

Movers Suite

User Guide

Microsoft Dynamics GP 10 Upgrade

Understanding and using new features and functionality within Dynamics GP 10

Microsoft Dynamics GP 10 Upgrade

Version 3.7 (Spring 2009)

Copyright

Copyright © 1997-2009 by Mover's Suite Software, LLC. All rights reserved.

Trademarks

Mover's Suite is a trademark of Mover's Suite Software, LLC.

Microsoft and Microsoft Windows are registered trademarks of Microsoft Corporation.

All other product names used are trademarks of their respective owners.

Notice

The material in this document is for information only and is subject to change without notice.

While reasonable efforts have been made in the preparation of this document to assure its accuracy, Mover's Suite Software LLC assumes no liability resulting from errors or omissions in this document, or from the use of the information contained herein.

Mover's Suite Software, LLC reserves the right to make changes in the product design without reservation and without notification to any person or entity.

Edition

Spring 2009

Copyright © 1997-2009 by Mover's Suite Software, LLC. All rights reserved.

Printing Information

Printed in the United States.

Technical Support

If at any time you experience problems with Mover's Suite Software, we encourage you to contact us as follows:

Toll free: 1.866.750.7255

Phone: 1.970.256.1616

Fax: 1.970.256.1650

Website: www.moverssuite.com

Support: support.moverssuite.com

Table of Contents

MICROSOFT DYNAMICS GP 10 UPGRADE	5
MICROSOFT DYNAMICS GP 10 UPGRADE OVERVIEW	5
MICROSOFT DYNAMICS GP 10 UPGRADE SECURITY	6
Security Overview	6
Security Task Setup	7
Security Role Setup	8
Alternate/Modified Forms & Reports	9
User Security Setup	10
Copy User Security	10
MICROSOFT DYNAMICS GP 10 UPGRADE FOUNDATION	11
Microsoft Dynamics GP Menu	11
Area Pages	12
Address Bar	13
Single Document Interface	14
Lists	15
Information Pane	16
Action Pane	16
Customizing the Action Pane	17
Message Bar	18
Personalizing Lists	18
Filters and New List Views	18
List Customizations	19
Sharing Customizations	20
Excel Reports Overview	21
Deploying Excel Reports	21
SmartList Enhancements	24
Registration Changes	25
MICROSOFT DYNAMICS GP 10 UPGRADE FINANCIALS	27
Sub-ledger Reconciler Overview	27
Reconcile to General Ledger	27
Reconcile Process	28
Reconcile Report	29
1099 Enhancements Overview	30
1099 Setup	30
1099 Vendor Setup	31
1099 Transactions	31
1099 Details	33
1099 Information Utility	35
Printing 1099s	36
MICROSOFT DYNAMICS GP 10 UPGRADE HUMAN RESOURCES AND US PAYROLL	37
Human Resources Setup Checklist	37
Retroactive Pay Overview	38
Retroactive Pay Management	38
Tax Sheltered Annuity Sequencing	40
Sequencing Deductions	40
Garnishments Overview	42

Garnishment Setup	42
Earnings Setup	44
Employee Deduction Maintenance	45
Payroll Integration To Payables Management	46
Transaction Type And Employee ID Code	46
Vendor	47
Voucher Description And Document Number	48
Prompt Print Edit Reports Window	48
Setup For Multiple Account Distributions	49
ATIP CHANGES/FIXES	50
1099 Amount Type	50
Branch code is required for all checkbook ID's	51
Auto-Balancing for control accounts	52
Control account defaults	52
MICROSOFT DYNAMICS GP 10 UPGRADE SUMMARY	53

Microsoft Dynamics GP 10 Upgrade



Click icon to open this entire document in Adobe Portable Document Image (PDF) format.

Microsoft Dynamics GP 10 Upgrade Overview

Objectives

The objectives of this document are:

- Understand new security functionality available in Microsoft Dynamics GP
- Understand new functionality available in the Foundation series
- Understand new functionality available in the Financial series
- Understand new functionality available in Human Resources and US Payroll

Introduction

Microsoft Dynamics™ GP 10.0 is an exciting new release that brings not only new and improved functionality but also a new user interface. This version introduces a number of new features in both the technical and application areas. Not all new features are discussed in this course. This course provides information to help you recognize some of the new application oriented features in Microsoft Dynamics GP 10.0. The course does not cover functionality that has not changed since the previous version of Microsoft Dynamics GP. It assumes participants have baseline knowledge of the previous version of the application. The objectives of this course are to provide you with an overview of the changes made in Microsoft Dynamics GP 10.0 in the following topic areas:

- Security
- Foundation
- Financials
- Human Resources and Payroll

Microsoft Dynamics GP 10 Upgrade Security

Role-based security for Microsoft Dynamics™ GP is a client data security authorization system that allows a single security setup for users of web services, Business Portal, and Microsoft Dynamics GP. Role-based security addresses features that customers have requested to better define their security setups. Now, setting up and maintaining security is more streamlined. Microsoft Dynamics GP 10.0 introduces new concepts when setting up security. The new security model takes a pessimistic view, meaning new users have no access in the application, where previously security access needed to be taken away from new users. Security tasks include access to resources to complete certain tasks in the application, such as entering vendors. Security roles grant access to a group of tasks associated with the role. Finally, security roles can be assigned to users within the application.

Security Overview

Microsoft Dynamics GP provides several types of security:

System - System security controls access to system-wide setup information, such as setting up new user records, assigning user security, or printing reports that contain that information. System level security is controlled through the use of a password; only a few people should know the password.

Company - Company security controls access to companies on a per user basis. When you set up a new user record, it does not have access to any companies. Grant access using the User Access Setup window before the user can log in to Microsoft Dynamics GP.

Security Tasks - Security tasks are assigned to roles and grant access to windows, reports, files, and other resources within Microsoft Dynamics GP that users need to access to complete a specific task. Security tasks are new to Release 10.0.

Security Roles - Security roles contain the security tasks that a user needs to access to do their job. Roles are then assigned to individual users of Microsoft Dynamics GP. Security roles are new to Release 10.0.

Individual Users - Individual security is role-based in Microsoft Dynamics GP. Users must be assigned to a security role before they can access any forms, reports, or other data within Microsoft Dynamics GP. To begin assigning user security, identify the daily tasks that a user completes within Microsoft Dynamics GP. Then, select from the default security roles or create new security roles that only grant access to the tasks that the user needs. This process has changed with Release 10.0.

Module-Specific Tasks - Most Microsoft Dynamics GP modules have specific tasks that can be set up to require a password; each task can have a different password. If a password is required, all users attempting to complete that task must enter the password. See the setup documentation for each accounting module for information about these passwords.

Account - Account-level security enhances security and account views. Users can enter, edit, and view information from a reduced account set based on the access granted for accounts.

Field Level Security - Field level security restricts access to any field, window, or form in Microsoft Dynamics GP. It allows you to apply a password, or to make a window or form unavailable. It also allows you to hide, lock, or apply passwords to fields.

Security Task Setup

Use the Security Task Setup window to grant access to windows, reports, files, and other resources within Microsoft Dynamics GP that users need to access to complete specific tasks. To open this window, click the **Administration** series button and click **Security Tasks** on the Setup content pane.

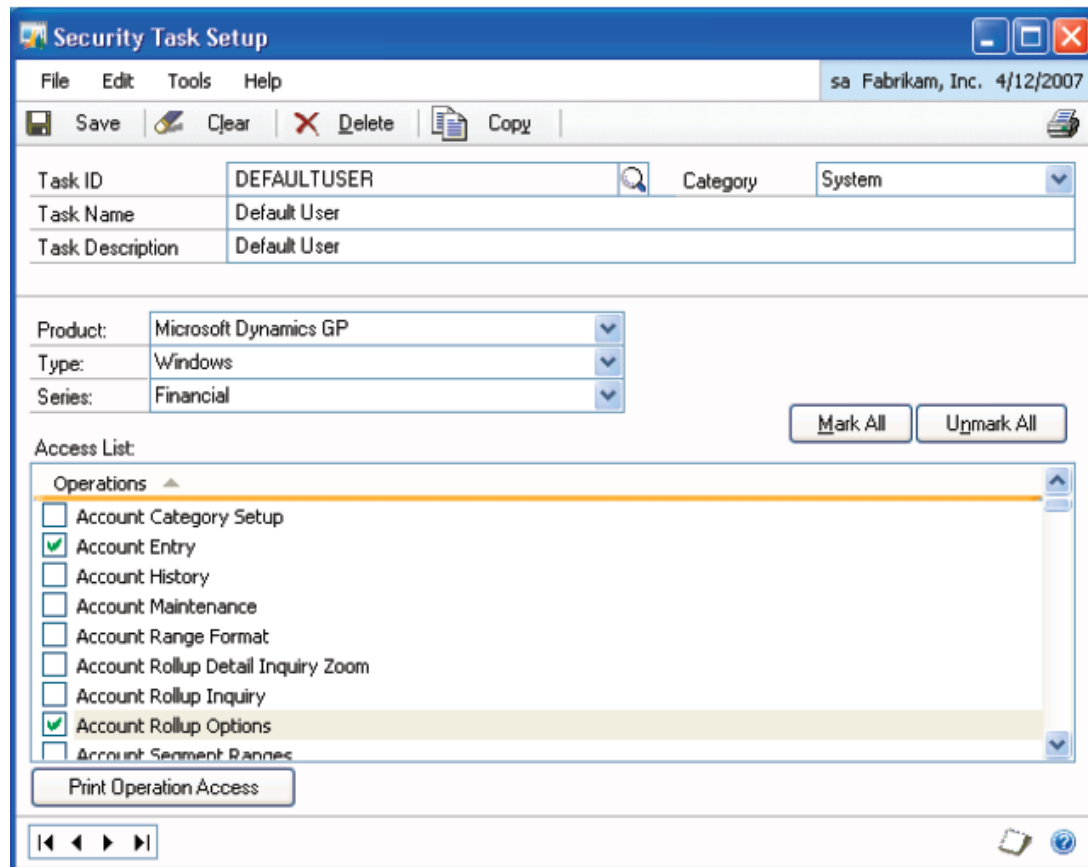


FIGURE 1: SECURITY TASK SETUP WINDOW

Some security tasks are created by default in Microsoft Dynamics GP. For example, the DEFAULTUSER task allows users to access items that most users need in Microsoft Dynamics GP.

New tasks can also be created in this window. To create a new security task enter a **Task ID**, **Task Name**, and **Task Description**. Then, grant access to the resources needed to complete the task. Security tasks can also be created for some integrating products used with Microsoft Dynamics GP.

When creating a new security task, copy security settings from an existing task into the task you are creating to save time. Click the **Copy** button and select the task to copy from, then click **OK**.

Security Role Setup

Use the Security Role Setup window to create new security roles, modify previously created roles, or modify default security roles. To open this window, click the **Administration** series button and click **Security Roles** on the Setup content pane.

