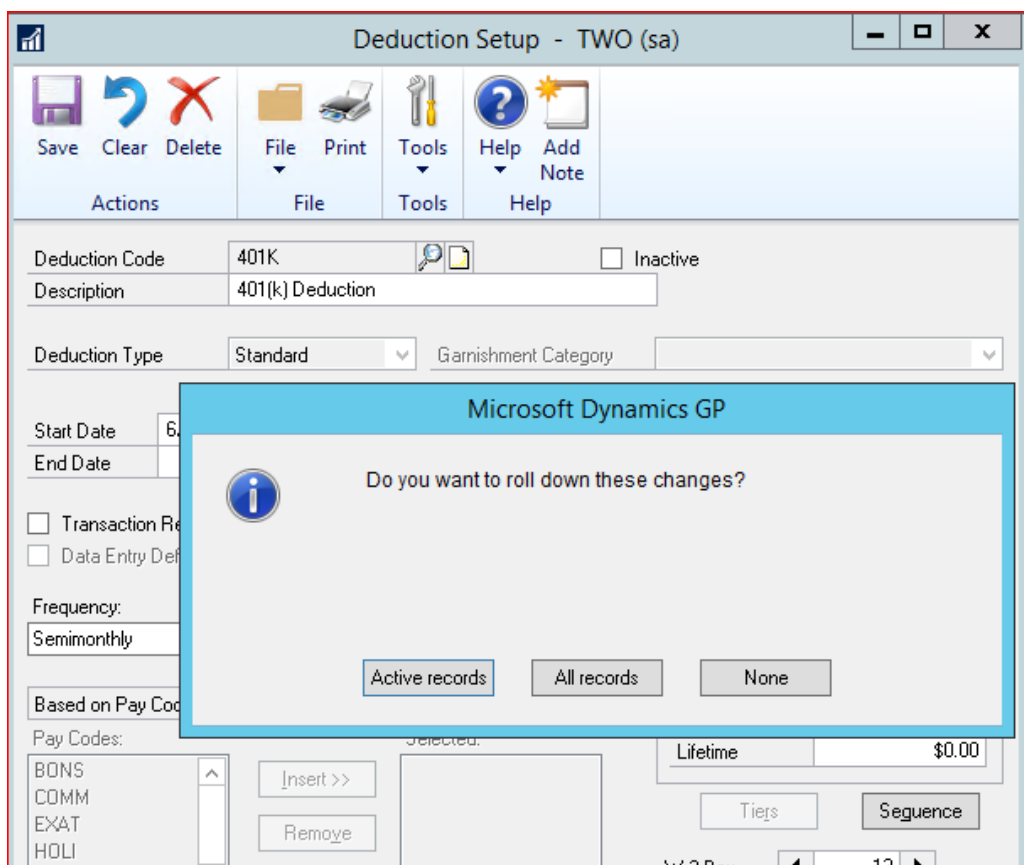
Ability to roll down from Setup for Payroll & Human Resource

Prior to Microsoft Dynamics GP 2018 when a user changed (for example) the 401K Maximum for all employee records for the new year, typically you want this to roll down to ALL your employees. If an employee was Inactive at the time, none of these changes would roll down.

This causes issues when an employee is reactivated defaults on the record are not updated as they should be, and it takes the user more time to verify all this information. Another good example of this is Health Insurance premium changes, you may want this rolled down to all records.

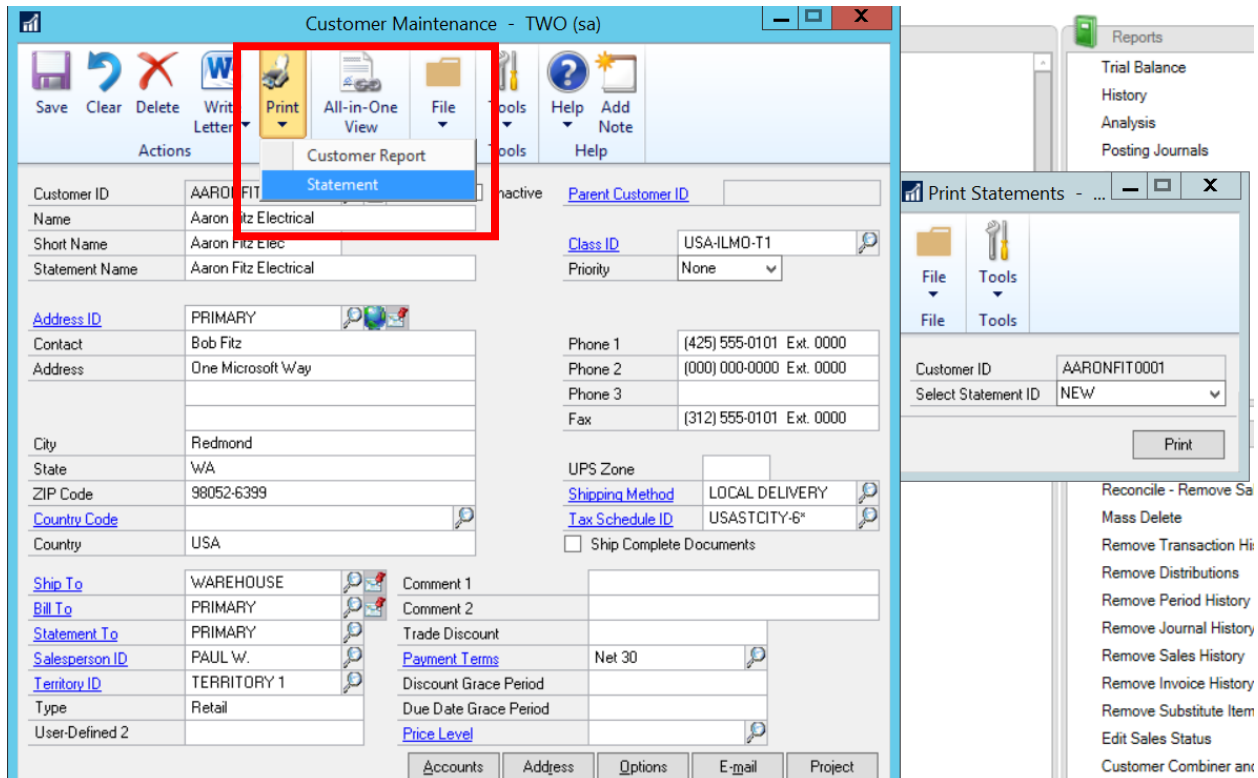
There is now an option when you make a change at the setup, it will prompt you, how do you want to roll this down? All Records, Active Records or None

This new roll down message will be included in the Pay Code, Deduction, Benefit and Shift Setup windows.

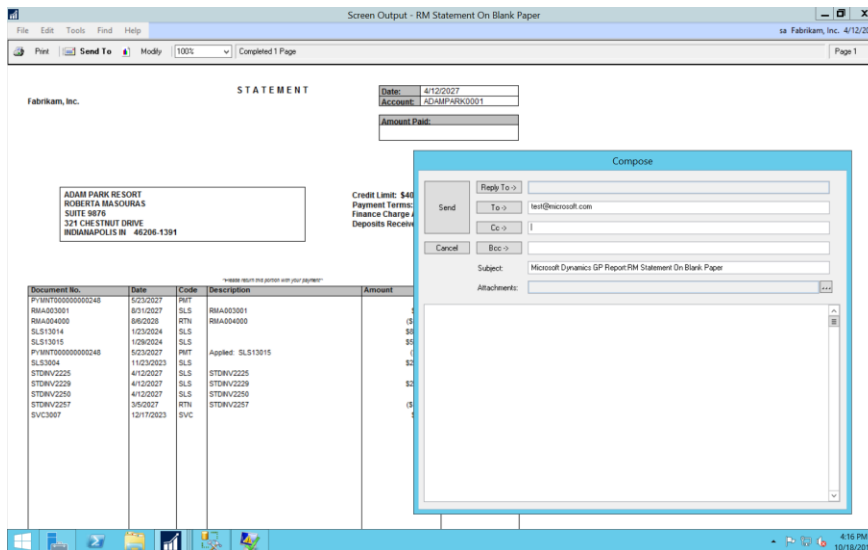


Ability to Print and Email a Single Statement from the customer card

In Microsoft Dynamics GP 2018, we now have the option for Statement when clicking the Print Icon in the Customer Card Window. You can see this by clicking Cards, Sales and then Customer.



When you select Statement from the Print Icon in this window, you will have the option to Select the Statement ID. Click Print. You can then email from this window a standard report PDF only. You will be able to print Template reports from this window, but not email those templates from this window.



Please refer to the link below for more information on [emailing RM standard](#) reports.

If you like this feature and would like to be able to email the templates, click on this [SUGGESTION](#) to vote for it!

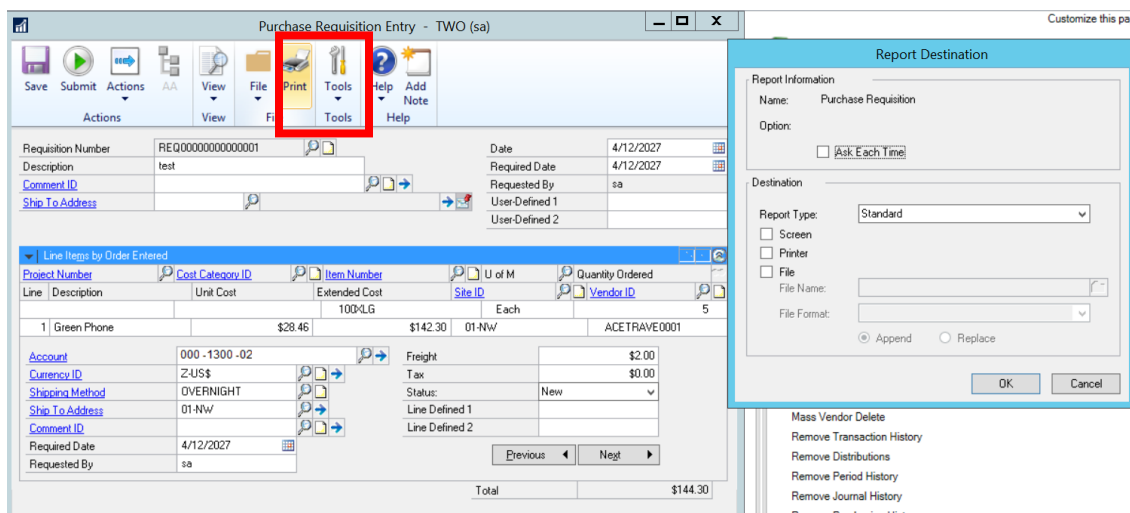
Print Purchase Requisition

This module introduces the new feature that allows the printing of Purchase Requisitions form from the Purchase Requisitions Entry window.

In Microsoft Dynamics GP 2018 you can now print a Purchase Requisition from the entry window.

Navigate to the Purchasing, under Transactions, then click on Purchase Requisitions

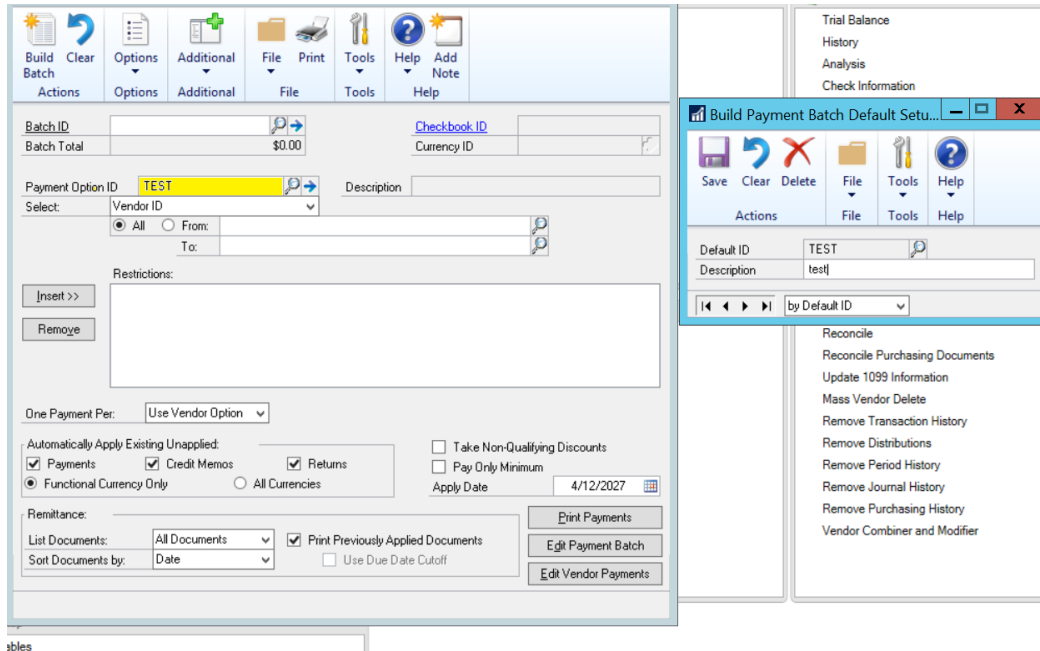
This will bring you into the requisition window. Select the requisition number from the lookup or enter a new requisition. You can now click on the Print Icon and print the document immediately.



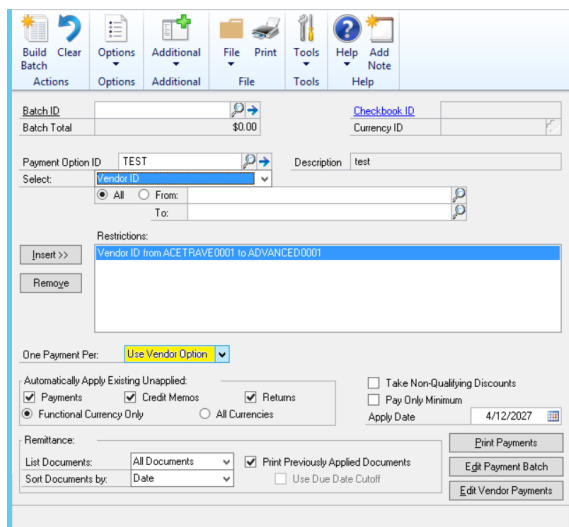
Save Select Payment Settings

This module introduces you to the new option to save Select Payment Settings in the Build Payment Batch window. This was previously the Select Checks window. You can now save your settings with the Payment Option ID.

To open the Build Payment Batch Window: Under Purchasing, point to Transactions, then click on the Build Payment Batch. You will see the Payment Option ID in the window.



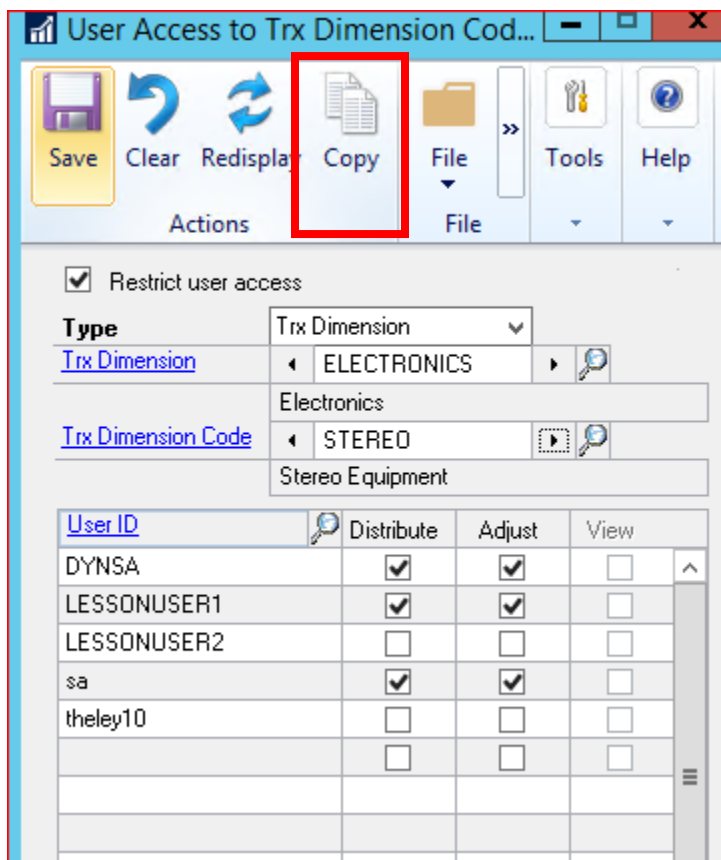
All Options selected in this window will now be saved by the Payment Option ID. You will be able to select the different Payment Option ID's for future batches in GP2018. This will save users time as they will no longer need to remark all the options each time a payment batch is generated when you want to use previous default settings.



