



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

# Microsoft Dynamics GP 2018 R2



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

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# Microsoft Dynamics GP 2018 R2 Features



This course/module was created for Partners and Customers.



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



After this course/module you will be able to:

Understand the Microsoft Dynamics GP 2018 R2 Feature key areas:

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

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



Resource lookup information.



An activity for partners.



Additional note information.



A group activity.

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# Financials Enhancements



After this lesson you will be able to:

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

## Monthly and BiMonthly Recurring Batches

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

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

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



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

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



**Important Note:**

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

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

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

## Payables Batch Entry window

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

Payables Batch Entry - TWO (sa)

Batch ID: MONTHLY    Origin: Payables Trx Entry

Comment:

Frequency: Monthly

Use last day of the month

Posting Date: 4/30/2027

Check Date: 0/0/0000

Recurring Posting: 0

Days to Increment: 0

Last Date Posted:

Times Posted:

Checkbook ID: UPTOWN TRUST

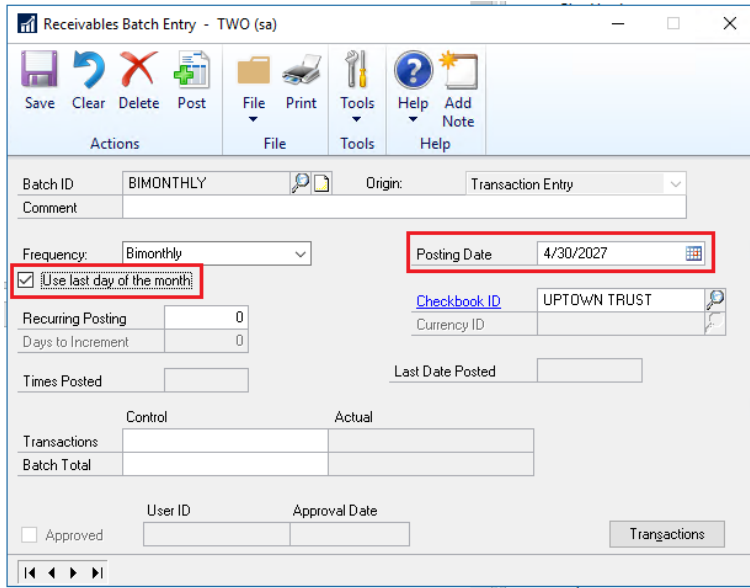
Currency ID:

	Control	Actual
Transactions		
Batch Total	\$0.00	\$0.00

Approved:     User ID:    Approval Date:    Transactions

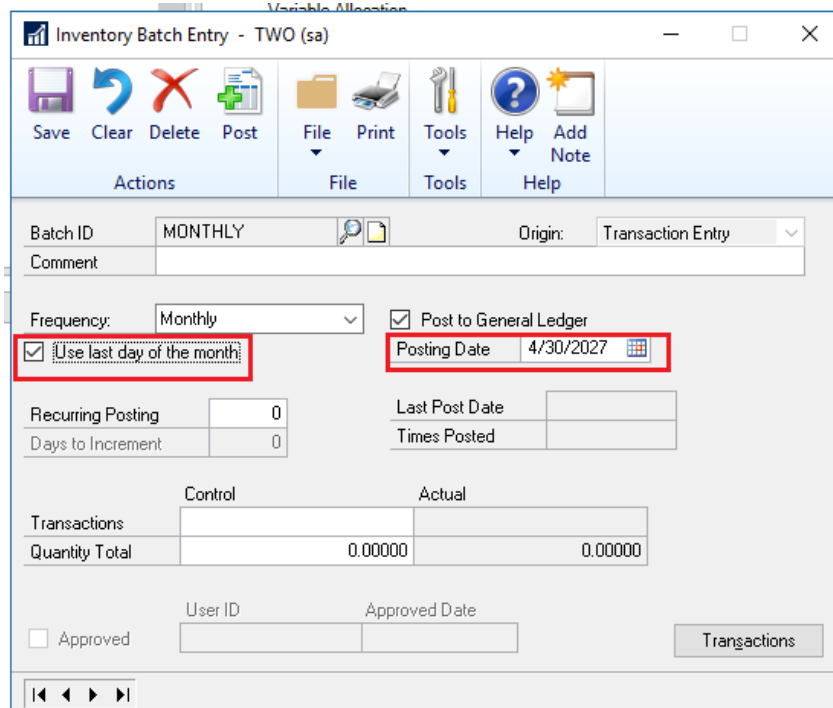
## Receivables Batch Entry window

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




## Inventory Batch Entry window

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





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

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


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

## Changes to Tables

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

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

**In the SY00500 table:**

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

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

# Transaction Level Post Through GL

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

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




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

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

## Changes to Windows

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

The screenshot shows the 'Posting Setup - TWO (sa)' window. The 'Series' is set to 'Sales' and the 'Origin' is 'All'. The 'Post to General Ledger' checkbox is checked. The 'Post Through General Ledger Files' checkbox is also checked and highlighted with a red box. The 'Allow Transaction Posting' checkbox is checked. The 'Create a Journal Entry Per' section has 'Transaction' selected. The 'Posting Date From' section has 'Batch' selected. The 'If Existing Batch' section has 'Create New' selected. The 'Reports' section shows three reports: 'Revaluation Journal', 'Revaluation Register-Detail', and 'Revaluation Register-Summary', all with their respective checkboxes checked.


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

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

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

## Changes to Tables

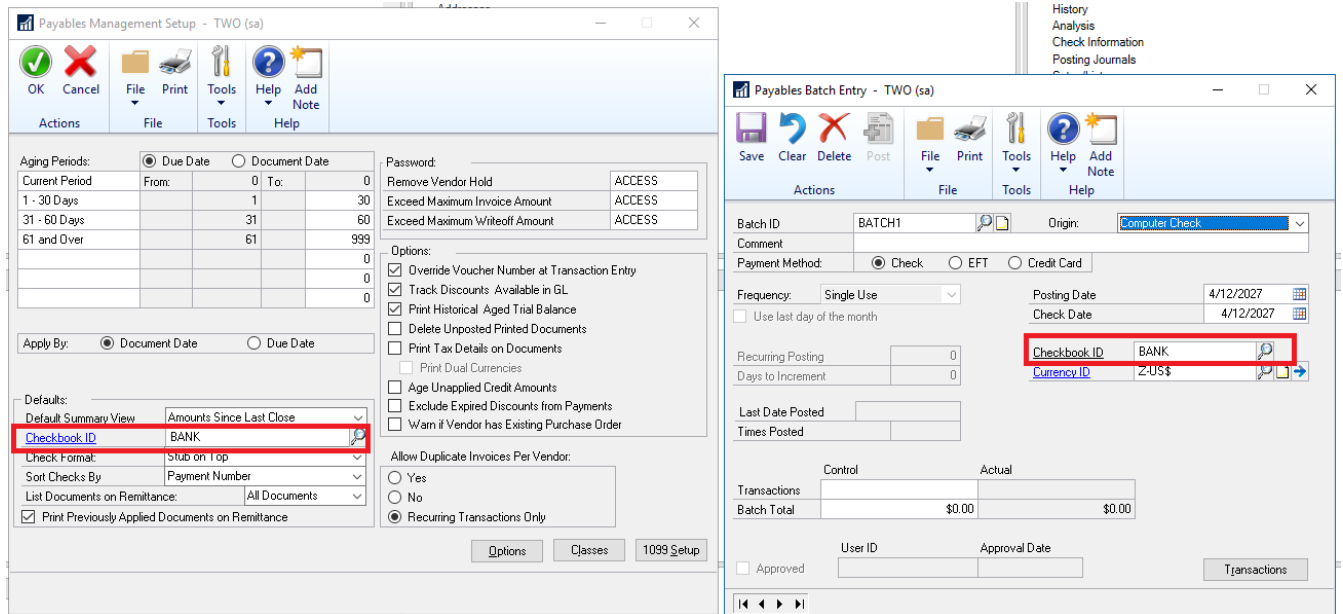
The 'TRXPostingThruGL' column was added to the SY02300 table to accommodate the new Transaction Level Post Through GL functionality.

 In the SY02300 table:  
 TRXPostingThruGL = 1 means the Post Through General Ledger File option is marked for Transaction Level Posting  
 TRXPostingThruGL = 0 means the Post Through General Ledger File option is not marked for Transaction Level Posting

# Checkbook ID Defaults on Computer Check Batch

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

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



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

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


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

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

# Option Not to Show Inactive Checkbooks in Lookup Windows

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

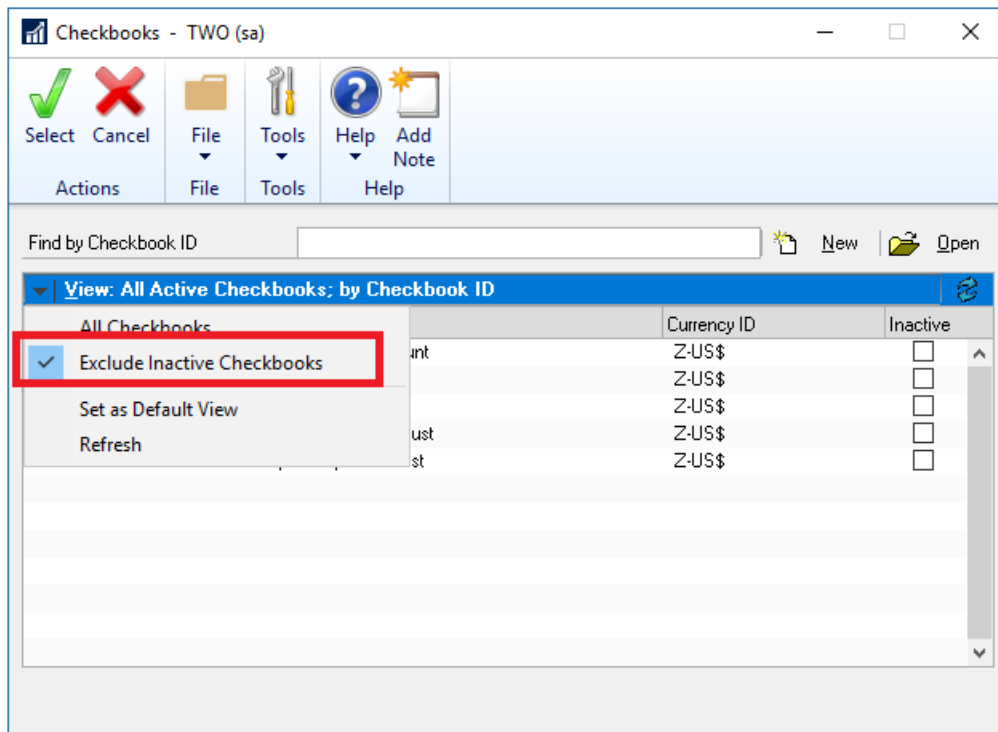
We are simplifying the default checkbook on batches and making the lookup easier with an option to not see inactive checkbooks.