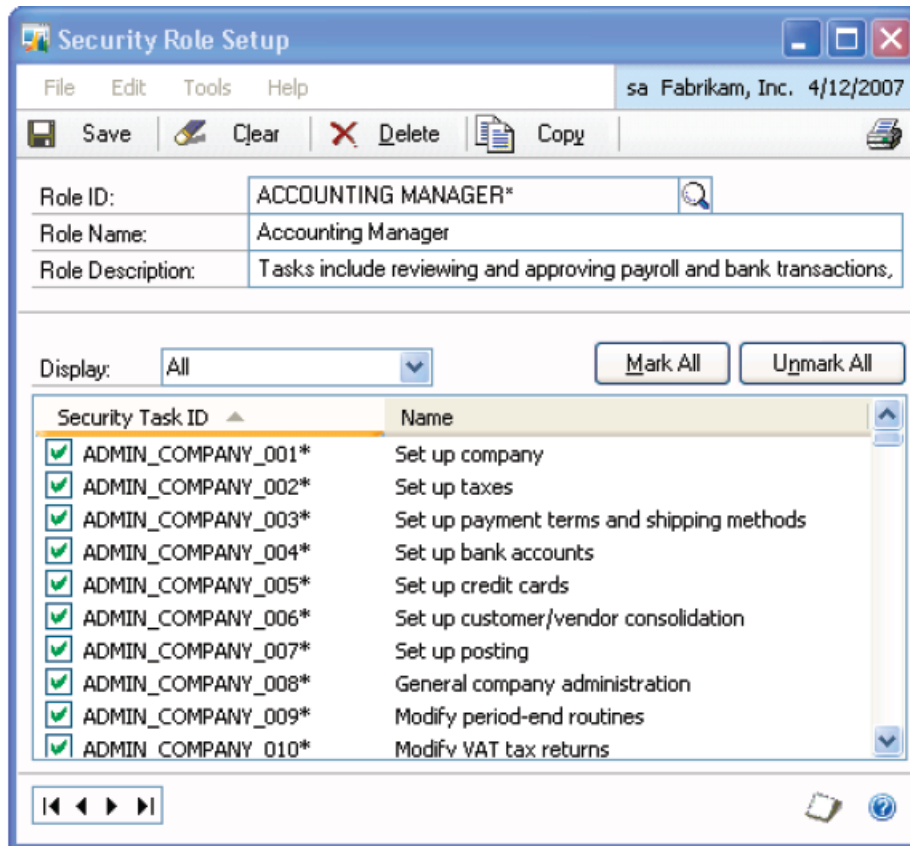


FIGURE 2: SECURITY ROLE SETUP WINDOW

Security roles typically contain a number of security tasks and are assigned to users to provide them with security access to the assigned tasks in Microsoft Dynamics GP.

To create a new role:

1. Enter a **Role ID**, **Role Name**, and **Role Description**
2. Click **Copy** to copy tasks from an existing role to a new role that you are creating. This can save time when creating security roles that are similar
3. Select a category from the **Display** menu to display appropriate security tasks
4. Select tasks the role should have access to individually, or click **Mark All** to select all tasks for the selected **Display** category; repeat this process for each **Display** category, as necessary
5. Click **Save** to save the role

NOTE: Double-click a task to view its information in the Security Task list.

Assign security roles to users in each company to provide appropriate access within Microsoft Dynamics GP. Click the Printer icon to generate a Security Role Setup report to verify that the correct security access has been provided to the selected role.

Alternate/Modified Forms & Reports

Use the Alternate/Modified Forms and Reports window to edit or create IDs for alternate or modified forms and reports that you can assign to users in the User Security Setup window. To open this window, click the **Administration** series button and click **Alternate/Modified Forms and Reports** on the Setup content pane.

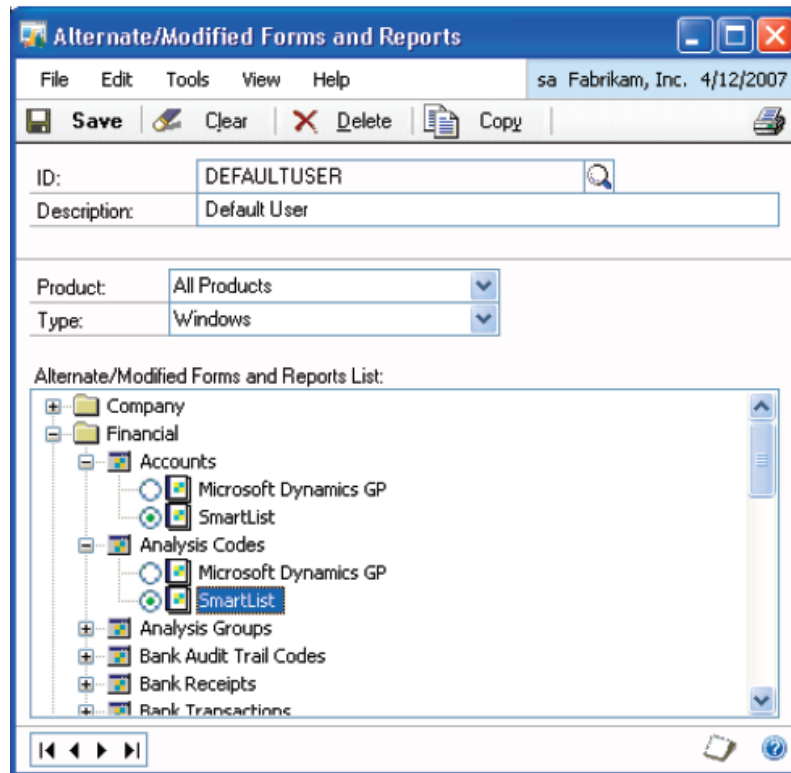


FIGURE 3: ALTERNATE/MODIFIED FORMS AND REPORTS WINDOW

Alternate forms and reports are forms and reports added from installed integrated products. Modified forms and reports are existing Microsoft Dynamics GP forms and reports modified using Report Writer or Modifier. Each ID created in this window grants access to a group of alternate/modified forms and reports for the assigned user. Only one ID can be assigned to each user in the User Security Setup window.

NOTE: This is where the access to the Movers Custom Programs windows and reports are set.

The Alternate/Modified Forms and Reports List displays a tree view of any alternate or modified forms and reports for the product(s) selected. The tree view is organized by series. Original forms or reports are selected by default. Use the **Copy** button to copy settings from an existing ID to a new one that you are creating, then make any necessary modifications. Use the **View** menu to expand or collapse the list tree items. To enable users to access the alternate version of a form or report, select the alternate form or report, and then click **Save**.

User Security Setup

Use the User Security Setup window to assign security roles to users. To open this window, click the **Administration** series button and click **User Security** on the Setup content pane.

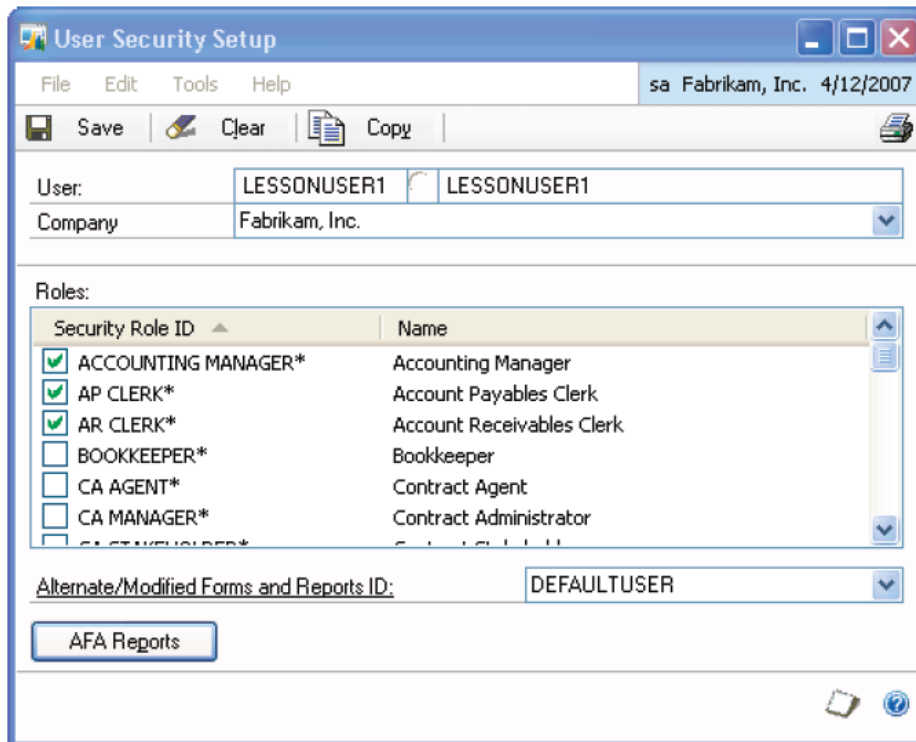


FIGURE 4: USER SECURITY SETUP WINDOW

A pessimistic security model is now being used in Microsoft Dynamics GP, so each user must be assigned to a security role before they can access forms, reports, or other data within the application. Security is defined for each user on a company by company basis. Set security for each company accessed by a user, or when you create a new company in Microsoft Dynamics GP Utilities, select the **Copy Access from Company** option to assign users the same access in the new company as a previous company. Users can be assigned access rights for multiple security roles. To set up individual user security, complete the following steps:

- Select a User and Company
- Select the roles that apply to a user
- Select an Alternate/Modified Forms and Reports ID

NOTE: As in past releases of Microsoft Dynamics GP, User Security is activated by selecting the **Security** option in the Company Setup window. User security does not function unless it is activated.

Copy User Security

Click the **Copy** button on the User Security Setup window to copy a single user's security settings from one company to other companies. After settings are copied, any necessary changes to a user's security settings in these other companies are changed using the User Security Setup window.

Microsoft Dynamics GP 10 Upgrade Foundation

Numerous user interface and navigational enhancements were made in Microsoft Dynamics™ GP 10.0. Significant enhancements were made to lists, providing capabilities of customization and personalization.

Also, changes were made to the Registration window for Release 10.0. The changes in the Registration window support the new licensing model for Microsoft Dynamics products.

A new feature, certain to be very popular with users, is the ability to provide a data connection to Excel, allowing Excel reports to auto refresh data with a click of the refresh button in Excel.

Microsoft Dynamics GP Menu

Administrative tasks, user and company information and other miscellaneous windows were moved to an application menu for Release 10.0. Additionally, menus that are typically not accessed on a daily basis such as Setup, Routines and Utilities for each series that were located on the Tools menu in previous versions were also moved to the application menu.

This simplifies and reduces the clutter on the main tool bar to include only those options that are typically accessed more frequently in the day to day operations of companies. Toolbars can still be customized by clicking the **Layout** icon located on the right side of the address bar.

Area Pages

Microsoft Dynamics™ GP 10.0 provides a number of new navigation options and leverages concepts from Windows Vista. Area pages can be used to quickly open windows within each series. For example, click the **Financial** series button on the navigation pane.

