



Microsoft Dynamics GP 2013 New Features

Module 1: Financials Management

Microsoft®

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Module 1: General Ledger

This module introduces the new enhancements to the General Ledger year-end close process in Microsoft Dynamics GP 2013.

Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Understand the GL year-end close process.
- Know how to use Inquiry windows to view journal entries.
- Understand the Reconcile to GL routine.
- Be familiar with Currency Translation used with Management Reporter.

What You Will Learn

After completing this module, you will be able to:

- Describe the feature changes made to the GL year-end close window and process.
- Describe the options a user has for removing inactive GL accounts during the year-end close process.
- Describe changes made to the Unit Account Maintenance window.
- Describe how to view historical journal entries in GL.
- Instruct how to track information for prior Reconciliations to GL and how to drill back to GP windows.
- Explain how to change the Average Exchange Method used for Currency Translation in Management Reporter.

Lesson 1: Year-End Close Options

This lesson explains several feature changes for the GL Year-end close process.

What You Will Learn

After completing this lesson, you will be able to:

- Describe the new options to remove inactive accounts during the GL year-end close process.
- Describe changes made to the Year-End Closing window for GL.
- Describe how to clear balances for Unit Accounts as part of the GL year-end close process.

GL Year-End Close options

This lessons outlines three new features added to the GL year-end close process as described below.

To open the Year-End Closing window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Routines**, point to **Financial**, and then click **Year-End Closing**.

Maintain Inactive Accounts Option

In current versions, the GL year-end close process will remove inactive accounts if they meet certain criteria. For example, if an inactive status has a zero balance and no year-to-date history. New functionality will add another validation to check if the inactive account has any budgeted amounts. Options have been added to not remove the inactive account if it is included in a budget with a budgeted amount.

The new validation will allow accounting managers to create new GL accounts, and set the accounts to inactive so they are not used during the current fiscal year. They could be included in a budget for any budget year.



Note:

The validation is for the GL account, and checks all budgets in General Ledger for any year. However, there is no validation against budgets created in the Analytical Accounting module.

Changes to the Year-End Closing Window

A **Maintain Inactive Accounts** option was added to the Year-End Closing window as shown in the figure below.

- If the **Maintain Inactive Accounts** option is not marked, the radio buttons are disabled and there is no change in functionality. All inactive accounts with a zero balance will be removed during the GL year-end close process.
- If the **Maintain Inactive Accounts** option is marked, the radio buttons will become available. The option for **With Budget Amounts** will be marked by default. Inactive accounts that have a budgeted amount greater than or less than zero; will not be deleted during the GL year-end close process. All other inactive accounts with a zero balance and no budgeted amounts will be deleted as normal.
- If the **Maintain Inactive Accounts** option is marked and the **All Inactive Accounts** radio button is marked, then no inactive accounts will be deleted during the GL year-end close process.

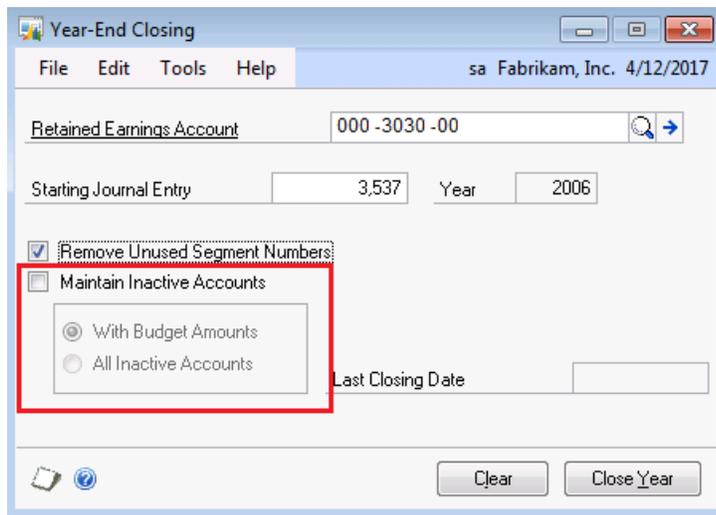


Figure 1: Maintain Inactive Accounts



Note:

Always have a current backup of the Dynamics database and the Company database before starting the GL Year-End closing process. If there are any errors during the process, it is recommended to restore immediately and fix the issue before trying to close the year again.

Progress Bar Added

A progress bar has been added to the Year-End Closing window, which will display the progress of the General Ledger closing process. This will help users to see where the system is at in the process, and the user can let it run to completion and not disrupt the closing process. The progress bar is hidden when the Year-End Closing window is first opened and becomes visible when the user clicks **Close Year**.

The Progress bar prompt changes as follows:

- When the Close Year button is marked, the progress bar should read *“Starting year-end closing process...”*.
- After each step in the closing process is completed, the Closing Progress prompt should change to reflect *“Step X of X complete...”*. Where X being a sequential integer number for the total number of steps in the process.

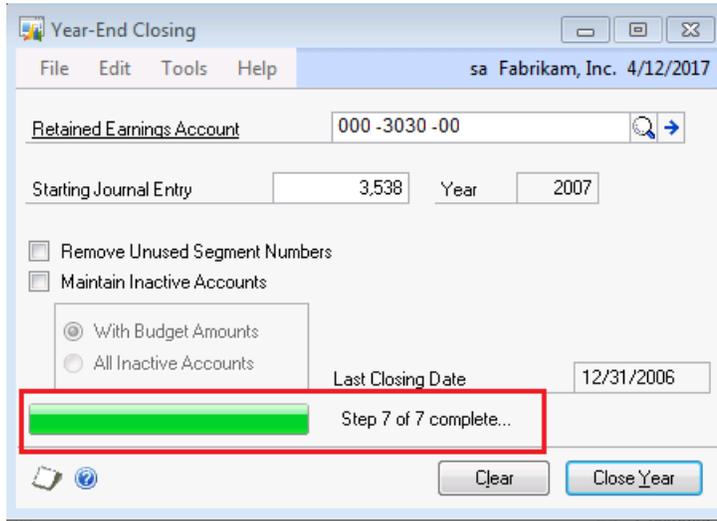


Figure 2: Progress bar

- When the Year-End Closing report has been printed and the year-end closing process is complete, the Progress bar prompt will read *“Process complete.”*.

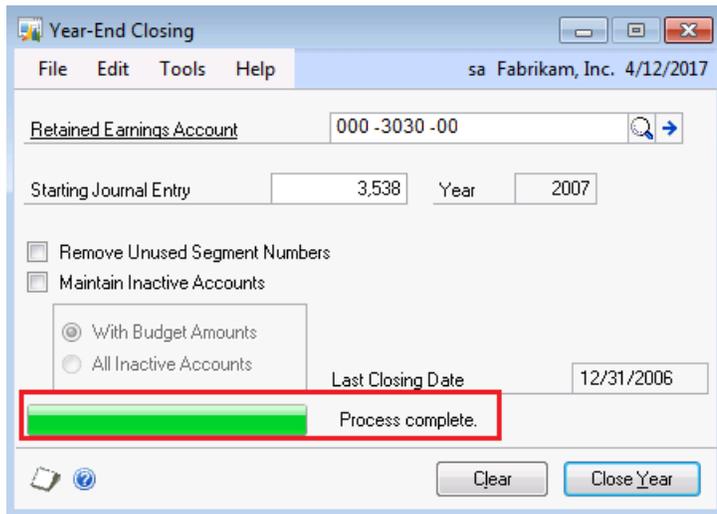


Figure 3: Process complete



Note:

Always have a current backup of the Dynamics database and the Company database before starting the GL Year-End closing process. If there are any errors during the process, it is recommended to restore immediately and fix the issue before trying to close the year again.

Clear Unit Account Balances option

A new option for **Clear Balance During Year-End Close** has been added the Unit Account Maintenance window. This is unmarked by default, when the window is opened.

- If the option is marked for the specific unit account, then the balance will be cleared or reset to zero for the next fiscal year.
- If the option is left unmarked, the unit account balance will be rolled forward to the next fiscal year. This is how it was in previous versions of Microsoft Dynamics GP.

To navigate to the Unit Account Maintenance window, click **Cards**, point to **Financial**, and then click **Unit Account**.

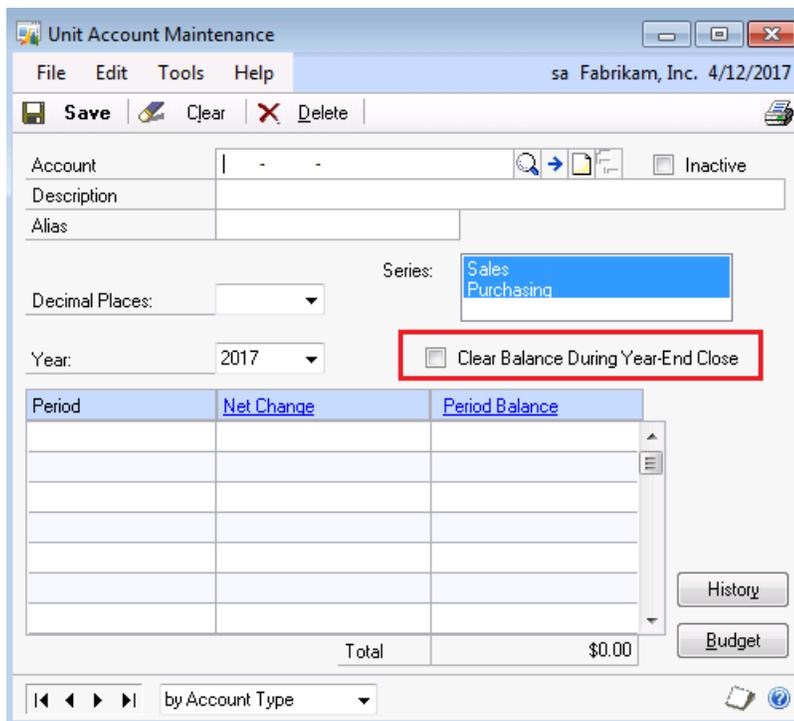


Figure 4: Clear Balance During Year-End Close

Net Change and Period Balance Columns

In prior versions of Microsoft Dynamics GP, there was one Amount column in the Unit Account Maintenance window. In this window, you could toggle the Display radio group

between Net Change and Period Balances. With the new functionality, the Amount column has been replaced by two new columns:

- **Net Change** – displays the amounts that would have been shown when the Display radio group was set to Net Change.
- **Period Balance** – displays the amounts that would have been shown when the Display radio group was set to Period Balances. The **Total** field displays the last period amount in the Period Balance column.



Note:

If you select a period and then click to drill back on Net Change or Period Balance, the Detail Inquiry window will open to display the transaction detail for that period.

Lesson Review

Topics covered in this lesson include the following:

- Options were added to the GL Year-End Closing window to allow users to remove all inactive accounts, not remove any inactive accounts, or remove all inactive accounts except those with budgeted amounts in GL.
- A progress bar was added to the GL Year-End Closing window to enable the user to watch if the process completes successfully.
- An option to clear unit account balances was added to the Unit Account Maintenance window so users can control by account if they want the balance brought forward to the next fiscal year, or reset to zero.

Answer the following questions to confirm your understanding of lesson topics.

1. In the GL Year-End Closing window, what option must be marked to have no inactive accounts removed at all during the closing process?

Mark the **Maintain Inactive Accounts** checkbox and the **All Inactive Accounts** radio button.

2. In the Year-End Closing Process window, how do you get the Progress Bar to show?
Click **Close Year**, and the progress bar will become visible.

3. How can the user reset balances to zero for the unit accounts in the next fiscal year?

Go to the Unit Accounts Maintenance window and mark the option for **Clear Balance During Year-End Close** for the specific unit accounts that you wish to have reset to zero each year.

4. If the unit account is set to have its balance reset to zero each year, what happens to the balance if you post a transaction to a closed year using this unit account?

Nothing. No Balance Brought Forward entry is made if the Clear Balance During Year-End Close option is marked and you post to a closed year. No balance is carried forward.

Lesson 2: Journal Entry Historical Inquiry

This lesson explains modifications to the Journal Entry Inquiry window in General Ledger to allow inquiry on journal entries in historical years.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how to view historical journal entries in the Journal Entry Inquiry window in General Ledger.

Journal Entry Historical Inquiry

The Journal Entry Inquiry window previously displayed journal entries only from open fiscal years. This was modified to include journal entries from historical fiscal years.

To navigate to this window, click **Inquiry**, point to **Financial**, and then click **Journal Entry Inquiry**.

Journal Entry Lookup Button

You can click **Lookup** for the **Journal Entry** field to search for a journal entry. In Microsoft Dynamics GP 2010 and earlier versions, the *Open Year Journal Entries* window would open. This window has now been renamed *Journal Entries*, since it lists both open and historical journal entries.

When you open the Journal Entries Advanced Lookup window, the view is set by default to **All Open Year Journal Entries; by Journal Entry**, and will only display posted journal entries for all open fiscal years. The user can use the **View** drop-down list to change the view to display **All Historical Year Journal Entries** to view only posted journal entries for historical fiscal years. The **Refresh** option will refresh the window to display any new records entered since you opened the window.

Fiscal Year Lookup

The drop-down menu for the Fiscal Year field will list all the fiscal years from the company's Fiscal Period Setup, ordered by Fiscal Year.

If you enter a Fiscal Year value that is not valid in the Company Fiscal Period Setup, this message will display:

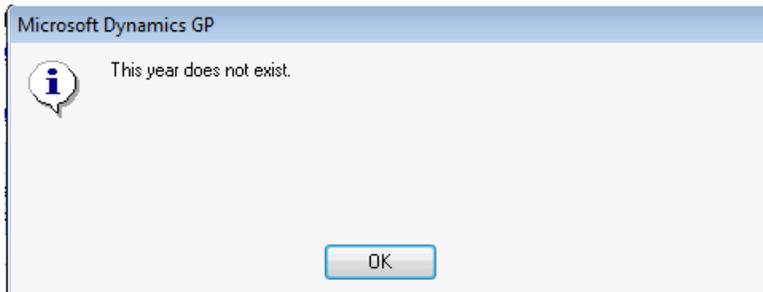


Figure 7: Fiscal Year Period Setup - message

Duplicate Journal Entries

If there are duplicate Journal Entries with the same Journal Entry number, the most recent transaction date for that Journal Entry number will display in the window. The user can change the Fiscal year field to review journal entries with the same Journal Entry number in other years.

If the user selects a Fiscal year in which the Journal Entry number does not exist, this message will display:

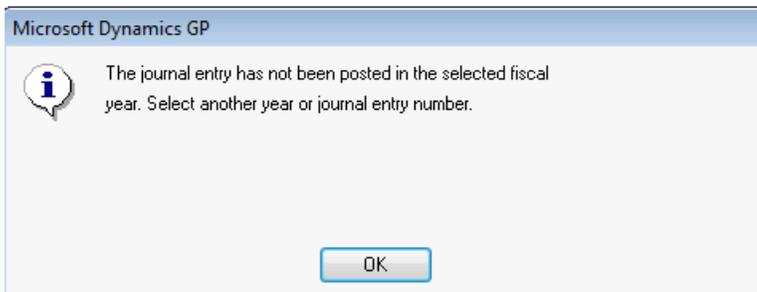


Figure 8: Fiscal Year, Journal Entry number does not exist - Message

Lesson Review

Topics covered in this lesson include the following:

- The Journal Entry Inquiry window can be used to display journal entries from both open and historical fiscal years.
- If you use the Journal Entry Lookup button, the Journal Entries window will open. In the Advanced Lookup, you can change the view to All Open Year Journal Entries or All Historical Year Journal Entries.
- When you enter a journal entry number, the Fiscal Year field will automatically populate to the most recent transaction for that journal entry number.
- You can toggle the Fiscal Year field to look for duplicate journal entries.
- The Fiscal Year drop-down list will show only valid years from the Company Fiscal Period Setup.

Answer the following questions to confirm your understanding of lesson topics.

1. What journal entry will display in the Journal Entry Inquiry window if you have duplicate journal entries?

The journal entry with the most recent transaction date will be displayed. The user can toggle the Fiscal Year field to view older journal entries with the same journal entry number.

2. When I use the Journal Entries Lookup button in the Correct Journal Entries window, why is the option to change the view grayed out?

The option edit the view in the Advanced Lookup (or radio group in the Standard Lookup) is only editable in the Journal Entry Inquiry window.

Lesson 3: Reconcile to GL

This lesson explains the enhancements made to the Reconcile to GL window. This will allow users to save and maintain reconciliation information.

What You Will Learn

After completing this lesson, you will be able to:

- Describe the changes made to the Reconcile to GL window.
- List the modules that can be reconciled to GL.
- Maintain and view Reconciliation history.
- Describe the Beginning and Ending Balances that have been added to the Reconcile to GL window.
- List the three new buttons and process options added to the Reconcile to GL window.

Feature Changes for Reconcile to GL

The changes to the Reconcile to GL window are described below.

Changes to Reconcile to GL Window

This section describes the new fields and changes added to the **Reconcile to GL** window.

Next Reconciliation Value

In the General Ledger Setup window, an integer field for **Next Reconciliation** was added as a required field. This field initially starts at 1, and is set to the next highest integer value greater than the Reconciliation value that has not already been used on a Reconciliation. This value will default into the **Reconciliation** field on the Reconcile to GL window for a new reconciliation. To navigate to this window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Setup**, point to **Financial**, and then click **General Ledger**.

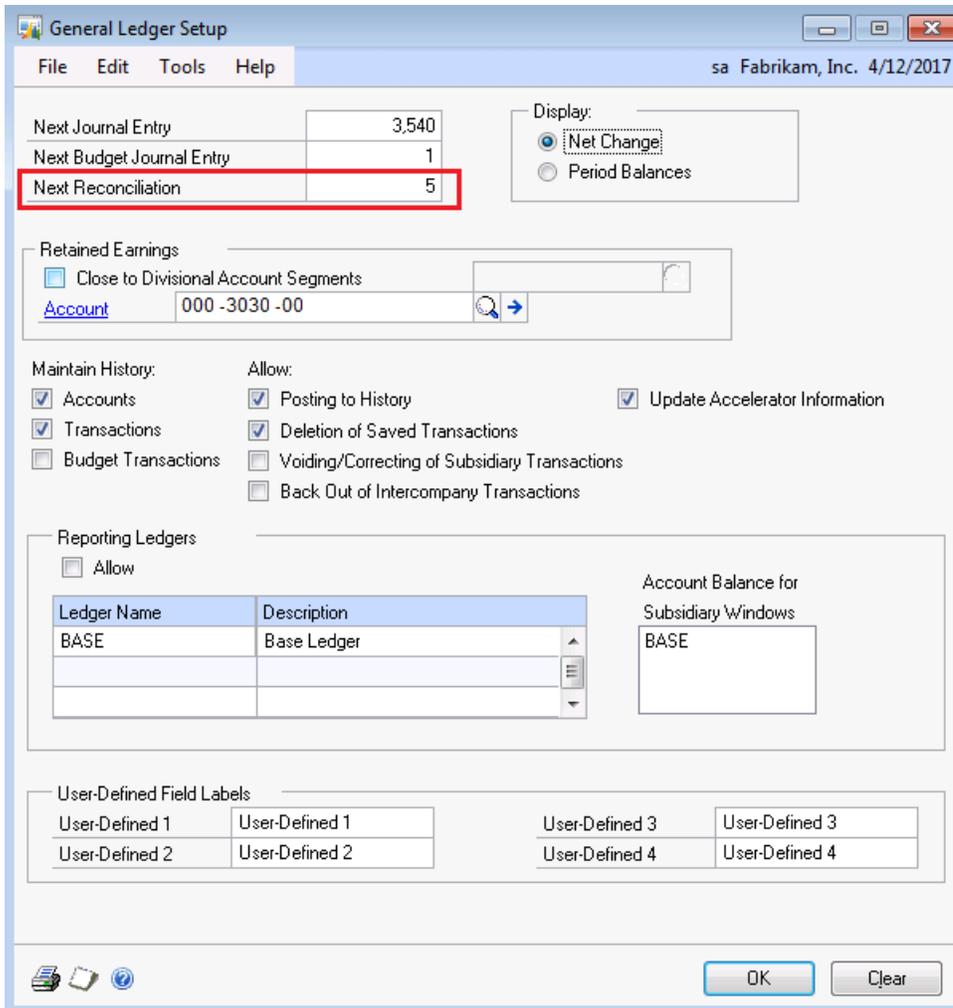


Figure 9: General Ledger Setup

A **Reconciliation** field has been added to the Reconcile to GL window. To navigate to this window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Routines**, point to **Financial**, and then click **Reconcile to GL**. The Reconciliation value will default in from the General Ledger Setup window.