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

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

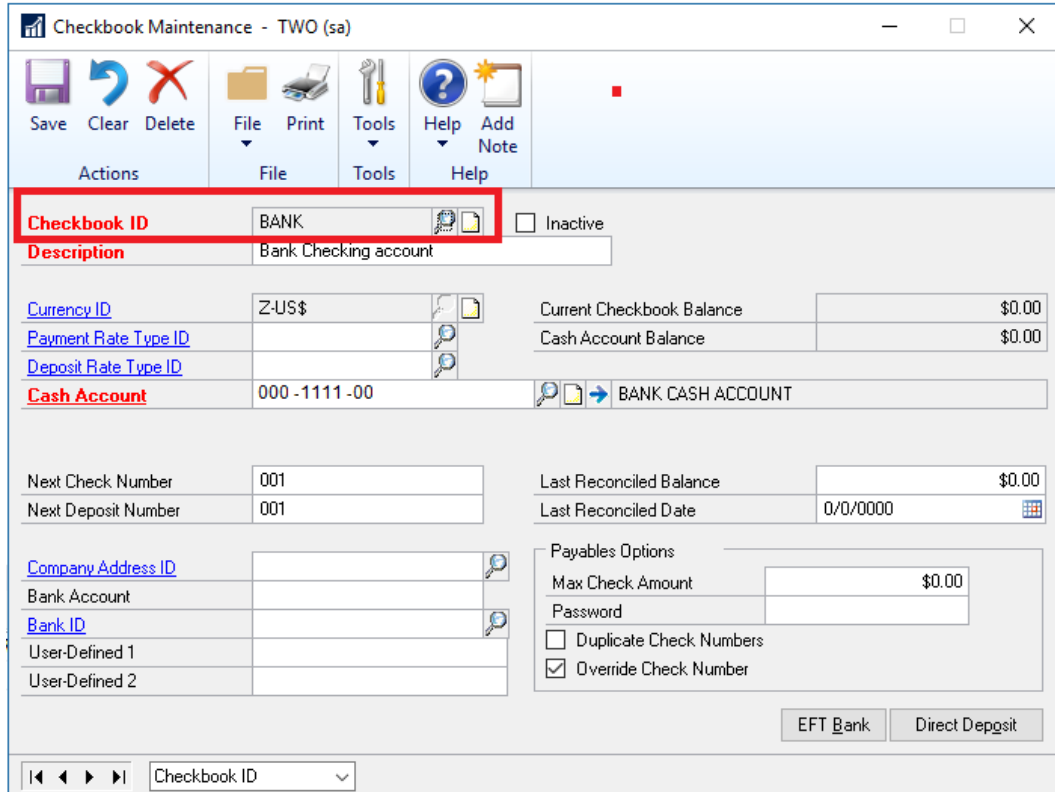
## Changes to Windows

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



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

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



## Changes to Tables

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

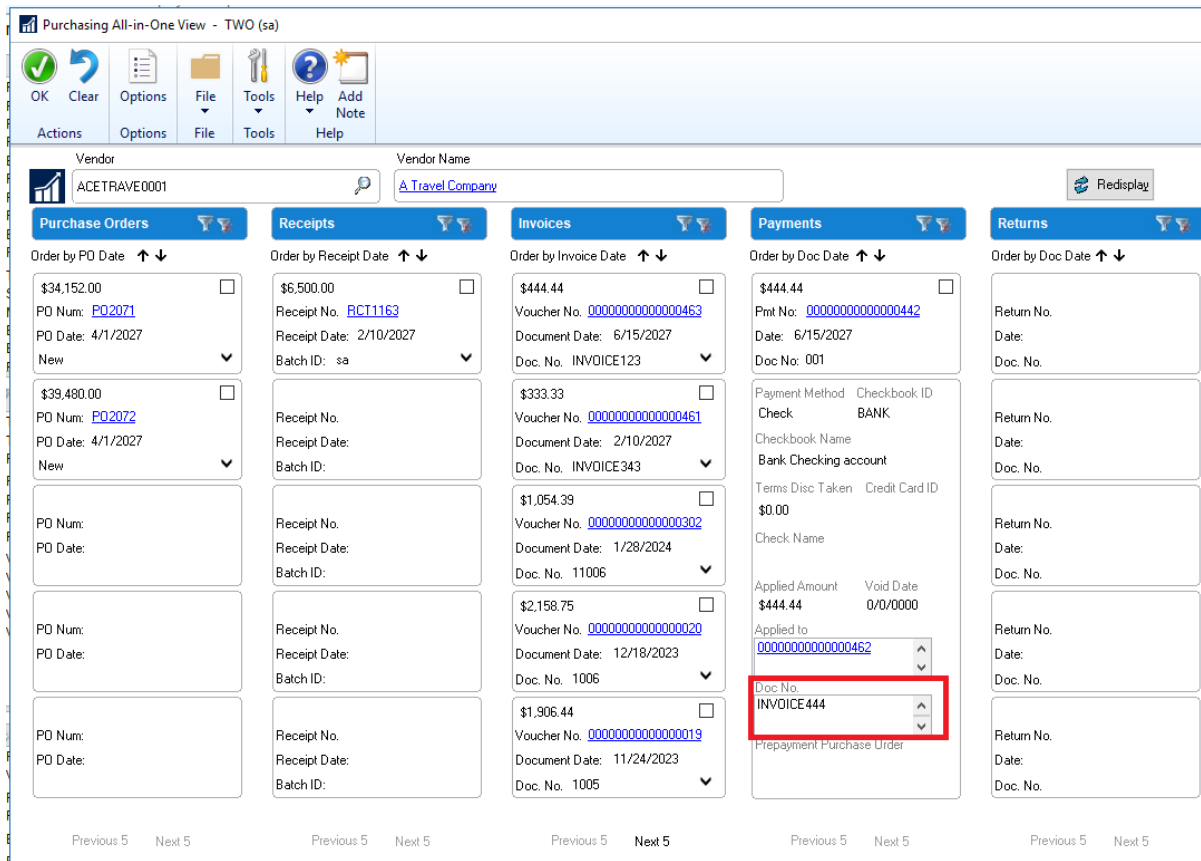
# Add Vendor Document Number to Purchasing All-In-One View Window

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

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

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

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

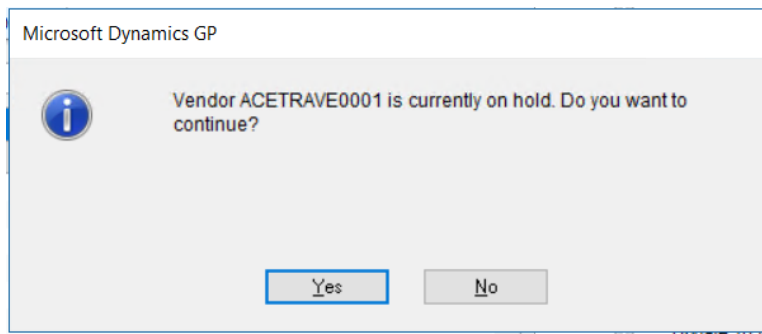


# Display Vendor Hold Status When Entering Transactions and in Inquiry Windows

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

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

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



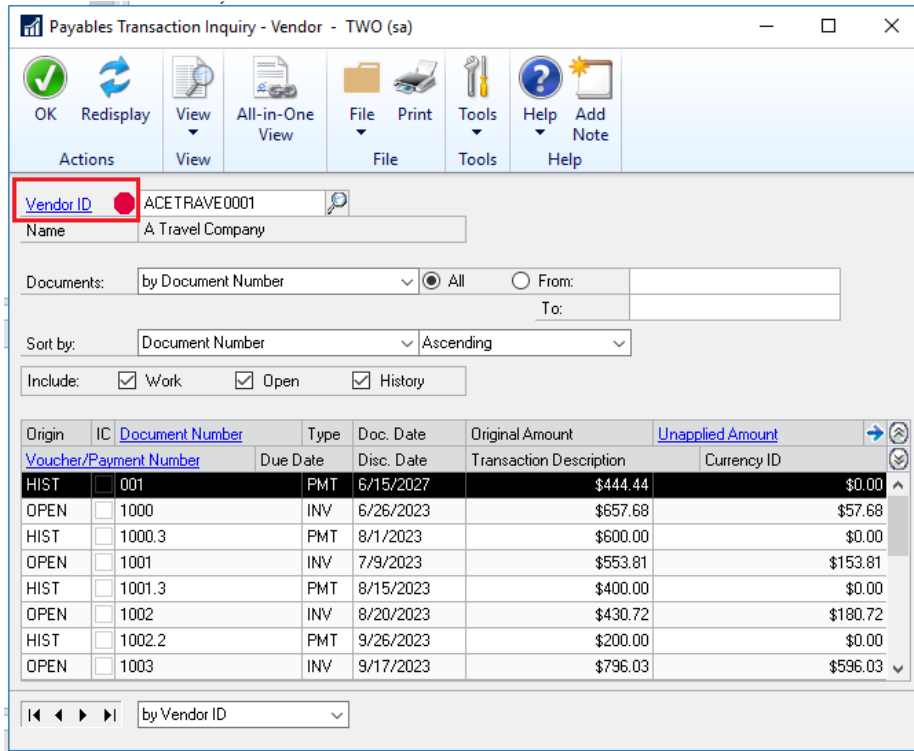
## Changes to Windows

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

### Payables Transaction Inquiry - Vendor window

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

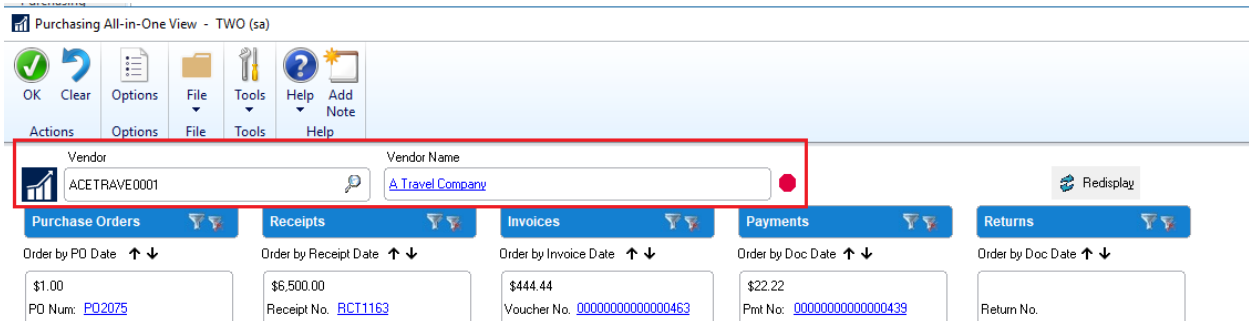




If the vendor is on 'Hold' the red icon will be displayed. If the vendor is not on hold, the red icon will not be displayed.

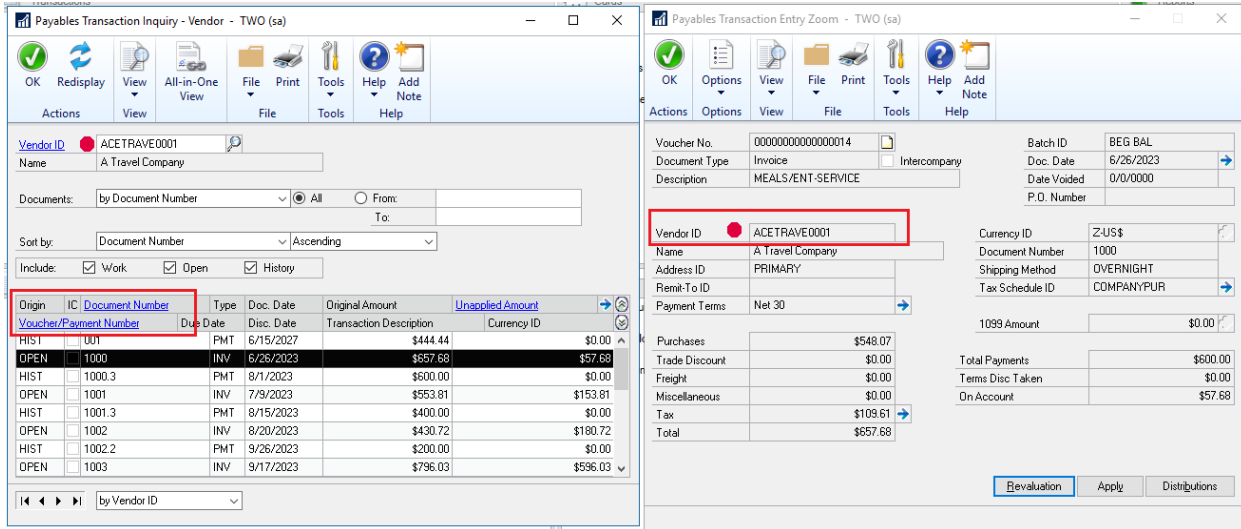
## Purchasing All-in-One View window

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



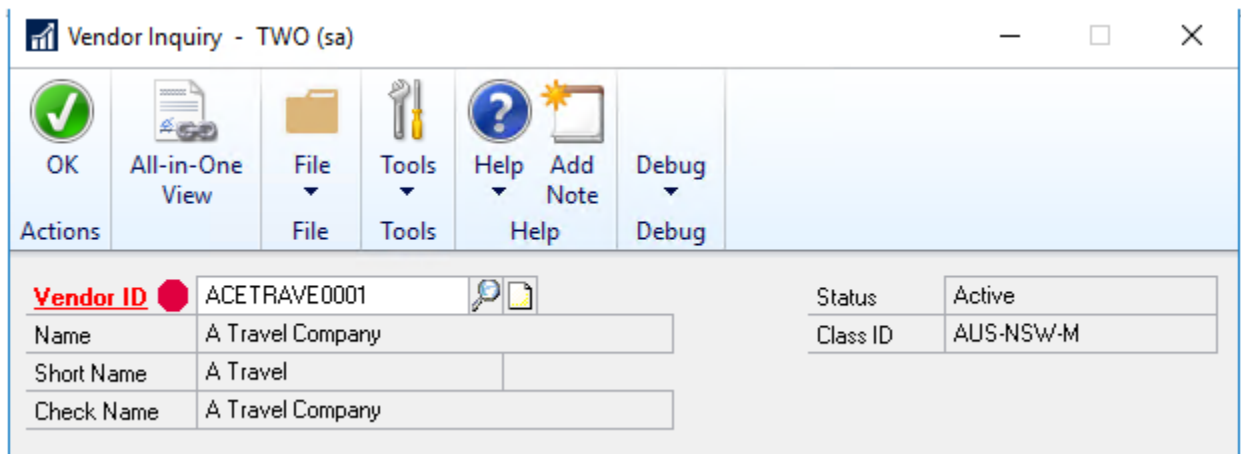
## Payables Transaction Entry Zoom windows

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



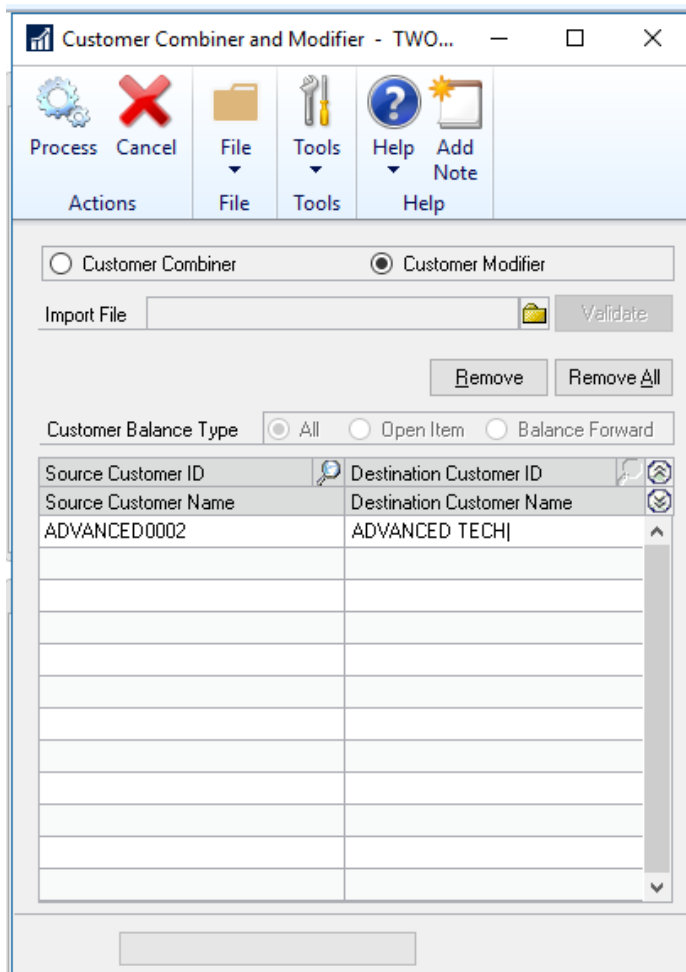
## Payables Vendor Inquiry window

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



# Retain Ship-To-Address Name with Customer Modifier

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



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

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

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

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

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

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


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

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

**EFT Bank**

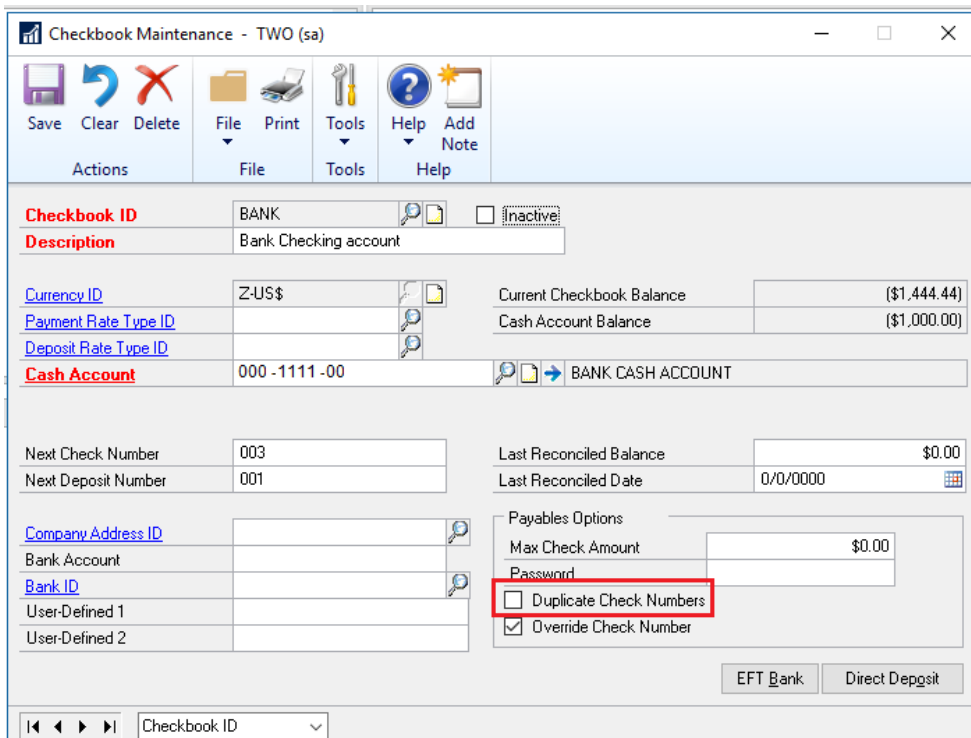
# Option to Not Allow Duplicate Check Numbers for Bank Transaction Entry, Miscellaneous Checks, and Payroll Manual Checks

