“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

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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.

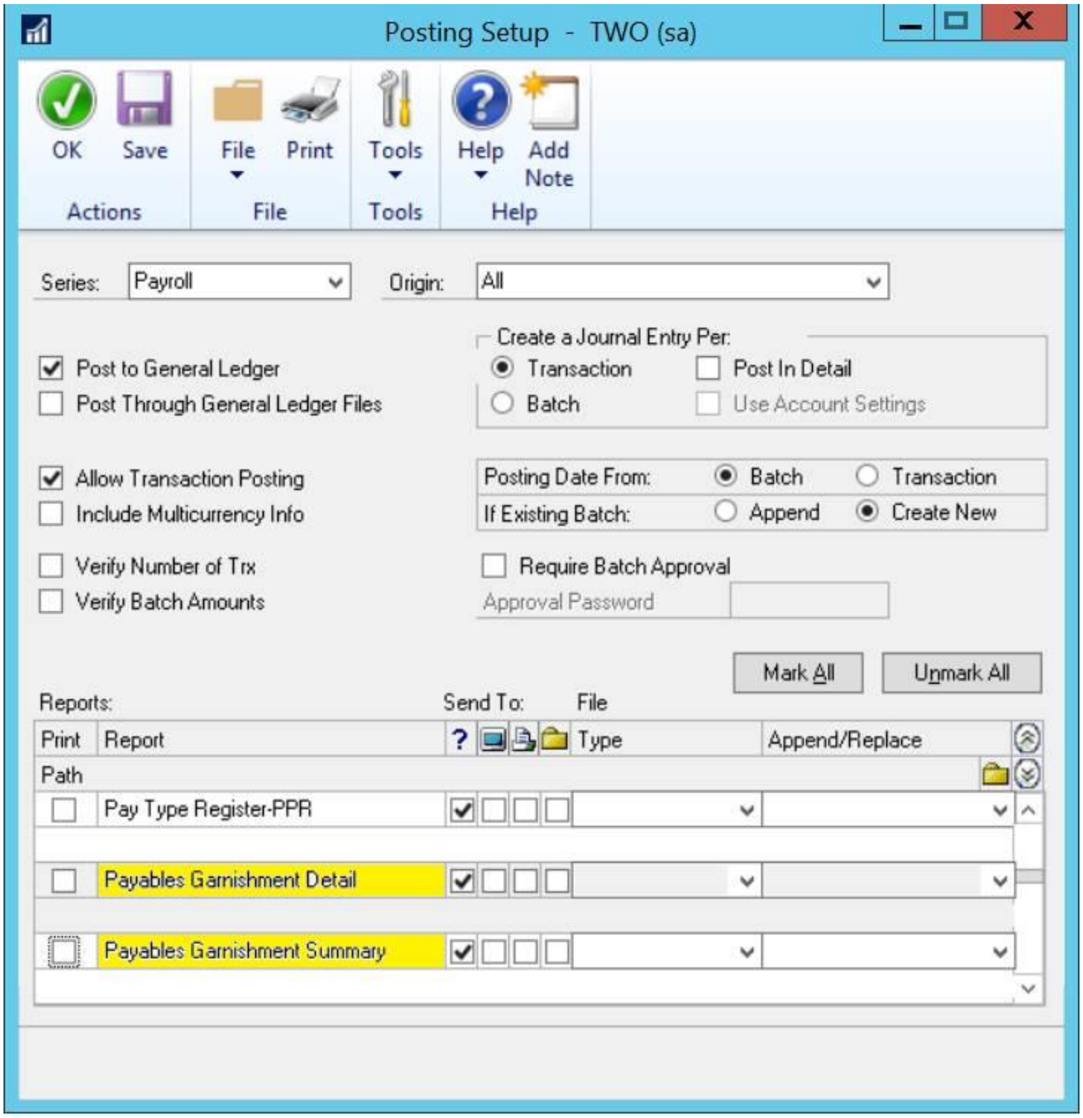
Turn Off Garnishment Reports

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.

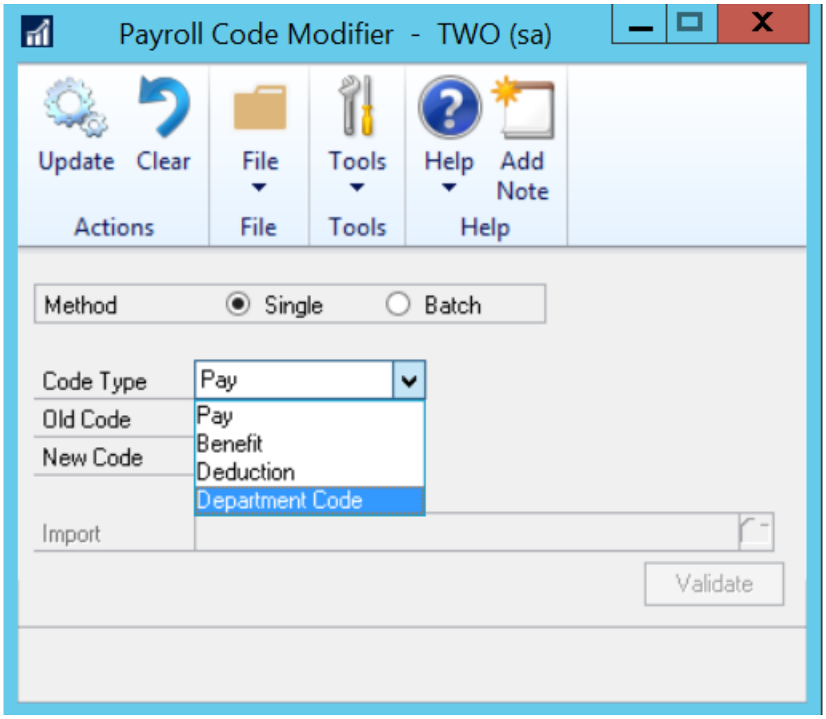
These reports are generated when you have a garnishment in your payroll. This feature was added in Microsoft Dynamics GP2018 as users have requested to not see these reports or have them automatically pop up during the posting process. Note that these reports will remain marked after upgrading. The Garnishment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



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.



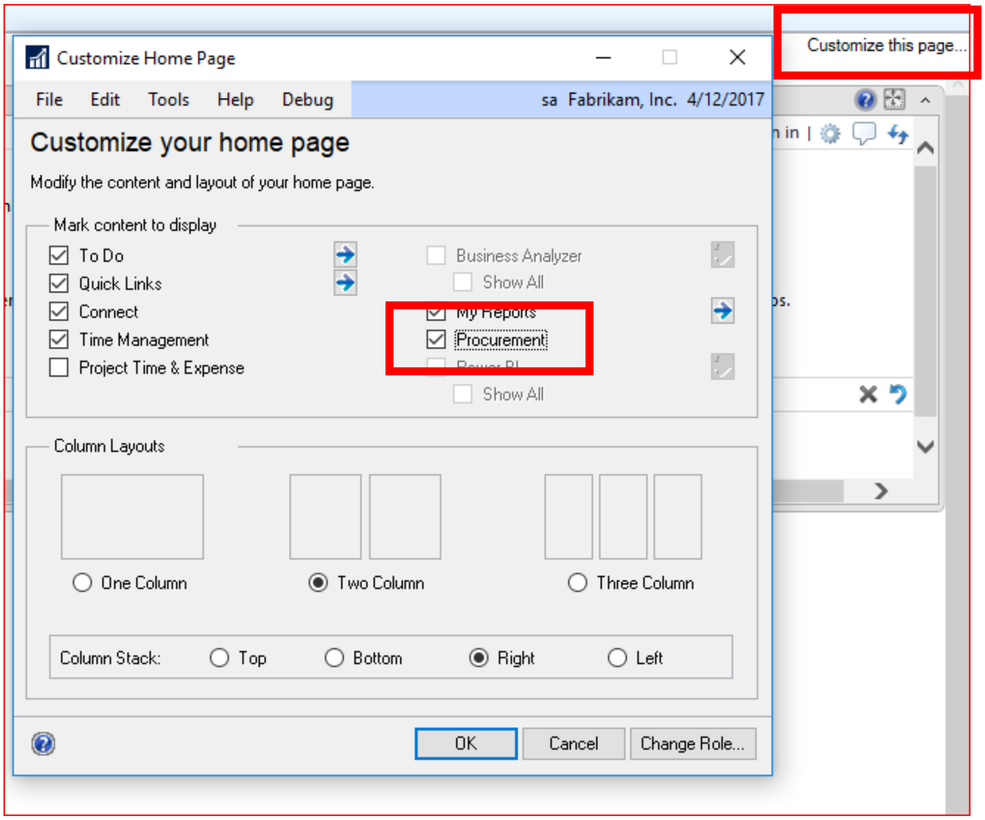
The Payroll Code Modifier now has a fourth option under Code Type to change the Payroll Department Code. Make sure there are no users in the company database before proceeding to click Update after making the desired change to the Department Code. Any tables referencing the old code will now have the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

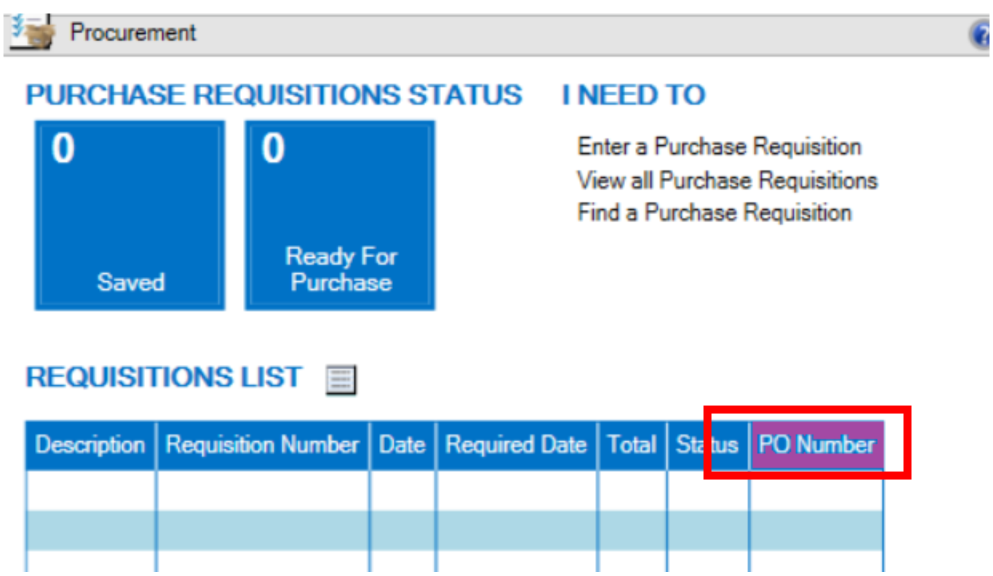
Note: Since this modifies a lot of existing data at once, a backup is always good, or try this in test company first. Verify all your 3rd party tables are getting changed too if they have the department field in them. If the field is named the same as ours, example DEPRTMNT, when the process is run, 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.





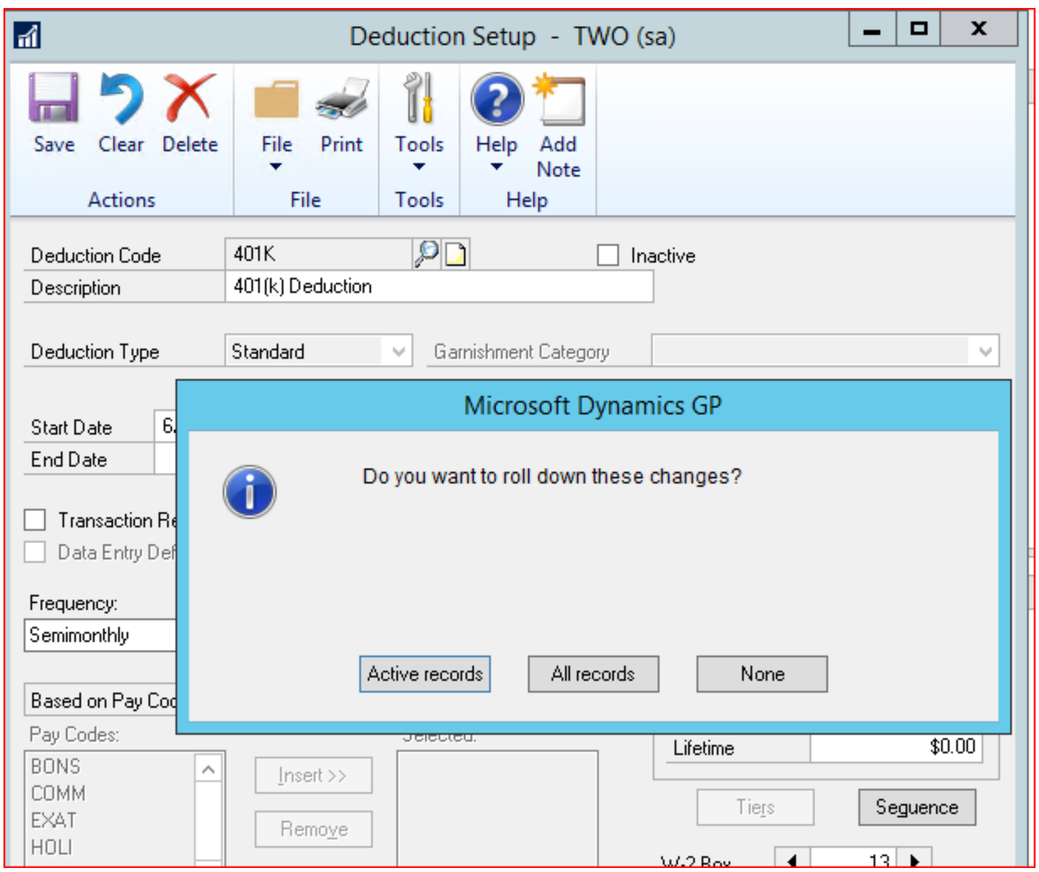
Ability to roll down from Setup for Payroll & Human Resource

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.

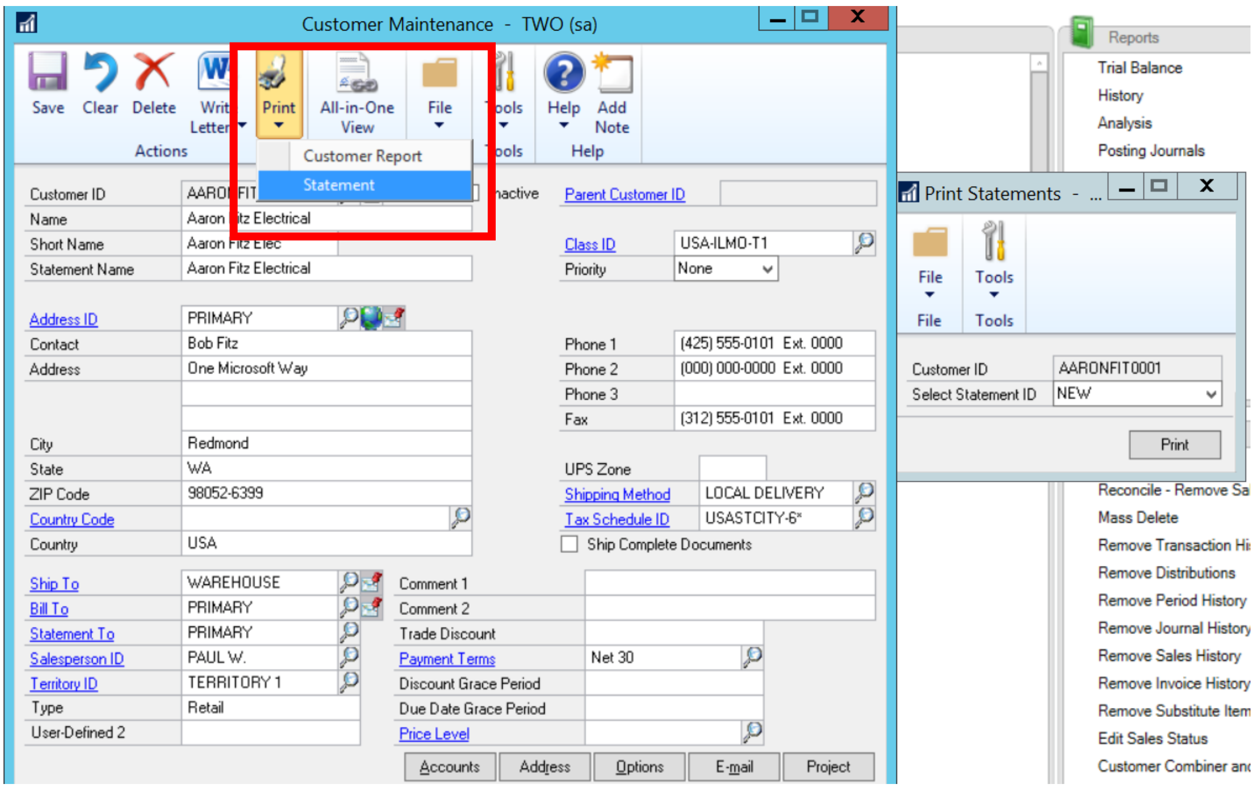
There is now an option when you make a change at the setup, it will prompt you, how do you want to roll this down? All Records, Active Records or None

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

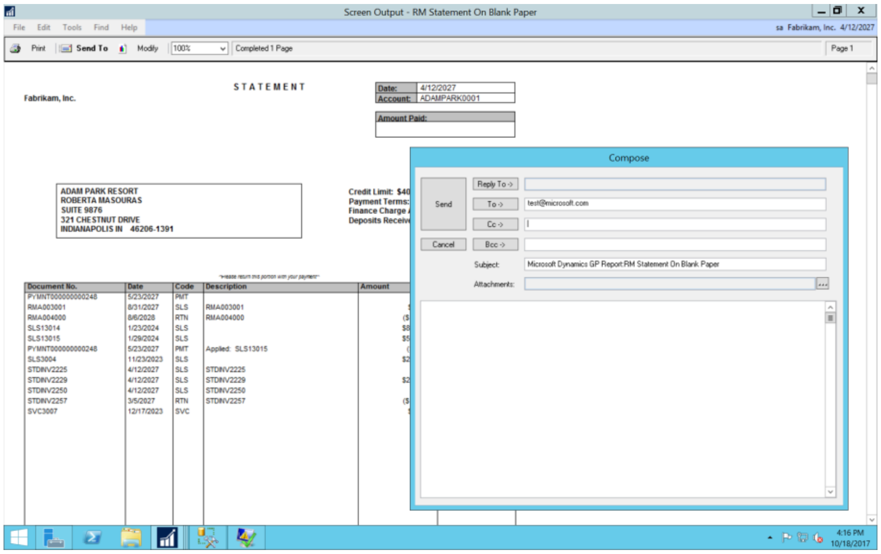


Ability to Print and Email a Single Statement from the customer card

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.

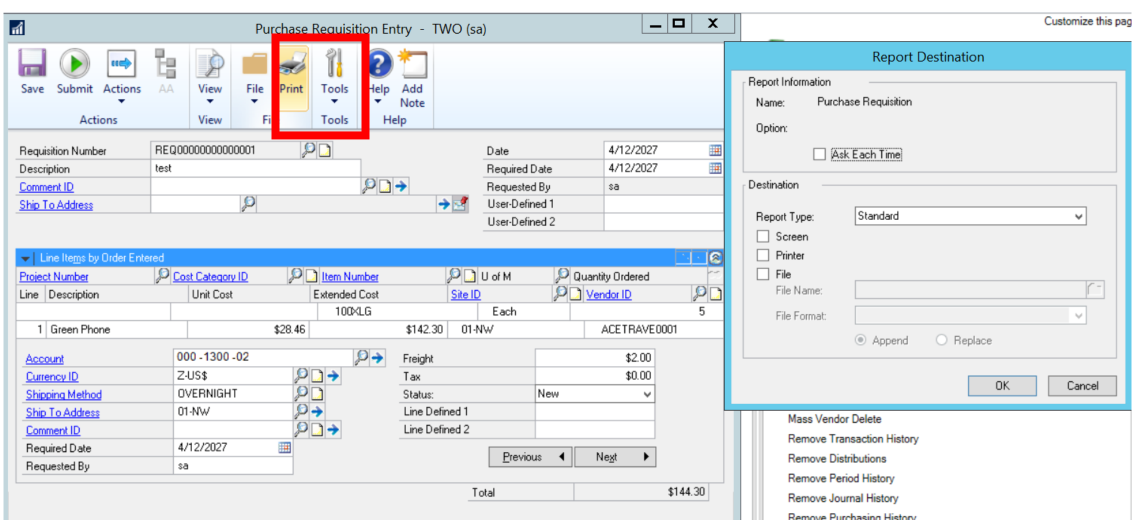
If you like this feature and would like to be able to email the templates, click on this SUGGESTION to vote for it!

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

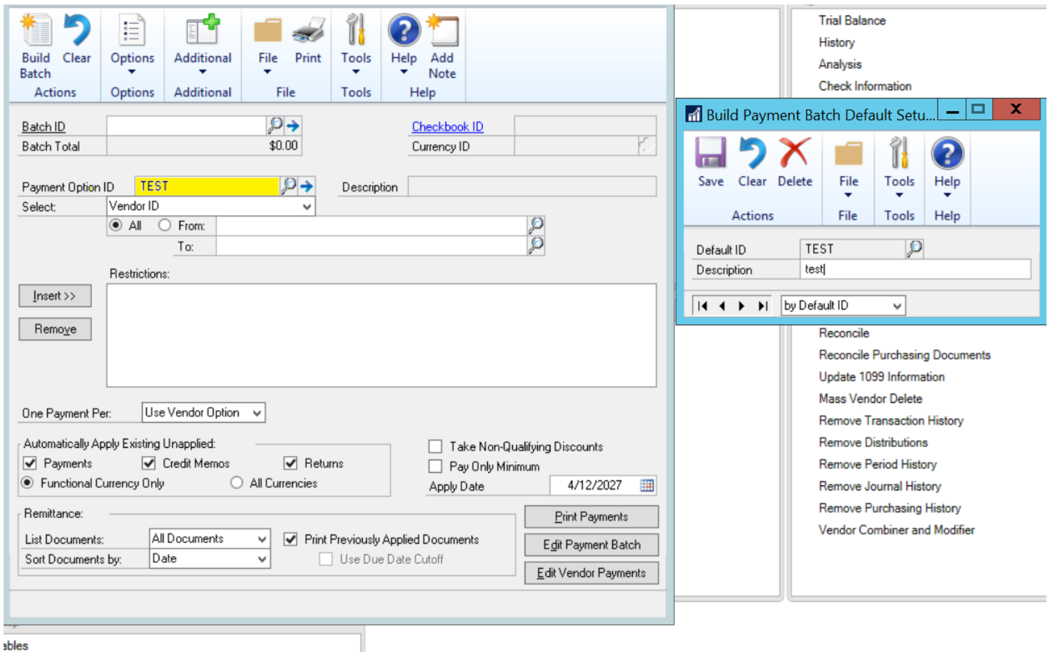
This will bring you into the requisition window. Select the requisition number from the lookup or enter a new requisition. You can now click on the Print Icon and print the document immediately.