Copy User Access across Analytical Accounting Dimension Codes

Prior to Microsoft Dynamics GP 2018, there was not a way to copy user Access to Analytical Accounting Dimension codes from one user to another. This will greatly expediate granting new users access to the same dimension codes when appropriate.

You will see this new feature when navigating to the User Access window. To use this feature: Under Administration menu, point to Setup, under Company, click Analytical Accounting and then User Access. Once the window opens you will now see the Copy option at the top:



You will have the option to Copy from which is the user ID access you will want to replicate and the Copy to choose the user ID to grant the same access.

The user access copy feature will give the same access to ALL dimensions as the user you are copying from. For databases that have a lot of Analytical Accounting dimensions, this is a great feature to simplify the process of granting access to new users that should have the same access as another user. The copy feature is pulling data by user in the AAG02000 table and updating that table by User ID.

Copy User Settings - TWO (sa)

OK Cancel File Tools Help

Actions File Tools Help

Security Access

Enter or select the user whose security settings (roles, tasks, and company access) you want to copy. Copying replaces any existing security settings for the user you are copying to.

Copy From:

User ID:

User Name:

Copy To:

User ID:

User Name:

Copy User Settings - TWO (sa)

OK Cancel File Tools Help

Actions File Tools Help

Security Access

Enter or select the user whose security settings (roles, tasks, and company access) you want to copy. Copying replaces any existing security settings for the user you are copying to.

Copy From:

User ID:

User Name:

Copy To:

User ID:

User Name:

Users - TWO (sa)

Select Cancel File Tools Help Add Note

Actions File Tools Help

Find by User ID

New Open

View All Users, by User ID

User ID	User Name	Status	Windows Account
DYNSA	DYNSA	Active	
LESSONUSER1	LESSONUSER1	Lesson User	
LESSONUSER2	LESSONUSER2	Lesson User	
sa	sa	Active	
theley10	terr	Active	

User Access to Trx Dimension Codes...

Save Clear Redisplay Copy File Tools Help

Actions File Tools Help

☒ Restrict user access

Type: Trx Dimension

Trx Dimension: ELECTRONICS

Electronics

Trx Dimension Code: TV

Televisions

User ID	Distribute	Adjust	View
DYNSA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LESSONUSER1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LESSONUSER2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
theley10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mark/Unmark All

One Check per Invoice Vendor Setting

In Microsoft Dynamics GP 2018, we now have the option to select one check per invoice by Vendor.

Vendor Maintenance Options - TWO (sa)

Vendor ID: ACETRAVE0001
Name: A Travel Company

Currency ID: ZUS\$
Rate Type ID:
Payment Terms: Net 30
Discount Grace Period:
Due Date Grace Period:
Payment Priority: 1
Minimum Order:
Trade Discount:

Tax ID:
Tax Registration:
Checkbook ID:
Type: Other Expenses
User-Defined 2:
Tax Type: Not a 1099 Vendor
1099 Box:
FOB: None
Language: None

One Payment Per: ☐ Vendor ☒ Invoice

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
Post Results To: ☒ Payables/Discount Acct ☐ Purchasing Offset Acct

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

When you select Statement from the Print Icon in this window, you will have the option to Select the Statement ID. Click Print. In previous versions of Microsoft Dynamics GP, the option was only available in the Select Checks window.

Select Payables Checks - TWO (sa)

Batch ID: COMPUTER CHECK1
Batch Total: \$990.89
Checkbook ID: UPTOWN TRUST
Currency ID: ZUS\$

Select: Vendor ID:
☒ All ☐ From:
To:

Restrictions:
Insert >>
Remove

One Check Per:
Vendor
Invoice

Automatically Apply:
☒ Payments ☒ Credit Memos ☒ Returns ☐ Take Non-Qualifying Discounts ☐ Pay Only Minimum
☒ Functional Currency Only ☐ All Currencies
Apply Date: 4/12/2017

Remittance:
List Documents: All Documents
Sort Documents by: Date
☒ Print Previously Applied Documents ☐ Use Due Date Cutoff

Print Checks
Edit Check Batch
Edit Check

Now in GP2018, all vendors included in the batch would default to the setting when you select Use the Vendor Option in the Build Payments window.

Display Hold Status on Sales Transaction Entry

This module introduces the new feature that allows users to see a Customer is on Hold by displaying the Icon in the Sales Transaction Entry window.

In Microsoft Dynamics GP 2018 you can now see the hold status display in Sales Transaction entry window. For any customer that has a Hold in place, you will now see the Stop Sign icon in the Sales Transaction Entry window after entering the customer ID. This feature was added as requested by customers from previous versions.

Sales Transaction Entry - TWO (sa)

Save Actions AA Options View Additional Go To File Print E-mail Tools Help Add Note

Actions Options View Additional Go To File Tools Help

Type/Type ID: Invoice STDINV
 Document No. STDINV2259
 Customer ID CENTRALC0001
 Customer Name Central Communications Ltd
 Ship To Address PRIMARY 1012 Auckland St. West
 Date 4/12/2027
 Batch ID DOCS
 Default Site ID WAREHOUSE
 Customer PO Number 989
 Currency ID Z-US\$

Line Items by Order Entered

Item Number	D	U of M	Invoice Quantity	Unit Price	Extended Price
100XLG	<input type="checkbox"/>	Each	2	\$59.95	\$119.90
128 SDRAM	<input type="checkbox"/>	Each	1	\$135.20	\$0.00
24K IDE	<input type="checkbox"/>	Each	1	\$40.00	\$0.00
256 SDRAM	<input type="checkbox"/>	Each	2	\$229.95	\$459.90
32 SDRAM	<input type="checkbox"/>	Each	1	\$49.95	\$49.95
32K IDE	<input type="checkbox"/>	Each	1	\$49.95	\$0.00
4.5HD	<input type="checkbox"/>	Each	1	\$189.95	\$189.95
400PROC	<input type="checkbox"/>	Each	1	\$399.95	\$399.95

Amount Received \$0.00
 Terms Discount Taken \$0.00
 On Account \$89,198.87
 Comment ID

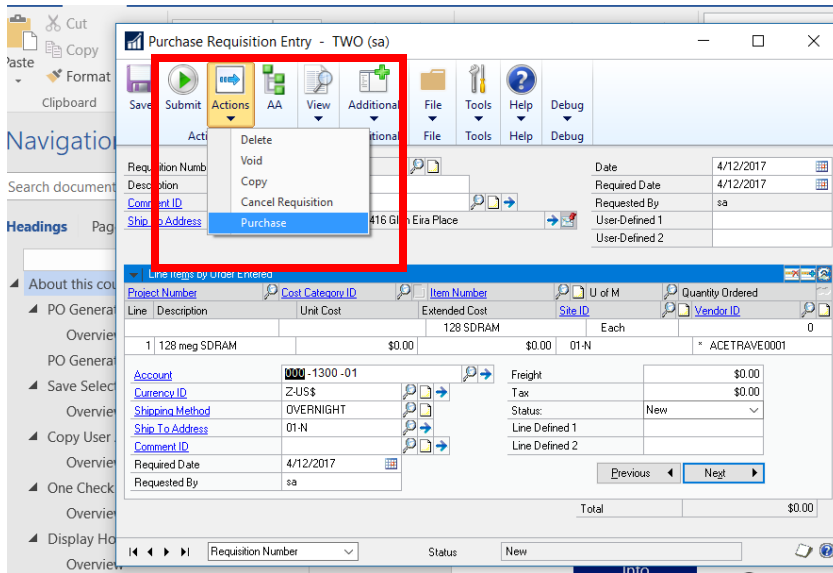
Subtotal \$83,724.87
 Trade Discount \$0.00
 Freight \$0.00
 Miscellaneous \$0.00
 Tax \$5,474.00
 Total \$89,198.87

by Document No. Document Status

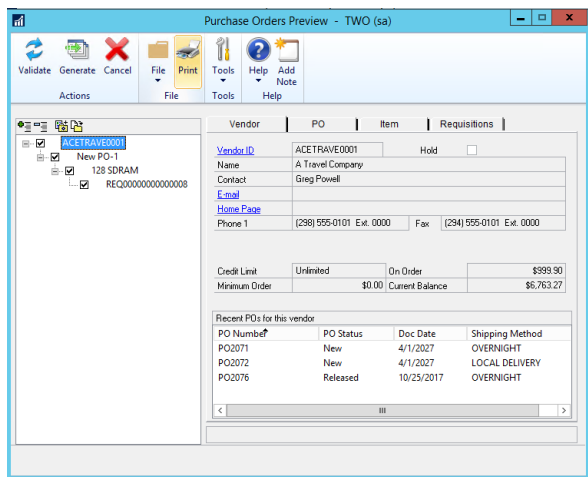
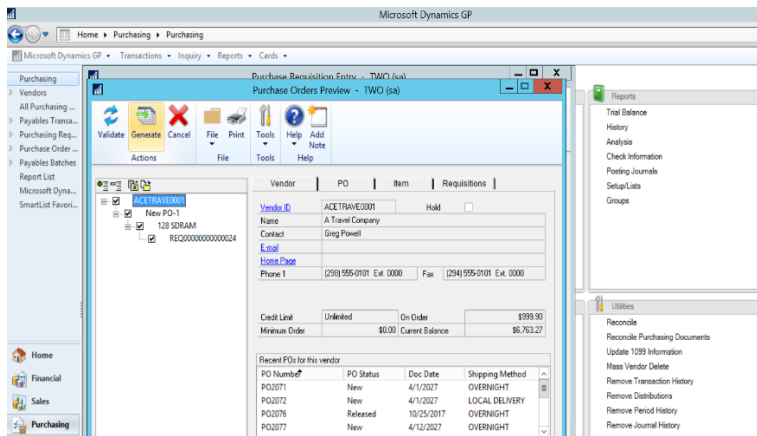
Purchase Order (PO) Generator opens the Purchase Order List with New PO Filter

This lesson will cover the Purchase Order (PO) Requisition in Purchasing transactions will now automatically open the Purchasing Transactions Navigation List Home Page to view it in Microsoft Dynamics GP 2018.

In Microsoft Dynamics GP 2018, the Purchase Order Generator will now automatically open the PO Transactions Navigation List Home page. When you generate a Purchase Order from requisition. Under Purchasing, select Transactions then click Requisitions. After entering the requisition data, Click Actions at the top of the window, then mark Purchase.



In the Purchase Order Preview Window Click Generate, then Click Print.



Once you print the PO, the Purchase Order Navigation list will automatically open so the user can see the PO generated immediately without all of the other PO's, so the list is filtered for the user.

The screenshot displays the Microsoft Dynamics GP 2018 interface. On the left is a navigation pane with various modules. The main window shows the 'Purchase Order Transactions (read only)' list. A table lists transactions with columns: Date, Document Type, Document Number, Vendor Name, and Amount. One transaction is visible: 4/12/2027, Standard, PO2079, A Travel Company, \$799.92.

An inset window titled 'Screen Output - SOP Purchase Orders Generation Register' is open, showing a detailed view of the selected PO. It includes a menu bar (File, Edit, Tools, Find, Help) and a status bar (sa Fabrikam, Inc. 4/12/2027). The window displays the following information:

- System: 10/27/2017 4:12:17 PM
- User Date: 4/12/2027
- Sorted By: PO Number
- # Non Inventoried, & On Hold

The main data table in the inset window has the following columns: PO Number, Type, Document Date, Vendor ID, Item, Item Description, Project Number, Required Date, Site ID, U Of M, Qty To Purchase, Customer ID, Document Type, and Document Number. The data row shows:

PO Number	Type	Document Date	Vendor ID	Item	Item Description	Project Number	Required Date	Site ID	U Of M	Qty To Purchase	Customer ID	Document Type	Document Number
PO2079	Standard	4/12/2027	ACETRAVE0001	128 SDRAM	128 meq SDRAM								

At the bottom right of the inset window, it says '0 of 1 records selected'.

Reprint Distribution Detail and Summary reports

The pre-posting reports, Distribution Detail and Distribution Summary that print when you are processing payroll, by selecting Tools, then click Setup, choose Posting, and then click Posting are a key to our customer's ability to have a successful payroll.

Posting Setup

File Edit Tools Help Debug sa Fabrikam, Inc. 4/12/201

Series: Payroll Origin: Computer Checks

☒ Post to General Ledger
☐ Post Through General Ledger Files

☐ Allow Transaction Posting
☐ Include Multicurrency Info
☐ Verify Number of Trx
☐ Verify Batch Amounts

Create a Journal Entry Per:
☒ Transaction ☐ Post In Detail
☐ Batch ☐ Use Account Settings

Posting Date From: ☒ Batch ☐ Transaction
If Existing Batch: ☐ Append ☒ Create New

☐ Require Batch Approval
Approval Password:

Mark All Unmark All

Reports: Send To: File

Print	Report	Type	Append/Replace
<input type="checkbox"/>	Direct Deposit Trxs Register		
<input checked="" type="checkbox"/>	Distribution Report Detail-PPR		
<input checked="" type="checkbox"/>	Distribution Report Summary-PPR		
<input type="checkbox"/>	Local Tax Register		

But as you all know, once you post payroll, you no longer can see the data from these reports unless you have saved them to file location.

What we have done with Microsoft Dynamics GP 2018 is now allow you to print these reports at ANYTIME, under the reprint journals. This will help with payroll processing of what happened during that specific payroll and track down those pesky taxable wage reconciliation issues. This is located by clicking Reports, choose Payroll and then click Reprint Journals.

This information is pulling from our existing history tables, check (UPR30100) and transaction (UPR30300) history, so you can start printing them for prior payrolls once you upgrade to GP 2018.

Reprint Payroll Posting Journals - TWO (sa)

Clear Email File Print Tools Help Add Note

Actions File Tools Help

Reports:

- Check Register
- Position Register
- Shift Code Register
- State Tax Register
- SUTA Posting Register
- Tip Allocation Posting Register
- Workers' Comp Posting Register
- Distribution Detail
- Distribution Summary

Email or Print List:

New Modify

Wellness and Health Insurance Integration

With the complexity of tracking benefits for our employees, many times we hear request such as if an employee is a non-smoker, our plan gives 5.00 discount, I would like to track this in Microsoft Dynamics GP vs a separate spreadsheet, or maybe if I go to the Gym 10 times over a month, I receive a discount on my health insurance premium.

There are many ideas in your organization you may want to track a discount on a benefit, maybe it is related to classes an employee takes or certifications passed.

Whatever it may be, you now have the capability of tracking the discount in the Advanced Human Resource Health and Wellness windows which will automatically change the employee deduction amount and track history of these changes!

In the setup of the code, you can choose which Benefits apply to this discount, then when you assign it to the employee you will enter the discount amount which will change the total amount an employee pays.

Example if I have a Family Coverage plan assigned to Pilar at 50.00 per pay period, and he has the Gym code assigned to him, you can see how code is reduced by the discounted amount.

This information is stored in the EHW20200, EHW30200 and EHW40200 tables.

The system will also keep history of this information for you, key with benefit tracking.

To access the Health and Wellness information from the HR & Payroll Navigation, choose Cards, Expand Human Resources, under Employee, click Health and Wellness.

Health and Wellness Entry - TWO (sa)

Save Clear Delete Assign Template File Print Tools Help Add Note

Employee ID: ACKE0001 Ackerman, Pilar ☐ Inactive

Code: GYM GYM

Category: REQUIR REQUIRED

Date Entered: 4/12/2027

Result:

Renew Date: 0/0/0000

Discount Amount: \$25.00

by Employee ID Last Change

Microsoft Dynamics GP

Do you want to update all payroll deduction maintenance records for the modified HR enrollment records?