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

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

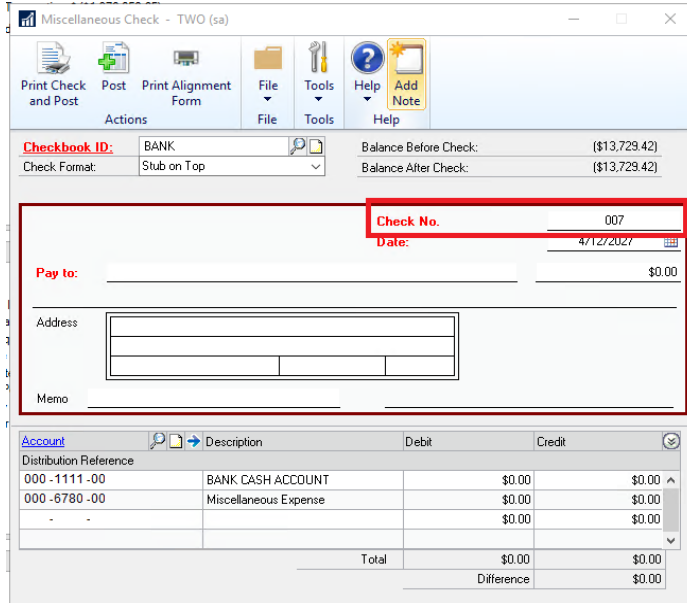
## Checkbook Maintenance window

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



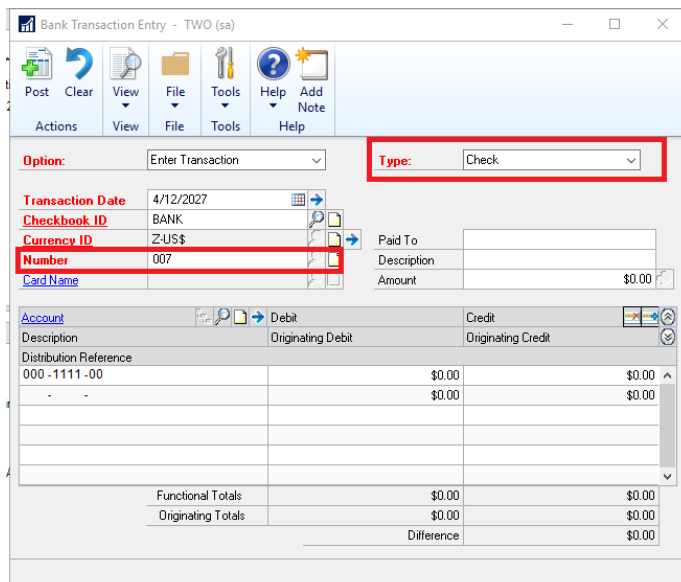
## Miscellaneous Check window

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



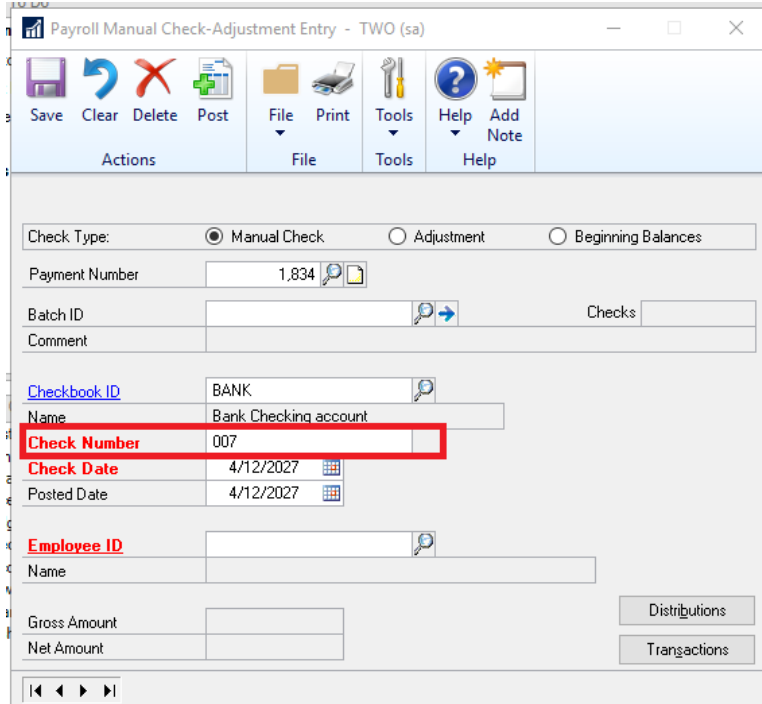
## Bank Transaction Entry window

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



## Payroll Manual Check-Adjustment Entry window

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



In all noted cases below:

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

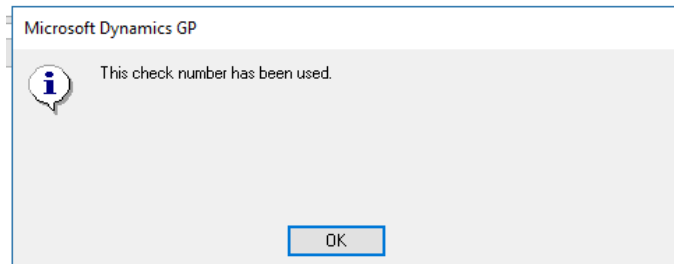
Or

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

Or

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

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

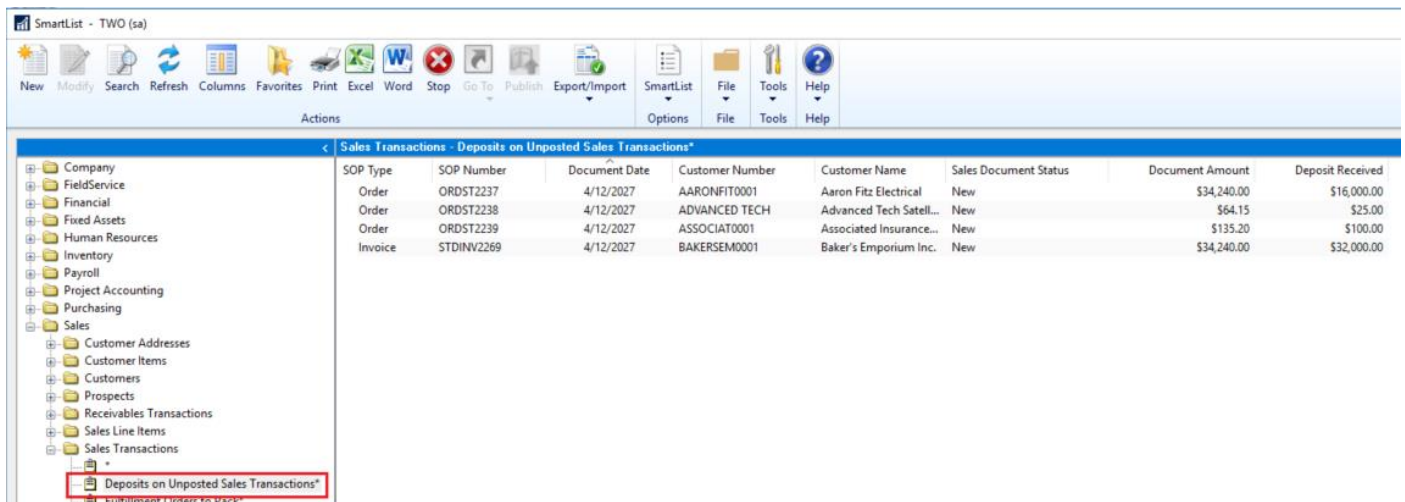


# New SmartList for Deposits Associated with Unposted Sales Transactions

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

## SmartList window

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



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



# Inactivate/Reactivate Master Records from Navigation List

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

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

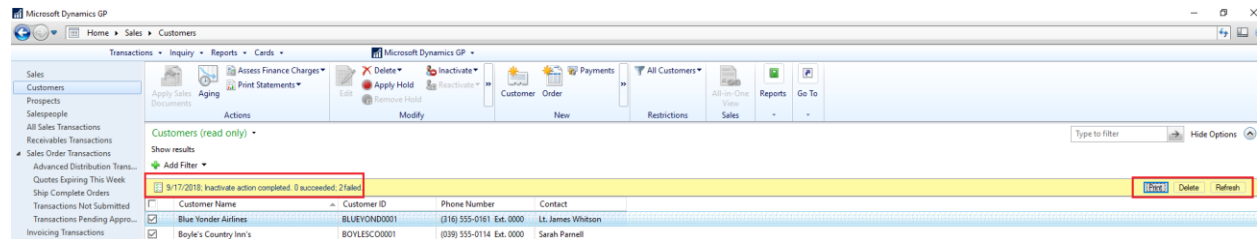
The 'Reactivate' option will become available once a user has marked one or more inactive master records on the navigation list.

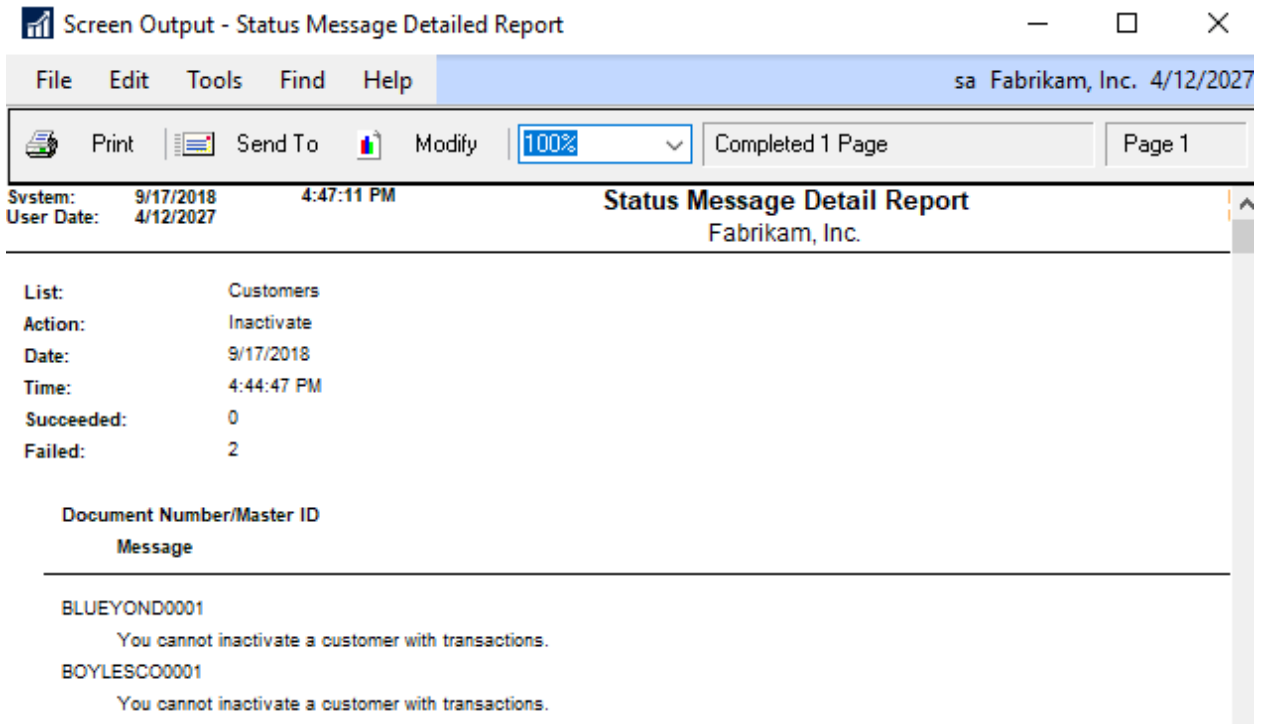
If a master record is 'Inactive', there will be a visual indicator to the right of the 'select' checkbox on the navigation list. Here's an example:

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

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

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



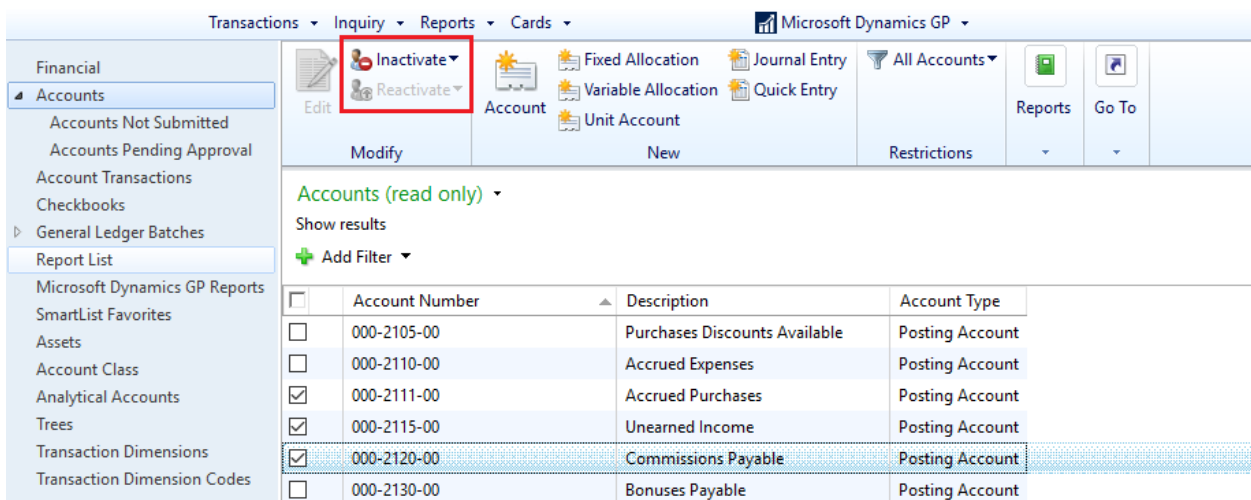


### Changes to Navigation List windows

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

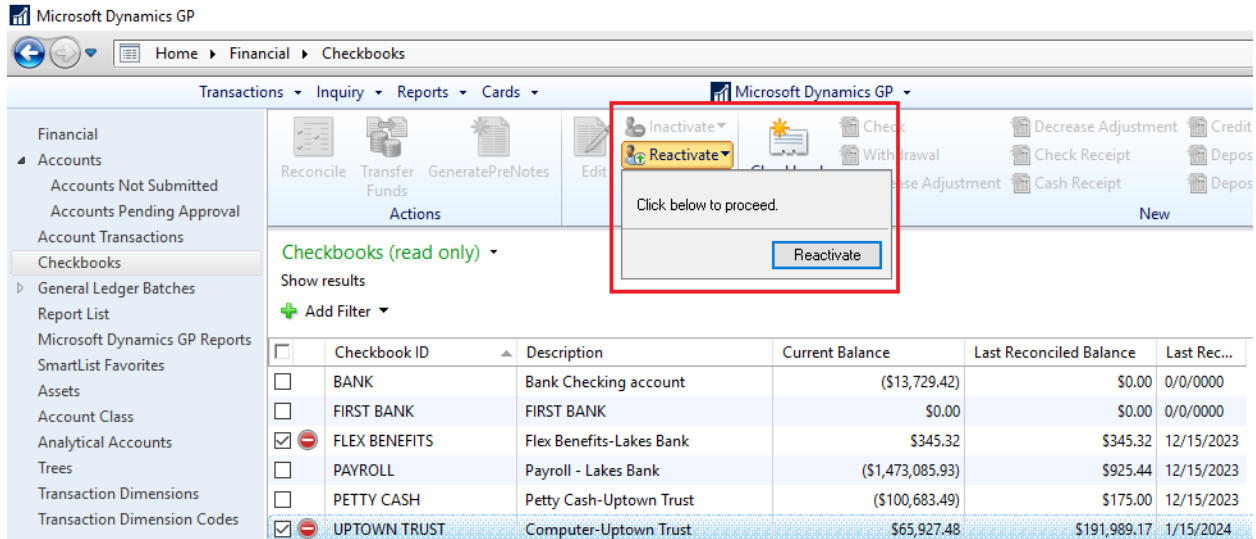
### Accounts Navigation List

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



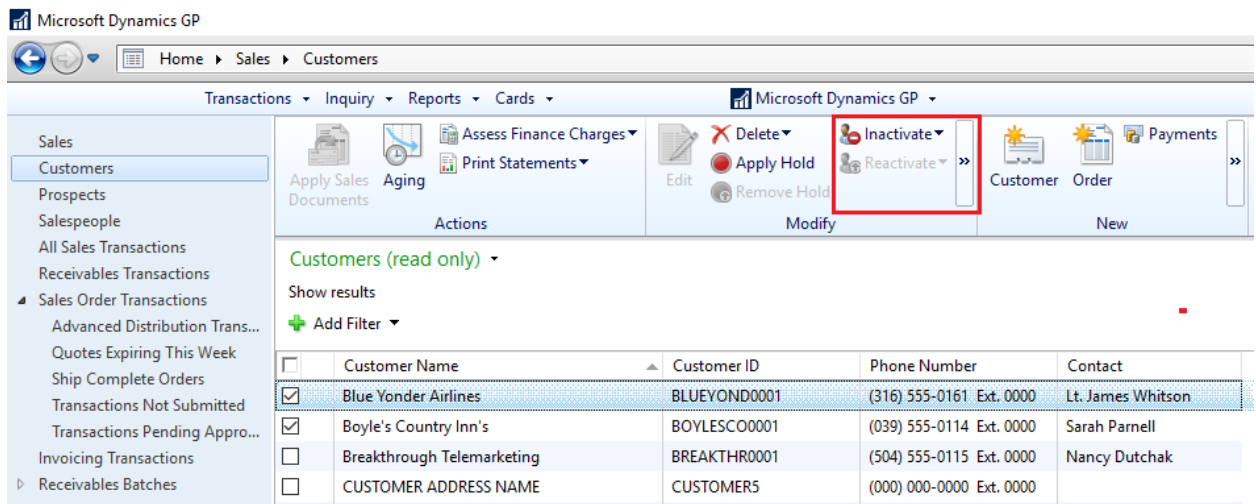
## Checkbooks Navigation List

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



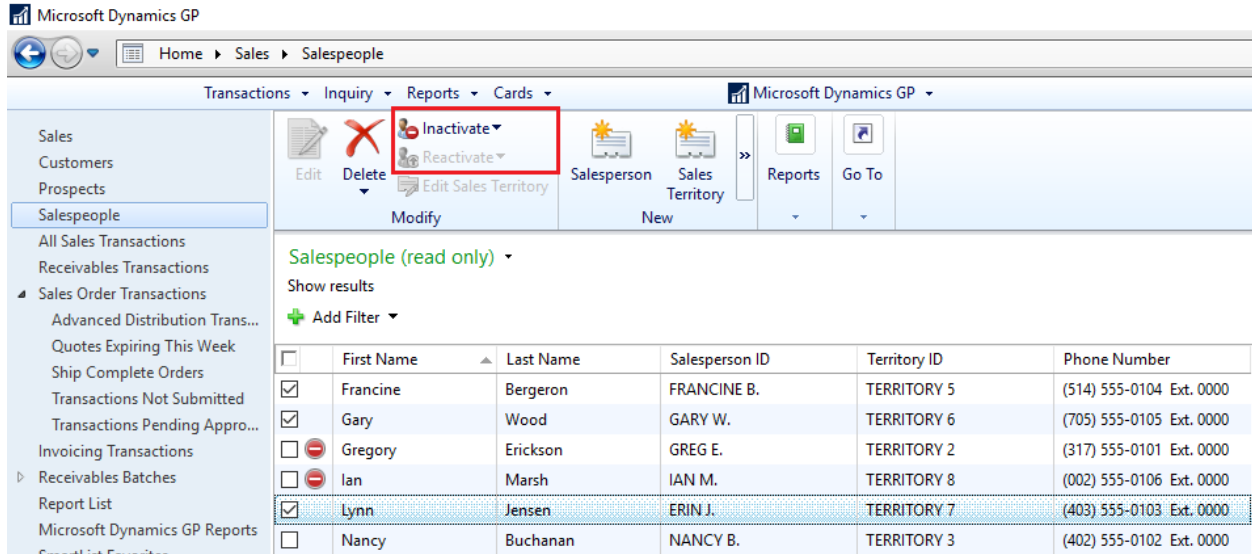
## Customers Navigation List

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



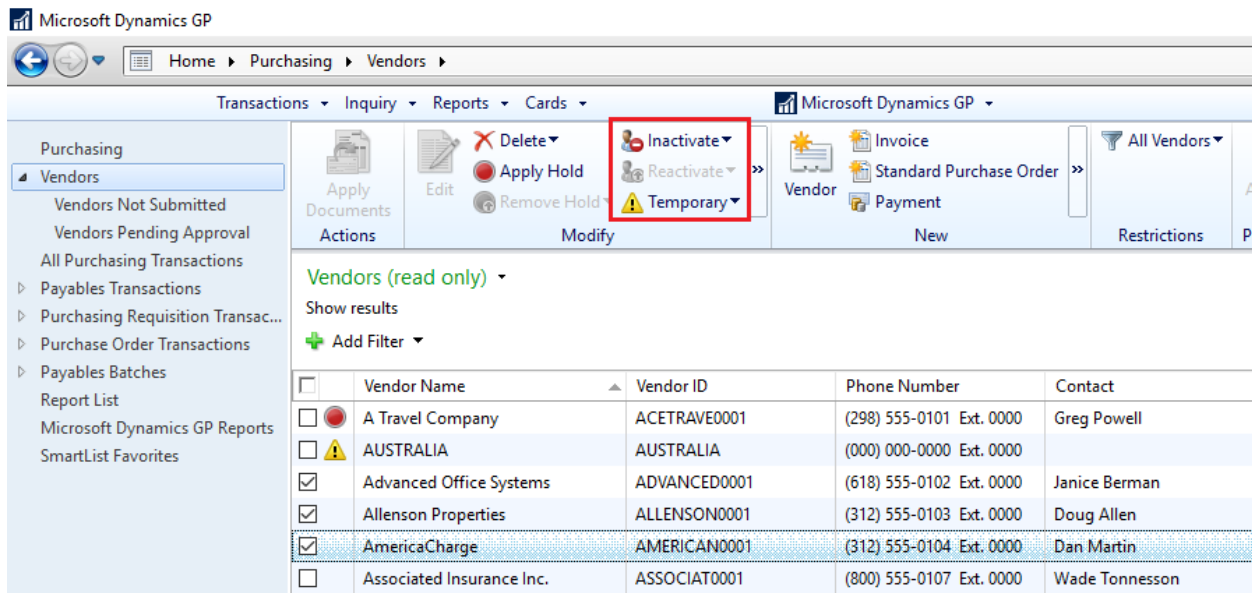
## Salespeople Navigation List

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



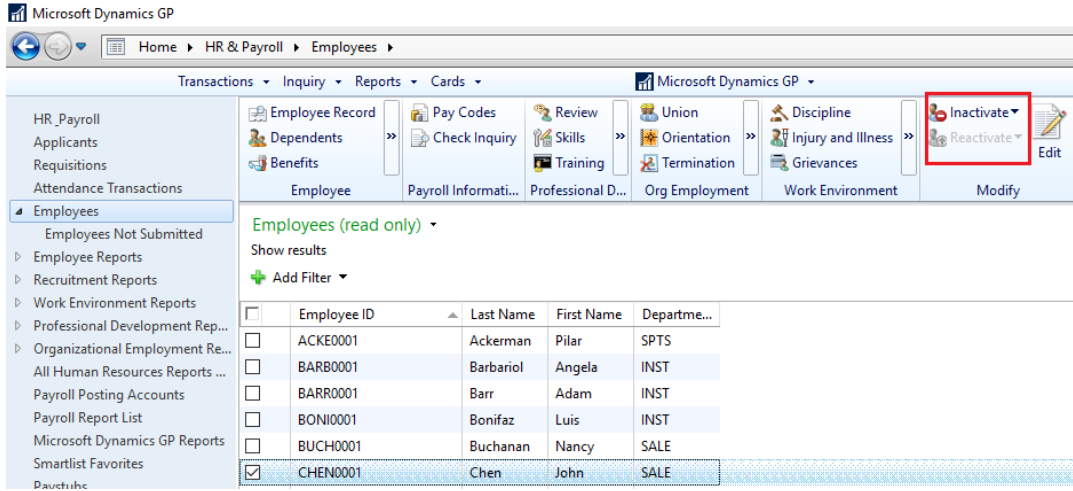
## Vendors Navigation List

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



# Employees Navigation List

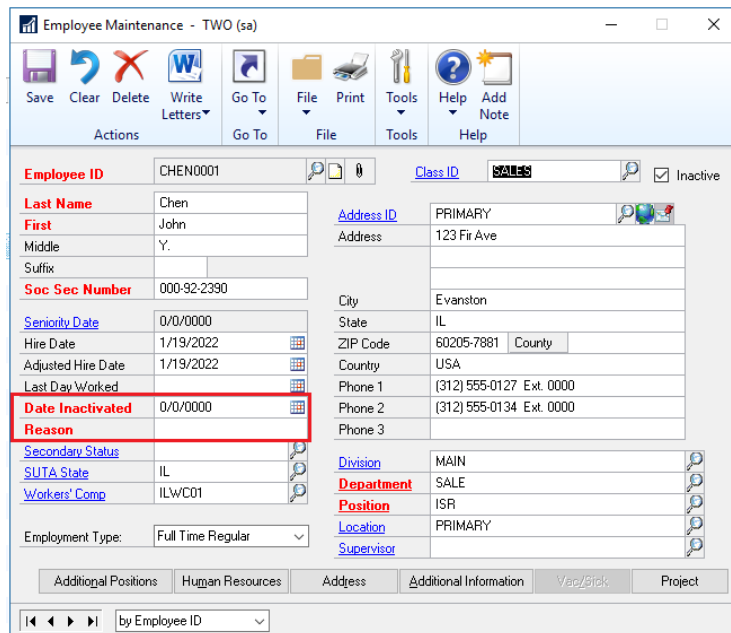
'Inactivate' and 'Reactivate' options have been added to the Modify section of the Employees Navigation List window. To open the Employees Navigation List window: After clicking on the HR & Payroll button on the left-hand side of GP, click on Employees in the Navigation Pane.