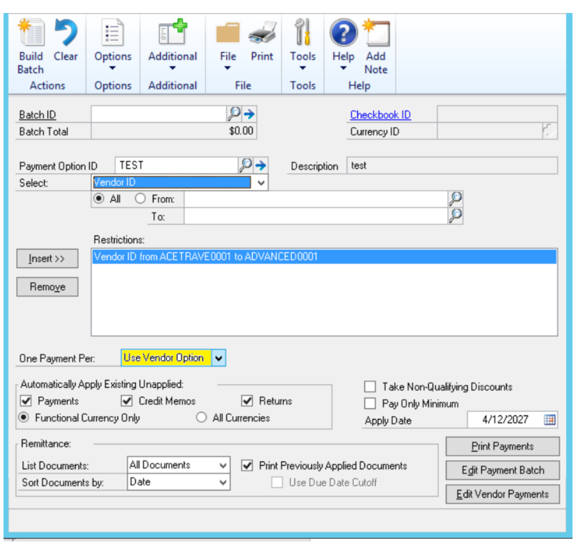
Save Select Payment Settings

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.



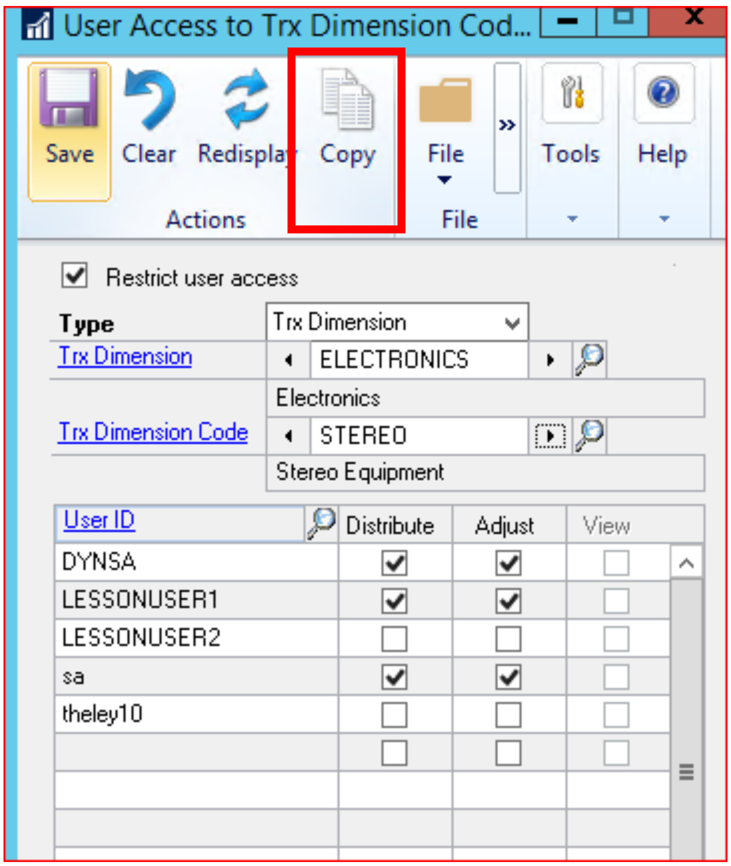
All Options selected in this window will now be saved by the Payment Option ID. You will be able to select the different Payment Option ID's for future batches in GP2018. This will save users time as they will no longer need to remark all the options each time a payment batch is generated when you want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

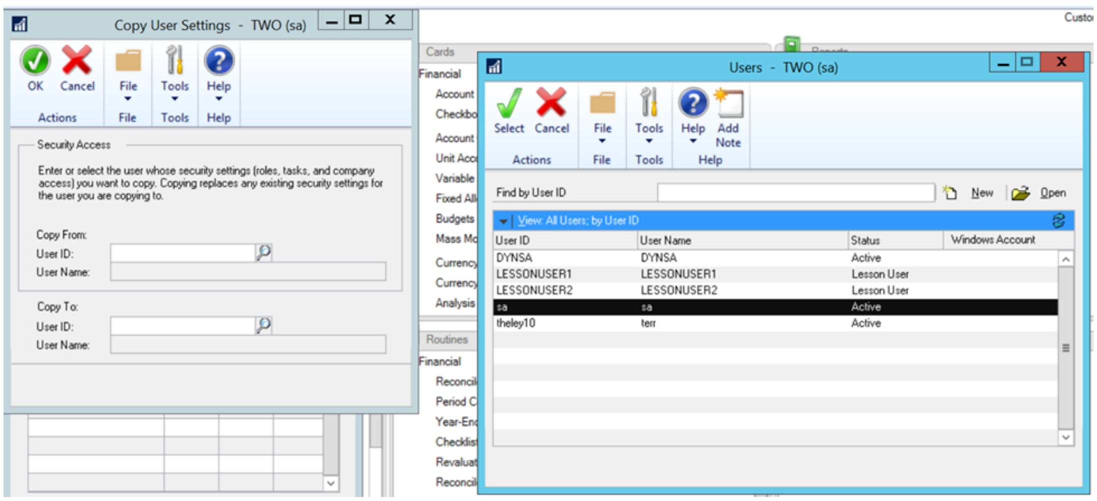
You will see this new feature when navigating to the User Access window. To use this feature: Under Administration menu, point to Setup, under Company, click Analytical Accounting and then User Access. Once the window opens you will now see the Copy option at the top:



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
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: sa
User Name: sa
Copy To:
User ID: DYNSA
User Name: DYNSA


Copy User Settings - TWO (sa)
Security Access
Copy From:
User ID:
User Name:
Copy To:
Users - TWO (sa)
Select
Cancel
File
Tools
Help
Add Note
Actions
Find by User ID
New
Open
View: All Users; by User ID
User ID
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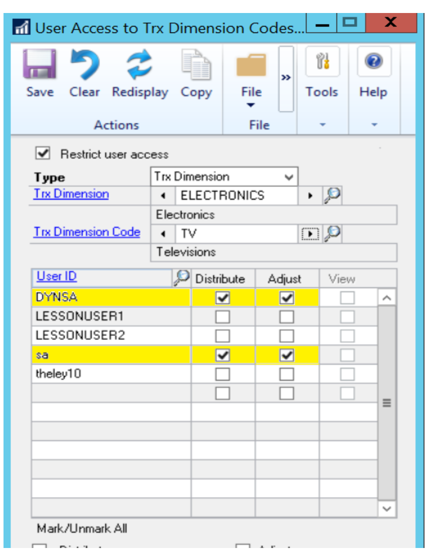
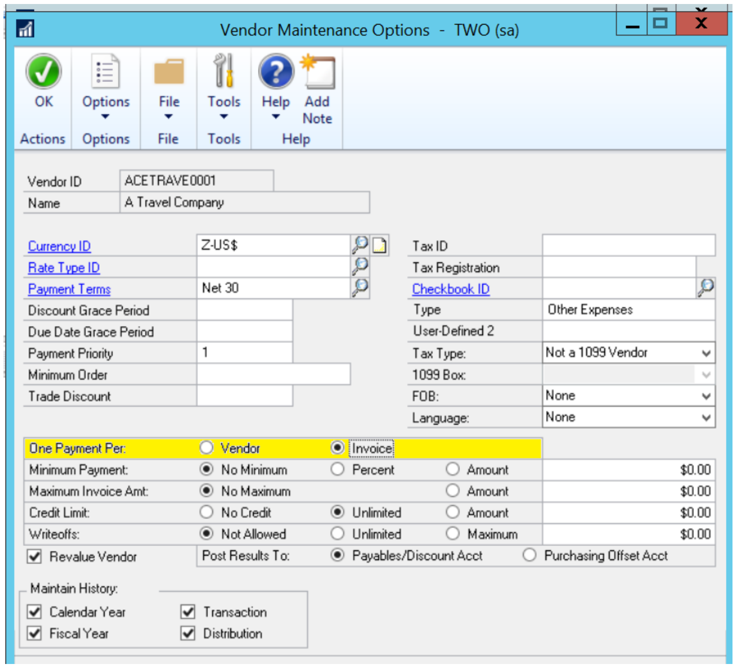
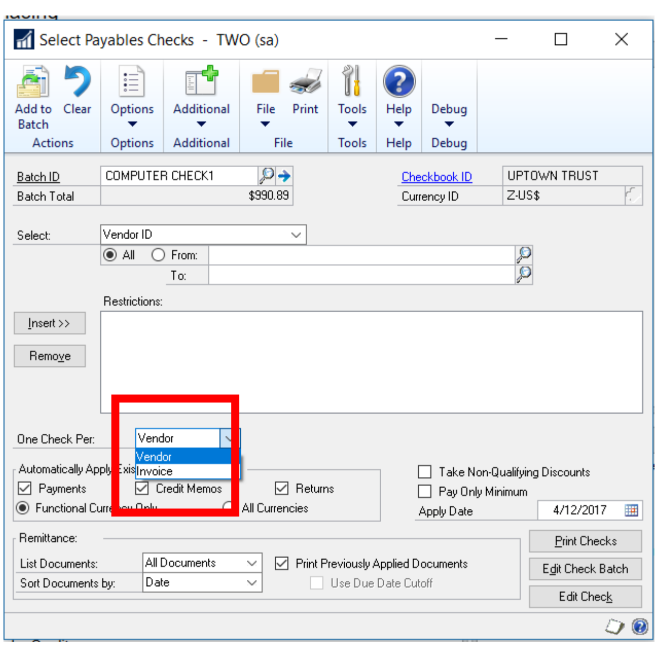

User Access to Trx Dimension Codes...
Save
Clear
Redisplay
Copy
File
Tools
Help
Actions
Restrict user access
Type
Trx Dimension
ELECTRONICS
Electronics
Trx Dimension Code
TV
Televisions
User ID
Distribute
Adjust
View
DYNSA
LESSONUSER1
LESSONUSER2
sa
theley10
Mark/Unmark All

One Check per Invoice Vendor Setting

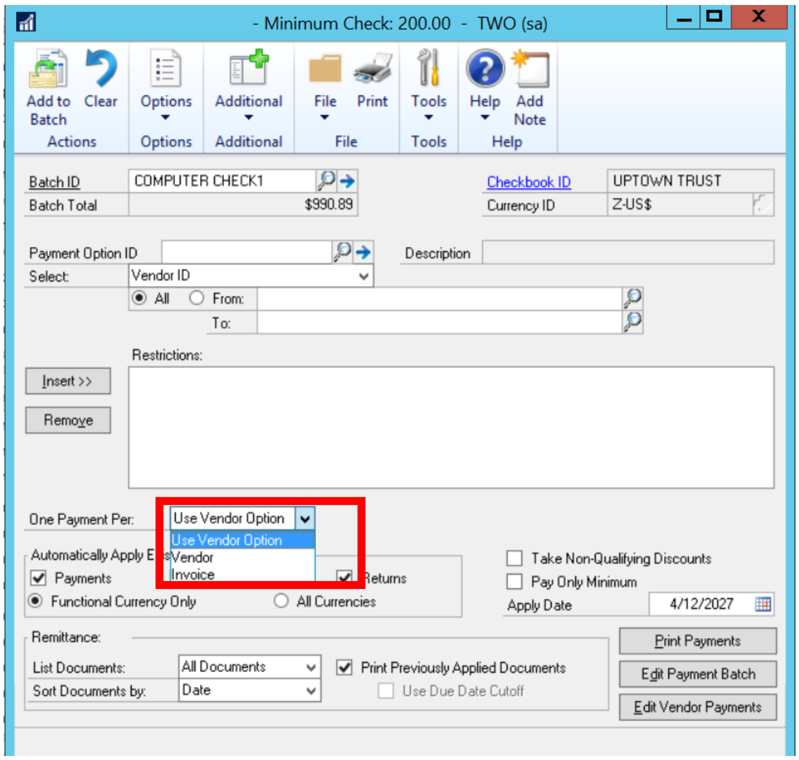
In Microsoft Dynamics GP 2018, we now have the option to select one check per invoice by Vendor.



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.



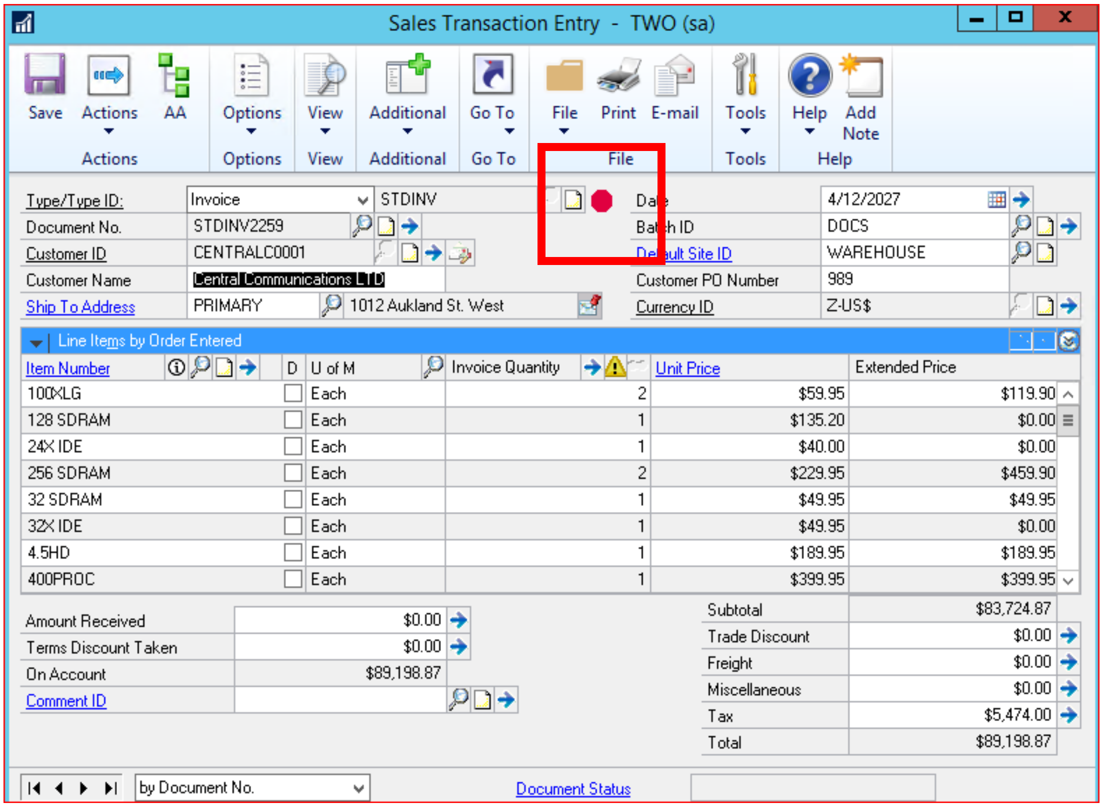
Now in GP2018, all vendors included in the batch would default to the setting when you select Use the Vendor Option in the Build Payments window.



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.

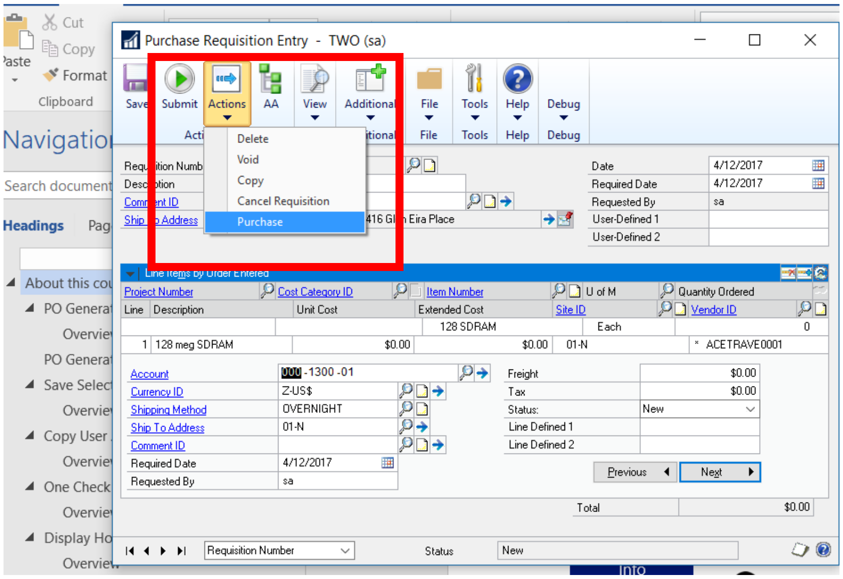
In Microsoft Dynamics GP 2018 you can now see the hold status display in Sales Transaction entry window. For any customer that has a Hold in place, you will now see the Stop Sign icon in the Sales Transaction Entry window after entering the customer ID. This feature was added as requested by customers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



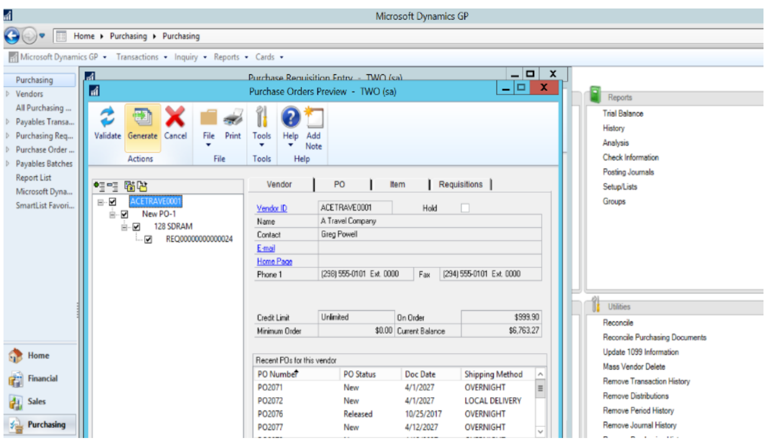
Purchase Order (PO) Generator opens the Purchase Order List with New PO Filter

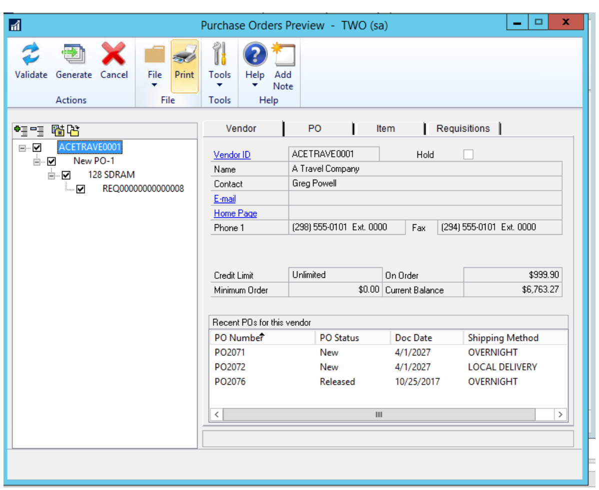
This lesson will cover the Purchase Order (PO) Requisition in Purchasing transactions will now automatically open the Purchasing Transactions Navigation List Home Page to view it in Microsoft Dynamics GP 2018.

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.

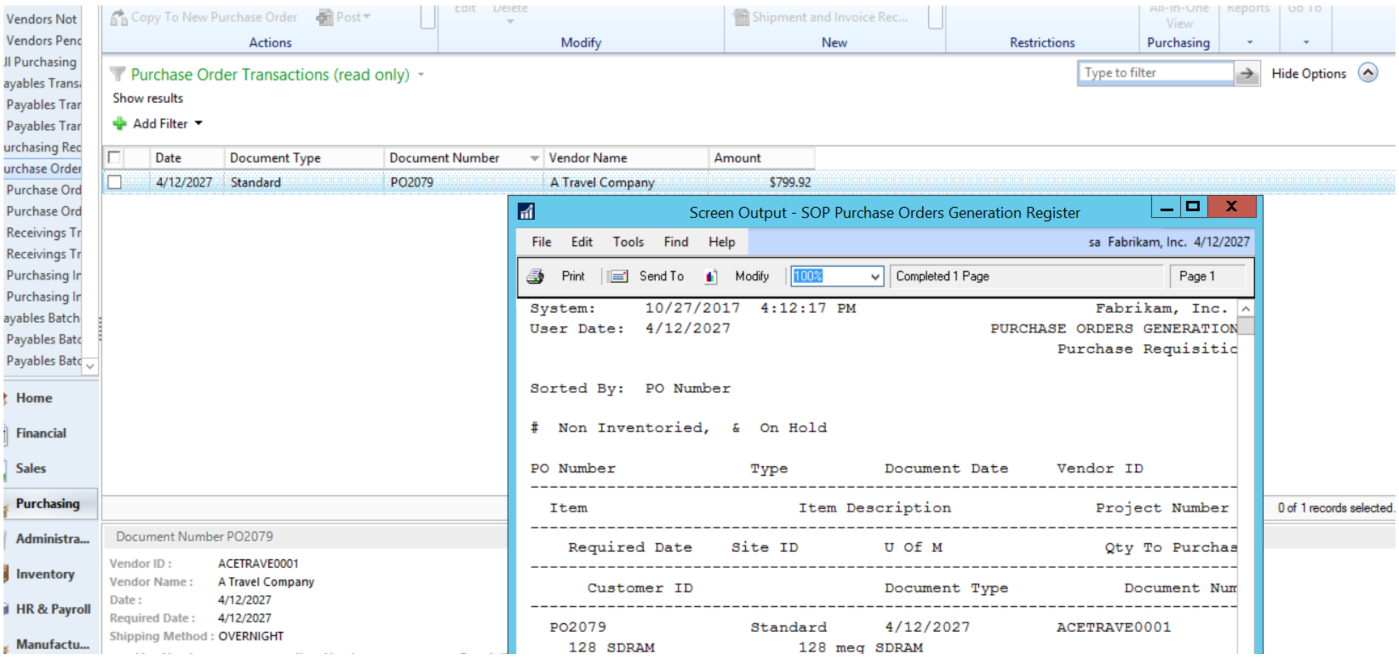


In the Purchase Order Preview Window Click Generate, then Click Print.