Yes No

Employee Deduction Maintenance - TWO (sa)

Save Clear Delete File Tools Help Add Note

Employee ID: ☐ Inactive

Name: Ackerman, Pilar

Deduction Code:

Deduction Type: Standard Garnishment Category:

Start Date: End Date:

☐ Transaction Required ☐ Data Entry Default

Frequency:

TSA Sheltered From: ☐ Federal Tax ☐ FICA Soc Sec ☐ FICA Medicare ☐ State Tax ☐ Local Tax ☐ Allow Arrears ☐ Mandatory Deductions

Method:

Deduction Tiers: ☐ Multiple

Maximum Deduction:

To access the Setup of the discount, from the Setup Navigation, Expand Human Resources, click Health and Wellness and choose Codes.

Health and Wellness Code Setup - TWO (sa)

Save Clear Delete File Print Tools Help Add Note

Code: ☐ Inactive

Description:

Category:

Discount Amount:

Results

Result	Description
<input type="checkbox"/>	

[Link to Health Insurance Codes](#)

Available:

Include:

Insert All>> Insert> <Remove <<Remove All

Comprehensive Doc Attach



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



After this lesson you will be able to:

- Add Document Attach documents to many windows
- View Notes in many windows
- Drill into documents from Edit Transaction Information

Overview

When we built Document Attachment in Microsoft Dynamics GP we relied on user input to identify the top scenarios you wanted solved. Today, we introduce the next evolution with comprehensive Doc Attach on most master record windows, inquiry windows and transaction entry windows.

Make Document Attachment available in the most common entry windows and their corresponding inquiry windows. Add Document Attachment to the HR I-9 Form window so important forms are readily available for auditing. The Vendor, Customer and Project Inquiry windows will display notes if they have been added. The Edit Transaction Information window in Payables will allow Document Attachments to be viewed and edited.

Document Attachment

Document Attach tables include:

CO40100 Doc Attach Setup

CO00101 Doc Attach Master

CO00102 Doc Attach Reference

Document Attach functionality is now available in the following windows:

Receivables Transaction Entry

General Ledger Transaction Entry

Employee Inquiry

I-9 Form

(Fixed Assets) Asset General Information

Note: In order for the various Document Attach icons to become visible/active, Document Attachment Setup must be marked to 'Allow Document Attachments'.

To allow users to add attachments to typical inquiry windows, the 'Allow attachments to be added in inquiry windows' option must be marked. By default the install will have this unmarked.

For attachments to flow from master records to transactions, the various 'flow' options must be marked as needed.

You can find these setup options by choosing Microsoft Dynamics GP, click Tools, click Setup, click Company and then choose Document Attachment.

Document Attachment Setup - TWO (sa)

OK Cancel File Tools Help Add Note

Actions File Tools Help

☒ Allow Document Attachments

Attachment Location Options

Default Location: [text box]

☐ Delete file from Default Location after attachment

Maximum File Size [999.99] 999.99 Megabyte Maximum

Attachment Management Defaults

☒ Allow attachments to be deleted
Delete Password [text box]

☒ Allow attachments to be added in inquiry windows
Inquiry Password [text box]

Attribute Defaults:

<input checked="" type="radio"/>	[text box]
<input type="radio"/>	[text box]
<input type="radio"/>	[text box]
<input type="radio"/>	[text box]

Allow attachments to flow from Master Records to Documents:

☒ Allow attachments to flow from Customer Maintenance window
Type: ☒ Flow ☐ Not Flow

☒ Allow attachments to flow from Item Maintenance window
Type: ☒ Flow ☐ Not Flow

☒ Allow attachments to flow from Vendor Maintenance window
Type: ☒ Flow ☐ Not Flow

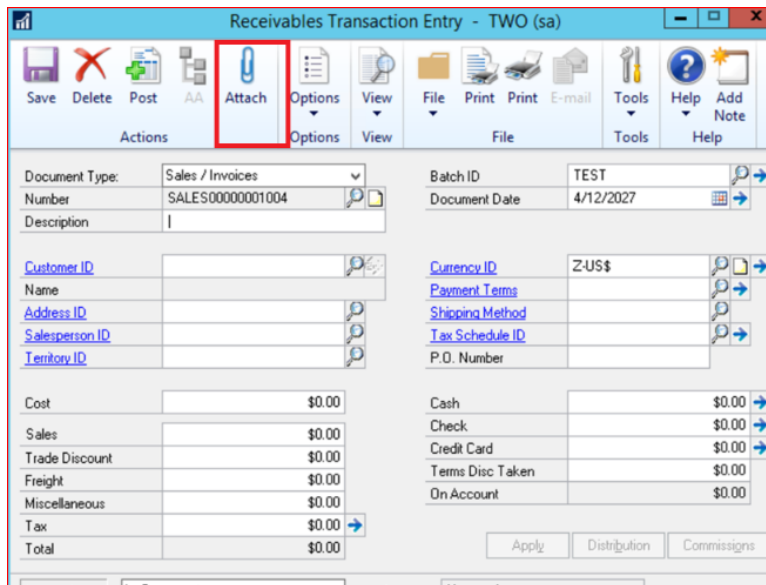
☐ Allow attachments to flow from PTE Employee Expense Entry window
Type: ☐ Flow ☒ Not Flow

☐ Send Attachments in email

Receivables Transaction Entry

The Document Attach icon has been added to the Receivables Transaction Entry window.

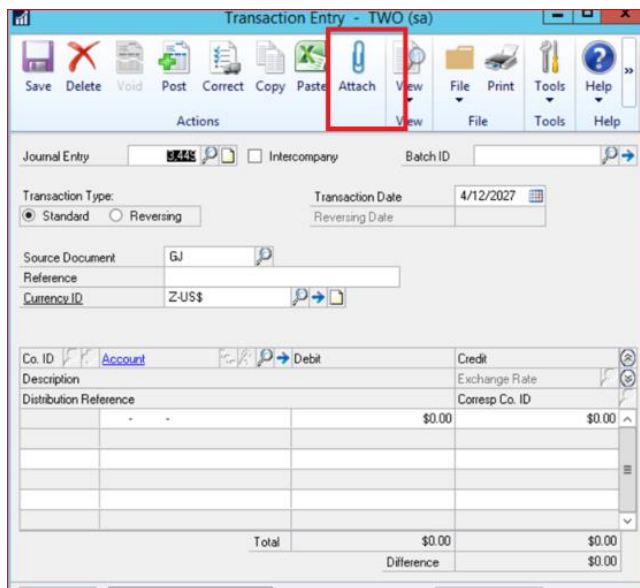
To open the Receivables Transaction Entry window, on the Transactions menu, point to Sales, and click on Transaction Entry.



Transaction Entry (General Ledger)

The Document Attach icon has been added to the Transaction Entry window.

To open the Transaction Entry window, on the Transactions menu, point to Financial, and click on General.



Employee Inquiry

The Document Attach icon has been added to the Employee Inquiry window.

To open the Employee Inquiry window, on the Inquiry menu, point to Payroll, and click on Employee.

Employee Inquiry - TWO (sa)

OK Clear Go To File Tools Help Add Note

Actions Go To File Tools Help

Employee ID: ACKE0001 Class ID: SUPP Active

Last Name: Ackerman Address: 987 Willow Ave

First: Pilar

Middle:

Soc Sec Number: 917-23-9833 City: Winnetka

Department: SPTS State: IL

Position: CSP ZIP Code: 98272 Country: USA

Work Hours per Year: 2080

Calc Minimum Wage: No Phone 1: (312) 555-0115 Ext. 0000

Employment Type: Full Time Regular Phone 2: (312) 555-0150 Ext. 0000

Phone 3: (312) 555-0151 Ext. 0000

Gender: Female Start Date: 8/3/2023

Ethnic Origin: White Birth Date: 11/24/1998

Last Rev. Date:

Spouse:

Transaction Entry Defaults:

State of Residence: IL

Local Tax Code:

Federal Filing Status: 1

Number of Exemptions:

Additional Withholding: \$0.00

Estimated Withholding: \$0.00

by Employee ID

I-9 Form

The Document Attach icon has been added to the I-9 Form window.

To open the I-9 Form window, on the Inquiry menu, point to HR, and click on I-9.

I-9 Form - TWO (sa)

Save Clear Delete Cancel Attach Go to File Tools Help Add Note

Actions Go To File Tools Help

Employee ID: ACKE0001 Ackerman, Pilar

Maiden Name:

File Date: 0/0/0000

Preparer's Name and Address: Date Prepared: 0/0/0000

Eligibility:

☐ A Citizen of the United States

☐ A Noncitizen National of the United States

☐ A Lawful Permanent Resident

☐ An Alien Authorized to Work

Alien #: 0/0/0000

Authorized to work until: 0/0/0000

Admission #: 0/0/0000

Foreign Passport #: 0/0/0000

Country of Issuance: 0/0/0000

Verification: List A OR List B AND List C

Document Title: 0/0/0000

Issuing Authority: 0/0/0000

Document #: 0/0/0000

Expiration Dates: 0/0/0000

Employer or Authorized Rep / Title: 0/0/0000

Organization / Date Signed: Fabrikam, Inc. 4277 West Oak Parkway Chicago IL 6061 0/0/0000

New Name / Rehire Date: 0/0/0000

Document / Number / Expiration: 0/0/0000

Date signed by Employer or Authorized Representative: 0/0/0000

You may print a copy of the official I-9 form from the INS website at: <http://www.uscis.gov>

by Employee ID

Display Notes

In addition to Document Attach options on many transaction entry type windows, Notes can now be shown in many Inquiry windows:

Vendor Inquiry

Customer Inquiry

Project Inquiry

PA Project Inquiry




Note: For inquiry attachments to be used, the 'Allow attachments to be added in inquiry windows' option must be marked.

Vendor Inquiry

To open the Vendor Inquiry window, on the Inquiry menu, point to Purchasing, and click on Vendor.

Vendor Inquiry - TWO (sa)

Actions: OK, Attach, Additional, All-in-One View, File, Tools, Help, Add Note

Vendor ID: ACETRAVE0001  Status: Active

Name: A Travel Company Class ID: AUS-NSW-M

Short Name: A Travel

Check Name: A Travel Company

Primary Address:

Address ID: PRIMARY

Contact: Greg Powell

Address: 123 Riley Street

City: Sydney

State: NSW

ZIP Code: 2086

Country Code: Australia

Phone 1: (298) 555-0101 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3:

Fax: (294) 555-0101 Ext. 0000

Tax Schedule: AUSNSWST+20

Shipping Method: OVERNIGHT

UPS Zone:

Address IDs:

Purchase: PRIMARY

Remit to: REMIT TO

Ship From: PRIMARY

Vendor Account:

Comment 1:

Comment 2:

Options

by Vendor ID

Customer Inquiry

To open the Customer Inquiry window, on the Inquiry menu, point to Sales, and click on Customer.

Customer Inquiry - TWO (sa)

Actions: OK, Attach, All-in-One View, File, Print, Tools, Help, Add Note

Customer ID: AARONFIT0001 **Active** (highlighted with a red box)

Name: Aaron Fitz Electrical

Class ID: USA-ILMO-T1

Parent Customer ID: (empty)

Balance Type: Open Item

Priority: None

Address ID: PRIMARY

Contact: Bob Fitz

Address: One Microsoft Way

City: Redmond

State: WA

ZIP Code: 98052-6399

Country Code: USA

Country: USA

Finance Charge: 1.50%

Minimum Pymt.: (empty)

Credit Limit: \$35,000.00

Salesperson ID: PAUL W

Territory ID: TERRITORY 1

Type: Retail

User-Defined 2: (empty)

Ship To: Aaron Fitz Electrical

Print Phone/Fax Number: ☐ Do Not Print ☐ Phone 1 ☐ Phone 2 ☐ Phone 3 ☐ Fax

Phone 1: (425) 555-0101 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (312) 555-0101 Ext. 0000

UPS Zone: (empty)

Shipping Method: LOCAL DELIVERY

Tax Schedule: USASTCITY-6*

Tax Exempt 1: (empty)

Tax Registration: (empty)

Comment 1: (empty)

Comment 2: (empty)

Price Level: (empty)

Currency ID: Z-US\$

Navigation: by Customer ID

Project Inquiry

To open the Project Inquiry window, on the Inquiry menu, point to Project, and click on Project.

Project Inquiry - TWO (sa)

Actions: OK, Redisplay, View, File, Print, Tools, Help

Customer ID: AMERICAN0001

Contract No.: AMADVWORKS

Project ID: CAMPAIGN

Project Class ID: (empty)

Project Mgr ID: ERIC0001

Bus. Mgr ID: (empty)

Department: (empty)

Purchase Order No.: AM159001-A

Billing Currency ID: Z-US\$

Project No.: ADV/CAMP (highlighted with a red box)

Project Name: Adventure Works Campaign

Type: Fixed Price

Status: Open

Accounting Method: Cost-to-Cost

Combine for Revenue Recognition: ☒

Customer Contact: Andrew MacWilliams

Project Amount: \$0.00

Suta State: Workers' Comp

Include: ☒ Unposted ☒ Posted ☒ Estimate ☒ Open ☒ Close

Display: ☒ Timesheet ☒ Equipment Log ☒ Miscellaneous Log ☒ Purchasing Invoice ☒ Employee Expense ☒ Inventory

Cost Category ID	Estimated Revenues	Estimated Profit	Revenues Earned	Total Costs Incurred	Cost of Revenues	Gross Profit/Loss	Billed to Date	Est. Cost to Complete
BACKHOE	\$660,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$600,000
BUILDMATERIAL	\$16,680,440	\$6,923,704	\$0	\$0	\$0	\$0	\$0	\$9,756,736
BUILD OZER	\$495,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$450,000
COMPONENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CONSULTING	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
REVIEW	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$12,375

Navigation: by Project Number

PA Project Inquiry

To open the PA Project Inquiry window, on the Inquiry menu, point to Project, point to Maintenance, and click on Project.

PA Project Inquiry - TWO (sa)

Actions: View, File, Tools, Help

Customer ID: AMERICAN0001 Project No.: ADV CAMP Status: Open

Contract Number: AMADVWORKS Project Name: Adventure Works Campaign

Project ID: CAMPAIGN Type: Fixed Price

Project Class ID: Accounting Method: Cost-to-Cost

Project Mgr ID: ERIC0001 ☒ Combine for Revenue Recognition

Business Mgr ID: Customer Contact: Andrew MacWilliams

Estimator: User Defined 1

Department: User Defined 2

Purchase Order No.: AM159001-A Sub Acct Format: ???-####-??

Project Amount: \$18,147,815.00 On Account: \$0.00

Billing Currency ID: Z-US\$ Suta State: Workers' Comp

Def Billing Type: STD

Begin Date: 4/12/2027

End Date: 4/12/2027

☐ Closed to Project Costs

☐ Closed to Billings

Include: ☒ Unposted ☒ Posted

Cost to Date	Billings to Date	Receipts	Cost% Compl	Committed Cost	Profit
\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00

Margin: Profit/Cost 0.00% Profit/Billings 0.00%

Billing Settings Budget Fees Forecast Change Orders Access List Equip List

Edit Transactions

In addition to Document Attach options on many transaction entry type windows, transactions drilled into from Payables Edit Transactions can have their notes and attachments edited

To open the Edit Payables Transaction window, on the Transaction menu, point to Purchasing, and click on Edit Transactions.

Edit Payables Transaction

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

Save Clear

Vendor ID: Name:

Document Type: Invoice

Number: Currency ID:

Original Amount: \$0.00

Document Date: 0/0/0000

Remit-To ID:

Discount Date: 0/0/0000

Due Date: 0/0/0000

P.O. Number: Description:

by Vendor ID

Power "Suite" Evolution



The time to complete this lesson, including exercises, is 30 minutes.



After this lesson you will be able to:

- Describe the changes made to the OData service in Microsoft Dynamics GP 2018

Overview

Microsoft Dynamics GP OData will serve as the connector for our Power "Suite" work. Utilizing OData we'll introduce PowerBI Content Packs and Power App integration. Users can then select CDS as their data source to push into Dynamics GP.

Dynamics GP OData service updated to OData version 4 along with adding paging and filtering. Then release the Dynamics GP Content Pack for Power BI as it requires the OData feature. Add a drill back to web client using a Power BI API. We do not plan to create a Flow Connector for GP and no app is planned for Power Apps.