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

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



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

## Items Navigation List

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

Item Number	Short Name	Qty Available	Class ID
<input checked="" type="checkbox"/> 1-A3261A	Processor	9	SERVERS-1
<input checked="" type="checkbox"/> 1-A3483A	SIMM	21	MEMORY-1
<input checked="" type="checkbox"/> 100XLG	Phone	27	
<input type="checkbox"/> 128 SDRAM	RAM	51,658	

# Distribution Optimization

After this lesson you will be able to:



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

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

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

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

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

Date	Document Type	Document ID	Customer	Amount
4/12/2027	Order	ORDST2234		
4/12/2027	Order	ORDST2226		
4/12/2027	Order	ORDST2227		
4/12/2027	Order	ORDST2228	Central Express	\$37,102
4/12/2027	Order	ORDST2229	Alton Manufacturing	\$43,982.01
4/12/2027	Invoice	STDINV2259	Central Communications ...	\$89,198.87
4/12/2027	Fulfillment Order	FULORD1000	Aaron Fitz Electrical	\$358.25

# Print and Email Sales Documents at the same time

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



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

## Sales Transaction Entry - Sales Document Print Options window

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

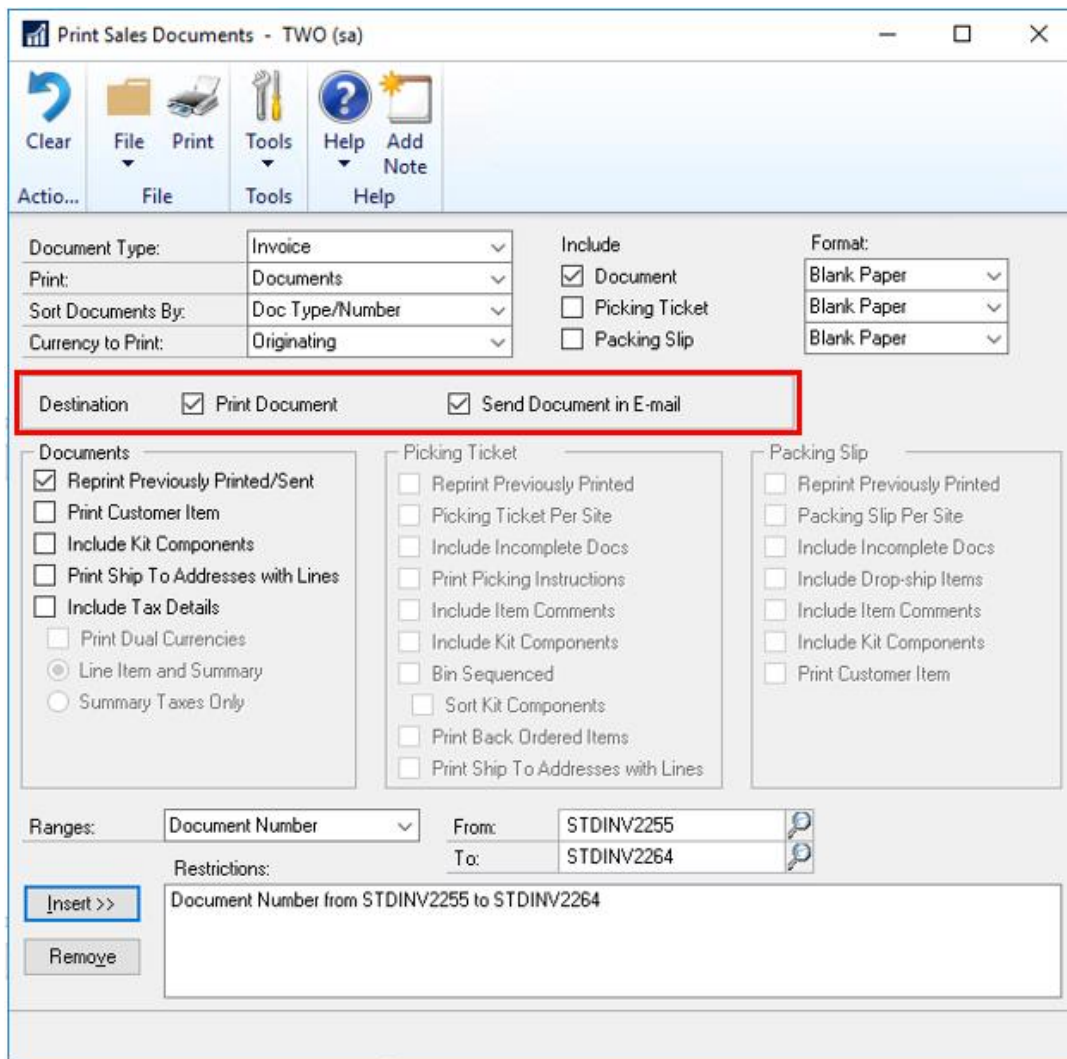
In this window you can select both 'Print Document' and 'Send Document in E-mail', and Microsoft Dynamics GP will print every selected document, then attempt to e-mail the selected documents as well. The customers that are properly set up for email will both print an e-mail during this process.



## Print Sales Document window

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

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



## Sales Order Transactions Navigation List

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

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

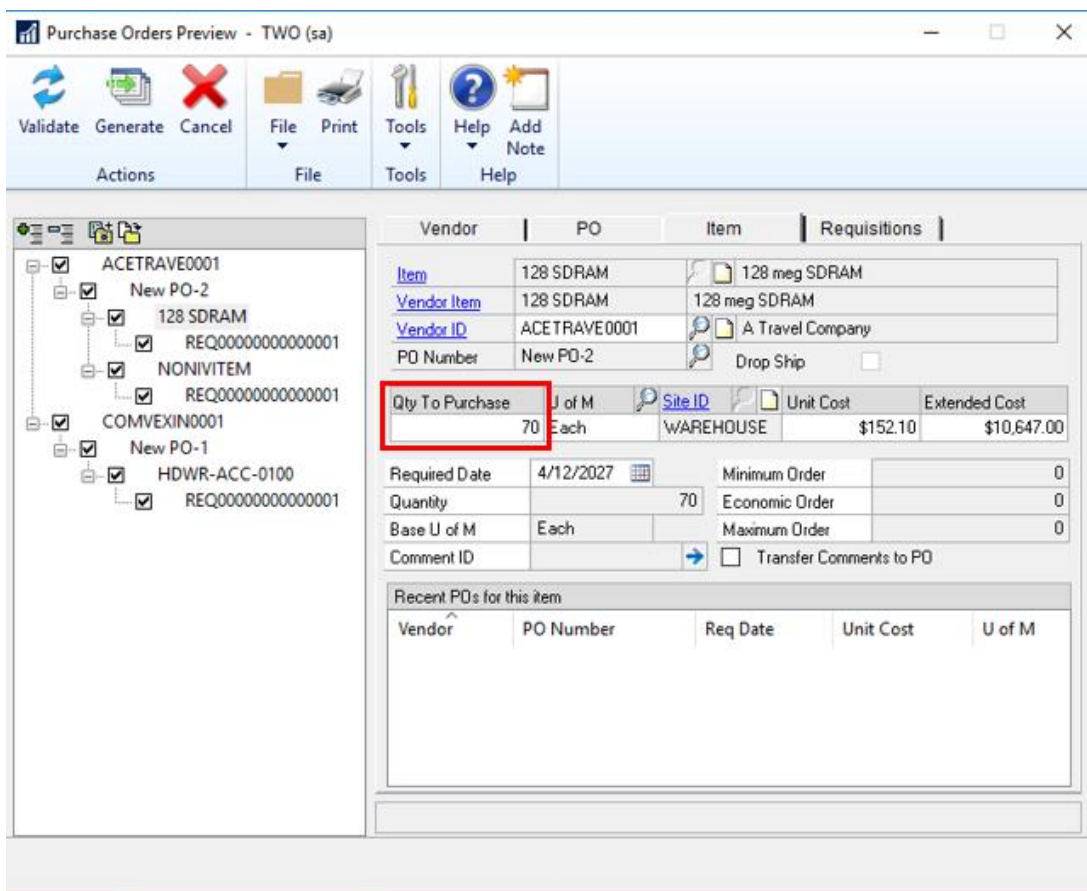
The screenshot displays the Microsoft Dynamics GP interface. On the left is a navigation pane with 'Sales Order Transactions' selected. The main window shows a list of transactions with columns for Date, Document Type, and Document. A status bar indicates a recent email action. An 'Send in E-mail' dialog box is open, showing options for document format and content inclusion. The 'Print Copy' checkbox is checked and highlighted with a red box. Below the dialog, a table shows transaction details for 'American Science Museum' with a value of \$349.65.

Date	Document Type	Document	Customer	Amount
4/12/2027	Invoice	STDINV2265	American Science Museum	\$349.65
4/12/2027	Invoice	STDINV2264		
4/12/2027	Invoice	STDINV2263		
4/12/2027	Invoice	STDINV2262		
4/12/2027	Invoice	STDINV2261		
4/12/2027	Invoice	STDINV2260		
4/12/2027	Invoice	STDINV2259		
3/5/2027	Return	STDINV2258		

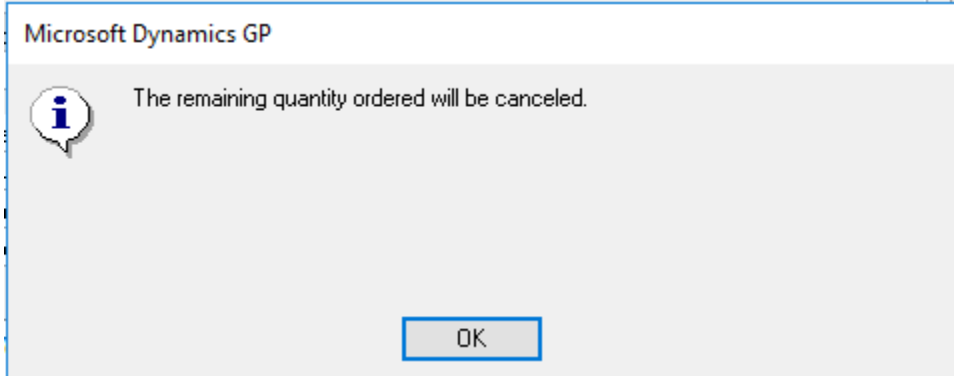
# Purchase Orders created from a Purchase Requisition can be partially purchased

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

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



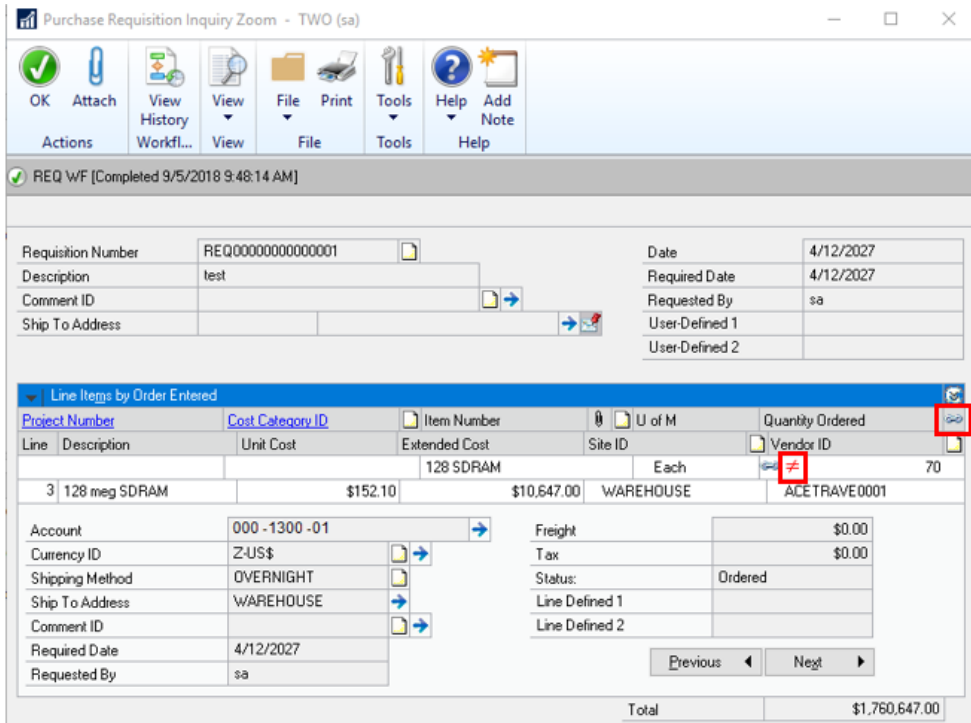
When adjusting the Qty To Purchase field to 35, you will receive a warning stating "The remaining quantity ordered will be cancelled".



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

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

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



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

The screenshot shows a window titled "PO Commitment for Document Inquiry Zoom - TWO (sa)". It features a menu bar with "OK", "File", "Tools", "Help", and "Add Note" options. Below the menu is a data grid with the following information:

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

Below the grid, there is a "PO Number" field containing "PO2077" and a document icon. To the right, a date summary table is displayed:

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

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

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

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

## Include: Items With Zero Quantity

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

## Include: Items With Zero Value

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

The screenshot shows the 'Inventory Activity Report Options - TWO (sa)' window. The 'Include' section is highlighted with a red box, showing two checked options: 'Items With Zero Quantity' and 'Items With Zero Value'. Other visible settings include 'Option: OPTION 1', 'Report: Historical IV Trial Balance', 'Sort By: Item Number', 'Print: Detail', 'Use: GL Posting Date', 'Sites: All', 'Ranges: Item Number', 'From: 128 SDRAM', and 'To: MISC-TW0-0001'.



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

# Additional Sort Options Sales Order Processing Item Inquiry

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

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

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

The screenshot shows the 'Sales Order Processing Item Inquiry - T180 (sa)' window. The 'Sort by:' dropdown menu is highlighted with a red box and is currently set to 'Document Date' with 'Ascending' order. Other visible options include 'by Item Number', 'All', 'From:', 'To:', 'Include:' (with 'Invoice', 'Return', and 'Back Order' selected), and 'Display:' (with 'Unposted' selected and 'History' unselected). The window title bar includes standard Windows window controls (minimize, maximize, close) and a toolbar with icons for OK, Redisplay, Find, View, All-in-One View, File, Print, Tools, Help, and Add Note.