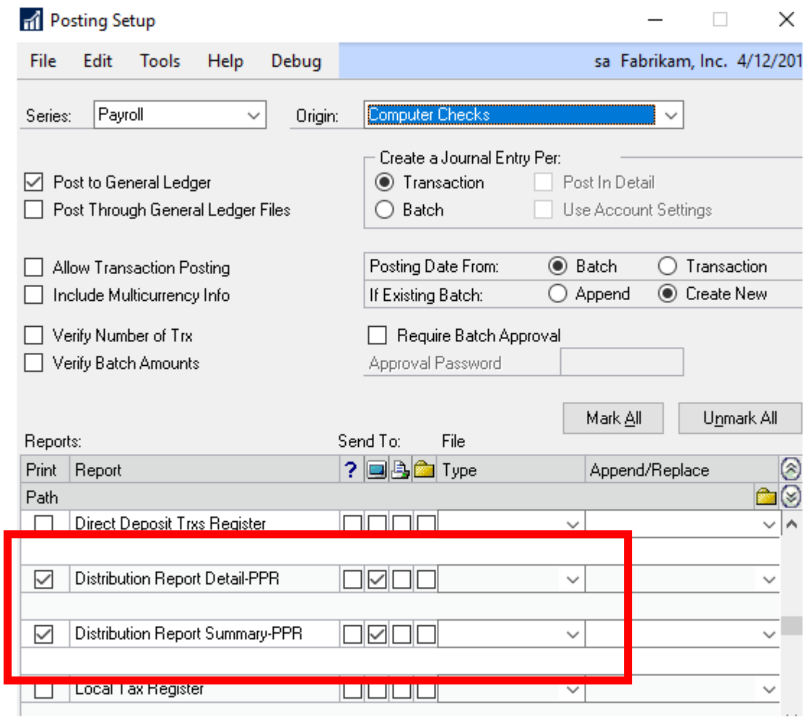


Once you print the PO, the Purchase Order Navigation list will automatically open so the user can see the PO generated immediately without all of the other PO's, so the list is filtered for the user.



Reprint Distribution Detail and Summary reports

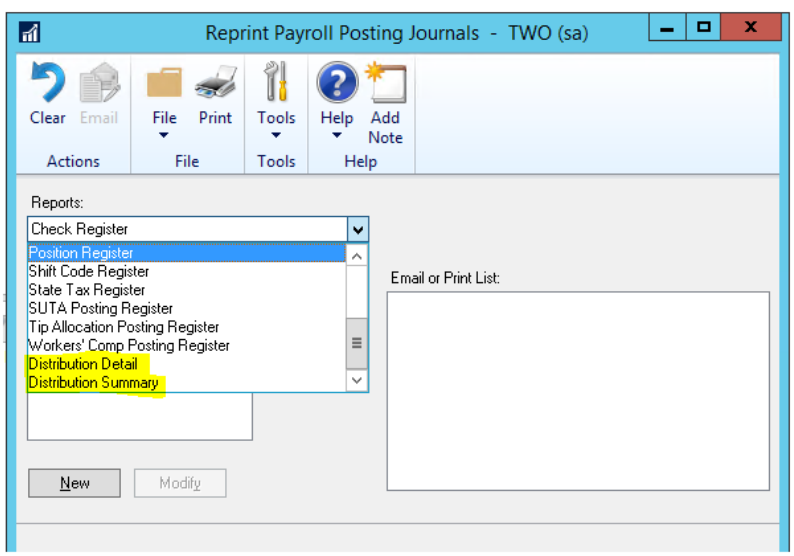
The pre-posting reports, Distribution Detail and Distribution Summary that print when you are processing payroll, by selecting Tools, then click Setup, choose Posting, and then click Posting are a key to our customer's ability to have a successful payroll.



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.



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!

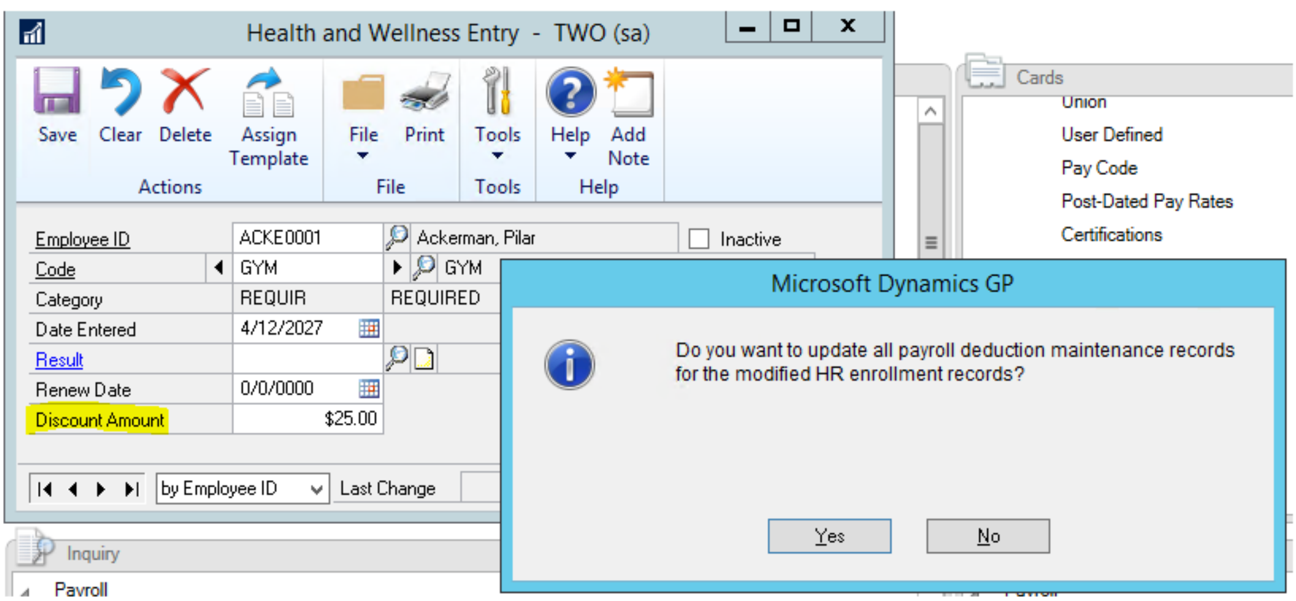
In the setup of the code, you can choose which Benefits apply to this discount, then when you assign it to the employee you will enter the discount amount which will change the total amount an employee pays.

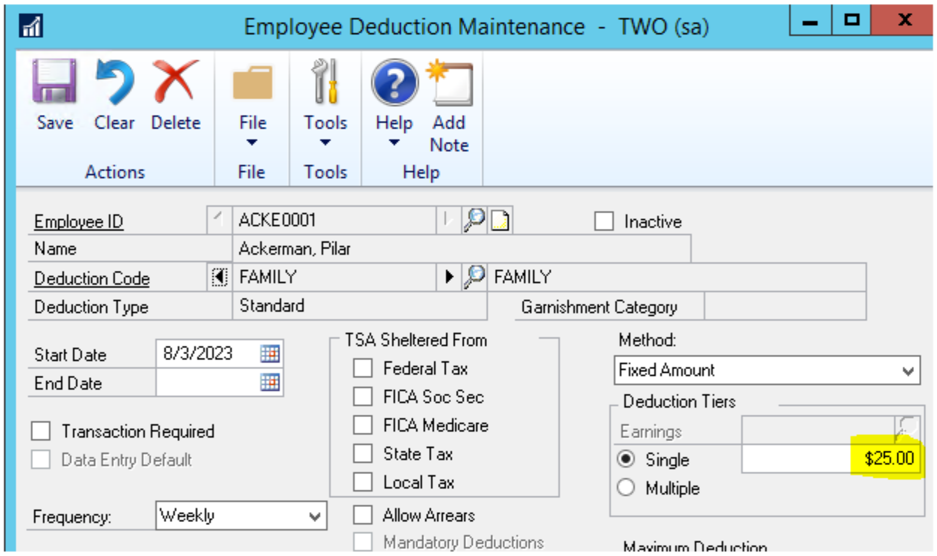
Example if I have a Family Coverage plan assigned to Pilar at 50.00 per pay period, and he has the Gym code assigned to him, you can see how code is reduced by the discounted amount.

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

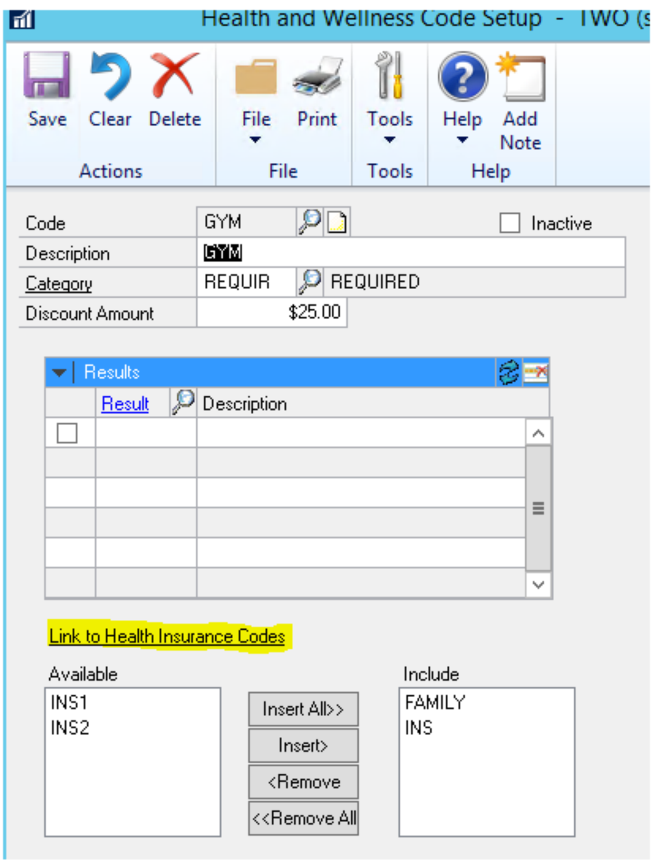
The system will also keep history of this information for you, key with benefit tracking.

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





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



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

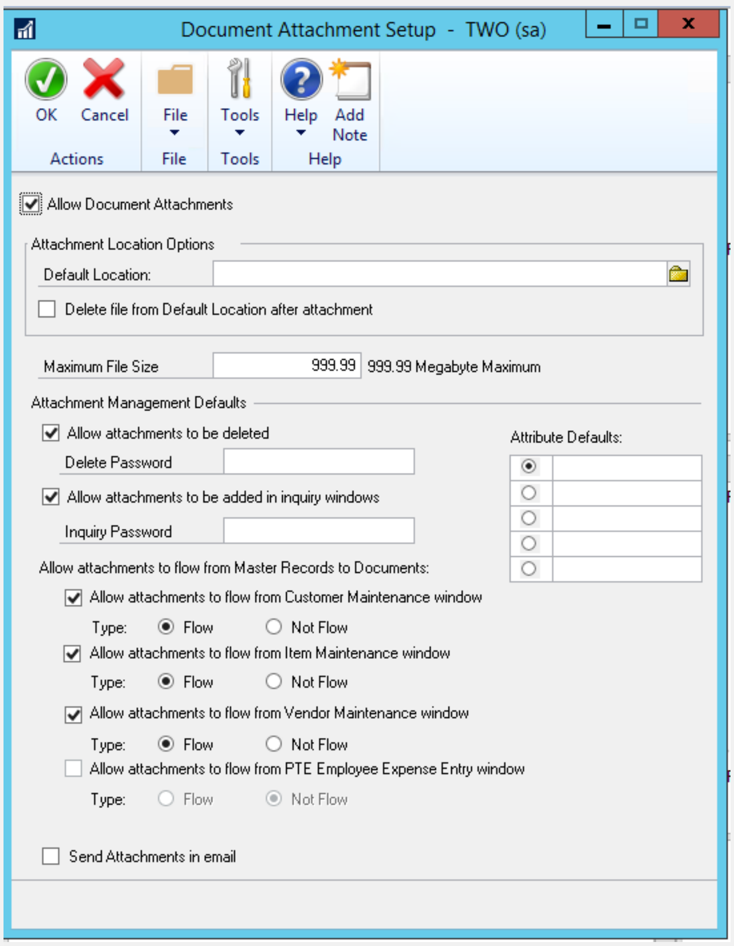
(Fixed Assets) Asset General Information

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.

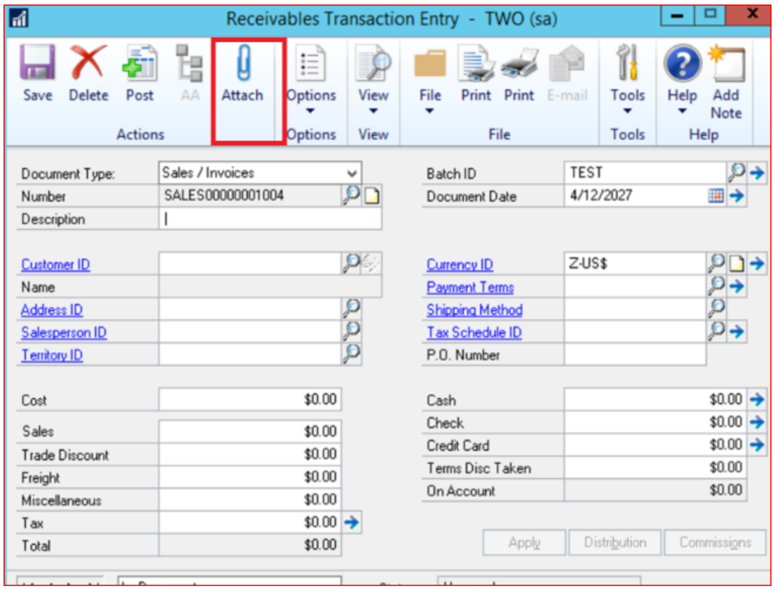
You can find these setup options by choosing Microsoft Dynamics GP, click Tools, click Setup, click Company and then choose Document Attachment.



Receivables Transaction Entry

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

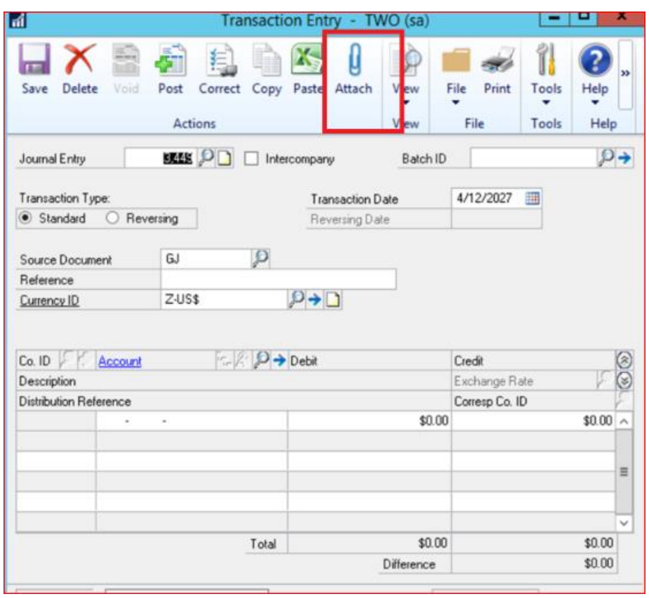
To open the Receivables Transaction Entry window, on the Transactions menu, point to Sales, and click on Transaction Entry.



Transaction Entry (General Ledger)

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

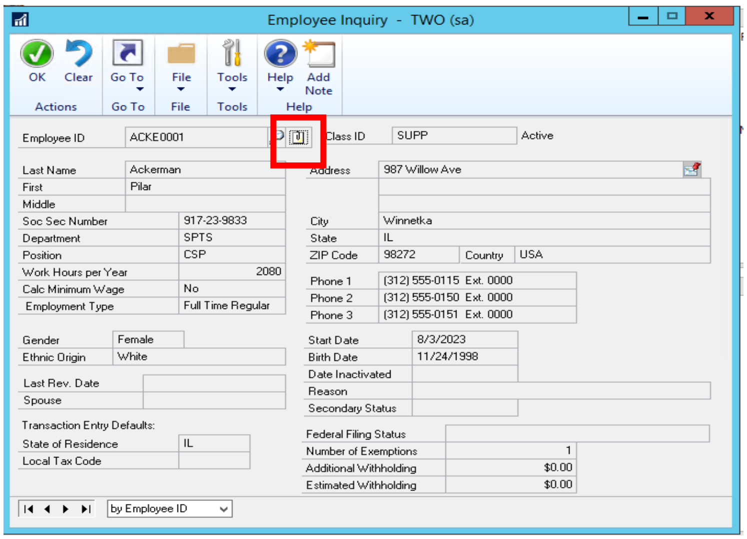
To open the Transaction Entry window, on the Transactions menu, point to Financial, and click on General.



Employee Inquiry

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

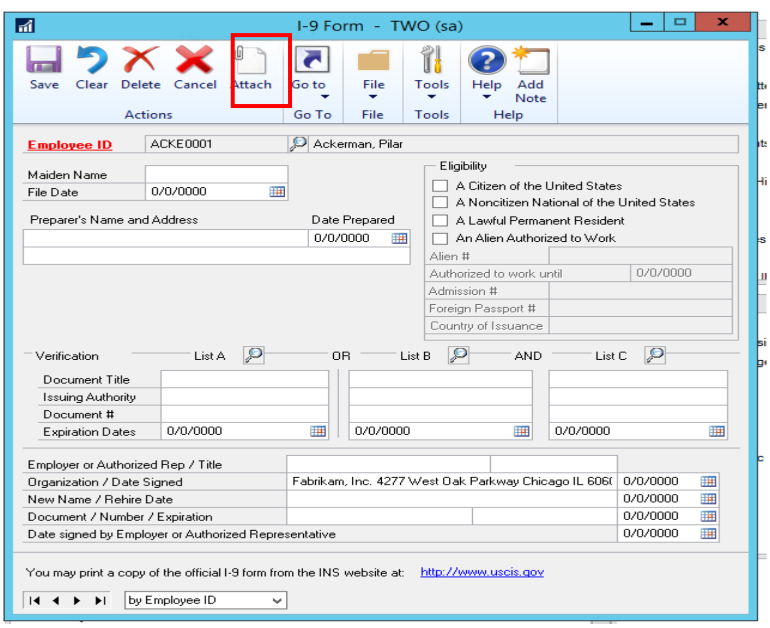
To open the Employee Inquiry window, on the Inquiry menu, point to Payroll, and click on Employee.



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.