ODATA is a standardized protocol for creating and consuming data APIs. ODATA builds on core protocols like HTTP and commonly accepted methodologies like REST. The result is a uniform way to expose full-featured data APIs. (See ODATA site). As of Microsoft Dynamics GP GP 2018, the GP OData service has been updated to OData version 4. This redesign also brought on paging and filtering of OData requests. This will create a more stable and robust platform for delivering Microsoft Dynamics GP content to authenticated users.

OData Version 4

The Microsoft Dynamics GP 2018 OData service has been updated to OData protocol version 4. The setup and configuration will be performed the same, but the updated protocol will offer better performance, as the service can now filter and page the client requests. This will lead to fewer timeout errors, and a better experience for end users.



Resource Lookup Note: Full [documentation](#) for the OData v4 Protocol can be found on the OData [website](#).

GP Power BI Content Pack

The Power BI content pack features sample reports for Financial, Sales, Purchasing and Inventory data. Each report utilizes relationships built between GP tables, and various Filters that can be used to display the information that is important to you. You can also review the included Calculated Columns as examples for including calculations on your Power BI reports such as Net Debit/Credit, Profit and item Sales amounts.

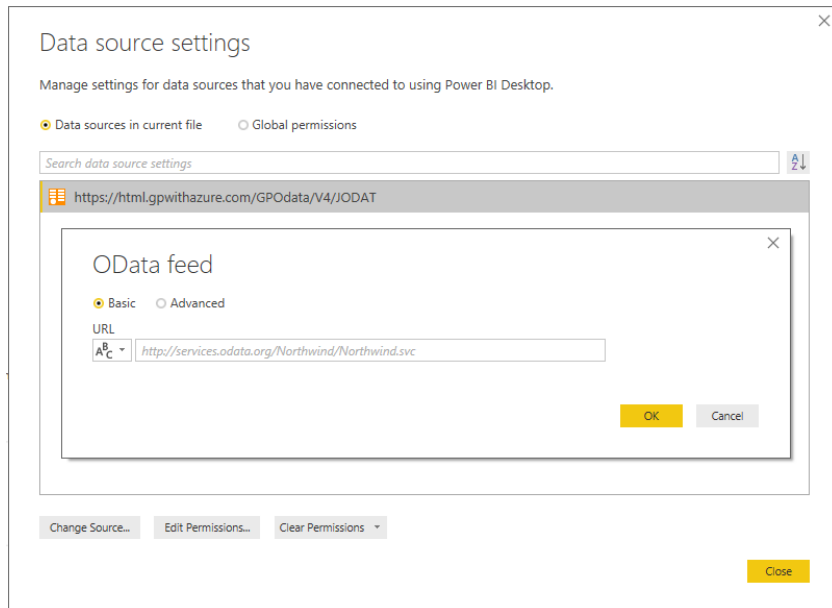
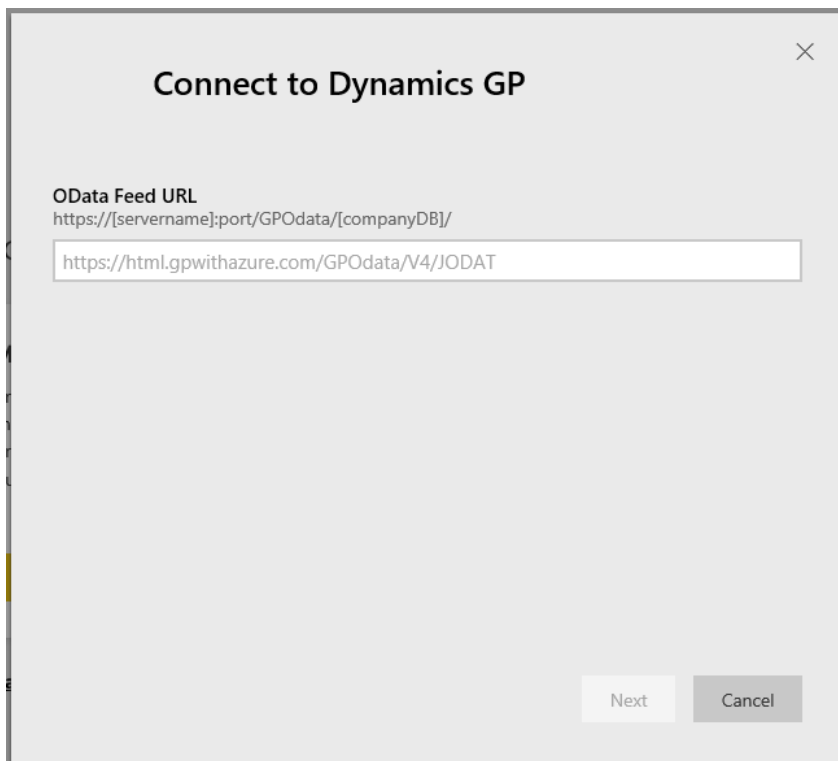
In order to use the Power BI Content Pack with Dynamics GP, you will have to publish the following Data Sources. (Administration > System > OData > Data Sources) Once these Data Sources are selected, publish them using the Publish OData window.

- Accounts
- Account Transactions
- Customers
- Inventory Sales Summary Period History
- Inventory Transactions
- Item Quantities
- Purchase Line Items
- Purchase Requisition Lines
- Purchase Requisitions
- Receiving Line Items
- Sales Line Items
- Vendors

The Power BI Content Pack will also have to be configured to point to your existing Microsoft Dynamics GP OData Service. This can be done by modifying the existing Data source in Power BI, or by creating a new data source and configuring the content to use the new source. The screenshot below shows where this can be configured in Power BI Desktop. Upon adding the Content Pack in Power BI Online, you will be prompted for the location of your OData Service upon adding the Pack as shown below.



Resource Lookup Note: Full [documentation](#) for using Power BI Online or Power BI Desktop can be found on the Power BI website.

Power BI Desktop:**Power BI Online:**

User Experience



The time to complete this lesson, including exercises, is 30 minutes.



After this lesson you will be able to:

- Objective 1
- Objective 2
- Objective 3

Overview

Giving users easier and faster ways to get to and find the data they are looking for to make decisions based off the information stored in Dynamics GP.

Modify inquiry windows to allow users to choose how to sort, give more options for lookups and restricting out information that is not active. Rename check windows to payments to show functionality isn't limited to checks.

Sort By ability added to Select Bank Transactions window

New functionality has been added to the Select Bank Transactions window to allow users to Sort by Payment or Deposit. This is in addition to the already available Sort by options Type and Date. These four types can be either sorted in ascending or descending order.

This allows the end user to group their data in a manner that enables them to review the data efficiently.

To open the Select Bank Transactions: on the Transaction Menu point to Financial and click on Reconcile Bank Statements. You will then need to select a Checkbook and click Transactions.

Select Bank Transactions - TMVP (sa)

Checkbook ID: UPTOWN TRUST Display: All Sort: by Type Ascending

Type	Number	Date	C	Payment	Deposit
DEP	20001	1/9/2014		\$0.00	\$130,368.25
DEP	20002	1/16/2014		\$0.00	\$228,576.73
DEP	20003	1/23/2014		\$0.00	\$161,252.58
DEP	20004	1/23/2014		\$0.00	\$460,357.76
DEP	20005	1/31/2014		\$0.00	\$17,567.11
DEP	20006	1/31/2014		\$0.00	\$16,956.84
DEP	20007	1/31/2014		\$0.00	\$46,477.47
DEP	20008	1/31/2014		\$0.00	\$100,939.66
CHK	031702	3/17/2017		\$6,927.46	\$0.00
CHK	1000.1	8/1/2013		(\$395.59)	\$0.00
CHK	1000.2	7/25/2013		(\$1,000.00)	\$0.00

Cleared Transactions

	No. of	Total Amount
Payments	0	\$0.00
Deposits	0	\$0.00

Adjusted Bank Balance (\$123,405.03)
Adjusted Book Balance \$65,994.14
Difference (\$189,399.17)

Adjustments Reconcile

Sort by Options

The following are the different methods in which you can sort the data within the Receivables Transaction Inquiry windows:

Type

Sorting the documents by Type will sort by the numerical value assigned to each document type:

- 1 - Deposit
- 2 - Receipt
- 3 - Check
- 4 - Withdrawal
- 5 - Increase Adjustment
- 6 - Decrease Adjustment
- 7 - Transfer
- 101 - Interest Income
- 102 - Other Income
- 103 - Other Expense
- 104 - Service Charge

Date

Sorting by Date allows you to sort by the Document Date.

Payment

Sorting by Payment allows you to sort by the Payment amount.

Deposit

Sorting by Deposit allows you to sort by the Deposit amount.



Note: After selecting the Sort by options, you will need to click Redisplay to use this filter. By Default, the Select Bank Transactions are sorted by type ascending.

Sort By ability added to Payables Transaction Inquiry windows

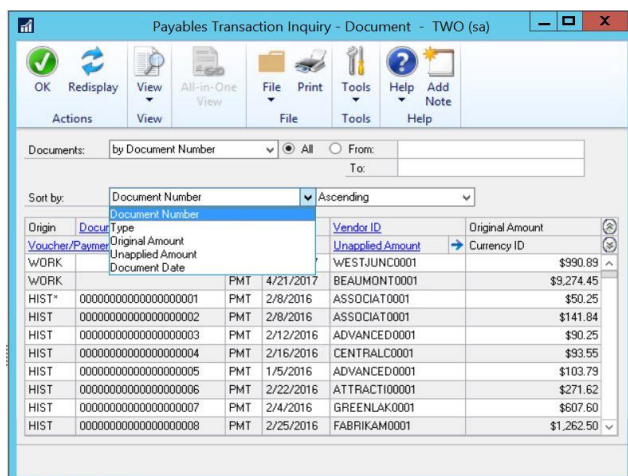
New functionality has been added to the Payables Transaction Inquiry – Document and Payables Transaction – Vendor windows to allow users to Sort by different methods. This allows the end user to group their data in a manner that enables them to review the data efficiently.

There are 10 Sort by combinations that can now be used. Type, Document Number, Document Amount, Amount Remining, and Document Date; these options can be shown in either an ascending or descending format.

Windows

Payables Transaction Inquiry – Document window

To open the Payables Transaction Inquiry – Document window: on the Inquiry menu, point to Purchasing, and click on Transaction by Document.



Payables Transaction Inquiry - Document - TWO (sa)

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

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

Sort by: Document Number

Origin	Document Number	Type	Doc. Date	Disc. Date	Unapplied Amount	Original Amount	Currency ID
WORK		PMT	4/21/2017	WESTJUN0001		\$990.89	
WORK		PMT	4/21/2017	BEAUMONT0001		\$9,274.45	
HIST	00000000000000000001	PMT	2/8/2016	ASSOCIAT0001		\$50.25	
HIST	00000000000000000002	PMT	2/8/2016	ASSOCIAT0001		\$141.84	
HIST	00000000000000000003	PMT	2/12/2016	ADVANCED0001		\$90.25	
HIST	00000000000000000004	PMT	2/16/2016	CENTRALC0001		\$93.55	
HIST	00000000000000000005	PMT	1/5/2016	ADVANCED0001		\$103.79	
HIST	00000000000000000006	PMT	2/22/2016	ATTRACTI00001		\$271.62	
HIST	00000000000000000007	PMT	2/4/2016	GREENLAK0001		\$607.60	
HIST	00000000000000000008	PMT	2/25/2016	FABRIKAM0001		\$1,262.50	

Payables Transaction Inquiry – Vendor window

To open the Payables Transaction Inquiry – Vendor window: on the Inquiry menu, point to Purchasing, and click on Transaction by Vendor.

Payables Transaction Inquiry - Vendor - TWO (sa)

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

Vendor ID: ACETRAVE0001
Name: A Travel Company

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

Sort by: Document Number

Include: ☒ Type ☐ Original Amount ☐ Unapplied Amount ☐ Document Date

Origin	IC	Doc. Date	Due Date	Disc. Date	Transaction Description	Original Amount	Unapplied Amount	Currency ID
OPEN	1000	INV	6/26/2013			\$657.68	\$57.68	
HIST	1000.3	PMT	8/1/2013			\$600.00	\$0.00	
OPEN	1001	INV	7/9/2013			\$553.81	\$153.81	
HIST	1001.3	PMT	8/15/2013			\$400.00	\$0.00	
OPEN	1002	INV	8/20/2013			\$430.72	\$180.72	
HIST	1002.2	PMT	9/26/2013			\$200.00	\$0.00	
OPEN	1003	INV	9/17/2013			\$796.03	\$596.03	
HIST	1003.1	PMT	10/17/2013			\$200.00	\$0.00	

by Vendor ID

Payables Transaction Inquiry - Vendor - TWO (sa)

Vendor ID: ACETRAVE0001
Name: A Travel Company

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

Sort by: Document Number | Ascending |

Include: ☒ Work ☒ Open ☒ History

Origin	IC	Document Number	Type	Doc. Date	Original Amount	Unapplied Amount
Voucher/Payment Number		Due Date	Disc. Date	Transaction Description	Currency ID	
OPEN	<input type="checkbox"/>	1000	INV	6/26/2013	\$657.68	\$57.68
HIST	<input type="checkbox"/>	1000.3	PMT	8/1/2013	\$600.00	\$0.00
OPEN	<input type="checkbox"/>	1001	INV	7/9/2013	\$553.81	\$153.81
HIST	<input type="checkbox"/>	1001.3	PMT	8/15/2013	\$400.00	\$0.00
OPEN	<input type="checkbox"/>	1002	INV	8/20/2013	\$430.72	\$180.72
HIST	<input type="checkbox"/>	1002.2	PMT	9/26/2013	\$200.00	\$0.00
OPEN	<input type="checkbox"/>	1003	INV	9/17/2013	\$796.03	\$596.03
HIST	<input type="checkbox"/>	1003.1	PMT	10/17/2013	\$200.00	\$0.00

Navigation: |< < > >| by Vendor ID

Sort by Options

The following are the different methods in which you can sort the data within the Payables Transaction Inquiry windows:

Document Number

Sorting by Document Number allows you to sort by the Document Number by 0-9, then A-Z.

Type

Sorting the documents by Type will sort by the numerical value assigned to each document type:

- 1 – Invoice
- 2 – Finance Charge
- 3 – Miscellaneous Charge
- 4 – Return
- 5 – Credit Memo
- 6 – Payment

Original Amount

Sorting by Original Amount allows you to sort by the original document amount.

Unapplied Amount

Sorting by Unapplied Amount allows you to sort by the amount remaining on each document.

Document Date.

Sorting by Document Date allows you to sort by the date each document was assigned.

Sort By ability added to Receivables Transaction Inquiry windows

New functionality has been added to the Receivables Transaction Inquiry – Customer and Receivables Transaction Inquiry – Document windows to allow users to Sort by different methods. This allows the end user to group their data in a manner that enables them to review the data efficiently.

There are 10 Sort by combinations that can now be used. Type, Document Number, Document Amount, Amount Remaining, and Document Date are the available Sort by options; these can be shown in either an ascending or descending format.

Windows

Receivables Transaction Inquiry – Customer window

To open the Receivables Transaction Inquiry - Customer window: on the Inquiry menu, point to Sales, and click on Transaction by Customer.

Receivables Transaction Inquiry - Customer - TWO (sa)

Customer ID: AARONFIT0001
Name: Aaron Fitz Electrical

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

Sort by: Type Ascending

Include: ☒ Type

Origin	Type	Doc. Date	Due Date	Discount Amount	Writeoff Amount	Amount Remaining	Currency ID
HIST	SLS			INV1024		\$128.35	
HIST	SLS			INV1025		\$117.65	
OPEN	SLS			INVS3008		\$938.93	
OPEN	SLS			SALES00000001000		\$0.00	
WORK	SLS			SALES00000001001		\$53.50	
HIST	SLS			SLS1002		\$8,690.09	
OPEN	SLS			SLS11012		\$5,872.41	
HIST	SLS			SLS11014		\$3,531.75	
OPEN	SLS			SLS11015		\$833.33	
OPEN	SLS			SLS11016		\$5,000.00	
OPEN	SLS			SLS20000		\$2,461.00	
HIST	SLS			STDINV2002		\$1,139.70	
HIST	SLS			STDINV2005		\$959.95	
HIST	SLS			STDINV2006		\$399.75	

by Customer ID

Receivables Transaction Inquiry - Customer - TWO (sa)

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

Customer ID: AARONFIT0001
Name: Aaron Fitz Electrical

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

Sort by: Type Ascending Descending

Include: ☒ Work ☒ Open ☒ History

Origin	Type	Document Number	Check Number	Document Amount
Doc. Date	Due Date	Discount Amount	Writeoff Amount	Amount Remaining
				Currency ID
HIST	SLS	INV1024		\$128.35
HIST	SLS	INV1025		\$117.65
OPEN	SLS	INVS3008		\$938.93
OPEN	SLS	SALES00000001000		\$0.00
WDRK	SLS	SALES00000001001		\$53.50
HIST	SLS	SLS1002		\$8,690.09
OPEN	SLS	SLS11012		\$5,872.41
HIST	SLS	SLS11014		\$3,531.75
OPEN	SLS	SLS11015		\$833.33
OPEN	SLS	SLS11016		\$5,000.00
OPEN	SLS	SLS20000		\$2,461.00
HIST	SLS	STDINV2002		\$1,139.70
HIST	SLS	STDINV2005		\$959.95
HIST	SLS	STDINV2006		\$399.75

by Customer ID

Receivables Transaction Inquiry –Document window

To open the Receivables Transaction Inquiry - Document window: on the Inquiry menu, point to Sales and click on Transaction by Document.