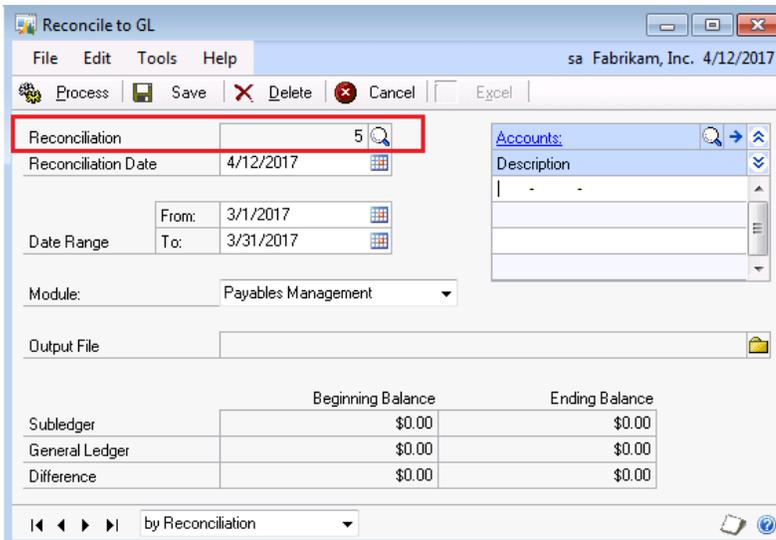


Figure 10: Reconciliation field



Note:

If you change the value of the Reconciliation number in the Reconcile to GL window to a value that has already been used, the window will populate with the information previously saved for the Reconciliation number entered.

Modules added

In the Reconcile to GL window, **Inventory** and **Bank Reconciliation** have been added to the Module drop-down list. Refer to the Lessons on each of these new reconciliation processes for more detailed information.

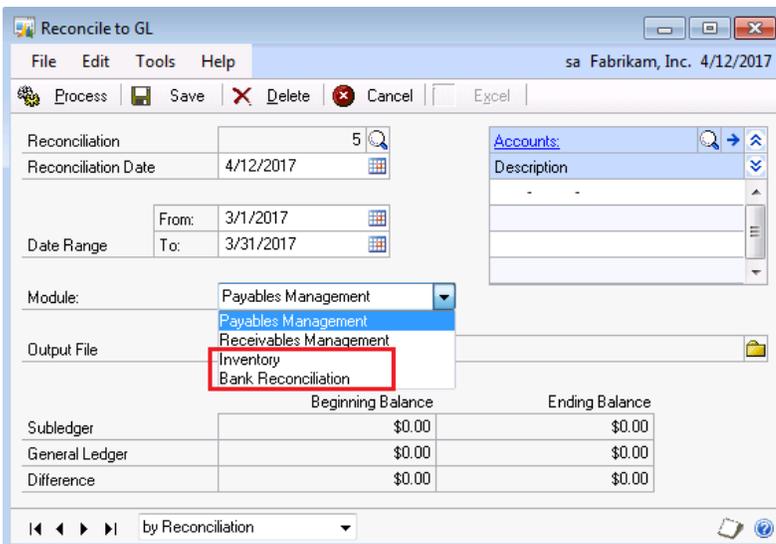


Figure 11: Inventory and Bank Reconciliation options



Note:

If the Historical Inventory Trial Balance (HITB) has not been activated when the Reconcile to GL window is opened, Inventory is not included as an option in the Module Drop-down list.

Reconciliation Date

The **Reconciliation Date** defaults to the current user date. The user is allowed to edit this date field.

Output File

The **Output File** field is blank if no reconciliations have been saved for the module selected. Click on the folder for the Output File and the **Save to Export** File window will open. This is where you can select a path and filename to save the Excel Spreadsheet. However, the Output File path will default in the path saved for the reconciliation of the selected module with the highest Reconciliation value that has a path saved. The default file name is made up of the module, Reconciliation value and Month and Year from the From Date field used in the Date Range.

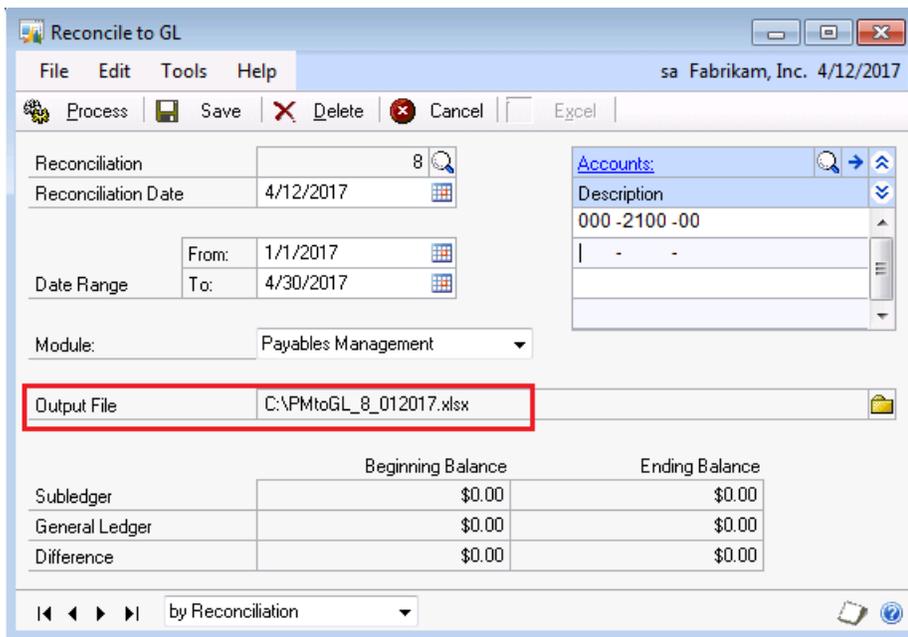


Figure 12: Reconcile to GL

Balances

The following balance fields have been added to the Reconcile to GL window. These fields are blank when the window is first opened and are not editable. The balances will populate as follows:

- **Subledger Beginning Balance** - Calculated as the balance of the distribution entries in the Subledger for the GL account(s) one day before the From Date.
- **Subledger Ending Balance** - Calculated using the Subledger Beginning Balance plus the sum of debits minus the sum of credits for the distribution entries from the subledger.
- **General Ledger Beginning Balance** - Calculated as the balance of the GL account(s) one day before the From Date. This balance should be the same as printing the Detailed Trial Balance for the account(s), with the end date of the report being one day before the From Date of the reconcile process.
- **General Ledger Ending Balance** - Calculated using the GL Beginning Balance plus the sum of debits minus the sum of credits for the detailed journal entries from GL.
- **Beginning Balance Difference** - This is the difference between the Subledger and GL beginning balance.
- **Ending Balance Difference** - This is the difference between the Subledger and GL ending balance.

Maintain Reconciliation History

This section describes new functionality that will assist the user to view information from prior reconciliations.

Reconciliation Number Lookup

The Lookup button for the Reconciliation field in the Reconcile to GL window can be used to view saved **Reconciliations**, and to help track reconciliation information and history for each module. If a Reconciliation value is selected, the Reconcile to GL window will populate with the information saved for the Reconciliation number.

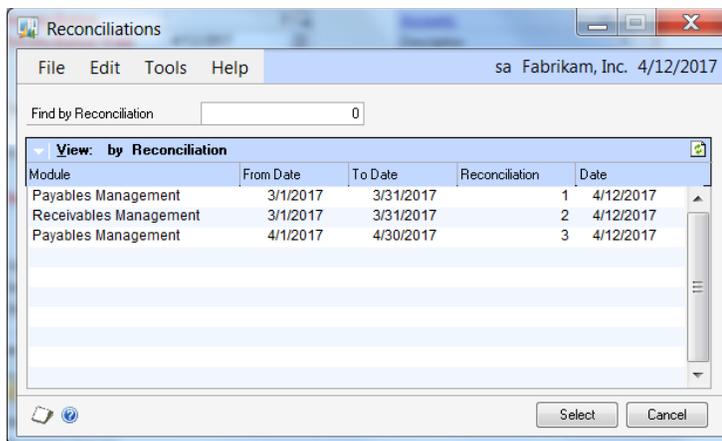


Figure 13: Reconciliations



Note:

This Reconciliation information is stored in the GL40401 and GL40402 tables.

This history will allow you to easily track which periods and module reconciliations have already been run. The information will be available to other users in the system.



Note:

When the user selects the Reconciliation number of a prior reconciliation, the saved information will populate the Reconcile to GL window. The user can click the **Excel** button to easily open the saved reconciliation spreadsheet in Excel.

The transactions from the last reconciliation for each module are stored in tables that are cleared out each time a new reconcile for that module is performed. Refer to the following chart for the table information.

Module	Potentially Matched	Unmatched
GL - Payables	GL50503	GL50504
Payables Management	PM50503	PM50504
GL - Receivables	GL50505	GL50506
Receivables Management	RM50505	RM50506
GL - Inventory	GL50501	GL50502
Inventory	IV50501	IV50502
GL - Bank Reconciliation	GL50507	GL50508
Bank Reconciliation	CM50507	CM50508

Save, Delete, Excel Buttons

The Reconcile to GL window currently has a **Process** and **Cancel** button. The following additional buttons have been added to this window:

- **Save** – To save the current Reconciliation. The Reconciliation value is committed and the window will return to the default values. The saved reconciliation information can be viewed by using the Lookup button next to the Reconciliation field to select the saved reconciliation value.
- **Delete** – To delete a saved Reconciliation. This will permanently delete all information for the reconciliation from the database tables. The window will return to the default values.

- **Excel** – The Excel button is disabled for an unsaved reconciliation that has not been processed. If a saved reconciliation that has been processed is selected to populate the window, you can click the Excel button to easily open the saved reconciliation spreadsheet in Excel. If the file no longer exists in the Output File location, an error will be displayed.

Drillback capability

In the Excel spreadsheet that is generated by the Reconcile to GL process, new functionality has been added. This functionality is able to drill back from certain fields on the Excel spreadsheet to GP windows, and will allow users to view further detail about the transaction. This will help to research transactions that were not matched. See the sections for Bank Reconciliation and Inventory on what fields provide this drillback capability. Drill back and save functionality has also been added to the Accounts Payable and Accounts Receivable reconciliations as well.

Lesson Review

Topics covered in this lesson include the following:

- A Reconciliation value has been added to the Reconcile to GL window. This value decrements from the General Ledger Setup window.
- Reconciliations can be saved, and use the Reconciliation number to bring the information from that reconciliation back up.
- The reconciliation history will allow you to easily track what periods and modules have already been reconciled.
- Inventory and Bank Reconciliation have been added to the list of modules that can now be reconciled to GL.
- The output file can be saved in Excel to a path and filename of your choice.
- The Beginning and Ending Balances for the subledger and GL are now displayed in the Reconcile to GL window and cannot be edited.
- A Save, Delete and Excel button have been added to the Reconcile to GL window.

Answer the following questions to confirm your understanding of lesson topics.

1. List the modules that can be reconciled to GL by using the Reconcile to GL routine.

Payables Management, Receivables Management, Inventory, and Bank Reconciliation

2. How do you view the Reconciliation History to view what modules and dates have already been reconciled?

Use the Lookup button next to the Reconciliation filed in the Reconcile to GL window.

Lesson 4: Average Exchange Rate Currency Translation

This lesson outlines new functionality added to calculate an average exchange rate used for currency translation. Amounts will be converted from the functional values to a translation currency for financial reporting purposes in Management Reporter. This functionality was previously available in FRx. However, the information to calculate an average exchange rate already exists in the GP tables. Now the same functionality can be achieved from the Multicurrency Setup window for use in Management Reporter.

What You Will Learn

After completing this lesson, you will be able to:

- Describe the changes made to the Multicurrency Setup window.
- Explain each of the Average Calculation Methods: Exchange Table, Rate Average, and Rate Days Average.

Changes to the Multicurrency Setup Window

Currency Translation was added to the Multicurrency Setup window in Service Pack 1 for Microsoft Dynamics GP 2010. New functionality in Microsoft Dynamics GP 2013 will introduce a new field titled **Average Calculation Method** and create a drop-down list to select a method for the functional financial data to be converted.

To navigate to the Multicurrency Setup window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Setup**, point to **Financial**, and then click **Multicurrency**.

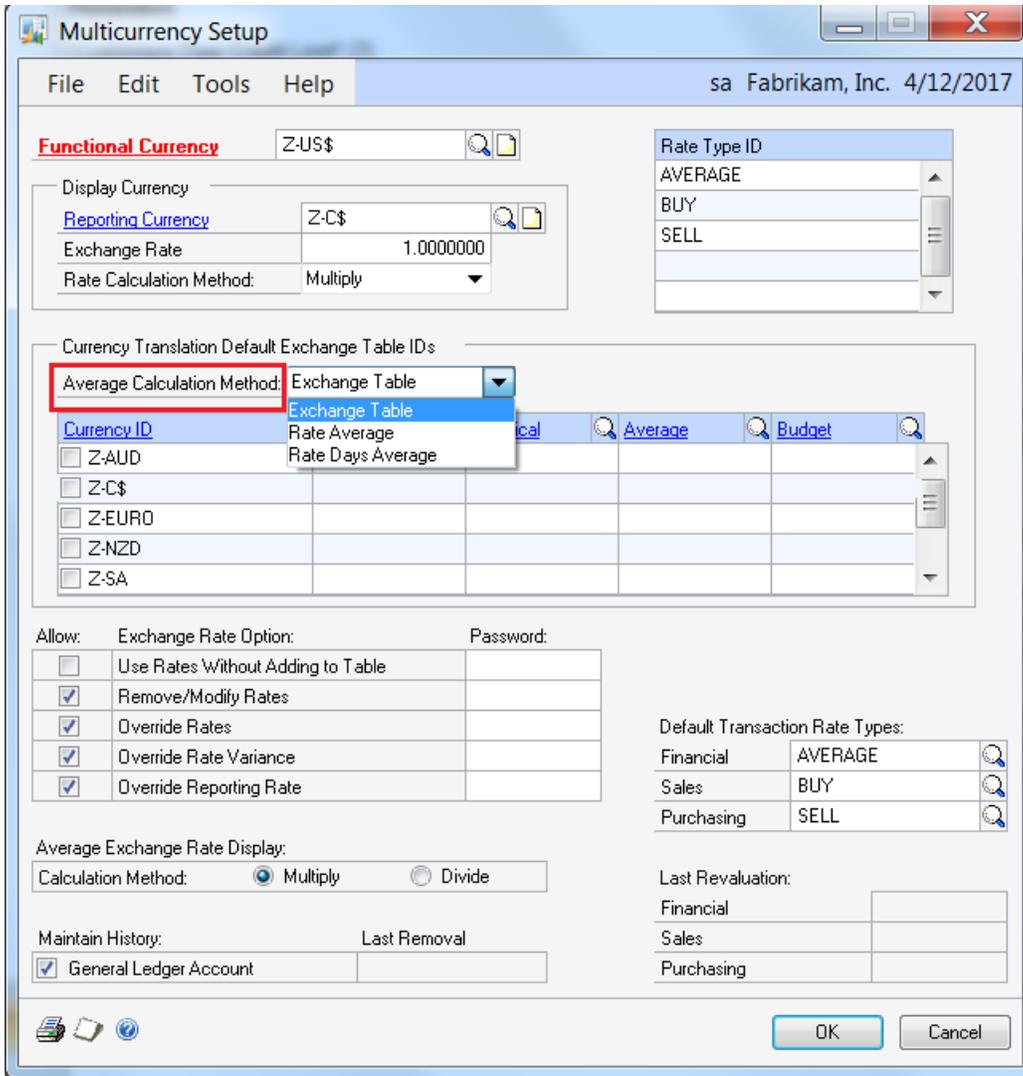


Figure 14: Multicurrency Setup

The Average Calculation Method can be changed at any time. If the selection in the drop-down list for Average Calculation Method is changed, the average exchange table ID will not be changed. The system will display this informational message:

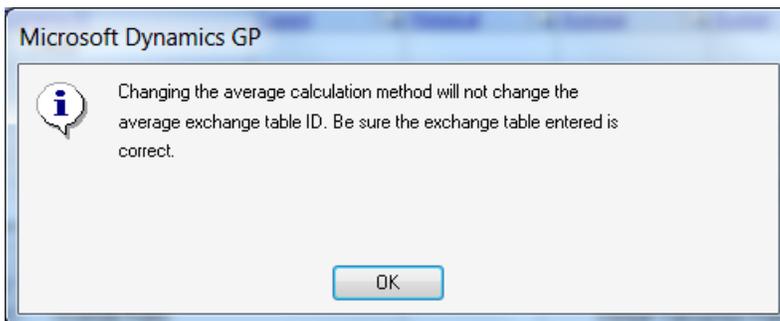


Figure 15: Informational message

**Note:**

The Average Exchange Rate will be on a monthly basis, using the period request that is passed from MR. If the period requested is greater than a single month (such as a quarter), the system will calculate each month exchange rate separately, and then perform currency translation as it does today.

Example: Calculate the amount for each month separately, and then combine for the requested range of dates.

If no rate exists in the requested period, the amounts will be returned as a 1:1 translation. (ie. 100 CAD = 100 USD)

Average Calculation Method

The methods now available are listed below and explained in further detail in the following sections:

- Exchange Table
- Rate Average
- Rate Days Average

Exchange Table

Exchange Table is the default option selected when the window is opened. With this option, the window will use existing functionality and work as it did before. For any account identified as an average currency account, the system will use the average exchange Table ID identified in the Multicurrency Setup window to determine the exchange rate for the currency and send back the currency amounts using these exchange rates.

Rate Average

For the **Rate Average** method, the system will use the average exchange Table ID identified in the Multicurrency Setup window as the basis for the calculation. First, a monthly average exchange rate is calculated for the requested period, and the average accounts for the period are translated using this rate and returned to Management Reporter. So once the average exchange rate is determined, the translation process will continue for average as it does today. The calculation is:

[Sum of rates in date range/Number of rates in date range]

Example:

Here are the transaction dates and exchange rates used:

Date:	Exchange Rates:
01/05/2012	1.31
01/15/2012	1.30
01/25/2012	1.32
02/10/2012	1.33
02/11/2012	1.32
02/27/2012	1.34
03/01/2012	1.33

SCENARIO: If the date range requested is for the month of February, there are three transactions in the table above that meet this criteria. The average exchange rate will be calculated as follows:

$$(1.33 + 1.32 + 1.34)/3 = 1.33$$

Rate Days Average

The **Rate Days Average** method will use the average exchange Table ID identified in the Multicurrency Setup window as the basis for the calculation. This method will calculate a monthly day's average exchange rate first and then translate the average accounts for the period to return to Management Reporter. The calculation is:

$$[\text{Sum (Rates*number of days)}/\text{Number of days in month}]$$

Example:

Here are the transaction dates and exchange rates used:

Date:	Exchange Rates:
01/25/2012	1.32
02/10/2012	1.33
02/11/2012	1.32
02/27/2012	1.34
03/01/2012	1.33

SCENARIO: If the date range requested is for the month of February, and the Exchange Table ID is set to **PREVIOUS**, the average exchange rate will use the exchange rate for 01/25/2012 as part of the calculation as follows:

$$[(1.32*(10-1)) + (1.33 * (11-10)) + (1.32*(27-11)) + (1.34*(28-27+1))] / 28 = 1.32178$$

SCENARIO: If the date range requested is for the month of February, and the Exchange Table ID is set to **NEXT**, the average exchange rate will use the exchange rate for 03/01/2012 as part of the calculation as follows:

$$[(1.33*(10-1)) + (1.33 * (11-10)) + (1.32*(1 \text{ [for 11th]}) + (1.34*(27-11)) + (1.33*(1 \text{ [for 28th]})] / 28 = 1.33535$$

Example:

Here are the transaction dates and exchange rates used:

Date:	Time:	Exchange Rates:
01/25/2012		1.32
02/10/2012	08:00	1.33
02/10/2012	14:00	1.35
02/11/2012		1.34
02/17/2012		1.36

SCENARIO: If the date range requested is for the month of February, the Exchange Table ID is set to **PREVIOUS**, and overlapping dates occur, the calculation would be:

$$[(1.32*(10-1)) + (1.35 * (11-10)) + (1.34*(17-11)) + (1.36*(28-17+1))] / 28 = 1.3425$$



Note:

The parameters passed from Management Reporter include Translation Currency ID, Translation Date, and Starting and Ending date for the date range of the transactions to include.