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

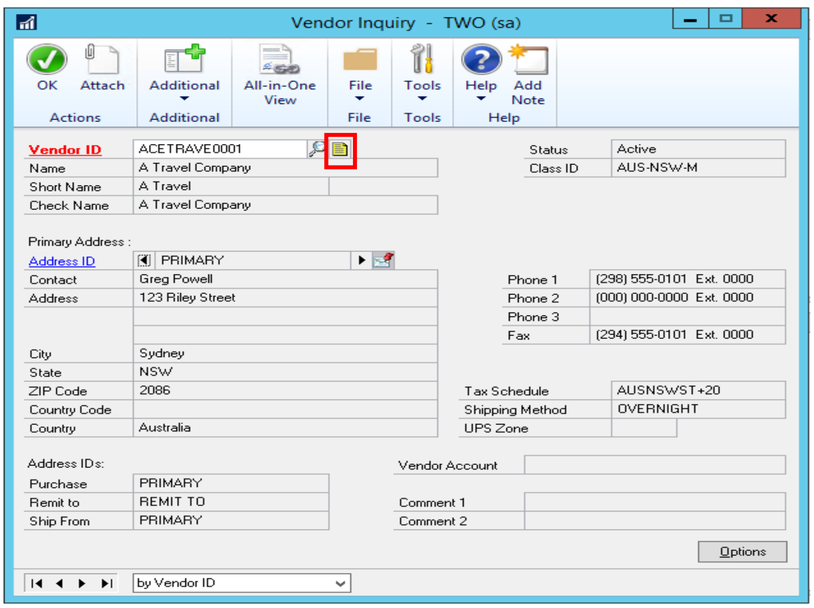
Project Inquiry

PA Project Inquiry

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

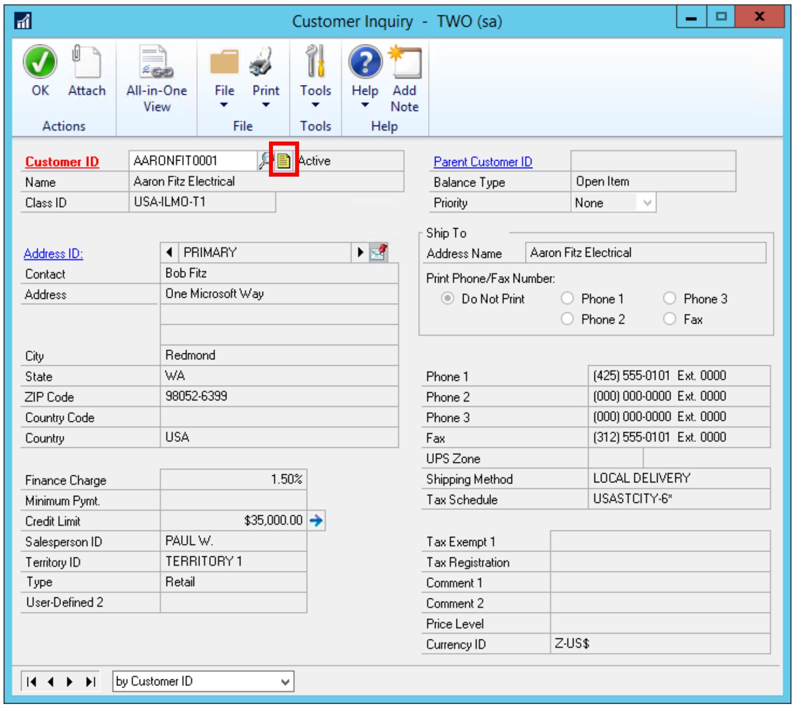
Vendor Inquiry

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



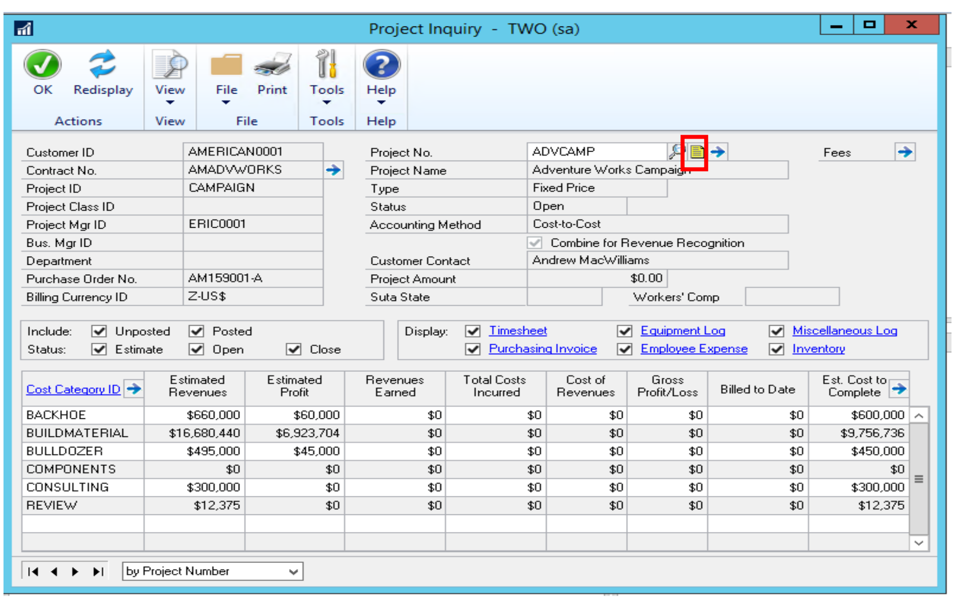
Customer Inquiry

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



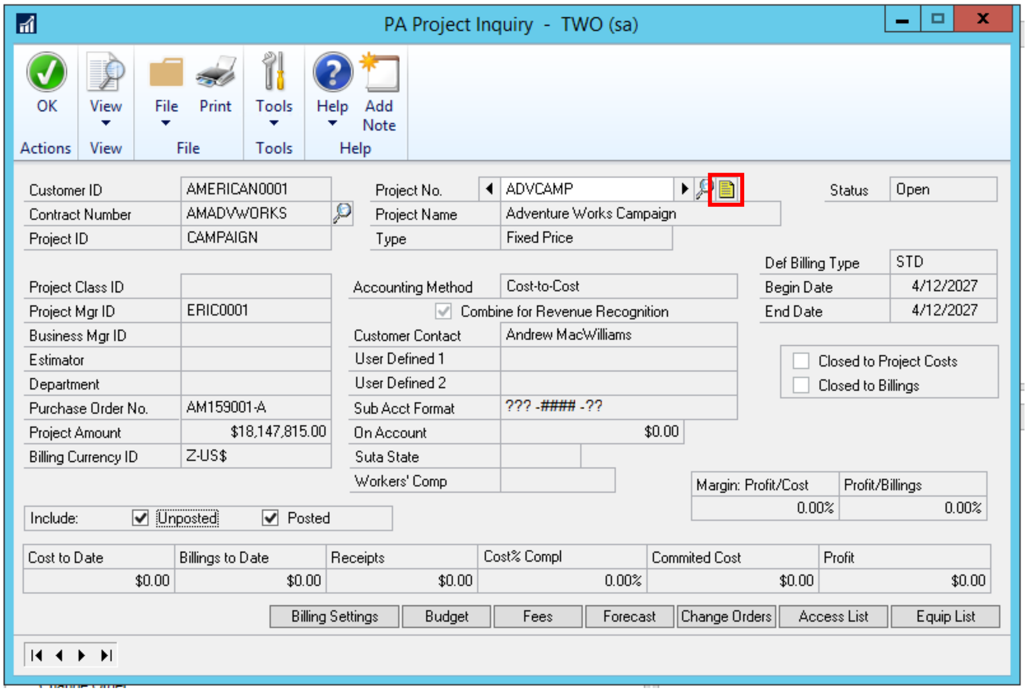
Project Inquiry

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



PA Project Inquiry

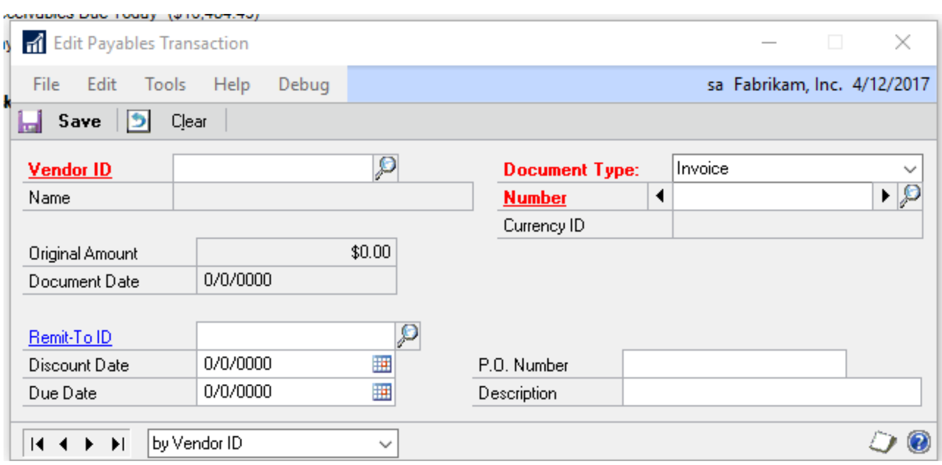
To open the PA Project Inquiry window, on the Inquiry menu, point to Project, point to Maintenance, and click on Project.



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.



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.

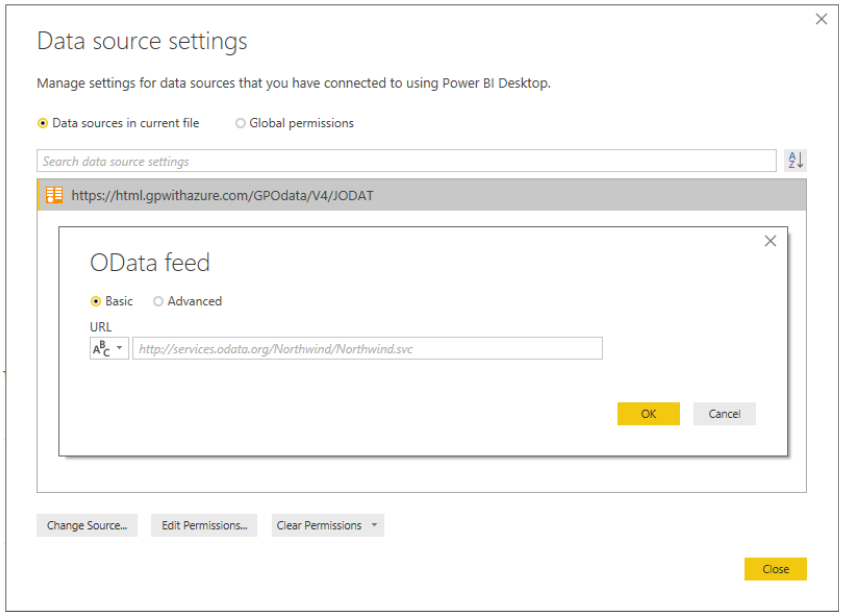
In order to use the Power BI Content Pack with Dynamics GP, you will have to publish the following Data Sources. (Administration > System > OData > Data Sources) Once these Data Sources are selected, publish them using the Publish OData window.

- 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

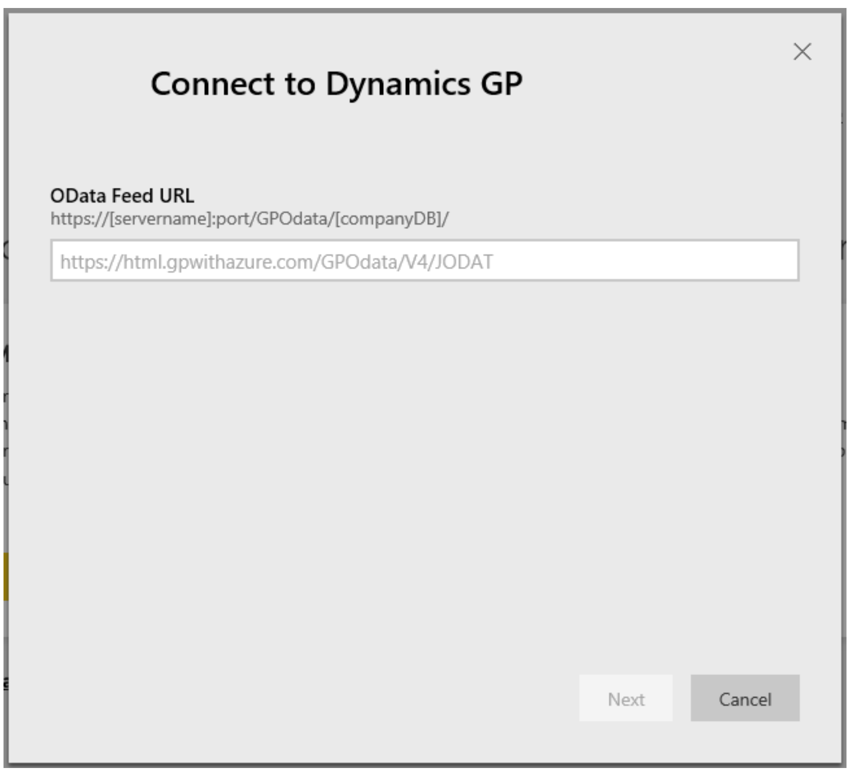
The Power BI Content Pack will also have to be configured to point to your existing Microsoft Dynamics GP OData Service. This can be done by modifying the existing Data source in Power BI, or by creating a new data source and configuring the content to use the new source. The screenshot below shows where 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.

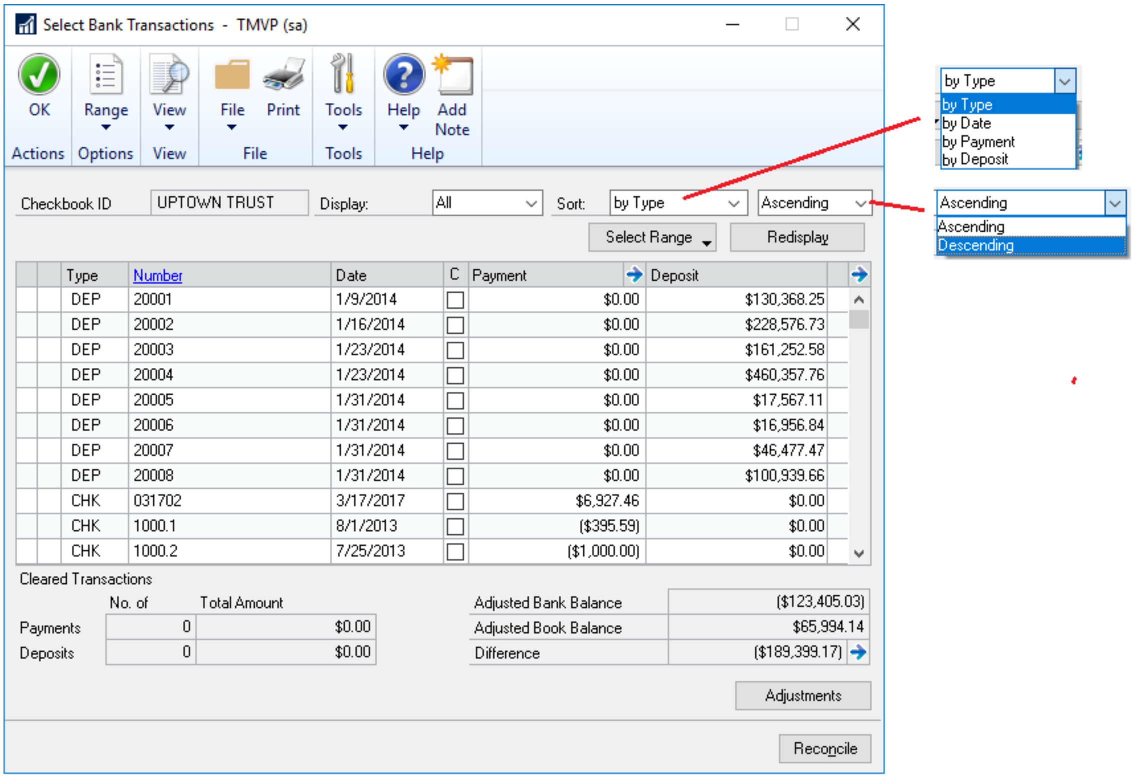
Modify inquiry windows to allow users to choose how to sort, give more options for lookups and restricting out information that is not active. Rename check windows to payments to show functionality isn't limited to checks.

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.



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

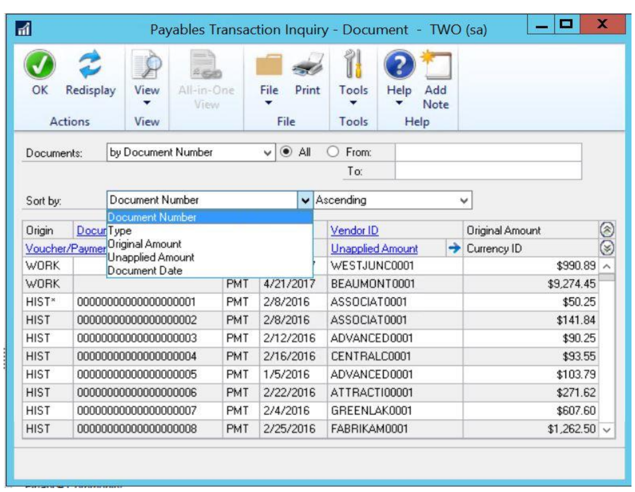
New functionality has been added to the Payables Transaction Inquiry – Document and Payables Transaction – Vendor windows to allow users to Sort by different methods. This allows the end user to group their data in a manner that enables them to review the data efficiently.

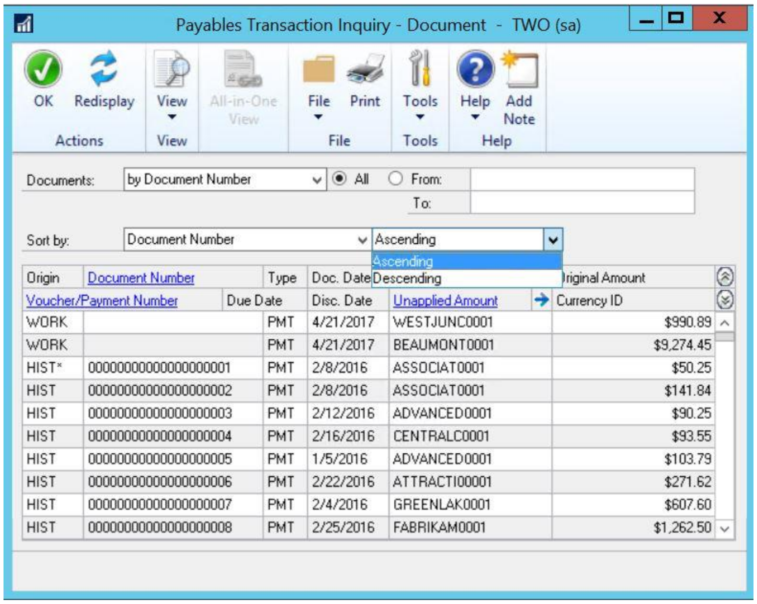
There are 10 Sort by combinations that can now be used. Type, Document Number, Document Amount, Amount Remining, and Document Date; these options can be shown in either an ascending or descending format.

Windows

Payables Transaction Inquiry – Document window

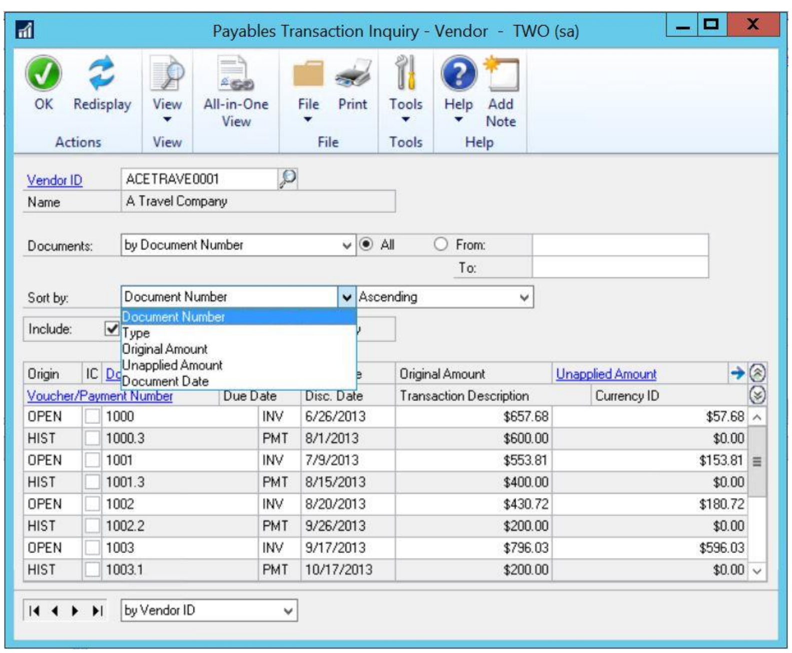
To open the Payables Transaction Inquiry – Document window: on the Inquiry menu, point to Purchasing, and click on Transaction by Document.

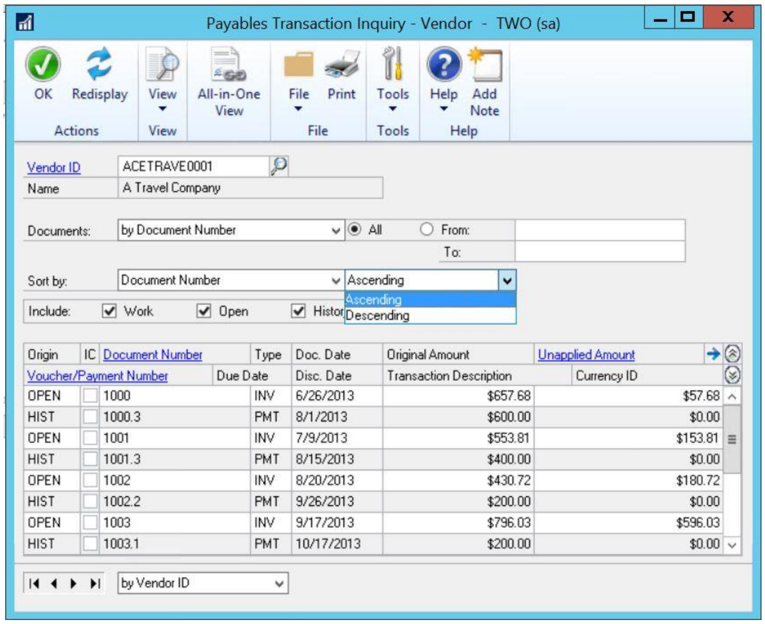




Payables Transaction Inquiry – Vendor window

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





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

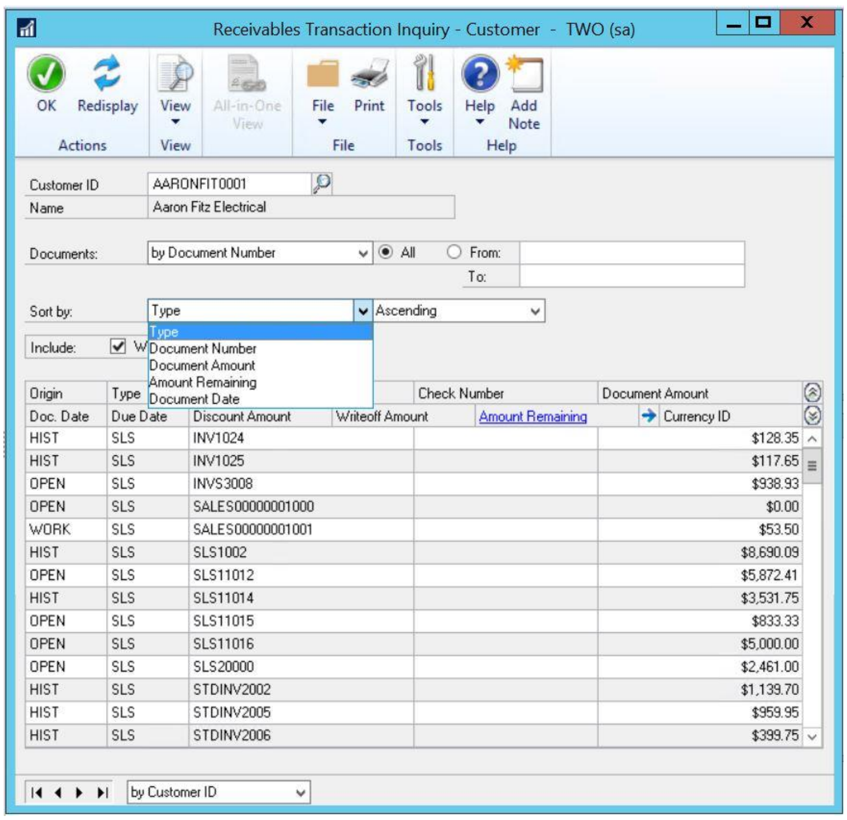
New functionality has been added to the Receivables Transaction Inquiry – Customer and Receivables Transaction Inquiry – Document windows to allow users to Sort by different methods. This allows the end user to group their data in a manner that enables them to review the data efficiently.

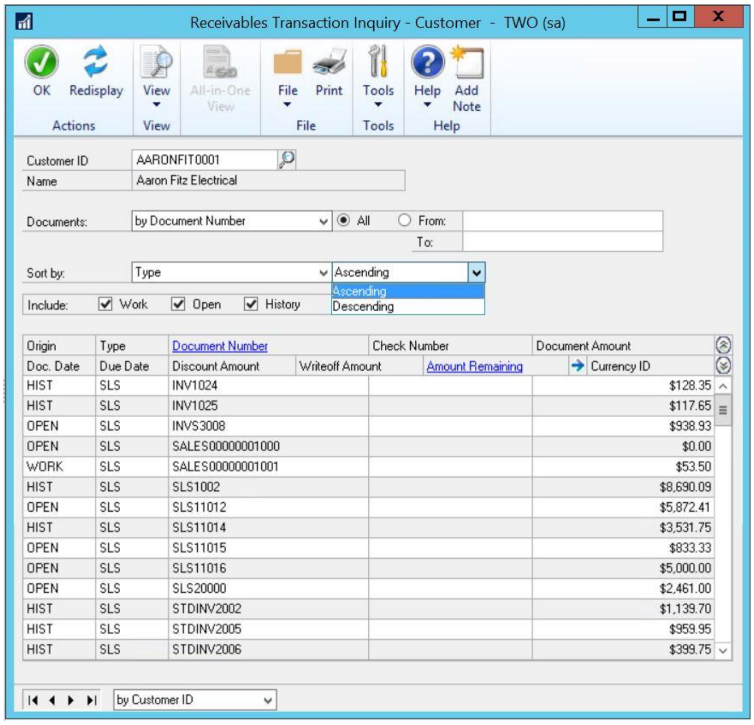
There are 10 Sort by combinations that can now be used. Type, Document Number, Document Amount, Amount Remining, and Document Date are the available Sort by options; these can be shown in either an ascending or descending format.