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

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

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

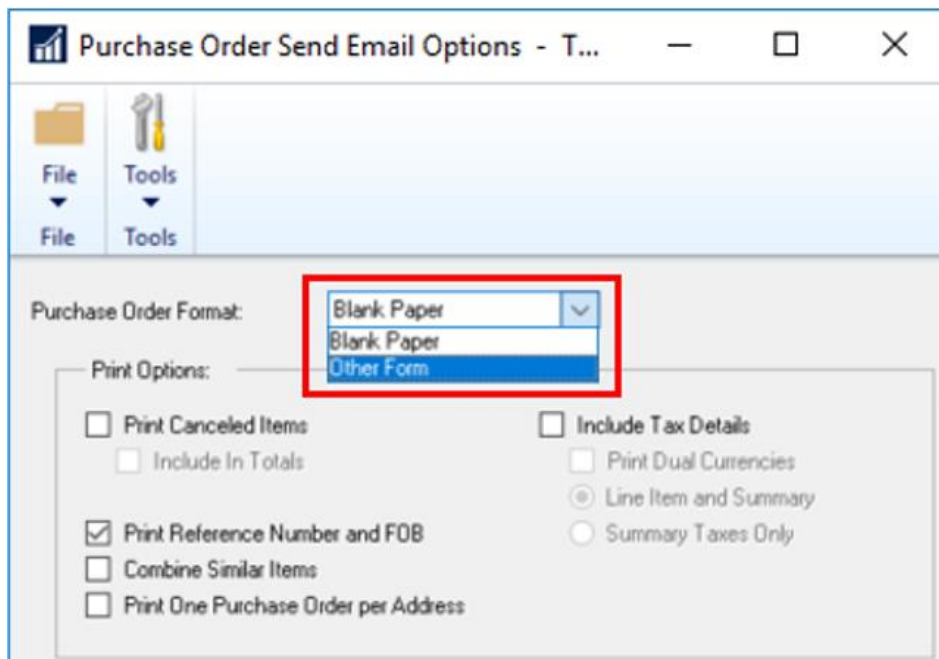
## Purchase Order Entry

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

## Purchase Order Processing Document Inquiry

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

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





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



The image shows a screenshot of a software interface for sending an email. It features three input fields stacked vertically, each with a label to its left: 'To...', 'Cc...', and 'Bcc...'. The 'To...' field is the top one, 'Cc...' is the middle one, and 'Bcc...' is the bottom one. All three fields are currently empty. Below these fields, on the right side, is a button labeled 'Send'. This 'Send' button is highlighted with a red rectangular border.



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

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

# E-mail Customer Statements from Customer Maintenance Window

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

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

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

Customer ID	AARONFIT0001	Hold	Inactive	Parent Customer ID	
Name	Aaron Fitz Electrical				
Short Name	Aaron Fitz Elec				
Statement Name	Aaron Fitz Electrical				
Class ID	USA-ILMD-T1				
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				
Phone 1	(425) 555-0101 Ext. 0000				
Phone 2	(000) 000-0000 Ext. 0000				
Phone 3					
Fax	(312) 555-0101 Ext. 0000				
UPS Zone					
Shipping Method	LOCAL DELIVERY				
Tax Schedule ID	USASTCITY-6*				
Ship Complete Documents	<input type="checkbox"/>				
Ship To	WAREHOUSE				
Bill To	PRIMARY				
Statement To	PRIMARY				
Salesperson ID	PAUL W.				
Territory ID	TERRITORY 1				
Type	Retail				
User-Defined 2					
Comment 1					
Comment 2					
Trade Discount					
Payment Terms	Net 30				
Discount Grace Period					
Due Date Grace Period					
Price Level					

At the bottom, there are buttons for 'Accounts', 'Address', 'Options', 'E-mail', and 'Project'. The status bar shows 'by Customer ID'.

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

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

Date to Print: End of Month

Form: On Blank Paper

Print For: All Options Marked

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

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

Actions File Tools Help

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

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


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

Ranges: by Customer ID  All  From: [ ] To: [ ]

Restrictions: [ ]

Insert >> Remove Email Options Messages Destination

Navigation: [ ] by Statement ID

 **Note:** E-mail functionality is dependent on Word Templates being enabled and properly configured in your company. Please see [KB4100822](https://support.microsoft.com/kb/4100822) for more information if needed.

# Human Resource & Payroll Enhancements



After this lesson you will be able to:

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

## FICA Totals on Payroll Check Register Report

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

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

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

Screen Output - Check Register

File Edit Tools Find Help

Print Send To Modify 1000 Completed 1 Page

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

Check Date: 4/12/2027 Audit Trail Code: UPRCC00000081  
 Checkbook ID: PAYROLL

\*=Voided

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

Payroll Summary:		Employee	Employee	Total FICA Owed	Advanced EIC Payments Made
Federal Tax W/H	\$127.46	FICA Medicare W/H	\$39.64	\$169.47	\$209.11
		Employer Medicare	\$39.64	\$169.47	\$0.00
		Employer Soc Sec			
		Total Employer FICA Owed		\$209.11	
		<b>FICA Medicare</b>		<b>FICA Soc Sec</b>	
		Totals:	\$79.28	\$338.94	
Uncollected:	FICA Medicare Tax	\$0.00	FICA Soc Sec Tax	\$0.00	Total Tax Liability: 5545.68



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

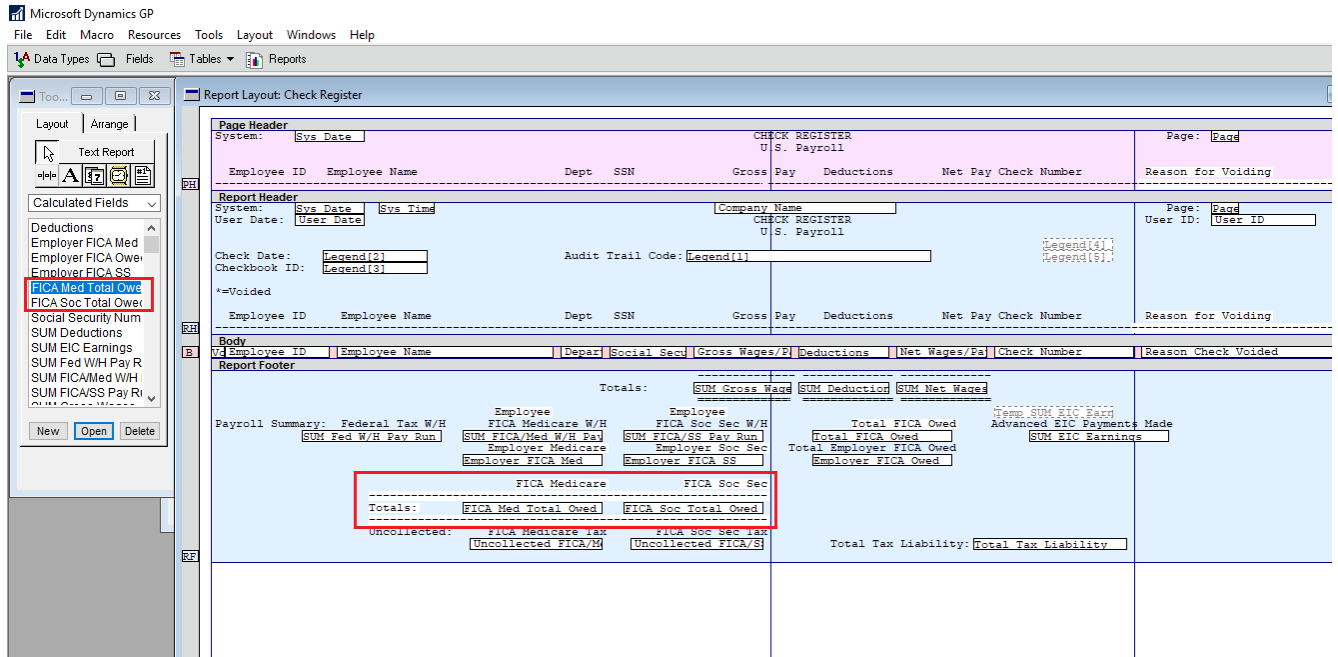
# Changes to Payroll Check Register Report


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

FICA Med Total Owed

FICA Soc Total Owed

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



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

# Start and End Dates for Pay Codes

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

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

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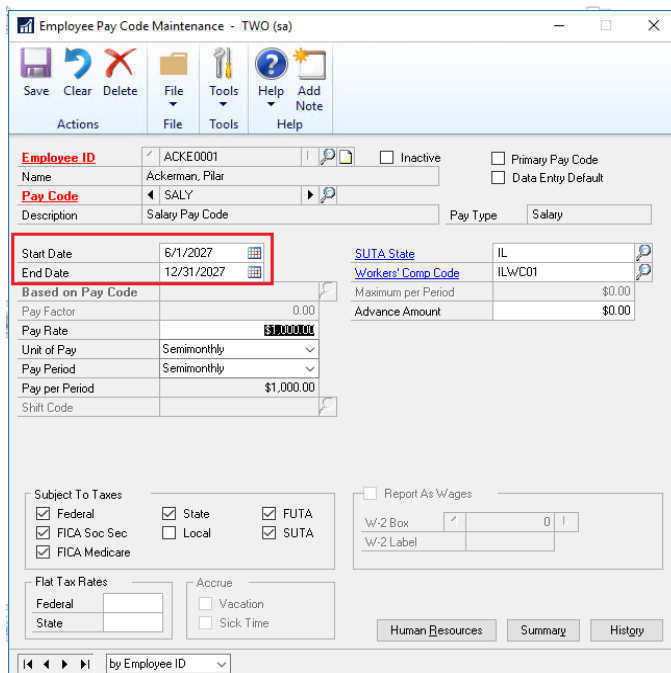
In prior versions of Microsoft Dynamics GP, it was not possible to restrict whether a pay code is included in a pay run via start and/or end dates. Instead, users would generally 'inactivate' a pay code (most often a salary type pay code) to ensure it's not included in a pay run.

## Changes to Windows

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

### Employee Pay Code Maintenance window

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



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

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

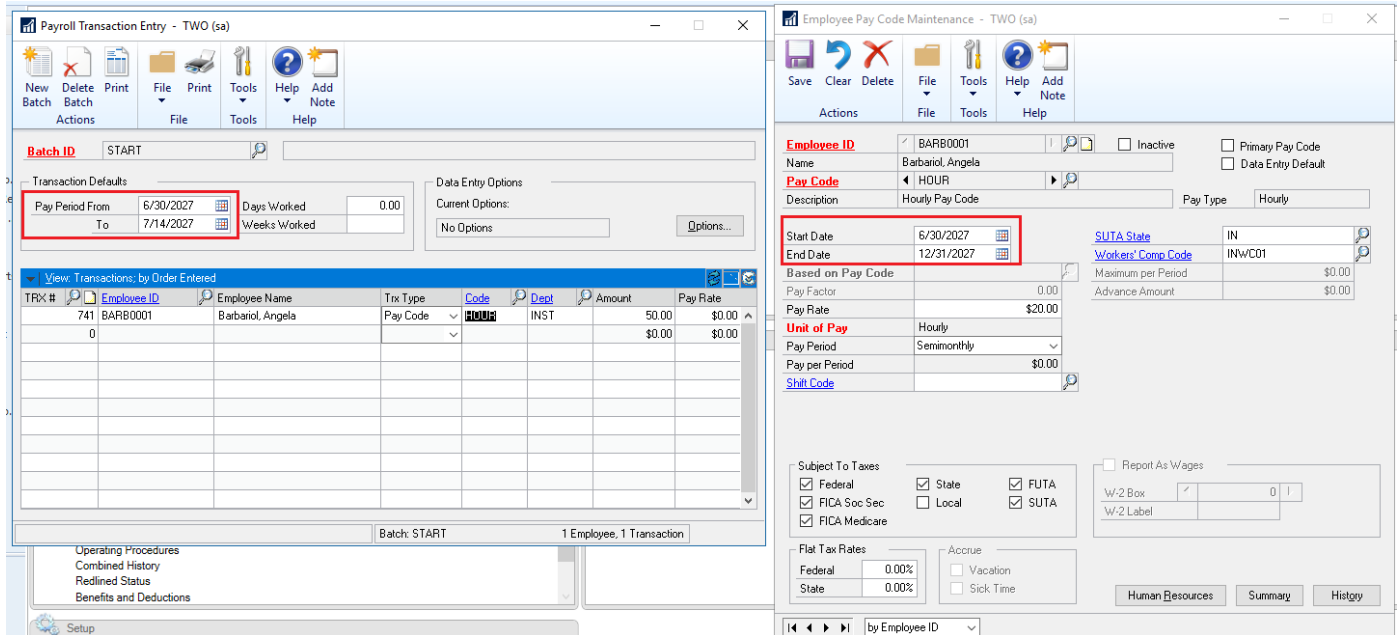
When only the 'Start Date' is populated: Microsoft Dynamics GP will check to ensure the 'Start Date' in the Employee Pay Code Maintenance window falls on or after the 'Pay Period From Date' in the Build Payroll Checks window.

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

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

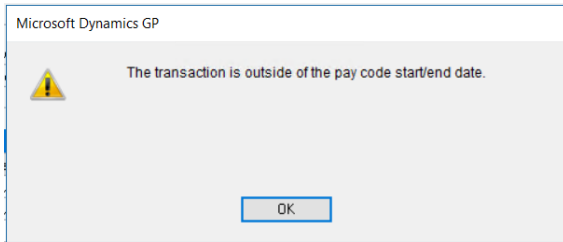
## Payroll Transaction Entry window


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



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

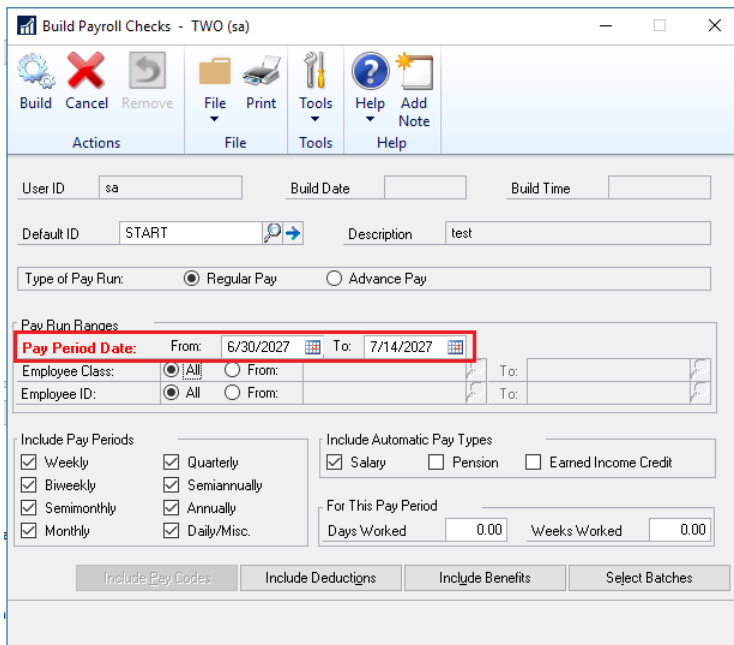
1. The pay code will not be available in the Pay Code Lookup window.
2. Microsoft Dynamics GP will generate the following error message, "The transaction is outside of the pay code start/end date" when:
  - a. The user manually enters the pay code in the 'Code' field.
  - b. The user edits an existing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