Lesson Review

Topics covered in this lesson include the following:

- A new field for Average Calculation Method was added to the Multicurrency Setup window for use with Management Reporter.
- The first method for Exchange Table is the default method and uses the existing functionality.
- The Rate Average and Rate Days Average methods will first calculate an exchange rate to use, and then use that rate to calculate the currency translation amount to return to Management Reporter.

Answer the following questions to confirm your understanding of lesson topics.

1. In the Multicurrency Setup window, what option in the drop-down list for Average Calculation Method will use the existing functionality we have today?

Exchange Table

2. TRUE or FALSE: The Average Calculation method can be changed at any time.

True

Module 2: Receivables Management

This module introduces the new enhancements to Receivables Management in the Financial series of Microsoft Dynamics GP 2013.

Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Be registered for Receivables Management and Multicurrency Management.
- Enable and setup Multicurrency.
- Understand Multi-currency functionality.
- Understand how to key, apply, and post a cash receipt.
- Understand user-defined fields.
- Have experience with how to send Customer statements in Receivables
- Have experience with using Email for documents using Word Templates
- Know the requirements needed to use Email Functionality with Word Templates

What You Will Learn

After completing this module, you will be able to:

- Describe the feature changes with Multicurrency and Cash Receipts.
- Add labels to the user-defined fields in Customer Maintenance.
- Describe how to email receivables statements to Customers

Lesson 1: Multicurrency Cash Receipts

This lesson explains additional functionality added to the Cash Receipts Entry window, which, allows you to apply multicurrency documents prior to posting.

What You Will Learn

After completing this lesson, you will be able to:

- To apply a multicurrency cash receipt to a multicurrency invoice prior to posting.

Multicurrency Cash Receipts

When you use the Cash Receipt Entry window for a multicurrency transaction, the Apply button is enabled to allow you to apply a cash receipt to an invoice prior to posting.



Note:

A multicurrency transaction is one that is entered in something other than your functional currency. It is also known as an originating currency transaction.

Changes to the Cash Receipts Entry Window

The **Apply** button is enabled when you enter a cash receipt transaction in an originating currency.

To navigate to the Cash Receipts Entry window, click **Transactions**, point to **Sales**, and then click **Cash Receipts**.

The screenshot shows the 'Cash Receipts Entry' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The window contains the following fields and controls:

- Receipt:** PYMNT00000000274
- Batch ID:** (empty)
- Date:** 4/12/2017
- Customer ID:** AARONFIT0001
- Name:** Aaron Fitz Electrical
- Currency ID:** Z-C\$
- Locate Customer By:** (empty)
- Document:** (empty)
- Payment Type:** Check, Cash, Credit Card, EFT
- Amount:** C\$1,000.00
- Auto Apply To:** AARONFIT0001, National Account
- Checkbook ID:** UPTOWN TRUST
- Credit Card ID:** (empty)
- Check/Card Number:** (empty)
- Expiration Date:** 01 / 2018
- Authorization Code:** (empty)
- Comment:** |
- Buttons:** **Apply** (circled in red), **Distribution**, **Authorize**
- Process Electronically:**
- Status:** Unsaved

Figure 16: Apply button

Feature Described

On Microsoft Dynamics GP2010 and earlier versions, there was a two-step process for posting and applying multicurrency cash receipts. You needed to first post the cash receipt and later use the Apply Sales Document window to apply the document to an invoice. You no longer need to use a two-step process to complete the apply for same currency transactions. The same functionality that has existed in the Apply Sales Document window, is available during the entry of the cash receipt.



Note:

You can only apply the same originating currency documents together prior to posting. You will only see debit documents of the same currency as the receipt in the Apply Sales Documents window prior to posting.

Lesson Review

Topics covered in this lesson include the following:

- When entering a cash receipt in an originating currency, the Apply button is now enabled in the Cash Receipt Entry window.
- You will be able to apply a cash receipt in an originating currency to a document in the same originating currency.

Try This: Applying a Multicurrency Document Prior to Posting

Take what you have learned and try to apply an originating receipt to an originating invoice.

1. In the Receivables Transaction Entry window, enter an invoice in an originating currency.
 - a. Note: Select a currency other than the functional currency. Note the customer and document number.
2. Post the invoice.
3. In the Cash Receipt Entry window, enter a cash receipt for the same customer and originating currency ID entered in step 1.
4. Click **Apply**, and apply the cash receipt to the invoice from Step 1.

Lesson 2: Edit User-Defined Labels

This lesson explains the enhancement made to User Defined fields in the Customer Address Maintenance window.

What You Will Learn

After completing this lesson, you will be able to:

- Explain how to add labels to the User-Defined fields in the Customer Address Maintenance window.

Edit Customer Address User-Defined Labels

You can change the label on the User-Defined fields that are available in the Customer Address Maintenance window to allow more customization of your application. This will provide clarity into the information being tracked.



Note:

On previous versions, the user defined information in the Customer Address Maintenance window would always appear with the non-descriptive label of User-Defined 1 and User-Defined 2.

Changes to Existing Windows

Changes have been made to **Receivables Setup Options** and **Customer Address Maintenance** to accommodate the enhancement.

Receivables Setup Options

Two new User-Defined fields for Customer Address have been added to **Receivables Setup Options** window and allow the user to change the label of the user-defined fields from User-Defined 1 and User-Defined 2 to their own label. To navigate to this window, click **Tools** under **Microsoft Dynamics GP**, point to **Setup**, point to **Sales**, click **Receivables**, and then click **Options**.

The original two User-Defined fields are now located under a heading titled **Customer Master**. The two new User-Defined fields are listed under a heading titled **Customer Address** as shown in the illustration below.

Type	Description	Code	Next Number
Sales / Invoices	Sales / Invoices	SLS	SALES00000001003
Scheduled Payments	Scheduled Payments	SCP	SCHPY0000000000001
Debit Memos	Debit Memos	DR	DEBIT0000000000001
Writeoff Debit Memos			WDEBIT00000000001
Finance Charges	Finance Charges	FIN	FINCH0000000000001
Service / Repairs	Service / Repairs	SVC	SRVCE0000000000001
Warranties	Warranty	WRN	WRNTY0000000000001
Credit Memos	Credit Memo	CR	CREDIT0000000000001
Writeoff Credit Memos			WCREDIT00000000001
Returns	Returns	RTN	RETRN0000000000001
Cash Receipts	Payments	PMT	PYMNT000000000274

Date of Last:		Default Tax Schedule IDs:	
Finance Charge	0/0/0000	Sales	ALL DETAILS
Statements Printed	2/15/2017	Freight	ALL DETAILS
Balance Forward Accounts Aged	4/10/2016	Miscellaneous	ALL DETAILS
Open Items Accounts Aged	4/10/2016		
Paid Transactions Removal	3/4/2016		

Customer Master:		Customer Address:	
User-Defined 1	Type	User-Defined 1	Manager
User-Defined 2	User-Defined 2	User-Defined 2	User-Defined 2

Sales History Includes:

Sales Discount Freight Miscellaneous Tax

Figure 17: Customer Address – User-Defined 1 and User-Defined 2



Note:

The Customer Address labels for the User-Defined fields are stored in the RM40101 table in the USRDRPR3 and USRDPR4 fields.

Customer Address Maintenance

Once the changes for the User-Defined fields have been saved in the Receivables Setup Options window, the new labels are displayed in the **Customer Address Maintenance** window. To navigate to this window, click **Cards**, point to **Sales**, click **Customer**, and then click **Address**.

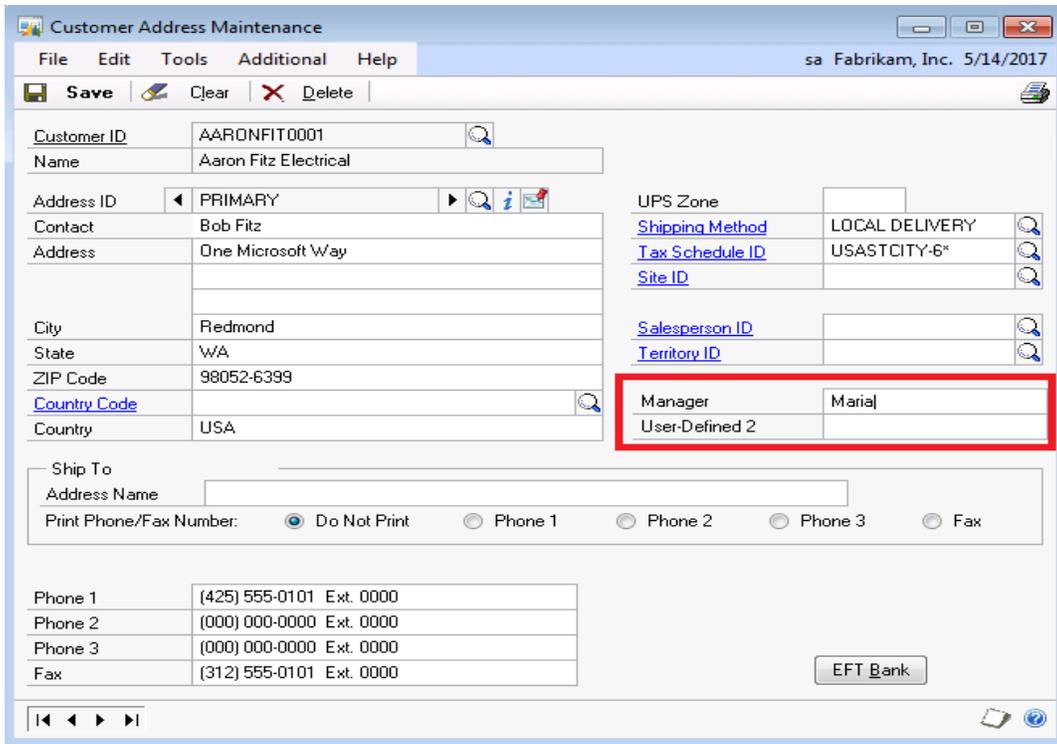


Figure 18: Customer Address Maintenance – Manager and User-Defined 2

Lesson Review

Topics covered in this lesson include the following:

- How to add labels to the User-Defined fields in the Customer Address Maintenance window.

Try This: Modify the Label for the User-Defined Field

Take what you have learned, and change the label used for the User-Defined 1 field for Customer addresses. See the effect in the address window.

1. In **Receivables Setup Options**, change the label for the User-Defined 1 field to *Manager*.
2. Click **OK**, and close the setup windows to save your changes.
3. Use **Customer Address Maintenance** to view that *Manager* is now displayed for the User-Defined 1 field.

Lesson 3: Email for Receivables Management Statements

This lesson explains how to set up and email customer statements electronically using the Word Template functionality.

What You Will Learn

After completing this lesson, you will be able to:

- Set up and email Receivables Management statements to customers.

Setup Requirements

In Microsoft Dynamics GP 2013, the ability to email customer statements using the Word Template functionality has been added. This will provide cost savings so statements can be emailed instead of printed and mailed.



Note:

Refer to the Report Writer manual for more information on how to use Word Template functionality, prerequisites and how to modify Word Templates.

Company Setup

To set up the functionality to email receivables statements, follow these steps:

1. Under **Microsoft Dynamics GP**, click **Tools**, click **Setup**, click **Company**, and then click **E-mail Settings**.
2. Select the E-mail Document Options as desired. Note, the formats marked under the **File Formats Allowed** will create the pick-list available at the Customer level.

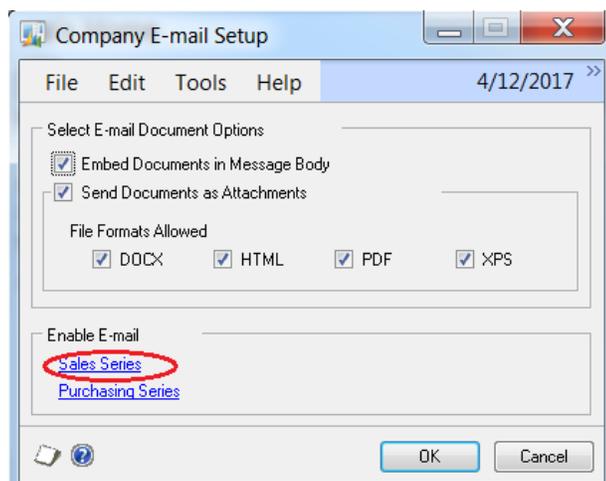


Figure 19: Company E-mail Setup

3. In the Company E-mail Setup window, click **Sales Series**.



Note:

The first time you click **Sales**, you may be prompted to enter your logon credentials to access the Exchange server.

Exchange Log On

Email Address:

Password:

Login ID:

4. After accessing the Exchange server, the Sales E-mail Setup window will open. In the Sales E-mail Setup window, click the checkbox **Customer Statement**.

Sales E-mail Setup

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

Sales Document Setup

Enable	Message ID
<input checked="" type="checkbox"/> Sales Quote	SALES DOCUMENT
<input checked="" type="checkbox"/> Sales Order	SALES DOCUMENT
<input checked="" type="checkbox"/> Sales Fulfillment Order	SALES DOCUMENT
<input checked="" type="checkbox"/> Sales Invoice	SALES DOCUMENT
<input checked="" type="checkbox"/> Sales Return	SALES DOCUMENT
<input checked="" type="checkbox"/> Sales Back Order	SALES DOCUMENT
<input checked="" type="checkbox"/> Packing Slip	SALES DOCUMENT
<input checked="" type="checkbox"/> Receivables Invoice	SALES DOCUMENT
<input checked="" type="checkbox"/> Receivables Return	SALES DOCUMENT
<input checked="" type="checkbox"/> Receivables Debit Memo	SALES DOCUMENT
<input checked="" type="checkbox"/> Receivables Credit Memo	SALES DOCUMENT
<input checked="" type="checkbox"/> Receivables Finance Charge	SALES DOCUMENT
<input checked="" type="checkbox"/> Receivables Service/Repairs	SALES DOCUMENT
<input checked="" type="checkbox"/> Receivables Warranty	SALES DOCUMENT
<input checked="" type="checkbox"/> Customer Statement	CUST STMT

Have Replies Sent to:

Allow Changing 'Reply to' Address at Entry
 Allow Update of E-mail at Entry

Figure 20: Sales E-mail Setup

5. In the Sales E-mail Setup window, select a **Message ID** to be used for the Subject Line and body of the email. Click **OK** to close the window.

- If you already have a Message ID set up for Customer Statements, click on the Lookup button to select a Message ID to use. Only Message IDs for the document type of **Customer Statements** will be accessible.
- You have the ability to key a new name for a Message ID. If it does not exist, the system will prompt you to add it.

Message ID setup

Follow these steps to setup the Message ID:

1. If you are prompted to create a new Message ID, click **Yes** and add one. You can also navigate directly to **Tools** under **Microsoft Dynamics GP**, click **Setup**, click **Company**, and then click **E-mail Message Setup**.

The screenshot shows the 'Message Setup' dialog box. The 'Message ID' is 'CUST STMT'. The 'Series' is 'Sales' and the 'Doc. Type' is 'Customer Statements'. The 'Subject' is 'RM Statement'. The 'Body' contains a template message: 'Dear {%Contact Person%}', 'Attached you will find your receivable statement.', and 'Thank you,'. The 'Field' is 'Contact Person' and the 'Additional fields' checkbox is unchecked. The 'Have Replies Sent to' section has a 'Select Names' button and an empty text box.

Figure 21: Message Setup

2. Set up the Message with the Subject Line and Body of your choice.
3. The **Series** must be set to **Sales**, and the **Doc. Type** must be set to **Customer Statements**.

Customer Setup

Follow the steps below to enable the email functionality for a customer:

1. Navigate to **Cards**, click **Sales**, and then click **Customer** to open the **Customer Maintenance** window.
2. In Customer Maintenance window, select the appropriate Address ID in the **Statement To** field. This Address ID will be used to mail and email the statements to.
3. In the Customer Maintenance window, click **E-mail**.
 - a. In the Customer E-mail Options window, click the checkbox to Enable the **Customer Statement** for the Customer.
 - b. Select or create a **Message ID** to use for the Subject line and body of the email. (See the Message ID Setup section for more information.)
 - c. Select the Format to use. For Word Templates, select **DOCX**.
 - d. Click **OK** to close the Customer E-mail Options window.
4. In the Customer Maintenance window, click the **Internet Information** icon next to the Address ID.

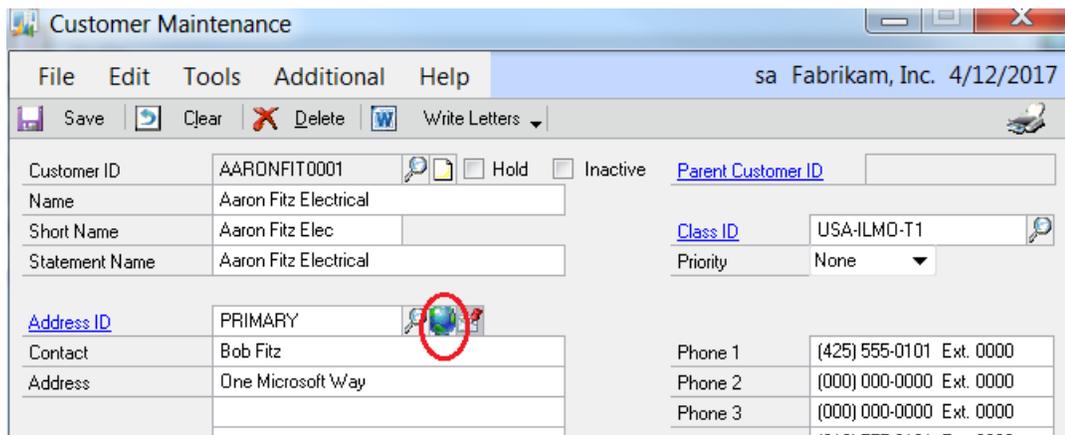


Figure 22: Customer Maintenance

- a. In the Internet Information window, select the **Address ID** that you want to enter Email information for. The Address ID should be the same as the Address ID selected for the **Statement To** field on the Customer Maintenance window.
- b. Under **Email Addresses**, enter the email addresses to send the statements to in the **To**, **Cc** and **Bcc** fields.