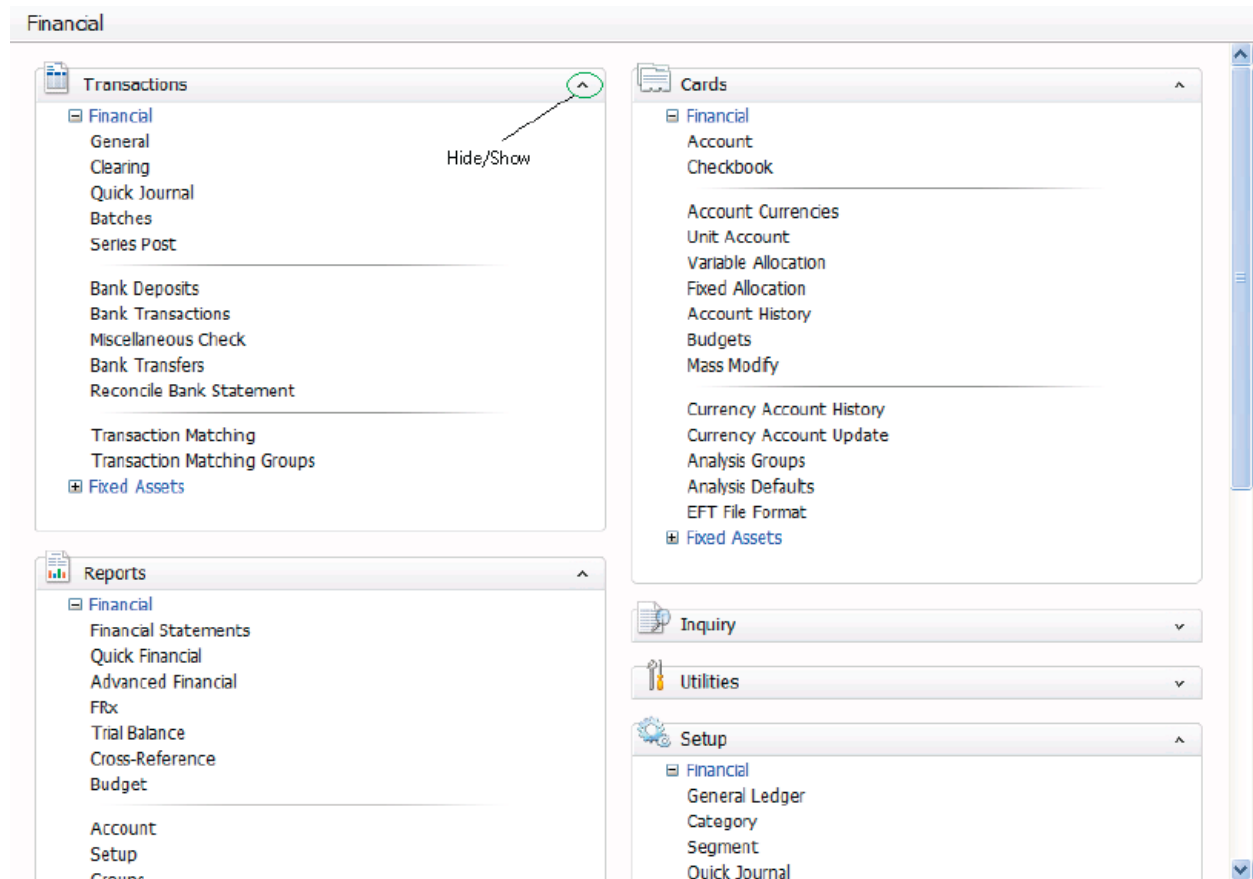


FIGURE 5: AREA PAGE - SAMPLE

Area pages list the application windows used to complete tasks for an area of functionality in Microsoft Dynamics GP. Each area page contains individual category content panes which organize series windows into categories such as Setup, Transactions, Cards and Utilities. These views can be adjusted by clicking the **Hide/Show** button on each pane. The area page brings back some of the functionality of palettes, a feature in earlier versions of Microsoft Dynamics GP.

Address Bar

The Address Bar, located directly below the application Title Bar on the main page of Microsoft Dynamics GP, displays the location of the current page within the navigation hierarchy of the application.

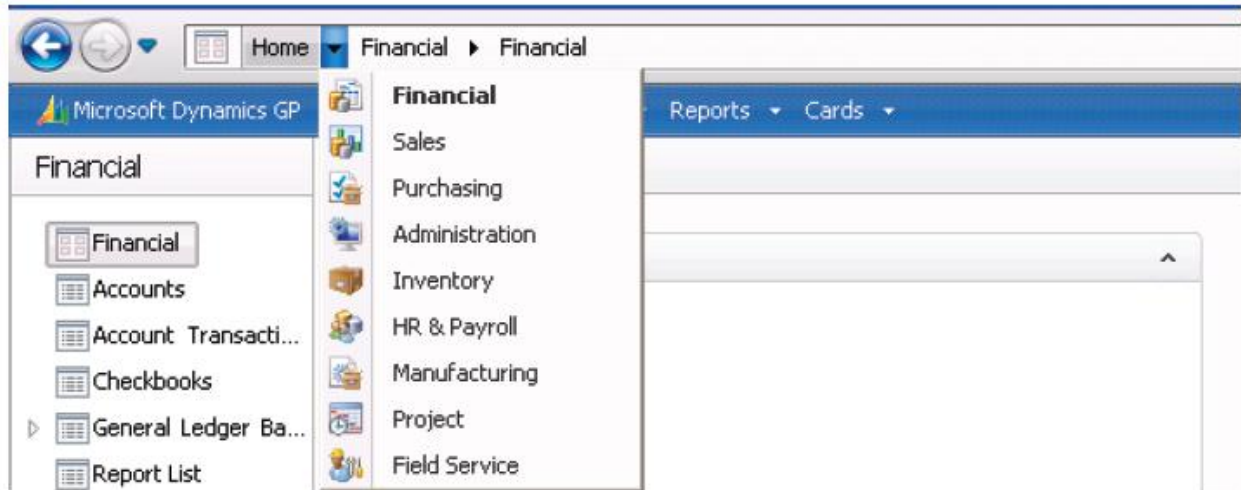


FIGURE 6: ADDRESS BAR

The Address Bar can be used to navigate between pages by clicking on the address location displayed. **Back** and **Forward** travel buttons, located to the left of the Address Bar, provide additional navigation functionality when moving between different pages in Microsoft Dynamics GP. Travel history is viewable by clicking the icon to the right of the **Forward** button.

Single Document Interface

A Single Document Interface (SDI) was implemented in Microsoft Dynamics GP so windows are independent, which enables “alt+tab” sequencing of desktop windows. This provides for additional flexibility to those users who frequently have multiple windows open within the application.

The screenshot shows the 'Batch Entry' window with the following details:

- Title Bar:** Batch Entry
- Menu Bar:** File, Edit, Tools, Help
- Status Bar:** sa Fabrikam, Inc. 4/12/2017
- Toolbar:** Save, Clear, Delete, Post
- Fields:**
 - Batch ID: []
 - Origin: []
 - Comment: []
 - Frequency: Single Use
 - Break Down Allocation:
 - Recurring Posting: [0]
 - Days to Increment: [0]
 - Last Date Posted: [0/0/0000]
 - Times Posted: [0]
- Summary Table:**

	Control	Actual
Journal Entries	0	0
Batch Total	\$0.00	\$0.00
- Other Fields:**
 - Approved:
 - User ID: []
 - Approval Date: [0/0/0000]
 - Transactions: [Button]

FIGURE 7: SAMPLE WINDOW - BATCH ENTRY

Because of this change, the application menu bar commands were added to the windows within the application, along with user, company, and date information. This was necessary for a number of reasons. For example, since windows could be open from multiple companies, users will need a way to identify what company is being accessed from an individual window.

Lists

Lists can help reduce the amount of time it takes to complete some daily tasks in Microsoft Dynamics GP. Available lists are displayed on the navigation pane for each series. For example, click the **Financial** series button on the navigation pane to display the available lists for the Financial series.

The screenshot shows the 'Accounts (read only)' list in Microsoft Dynamics GP. The ribbon includes 'Modify' (Edit, Account), 'New' (Fixed Allocation, Variable Allocation, Unit Account), and 'Restrictors' (Journal Entry, Quick Entry, All Accounts). The 'Reports' and 'Go To' buttons are also visible. The table below shows a list of accounts, with the first row selected. The details pane below the table shows the selected account's information.

Account Number	Description	Account Type
<input checked="" type="checkbox"/> 000-1100-00	Cash - Operating Account	Posting Account
<input type="checkbox"/> 000-1110-00	Cash - Payroll	Posting Account
<input type="checkbox"/> 000-1120-00	Cash - Flex Benefits Program	Posting Account
<input type="checkbox"/> 000-1130-00	Petty Cash	Posting Account
<input type="checkbox"/> 000-1140-00	Savings	Posting Account
<input type="checkbox"/> 000-1200-00	Accounts Receivable	Posting Account
<input type="checkbox"/> 000-1205-00	Sales Discounts Available	Posting Account
<input type="checkbox"/> 000-1210-00	Allowance for Doubtful Accounts	Posting Account
<input type="checkbox"/> 000-1220-00	Credit Card Receivable	Posting Account
<input type="checkbox"/> 000-1220-01	Credit Card Receivable-AmericaCharge	Posting Account
<input type="checkbox"/> 000-1220-02	Credit Card Receivable-Retail	Posting Account
<input type="checkbox"/> 000-1220-03	Credit Card Receivable-Other	Posting Account

1 of 519 records selected.

000-1100-00 : Cash - Operating Account

Account Type : Posting Account User-Defined 1 : User-Defined 3 :
 Active : Active User-Defined 2 : User-Defined 4 :

FIGURE 8: ACCOUNTS LIST

A number of enhancements have been made to lists for Release 10.0. They include:

- More lists
- List data filters
- Save and customize list views
- Share list views
- Use the action pane to take actions against selected records
- Send list data to Excel
- Print list data
- An information pane

Typically, lists can be printed from the **Reports** action pane button, and list data can be sent to Excel using the **Go To** button on the action pane.

Information Pane

The information pane located at the bottom of the list view, displays information that is related to records that are selected. The information displayed depends on the type of record selected. For example, if the cash account is selected in an account list view, information related to the cash account displays in the information pane. If multiple records are selected in a list, the information for the last record selected displays in the information pane.

Hide or show the information pane using the list drop-down menu **Hide/Show** option or resize the information pane vertically by dragging the top border up or down.

Action Pane

Action panes were added to lists to provide streamlined capabilities and easy access to common tasks. Action panes provide functionality similar to ribbons in Microsoft® Office.

New enhancements provide the following capabilities:

- Multiple non-sequential records can be selected; and actions performed
- Common actions selected from the action pane for selected records
- Actions displayed based on user's security
- Actions enabled based on record or records selected
- Action pane can be customized for list views

Action panes are divided into groups and each group contains action buttons. Each action button performs an action against the selected records, or opens a window containing information for a selected record. Actions will “light up” depending on the record(s) selected.

An overflow menu may appear to the right of the groups and will contain action buttons that are not displayed. If an action pane is shortened, actions buttons move to the overflow menu.

Customizing the Action Pane

Use the Action Pane Details window to customize the action pane and specify what actions display on the selected list view. To open this window, click the **List Title** drop-down menu, and click **Customize** and then click the **Action Pane** expansion button on the List View Customization window.

Action Pane Details

Specify the groups and actions to show in the action pane for this list view.

Groups

Modify
New
Restrictions
Reports
Go To

Add Group Remove Group

Actions in the group Modify

Edit

Add Action Remove Action

Group Properties

Default Name: Modify
Group Name: Modify

Action Properties

Default Name: Edit
Action Name: Edit

Priority: Primary
 Secondary
 Overflow

Image Size: Large
 Small

Reset

OK Cancel

FIGURE 9: ACTION PANE DETAILS WINDOW

Action and groups can be customized to fit an individual's needs. If certain actions on the default action pane are not available to a user, they can be removed and other actions added to the pane. Click **Reset** to return to the default action pane. Click **OK** to close the window and click **Save** on the List View Customization window to save changes made to the action pane.

Message Bar

The message bar displays above the list area after an action is performed against a record or records in the list. It displays information about the failure or success of actions that were performed against the record. Double click on the message bar to open the Message Bar Details window where specific details about each action that was performed can be viewed.

Personalizing Lists

Some changes made to a primary list or a list view are visible only for you and are not visible to others who have access to the list. These changes are called personalizations. Personalize each list separately and changes will be remembered the next time you log in to Microsoft Dynamics GP.

Some of the personalizations that can be made to a list include:

- **Columns** - Drag and drop columns to put them in the order that you want them; resize the width of the columns.
- **Sort order** - Sort a list by clicking on any one of the column headings that are displayed in the list.
- **Information pane** - Hide or show the information pane using the list drop-down menu or resize the information pane vertically by dragging the top border up or down.
- **Filter options** - Hide or show the filter options area by using the list drop-down menu.
- **Action pane** - Hide the action pane by using the list title drop-down menu. If you hide an action pane, a menu displays instead of the action pane. The same actions that displayed on the action pane appear in the menu. To hide the menu and show the action pane again, use the list drop-down menu and select **Show/Hide** and click **Action Pane**.