Receivables Transaction Inquiry - Document - TWO (sa)

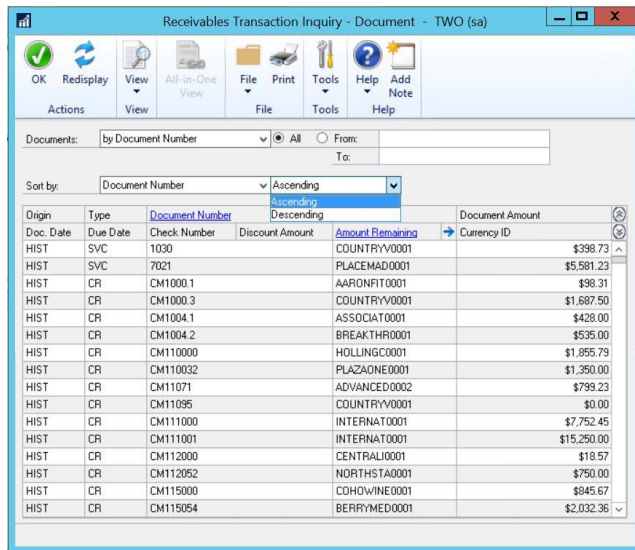
OK Redisplay View All-in-One View File Print Tools Help Add Note

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

Sort by: Document Number Ascending Descending

Type

Origin	Type	Document Number	Customer ID	Document Amount
Doc. Date	Due Date	Discount Amount	Amount Remaining	Currency ID
HIST	SVC	7021	COUNTRYV0001	\$398.73
HIST	CR	CM1000.1	PLACEMAD0001	\$5,581.23
HIST	CR	CM1000.3	AARONFIT0001	\$98.31
HIST	CR	CM1004.1	COUNTRYV0001	\$1,687.50
HIST	CR	CM1004.2	ASSOCIAT0001	\$428.00
HIST	CR	CM110000	BREAKTHR0001	\$535.00
HIST	CR	CM110032	HOLLINGC0001	\$1,655.79
HIST	CR	CM11071	PLAZADNE0001	\$1,350.00
HIST	CR	CM11095	ADVANCED0002	\$799.23
HIST	CR	CM111000	COUNTRYV0001	\$0.00
HIST	CR	CM111001	INTERNAT0001	\$7,752.45
HIST	CR	CM111001	INTERNAT0001	\$15,250.00
HIST	CR	CM112000	CENTRAL0001	\$18.57
HIST	CR	CM112052	NORTHSTA0001	\$750.00
HIST	CR	CM115000	COHOWINE0001	\$845.67
HIST	CR	CM115054	BERRYMED0001	\$2,032.36



Sort by Options

The following are the different methods in which you can sort the data within the Receivables Transaction Inquiry windows:

Type

Sorting the documents by Type will sort by the numerical value assigned to each document type:

- 1 – Sale / Invoice
- 2 – Reserved for scheduled payments
- 3 – Debit Memo
- 4 – Finance Charge
- 5 – Service / Repair
- 6 – Warranty
- 7 – Credit Memo
- 8 – Return
- 9 – Payment/Cash Receipt

Document Number

Sorting by Document Number allows you to sort by the Document Number by 0-9, then A-Z.

Document Amount

Sorting by Document Amount allows you to sort by the original Document Amount.

Amount Remining

Sorting by Amount Remaining allows you to sort by the Amount Remaining on each document.

Document Date.

Sorting by Document Date allows you to sort by the date each document was assigned.

Rename Payables windows from Check to Payments

In Microsoft Dynamics GP 2018 we have renamed several Payables windows, so they now list the term Payments from Checks. This will allow the end user to understand what functions will be done in the window.

Windows

The following windows have been changed from Check to Payment.

Select Payables Checks has been changed to Build Payment Batch

To open the Build Payment Batch window: on the Transaction menu, point to Purchasing, click Build Payment Batch.

Edit Check Batch has been changed to Edit Payment Batch

To open the Edit Payment Batch window: on the Transaction menu, point to Purchasing, click Edit Payment Batch.

Edit Check has been changed to Edit Vendor Payment

To open the Edit Vendor Payment window: on the Transaction menu, point to Purchasing, then Edit Vendor Payment.

Print Checks has been changed to Print Payments

To open the Print Payments window: on the Transaction menu, point to Purchasing, the Print Payments.

Post Checks has been changed to Post Payments

To open the Post Payments window: on the Transactions menu, point to Purchasing, then Post Payments.



Note: The functionality of these windows has not changed, the change is merely visual.

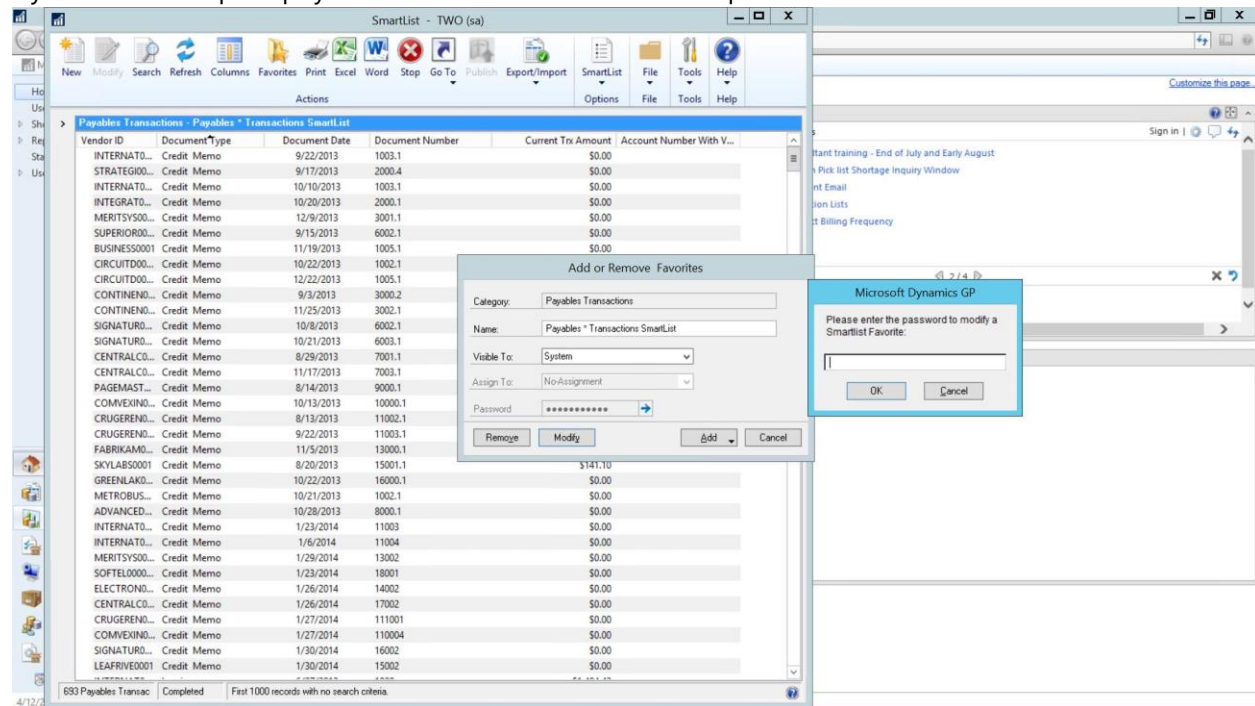
New functionality has been added to all SmartList to allow for a password to be set. This password will prevent users from accidentally modifying the SmartList and overwriting the current modified one.

In the Add or Remove Favorites window you will now see a password section.

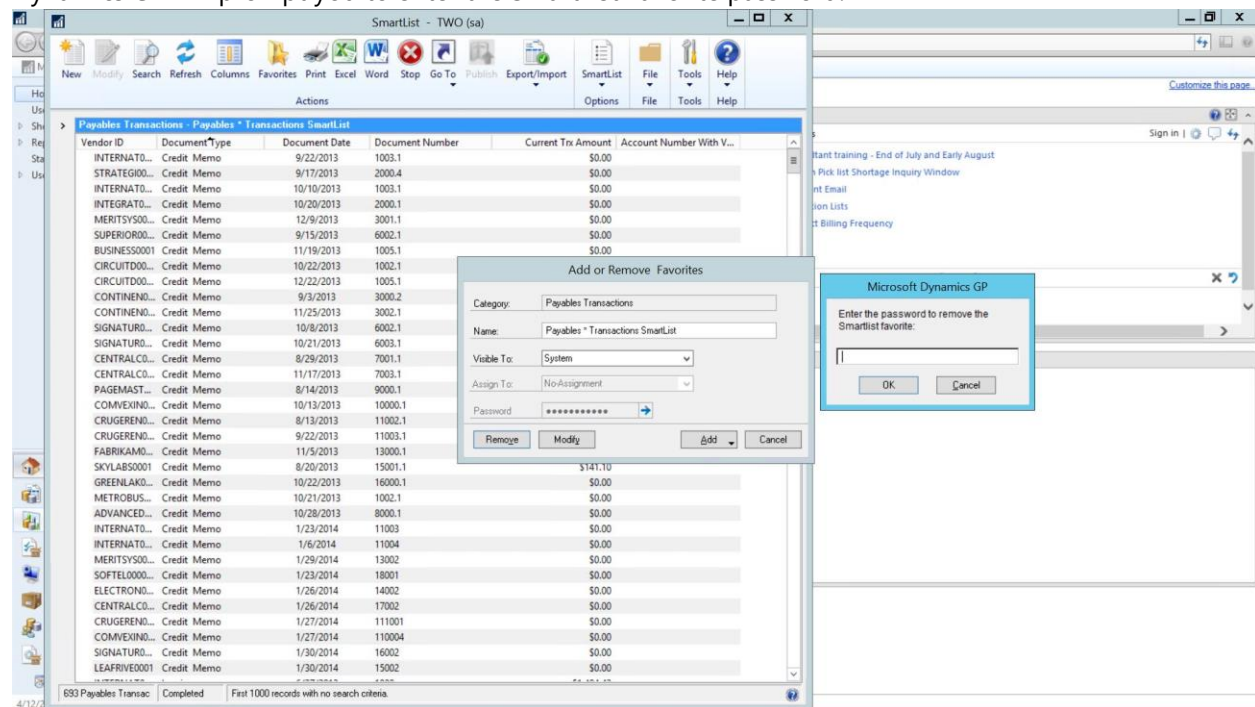
To open the Add or Remove Favorites window: on the Microsoft Dynamics GP menu, point to SmartList, select SmartList, and click Favorites



Once you have entered a Password to a SmartList, when making any modifications to it, Microsoft Dynamics GP will prompt you to enter the SmartList Favorite password.



Once you have entered a Password to a SmartList, if you need to remove the SmartList, Microsoft Dynamics GP will prompt you to enter the SmartList Favorite password.





Note: You can have a unique password for each SmartList favorite.

Table Modifications

The ASIEXP81 table has been modified to add the column SmartListFavPassword.

SQLQuery1.sql - LCGPINSTALL.DYNAMICS (sa (62)) - Microsoft SQL Server Management Studio

File Edit View Query Project Debug Tools Window Help

Object Explorer

Connect

LCGPINSTALL (SQL Server 13.0)

Databases

Security

Server Objects

Replication

PolyBase

AlwaysOn High Availability

Management

Integration Services Catalog

SQL Server Agent (Agent XP)

SQLQuery1.sql - LCGPINSTALL.DYNAMICS (sa (62))

```
SELECT * FROM ASIEXP81 WHERE ASI_Favorite_Name = 'Payables Transactions SmartList'
SELECT * FROM SY02400
```

Results

End_Comp_Field_ID_4	ASI_End_Comp_Field_Dict_1	ASI_End_Comp_Field_Dict_2	ASI_End_Comp_Field_Dict_3	ASI_End_Comp_Field_Dict_4	SmartListFavPassword	DEX_ROW_ID
1	0	0	0	0	0x9A8B8D9A002020202020202020202020	302

Messages

DMYPWDID	PASSWORD	DEX_ROW_ID
1	0x00202020202020202020202020202020	1

Properties

Current connection parameters

Aggregate Status

Connection failures

Elapsed time: 00:00:00.375

Finish time: 8/16/2017 11:14:36 AM

Name: LCGPINSTALL

Rows returned: 2

Start time: 8/16/2017 11:14:36 AM

State: Open

Connection

Connection name: LCGPINSTALL (sa)

Connection Details

Connection elapsed: 00:00:00.375

Connection encrypt: Not encrypted

Connection finish t: 8/16/2017 11:14:36 AM

Connection rows n: 2

Connection start ts: 8/16/2017 11:14:36 AM

Connection state: Open

Display name: LCGPINSTALL

Login name: sa

Server name: LCGPINSTALL

Server version: 13.0.4206

Session Tracing ID

SPID: 62

Name: The name of the connection.

Query executed successfully.

LCGPINSTALL (13.0 SP1) sa (62) DYNAMICS 00:00:00 2 rows



Note: While column SmartListFavPassword was added to the ASIEXP81 table, the contents of this column are encrypted and cannot be viewed from the SQL to obtain the password.

Exclude Inactive Deduction code filters added to Deduction lookup window

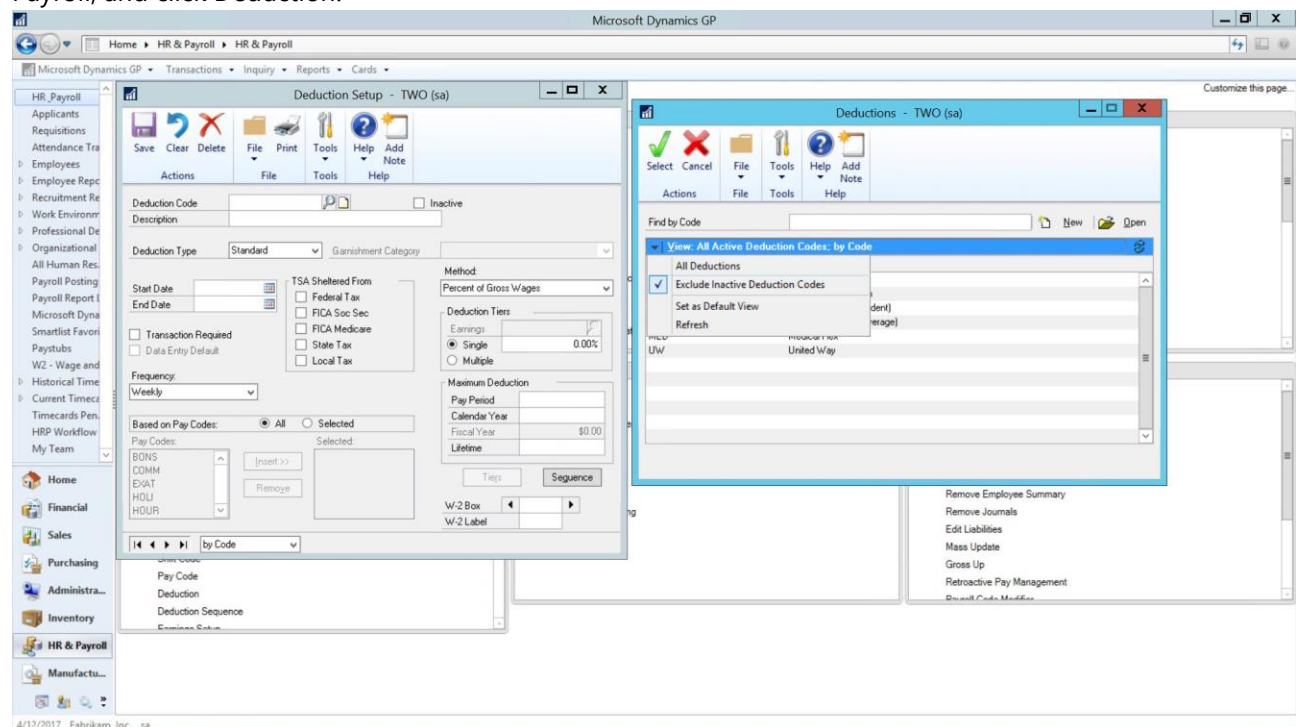
New functionality has been added to the Deductions lookup window to allow filtering to Exclude Inactive Deduction Codes. This allows the end user to view only active Deductions when searching.