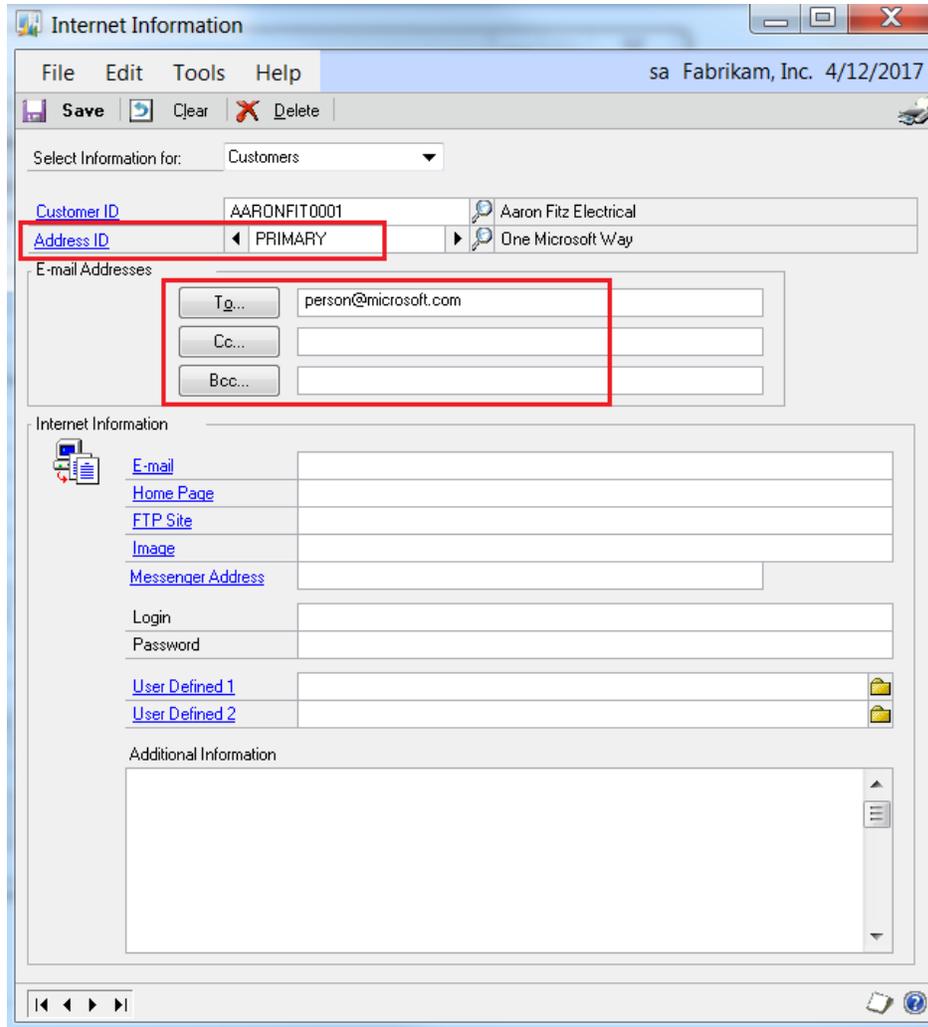


Figure 23: Internet Information



Note:

Using the E-mail Addresses section in the Internet Information window will automatically disable the prior functionality for the **Send E-mail Statements** section in the Customer Maintenance Options window.



Note:

The E-mail Addresses must be keyed into the Internet Information window (SY01200). If prior email functionality was used in previous versions of Microsoft Dynamics GP, the email address(s) in the **Send E-mail Statements** section in the Customer Maintenance Options window will not automatically populate the Internet Information window.

Email Statements

To email Receivables statements to the customer, follow these steps:

1. To open the **Print Receivables Statements** window, navigate to **Tools** under **Microsoft Dynamics GP**, click **Routines**, click **Sales**, and then click **Statements**.
2. In the Print Receivables Statements window, the **Form** must be set to **On Blank Paper**.
3. Click **Destination**, select the Destination options as desired, click **Report Type** of **Template**, and then click **OK**.
4. In the Print Receivables Statements window, enter any other restrictions as desired, and then click **E-mail**. **Save** your changes if prompted. The emails should generate:

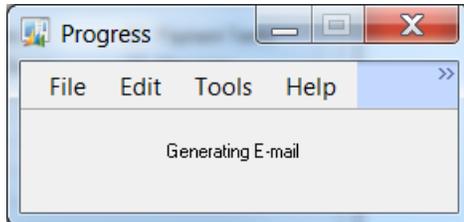


Figure 24: Progress

5. Review the Receivables Management Email Statements Report to ensure the statements have successfully been created and e-mailed. Any error messages will be displayed under the **Status** column.

 A screenshot of a window titled "Screen Output - RM Email Statements Report". The window has a menu bar with "File", "Edit", "Tools", "Find", and "Help". Below the menu bar, there are options for "Print", "Send To", "Modify", and a "100%" zoom level. The main content area shows a message: "There were errors sending statements." followed by a table.

Customer ID	Customer Name	Statement Name	Status
AARONFIT0001 to: cwaswick@microsoft.com	Aaron Fitz Electrical	AARON FITZ ELECTRICAL	Successful
ADAMPARK0001 to: guy@microsoft.com	Adam Park Resort	ADAM PARK RESORT	Successful
ADVANCED0001	Advanced Paper Co.	ADVANCED PAPER CO.	Invalid Recipients
ADVANCED0002	Advanced Tech Satellite System	ADVANCED TECH SATELLITE SYSTEM	Invalid Recipients

Figure 25: Error display under Status column

The Invalid Recipients message in the Status column above is due to the Customer not having an email address entered in the Internet Information window on the Customer Maintenance window.



Note:

In Outlook, you will see the emails sent in your **Sent Items** folder. Make sure to check the **Outbox** for any emails that may be stuck for any reason.



Note:

It is recommended to test the E-mail functionality using the out-of-the-box customer statement first, just to make sure you can successfully send the email, before you introduce a modified statement in to the picture.

Email Reprinted Statements

In Microsoft Dynamics GP, the email functionality is also available in the Reprint Statements window. Follow these steps to re-send the customer statements electronically.

1. Open the **Reprint Statements** window. To do this, click **Tools** under **Microsoft Dynamics GP**, click **Routines**, click **Sales**, and then click **Reprint Statements**.
2. Enter the appropriate restrictions as desired, and be sure to select **On Blank Paper** for the **Form**.
3. Mark the **checkbox** in the left margin to select the line for the Customer ID, Statement Name, Date and Run Number that you wish to reprint. If you select a Customer ID that is set up to have emails generated, the **E-mail** button in the top menu-bar will become visible.

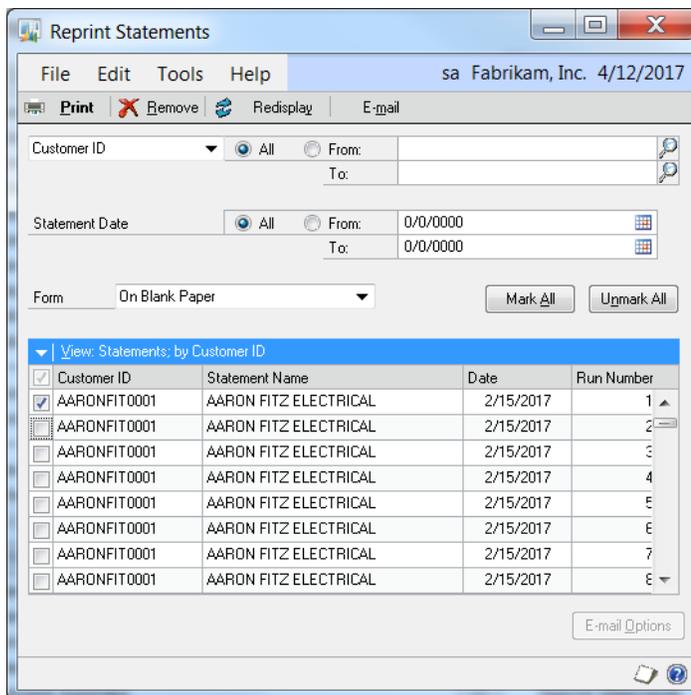


Figure 26: E-mail button

4. Click **Email** at the top to re-generate the E-mail.
5. Review the **RM Email Statements Report** for any error messages.

Lesson Review

Topics covered in this lesson include the following:

- The **Message ID** is used to populate the Subject Line and body for the email.
- The Message ID must have the Series set to **Sales** and the Doc Type set to **Customer Statements**.
- To use Word Templates, set the format type to **DOCX**.
- The **Statement To** field in the Customer Maintenance window is the Address ID used to print or email the customer statements to.
- The email address information should be entered in the **Internet Information** window for the Address ID used for the statement.
- The statement **Form** must be set to **On Blank Paper**.
- Review the **RM Email Statements Report** for errors.
- Check the **Outbox** or **Sent Items** folder in Outlook to make sure the emails were sent successfully.

Answer the following questions to confirm your understanding of lesson topics.

1. If the customer was previously set up to email statements in Receivables, do I need to re-enter their email address again?

Yes, the email addresses must be rekeyed in the **Internet Information** window for the Address ID used for the statement if you want to send the email using Word Template functionality. The email will not be automatically copied over from the **Send E-mail Statements** section in the Customer Maintenance Options window.

2. If the **E-mail** button is missing in the Reprint Statements window, what could be the cause?

Either the **Form** is not set to **On Blank Paper**, or the customer selected is not set up to e-mail the Customer Statement using the Word Template functionality.

Module 3: Payables Management

This module introduces the new enhancements to Payables Management in the Financial series of Microsoft Dynamics GP 2013.

Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Understand how a computer check or manual check is generated and posted in Payables Management.
- Understand how a check is voided.
- Understand how a check is reconciled in the Bank Reconciliation module.
- Understand credit card payments and how documents update the credit card vendor.
- Have a basic understanding of setting up vendors as a 1099 in Payables Management.
- Have a basic understanding of printing 1099 forms in Payables Management and filing with the IRS.

What You Will Learn

After completing this module, you will be able to:

- Understand how credit documents are unapplied when a payment is voided.
- Describe how to reprint the original check remittance information for a check or voided check.
- Determine if a check has been reconciled before you void it.
- Describe how to edit the Remit-To address on a posted transaction that is not yet paid.
- Describe how to update 1099 information for a vendor and for specific transactions.
- Name some of the changes to the Vendor Maintenance card for 1099 changes.
- Explain how to issue a 1096 form.

Lesson 1: Void Enhancements

This lesson explains when enhancements made to the voiding process in Payables Management for both computer checks and manual checks.

What You Will Learn

After completing this lesson, you will be able to:

- Understand that credit documents will be unapplied, that were associated with a payment that was voided.
- Explain how a voided credit card payment will affect the invoice posted to the Credit Card vendor.
- Determine if a check has already been reconciled.

Void with Credit Documents Applied

When a payment is voided, the invoice it was applied to will return to open status, and also automatically un-apply any credit documents (credit memos and returns) that were associated with the payment that has been voided.

The credit document will be unapplied when the payment is voided:

- If the credit document is a credit memo or a return.
- If the credit document was previously applied to the invoice, or if it was automatically applied during the select checks process.
- If the payment is a computer check payment or a manual payment.



Note:

If the credit document is partially applied across multiple invoices, only that portion of the credit document that is directly linked to the voided payment will be unapplied.

Example:

ACETRAVE0001 has a \$25 credit memo that was previously applied to a \$500 invoice. The net remaining invoice amount is \$475. There is another credit memo for \$75 for this vendor, which is unapplied.

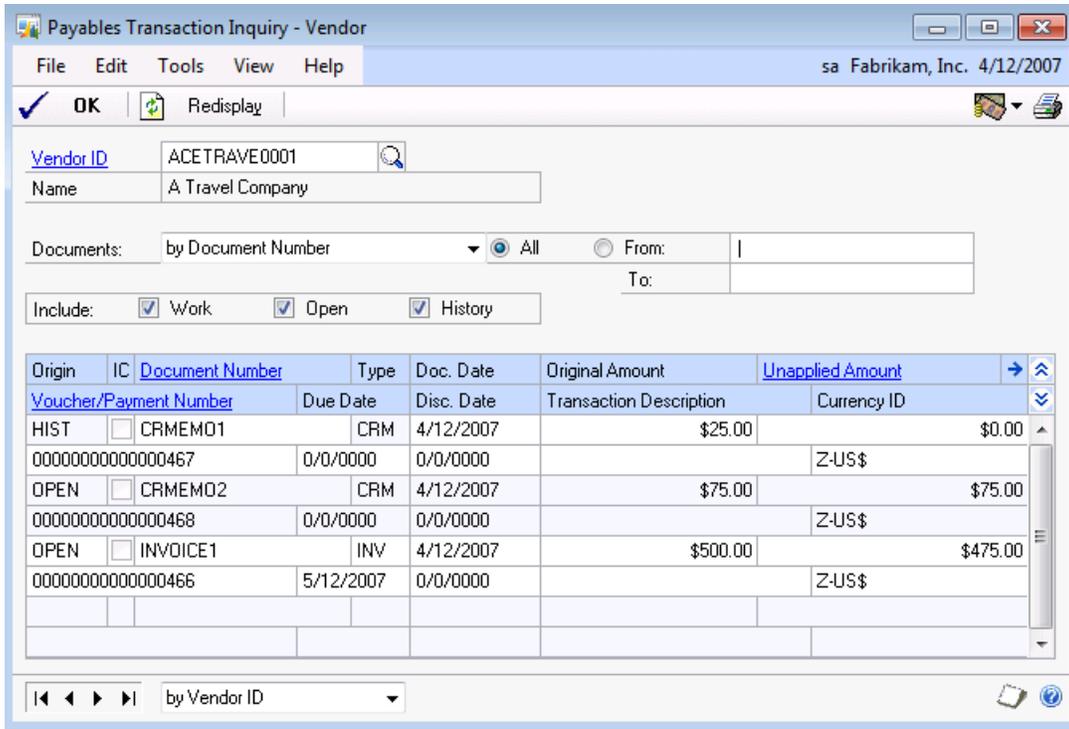


Figure 27: Payables Transaction Inquiry – Vendor, example

During the select checks process, credit memos are set to be automatically applied. Check #20063 is printed and posted for a net amount of \$400. The \$500 invoice is netted by the amount of both credit memos. Both credit memos are listed on the check remittance.

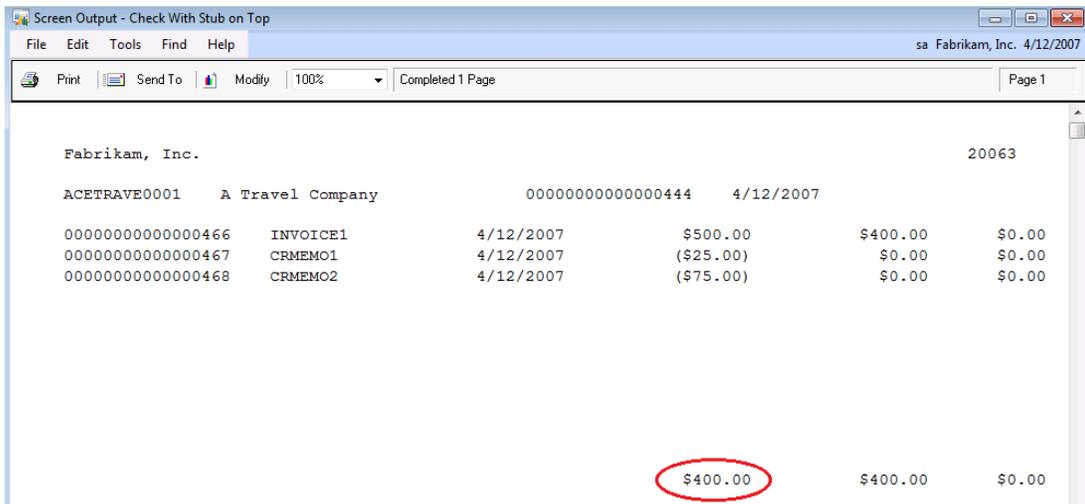


Figure 28: Check remittance

When payment #20063 is voided, the check shows as voided in the Payables Transaction Inquiry window. The invoice and both credit memos have returned to open status and are unapplied.

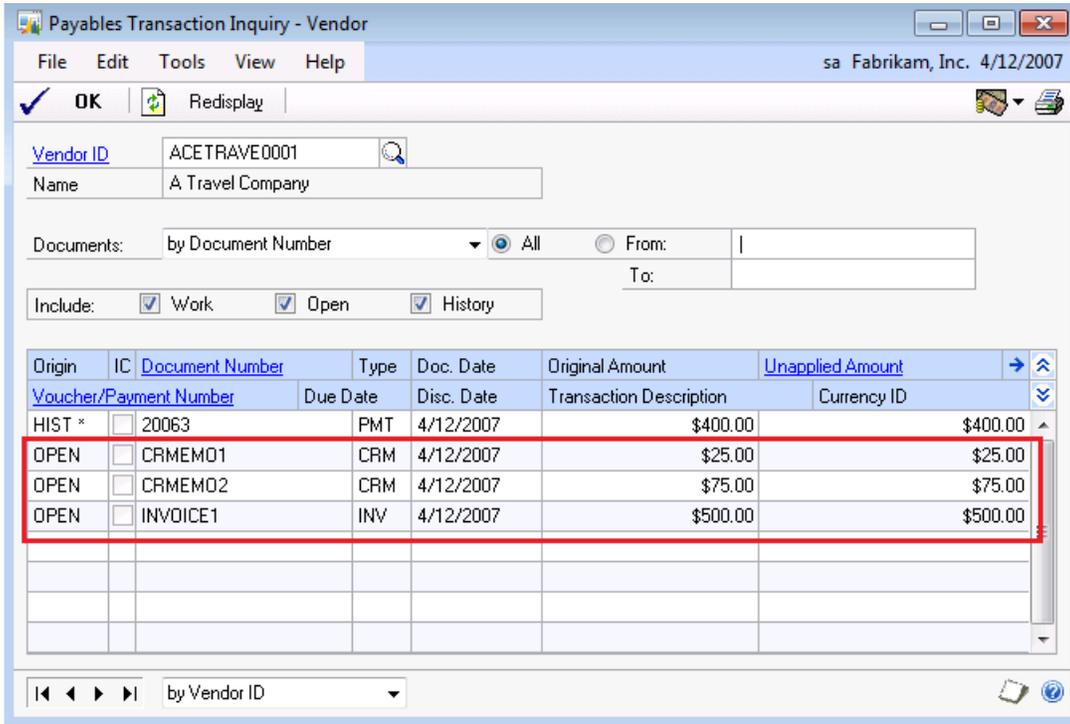


Figure 29: Payables Transaction Inquiry – Vendor, Credit memo open and unapplied status

When the invoice and credit memo are unapplied and returned to open status, the user can:

- Void the invoice without affecting the credit memo.
- Void the credit memo without affecting the invoice.
- Reapply the credit memo to a different invoice (or same invoice).
- Apply a different credit document to the invoice, without using the credit memo.

Void with Credit Card Payment Applied

When you use a credit card to pay invoices, an open invoice is automatically created for the Credit Card vendor in the amount of the credit card payment.

- If the user voids the credit card payment that is applied to a vendor invoice, the open invoice under the Credit Card vendor will be automatically voided at the same time.

- If the credit card payment under the credit card vendor has been paid out and is in historical status, then the following message will be displayed when the payment applied to the vendor invoice is voided:

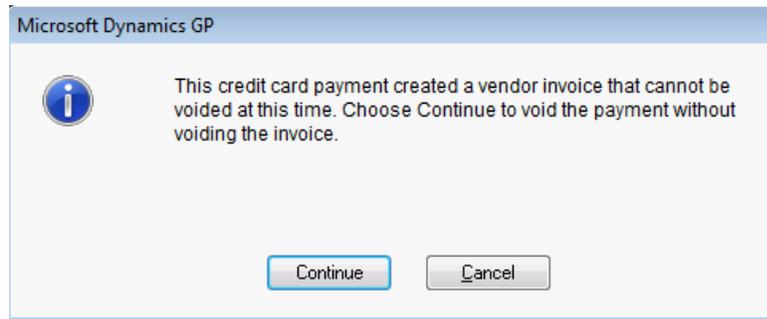


Figure 30: Payment applied to vendor invoice – message

Click **Continue** to void the payment applied to the vendor invoice only, and the invoice under the Credit Card vendor will remain in history.

Click **Cancel** to close the message window, and no changes will be made.



Note:

Voiding the open invoice under the Credit Card Vendor will have no impact on the credit card payment applied to a vendor invoice.

Void a Check that has already been Reconciled in Bank Reconciliation

A warning message will appear when you try to void a Payables check that has already been reconciled in the Bank Reconciliation module. This message will indicate that the payment has already been processed by the bank and you will need to determine if you still wish to void it in Microsoft Dynamics GP.

Warning Message

When you mark to void a check in the **Void Historical Payables Transactions** window or **Void Open Payables Transactions** window that has already been marked off as reconciled in Bank Reconciliation module; you will be prompted with the message “This payment has been reconciled. Do you want to continue?”