Personalizations made to lists can be removed at any time by selecting **Remove Personalizations** from the list title drop-down menu.

Filters and New List Views

Use filters to display only the records that meet certain conditions. For example, a filter to include only posting and unit accounts could be added to the Accounts list. Click **Add Filter** add a filter to the list. Multiple filters can be added using the filter drop-down menu options. For example, select and add a second filter to the list.

A search filter is also available. For example, type Savings and click the expansion icon to filter the list and locate savings accounts. Click **Hide Options** to hide the filter section of the list page from view. There's also an option to hide sections of the List window using the **Show/Hide** option on the list title dropdown menu.

Filters added to a primary list are not saved; however save the primary list with added filters as a new list view. To save a new list, click the list drop-down menu, and select **Save As**. Enter a list view name, and click **OK** to add the list to the navigation pane.

List Customizations

List customizations can be shared with other users. If you create a new list view, customizations can be made using the List View Customization window. To open this window, click the **List Title** drop-down menu, and select **Customize**.

FIGURE 10: LIST VIEW CUSTOMIZATION WINDOW

List customizations can be made for multiple companies or for individual companies. Select which content to display using the selection boxes in the **Mark Content to Display** fields of the window. List view modifications to columns and the action pane can be made by clicking the expansion button next to these fields.

Click **Save** to save customizations. Click **Preview** to view how the list view will appear with the changes made. When you navigate away from the list view, a prompt appears allowing you to save or discard changes.

Sharing Customizations

To share customizations made with other users, open the Sharing Details window by clicking the **Sharing** expansion button on the List View Customizations window.

Specify who can see this list view.

Private
 Public

Write	User/Role	Type
<input checked="" type="checkbox"/>	sa	Owner
<input type="checkbox"/>	Everyone	Everyone

FIGURE 11: SHARING DETAILS WINDOW

Select **Private** to restrict access to the customizations for other users. Select **Public** if access will be granted to other users. Add roles or users to the list and select the corresponding check box to grant access to the list. If all users should have access to the customized list, select **Everyone**, then click **OK**.

Excel Reports Overview

Customers often utilize Microsoft® Excel® in order to filter, subtotal and generally reformat data from Microsoft Dynamics GP in a method that works best for their role.

Microsoft Dynamics GP Release 10.0 ships with a set of data connections and Microsoft® Excel® reports. Microsoft Dynamics GP and Microsoft Office provide an integration method, called an Office Data Connection (ODC) that allows you to view Microsoft Dynamics GP data in an Excel worksheet. These data connections match the data found in SmartList objects. Excel reports are built using the data connections and the fields found in SmartLists. This offers users an Excel based alternative to SmartLists.

Because of this, these Excel reports are refreshable each time a user opens the file so the latest data is always available within the spreadsheet. During the setup process, the system administrator can deploy data connections and Excel reports to defined locations. Typically these data connections and reports are stored on the server.

The Reporting Tools Setup window allows a system administrator to set up integration with external reporting tools. Setup for SQL Reporting Services has also moved to this window to provide a single setup point for all external reporting tools.

Deploying Excel Reports

Use the Reporting Tools Setup window to deploy data connections and Excel reports to a shared network location. To open this window, click the **Administration** series button and click **Reporting Tools Setup** on the Setup content pane.

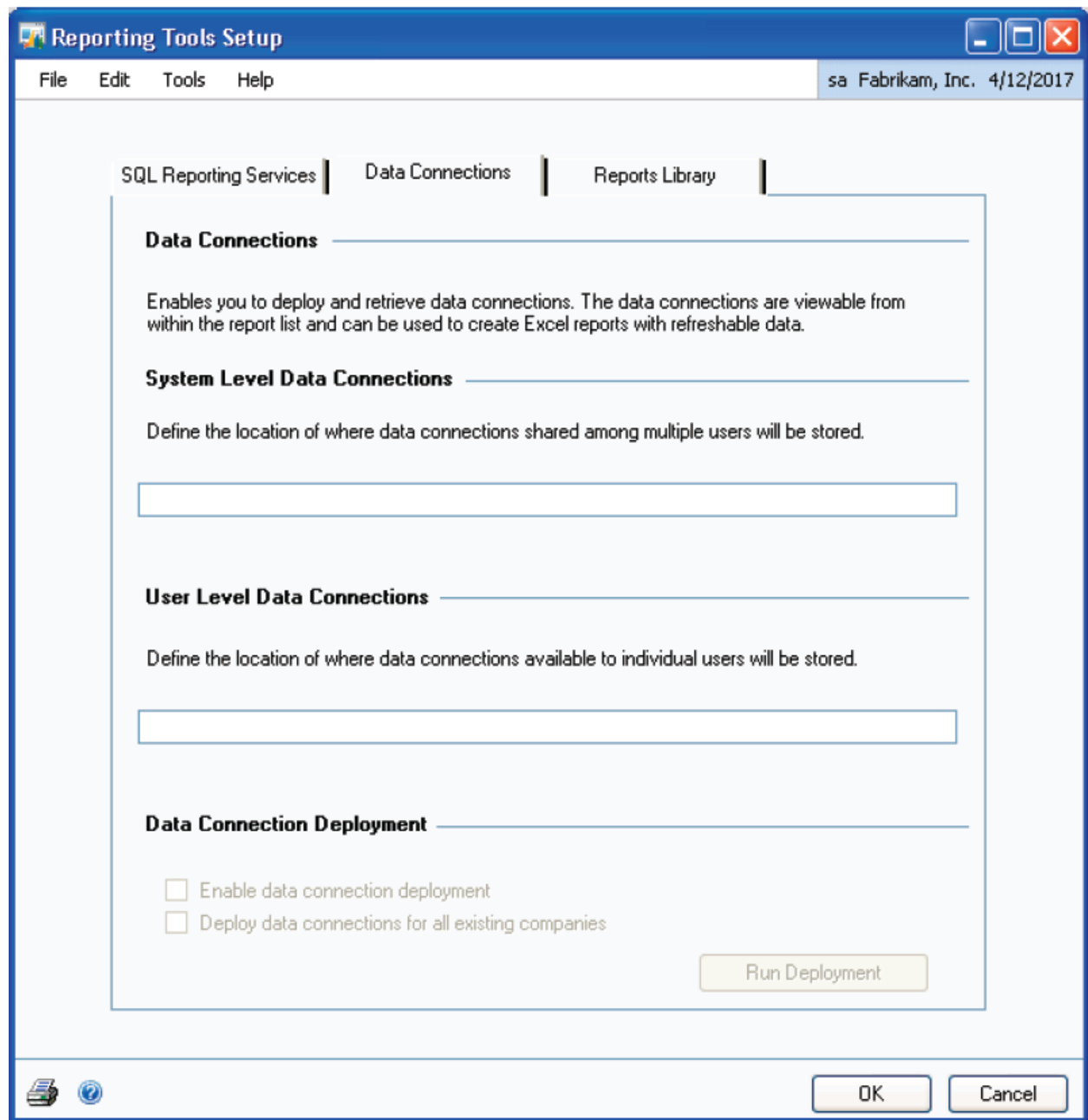


FIGURE 12: REPORTING TOOLS SETUP WINDOW

Click the **Data Connections** tab on the Reporting Tools window and enter a location where you want to store data connections in the **System Level Data Connections** field. Select the **Data Connection Deployment** options to enable data connections and deploy for all companies. If a company is added in Microsoft Dynamics GP after deployment, it must be run again to add data connections to that company. Click **Run Deployment** to complete the deployment process.

Click the **Reports Library** tab to enter a location where Excel reports are stored. Enter a location in the **System Level Reports** field, and select the **Excel Report Deployment** options to deploy reports for all companies. If a company adds Microsoft Dynamics GP after deployment, it must be run again to add Excel reports to that company. Click **Run Deployment** to complete the deployment process.

An **Excel Reports** option is added to the **Administration** navigation pane when Excel reports are successfully deployed. These reports are also available from report list windows in Microsoft Dynamics GP.

SmartList Enhancements

Some enhancements were made to SmartLists. The layout of the SmartList main window was revised to make it easier to find SmartList objects. To open the SmartList window, click **Microsoft Dynamics GP** and then click **SmartList**.

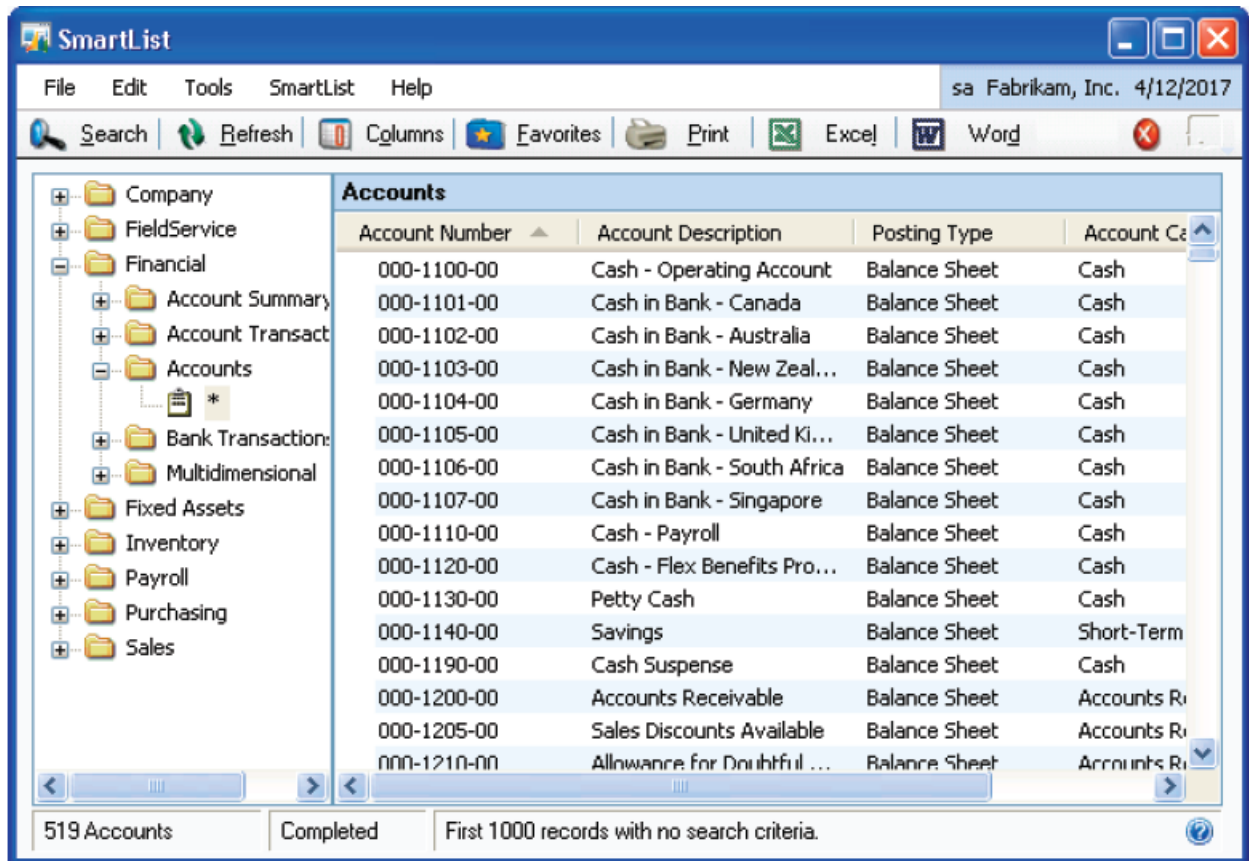


FIGURE 13: SMARTLIST WINDOW

Objects were placed into folders defined by series, so the user can quickly find a SmartList object in a standard tree format instead of trying to find an object in an increasingly larger list of objects.