Windows

This new filtering option is available within the following windows:

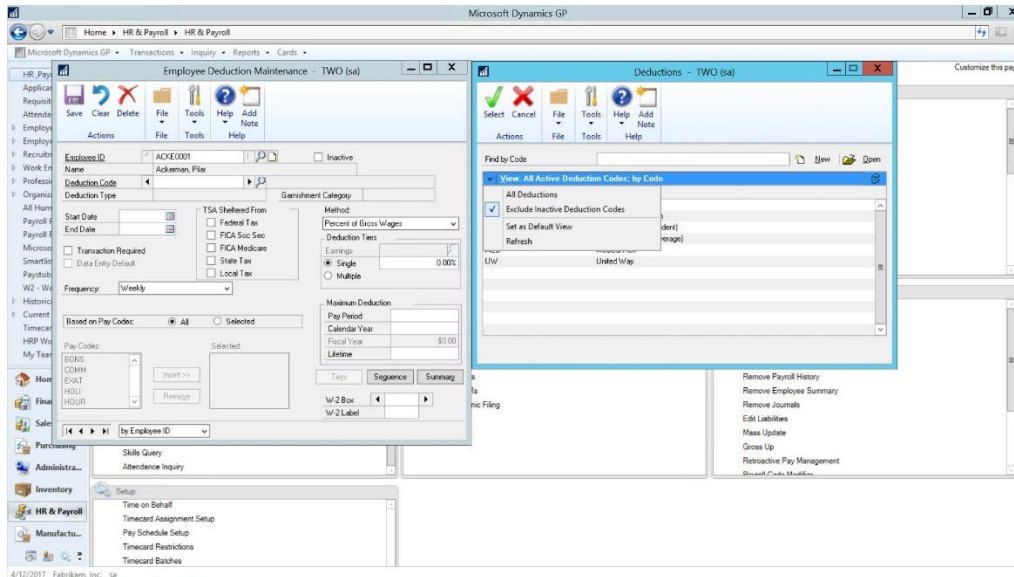
Deduction Setup

To open the Deduction Setup window: on the Microsoft Dynamics GP menu, point to Tools, Setup, then Payroll, and click Deduction.



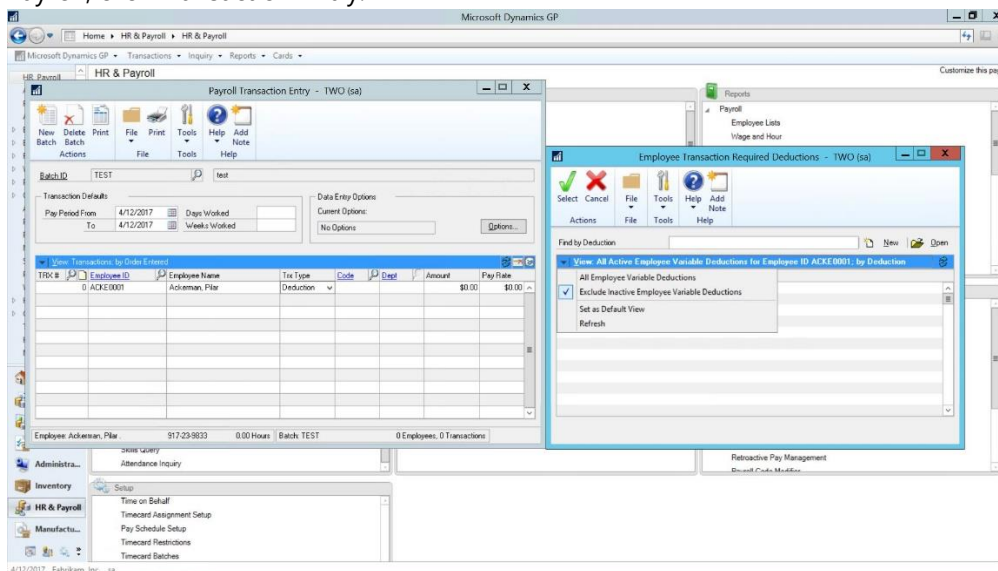
Employee Deduction Maintenance

To open the Employee Deduction Maintenance window: on the Cards menu, point Payroll, and click Deduction.



Payroll Transaction Entry Employee Transaction Required Deductions

To open the Employee Transaction Required Deductions window: on the Transaction Menu, point to Payroll, click Transaction Entry.

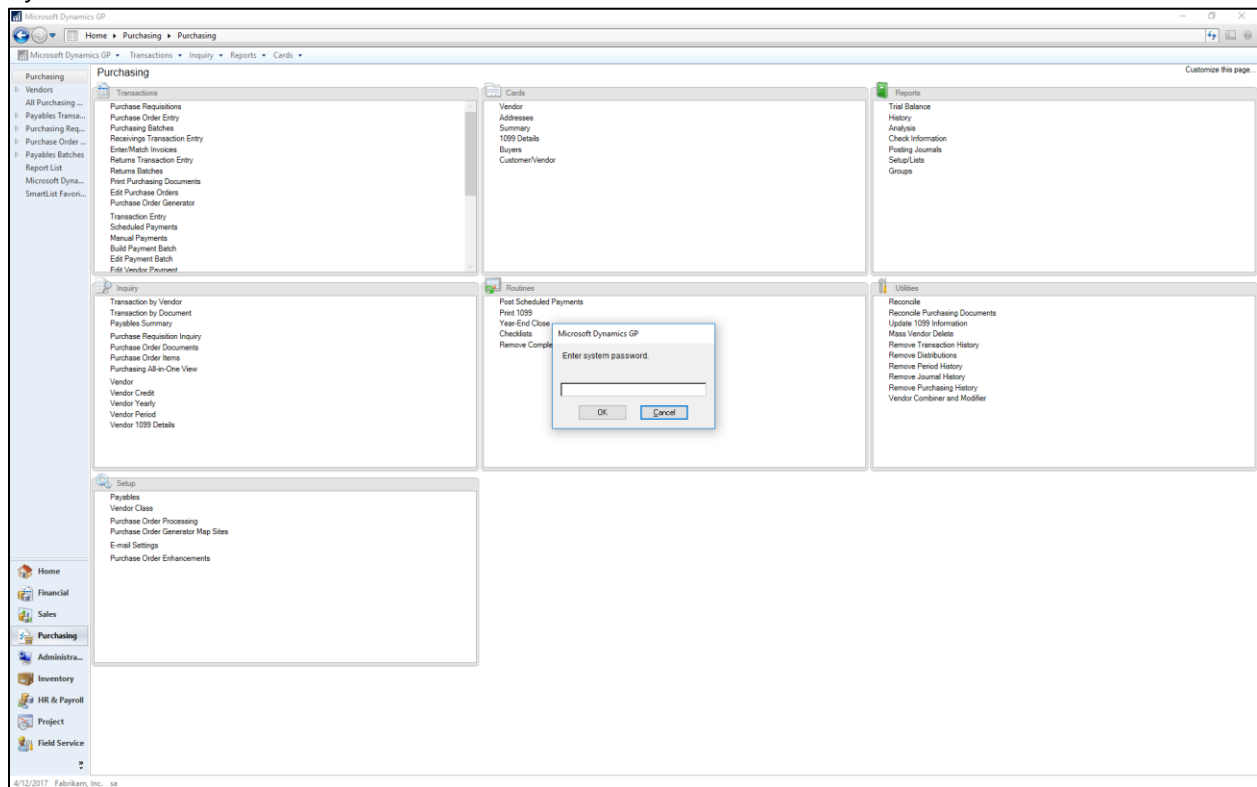


Note: The functionality to filter Deductions to Exclude Inactive Deduction Codes is not available in the Payroll Mass Transaction Entry window. This is since not every employee may have a specific deduction inactive. This also does not apply to the Human Resource windows.

System password valid for duration of the user session

New functionality has been added, removing the need for user to re-enter the system password for the duration of the user session.

With the release of Microsoft Dynamics GP 2018, users will no longer receive multiple system password prompt when attempting access protected windows. User will be prompted for the system password once, and any additional system password prompt will be suppressed until the user closes the current Dynamics GP session.

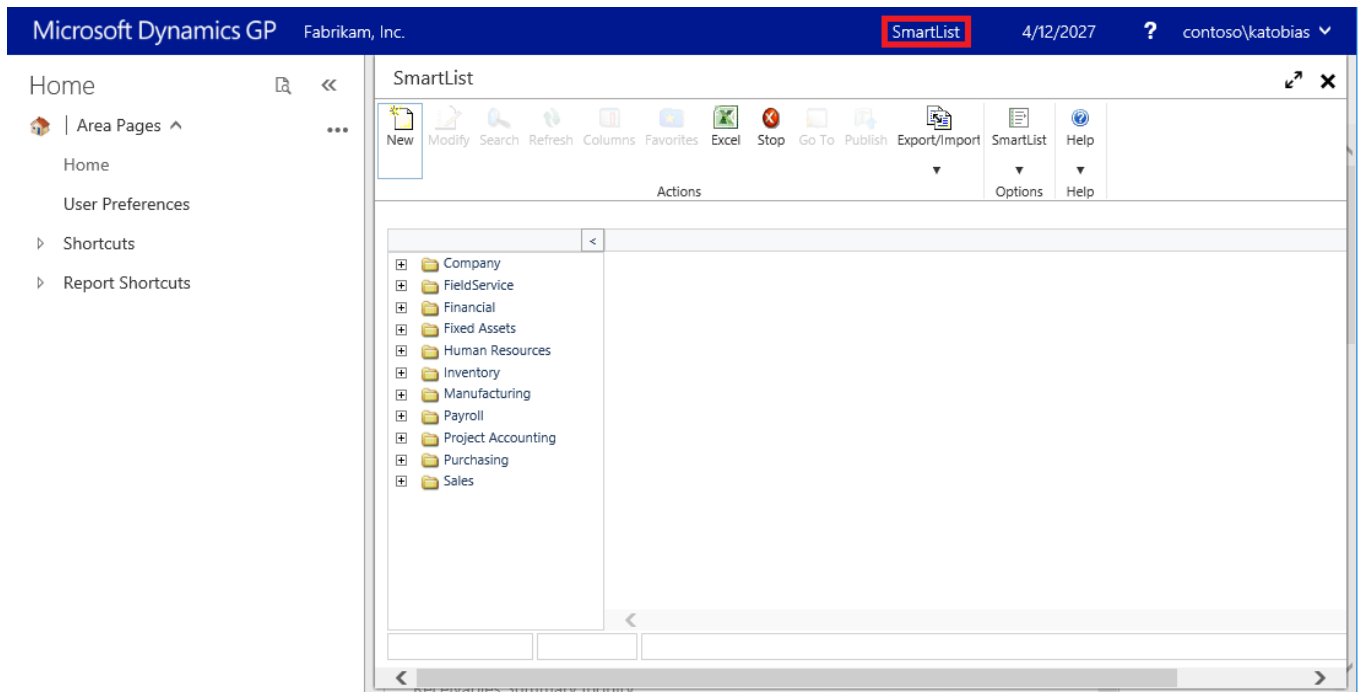


Note: There is no option in the system/system to toggle this on or off, it is an automatic function. There are no table changes related to this feature.

One Click Access to SmartList in Web Client

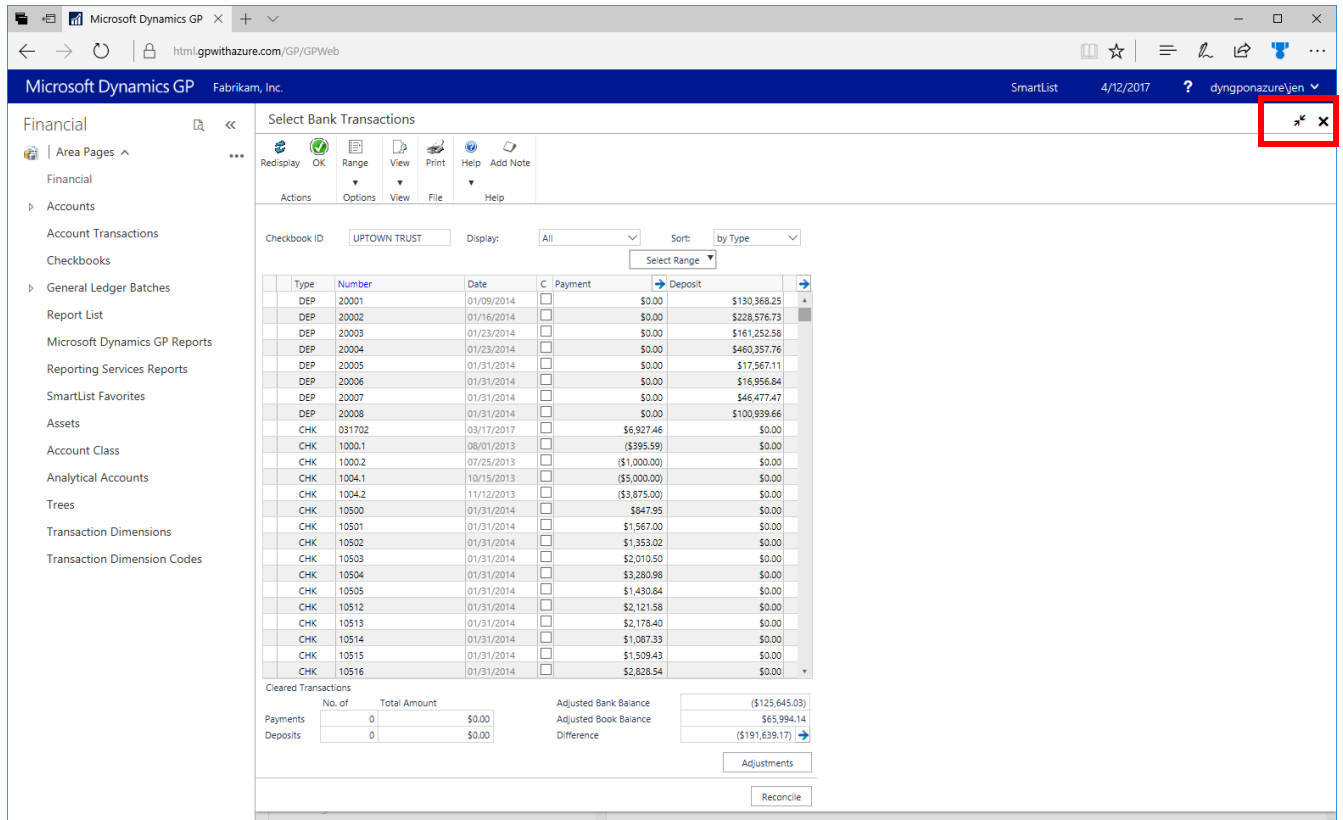
New functionality has been added to the Dynamics GP Web Client – allow quick one click access to SmartList.

A new linked has been added on the top-right of the Web Client window labeled “SmartList”. Clicking on the link will open the SmartList window.



Bank Reconciliation maximum window in Web Client

Within the Web Client the ability was added to maximize the Bank Reconciliation window so the user doing a reconcile can see more transactions within the window, reducing the amount of scrolling needed to find transactions.