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

## Build Payroll Checks window

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





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

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

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

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

Screen Output - Build Check File Report

File Edit Tools Find Help

Print Send To Modify 100% Completed 2 Pages

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

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

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

## Changes to Detailed Employee List Report

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

```

System:      9/19/2018  11:21:36 AM
User Date:   4/12/2027
Fabrikam, Inc.
DETAILED EMPLOYEE LIST
U.S. Payroll
Page:       2
User ID:    sa

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

-----
$1,937.50    $1,937.50    $5,190.38
=====
    
```

## Changes to Tables

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

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


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



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

# Shared Maximums for Benefits and Deductions

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

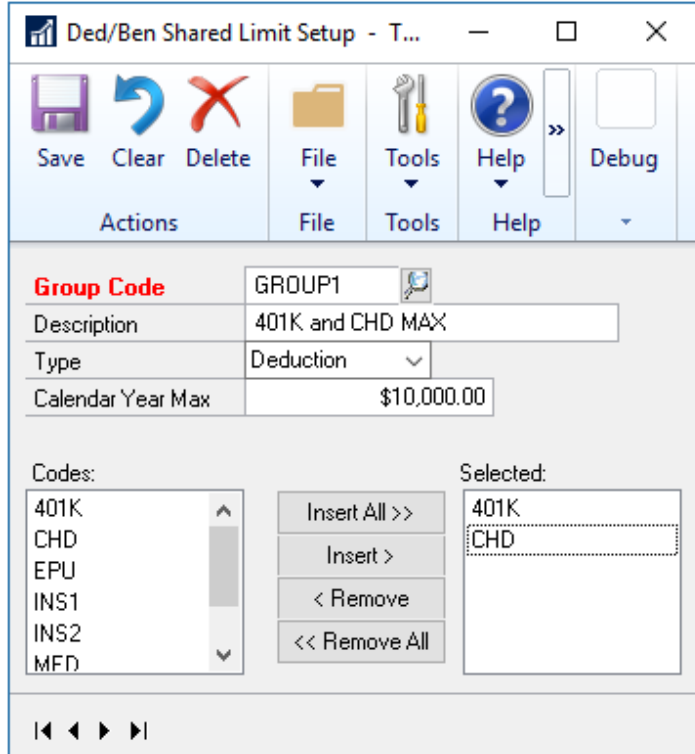
 In prior versions of Microsoft Dynamics GP, Calendar Year maximums can be assigned to one benefit and/or one deduction. It was not possible to set up a 'shared' maximum amount.

## New Window

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

## Ded/Ben Shared Limit window

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



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

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

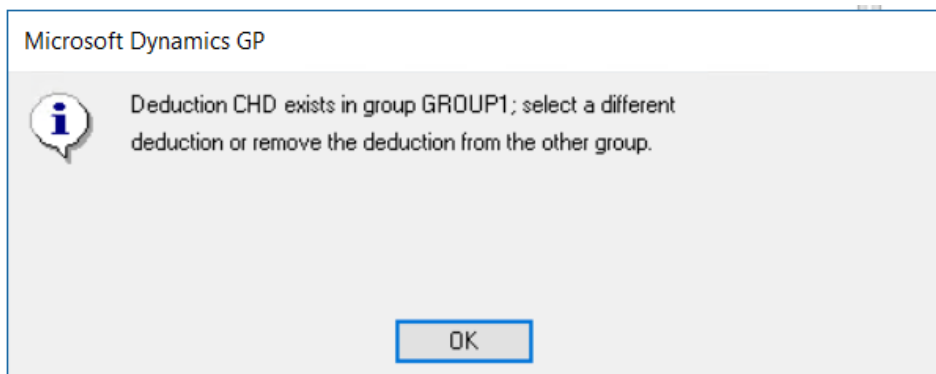


All deductions/benefits under the Selected column will be subject to the shared calendar year maximum.

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

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

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



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

## Change in Functionality in Calculate Payroll Checks window

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

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

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

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

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

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

## New Tables

### UPR40950

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

### UPR40852

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

### UPR40951

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

Field in UPR40950	Meaning
GroupCode	Group Code
DSCRIPTN	Description
TYPEID	1 = Deduction 2 = Benefit
MAXAMOUNT	Calendar Year Maximum

Field in UPR40852	Meaning
GroupCode	Group Code
BENEFIT	Benefit Code

Field in UPR40951	Meaning
GroupCode	Group Code
DEDUCTON	Deduction Code

# Workflow



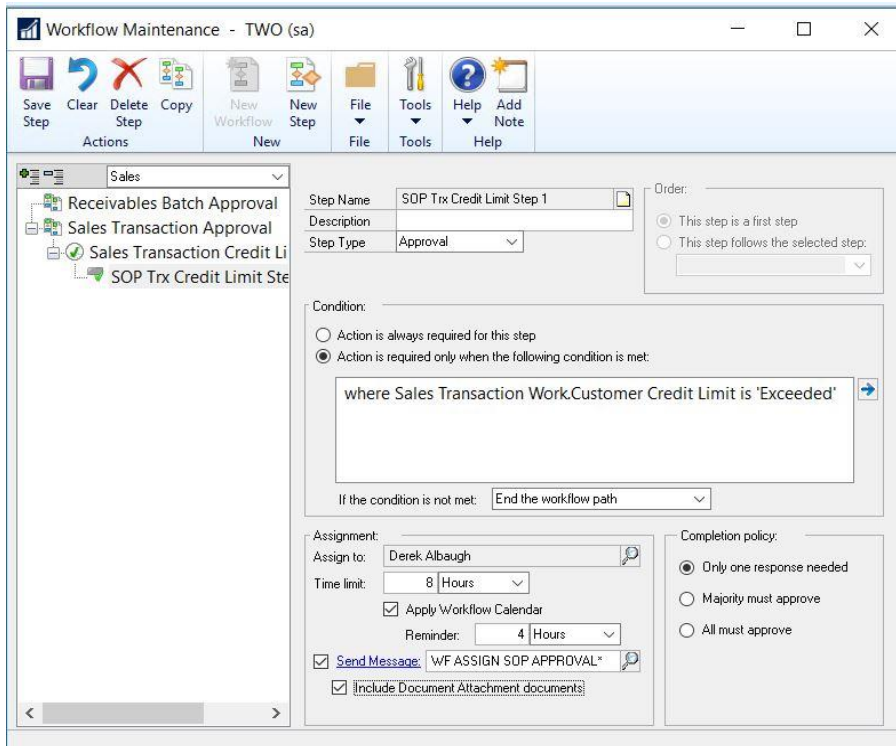
After this lesson you will be able to:

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

## Sales Transaction Workflow including Credit Limit

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

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



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

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



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

**Message Setup - TWO (sa)**

Save Clear Delete Copy File Tools Help Add Note

Actions File Tools Help

Message ID: WF ASSIGN SOP APPROVAL\*

Description: Assignment notification for Sales Transaction Approval Workflows

Message Type: Workflow Assignment

Series: Sales

Doc. Type: Sales Transaction Approval

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

Body: Document Lines Validate

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

Task Deadline: {Action Deadline%}

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

{Workflow Action List%}

Type: {SOP Type%}

Document Number: {SOP Number%}

Customer: {Customer Number%}

Document Date: {Document Date%}

Document Amount: {Document Amount%}

Customer Credit Limit: {Customer Credit Limit%}

Comments:

Select and Insert Fields

Document Fields Field: Customer Credit Limit Insert

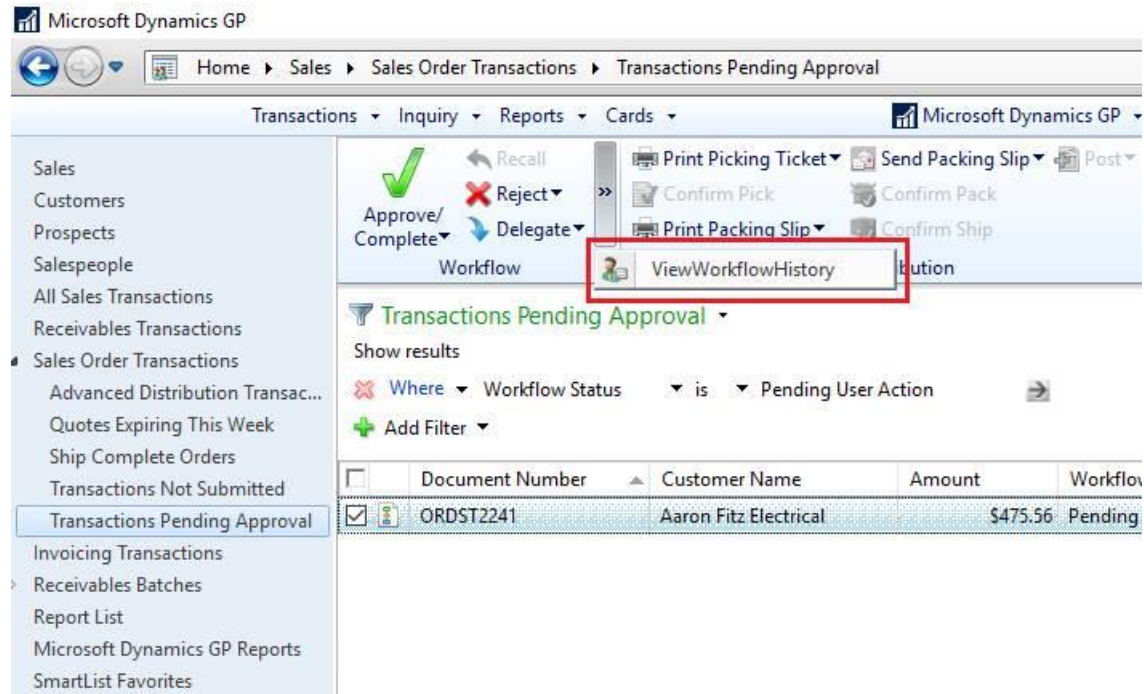
Workflow Fields  Additional fields

Have Replies Sent to: Select Names

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



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



# System Enhancements

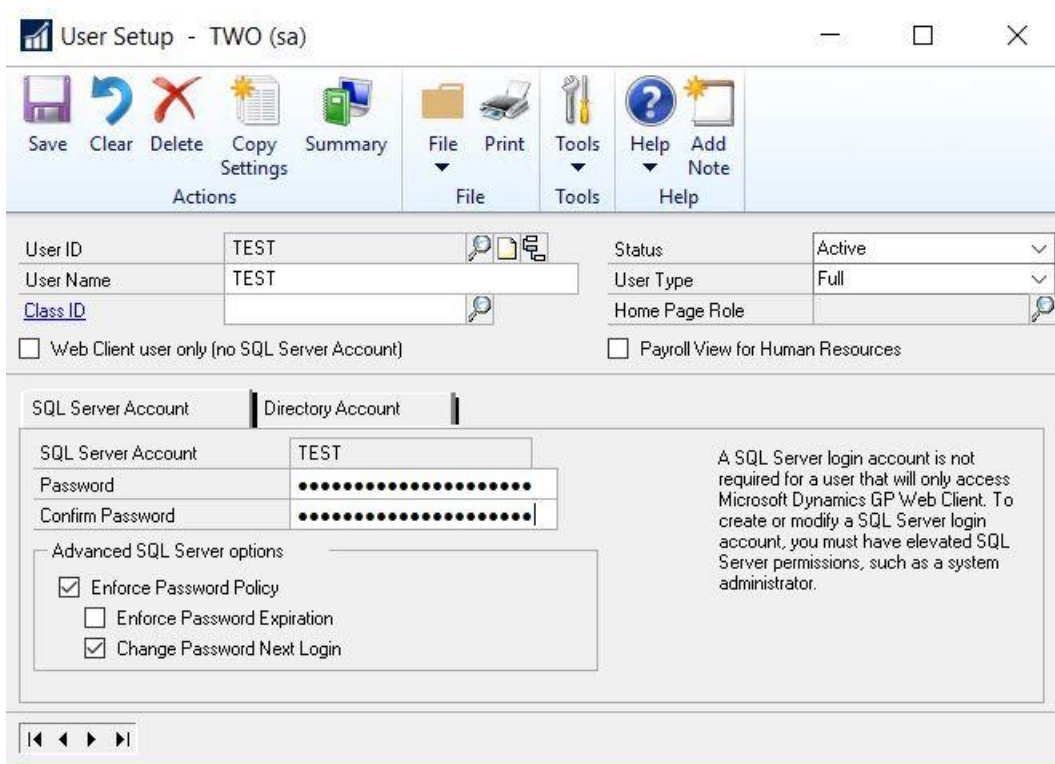


After this lesson you will be able to:

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

## Dynamics GP Password Maximum Length

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



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

# Microsoft Dynamics GP Password Expiration Notification

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



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

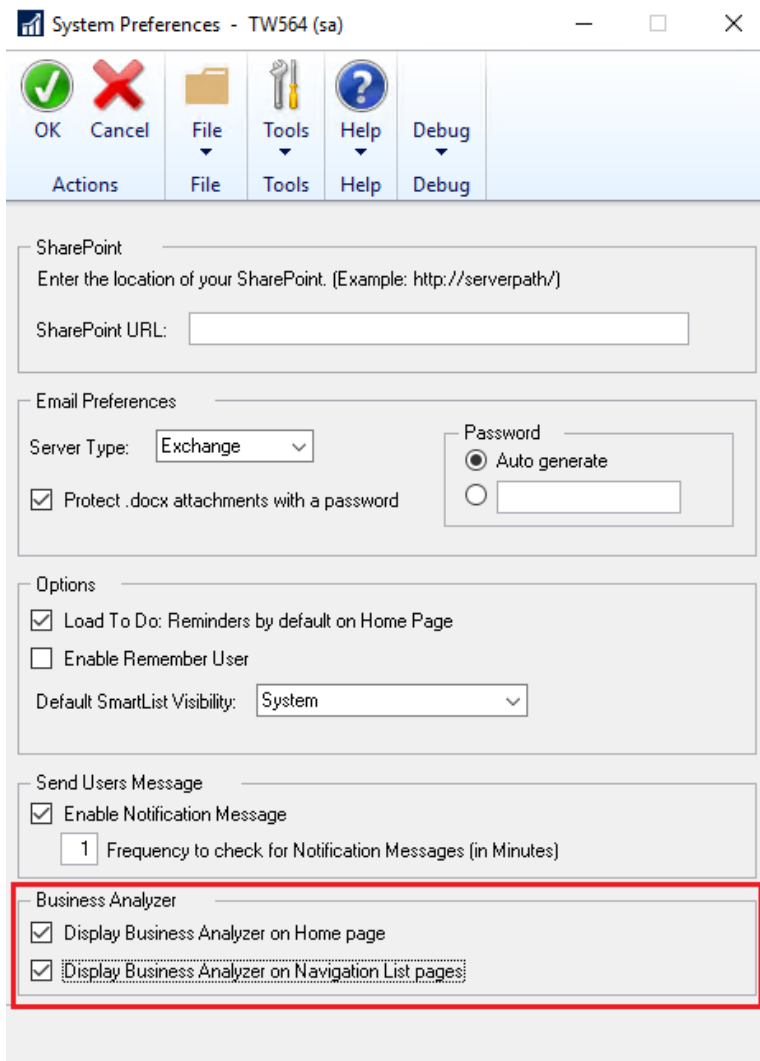
# Hide Business Analyzer in Navigation Lists for All Users and All Lists