Additionally, the SmartList Options window added options which help to define default settings for the **Match Case** option on the Search window. This option provides flexibility for quicker searches made using SmartLists. The Search window was also revised so that all functions on the window can be performed using the keyboard.

Registration Changes

The registration window has changed for Microsoft Dynamics GP Release 10.0. The Registration window is used to enter registration keys for your company and select the modules that you plan to use in Microsoft Dynamics GP. To open this window, click the **Administration** series button and click **Registration** on the Setup content pane.

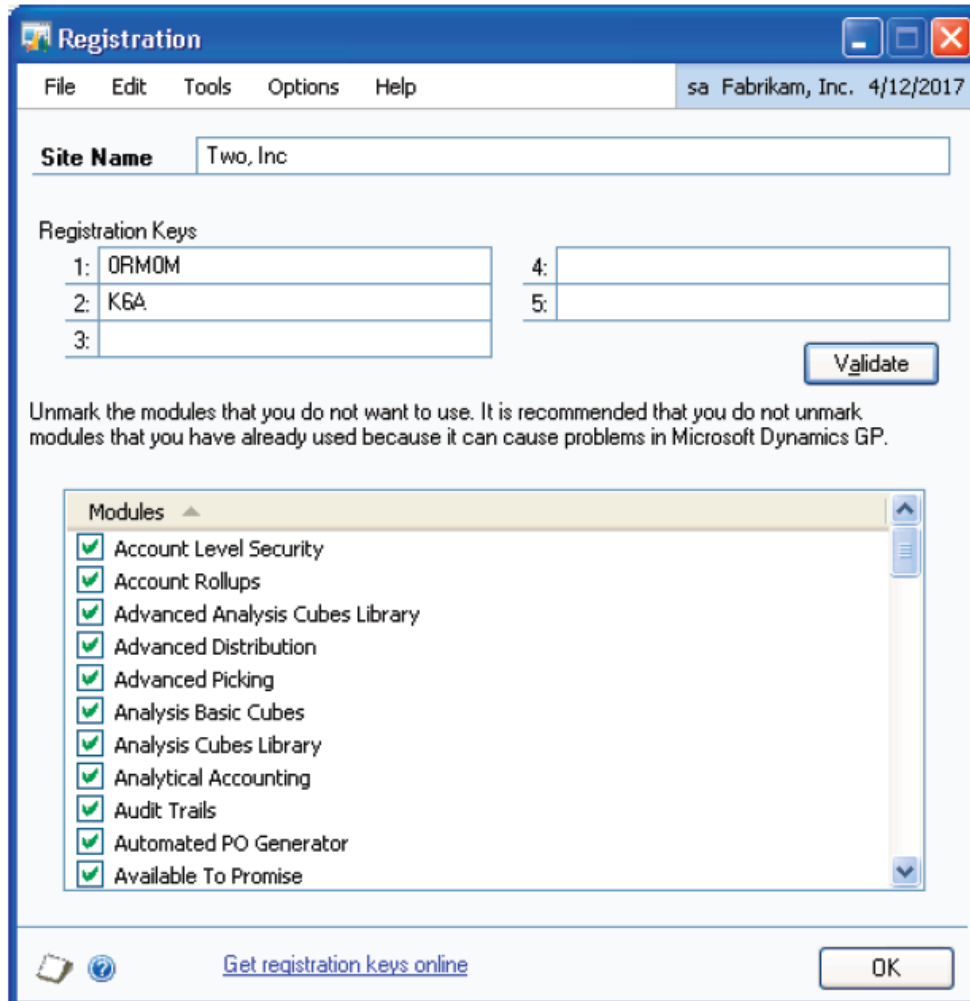


FIGURE 14: REGISTRATION WINDOW

Setup activities within Microsoft Dynamics GP can be completed prior to registering the application. In some cases, some daily activities can also be done prior to registration; however, registration allows you to use all the functionality of a module.

Click **Validate** once a site and keys have been entered to verify that the correct registration keys have been entered in the Registration window. The Modules scrolling window displays a list of modules that are registered based on the keys entered in the window.

Select modules that you plan to use in Microsoft Dynamics GP. Do not select modules that are not used, because this can cause unforeseen problems within the application. For example, if Multicurrency Management is selected, transaction fields related to multicurrency are activated and some setup may

be required when performing certain tasks within the application even though these features are not required.

Microsoft Dynamics GP 10 Upgrade Financials

A number of new features have been added to the financial modules in Microsoft Dynamics GP for Release 10.0. This lesson focuses on a few of the key features including the Sub-ledger Reconciler, 1099 Enhancements and Budget Start and End Dates.

Sub-ledger Reconciler Overview

A sub-ledger reconciler feature was added for Release 10.0. Some of the benefits of providing this reconciliation feature is to automatically match transactions for users, and more importantly, to identify any transaction discrepancies between the sub-ledger and General Ledger. For example, the reconcile process could identify any Payables Management transactions that do not have a matching transaction distribution line in General Ledger.

The reconcile process reduces the amount of time spent reconciling the Payables Management or Receivables Management sub-ledgers to General Ledger. This feature does not automatically fix imbalances between the sub-ledgers and General Ledger. The reconcile process will not automatically correct posted transactions, back out posted transactions, void existing transactions or create new adjusting transactions to balance the sub-ledger and General Ledger.

Reconcile to General Ledger

Use the Reconcile to GL window to reconcile Payables Management or Receivables Management to the General Ledger. To open this window, click the **Financial** series button and click **Reconcile to GL** on the Routines content pane.

To begin the reconcile process, select the sub-ledger to reconcile and identify which accounts in General Ledger correspond to the Payables or Receivables Management ledger. More than one account can be entered.

For example, select each of the Accounts Receivable accounts in General Ledger to which customers' outstanding balances are posted. In addition to Accounts Receivable accounts, other accounts such as Sales Discounts Available may be entered. The balance of all the accounts entered in this window is the amount to which the sub-ledger balance is reconciled against.

Next, enter a date range. Only sub-ledger and General Ledger transactions posted within the specified date range display in detail for the reconciliation process. For sub-ledger transactions, the General Ledger posting date, not the document date, is used to determine if a transaction falls within the date range.

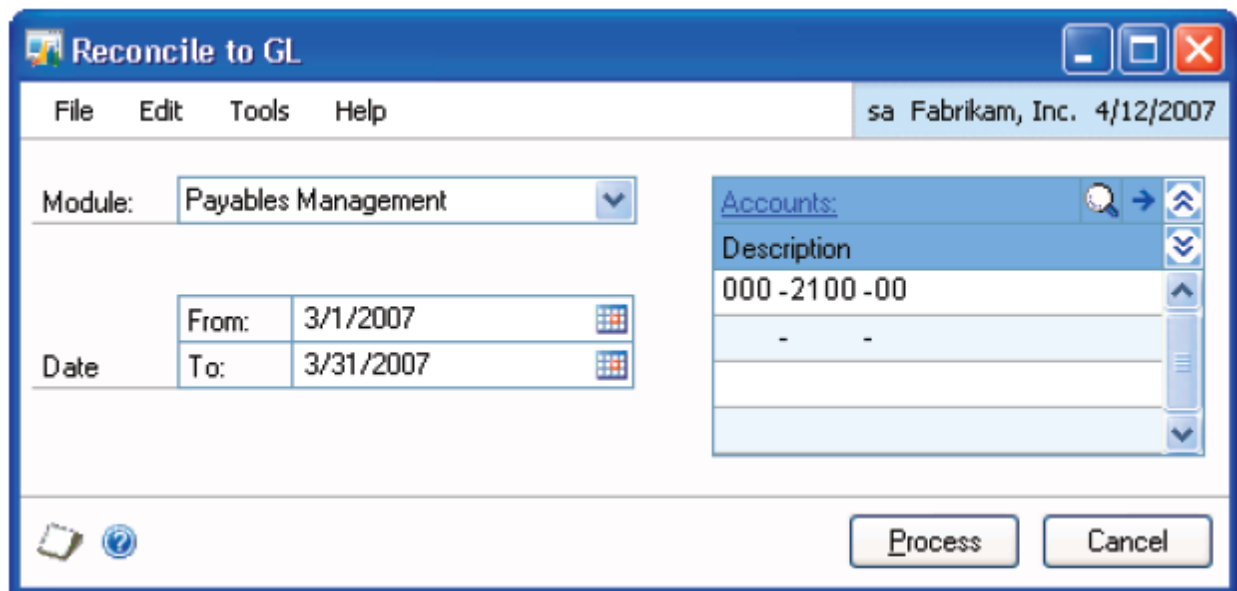


FIGURE 15: RECONCILE TO GL WINDOW

Reconcile Process

Click **Process** to calculate balances for Payables Management or Receivables Management and the General Ledger.

These balances include:

- beginning balances
- the difference between the beginning balances
- transactions entered during the date range specified
- the total ending balances
- the difference between the ending balances During this process, Microsoft Dynamics GP also matches transactions from Payables or Receivables Management to the distribution lines in General Ledger.

The process identifies the following:

- transactions that exist in both the sub-ledger and General Ledger
- transactions that exist in either the sub-ledger or General Ledger, but not both
- transactions that potentially match, but don't meet all the matching criteria

During this process the sub-ledger and General Ledger balances may match, but the system may still find exceptions. For example, an invoice for \$75 is posted into Payables Management, but the distributions are not posted to General Ledger because the posting settings were incorrect. The mistake is found and a journal entry is manually entered into General Ledger.

The \$75 is in both Payables Management and General Ledger, but the transactions are not linked through an audit trail code, document number, etc. The transactions may be identified as potential matches, but they are also identified as exceptions.

Reconcile Report

Analysis of the reconciliation results is an important aspect of the process. In order to provide the appropriate tools to perform an analysis, the results are sent to an Excel spreadsheet. Excel provides the typical functionality of any spreadsheet, such as re-sorting the data, adding comments to the data, adding totals, etc.