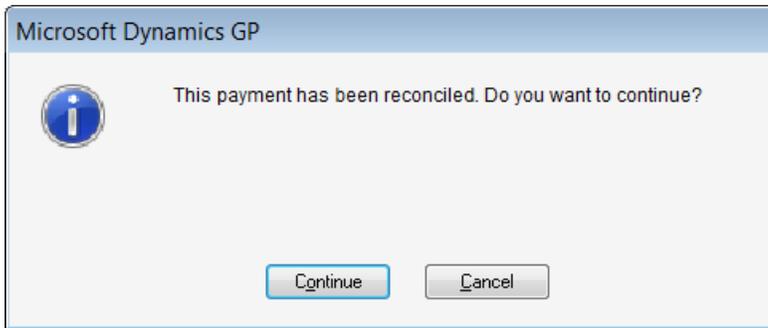


Figure 31: Warning message

The options to proceed are:

- **Continue** – The warning message will close and the user is returned to the **Void History Payables Transaction** window or **Void Open Payables Transactions** window in which the **Void** checkbox for the selected check is marked. The user may proceed to void the check.
- **Cancel** – The warning message will close and the user is returned to the **Void History Payables Transaction** window or **Void Open Payables Transactions** window in which the check is not marked to be voided.

New Field: Reconciled

In the **Void Historical Payables Transactions** window or **Void Open Payables Transactions** window, a new field titled **Reconciled** has been added. You can click on this link to drill back to the Checkbook Registry Inquiry window where the payment is displayed, and you can verify it has been reconciled. If more than one record is selected, the zoom will be based off the record the last record marked as voided. The Reconciled field in the Checkbook Register inquiry window will be set to Yes or No.

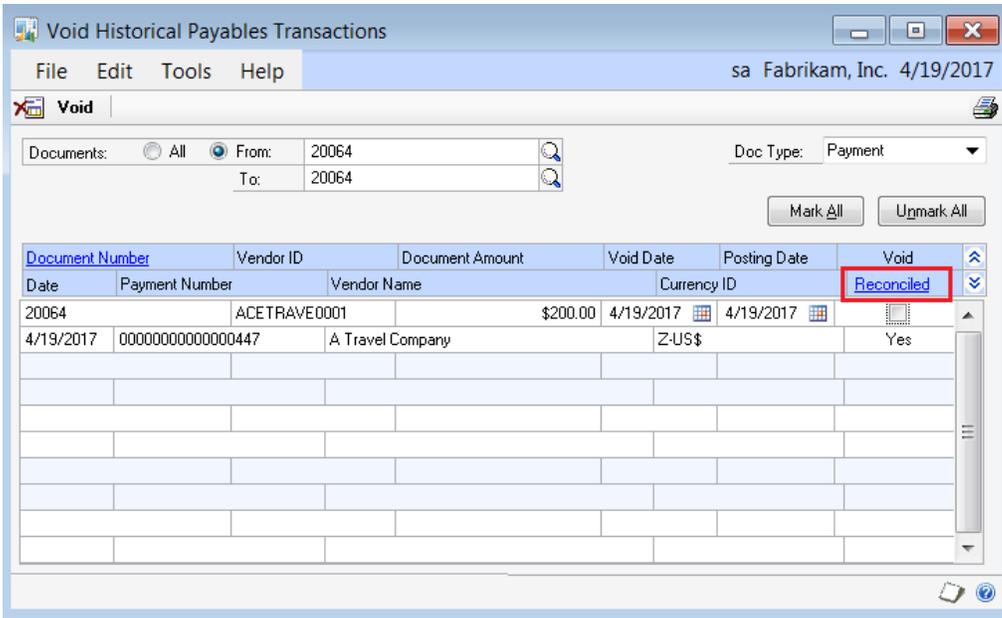


Figure 32: New field - Void Historical Payables Transactions window or Void Open Payables Transactions window

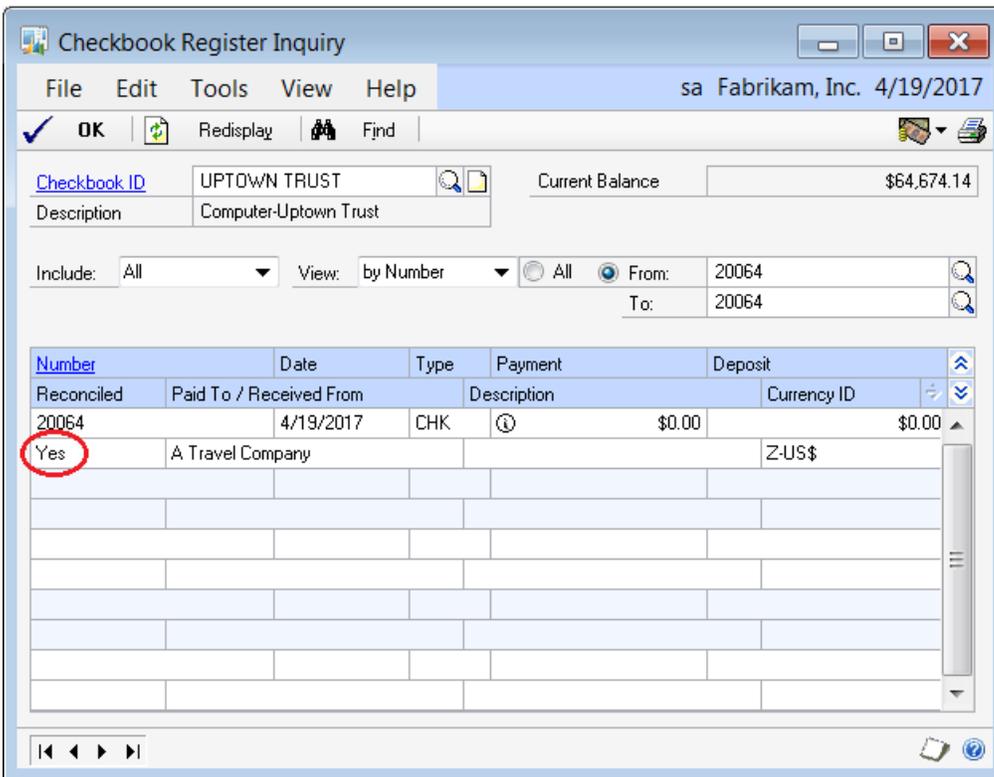


Figure 33: Drillback to Checkbook Register Inquiry



Note:

If you void a reconciled check, a transaction is created in Bank Reconciliation for a negative amount of the Check amount to indicate the discrepancy with the bank statement. If you reissue the check, the reissued amount can be manually cleared against the negative voided amount.

New Reconciled Indicator in Lists

A visual indicator has also been added to the **Payables Transaction List**, and **All Purchasing Transactions List** for all payments that have been reconciled but not voided. The reconciled indicator will be a unique icon as displayed below:



Figure 34: Reconciled Indicator

The screenshot shows the Microsoft Dynamics GP interface for 'All Purchasing Transactions'. The table below represents the data shown in the screenshot:

Date	Document Type	Document Number	Vendor Name	Amount
4/15/2017	Invoice	0000000000000465	1099not	\$50.00
3/15/2017	Invoice	0000000000000463	1099not	\$100.00
3/15/2017	Payment	0000000000000444	1099not	\$100.00
4/19/2017	Invoice	0000000000000467	A Travel Company	\$200.00
4/19/2017	Payment	0000000000000448	A Travel Company	\$500.00
This record has been reconciled		0000000000000449	A Travel Company	\$500.00
4/19/2017	Payment	0000000000000450	A Travel Company	\$500.00
4/19/2017	Payment	0000000000000447	A Travel Company	\$200.00

Figure 35: Reconciled Indicator on Lists

Lesson Review

Topics covered in this lesson include the following:

- When you void a computer check or manual check, the credit documents associated with that payment are also unapplied from the invoice and returned to open status.
- If a credit memo is partially applied to several payments, only the applied portion that is associated with the voided payment will be unapplied.
- A credit card payment to a vendor invoice will create an open invoice on the Credit Card vendor's account. If the payment is voided that is applied to the vendor invoice, the open invoice on the Credit Card Vendor account will also be voided. If the invoice has already been paid and is in history under the Credit Card vendor, no changes will be made to the Credit Card vendor activity.
- A warning message will be displayed if you try to void a check that has already been reconciled in the Bank reconciliation module.

Answer the following questions to confirm your understanding of lesson topics.

3. What is a credit document?

Credit memo or return

4. If an open invoice under a credit card vendor is voided, what will happen to the historical payment applied to the vendor invoice?

An invoice voided under the Credit Card vendor will have no effect on a historical payment applied to a vendor invoice.

Lesson 2: Reprint Check Remittance

This lesson introduces functionality to reprint a check remittance in Payables Management.

What You Will Learn

After completing this lesson, you will be able to:

- Explain how to reprint a check remittance in Payables Management.
- Explain how a reprint of a voided check will differ.
- Explain what security task has permissions for the Reprint Check Remittance report.

Reprint Check Remittance

The reprint check remittance functionality provides a way for users to reprint the basic information that was included on a check stub or remittance at the time the original check was printed. This includes previously applied documents that were also printed on the original check remittance, and credit memos that were automatically applied during the select checks process.

The user will be able to recreate the check stub for all computer payment documents, such as computer checks and transaction entry printed checks (after the transaction has been posted.) You will not be able to reprint a check stub for manual checks and any unposted transactions.



Note:

The Recreate Check Stub information will only be available if the vendor is marked to keep transaction history.



Note:

The reprinted check stub should display the remittance and check information in the currency it was paid in.



Note:

The Recreate Check Stub functionality does not integrate with the e-mail feature using Word Templates.

Re-Create Check Stub Button

In the **Payables Payment Zoom** window, a new button called **Re-create Check Stub** was added. This will allow a user to reprint a check remittance report that includes all the information on the original check remittance report.

To navigate to this window, click **Inquiry**, point to **Purchasing**, and then click **Inquiry by Vendor** (or **Inquiry by Document**). Locate the payment to reprint and click the payment line to select it. Then click on the link for **Document Number** to open the **Payables Payments Zoom** inquiry window as shown below:

The screenshot shows the 'Payables Payments Zoom' window with the following data:

Payment No.	000000000000000007	Batch ID	BEG BAL
Date	8/15/2013	Date Voided	0/0/0000
Vendor ID	ACETRAVE0001	Currency ID	Z-US\$
Check Name	A Travel Company		

Payment Method: Check Credit Card Cash EFT Electronic

Checkbook ID	UPTOWN TRUST	Unapplied	Amount	\$0.00
Document No.	1001.3	Applied		\$400.00
Amount	\$400.00	Total		\$400.00
Comment	MEALS/ENT-SERVICE			
Terms Discount Taken		Writeoff		\$0.00
Terms Discount Available				\$0.00

Buttons at the bottom: Revaluation, Apply, Distribution, **Re-create Check Stub** (highlighted with a red box).

Figure 36: Payables Payments Zoom – Re-create Check Stub



Note:

Instead of clicking on **Recreate Check Stub** to open the Report Destination window, you can use the shortcut of **Alt-E**.

When you click **Re-create Check Stub**, the **Report Destination** window will open. This is where you can define the destination to print to the **Screen**, **Printer**, or **File**. For the Report Type, choose **Standard** to print the report from Report Writer, or **Template** to print the remittance using a Word Template.

Figure 37: Report Destination

Example:

Scenario: In the example below, check #20065 was cut on 4/12/2017 for \$475.00 for vendor ACETRAVE0001. The remittance stub included INVOICE1 for \$100.00 that was previously applied to CREDIT MEMO 1 for \$100.00 in the prior month. The check stub also included INVOICE 2 for \$200.00 and INVOICE 3 for \$300.00, with CREDIT MEMO 2 for \$25.00 that was automatically applied during the select checks process. The net check amount is \$475.00. The check stub contains 5 records as follows:

Fabrikam, Inc.						20065	
ACETRAVE0001	A Travel Company	00000000000000588	4/12/2017				
00000000000000491	INVOICE 1	3/30/2017	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
00000000000000492	CREDIT MEMO 1	3/30/2017	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00
00000000000000493	INVOICE 2	4/10/2017	\$200.00	\$175.00	\$0.00	\$0.00	\$175.00
00000000000000494	INVOICE 3	4/10/2017	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00
00000000000000495	CREDIT MEMO 2	4/10/2017	(\$25.00)	\$0.00	\$0.00	\$0.00	\$0.00
				\$475.00	\$475.00	\$0.00	\$0.00
							\$475.00

Figure 38: Check Stub example

Reprint: On 5/20/2017, the vendor asks for a copy of the check remittance. When you drill back to the check in the Payables Payment Zoom inquiry and click **Re-Create Check Stub**, the reprinted check remittance will also show all 5 records that were listed on the original check stub, including the previously applied documents. Below is an example of the reprinted check remittance.

Reprint Check Remittance

Fabrikam, Inc.
4277 West Oak Parkway
Chicago IL 60601-4277

Vendor ID	Vendor Name	Check Name	Payment Number	Check Date	Check Number		
ACETRAVE0001	A Travel Company	A Travel Company	00000000000000558	4/12/2017	20065		
Payment Type		Check Amount					
Check		\$475.00					
Our Voucher Number	Your Voucher Number	Date	Amount	Amount Paid	Discount	Writeoff	Net
00000000000000491	INVOICE 1	3/30/2017	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
00000000000000492	CREDIT MEMO 1	3/30/2017	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00
00000000000000493	INVOICE 2	4/10/2017	\$200.00	\$175.00	\$0.00	\$0.00	\$175.00
00000000000000494	INVOICE 3	4/10/2017	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00
00000000000000495	CREDIT MEMO 2	4/10/2017	(\$25.00)	\$0.00	\$0.00	\$0.00	\$0.00

Figure 39: Re-printed check remittance example



Note:

The data on the Recreate Check Stub form will contain all the data that was on the original check, but will not necessarily match the format. The remittance information is being reprinted, not the check itself.

Reprint Check Remittance - Voids

If you reprint the check remittance for a check that has been voided, the original records will still be displayed on the Reprint Check Remittance report, but VOID will be listed in the report header to indicate the payment has been voided. Below is the reprinted check remittance for voided check #20065.

Reprint Check Remittance

VOID

Fabrikam, Inc.
4277 West Oak Parkway
Chicago IL 60601-4277

Vendor ID	Vendor Name	Check Name	Payment Number	Check Date	Check Number		
ACETRAVE0001	A Travel Company	A Travel Company	00000000000000558	4/12/2017	20065		
Payment Type		Check Amount					
Check		\$475.00					
Our Voucher Number	Your Voucher Number	Date	Amount	Amount Paid	Discount	Writeoff	Net
00000000000000491	INVOICE 1	3/30/2017	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
00000000000000492	CREDIT MEMO 1	3/30/2017	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00
00000000000000493	INVOICE 2	4/10/2017	\$200.00	\$175.00	\$0.00	\$0.00	\$175.00
00000000000000494	INVOICE 3	4/10/2017	\$300.00	\$300.00	\$0.00	\$0.00	\$300.00
00000000000000495	CREDIT MEMO 2	4/10/2017	(\$25.00)	\$0.00	\$0.00	\$0.00	\$0.00

Figure 40: Reprinted check remittance example

Security

Security for the reprint check remittance report will be given to the roles that have access to the Payment Inquiry Zoom window. This window is added to the inquiry task for new companies, but not on an upgrade.

Security for the Re-Print Check Remittance form can be found at:

Security Task ID:	INQ_FIN_001*
Product Name:	Microsoft Dynamics GP
Type:	Reports
Series:	Purchasing
Display Name:	Reprint Check Remittance

Lesson Review

Topics covered in this lesson include the following:

- The check remittance information printed on the original check can be reprinted using the Re-create check stub functionality.
- A new button for Re-create Check Stub was added to the Payables Payments Zoom inquiry window.
- If you reprint the remittance information for a voided check, the same Check Remittance report will print with the word VOID in the header.
- The information that was on the original remittance is reprinted, not the actual check stub itself.

Answer the following questions to confirm your understanding of lesson topics.

5. How will the Reprint Check Remittance report differ for a voided check?

The Reprint Check Remittance report will display VOID in the header.

6. In the Payables Payments Zoom inquiry window, what is the shortcut for the Re-create Check Stub button?

Alt-E

Try This: Review the Feature Changes for Reprinting a Check Remittance

Review the feature changes for the Settlement Date as follows:

1. In Fabrikam, click **Inquiry**, point to **Purchasing**, and then click **Transaction by Document**.
2. Restrict **by Document Number** for payment **1000.3**, and then click **Redisplay**.
3. Click to select the payment #1000.3, and then click on the link for **Document Number**.
4. Click **Recreate Check Stub**.
5. In the Report Destination window, select to print the **Standard** report type to **Screen**. Click **OK**.
6. Review the Reprint Check Remittance report that printed to the screen.

Lesson 3: Edit Payables Information

This lesson explains the changes in functionality to assist in editing Payables Information.

What You Will Learn

After completing this lesson, you will be able to:

- Explain how to change the Remit to address on a payables invoice that has already been posted.
- Describe what document types can have the Remit To address changed.
- Explain how to mass update the 1099 tax type for vendors.
- Explain how to edit 1099 information on specific transactions.

Change REMIT TO Address ID

When a payables transaction is entered in to the **Payables Transaction Entry** window, the **Remit-To ID** field will default from **Vendor Maintenance**. In the **Payables Transaction Entry** window, you may leave the address ID that defaulted in or override it. After posting the invoice, you may decide to change the Remit-To address on the invoice so it can be mailed to a different location for the vendor.

A new field for **Remit-To ID** field has been added to the **Edit Payables Transaction** window, which will allow the **Remit-To** address ID to be changed on the posted invoice, up until this invoice has been paid out.

To navigate to this window, click **Transaction**, point to **Purchasing**, and then click **Edit Transaction Information**. When the window opens, select the appropriate Vendor ID, Document type and Document number. After locating the invoice to be edited, change the **Remit-To ID** as needed by using the look up button or typing the correct Address ID directly in to the field. Click **Save**. Now the invoice will be paid out to the correct address ID listed in the **Remit-To ID** field.

Figure 41: Edit Payables Transaction - Remit-To ID



Note:

The user may also click the Remit-To ID link to zoom back to view the Address information for the selected Address ID. However, the user will not be able to create new Address IDs in the **Edit Payables Transaction** window.

Documents that do not Allow the *Remit To* Address ID to be Changed

The documents that do not allow Remit to address ID to be changed include:

- The Remit-To ID field is available for all debit-type documents, and will be locked for all credit type documents, including payments.
- You will not be able to edit the Remit To address ID if any other document has been applied to it, or it is marked in a computer or manual check batch. The Remit To ID field will be disabled in these circumstances, as it will not allow one part of the document to be paid to one address ID and the remainder to be paid to a different address ID.

Edit 1099 Tax Type: Mass Update

New functionality has been added to the **Update 1099 Information** window. This will allow you to change the 1099 status on a vendor, and will update the 1099 information with all the 1099 document amounts during the year. A 1099 vendor can be switched to be a non 1099 vendor, and the reverse.

To navigate to this window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Utilities**, point to **Purchasing**, and then click **Update 1099 Information**.



Note:

You will not be able to update 1099 information while other processes are being run such as editing transaction information, printing checks, posting batches, voiding transactions, posting multicurrency revaluations, applying or un-applying documents, updating 1099 information, reconciling, removing Payables transaction history, or posting transactions.

A warning message will be given when you click **Process**, indicating that the other process must first be completed before you can continue.

How to Update a Vendor and Transactions Marked as ‘Not a 1099 Vendor’ to be a 1099 Vendor

Follow these steps to update a vendor to be a **1099 vendor**:

1. In the **Update 1099 Information** window, select the setting to update **Vendor and 1099 Transactions**.
2. In the **From** section, click **Not a 1099 vendor**.
3. In the **To** section, select the appropriate Tax Type of Dividend (1099-DIV), Interest (1099-INT), or Miscellaneous (1099-MISC) for the appropriate tax form that the vendor should receive.
4. Select the appropriate 1099 Box number.
5. Enter the **Range** to select the vendor(s) by Vendor ID, Vendor Name, Vendor Class, Type, Voucher Number or Document Date. Click **Insert** to add the restriction(s).
6. Click **Process**. The tax type and box number on the Vendor Maintenance Options window will be updated. The 1099 summary and detail tables will be updated using the 1099 tax type and box number for open and history tables.