Windows

Receivables Transaction Inquiry – Customer window

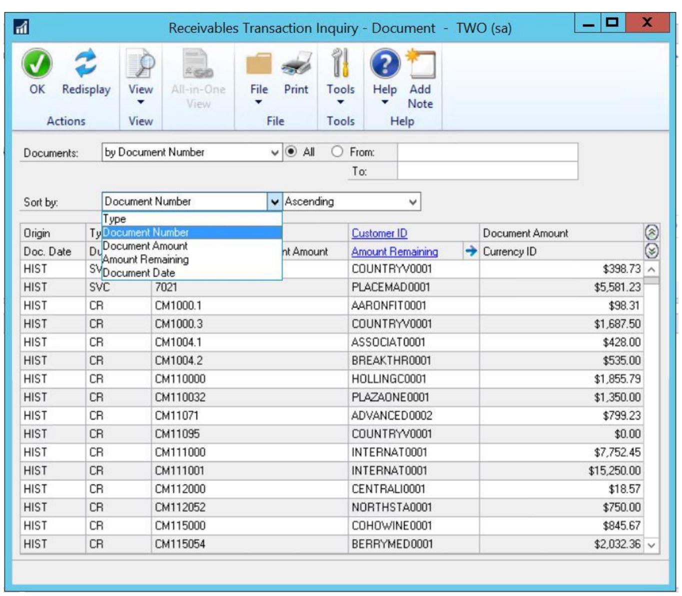
To open the Receivables Transaction Inquiry - Customer window: on the Inquiry menu, point to Sales, and click on Transaction by Customer.

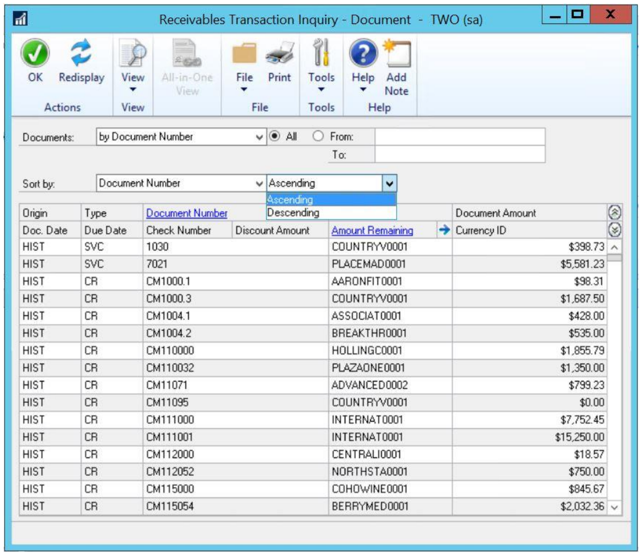




Receivables Transaction Inquiry –Document window

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





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

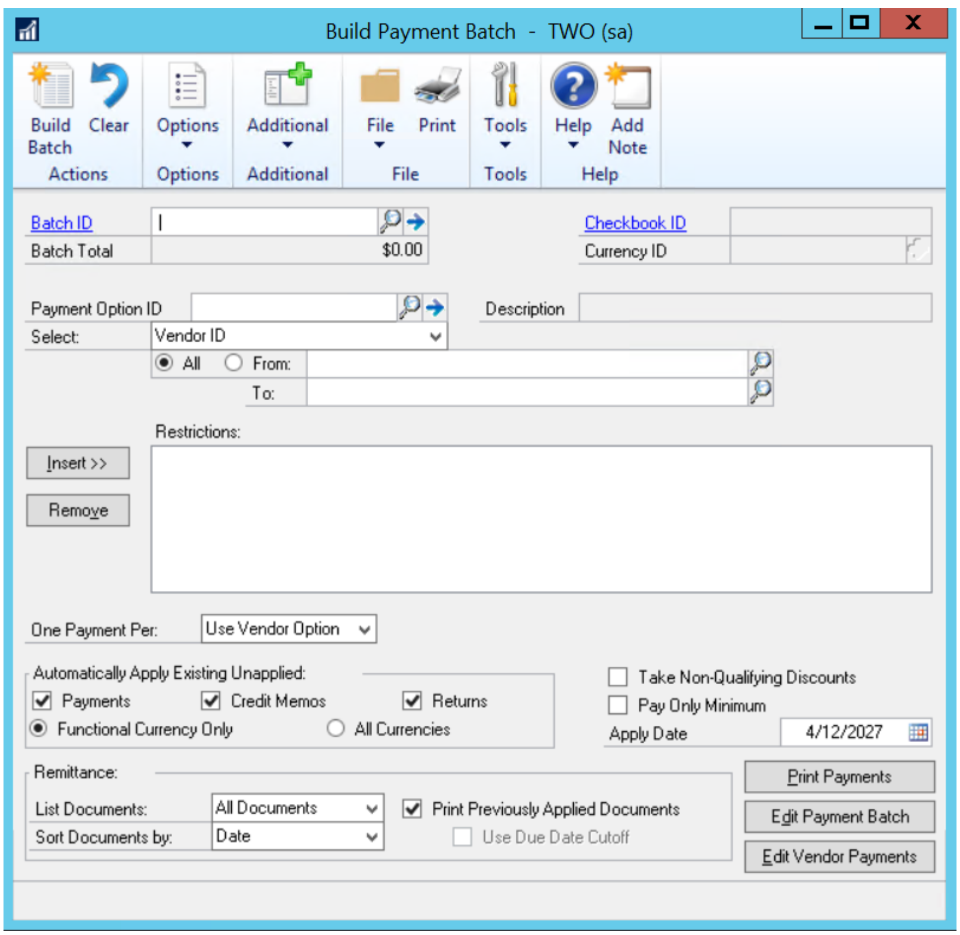
In Microsoft Dynamics GP 2018 we have renamed several Payables windows, so they now list the term Payments from Checks. This will allow the end user to understand what functions will be done in the window.

Windows

The following windows have been changed from Check to Payment.

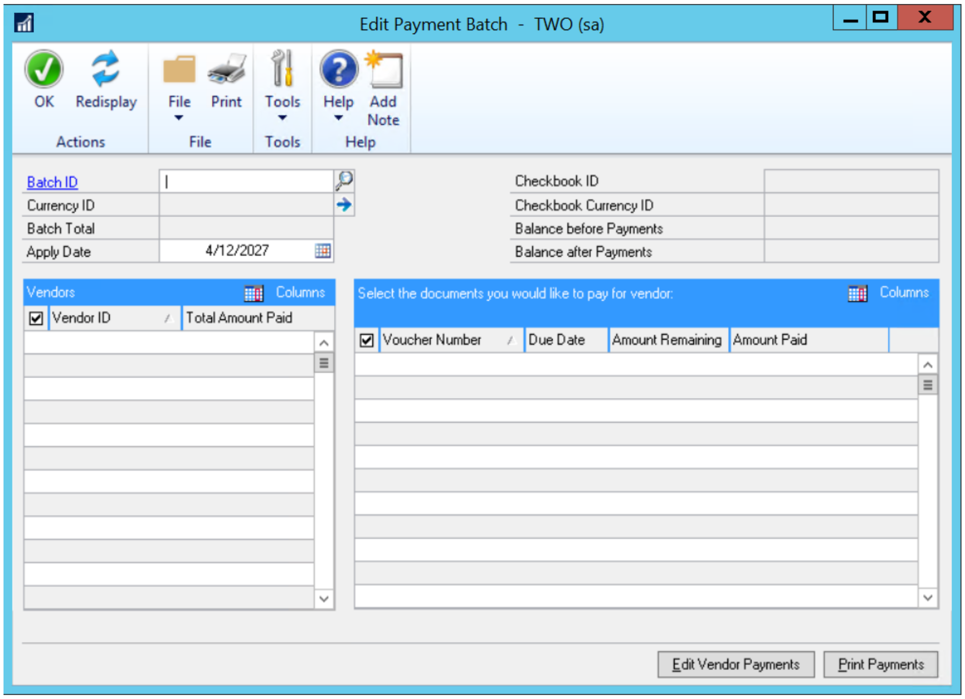
Select Payables Checks has been changed to Build Payment Batch

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



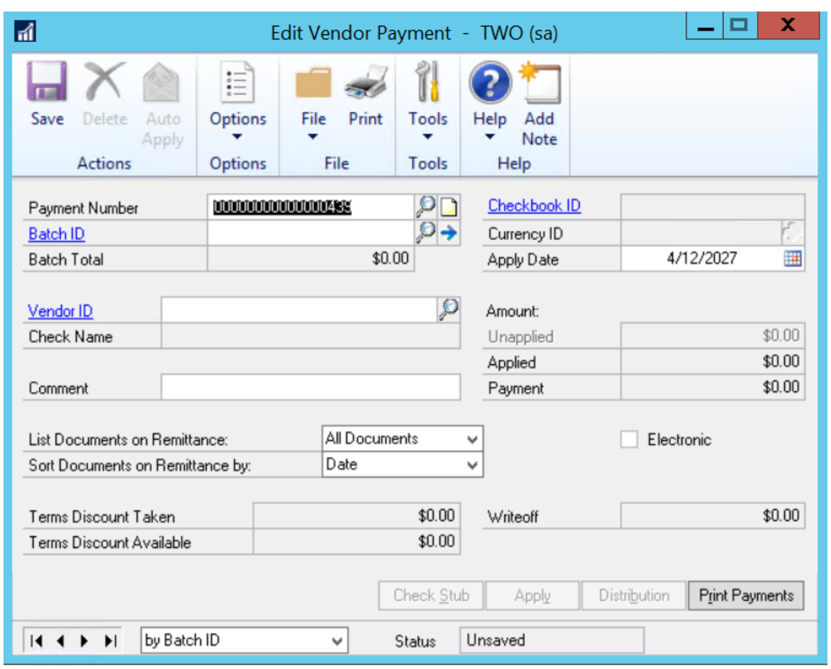
Edit Check Batch has been changed to Edit Payment Batch

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



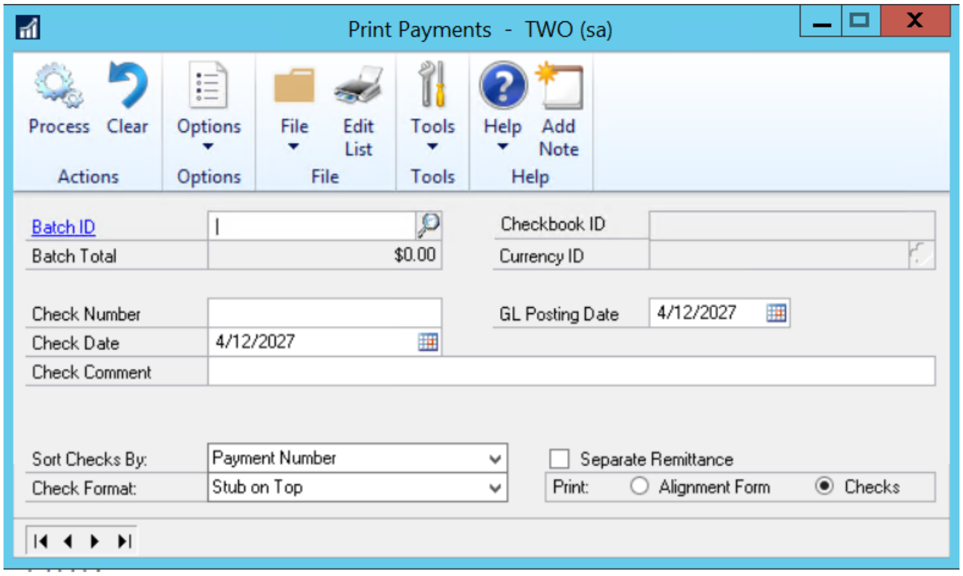
Edit Check has been changed to Edit Vendor Payment

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



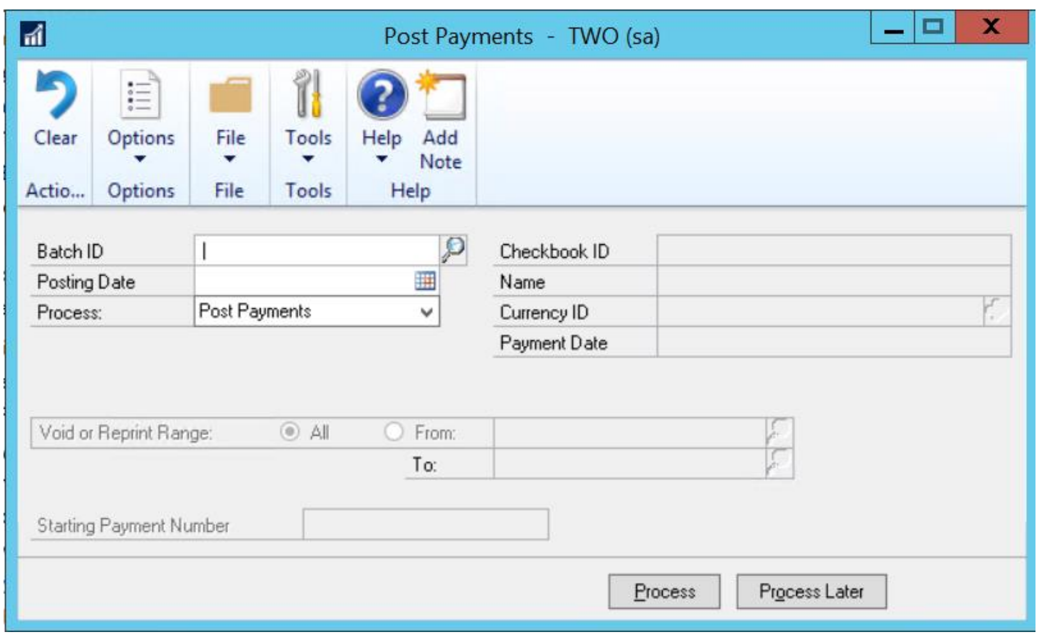
Print Checks has been changed to Print Payments

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.

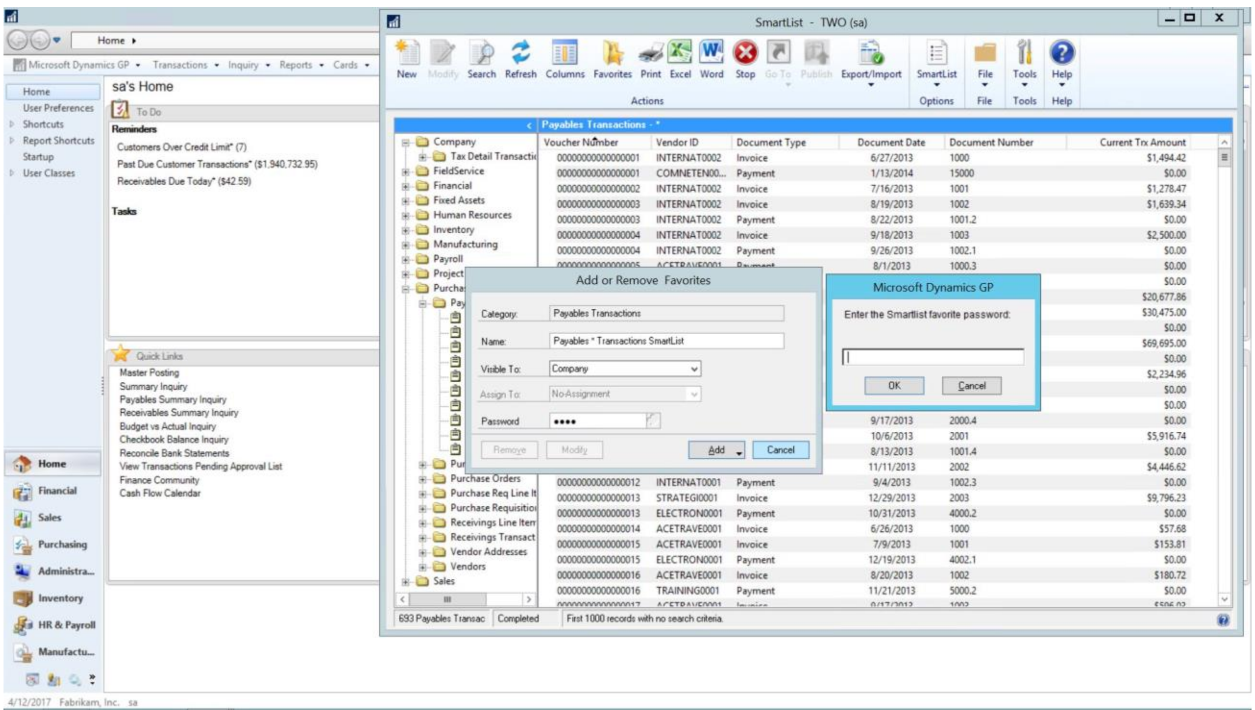
SmartList Password per SmartList

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

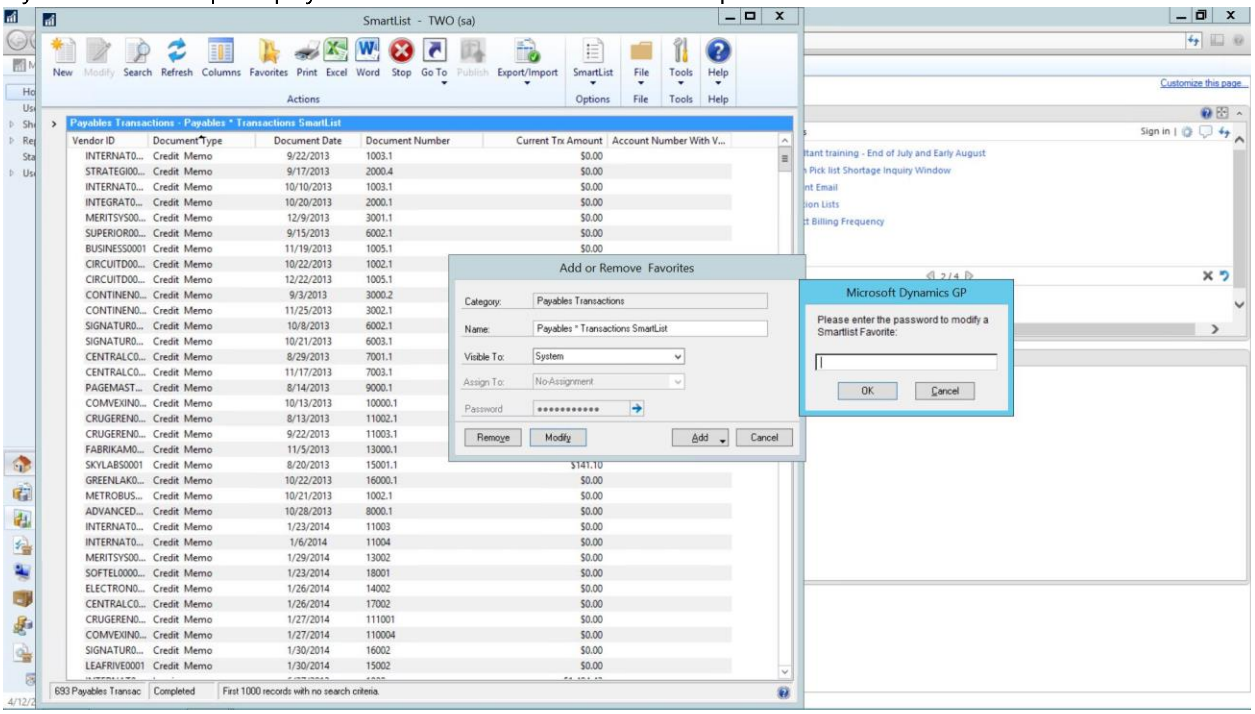
Windows

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

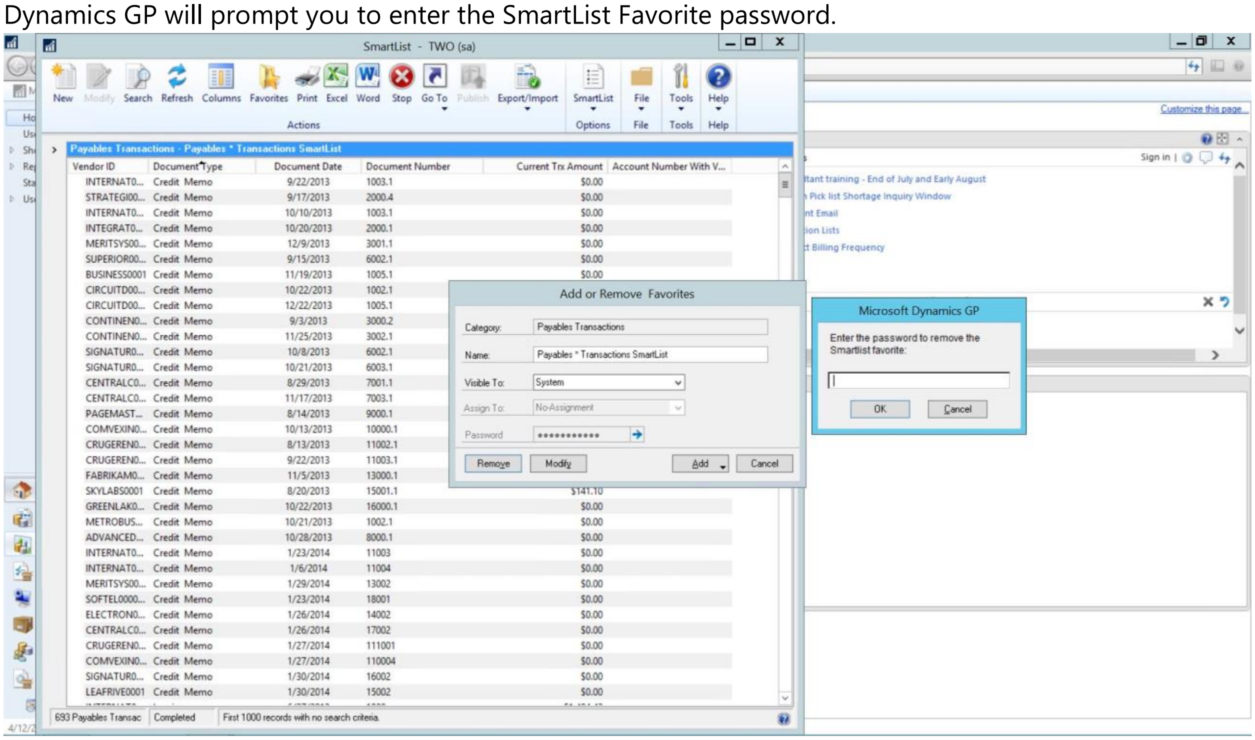
Add or Remove Favorites
To open the Add or Remove Favorites window: on the Microsoft Dynamics GP menu, point to SmartList, select SmartList, and click Favorites



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.