Receivables Transactions 5/1/05 - 5/30/05					General Ledger Transactions 5/1/05 - 5/30/05					
Beginning Balance:					\$360.25	Beginning Balance:				
Total RM Beginning Balance:					\$360.25	Total GL Beginning Balance:				
Total GL Beginning Balance:					\$360.25	Difference:				
Difference:					\$0.00					
Unmatched Transactions										
Posted Date	Customer Number	TRX Source	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Account	
5/30/2005	ADVANCED0002	SLSTE0000234	INV1013	\$29.00	5/3/2005	551	OLTR00000001			
					5/4/2005	552	OLTR00000002			
Potentially Matched Transactions										
Posted Date	Customer Number	TRX Source	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Account	
5/19/2005	ASSOCIAT0001	SLSTE0000237	STDINV2240	\$15.00	5/19/2005	541	SLSTE0000237	STDINV2240		
5/30/2005	ADVANCED0002	SLSTE0000234	INV1013	\$105.00	5/30/2005	605	GLTR00000002			
Matched Transactions										
Posted Date	Customer Number	TRX Source	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Account	
5/1/2005	SHELLPH0001	RMBS00000002	CM126002	(\$15.00)	5/1/2005	531	RMBS00000002	CM126002		
5/1/2005	HOMEFURN0001000	RMBS00000003	CREDIT0000000003	\$7.00	5/1/2005	531	RMBS00000003	CM126002		
5/1/2005	AARONFIT0001	RMBS00000003	CM20005	\$35.00	5/1/2005	531	RMBS00000003	CM126002		
5/1/2005	ISHINDUS0001	RMBS00000003	INV1010	\$145.00	5/1/2005	532	RMBS00000003			
5/1/2005	KELLYCON0001	SLSTE0000234	INV1012	\$220.00	5/1/2005	533	SLSTE0000234			
5/1/2005	ADVANCED0002	SLSTE0000234	INV1013	\$30.00	5/1/2005	533	SLSTE0000234			
5/1/2005	CENTRALC0001	SLSTE0000234	INV1014	\$540.00						
5/2/2005	REYNOLDS0001	RMC0H00000002	PMT116012	\$75.00	5/2/2005	540	RMC0H00000002	PMT116012		
5/13/2005	MAHLERST0001	RMC0H00000048	PYMT00000000061	(\$55.00)	5/13/2005	542	RMC0H00000048	PYMT00000000061		
					5/13/2005	542	RMC0H00000048	PYMT00000000061		
5/18/2005	BAKERSEM0001	RMAPP00000004	RETRN00000000002	\$0.00	5/18/2005	562	RMAPP00000004	RETRN00000000002		
5/21/2005	AARONFIT0001	RMSC00000001	SALES00000001003	\$20.00	5/21/2005	590	RMSC00000001	SALES00000001003		
5/28/2005	OFFICEDE0001	SLSTE0000235	STDINV2237	\$60.00	5/28/2005	603	SLSTE0000235	STDINV2237		
Ending Balance:					\$1,207.05	Ending Balance:				
Total RM Ending Balance:					\$1,207.05	Net Ending Balance:				
Total GL Ending Balance:					\$1,207.05	Difference:				
Difference:					\$0.00					

FIGURE 16: RECONCILE SAMPLE REPORT

Save each spreadsheet to document how many exceptions were handled. For example, an exception on a Receivables Management transaction could be addressed through the entry of a journal entry in General Ledger. A comment could be added to the transaction, noting the action taken to fix the problem was the entry of a General Ledger transaction.

1099 Enhancements Overview

Many companies in the United States issue 1099 forms to vendors. A company may pay a vendor for a variety of goods or services and the Internal Revenue Service requires that these payments be categorized and printed in the appropriate boxes on the correct 1099 form.

In the past, Microsoft Dynamics GP users could specify one 1099 type per vendor and the 1099 amounts captured over the year were printed in one box on the 1099 form. This could make tracking 1099 amounts and printing the forms very difficult from Microsoft Dynamics GP in certain situations.

The 1099 enhancements made in Release 10.0 assist users that issue multiple 1099s to a single vendor as well as track 1099 amounts per box number. Users continue to set a 1099 Tax Type on the vendor card and still need to specify a default 1099 box number.

When invoices are entered for 1099 vendors the tax type and 1099 box number default on the transaction; however users can edit the tax type and box number to suit the needs of the invoice. Once the invoice is paid the appropriate 1099 box number amount field is updated. At the end of the calendar year, users can print out the 1099 forms they need for each vendor and the system will print each 1099 box number amount in the appropriate box on the designated 1099 form.

1099 Setup

Use the 1099 Setup window to enter minimum reporting amounts for boxes on the 1099 form. To open this window, click the **Purchasing** series button and click **Payables** on the **Setup** content pane, then click **1099 Setup** on the Payables Management Setup window.

1099 Box	Description	Minimum Amount
1a	Ordinary Dividends	\$10.00
1b	Qualified Dividends	\$10.00
2a	Capital Gain Dist.	\$10.00
2b	Unrecap. 1250 Gain	\$10.00
2c	Section 1202 Gain	\$10.00
2d	28% Rate Gain	\$10.00
3	Nontaxable Dist.	\$10.00
4	Federal Tax Withheld	\$0.01
5	Investment Expense	\$0.01
6	Foreign Tax Paid	\$0.01
8	Cash	\$600.00

FIGURE 17: 1099 SETUP WINDOW

The system populates the **1099 Box**, **Description** and **Minimum Amount** fields during the installation of Microsoft Dynamics GP. The descriptions and minimum amounts are editable fields, so if these change, users will be able to adapt quickly to rule changes. The 1099 Box numbers are not editable. 1099 minimums and box descriptions can be entered and edited for boxes on 1099 Miscellaneous, Dividend, and Interest forms.

1099 Vendor Setup

When vendors are set up, a default **1099 Box** can be assigned to the vendor in the Vendor Maintenance Options window. This selection defaults when purchasing transactions are entered for the vendor, but can be changed during the transaction entry process.

The **Tax Type** field selection determines what boxes are available to select from when choosing a default box. If **Not a 1099 Vendor** is selected in the **Tax Type** field, the **1099 Box** field is unavailable.

1099 Transactions

When entering transactions for a 1099 vendor in Payables Transaction Entry, an expansion window is available to change the **Tax Type** and **1099 Box Number**. This information is tied to the transaction, so when the invoice is paid, the appropriate 1099 box is updated for tracking purposes.

The expansion window is unavailable if the transaction entered is a return or credit memo. Users will not be able to specify 1099 box numbers on a credit document. If a credit memo or return has a 1099 amount and is applied to a debit document with a 1099 amount the tax type and 1099 box field specified on the debit document determines which 1099 box amount is updated in the 1099 Details window.

If a credit memo or return has a 1099 amount and it is applied to a debit document that does not have a 1099 amount, then the tax type and 1099 box specified on the vendor record determines which 1099 box amount field is reduced in the 1099 Details window.

1099 Details

Use the 1099 Details window to enter amounts for 1099 boxes when setting up vendors in the middle of a calendar year, or editing 1099 amounts. To open this window, click the **Purchasing** series button and click **1099 Details** on the **Cards** content pane.

1099 Details

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

Save Clear

Vendor ID BEAUMONT0001

Name Beaumont Construction

Tax Type Miscellaneous

Display: Month Year

Month April Year 2017

1099 Box	Description	Amount
1	1 Rents	\$0.00
2	2 Royalties	\$0.00
3	3 Other Income	\$0.00
4	4 Federal Tax Withheld	\$0.00
5	5 Fishing Boat Proceeds	\$0.00
6	6 Medical Payments	\$0.00
7	7 Nonemployee Compensation	\$550.00
8	8 Substitute Payments	\$0.00
10	10 Crop Insurance	\$0.00
13	13 Golden Parachute	\$0.00
14	14 Attorney Proceeds	\$0.00
15a	15a Section 409A Deferrals	\$0.00
15b	15b Section 409A Income	\$0.00
16	16 State Tax Withheld	\$0.00

by Vendor ID

FIGURE 18: 1099 DETAILS WINDOW

Amounts for each vendor can be tracked for each **Tax Type**. Make a selection to display the appropriate 1099 box information. To enter or edit 1099 amounts, select to display monthly totals. If you display

amounts by year, the amount field for each box is not editable. If an amount is entered or changed, click **Save** on the window toolbar.

NOTE: *Amounts should not typically be changed after you start using Payables Management. If amounts are changed in the 1099 Details window, no supporting transaction information is present in Payables Management. If the reconcile process is run, the amounts entered in this window are lost.*

Click on the Printer icon on the window to generate a Vendor 1099 Details Monthly Report. Use this report to verify that the correct amounts were entered for each of the 1099 boxes.

There's also a 1099 Details Inquiry window that provides inquiry only access to these 1099 amounts for vendors. Amounts can be viewed for each **Tax Type** by month or year; amounts cannot be changed in the inquiry window. Links to this window exist in the Vendor Period Summary Inquiry and Vendor Yearly Summary Inquiry windows.

1099 Information Utility

Use the Update 1099 Information window to update tax types and 1099 boxes for a vendor and any 1099 open or historical transactions. To open this window, click the **Purchasing** series button and click **Update 1099 Information** on the **Utilities** content pane.

FIGURE 19: UPDATE 1099 INFORMATION WINDOW

The user has the option to update only the vendor record, only 1099 transactions or both. The process can be run for a range of vendors.

Range options include:

- by Vendor ID
- by Vendor Name
- by Vendor Class
- by Type

If amounts for a class of vendors need to be moved from one box to another on the 1099 form due to previous entry errors, use this window to perform this task, rather than manually making the changes for each vendor record in the 1099 Details window.

Printing 1099s

A number of changes were made to the 1099 printing process. The **1099 Box Number** and **Minimum Required** fields were removed from the Print 1099 window, since individual box amounts are now tracked in Release 10.0. Microsoft Dynamics GP uses the 1099 Setup window to determine what the minimum required dollar amount is for each 1099 box. No form prints if the minimum for the box is not met by the vendor.

If the minimum for at least one 1099 box is met for a vendor, then any other amounts for 1099 box amount fields print for the vendor even if they do not meet the minimums required by the Internal Revenue Service and entered in the 1099 Setup window in Microsoft Dynamics GP.

Microsoft Dynamics GP 10 Upgrade Human Resources and US Payroll

A number of often requested features have been added to US Payroll. These features include Retroactive Pay, Tax Sheltered Annuity sequencing, and Garnishment features. Steps to set up the Human Resources module have also been added to the application Setup Checklist.

Human Resources Setup Checklist

Human Resources was added to the Setup Checklist window available in the application. This provides for a more consistent way of setting up the Human Resources module along with other modules. The Setup Checklist window can be accessed by doing the following; click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup** and then click **Setup Checklist**.

Human Resources must be installed to appear on the Setup Checklist. For additional information on using this checklist, access the Foundation training content or the help files within Microsoft Dynamics GP.

Retroactive Pay Overview

A retroactive pay feature was added to US Payroll for Release 10.0. This feature allows you to calculate and pay retroactive payments to employees. Typically this happens when supplemental wages are paid to an employee because their rate of pay should have been greater in past pay periods.

This feature will provide the ability to calculate and make retroactive pay adjustments to employee earnings. The feature allows you to pay these wages in a separate pay run.

Retroactive Pay Management

Use the Retroactive Pay Management window to enter retroactive pay transactions for employees. To open this window, click the **HR & Payroll** series button and click **Retroactive Pay Management** on the Utilities content pane.

FIGURE 20: RETROACTIVE PAY MANAGEMENT WINDOW

Select the range of employees to calculate retroactive pay for. Pay can be adjusted by an amount per hour or unit, or by a percentage. Define the amount or percent increase and then select a **Default Code to Pay**. Then, click **Insert for Retro** and information should be added to the scrolling window for retroactive payments.

Remove any payments that are not appropriate using the **Include** selection box for each payment. Next, click **Create Retro** to enter batch information and transaction start and end dates for the retroactive pay transactions and add the transactions to a batch to be processed.

Access to this window is restricted if:

- someone is building checks
- someone is calculating checks
- someone is voiding checks

If you attempt to open this window in these situations, a warning message will be received and Retroactive Pay Management cannot be accessed.

Tax Sheltered Annuity Sequencing

In Microsoft Dynamics GP Payroll there are non-tax-sheltered deductions and tax-sheltered deductions. Previously, an option for sequencing non-tax-sheltered deductions was available. With the release of Microsoft Dynamics GP 10.0, the ability to sequence tax-sheltered deductions for employees is available to help manage the complexity of deduction priority and staying in compliance with payroll regulations.

You can use company level deduction sequencing using the Deduction Sequence Setup window, or sequence all deductions that are assigned to an individual employee using the Employee Deduction Sequence window. This includes garnishment deductions which were added with Release 10.0.

Sequencing Deductions

Use the Employee Deduction Sequence window to sequence the order of all deductions taken from an employee's pay. To open this window, click the **HR & Payroll** series button and click **Deduction Sequence** on the Cards content pane.