The amount of the document (Purchases-Trade discounts) will become the 1099 amount for the payables invoice and payables credit memos and returns. Invoices will be assigned to the Box Number defined in the To section and does not include freight, miscellaneous or tax charges. If a credit memo or return is not applied to a 1099 invoice, then the 1099 type and box number will be updated to the vendor’s default. However, if a credit memo or return is applied to a 1099 invoice, the 1099 type and box number will be updated to the 1099 type and box number for the 1099 invoice.

7. Print the *PM Update 1099 Information Audit Report* that will list the changes made.

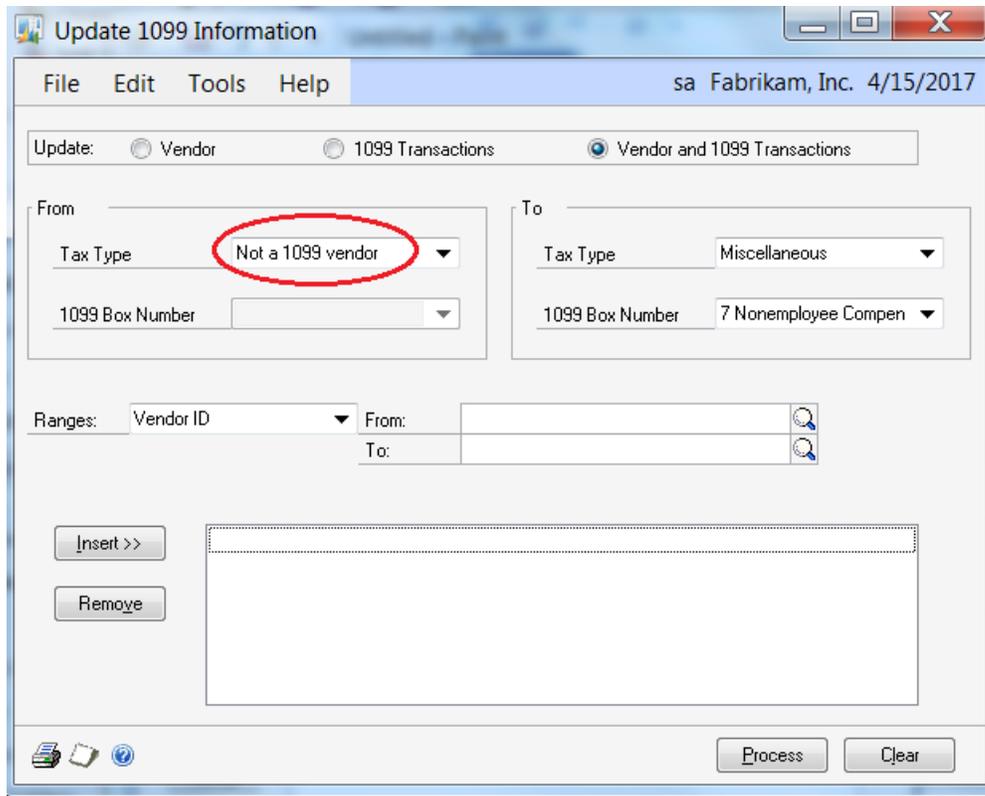


Figure 42: Update 1099 Information – Not a 1099 vendor

How to Update a 1099 Vendor and Transactions to be Marked as ‘Not a 1099 Vendor’

Follow these steps to update a vendor to be **Not a 1099 vendor**.

1. In the **Update 1099 Information** window, select the setting to update **Vendor and 1099 Transactions**.
2. In the **From** section, select the incorrect Tax Type of Dividend (1099-DIV), Interest (1099-INT), or Miscellaneous (1099-MISC) that is currently set for the vendor.
3. Select the appropriate 1099 Box number.
4. In the **To** section, select the Tax Type for ‘Not a 1099 vendor’.
5. Enter the **Range** to select the vendor(s) by Vendor ID, Vendor Name, Vendor Class, Type, Voucher Number or Document Date.
6. Click **Insert** to add the restriction(s).
7. Click **Process**. The tax type on the vendor will be changed to ‘Not a 1099 vendor.’ The 1099 information will be cleared for payables debit documents, credit memos and returns for all work, open and history documents.

8. Print the *PM Update 1099 Information Audit Report* that will list the changes made.
9. Repeat for each specific 1099 Box Number you want to zero out on the tax form as needed.

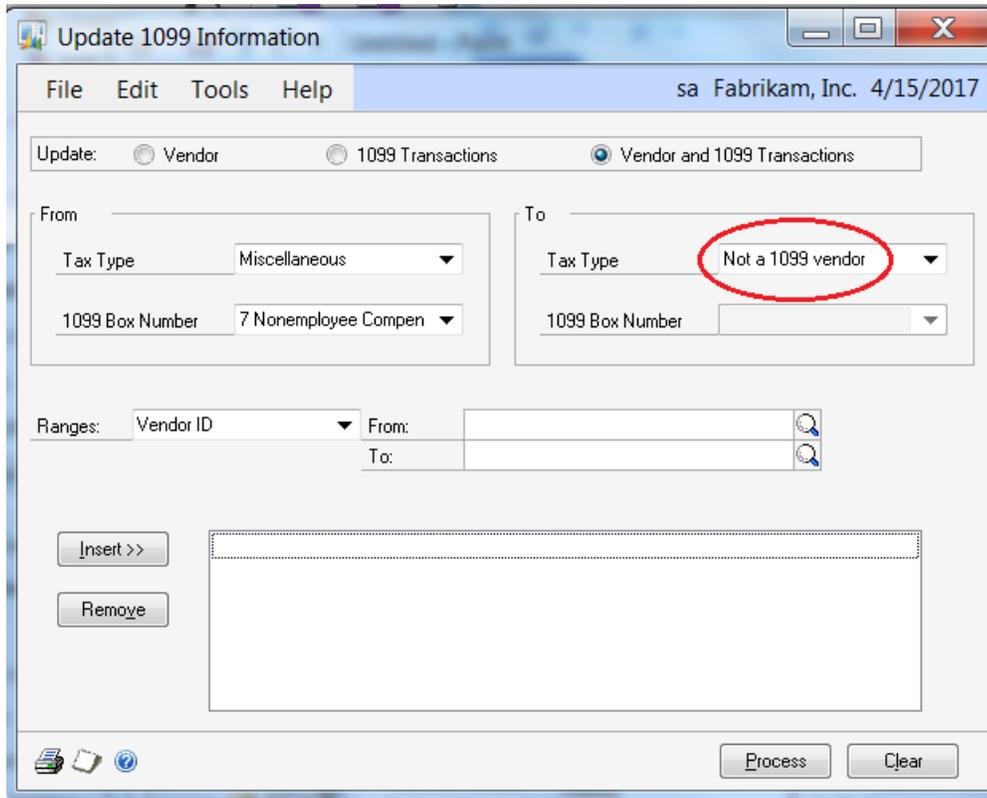


Figure 43: Update 1099 Information – NOT a 1099 vendor

Edit 1099 Transaction Information Window

A new window has been added to edit 1099 transaction information, named **Edit 1099 Transaction Information**. To navigate to this window, click **Transactions**, point to **Purchasing**, and then click **Edit 1099 Transaction Information**.

In this window, you can review purchase transactions for a vendor. If necessary, you can make changes to the 1099 information such as tax type, box number, and 1099 Amount before printing the 1099 statements. Any changes you make in this window will appear on the 1099s Printed report.

You can edit the Tax Type, Box Number, and Amount on open and history transactions for debit documents as needed. You can only edit the Tax Type and Amount on open and history transactions for credit memos and returns. Voided documents will not be displayed. Documents will be displayed in the window in the functional currency.

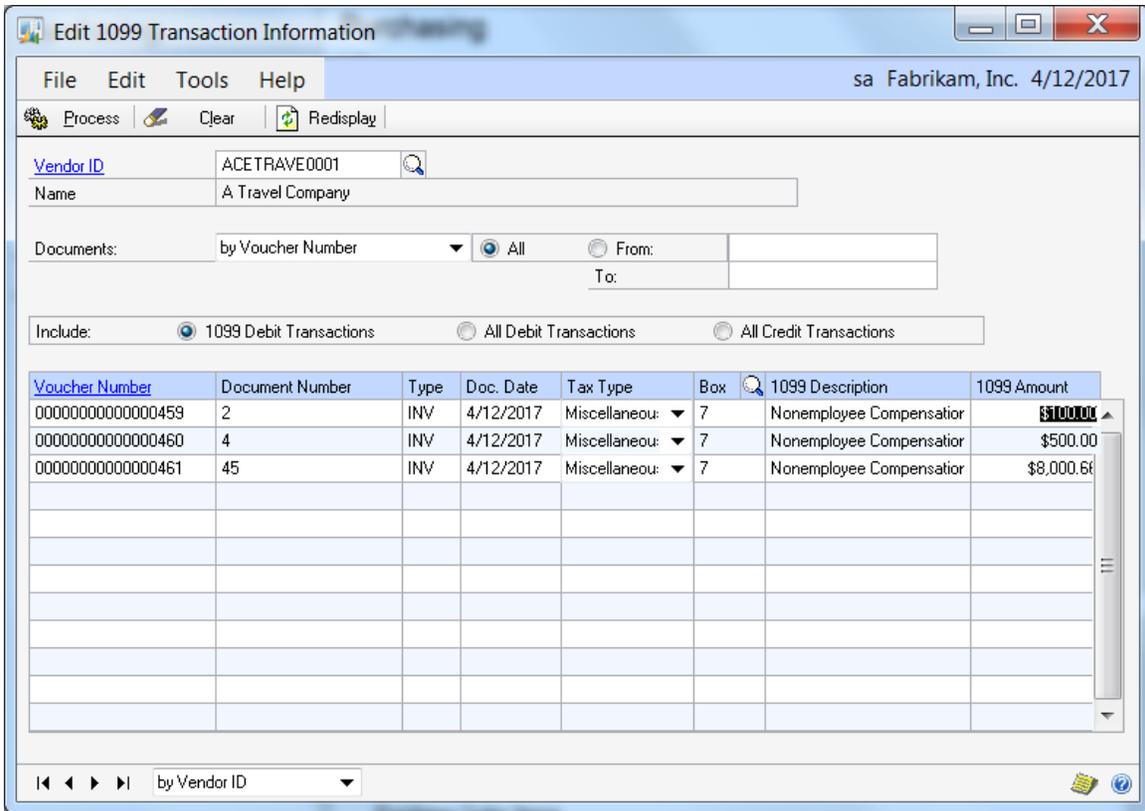


Figure 44: Edit 1099 Transaction Information

If you enter a 1099 amount for more than the document total, this message will appear:

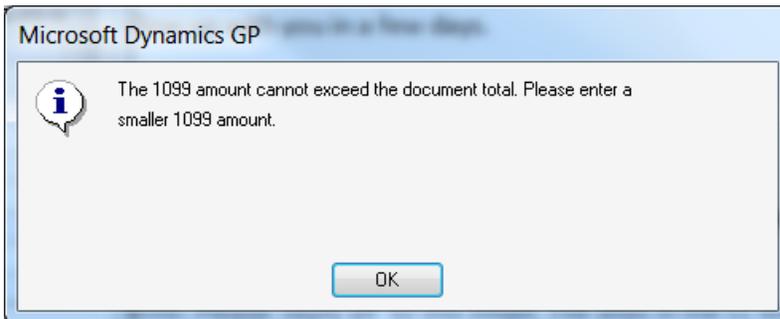


Figure 45: 1099 message

Process Button

If you click the **Process** button in the Edit 1099 Transaction Information window, the tables will be updated with the changes and you will be prompted to print the **PM Update 1099 TRX Information Audit** report. This report will list the old and new values for each of the three editable fields (Tax Type, 1099 Box Number and 1099 Amount) as shown below.

Screen Output - PM Update 1099 TRX Information Audit

File Edit Tools Find Help sa Fabri

Print Send To Modify 1000 Completed 1 Page

System: 8/28/2012 11:35:33 AM Update 1099 Information Audit Report Page: 1
 User Date: 4/12/2017 Fabrikam, Inc. User ID: sa
 Payables Management

Ranges:
 Vendor ID: ACETRAVE0001 Sorted By: Voucher Number
 Vendor Name: A Travel Company
 Vendor Class: AUS-NSW-M
 Voucher Number: First - Last
 Document Number: First - Last
 Document Date: First - Last

Vendor ID:	ACETRAVE0001	Vendor Name:	A Travel Company			Old 1099 Amount	New 1099 Amount	Status
Document Number	Old Tax Type	New Tax Type	Old 1099 Box Number	New 1099 Box Number				
00000000000000459	Miscellaneous	Miscellaneous	7 Nonemployee Compensation	7 Nonemployee Compensation		\$100.00	\$0.05	Changed

Figure 46: Update 1099 Information Audit Report

Security for the New Window

Security for the new **Edit 1099 Transaction Information** window can be found at:

- **Edit 1099 Transactions** will be added to the TRX_PURCH_020* task
- Any new tables will be added to the ADMIN_PURCH_020* task
- Any new lookups will be added to the DEFAULTUSER task



Note:

On a new install, security will be added to the task as outlined above. On an upgrade, the new window will not be added to a security task, tables will not be added to a security task, and reports will not be added to a security task automatically.

Lesson Review

Topics covered in this lesson include the following:

- The Remit To address on a posted transaction can be edited in the Edit Payables Transaction window.
- The Update 1099 Information utility has been updated to be able to change a non-1099 vendor to a 1099 vendor, and reversed.
- The Edit 1099 Transaction Information window has been added to edit 1099 information on specific transactions.

Answer the following questions to confirm your understanding of lesson topics.

1. What setting must be marked in the Update 1099 Information window in order to have the option 'Not a 1099 vendor' display in the FROM and TO drop down lists?

Vendor and 1099 Transactions

2. What changes will be made if you use the Update 1099 Information window to set a 1099 vendor to be 'Not a 1099 vendor'?

The Tax Type on the Vendor Maintenance window will be changed to 'Not a 1099 Vendor', and all the 1099 information will be cleared.

3. TRUE or FALSE: You can remove the 1099 information for a specific transaction that was marked 1099able in error.

TRUE

Lesson 4: 1096 Form and 1099 Form Enhancements

This lesson explains new functionality with the 1099 form and introduction of the 1096 Summary Form in Payables Management.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how to change the address printed on the 1099
- Explain the new box number added to each 1099 Tax Type.
- Explain the new fields and box numbers in the 1099 Details window.
- Explain how to print the 1096 Form.

1099 Enhancements

This section describes fields and functionality added for 1099 forms.

1099 Address ID on Vendor Maintenance Window

A new field titled **1099**, has been added to the Vendor Maintenance window that will direct which Address ID Information will be printed on the 1099 form. This new field will be disabled by default. The default Tax Type in the Vendor Maintenance Options window is set to *Not a 1099 Vendor*. However, when the vendor has the Tax Type set to Dividend, Interest, or Miscellaneous, then the 1099 field on the Vendor Maintenance window will become available.

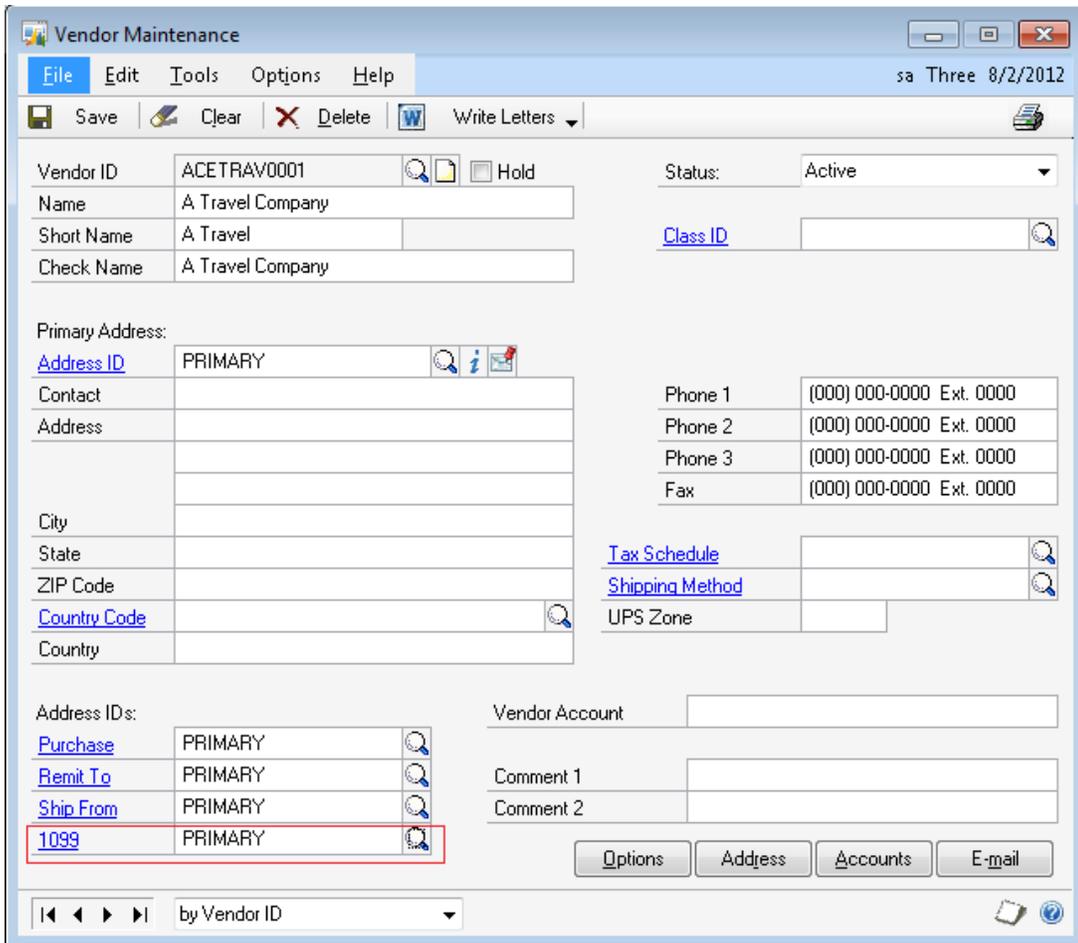


Figure 47: Vendor Maintenance - 1099 field

Additional 1099 Box Options on Vendor Maintenance Options Window

New box options have been added to the drop-down list for the **1099 Box** field in the Vendor Maintenance Options window for the respective tax types as shown in the table below.

Tax Type	1099 Box
Dividend	10 Exempt Interest Dividends 11 Specified Private Activity Bond Interest Dividends 14 State Tax Withheld
Interest	13 State Tax Withheld
Miscellaneous	18 State Income



Note:

The 1099 Setup window will list the default description as shown above and have the minimum amount set to \$0.01 for each new box listed above.

To navigate to the 1099 Setup window, click **Microsoft Dynamics GP**, click **Tools**, point to **Setup**, point to **Purchasing**, click **Payables**, and then click **1099 Setup**.



Note:

The new box numbers are also visible in the 1099 Details window, 1099 Details Inquiry window, and Update 1099 Information utility.

Changes to 1099 Details Window

The additional box numbers in the prior section are listed in the 1099 Details window. In addition, the new fields will be visible on the 1099 Details window based on the Tax Type selected and is illustrated in the table below. To navigate to this window, click **Cards**, point to **Purchasing**, and then click **1099 Details**.

Tax Type	Additional Fields added to window:
Dividend	Foreign Country or U.S. Possession State Code. State Identification No.
Interest	Foreign Country or U.S. Possession State Code State Identification No. Tax Exempt Bond CUSIP No
Miscellaneous	Payer Made Direct Sales of \$5,000 or more etc. State/Payer's State No.

1099 Details

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

Save Clear

Vendor ID: ACETRAVE0001
Name: A Travel Company

Tax Type: Interest

Display: Month Year

Month: April Year: 2017

Foreign Country or U.S. Possession
State Code
State Identification No.
Tax Exempt Bond CUSIP No.

1099 Box	Description	Amount
1	1 Interest	\$0.00
2	2 Early Withdrawal	\$0.00
3	3 U.S. Savings Bonds Int.	\$0.00
4	4 Federal Tax Withheld	\$0.00
5	5 Investment Expense	\$0.00
6	6 Foreign Tax Paid	\$0.00
8	8 Tax-Exempt Interest	\$0.00
9	9 Private Activity Bond Int.	\$0.00
13	13 State Tax Withheld	\$0.00

by Vendor ID

Figure 48: 1099 Details window for Interest Tax Type



Note:

The same new box numbers and fields are also visible in the 1099 Details Inquiry window. To navigate to this window, click **Inquiry**, point to **Purchasing**, and then click **Vendor 1099 Details**.