Autocomplete in Web Client

New functionality has been added to the Dynamics GP Web Client – bringing the autocomplete functionality, allowing fields to autocomplete similarly to the Microsoft Dynamics GP thick client.

If there are any previously entered value on a field, user will be presented with a drop-down menu matching the partially entered value.

Items can be click on the drop-down menu, and the full value will be autocompleted on to the field.

The same thing can be accomplished via the cursor key and the enter key on the keyboard.

Item Maintenance

Item Options Accounts Suggest Items

Save Clear Delete Copy All-in-One View Additional Go To Print Help Add Note

Actions Additional Go To File Help

Item Number 1 ☐ Inactive

Description

Short Description 128 SDRAM X

Generic Description <<More...>> X

Item Type: Class ID

Valuation Method: FIFO Perpetual Quantity Decimals: 0

Sales Tax Option: Taxable Currency Decimals:

[Tax Schedule ID](#) Purchase Tax Option: Taxable

[U of M Schedule ID](#) Tax Schedule ID

Shipping Weight 0.00 Standard Cost \$0.00

Current Cost \$0.00

List Price \$0.00

Quantity On Hand 0

Quantity Available 0

by Item Number

Update Sample Data Date and Documentation

We now have a party to start to plan for, all the sample data date in Microsoft Dynamics GP 2018 was updated to....4/12/2027, another 10 years, this is our new FABRIKAM DAY!!

HR & Payroll

Manufactu...

4/12/2027 Fabrikam, Inc. sa

Pay Code	Sunday	Monday

Sample Data

If you would like Enhanced Sample Data for your installs and demo such as Project Accounting Time and Expense, Employee Self Service, Workflow, PTO Manager, Advanced Human Resource, and Analytical Accounting, click [HERE](#) for macros that will populate this for you.

Here is how this can benefit you:

You may be looking to implement a new module and with sample data, it helps you test key areas and understand how it is used.

Training, many train Microsoft Dynamics GP, how fun is that to learn with no data?

Partners and prospects have better visibility of how the product is designed to function.

Documentation

In Microsoft Dynamics GP 2018, many areas of help that prior did not work in a window, were updated to make sure it links a user to an online area for information.

The [Microsoft Dynamics GP Directory](#) page is your landing source for all documentation surrounding Microsoft Dynamics GP. Recently added as noted below on the page is a zip file of Printable Documentation in PDF format for Microsoft Dynamics GP.

Printable Manuals

Documentation for the installation and upgrade processes, for the core product and Web Components, is available on the [Product Download Page](#) below for each product version. This content is updated for each release, along with documentation that describes the enhancements that are added with each release (What's New).

Printable documentation in PDF format for Microsoft Dynamics GP is available [HERE](#). These PDF documents are not updated for each release, although most of the content remains accurate for each of the modules. The publishing date for each document is listed on the copyright page, which is usually the second page of each document. These documents could be placed in the Microsoft Dynamics GP 'Documentation' folder after the install.

Example path: C:\Program Files (x86)\Microsoft Dynamics\GP2018\Documentation

Workflow



The time to complete this lesson, including exercises, is 30 minutes.



After this lesson you will be able to:

- Identify the new Workflows added in Microsoft Dynamics GP 2018.
- Learn to copy a step in Workflow.
- How to print Workflow reports.

Overview

With the release of Microsoft Dynamics GP 2018, we continue to extend the capabilities of Workflow. In addition to new workflows such as GL Account and Purchase Invoice, we've added workflow capabilities like copy step and reminder emails.

The typical navigation for all the below workflow features will be:

From the Administration navigation pane, under setup, choose Company, expand Workflow.

General Ledger Account Approval Workflow

In Microsoft Dynamics GP 2018, we have a new workflow, General Ledger Account Approval which provides an approval process for adding or editing posting accounts. If an account is pending approval or rejected, then it cannot be posted against.

To access the Workflow Maintenance, from the Administration navigation pane, under setup, choose Company, expand Workflow, and then click Workflow Maintenance, select Financial from the drop down.

Workflow Maintenance - TWO18 (sa)

Actions: Save Step, Clear, Delete Step, Copy, New Workflow, New Step, File, Tools, Help, Add Note

Financial

- General Ledger Account Approval
- GL Account Approval
- GL Account Step 1
- General Ledger Batch Approval

Step Name: GL Account Step 1

Description:

Step Type: Approval

Order:

- ☒ This step is a first step
- ☐ This step follows the selected step:

Condition:

- ☒ Action is always required for this step
- ☐ Action is required only when the following condition is met:

If the condition is not met: End the workflow path

Assignment:

Assign to: Derek Albaugh

Time limit: 8 Hours

☒ Apply Workflow Calendar

Reminder: 4 Hours

☒ Send Message: WF ASSIGN ACCT APPROVAL*

Completion policy:

- ☒ Only one response needed
- ☐ Majority must approve
- ☐ All must approve

Along with this new workflow, we also have a corresponding email message for General Ledger Account Approval workflow: To access the Message Setup, from the Administration navigation pane, under setup, choose Company, expand Workflow, and then click E-mail Message Setup.

Message Setup - TWO18 (sa)

Actions: Save, Clear, Delete, Copy, File, Tools, Help, Add Note

Financial

- General Ledger Account Approval
- GL Account Approval
- GL Account Step 1
- General Ledger Batch Approval

Message ID: WF ASSIGN ACCT APPROVAL*

Description: Assignment notification for GL Account Approval workflows

Message Type: Workflow Assignment

Series: Financial

Doc. Type: General Ledger Account Approval

Subject: You have a task assignment for GL Account (%Account Number%)

Body:

You have been assigned a task for the {%Workflow Step Name%} step in the General Ledger Account Approval workflow for GL Account {%Account Number%}.

Task Deadline: {%Action Deadline%}

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

{%Workflow Action List%}

Document Type: General Ledger Account Approval

Account Number: {%Account Number%}

Account Description: {%Account Description%}

Account Category Number: {%Account Category Number%}

Comments: {%All Workflow Comments%}

Table Changes

The Account Master (GL00100) will have a new column "Workflow Status" which will update according to the current workflow status on the transaction.

Table Physical Names	Table Technical Name	New field
GL00100	GL_Account_MSTR	Workflow Status

Purchasing Invoice Approval Workflow

In Microsoft Dynamics GP 2018, we have a new workflow, Purchasing Invoice Approval for purchase enter/match invoice approvals.

To access the Workflow Maintenance, from the Administration navigation pane, under setup, choose Company, expand Workflow, and then click Workflow Maintenance, select Purchasing from the drop down.

The screenshot shows the 'Workflow Maintenance - TWO18 (sa)' window. On the left, a tree view under 'Purchasing' lists various approval workflows. 'Purch Invoice Step 1' is selected. The main area displays the configuration for this step:

- Step Name:** Purch Invoice Step 1
- Description:** (empty)
- Step Type:** Approval
- Order:**
 - ☒ This step is a first step
 - ☐ This step follows the selected step: (dropdown)
- Condition:**
 - ☒ Action is always required for this step
 - ☐ Action is required only when the following condition is met: (text area)
- If the condition is not met:** End the workflow path (dropdown)
- Assignment:**
 - Assign to:** Derek Albaugh
 - Time limit:** 8 Hours
 - ☒ Apply Workflow Calendar
 - Reminder:** 4 Hours
- Completion policy:**
 - ☒ Only one response needed
 - ☐ Majority must approve
 - ☐ All must approve

The Purchase Invoice Approval workflow allows users to define workflows for purchase order processing Invoices receipts in the Purchase Invoice Entry window. To open the Purchase Invoice Entry window: On the Transactions menu, point to Purchasing, click Enter/Match Invoice.

Along with this new workflow, we also have a corresponding email message for Purchase Invoice Approval workflow: To access the Message Setup, from the Administration navigation pane, under setup, choose Company, expand Workflow, and then click E-mail Message Setup.

Message Setup - TWO18 (sa)

Save Clear Delete Copy File Tools Help Add Note

Actions File Tools Help

Message ID: WF ASSIGN POINV APPROVAL*

Description: Assignment notification for Purchase Enter/Match Invoice Approval Worl

Message Type: Workflow Assignment

Series: Purchasing

Doc. Type: Purchasing Invoice Approval

Subject: You have a task assignment for Purchase Enter/Match Invoice workflow for Receipt Number {%

Body: Document Lines Validate

You have been assigned a task for the {Workflow Step Name%} step in the Purchase Enter/Match Invoice workflow for Receipt Number {POP Receipt Number%}.

Task Deadline: {Action Deadline%}

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

{Workflow Action List%}

Type: Invoice

Receipt Number: {POP Receipt Number%}

Vendor: {Vendor Name%}

Document Date: {Invoice Date%}

Invoice Amount: {Document Total%}

Comments: {All Workflow Comments%}

Table Changes

The Purchasing Receipt Work (POP10300) and Purchasing Receipt History (POP30300) will have a new column "Workflow Status" which will update according to the current workflow status on the transaction.

Table Physical Names	Table Technical Name	New field
POP10300	POP_Receipt	Workflow Status
POP30300	POP_ReceiptHist	Workflow Status

Purchasing Receivings Transaction Workflow

In Microsoft Dynamics GP 2018, we have a new workflow, Receivings Transaction Approval for purchase receiving transactions.

To access the Workflow Maintenance, from the Administration navigation pane, under setup, choose Company, expand Workflow, and then click Workflow Maintenance, select Purchasing from the drop down.

The screenshot shows the 'Workflow Maintenance - TWO18 (sa)' window. On the left, a tree view under 'Purchasing' lists various approval steps, with 'Purch Rec Trans Step 1' highlighted. The main area on the right is configured for this step. It includes fields for 'Step Name' (Purch Rec Trans Step 1), 'Description', and 'Step Type' (Approval). There are radio buttons for 'Order' (This step is a first step or This step follows the selected step). A 'Condition' section has two options: 'Action is always required for this step' (selected) and 'Action is required only when the following condition is met'. Below this is a large text area for the condition and a dropdown for 'If the condition is not met' (End the workflow path). The 'Assignment' section shows 'Assign to' (Derek Albaugh), 'Time limit' (8 Hours), and a checked 'Apply Workflow Calendar' with a 'Reminder' of 4 Hours. There is also a 'Send Message' checkbox. The 'Completion policy' section has three options: 'Only one response needed' (selected), 'Majority must approve', and 'All must approve'.

The Purchase Receivings Transaction Approval workflow allows users to define workflows for shipment receipts and shipment/invoice receipts in the Receivings Transaction Entry window. To open the Receivings Transaction Entry window: On the Transactions menu, point to Purchasing, click Receivings Transaction Entry.

Along with this new workflow, we also have a corresponding email message for Purchase Receiving Transactions workflow: To access the Message Setup, from the Administration navigation pane, under setup, choose Company, expand Workflow, and then click E-mail Message Setup.

Message Setup - TWO18 (sa)

Save Clear Delete Copy File Tools Help Add Note

Actions File Tools Help

Message ID: WF ASSIGN PORCV APPROVAL*

Description: Assignment notification for Receivings Transaction Approval Workflows

Message Type: Workflow Assignment

Series: Purchasing

Doc. Type: Receivings Transaction Approval

Subject: You have a task assignment for Receivings Transaction workflow for Receipt Number (%POP R...

Body: Document Lines Validate

You have been assigned a task for the {%Workflow Step Name%} step in the Receivings Transaction workflow for Receipt Number {%POP Receipt Number%}.

Task Deadline: {%Action Deadline%}

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

{%Workflow Action List%}

Type: Shipment/Shipment/Invoice/In-Transit Inventory

Receipt Number: {%POP Receipt Number%}

Vendor: {%Vendor Name%}

Document Date: {%Receipt Date%}

Receipt Amount: {%Document Total%}

Comments: {%All Workflow Comments%}

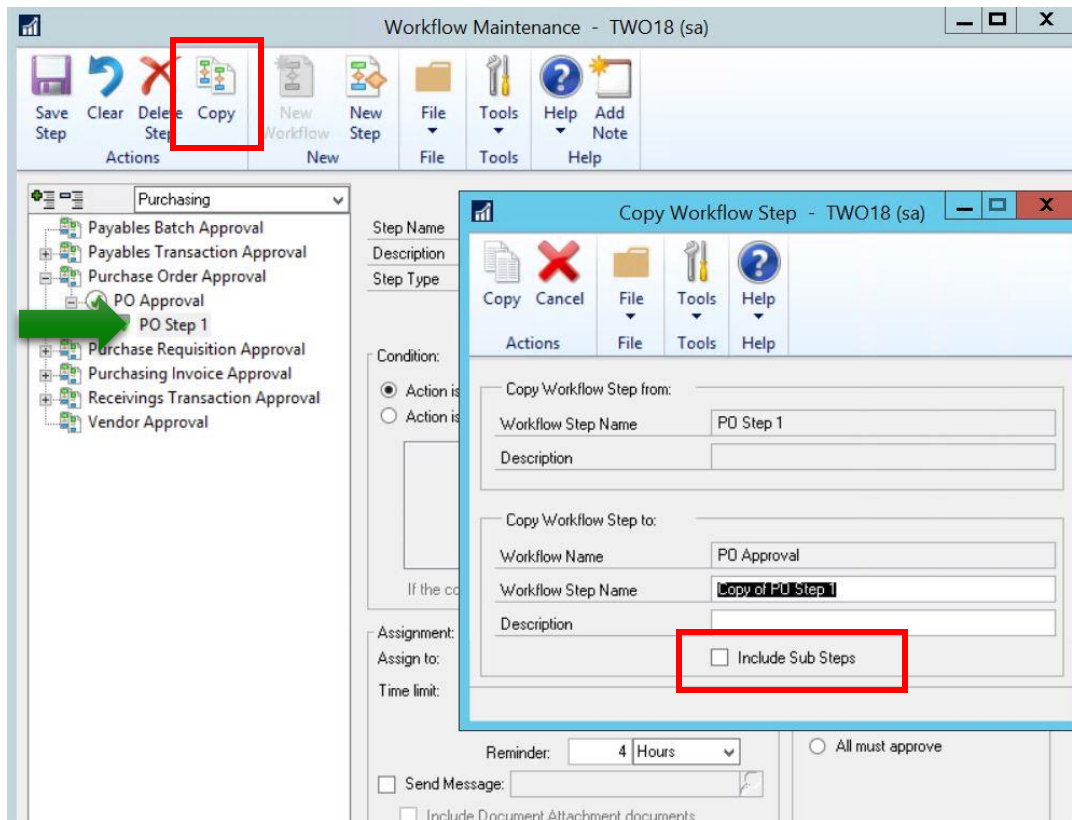
Table Changes

The Purchasing Receipt Work (POP10300) and Purchasing Receipt History (POP30300) will have a new column "Workflow Status" which will update according to the current workflow status on the transaction.

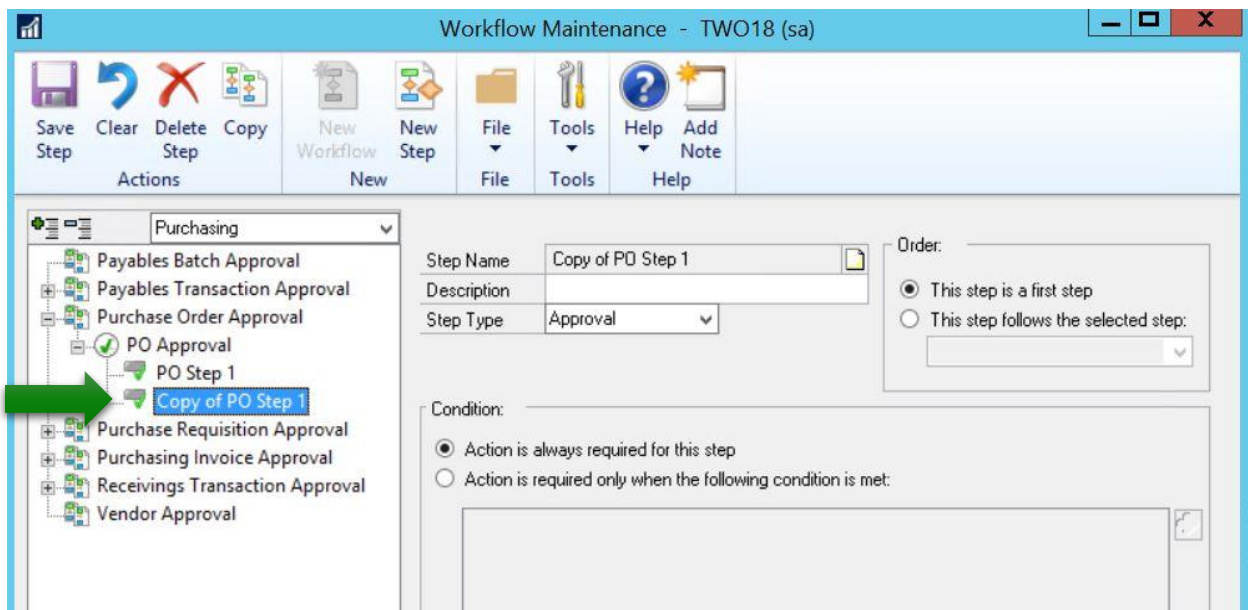
Table Physical Names	Table Technical Name	New field
POP10300	POP_Receipt	Workflow Status
POP30300	POP_ReceiptHist	Workflow Status

Copy Workflow Step

We now can copy a workflow step from one workflow to another if they are the same workflow type in Microsoft Dynamics GP 2018.