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

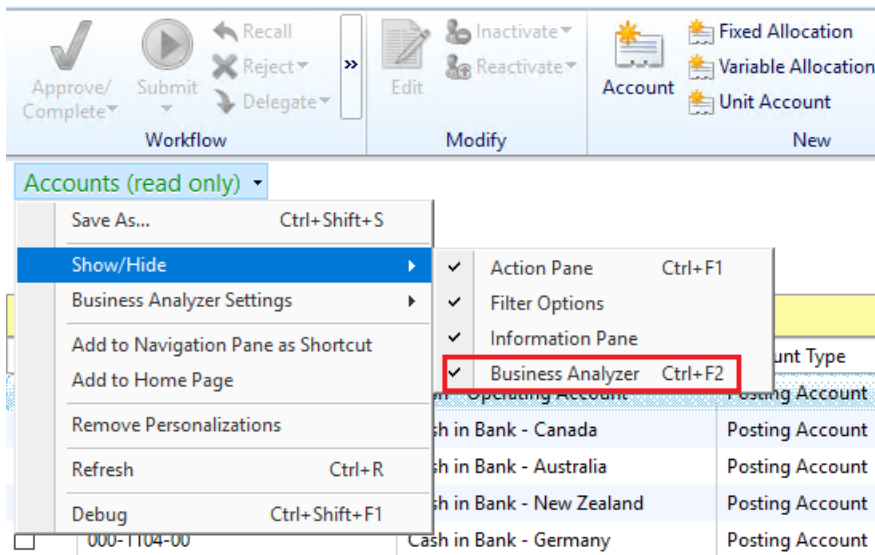
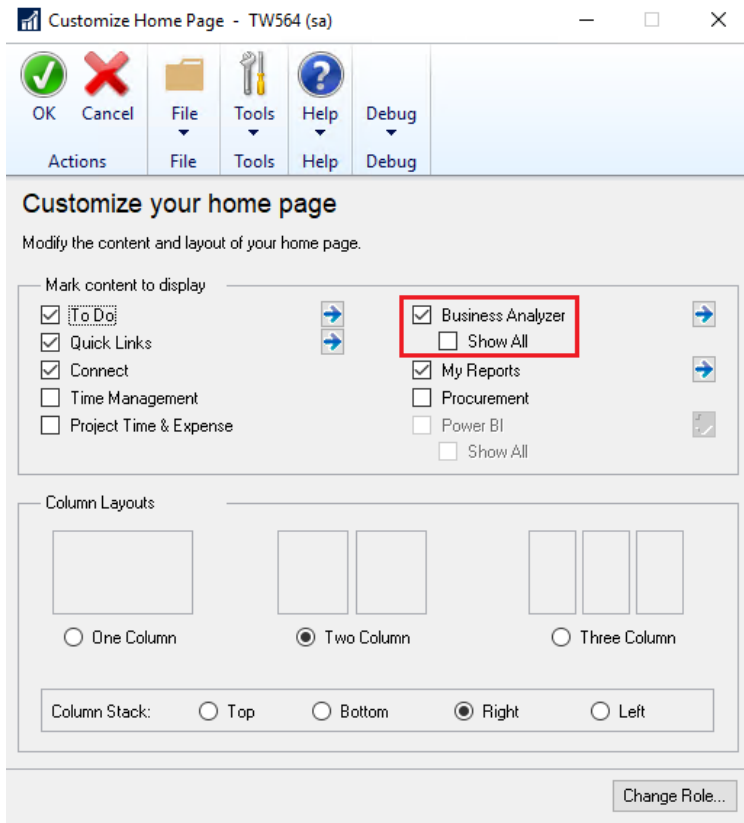
These are global settings to make it easier to turn off the feature if companies are not using Business Analyzer. Individual users can still choose to turn on Business Analyzer using customize options.

Display Business Analyzer on Home Page

Display Business Analyzer on Navigation List pages

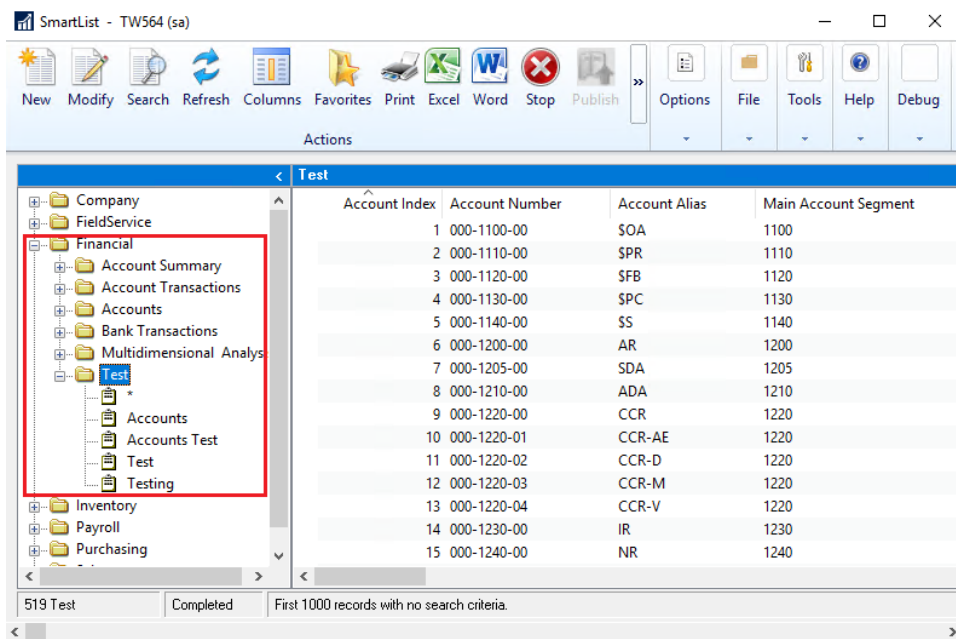
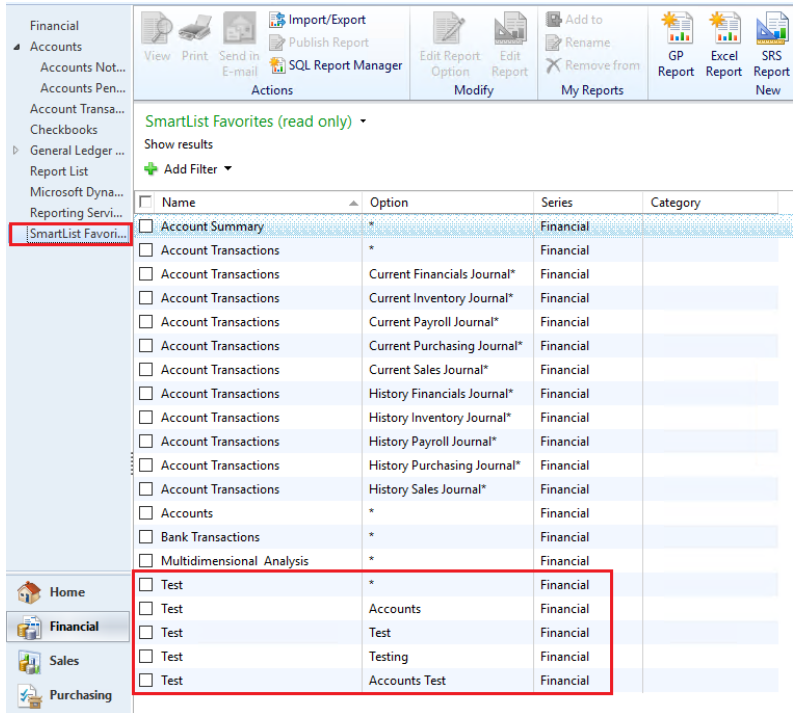


When Business Analyzer is disabled at the system level, individual users can still choose to turn Business Analyzer back on in their desired locations via the customize options:



# SmartList Designer Favorites Display in Navigation Lists

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



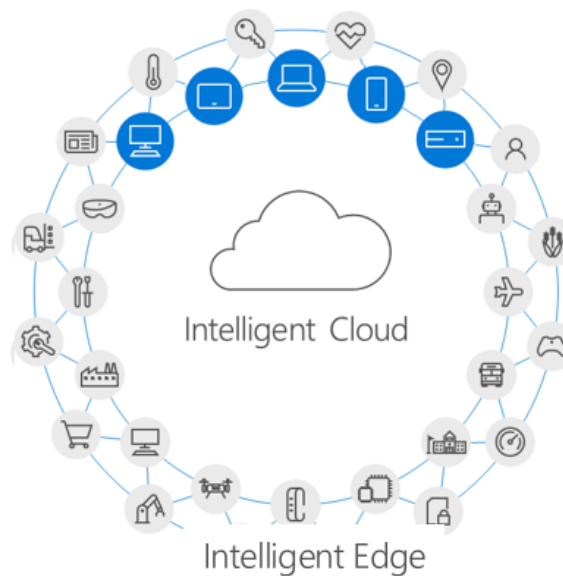
# Intelligent Edge - Intelligent Cloud Insights

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

## What is the Intelligent Cloud?

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

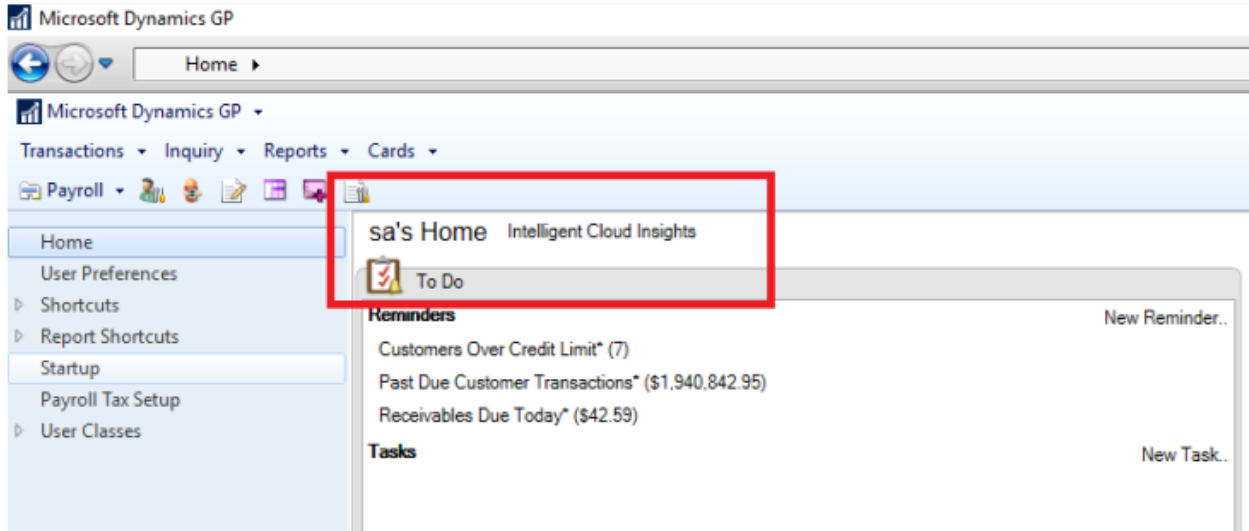
We welcome these customers running their workloads on Dynamics NAV, Dynamics GP and Dynamics SL into the Dynamics 365 Business Central fold. This is done through the same Intelligent Cloud / Intelligent Edge scenarios as for Business Central on premise. Each NAV, GP or SL tenant will have a Business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





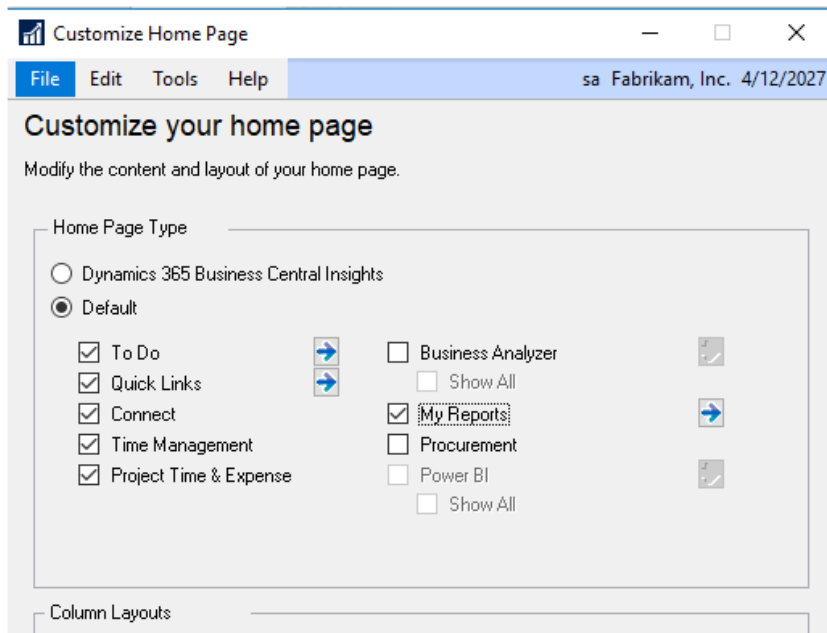
# Intelligent Edge - Modification to Home Page

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



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

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





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

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

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

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

```
UPDATE DYNAMICS.SY08100
```

```
SET Visible = 1
```

```
WHERE SectionID = 2
```

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

```
UPDATE DYNAMICS.SY08100
```

```
SET Visible = 0
```

```
WHERE SectionID = 2
```