1096 Form

The Print 1099 window has new functionality to print a 1096 Form, which is a summary report for the 1099 statements. To navigate to the Print 1099 window, click **Tools** under **Microsoft Dynamics GP**, point to **Routines**, point to **Purchasing**, and then click **Print 1099**. The 1096 Form is a new option to select in the Print section. If you select to print the **1096 Form** and click **Print**, the Report Destination window will prompt to: print to Screen, Printer or File.

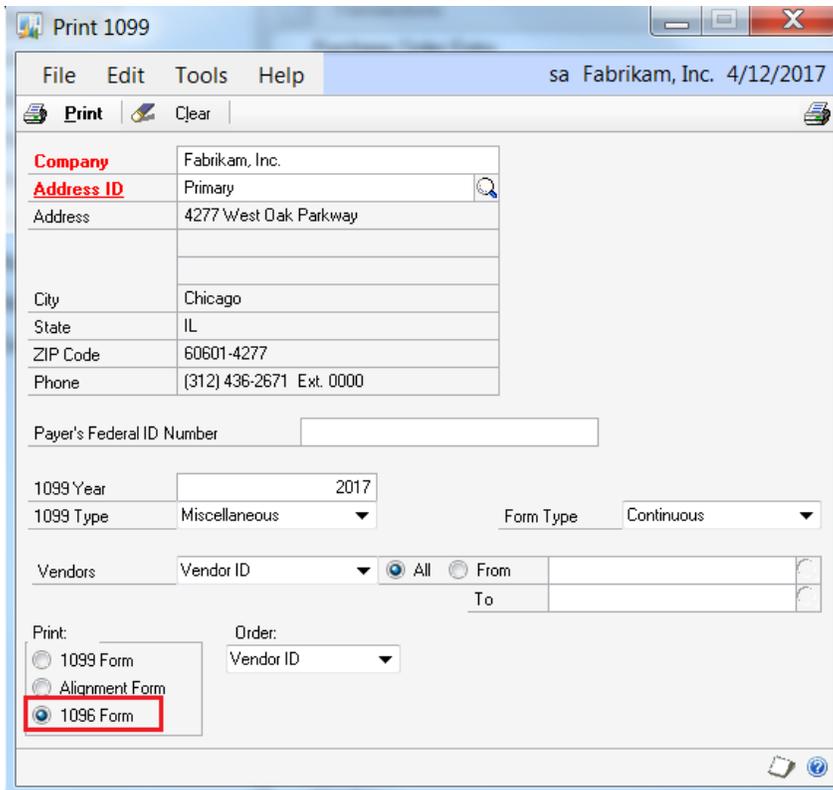


Figure 49: Print 1099 window

Lesson Review

Topics covered in this lesson include the following:

- The Address that is printed on the 1099 Statement is now stored on the Vendor Maintenance window.
- New boxes were added to the tax types in the Vendor Maintenance Options windows and can be seen in the 1099 Details Inquiry window.
- A 1096 Summary Form can be printed.

Answer the following questions to confirm your understanding of lesson topics.

4. What is a 1096 form?

The 1096 form is a summary form for 1099 information.

5. How can you change the address that will print on the 1099 Form?

You can select an Address ID in the Address ID's section for the 1099 field on the Vendor Maintenance window.

Module 4: Electronic Funds Transfer (EFT) for Payables Management and Receivables Management

This module introduces the new enhancements to the Electronic Funds Transfer (EFT) format used with EFT for Payables Management and/or EFT for Receivables Management in the Financial series of Microsoft Dynamics GP 2013.

Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Be registered for Payables Management with EFT for Payables Management or Receivables Management with EFT for Receivables Management.
- Enable and setup the configurator files for EFT for Payables Management or EFT for Receivables Management.
- Understand EFT for Payables Management or EFT for Receivables Management.

What You Will Learn

After completing this module, you will be able to:

- Describe how to map and modify both the Transmission Date and Settlement Date on the EFT file.
- Describe how to define variable-length fields and field delimiters in the EFT file format feature changes for EFT File formats to increase the flexibility of EFT File Formats that can be achieved.

Lesson 1: EFT Settlement Date

This lesson explains additional functionality to allow a user to add a Settlement Date to the EFT file.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how a user can map the Settlement Date in any EFT file format.
- Describe how a user can edit the Settlement Date used in the EFT file.
- Describe how a user can modify the date format used for the Settlement Date.

Settlement Date

The Settlement Date is the date on which the file originator expects the settlement for the transaction with the bank to occur. This is a date after the Transmission Date, and the two dates are not typically the same date. The Settlement Date is required by NACHA EFT file formats, typically in the Batch Header line.



Note:

In Microsoft Dynamics GP 2010 and prior versions, the Transmission Date is used as the default for the Settlement Date.

Changes to the EFT File Format Maintenance

In the EFT File Format Maintenance window, the **Settlement Date** is now available in the **Maps To** drop-down menu. In the Field Options, the **Date Format** field is the only active formatting field. To navigate to the EFT File Format window, click **Cards**, point to **Financial**, and then click **EFT File Format**.

Field	Length	Start-End	Description	Maps To	Pad Char	Justify	↔↔↔
9	6	70-75	Effective Date	Settlement Date		Right	

Date Format: YYMMDD

Previous Next

Figure 50: EFT File Format Maintenance

**Note:**

Click to put your cursor on the Effective Date line, typically in the Batch Header line.
 Click the Line Scroll icon  in the upper right corner to expand the scrolling window, and then click the Line Scroll icon again to close the scrolling window.

Field Options:

Users can edit the Date Format in the Field Options. The following formats are available in the **Date Format** drop-down menu:

- YYMM
- YYMMDD
- YYYYMMDD
- MMY
- MMDDYY
- MMDDYYYY
- DDMMYY
- DDMMYYYY
- Day Number
- YY+Day Number
- YYYY+Day Number
- ISO DateTime

Updates to EFT File Format Defaults

The format types in the table below will have the default value changed in the Batch Header Line Type. This is for the Effective Date to map to the **Settlement Date** instead of the Transmission Date when you set up a new EFT File Format ID.

Format Type	Line Type	Field Number	Description
US-NACHA-PPD	Batch Header	9	Effective Date
US-NACHA-PPD+	Batch Header	9	Effective Date
US-NACHA-CCD	Batch Header	9	Effective Date
US-NACHA-CCD+	Batch Header	9	Effective Date
US-IAT NACHA	IAT Batch Header	13	Effective Date



Note:

Upgrades to Microsoft Dynamics GP 2013 will not change the Maps To value for existing EFT File Format IDs already set u. This includes those using current default values for the selected format types. Users may choose to edit the File Format to use the Settlement Date.



Note:

The Settlement date is available in other formats, but not as the default. Users can change the value in the Maps To drop-down menu, to Settlement Date to use this field in other formats.



Note:

NACHA is an abbreviation for the *National Automated Clearing House Association*, who develops, administers and governs the ACH network.

Modify the Transmission Date and Settlement Date

The **Transmission Date** and **Settlement Date** fields have been added to the Generate EFT Files window.

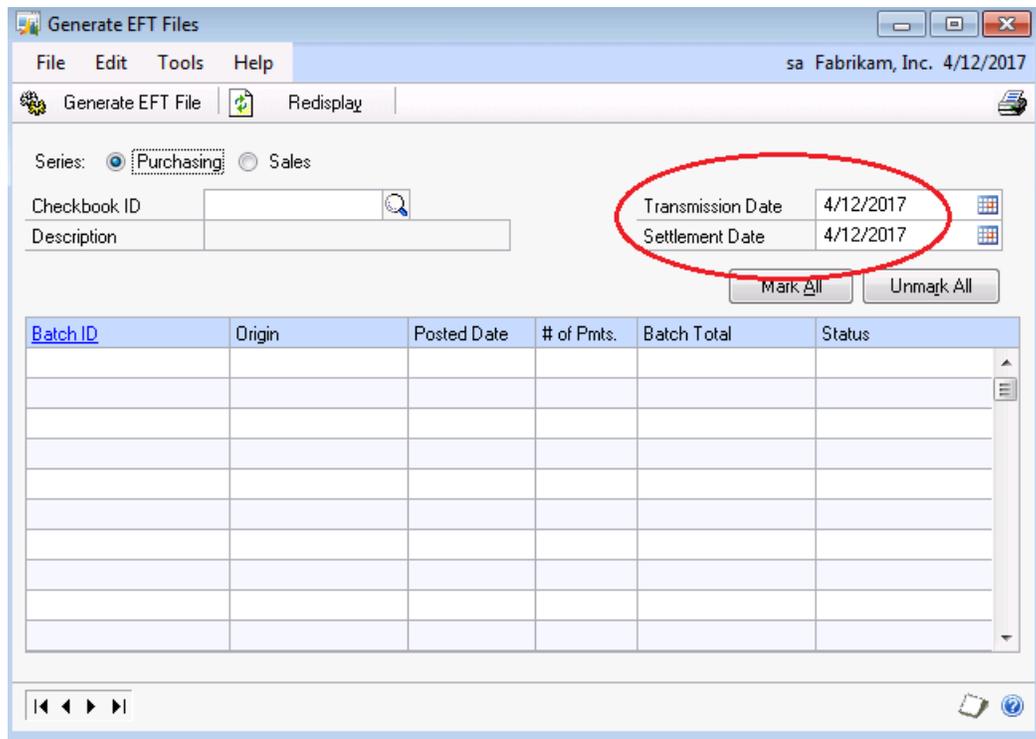


Figure 51: General EFT Files – Transmission Date and Settlement Date fields

Modifying the Settlement Date

When the user enters the **Generate EFT Files** window to select the Checkbook ID and batches to include in the EFT file, the Transmission Date will default to the System Date. The Settlement Date will be set equal to the Transmission Date by default.

If the Transmission Date is changed, the Settlement Date is set to the same date as the Transmission Date by default. However, the user may edit one or both date fields as desired without affecting other fields.



Note:

The date format used in the EFT file generated, will be driven by the Date Format selected in the EFT File Format ID in the field options. The selected date format is not displayed in the Generate EFT Files window.



Note:

The Settlement Date will be set equal to the Transmission Date by default, with the ability for the user to edit the date as needed. There is no additional functionality to have the Settlement Date default otherwise, as it can vary by Format ID, document type and country. It is the user's responsibility to edit the Transmission Date as needed.

Lesson Review

Topics covered in this lesson include the following:

- The Settlement Date was added to the Maps To drop-down menu in the EFT File Format, with the Field Option to define the date format.
- There are five EFT File Formats that will use the Settlement Date as the default in the Batch Header field for Effective Date for new EFT File Format Ids created.
- Existing EFT file formats will not be changed in an upgrade. The user will have to manually edit the existing EFT File Format to use the new Settlement Date field.
- The Settlement date can be added to any EFT File Format.
- The user can modify the Transmission Date and/or Settlement Date as needed in the Generate EFT Files window.

Answer the following questions to confirm your understanding of lesson topics.

1. Where can the user edit the actual Settlement Date to be used in the EFT file?

Generate EFT Files window.

2. Where can the user edit the date format used for the Settlement Date in the EFT file?

In the EFT File Format Maintenance window, select the Effective Date line and in the scrolling window for Field Options, choose the desired Date Format from the drop-down menu.

Try This: Review the Feature Changes for Settlement Date

Review the feature changes for the Settlement Date as follows:

1. Change an EFT file format to use the Settlement Date as follows:
 - Open the EFT File Format Maintenance window. To do this, click **Cards**, point to **Financial**, and then click **EFT File Format**.
 - Create a new EFT Format ID using the US-NACHA-PPD format type.
 - Select the Batch Header Line type.
 - Click to select the Effective Date (Field 9), and notice the Maps To field is mapped to the Settlement Date.
 - Then click on the Line Scroll icon to expand the scrolling window.
 - Review the Date Format options the drop-down menu.
 - Click **Save**, and exit out of the window.
2. Link EFT File format to a Check book ID used for Payables.
3. Key an invoice against a vendor set up for EFT.
4. Generate an EFT file in the Generate EFT Files window:
 - Open the Generate EFT Files window either through Purchasing or Sales. To do this, go to **Transactions**, point to **Purchasing**, and then click **Generate EFT File**. For another option, go to **Transactions**, point to **Sales**, and then click **Generate EFT File**.
 - Note the Transmission Date and Settlement Date added.
 - Change the Transmission Date, and notice the Settlement Date also changes.
 - Change the Settlement Date only.
 - These dates will be used if you click **Generate EFT Files**.
 - Open the EFT file generated with Notepad. You can then see that is used the date you keyed in the **Generate EFT Files** window in the space indicated on the batch header line.

Lesson 2: EFT Field Length and Delimitation Options

This lesson explains how to define variable-length fields and field delimiters in the EFT file format. This new functionality will increase the flexibility to set up and define various EFT file formats to expand the number of bank formats that can be defined by the user within Microsoft Dynamics GP 2013.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how a flat file can have the fields delimited with a comma, tab, space or other character.
- Describe how to define the Text Qualifier for the delimited field.

EFT Field Length and Delimitation Options

In the EFT File Format Maintenance window, a **Delimit Fields** section was added, where a field delimiter and Text Qualifier can be defined to provide increased flexibility for the user to set up various EFT file formats.

Delimit Fields Section

A **Delimit Fields** section was added to the **EFT File Format Maintenance** window. This new functionality will allow variable field lengths, and the ability to define the field delimiters. The fields may simply have a fixed width with padding, or delimited by whitespace, tabs, commas (CSV) or other character. When using a field delimiter, the length of the field will be the length of the data that fills the field.

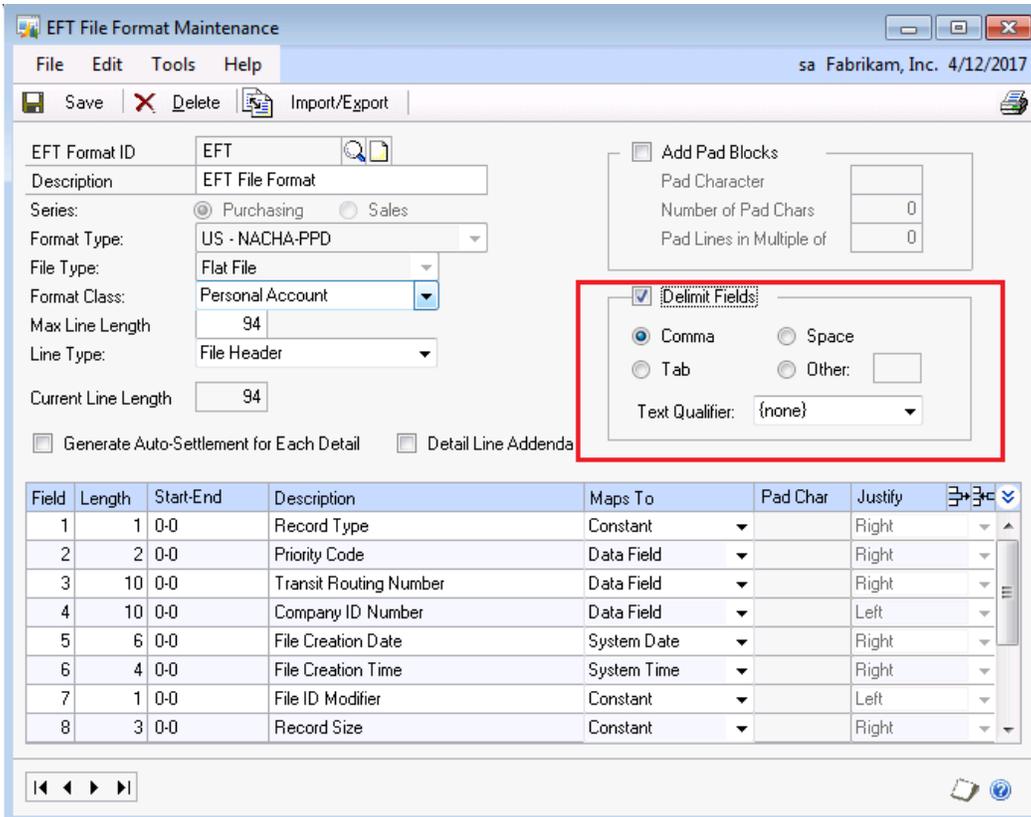


Figure 52: EFT Field Format Maintenance – Default Fields



Note:

When the Delimit Fields checkbox is marked, the Start-End positions for each field for all line types is set to 0-0. Therefore, the field will use a variable length instead of a defined length.

Delimit Field Options

A delimiter is a pre-determined code used to indicate the beginning and end of a data segment in the EFT file. When the Delimit Fields checkbox is marked, the delimiter will default to **Comma**, but the user has the option to mark Comma, Tab, Space or Other.

- **Comma** – A comma is automatically inserted in between each field.
- **Tab** – The first field will begin in the first position, and each subsequent field on the line begins at the next tab stop.
- **Space** – A single whitespace is automatically inserted in between each field.
- **Other** – If the Other checkbox is marked, the comment field is enabled where the user can define any character to be inserted in between each field.

Text Qualifier Options

If the **Delimit Fields** checkbox is marked, the **Text Qualifier** field will become enabled. A text qualifier is predetermined code that will be used at the beginning and end of a data field to indicate the data within the field is text. Text fields are indicated by having the Maps To column in the EFT file format set to Constant or Data Field for that line. The text qualifier will default to **{none}**, but the user can use the drop-down menu to select a text qualifier.

- **{none}** – No text qualifier will be used for the text field.
- “ – A quotation mark will be placed at the beginning and end of the data within the text field.
- ‘ – A single apostrophe will be placed at the beginning and end of the data within the text field.



Figure 53: Delimit Fields

Use Text Qualifier Checkbox

When the Delimit Fields checkbox is marked, and the Text Qualifier is not set to none, a **Use Text Qualifier** checkbox is available on each row where the Maps To column is set to Constant or Data Field.

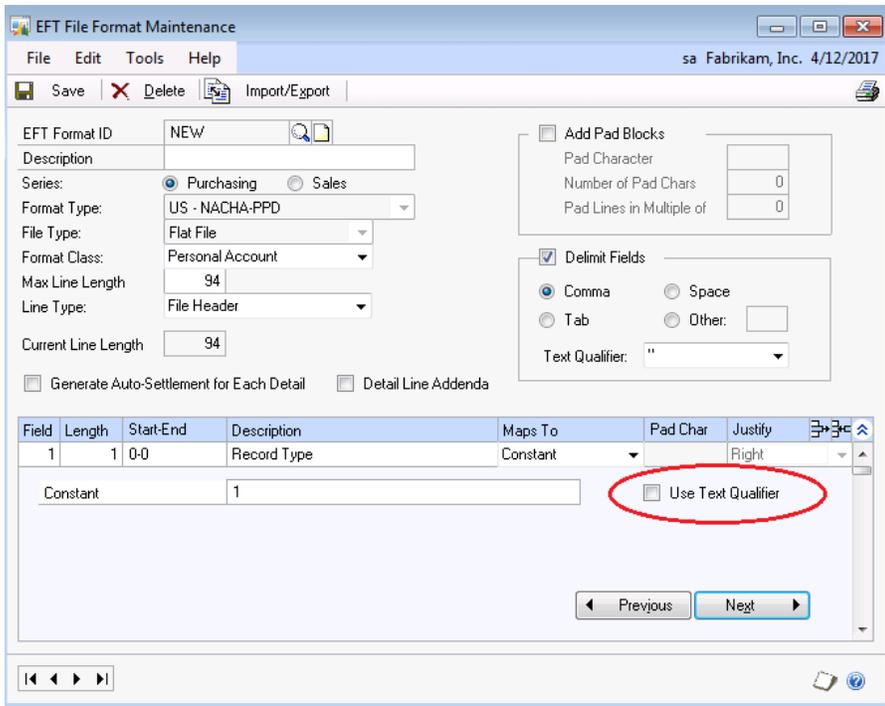


Figure 54: EFT File Format Maintenance – Use Text Qualifier

Warning Messages

The following warning messages may happen:

- The field Length must be equal to or greater than the sum of the number of characters for the constant plus two characters for the Text Qualifier. If you change the Length of the field to be less, or increase the constant or mark the **Use Text Qualifier** checkbox if it was not marked, you may receive this message:

This constant and text qualifier characters exceed the defined row length. Reenter your constant, increase the row length, or remove the text qualifier checkbox.