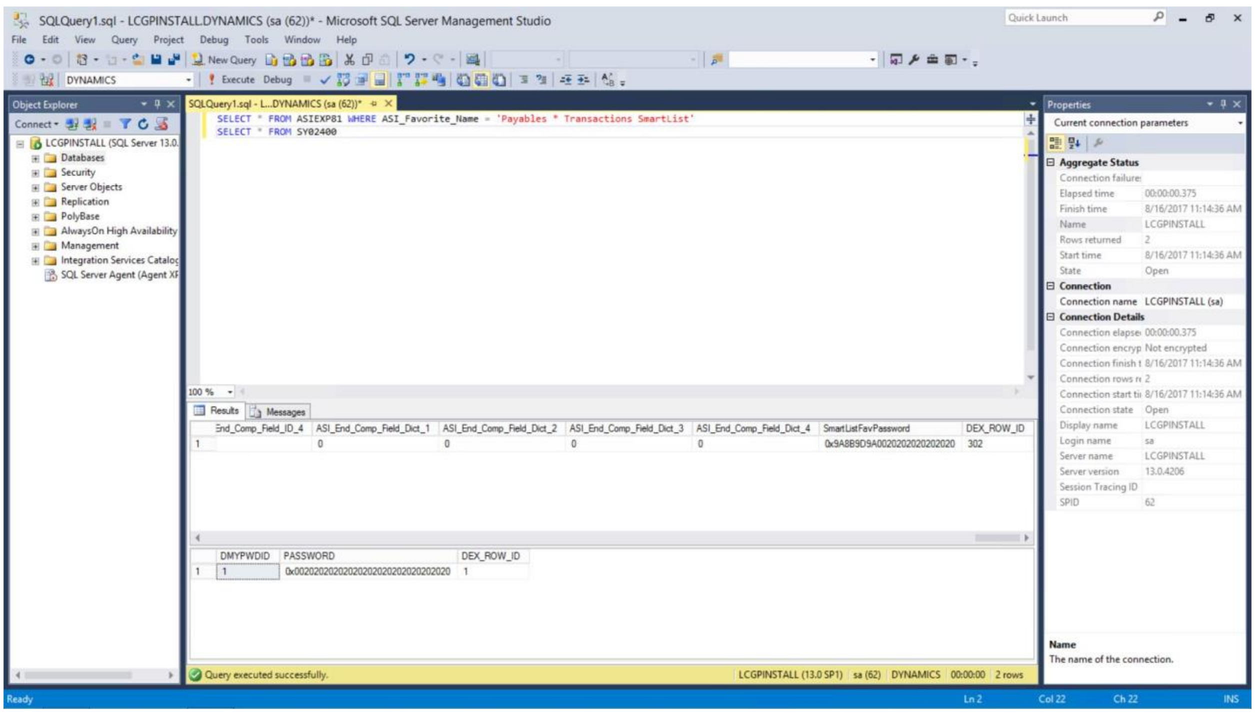
Once you have entered a Password to a SmartList, if you need to remove the SmartList, Microsoft Dynamics GP will prompt you to enter the SmartList Favorite password.



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

Table Modifications

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



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

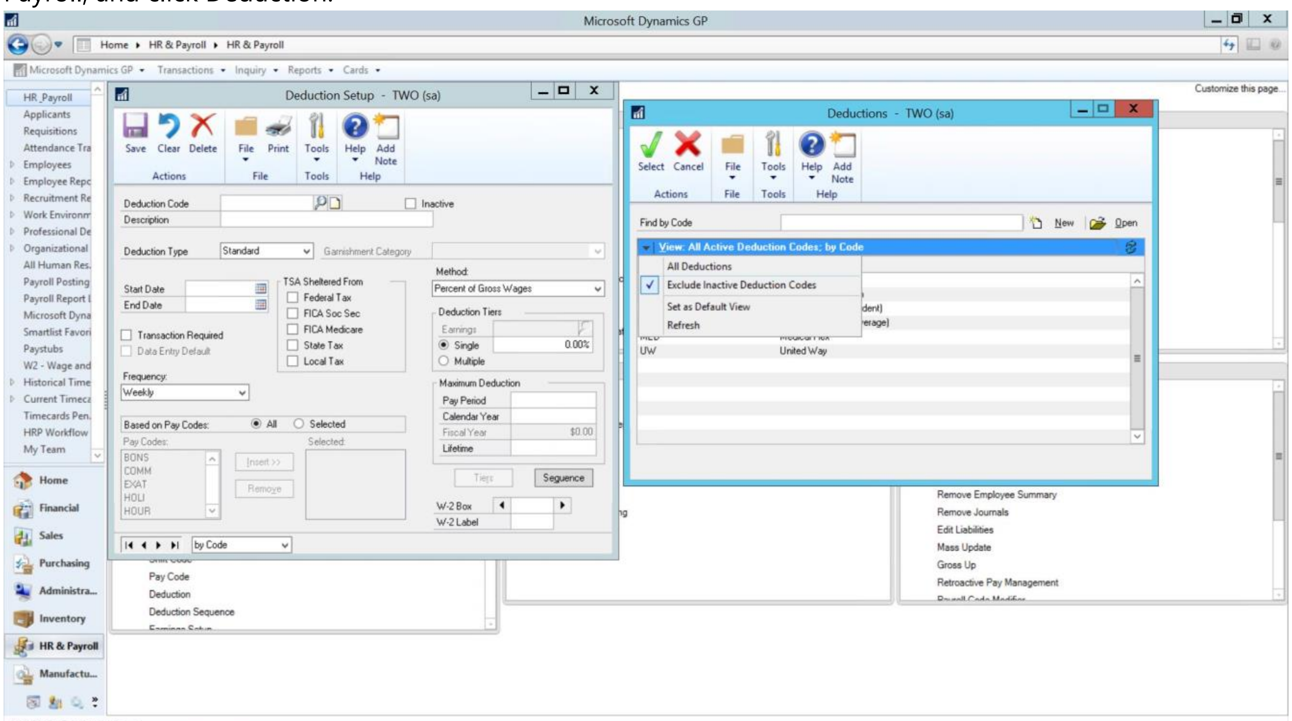
New functionality has been added to the Deductions lookup window to allow filtering to Exclude Inactive Deduction Codes. This allows the end user to view only active Deductions when searching.

Windows

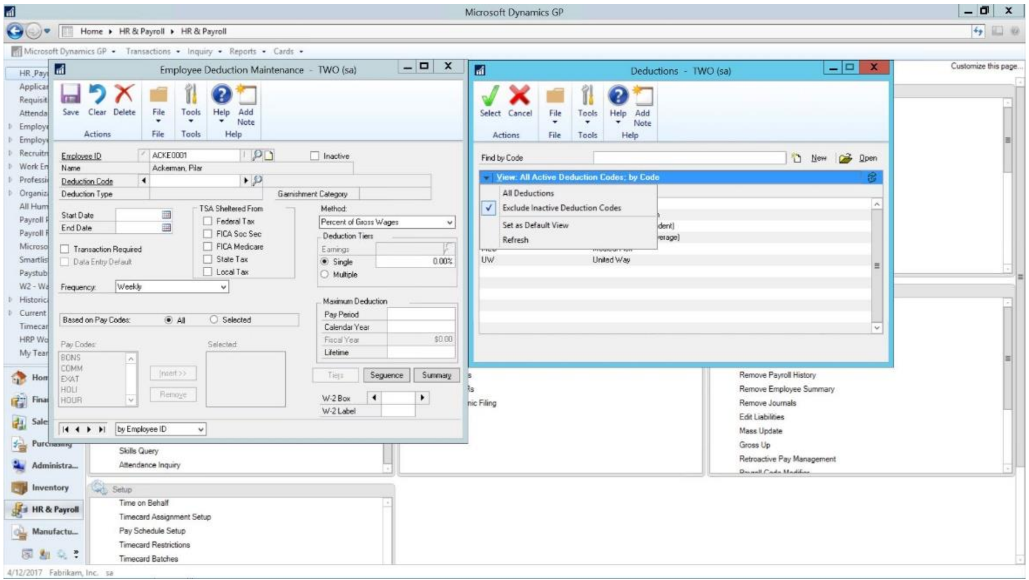
This new filtering option is available within the following windows:

Deduction Setup

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

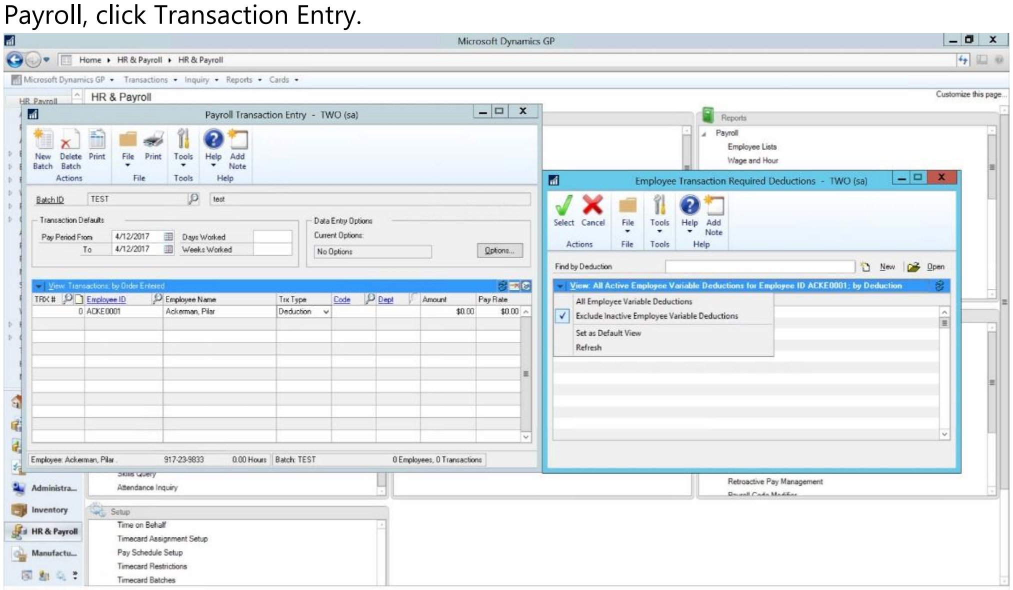


Employee Deduction Maintenance
To open the Employee Deduction Maintenance window: on the Cards menu, point Payroll, and click Deduction.



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.

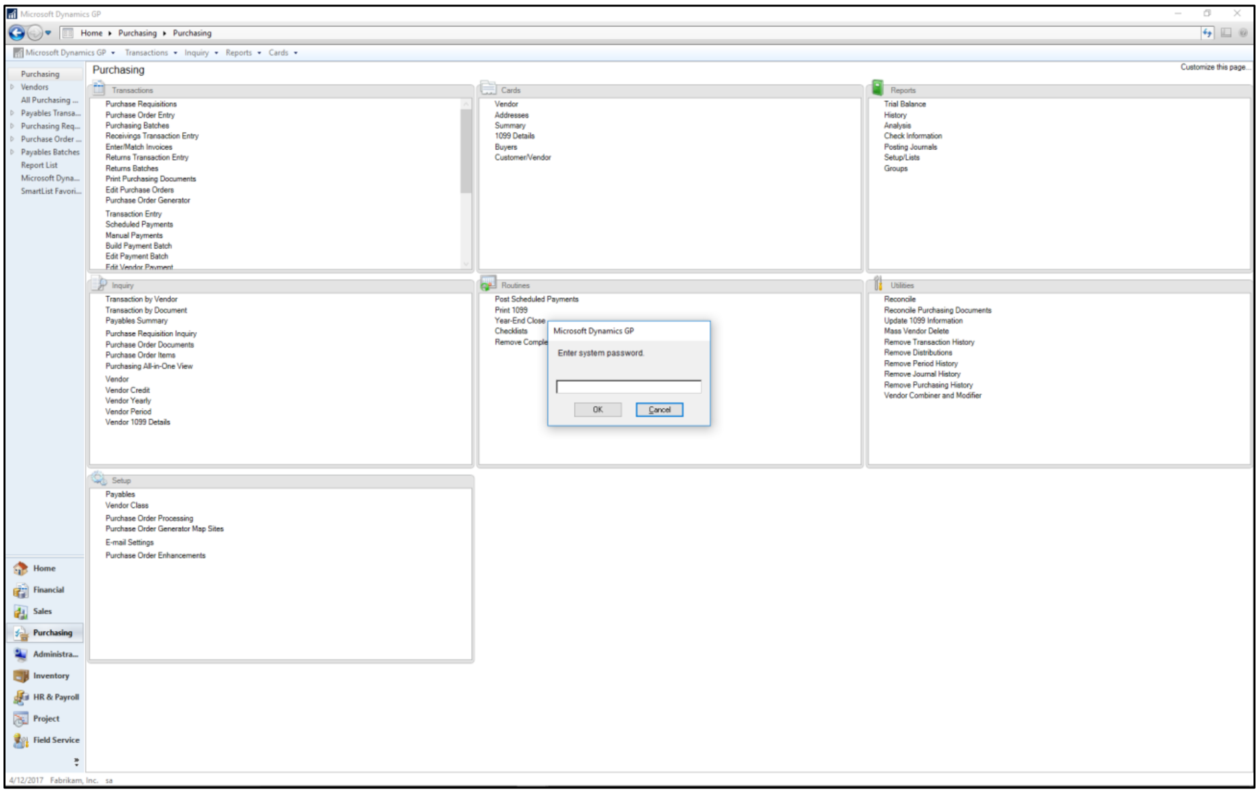


Note: The functionality to filter Deductions to Exclude Inactive Deduction Codes is not available in the Payroll Mass Transaction Entry window. This is since not every employee may have a specific deduction inactive. This also does not apply to the Human Resource windows.

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.

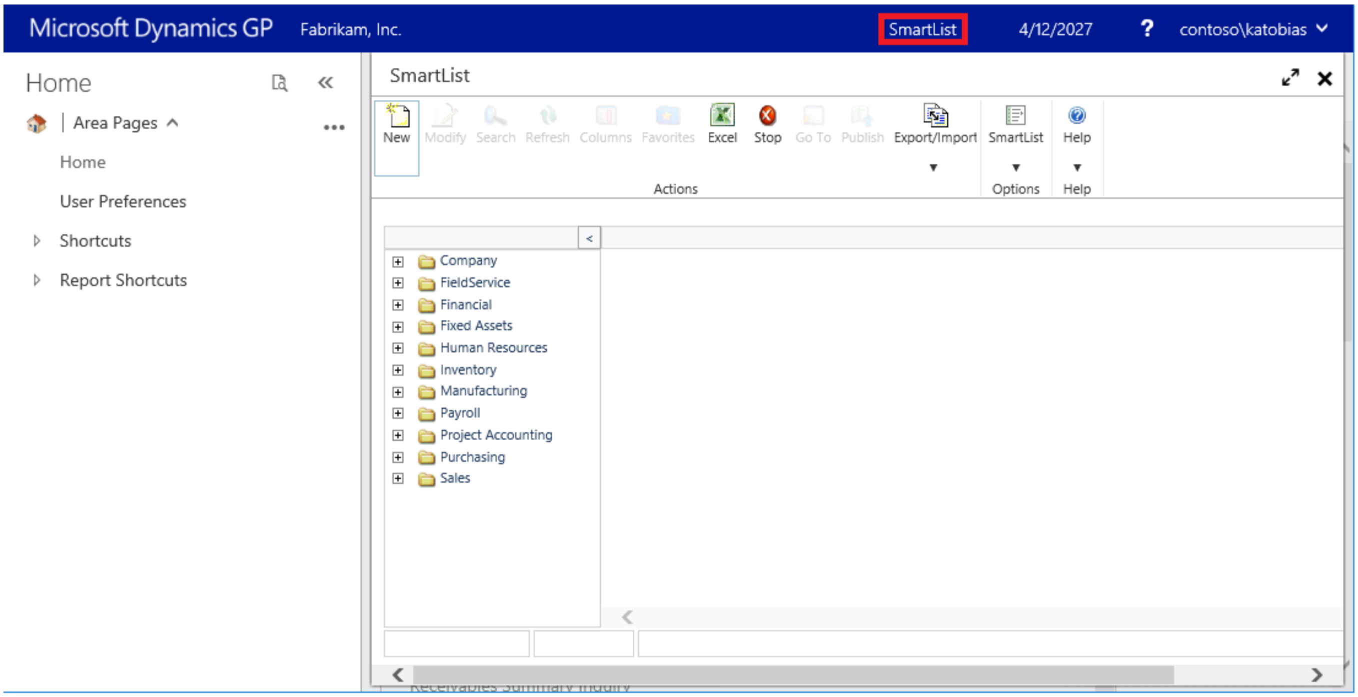


Note: There is no option in the system/system to toggle this on or off, it is an automatic function. There are no table changes related to this feature.

One Click Access to SmartList in Web Client

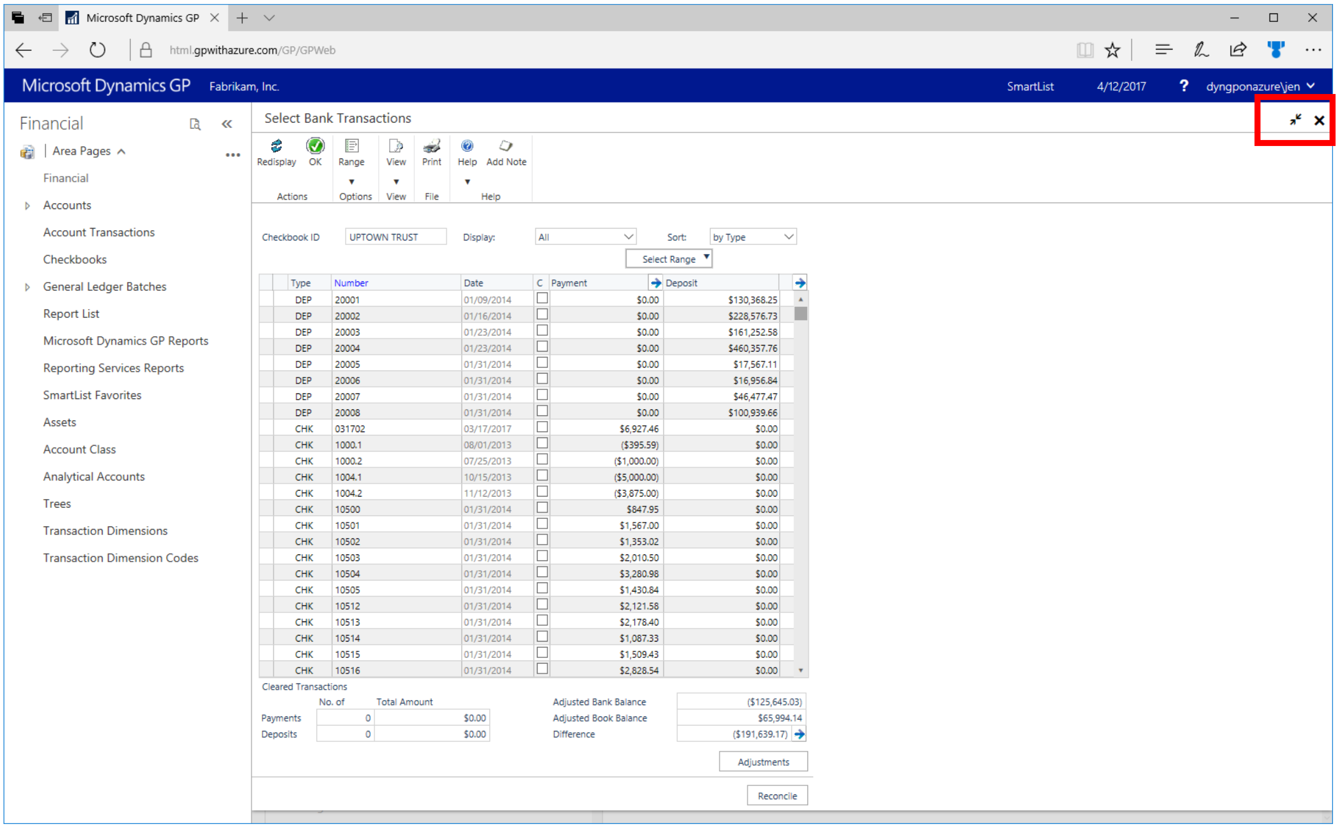
New functionality has been added to the Dynamics GP Web Client – allow quick one click access to SmartList.

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.



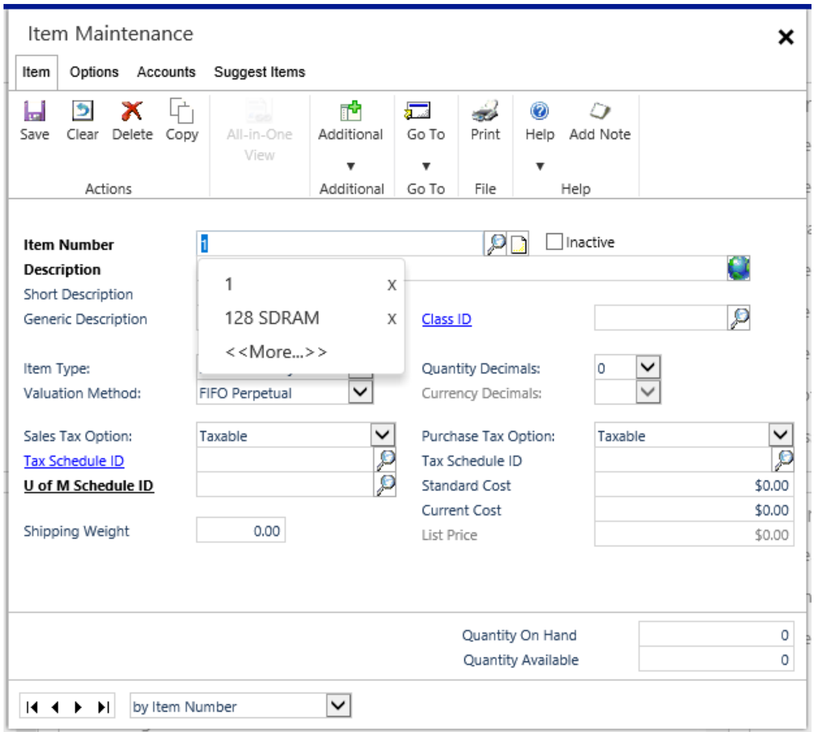
Autocomplete in Web Client

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.

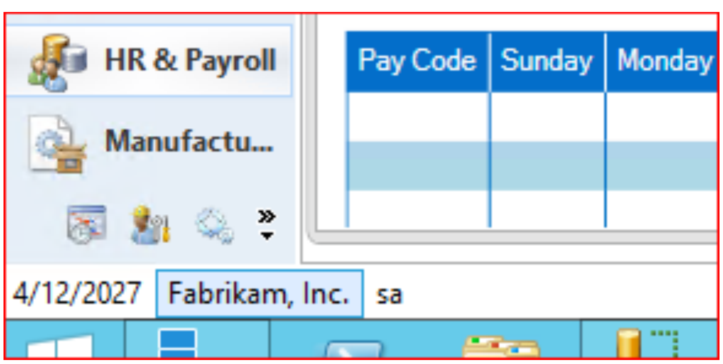
Items can be click on the drop-down menu, and the full value will be autocompleted on to the field.