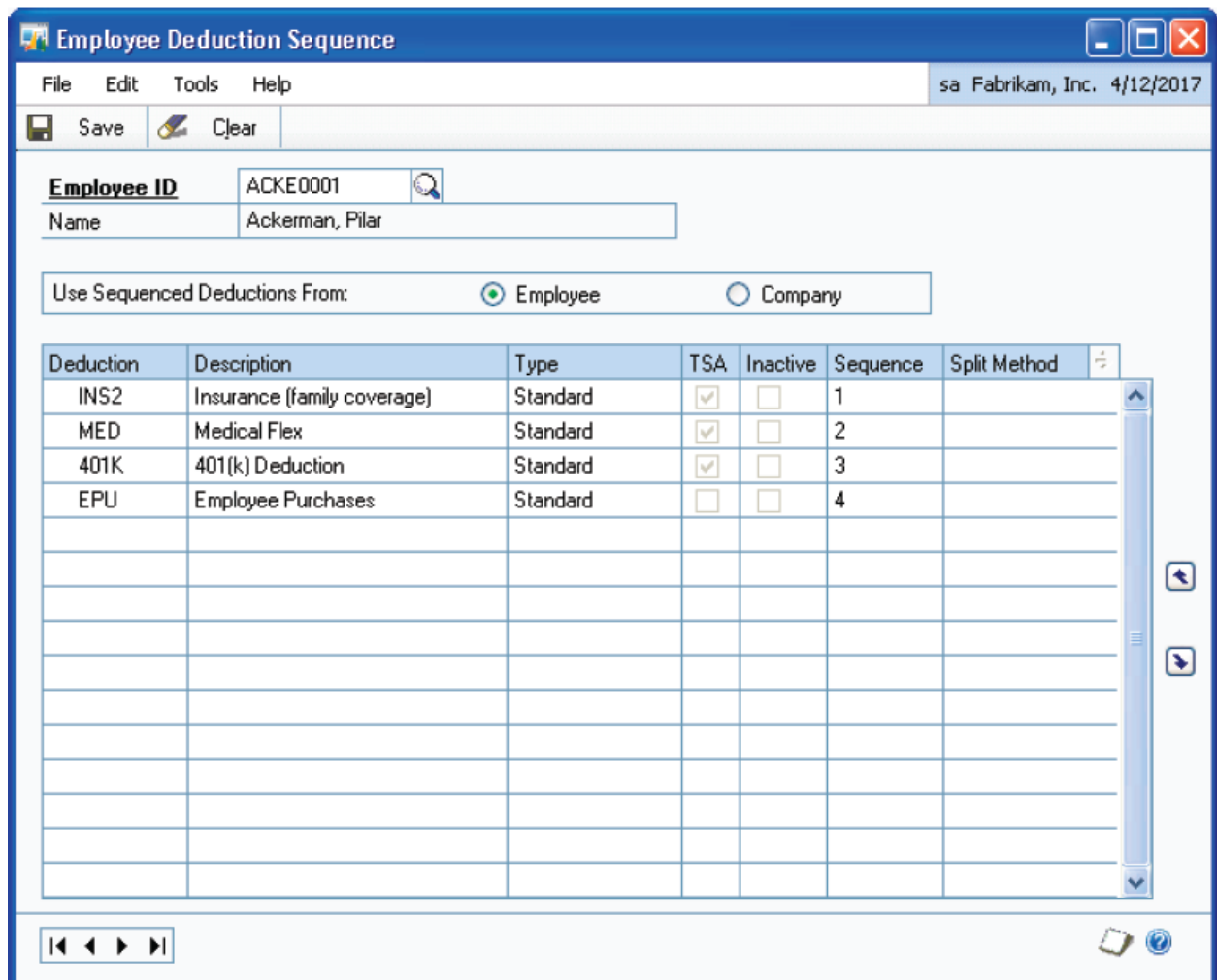


FIGURE 21: EMPLOYEE DEDUCTION SEQUENCE WINDOW

Select the employee to sequence deductions for. If **Employee** is selected in the **Use Sequenced Deductions From** field, sequencing can be completed for the employee in this window. Otherwise, the

Deduction Sequence Setup window is used to define the sequence of deductions. When an employee is selected that already has a deduction sequence record, the scrolling window populates with all deductions that have been assigned to the employee in the order that the deductions were previously sequenced in the window.

Any new deductions assigned to the employee that have not been sequenced appear at the bottom of the list and are assigned sequence numbers. Click **Move Up** or **Move Down** to adjust the order of deductions or by entering the Sequence number for Garnishment deductions.

Garnishment deductions can have the same sequence number entered. If this is done, use the Split Method field and expansion window to specify how individual garnishments amounts should be reduced if funds are less than the total amount for all of the garnishments with the same deduction sequence number. Refer to the training on garnishments for additional information on setting up garnishments in Microsoft Dynamics GP.

Garnishments Overview

The current deduction setup and maintenance features in Microsoft Dynamics GP were extended to allow US Payroll to meet garnishment requirements as outlined in state and federal court legislation. The intent of this feature is to meet most of the garnishment requirements in the United States.

Garnishment Setup

Use the Garnishment Maximum Setup window to define the state and federal maximum rule calculation for a particular garnishment category. To open this window, click the **HR & Payroll** series button and click **Garnishment Maximum Setup** on the Setup content pane.

Garnishment Maximum Setup	
File	Edit Tools Help
sa Fabrikam, Inc. 4/12/2017	
Save	Clear Delete
Max Deduction Code	LA STATE
Description	Louisiana State Garnishment
State / Fed	LA
Method	Percent of Gross Wages
Max Withholding Percent	4.00%
Max Exempt Amount	
Min Wage Rule Amount	\$450.00
Earnings	
Description	

FIGURE 22: GARNISHMENT MAXIMUM SETUP WINDOW

Federal and most state governments in the United States establish maximum rates and amounts for garnishment of wages for individuals. This information should be entered in the Garnishment Maximum Setup window.

When setting up a deduction record in Deduction Setup, a deduction type of **Garnishment** is available. If selected, a **Garnishment Category** can also be assigned, which is used for reporting purposes.

The options available include:

- Support Order
- Tax Levy

- Bankruptcy
- Garnishment
- Other

A new method, **Percent of Earnings Wages**, is available for deductions. Since many garnishments are based on net disposable income, you can select this option, and then define what taxes and other deductions are included when calculating this amount using the Earnings Setup window. An **Earnings** code should be assigned to each garnishment deduction where this method is selected.

Earnings Setup

Use the Earnings Setup window to define earnings codes. Earnings codes are used in US Payroll to determine the amount of earnings to apply to deduction calculations. To open this window, click the **HR & Payroll** series button and click **Earnings Setup** on the Setup content pane.

The screenshot shows the 'Earnings Setup' window with the following details:

- Window Title:** Earnings Setup
- User/Date:** sa Fabrikam, Inc. 4/12/2017
- Earnings Code:** STATEEARNINGS
- Description:** Home State Earnings
- Include in Earnings:**
 - Pay Codes:**
 - COMM Commission Pay Code
 - EXAT Expense Account
 - HOLI Holiday
 - PRFT Profit Sharing
 - SICK Sick Pay
 - VACN Vacation
 - Selected:**
 - BONS Bonus Pay
 - HOUR Hourly Pay Code
 - OVER Overtime Pay
 - SALY Salary Pay Code
- Reduce from Earnings:**
 - Deductions:**
 - 401K 401(k) Deduction
 - EPU Employee Purchases
 - INS1 Insurance (+1 dependent)
 - INS2 Insurance (family coverage)
 - UW United Way
 - Selected:**
 - CHD Child Care Deduction
 - MED Medical Flex
- Taxes:**
 - Federal Tax
 - FICA Tax
 - State Tax
 - Local Tax

FIGURE 23: EARNINGS SETUP WINDOW

Wages and deductions used to calculate net disposable income may vary from state to state, so a unique **Earnings Code** can be created for each state, if necessary.

Select the pay codes that should be used in calculating earnings, and select the deductions that should be used in reducing earnings. Options to include taxes are also available. Once an **Earnings Code** is saved, it can be assigned to a garnishment deduction record, if the appropriate deduction method was selected in Deduction Setup.

Employee Deduction Maintenance

Use the Employee Deduction Maintenance window to assign a garnishment deduction to an employee. To open this window, click the **HR & Payroll** series button and click **Deduction** on the Cards content pane.

Employee Deduction Maintenance

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

Save Clear Delete

Employee ID ACKE0001 Inactive
 Name Ackerman, Pilar

Deduction Code GARN **Garnishment**
 Deduction Type Garnishment Garnishment Category Tax Levy

Start Date 0/0/0000 **End Date** 0/0/0000

Method: Percent of Net Wages

Garnishment Deduction Amount	
Earnings	
Amount	\$0.00
Percent	0.00%

Frequency: Weekly

Court Date **Court Name** **Document ID**

Maximum Deduction	
Federal	
State	

Original Amt. **Taken** **Remaining** \$0.00

Vendor ID **Name**

W-2 Box 0 **W-2 Label**

Sequence Summary

by Employee ID

FIGURE 24: EMPLOYEE DEDUCTION MAINTENANCE WINDOW

If the selected **Deduction Code** is marked as a garnishment in Deduction Setup, the window changes to allow the user to enter information that is specific to garnishments.

Maximum deduction amounts that were set up in Garnishment Maximum Setup can be linked to an employee's deduction record, along with court information in regards to the garnishment.

As discussed in the Tax Sheltered Annuity Sequencing section of this course, garnishments can also be sequenced like any other deduction. The Human Resources benefit enrollment process was also changed to accommodate garnishment deductions. For additional information on this feature, consult the

Help files for these windows and the printable manuals for US Payroll and Human Resources.

Payroll Integration To Payables Management

Use the Payroll Vendor Setup window to make the association between the payroll totals and their appropriate vendors. To open this window, click the **HR and Payroll** series button, then click **Payables Integration** on the Setup content pane and then click **Vendors**.

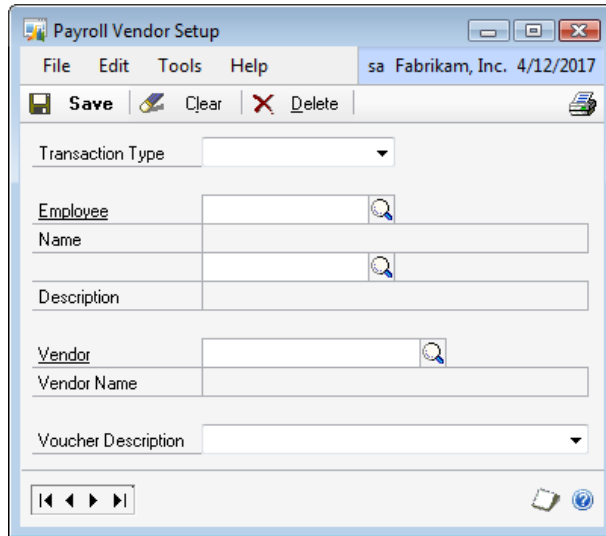


FIGURE 25: PAYROLL VENDOR SETUP WINDOW

Transaction Type And Employee ID

Selecting the desired Transaction Type, the fields, and, or options reflect that selection. For example, when Transaction Type of Local Tax is selected the **Code** field lookup contains a list of all Local Tax codes and only allows selecting a code that is a Local Tax type.

Transaction Type drop-down contains the list of transaction types that vendor assignments can be setup for.

Employee and Name fields are only accessible when the Transaction Type of Employee Deduction or Employee Benefit is selected. This allows vendor assignments to be setup for deductions at the employee level, not just the company education level.

For example, if a Child Support deduction is sent to different vendors for each employee, then setup Payroll Vendor Setup records for Employee Deductions for each employee required with that child care deduction code. The Vendor assigned can then be set to the correct one for that specific Employee's Child Care deduction payments.