We have the option of only copying the selected workflow step itself, or we can mark the 'Include Sub Steps' option and copy all the secondary workflow steps that follow the workflow step we're copying.



Payables Transaction Workflow Additional Fields

In Microsoft Dynamics GP 2018, for the Payables Transaction Approval workflow, we've added additional vendor fields, which are present when the 'Display extended field list' option is marked, in the Workflow Condition Editor window:

To access the Workflow Condition Editor window, click the blue arrow under the Condition in the Workflow Maintenance window.

The additional vendor fields that are now available are:

1. Vendor Account
2. Comment 1
3. Comment 2
4. Vendor Class ID
5. Payment Priority

Vendor Workflow Additional Fields for EFT/Bank Information

In Microsoft Dynamics GP 2018, for the Vendor Approval workflow, we've added additional vendor EFT/Bank Information fields, which are present when the 'Display extended field list' option is marked, in the Workflow Condition Editor window:

You can access this window from the Condition area in Workflow Maintenance, click the Blue arrow.

The additional vendor fields pull data from the Address Electronic Funds Transfer Master (SY06000). Below are just a few examples of these new fields.

1. Bank Name
2. EFT Bank Code
3. EFT Account Type
4. Bank Country Code
5. Active/Inactive

Reporting for Workflow

In Microsoft Dynamics GP 2018, we now have a Workflow Transaction History Detail report available to use.

To open the Workflow Report Options window: On the Reports menu, point to Company, click Workflow History. This will open this Workflow Report Options window, where we have the option to sort by Workflow Type, Workflow User, Completion Date or Due Date, then we can add restrictions as needed.

We can also include workflow comments on the report as an option.

The Workflow Transaction History Detail report looks like this example:

While we can still create custom reports pulling Workflow information, this default report gives us a good beginning report that has most of the information customers are looking for regarding Workflow transactions.

Table Changes

While the Workflow Transaction History Detail report itself pulls data from existing workflow tables, a new table Workflow History Report Options (WF70500) was created to store your saved options in the Workflow Report Options window.

Table Physical Names	Table Technical Name
WF70500	WF_Options_ROPT

Purchase Order Notification to Requisition Originator

In the Procurement tile on the Home Page in Microsoft Dynamics GP 2018, a column has been added to the Requisition List for 'PO Number'.

This column will only be populated if the requisition line(s) have been purchased.

sa's Home

PURCHASE REQUISITIONS STATUS

0 Saved	1 Pending User Action	0 Ready For Purchase	0 Rejected
-------------------	---------------------------------	--------------------------------	----------------------

I NEED TO

- Enter a Purchase Requisition
- View all Purchase Requisitions
- Find a Purchase Requisition

REQUISITIONS LIST

Description	Requisition Number	Date	Required Date	Total	Req Status	Assigned To	Task Due	Workflow Status	PO Number
	REQ0000000000000001	4/12/2027	4/12/2027	\$430.94	Submitted	Derek Albaugh	9/20/2017	Pending User Action	

Once the requisition has been approved/completed and then the lines have been purchased, creating a purchase order, that information will then be displayed in the Procurement tile:

REQUISITIONS LIST

Description	Requisition Number	Date	Required Date	Total	Req Status	Assigned To	Task Due	Workflow Status	PO Number
	REQ0000000000000001	4/12/2027	4/12/2027	\$430.94	Purchased		1/1/1900	Completed	PO2076

This column will also display in the available columns when the user right-clicks on the column header of the Purchase Requisition navigation list, chooses 'Columns', then marks the 'PO Number' column to display.

Reminder Emails for Workflow

In Microsoft Dynamics GP 2018 workflow reminder emails can now be sent to users who have a workflow transaction pending their approval.

A new Option for Reminders will be available under each Workflow Step in the Workflow Maintenance window.

In my example below, the assigned approver has 8 hours to approve their assigned task. When there is 1 hour remaining until the Approval is due, they will receive a reminder email.

Assignment:

Assign to: Isaac Olson

Time limit: 8 Hours

☒ Apply Workflow Calendar

Reminder: 1 Hours

☒ [Send Message:](#) WF ASSIGN POINV APPROVAL*

☒ Include Document Attachment documents

NOTE:



This feature is dependent on the SQL Job 'Scan for Workflow Tasks For All Companies (DYNAMICS) to send reminder' which runs once every 15 minutes to send reminder emails. If you are not receiving reminder emails, you will want to make sure that your SQL Server Agent is Started.

Table Changes

New columns were added to the Workflow Step (WF100003), Workflow Step Instance (WFI10003) and Workflow Task (WFI10004) will have a new column "Workflow Status" which will update according to the current workflow status on the transaction.

Table Physical Names	Table Technical Name	New field
WF100003	Workflow_Step	WFStepReminderTimeLimit
WF100003	Workflow_Step	WFStepRemTimeLimitUofM
WFI10003	Workflow_Step_Instance	WFStepReminderTimeLimit

WFI10003	Workflow_Step_Instance	WFStepRemTimeLimitUofM
WFI10004	Workflow_Task	WFReminderDueDate
WFI10004	Workflow_Task	WFReminderDueTime
WFI10004	Workflow_Task	WorkflowReminderSent

Purchase Order Workflow Messages - Additional Field

In Microsoft Dynamics GP 2018 we have added the Account Description field for the Purchase Order Workflow Assignment Email and the Purchase Order Workflow Action Completed Email.

This new field will be available in the Message Setup window. When in this window, click on the Document Lines tab.

The screenshot shows the 'Message Setup - TWO18 (sa)' window. The 'Document Lines' tab is active. The 'Available Fields' list on the left includes 'Account Description', 'Account Number', 'Extended Cost', 'First Receipt Date', 'FOB', 'Item Description', 'Item Number', 'Job Number', 'Landed Cost Group', and 'Last Receipt Date'. 'Account Description' is highlighted with a red box. The 'Subject' field contains 'You have a task assignment for Purchase Order (%PO Number%)'. The 'Body' field is empty. The 'Selected Fields' area is also empty. The 'Select and Insert Fields' section at the bottom has 'Document Fields' selected and 'Additional fields' checked.

This is useful for users that know the Account Description versus the Account Number when going to approve items from a workflow.

HRMSS Employee Email Changes for Timecards

In Microsoft Dynamics GP 2018 the Payroll Timecard Workflow assignment emails will be streamlined to no longer list 0-hour lines from the timecard and they will also include the Transaction Date per line

versus the Batch Header date. This way when the manager approves the time, they can easily tell the date for when the employee worked and entered hours.

For Example, in the Timecard Below I entered 8 hours of time against 3 days.

Timecard Entry - NEW (sa)

PRWF [Pending approval by Isaac Olson; due 10/17/2017 8:27:57 AM]

Employee ID: 00001
Name: test.guy
Vacation Available: 0.00
Sick Available: 0.00
Current Pay Period: 2/19/2027 - 2/25/2027
Week Totals: 24.00
Period Totals: 24.00
Status: Pending User Action

Week: 2/19/2027 - 2/25/2027

Pay Code	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25
HOURL	8.00	0.00	8.00	0.00	0.00	8.00	0.00

Create Template Apply Template

In Microsoft Dynamics GP 2018 the Workflow assignment email will only display the 3 lines with time entered against them, instead of every line on the timecard.

You have been assigned a task for the PRWF step in the Payroll Timecard Approval workflow for guy test for Pay Period 2/19/2027 - 2/25/2027

Task Deadline: 10/17/2017 8:27:00 AM
Edit or view the document: [00001](#)

E-mail actions for workflow are not enabled.

Document Type: Payroll Timecard
Pay Period: 2/19/2027 - 2/25/2027
Employee: 00001 - guy test

Trx Date	Department	Job Title	Local Tax	Pay Code	Shift Code	State Code	Units To Pay	Days Worked	Weeks Worked
2/19/2027	ACCT	DIV		HOURL		ND	8.00000	0	0
2/21/2027	ACCT	DIV		HOURL		ND	8.00000	0	0
2/24/2027	ACCT	DIV		HOURL		ND	8.00000	0	0

Comments:
10/16/2017 9:27:00 AM:



NOTE:

In previous versions of Microsoft Dynamics GP all timecards lines 'including 0 hour lines' in the example above would be displayed in the email as follows with no Transaction Date as well.

Document Type: Payroll Timecard
 Pay Period: 2/19/2027 - 2/25/2027
 Employee: ACKE0001 - TESTING Ackerman

Department	Job Title	Local Tax	Pay Code	Shift Code	State Code	Units To Pay	Days Worked	Weeks W
SPTS	ADA		HOUR		IL	8.00000	0	0
SPTS	ADA		HOUR		IL	0.00000	0	0
SPTS	ADA		HOUR		IL	8.00000	0	0
SPTS	ADA		HOUR		IL	0.00000	0	0
SPTS	ADA		HOUR		IL	0.00000	0	0
SPTS	ADA		HOUR		IL	8.00000	0	0
SPTS	ADA		HOUR		IL	0.00000	0	0

In addition to Transaction Date the following Document Lines are available for inclusion on Workflow Assignment Emails.

Transaction Date

Comment Text

Pay Schedule

Period ID

Year

Project Time & Expense (PTE) Email Approval Functionality

In Microsoft Dynamics GP 2018 the Project Time & Expense (PTE) Timesheets and Expense Reports can now be approved through the Workflow assignment email. Functionality was added so the email will give a warning to approvers if there is a line that will put a project over budget on the Timesheet or Expense.

There are two areas this can be setup: Timesheets and Employee Expense.

To review your Timesheet setup settings, under Project, click Setup, choose Timesheet and select the Options button. For the Employee Expense setting, under Project, click Setup choose Employee Expense and select the options button.

Timesheets:

Timesheet Setup - TWO (sa)

Next Document Number: TS000000000000001

Default Billing Note From: Budget
Cost Description: Timesheet

Default Pay Codes From: Employee
Default Profit Types From: Budget

Reporting Periods: Weekly
No. of Reporting Periods per Year: 52
First Date of Reporting Period 1: 1/1/2027

User-Defined 1: User Defined 1
User-Defined 2: User Defined 2

☒ Post to Payroll US Payroll

Options

Timesheet Setup Options - TWO (sa)

Options:

<input checked="" type="checkbox"/> Override Document Number	
<input checked="" type="checkbox"/> Allow Period Entry	
<input type="checkbox"/> Allow Entry by Time	
<input checked="" type="checkbox"/> Allow Entry by Units	
<input checked="" type="checkbox"/> Allow Zero Quantity	
<input checked="" type="checkbox"/> Allow Zero Unit Costs	
<input checked="" type="checkbox"/> Exceed Total Budget Quantity	ACCESS
<input checked="" type="checkbox"/> Exceed Total Budget Costs	ACCESS
<input checked="" type="checkbox"/> Exceed Total Budget Revenue / Profit	ACCESS
<input checked="" type="checkbox"/> Allow Add Access on the fly	

Employee Expense:

Employee Expense Setup - TWO (sa)

Next Document Number: EE000000000000001

Default Billing Note From: Budget
Cost Description: Employee Expense

Unit Costs From: Budget
Profit Type From: Budget

Default Payment Method: Personal Credit Card

User-Defined 1: User Defined 1
User-Defined 2: User Defined 2

Tax Calculations: ☒ Advanced ☐ Single Schedule

Tax Options:
Based on vendor: Freight
Based on vendor: Miscellaneous

☒ Post to Payables Management

Options

Employee Expense Setup Options - TWO (sa)

Options:

<input checked="" type="checkbox"/> Override Document Number	
<input checked="" type="checkbox"/> Allow Zero Quantity	
<input checked="" type="checkbox"/> Allow Zero Unit Costs	
<input checked="" type="checkbox"/> Exceed Total Budget Quantity	ACCESS
<input checked="" type="checkbox"/> Exceed Total Budget Costs	ACCESS
<input checked="" type="checkbox"/> Exceed Total Budget Revenue / Profit	ACCESS
<input checked="" type="checkbox"/> Allow Add Access on the fly	

Based on how you have the 'Exceed Total Budget' options checked, will determine how the timesheet or employee expense can be processed.

If a user has *only a checkbox* marked in the Project Timesheets or Employee Expense Setup Options to:

Exceed Total Budget Quantity – the user or approver will not be prompted or stopped in any manner in PTE when Quantity is exceeded.

Exceed Total Budget Costs – the user or approver will not be prompted or stopped in any manner in PTE when Cost is exceeded.

Exceed Total Budget Revenue/Profit – the user or approver will not be prompted or stopped in any manner in PTE when Revenue/Profit is exceeded.

If a user has a *checkbox marked and a Password set* in the Project Timesheets or Employee Expense Setup Options to (as screenshot indicates above):

Exceed Total Budget Quantity - user will be able to submit and save time. When the approver is notified, they will receive a message in the email stating if they approve, they are allowing the user to exceed the budget for Quantity.

Exceed Total Budget Costs - user will be able to submit and save time. When the approver is notified, they will receive a message in the email stating if they approve, they are allowing the user to exceed the budget for Costs.

Exceed Total Budget Revenue/Profit - user will be able to submit and save time. When the approver is notified, they will receive a message in the email stating if they approve, they are allowing the user to exceed the budget for Revenue/Profit.

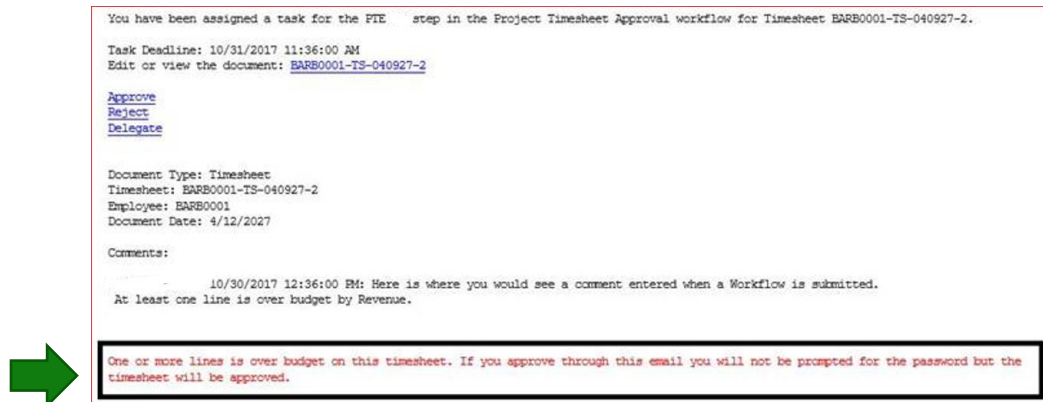
NOTE:



Even though the password is setup above, when you go through Workflow, you will *not* be prompted for the password. You will be warned in the email notification, example below. You will only enter the password when you key the transaction in Microsoft Dynamics GP.

In versions prior to Microsoft Dynamics GP 2018, Workflow assignments emails could be sent, but they did not contain Approval functionality or budget warnings within the email.

Here is an example of what the request for approval would look like, via email:



If a user has a checkbox unmarked in all the above options, the user will not be able to save or submit time for the budget that is exceeding the budget quantity, costs, or revenue/profit.