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



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!!



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.

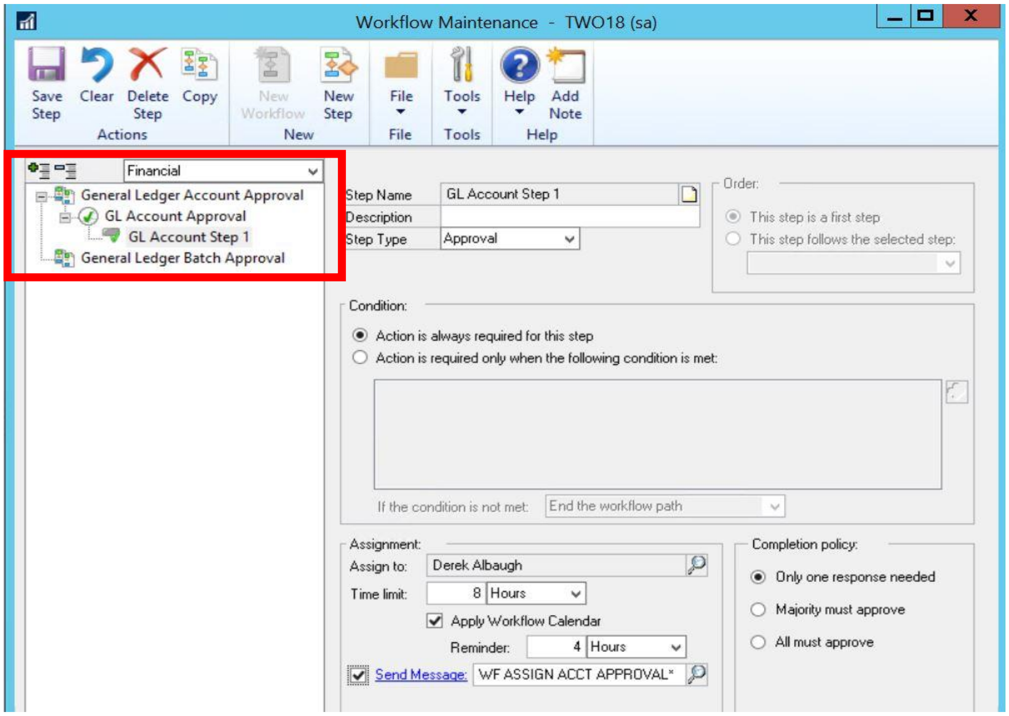
Overview

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.



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.

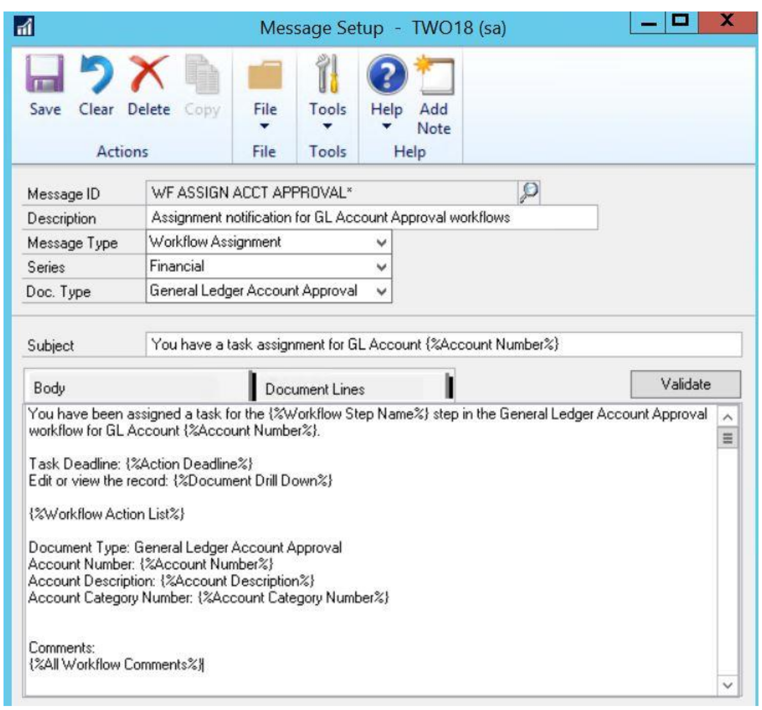


Table Changes

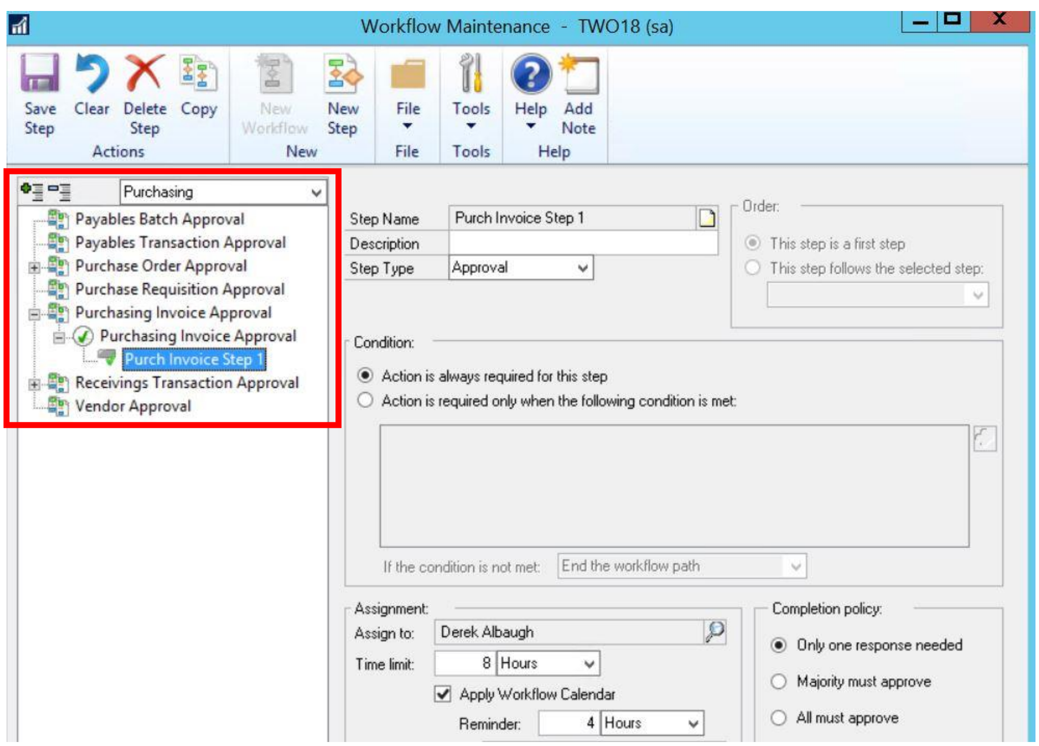
The Account Master (GL00100) will have a new column "Workflow Status" which will update according to the current workflow status on the transaction.

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 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.

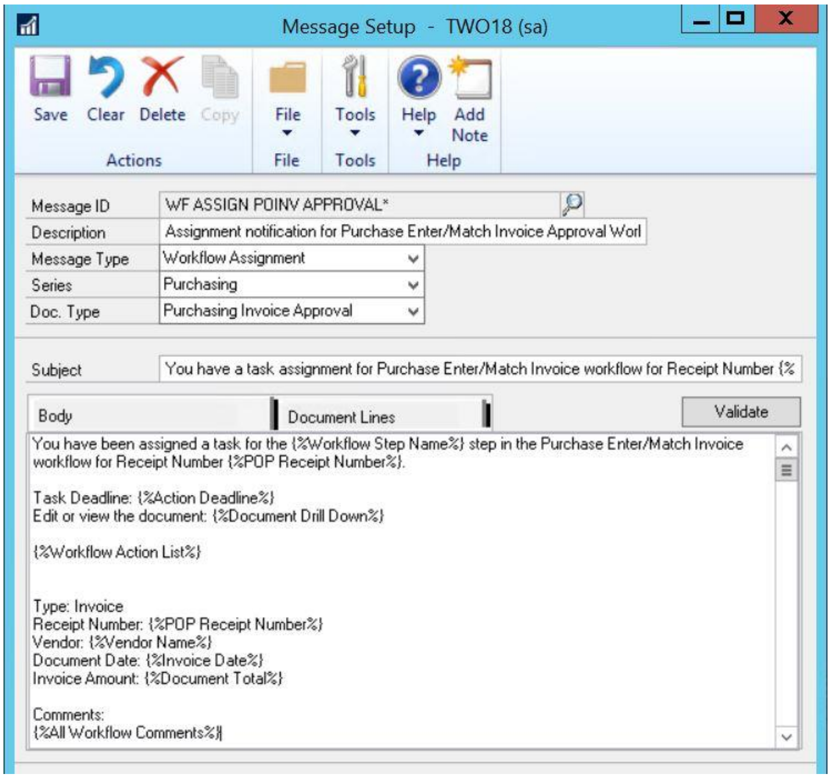


Table Changes

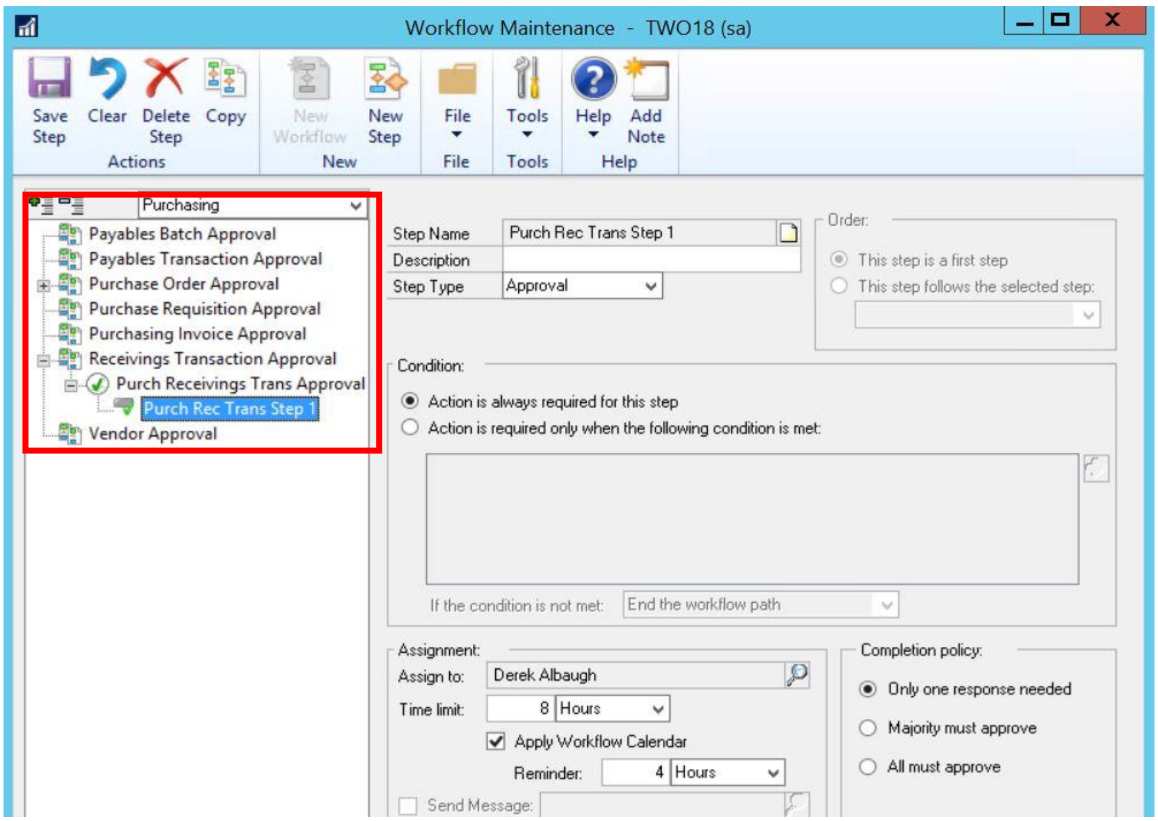
The Purchasing Receipt Work (POP10300) and Purchasing Receipt History (POP30300) will have a new column "Workflow Status" which will update according to the current workflow status on the transaction.

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 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.

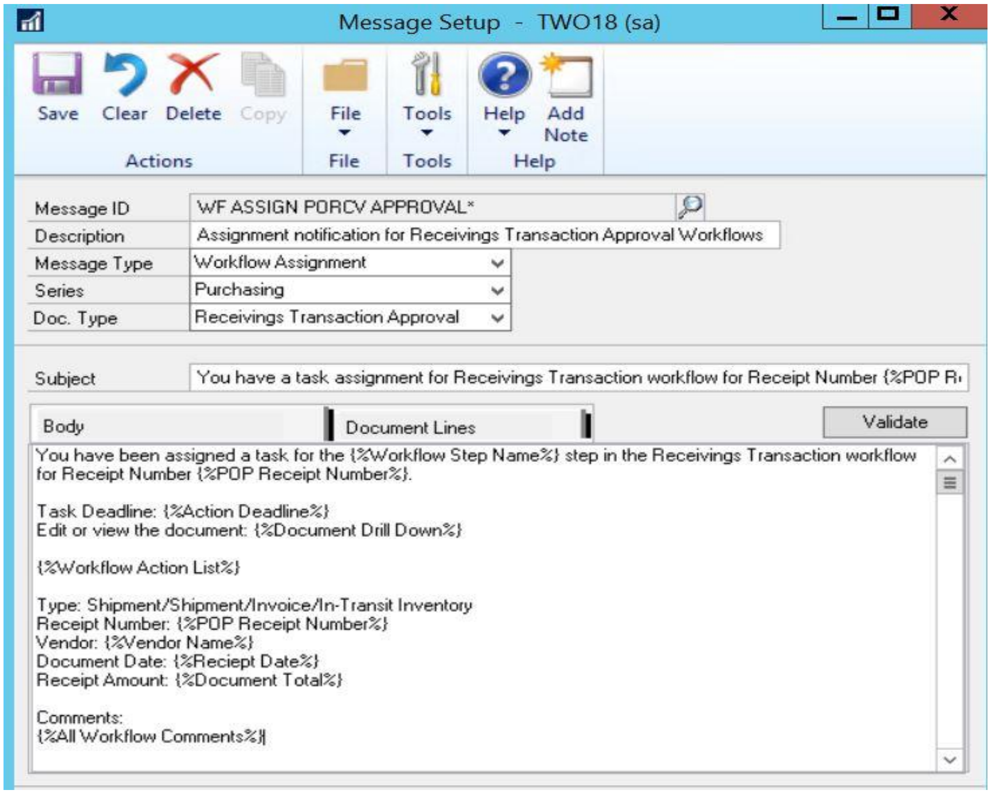


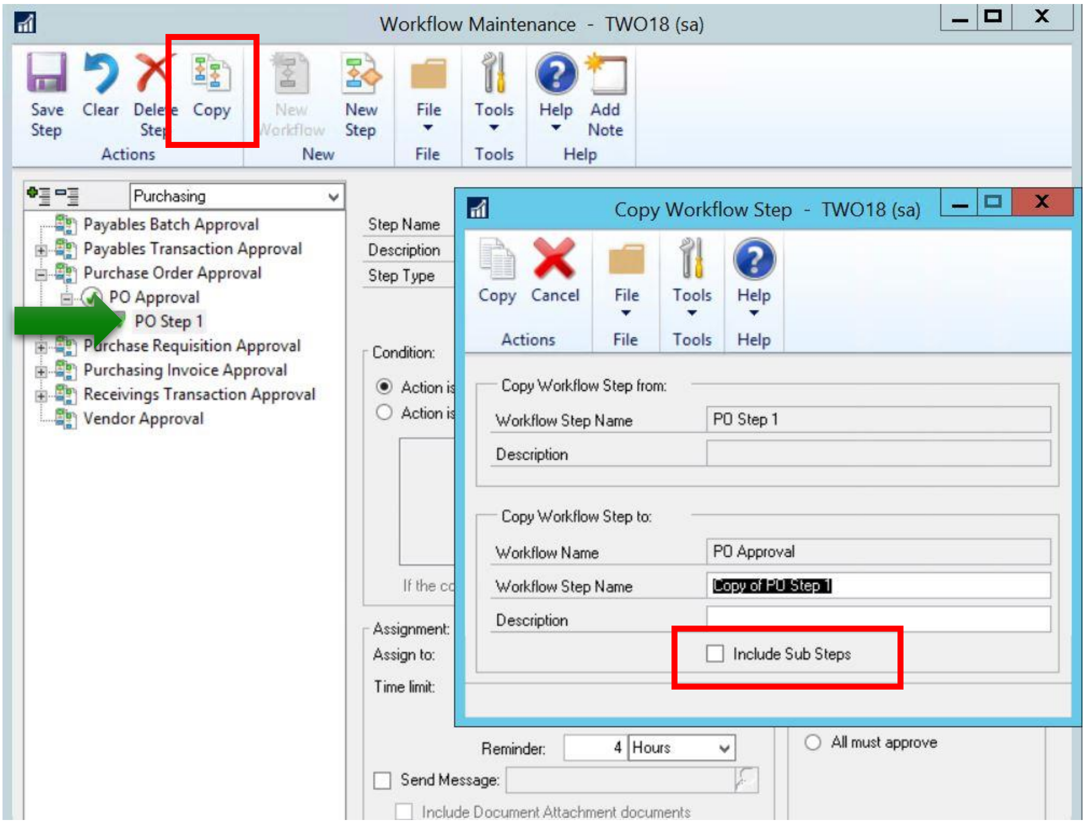
Table Changes

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.

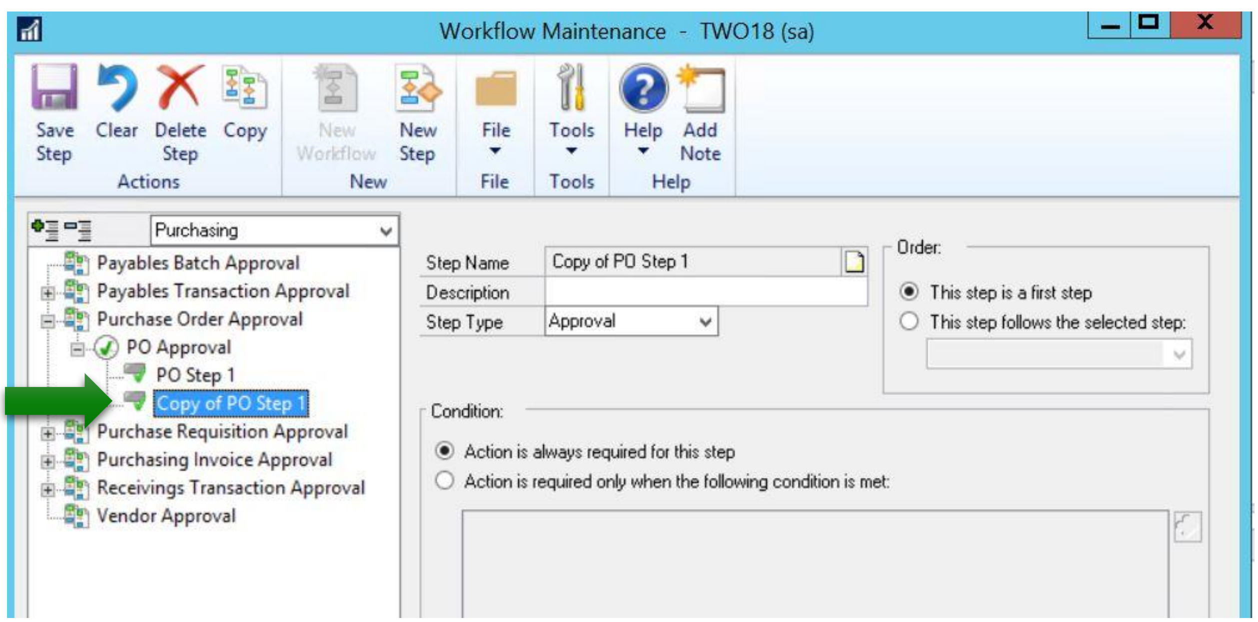
Table Physical Names	Table Technical Name	New field
POP10300	POP_Receipt	Workflow Status
POP30300	POP_ReceiptHist	Workflow Status

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.



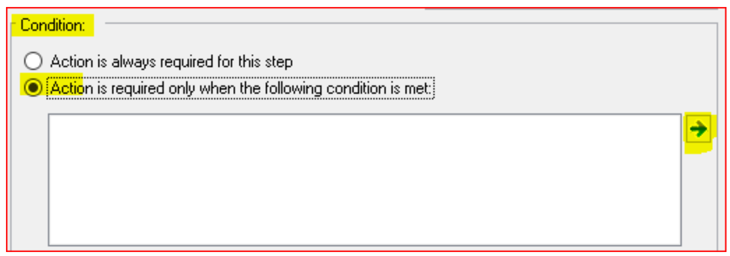
We have the option of only copying the selected workflow step itself, or we can mark the 'Include Sub Steps' option and copy all the secondary workflow steps that follow the workflow step we're copying.