Code

Code varies based on the Transaction Type selected. Selecting the code here allows selecting related Payroll Vendor setup information that is used to create a purchasing transaction for each code. The zoom and lookup features available on the **Code** field allow the appropriate transaction type data available based on which transaction type is currently selected.

For example, if transaction type of Local Tax is selected the **Code** field reflects a zoom to the correct Local Tax setup window and the lookup window reflects only Local Tax codes.

Description displays the appropriate description for the selected code. The **Code** field is always a required field.

Vendor

Use the **Vendor** field to select an existing vendor to assign to a particular Payroll Vendor Setup record. The **Vendor Name** field displays the appropriate name for the selected Vendor.

Voucher Description And Document Number

The **Voucher Description** list varies based on the Transaction Type selected. When any of these options are selected, when the voucher is created, the related information is pulled and inserted into the **Description** field. For example: If a voucher description of Deduction Code + Check Date is selected, the **Description** field in the corresponding payables transaction created displays UW 4/17/2014 where the deduction code used is UW and the check date for that Pay Run is set to 4/17/2014.

Also, any specific text value can be entered by typing in this field. If the value United Way Deductions is entered, when the voucher is created, the **Document Number** field on the payables transaction displays United Way Deductions.

When using Voucher Document Number the system auto-increments by the selected Vendor ID (the first Voucher Created by Payroll Integration to Payables for a specific vendor has the Voucher Document Number set to PIP000000000000000001). A Payroll Vendor Setup report can be printed from this window. This report contains the Payroll Vendor Setup records.

Prompt Print Edit Reports Window

Use this window to turn On and Off the prompt to Print Edit Reports after Calculating Payroll Checks and printing the Precheck report. To open this window, click the **HR and Payroll** series button, then click **Payroll** on the Setup content pane and then click **Prompt Print Edit Reports** from the **Additional** menu item.

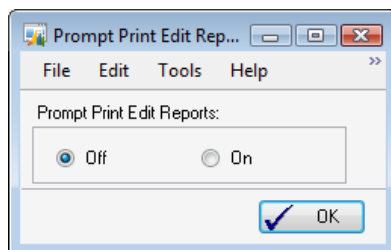


FIGURE 26: PROMPT PRINT EDIT REPORTS WINDOW

By default, this option is set to Off. If this is changed to On the system prompts the user to print the Payroll Pre-Posting reports and the Payroll Integrations Payables specific reports.

Setup For Multiple Account Distributions

Use this window to setup distributions across multiple accounts. To open this window, click the **Administration** series button and then click **Payroll Accounts** on the Setup content pane.

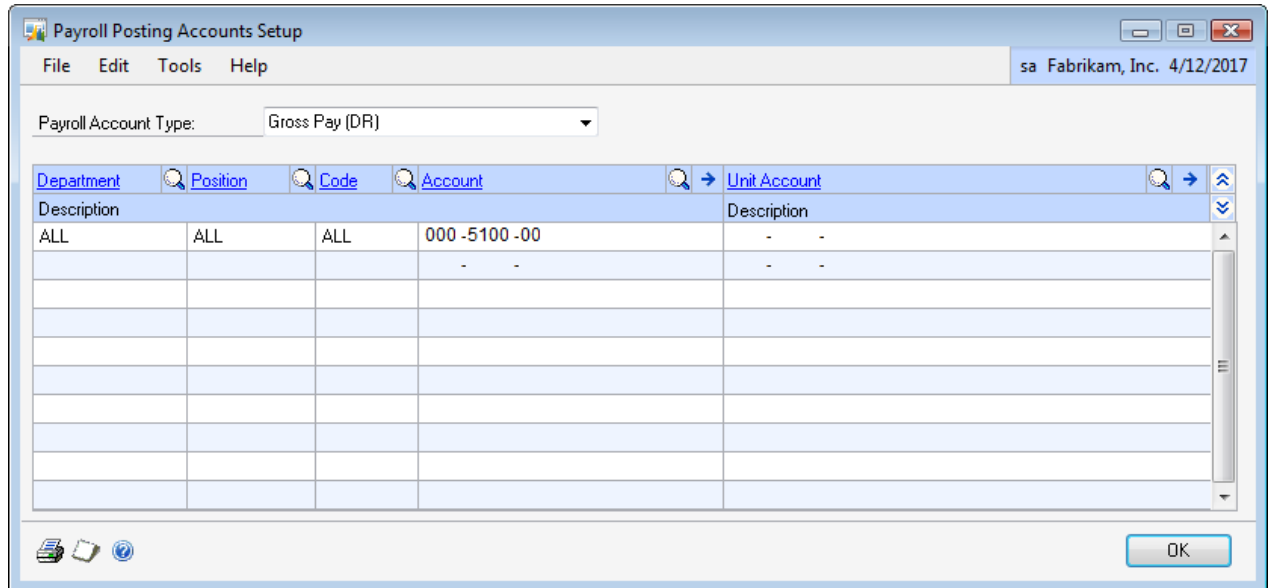


FIGURE 27: PAYROLL POSTING ACCOUNTS SETUP WINDOW

An example of this requirement is to departmentalize the accruals into multiple accounts. The configuration requirements to use Payroll Integration to Payables are listed in this course.

ATIP Changes/Fixes

1099 Amount Type

The 1099 Amount Type is now set to Miscellaneous and Box Type of Other Compensation for all transactions that are imported from Movers Suite.

Movers Custom Programs - Payables Transaction Entry

File Edit Tools Options Additional Help sa 1/5/2009

Save Delete Post Print Additional Info

Voucher No. 00000000000110475 Intercompany Batch ID

Document Type: Invoice **Doc. Date** 1/5/2009

Description Posting Date 1/5/2009

MSS Order Number

MSS Branch Code

Vendor ID Currency ID

Name **Document Number**

Address ID P.O. Number

Remit-To ID Shipping Method

Payment Terms Tax Schedule ID

Purchases	\$0.00	1099 Amount	\$0.00
TrdDisc/VL Amount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$0.00	On Account	\$0.00

Apply Distributions Print Check

by Batch ID Status Unsaved

FIGURE 28: PAYABLES TRANSACTION ENTRY WINDOW WITH ARROW NEXT TO 1099 AMOUNT

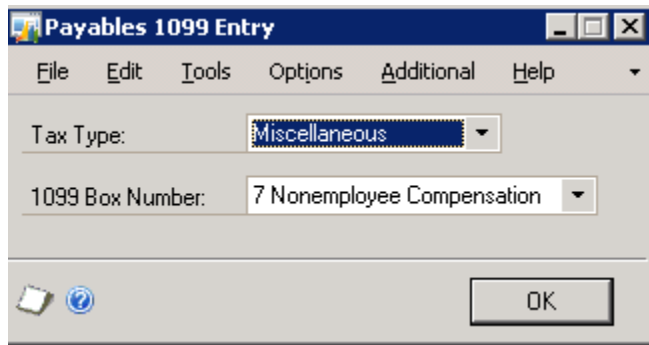


FIGURE 29: 1099 ENTRY WINDOW

Branch code is required for all checkbook ID's

The Branch code on the Checkbook ID is designed to default a Branch ID on the computer checks so that they will be included in the Branch Aging. The assumption is that the checkbook belongs to the Branch.

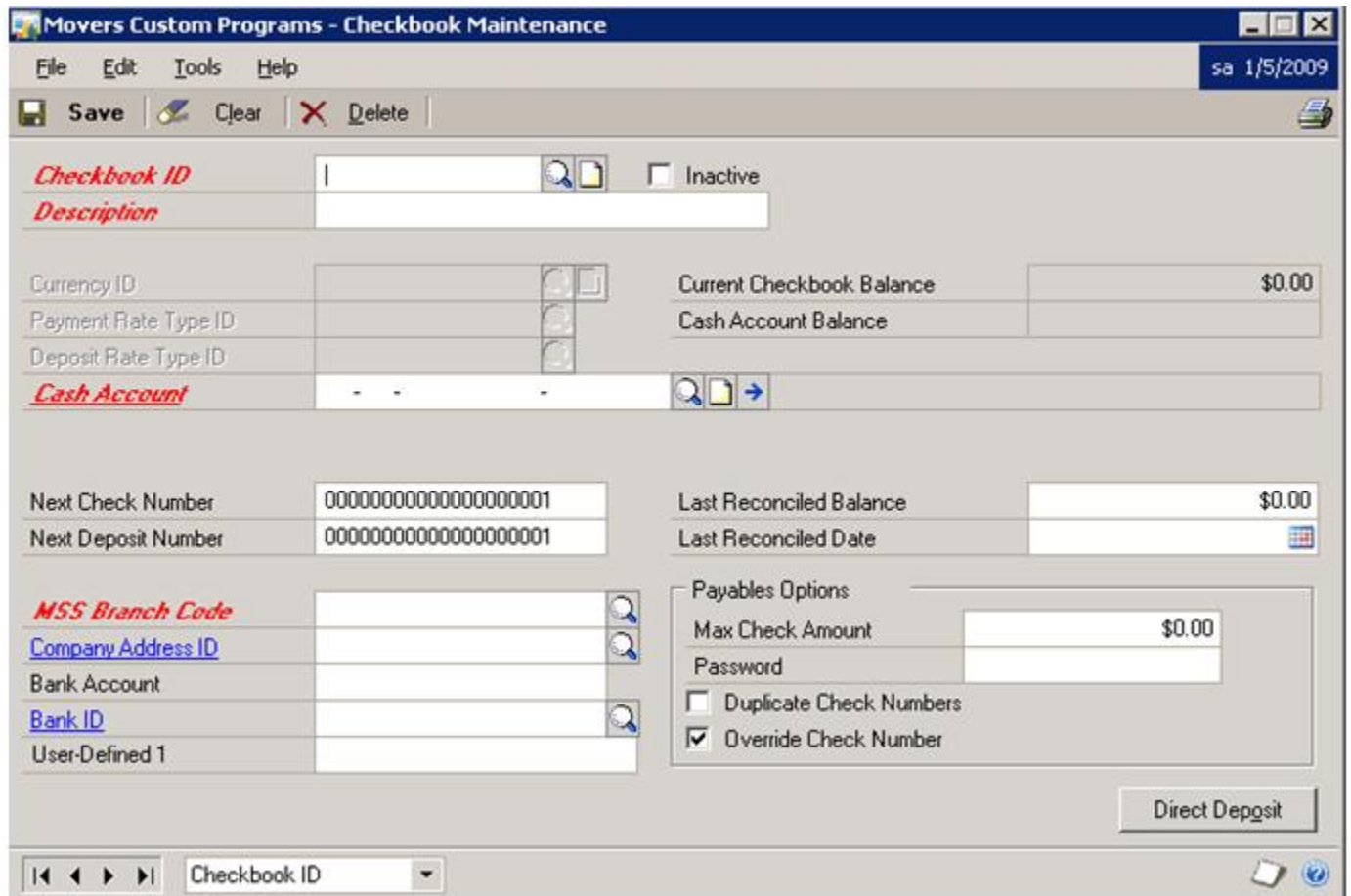


FIGURE 30: CHECKBOOK MAINTENANCE WINDOW

Auto-Balancing for control accounts

This feature addresses the issue of credit documents for one branch/company applying to debit documents from another branch/company. In the past when this happened there was no GL entry made to reflect the apply. This feature will automatically create a GL entry moving the amounts to the proper Company's balance sheet.

Control account defaults

This feature will prevent control accounts from being assigned to the wrong distribution type in Payables and Receivables Management. The control accounts are established on a per Branch basis and the user is not allowed to change them.

Microsoft Dynamics GP 10 Upgrade Summary

We have discussed a majority of the new application features and functionality available in Microsoft Dynamics GP 10.0. More information on features in this release is available on PartnerSource or CustomerSource.