Payables Transaction Workflow Additional Fields

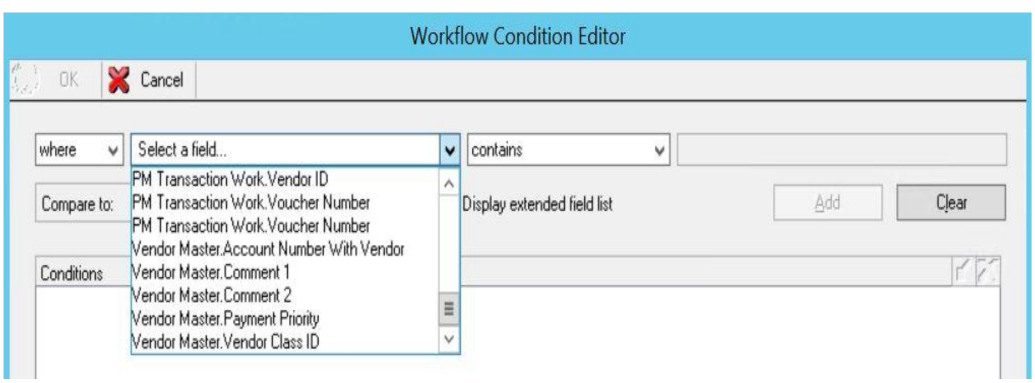
In Microsoft Dynamics GP 2018, for the Payables Transaction Approval workflow, we've added additional vendor fields, which are present when the 'Display extended field list' option is marked, in the Workflow Condition Editor window:

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



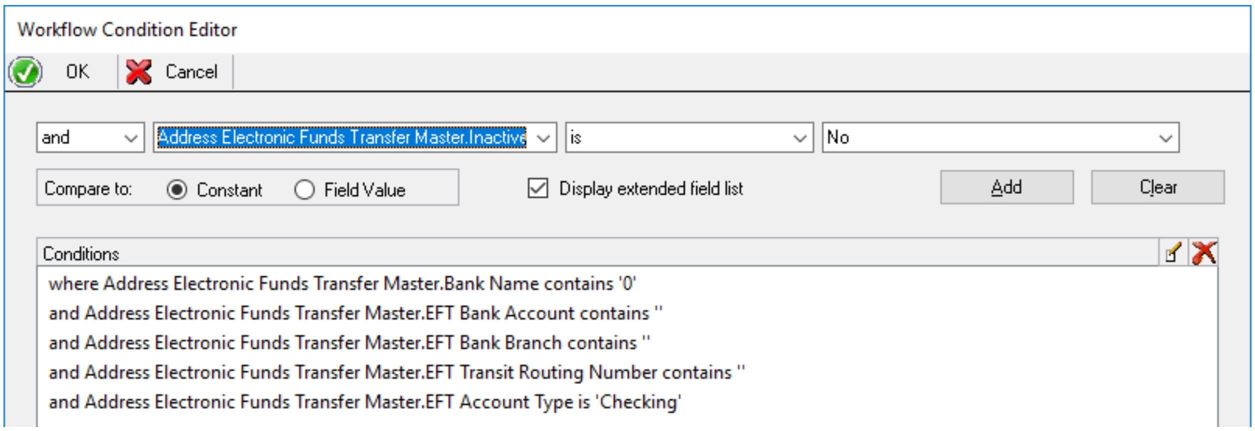
The additional vendor fields that are now available are:

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.

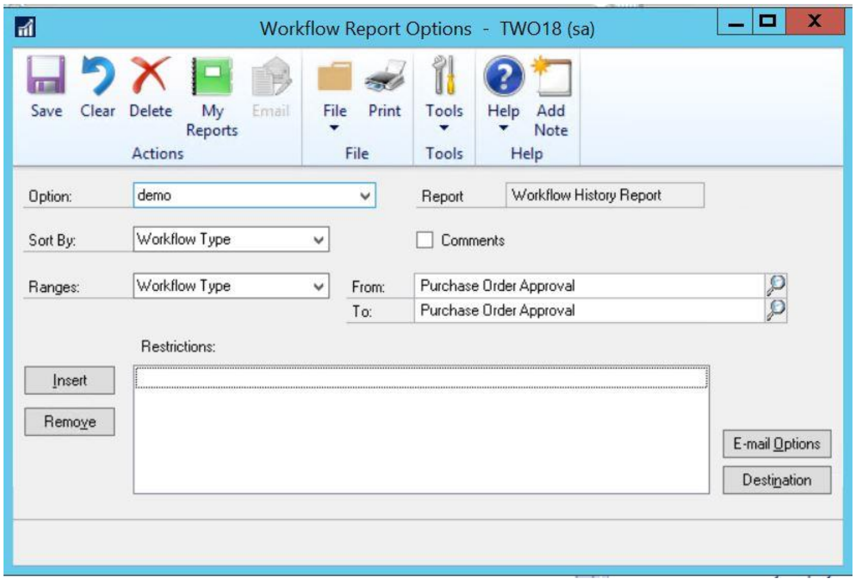
1. Bank Name
2. EFT Bank Code
3. EFT Account Type
4. Bank Country Code
5. Active/Inactive

Reporting for Workflow

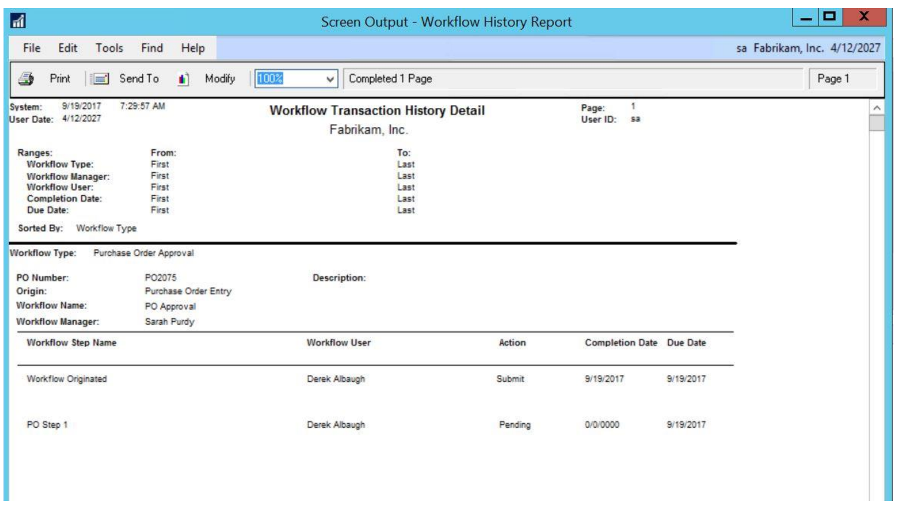
In Microsoft Dynamics GP 2018, we now have a Workflow Transaction History Detail report available to use.

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

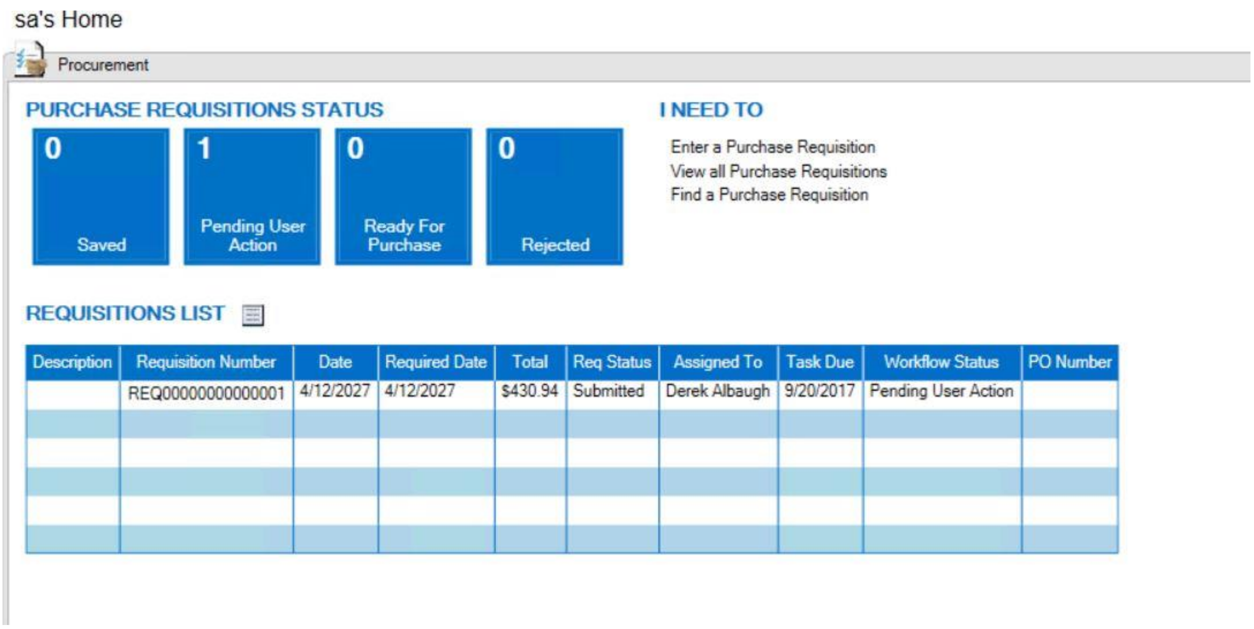
While the Workflow Transaction History Detail report itself pulls data from existing workflow tables, a new table Workflow History Report Options (WF70500) was created to store your saved options in the Workflow Report Options window.

Table Physical Names	Table Technical Name
WF70500	WF_Options_ROPT

Purchase Order Notification to Requisition Originator

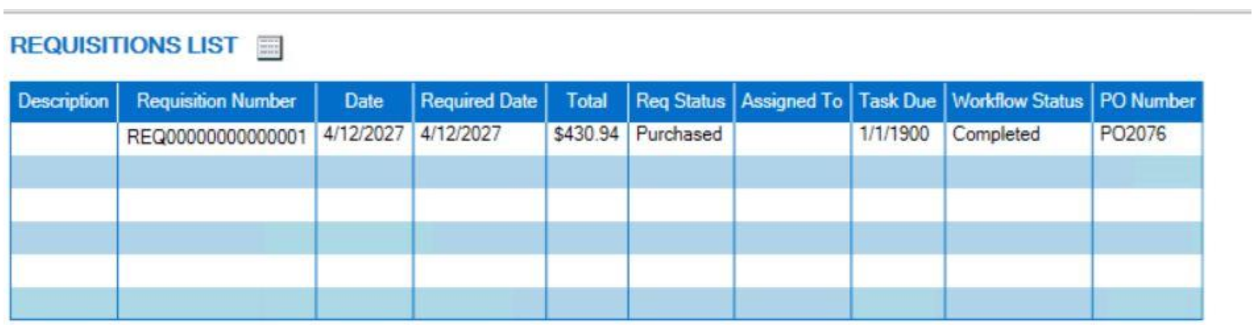
In the Procurement tile on the Home Page in Microsoft Dynamics GP 2018, a column has been added to the Requisition List for 'PO Number'.

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



Description	Requisition Number	Date	Required Date	Total	Req Status	Assigned To	Task Due	Workflow Status	PO Number
	REQ000000000000001	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:



Description	Requisition Number	Date	Required Date	Total	Req Status	Assigned To	Task Due	Workflow Status	PO Number
	REQ000000000000001	4/12/2027	4/12/2027	$430.94	Purchased		1/1/1900	Completed	PO2076

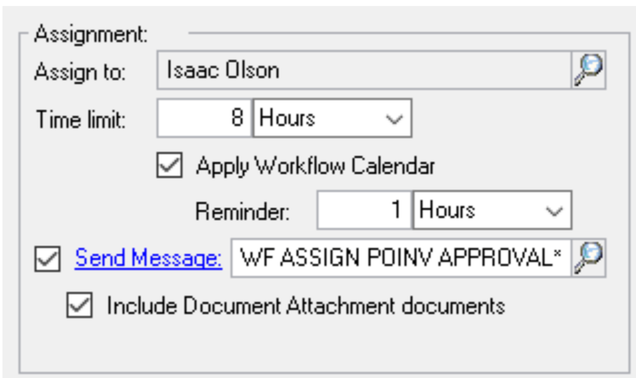
This column will also display in the available columns when the user right-clicks on the column header of the Purchase Requisition navigation list, chooses 'Columns', then marks the 'PO Number' column to display.

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.



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.

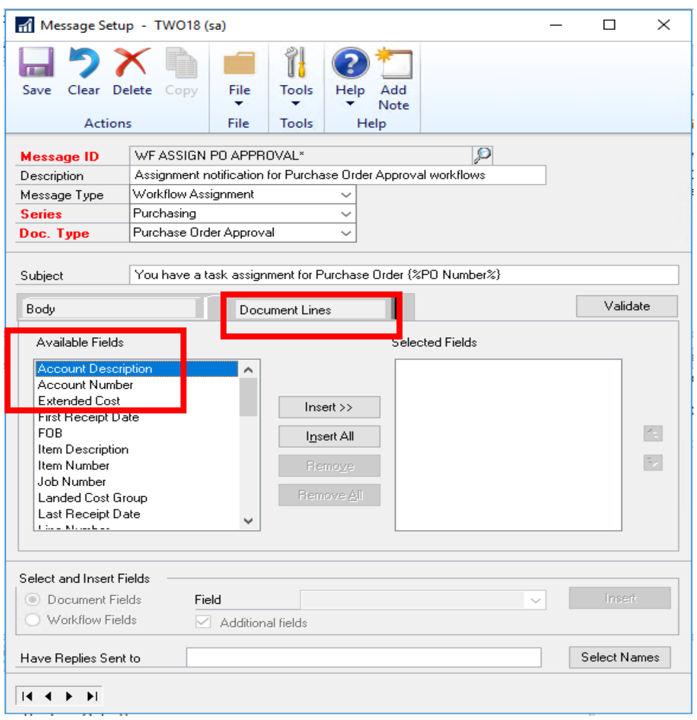
Table Physical Names	Table Technical Name	New field
WF100003	Workflow_Step	WFStepReminderTimeLimit
WF100003	Workflow_Step	WFStepRemTimeLimitUofM
WFI10003	Workflow_Step_Instance	WFStepReminderTimeLimit

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.

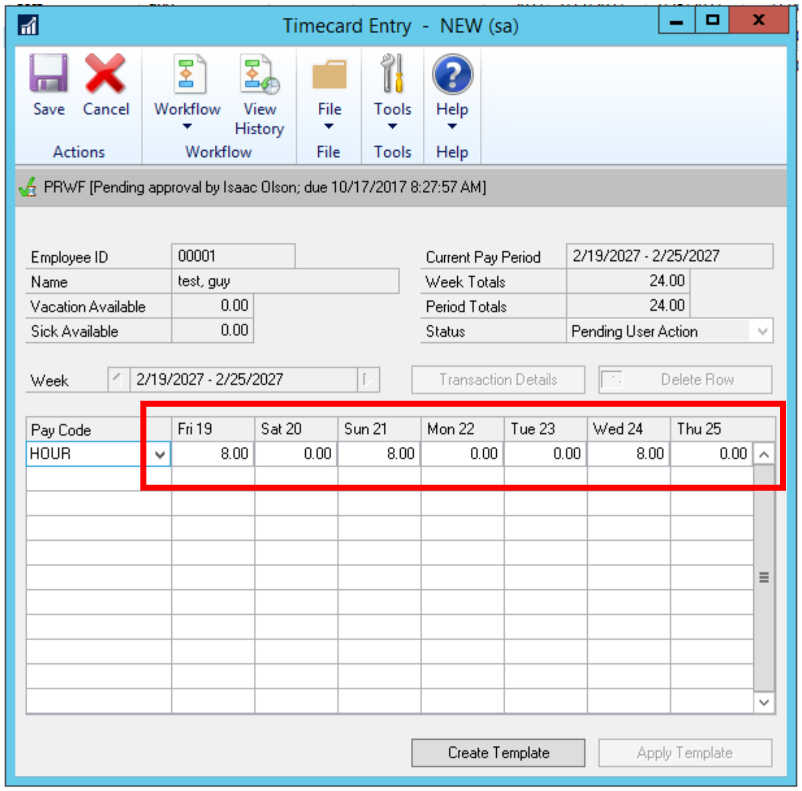


This is useful for users that know the Account Description versus the Account Number when going to approve items from a workflow.

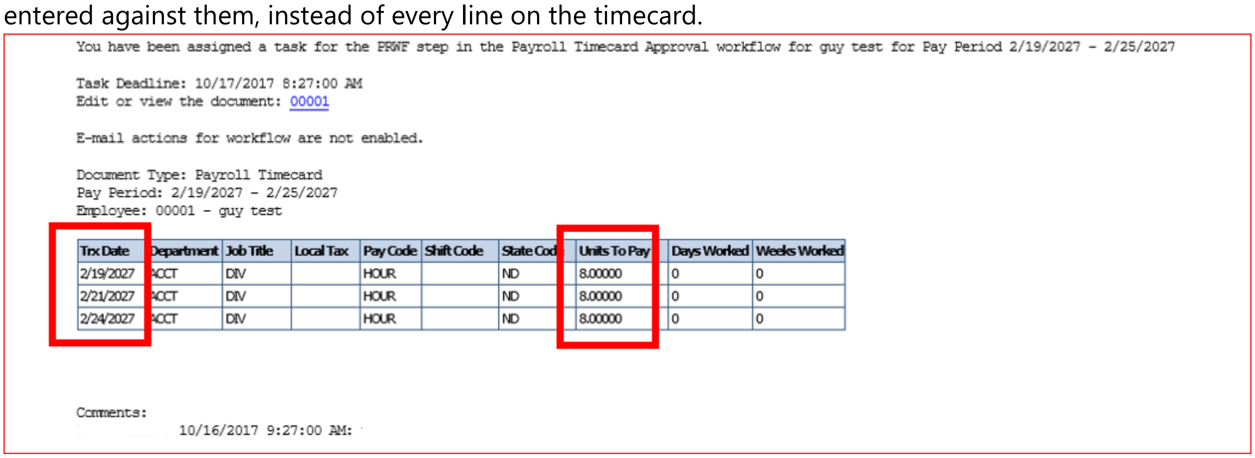
HRMSS Employee Email Changes for Timecards

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.



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 Cod	Units To Pay	Days Worked	Weeks Worked
2/19/2027	ACCT	DIV		HOUR		ND	8.00000	0	0
2/21/2027	ACCT	DIV		HOUR		ND	8.00000	0	0
2/24/2027	ACCT	DIV		HOUR		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

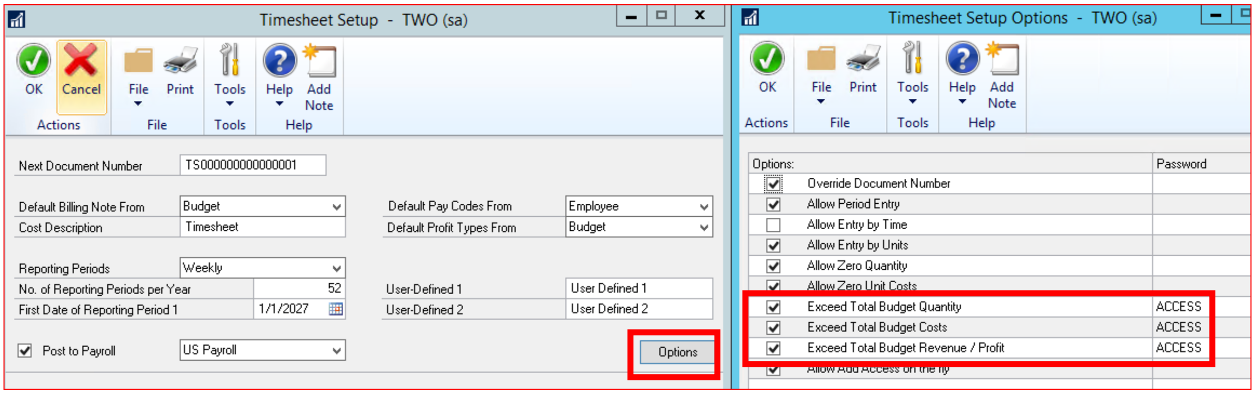
Project Time & Expense (PTE) Email Approval Functionality

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.

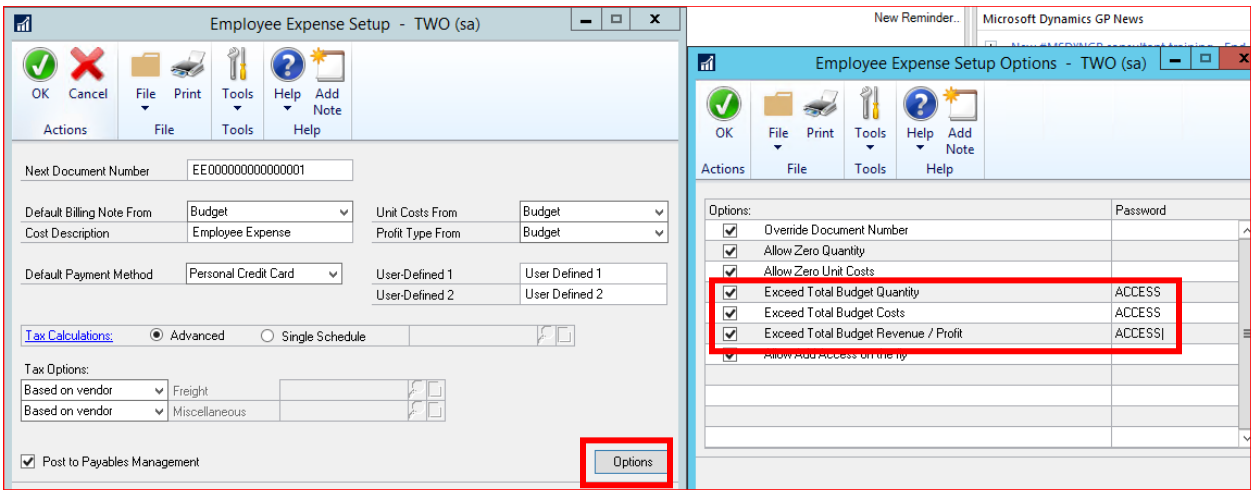
There are two areas this can be setup: Timesheets and Employee Expense.

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:



Employee Expense:



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.

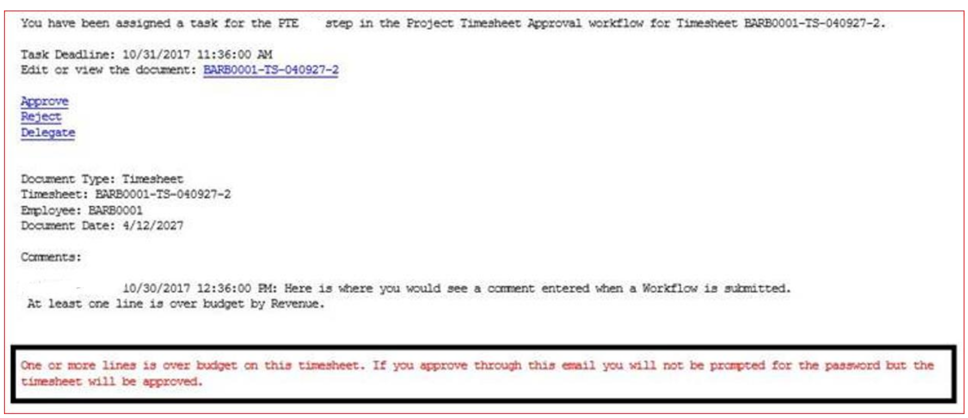
Exceed Total Budget Revenue/Profit - user will be able to submit and save time. When the approver is notified, they will receive a message in the email stating if they approve, they are allowing the user to exceed the budget for Revenue/Profit.

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:



You have been assigned a task for the PTE step in the Project Timesheet Approval workflow for Timesheet BARB0001-TS-040927-2.

Task Deadline: 10/31/2017 11:36:00 AM
Edit or view the document: BARB0001-TS-040927-2

Approve
Reject
Delegate

Document Type: Timesheet
Timesheet: BARB0001-TS-040927-2
Employee: BARB0001
Document Date: 4/12/2027

Comments:

10/30/2017 12:36:00 PM: Here is where you would see a comment entered when a Workflow is submitted.
At least one line is over budget by Revenue.

One or more lines is over budget on this timesheet. If you approve through this email you will not be prompted for the password but the timesheet will be approved.

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.