If you click **OK** on the message, the window will default back to its prior value. You will want to increase the field length, decrease the characters in the constant value, or not use the Text Qualifier checkbox.

- If you have the **Use Text Qualifier** checkbox marked for any row, and you uncheck the **Delimit Fields** checkbox, this warning message will appear:

Unmarking the Delimit Fields checkbox will clear the Use Text Qualifier checkbox for all fields of all line types for this EFT format. Do you want to continue?

If you click **OK** on the message, the checkbox for Use Text Qualifier will be unmarked for all lines and the Delimit Fields section becomes disabled.

- If the **Text Qualifier** is defined and the **Use Text Qualifier** is marked for any line, you will get this message if you change the **Text Qualifier** to **none**:

Removing the text qualifier will clear the Use Text Qualifier checkbox for all fields of all line types for this EFT format. Do you want to continue?

If you click **OK** on the message, the checkbox for use Text Qualifier will be unmarked for all lines.

- If you have a constant defined that meets the Length defined for the field, and then modify the Length to be less than the number of characters needed for the constant, without the **Use Text Qualifier** checkbox marked, you will get this message:

This constant exceeds the defined row length. Please reenter your constant or increase the row length.

If you click **OK** on the message, the row Length will revert to its prior value.

- If you marked the Delimit Fields checkbox and selected Other without defining a character to use as the field delimiter, you will get this message when you click save:

A field delimiter must be defined if the Delimit Fields checkbox is marked.

If you click **OK** on this message, the focus will go back to the field next to Other to define the delimiter.

Lesson Review

Topics covered in this lesson include the following:

- A flat file can have a field delimiter set to allow a comma, tab, space, or other defined character inserted in between each field in the EFT file generated.
- A Text Qualifier can be selected to have quotation marks or a single apostrophe around the data in a text field.
- The Maps To value of Constant or Data Field is considered a text field.
- The Text Qualifier characters plus the length of the constant must be equal to or less than the defined Length of the field. If any value is changed, where this condition is not true will result in a warning message.

Answer the following questions to confirm your understanding of lesson topics.

1. If you mark the checkbox for Delimit Fields, what is the default field delimiter?

Comma

2. How do you get quotation marks around each text field in the EFT file?

In the EFT File Format Maintenance window, mark the checkbox for Delimit Fields, and then select the quotation mark in the drop-down menu for the Text Qualifier.

Module 5: Fixed Asset Management

This module introduces the new enhancements to Fixed Asset Management in the Financial series of Microsoft Dynamics GP 2013.

Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Enable and setup Fixed Assets.
- Understand how to enter assets, depreciate and interface transactions to GL.
- For review of the Fixed Assets to Analytical Accounting feature, you will need:
 - Analytical Accounting installed and activated.
 - Minimum of one Transaction Dimension with a Transaction Code.
 - Minimum of one Accounting Class with a Transaction Dimension assigned as optional or required.
 - Understand Analytical Accounting transaction entry.
 - Understand the Analytical Accounting Alias feature.

What You Will Learn

After completing this module, you will be able to:

- Explain historical depreciation reports.
- Describe how to post FA to GL batches in summary or detail.
- Describe how to build a GL Posting batch in Fixed Assets and edit the GL accounts before posting the batch to GL.
- Manage the Fixed Assets to Analytical Accounting integration.
- Describe how different Fixed Asset Calendars can be set up for different books.
- Explain how to auto generate the Next Asset ID.
- Describe how to transfer Asset Ids between companies.

Lesson 1: Historical Depreciation

This lesson introduces the Historical Depreciation reports and new historical reset function.

What You Will Learn

After completing this lesson, you will be able to:

- Configure Fixed Assets to reset history in detail.
- Run historical reports for Fixed Assets.
- Describe changes to the Financial Detail Inquiry window and Financial Detail Inquiry Report.

Fixed Assets Company Setup and Reset Process

The Reset History in Detail checkbox is now available in the Fixed Assets Company Setup window. When this box is marked: Fixed Assets processes that back out financial transactions in history years will create one offset transaction per existing transaction, rather than creating one summary transaction in the last period of the most recent closed year.

Fixed Assets Company Setup Window

The **Reset History in Detail** checkbox is now available in the **Fixed Assets Company Setup** window.

To navigate to the **Fixed Assets Company Setup**, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Fixed Assets**, and then click **Company**.

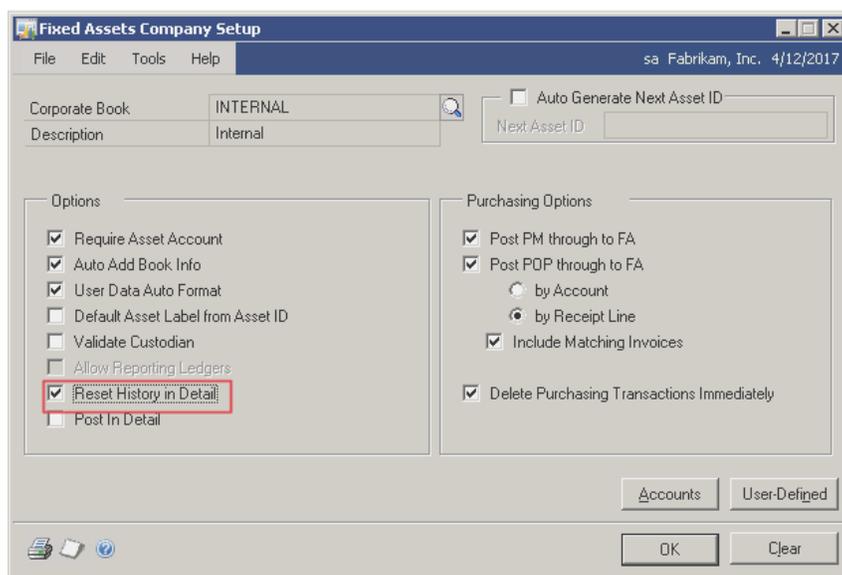


Figure 55: Fixed Assets Company Setup window

Depreciation Report Options for Microsoft Dynamics GP

Historical report options have been added to the **FA Depreciation** reports.

Depreciate Report Options

To navigate to this window, click **Reports**, point to **Fixed Assets**, click **Depreciation**, choose one of the items below from the **Reports** dropdown, and then click **New**.

- Depreciation Detail
- Depreciation Ledger
- Depreciation Ledger by Class
- Depreciation Ledger by Location
- Depreciation Ledger by Structure

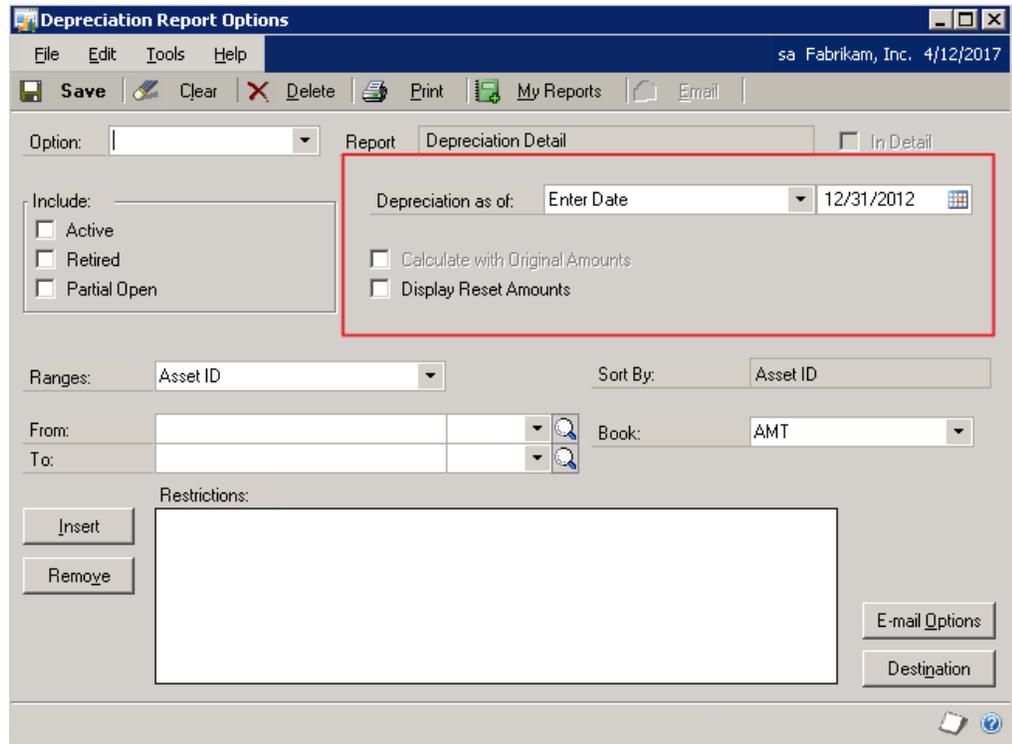


Figure 56: Depreciation Report Options window

Depreciation as of Date Field

The **Depreciation as of** date fields have the following options

Option	Depreciation as of date
Current Amounts	12/31/9999
Enter Date	The value entered in the "Depreciation as of" date field
End of Previous Month	The date that is the last day of the month prior to the month in which the GP user date falls
End of Previous Period	The date that is the last day of the FA period prior to the FA period in which the GP user date falls
End of Previous Calendar Year	The date that is the last day of the calendar year prior to the calendar year in which the GP user date falls
End of Previous Fiscal Year	The date that is the last day of the FA year prior to the FA year in which the GP user date falls

Calculate with Original Amounts

Calculate with Original Amounts option allows users to determine whether to calculate depreciation amounts using the original depreciation amounts taken for the asset, or use any reset amounts created to offset the original depreciation amounts.

The **Calculate with Original Amounts** checkbox is disabled if the **Depreciation as of** drop-down list is Current Amounts.

The **Calculate with Original Amounts** checkbox only enabled for the following reports:

- Depreciation Ledger
- Depreciation Ledger by Class
- Depreciation Ledger by Location
- Depreciation Ledger by Structure

Display Reset Amounts

When a 'reset' is run against an asset depreciation, records are created to back out existing depreciation records. The **Display Reset Amounts** checkbox determines if backed out depreciation or transactions created to back out depreciation are shown for each asset on the report

Depreciation Report Options for SQL Server Reporting Services

Historical report options have been added for the **Fixed Assets Depreciation Detail** SQL Server Reporting Services (SSRS) report.

Fixed Assets Depreciation Detail SSRS Report Options

In order to navigate to the report, browse to your report server, click the server, click the company, click **Financial**, and then click **Fixed Assets Depreciation Detail**.



Note:

Web location and report location can vary based on administrative setup.

Asset ID:	00013, 00001, 00023, TEST, 00C	Suffix:	1, 2
Asset Description:	Side Chair, Building 1, Test, Mor	Asset Type:	New
Structure ID:	300, 200, 600, , 100, 400	Asset Class ID:	COMP, EQPT, BLDG, FURN, LTRK
Location ID:	, ALPHARETTA, ATLANTA	Property Type:	Personal, Real
Place In Service Date From:	1/1/1900	Place In Service Date To:	12/31/9999
Acquisition Date From:	1/1/1900	Acquisition Date To:	4/28/2017 12:00:00 AM
Original Life Years From:	0	Original Life Years To:	999
Original Life Days From:	0	Original Life Days To:	366
Remaining Life Years From:	0	Remaining Life Years To:	999
Remaining Life Days From:	0	Remaining Life Days To:	366
Cost Basis From:	0	Cost Basis To:	9999999999
Depreciation Method:	150% DB, Straight-Line Orig Life	Averaging Convention:	Mid-Month (15th), Full Period, He
Fiscal Year Added:	2007, 2006	FA Period:	9, 3, 12, 6, 7, 1, 10, 4, 5, 2, 11
FA Year:	2016, 2017, 2015	Asset Status:	Active, Retired
Book ID:	INTERNAL	Display Reset Amounts:	<input checked="" type="radio"/> True <input type="radio"/> False
Depreciation as of:	2/28/2017		

Figure 57: Fixed Assets Depreciation Detail options for SQL Server Reporting Services

Depreciation as of:

The depreciation as of the date entered.

Display Reset Amounts

When a *reset* is run against an asset, depreciation records are created to back out existing depreciation records. The Display Reset Amounts True/False option determines if backed out depreciation or transactions created to back out depreciation are shown for each asset on the report

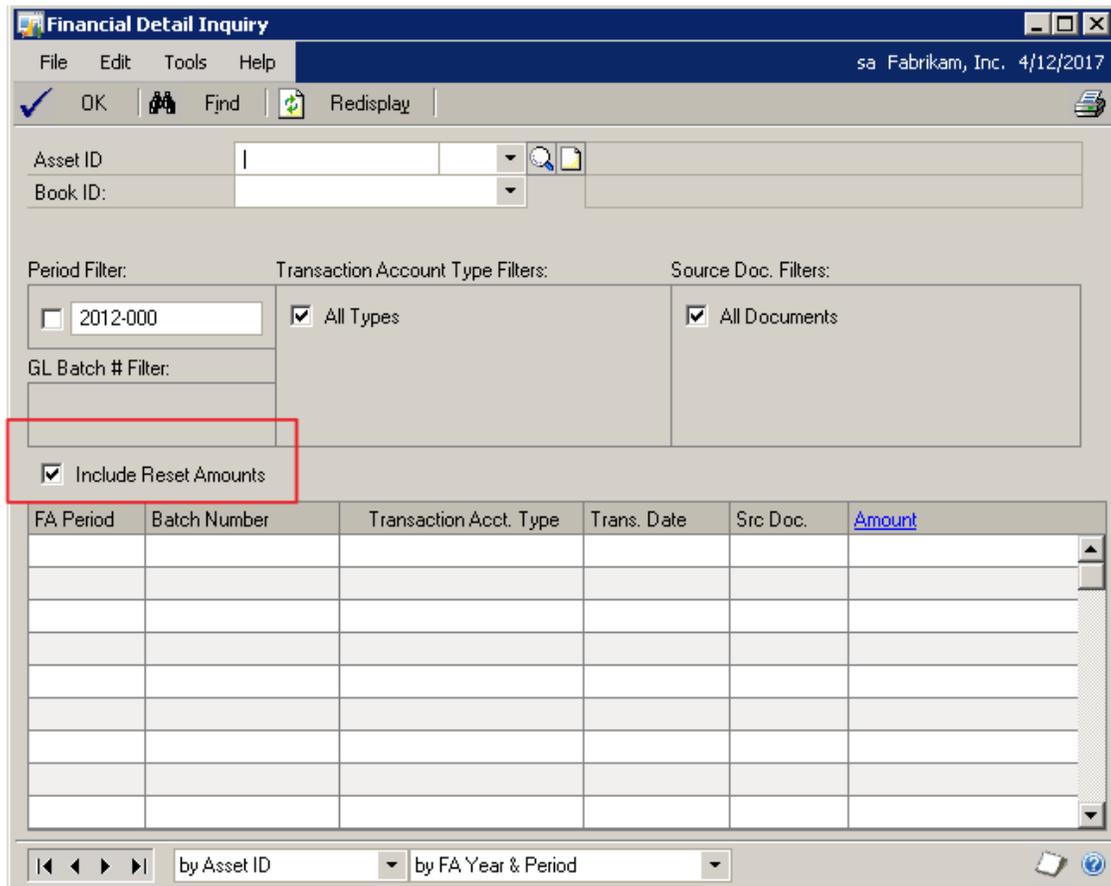
Changes to Financial Detail Inquiry and Report

The **Include Reset Amounts** checkbox, has been added to the Financial Detail Inquiry window. This will allow users to exclude depreciation amounts that have been backed out. This affects both the output of the **Financial Detail Inquiry** and the **Financial Detail Inquiry Report**.

Financial Detail Inquiry

The **Financial Detail Inquiry** window now includes the **Include Reset Amounts** checkbox. This allows you to decide if you want to display depreciation transactions that have been backed out, and the transactions that backed them out.

To navigate to the **Financial Detail Inquiry** window, click **Inquiry**, point to **Fixed Assets**, and then click **Financial Detail**.



The screenshot shows the 'Financial Detail Inquiry' window with the following details:

- Menu: File, Edit, Tools, Help
- Status Bar: sa Fabrikam, Inc. 4/12/2017
- Buttons: OK, Find, Redisplay
- Asset ID: |
- Book ID: |
- Period Filter: 2012-000
- Transaction Account Type Filters: All Types
- Source Doc. Filters: All Documents
- GL Batch # Filter: |
- Include Reset Amounts**: (highlighted in red)
- Table Headers: FA Period, Batch Number, Transaction Acct. Type, Trans. Date, Src Doc., Amount
- Table Body: 7 empty rows
- Footer: by Asset ID, by FA Year & Period

Figure 58: Financial Detail Inquiry – Include Reset Amounts



Note:

When you use the Include Reset Amounts feature, it affects the output of this window. This subsequently affects the report for this window as well.

Lesson Review

Topics covered in this lesson include the following:

- The new **Reset History in Detail** feature that affects historical reporting will drive how history is reset in summary or detail.
- Fixed Assets historical reports now include options to include historical transactions.
- Historical report options that have been added for the **Fixed Assets Depreciation Detail** SQL Server Reporting Services (SSRS) report.
- Changes to the **Financial Detail Inquiry** and subsequent report to include reset amounts.

Lesson 2: Lock Current Year

This lesson explains the feature to lock the **Current Fiscal Year** option in the **Book Setup** window

What You Will Learn

After completing this lesson, you will be able to describe when the **Current Fiscal Year** option will be 'locked out' in the **Book Setup** window.

Lock Current Fixed Assets Year Feature

The **Current Fiscal Year** field locks after depreciation is processed for any asset for the book. This feature prevents users from changing the year value instead of running the Fixed Assets Year End process.

To navigate to the **Book Setup** window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Fixed Assets**, and then click **Book**.

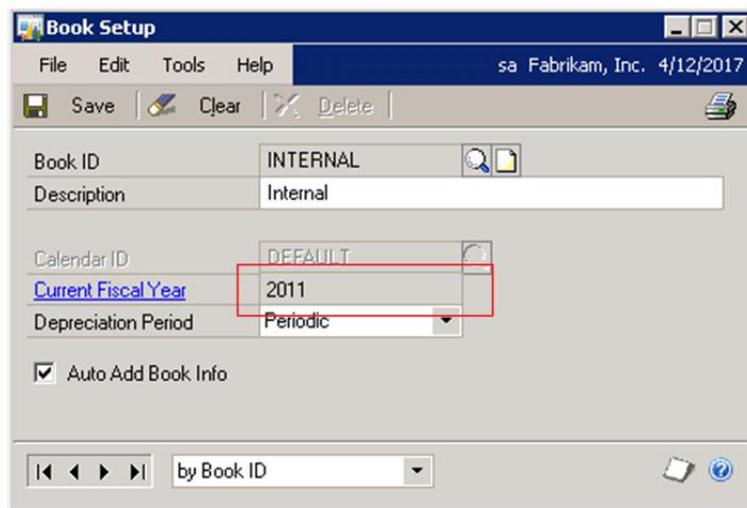


Figure 59: Book Setup – Current Fiscal Year

Feature Described

Previously on Microsoft Dynamics GP2010 and earlier, the system allowed the user to change the Current Fiscal Year even when depreciation was processed. By allowing this, the Year End close process for Fixed Assets could be circumvented and cause incorrect depreciation values.

Lesson 3: Mass Back Out Depreciation

This lesson introduces the mass back out depreciation feature.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how to back out depreciation for assets in Mass.

Changes to the Depreciation Process Information Window

The Reverse depreciation checkbox has been added in the Depreciation Process Information window. This gives users the option to back out depreciation for assets in the selected group that have depreciation past the Depreciation Target Date.

Depreciation Process Information Window

The **Reverse Future Depreciation** option has been added to the window. Any asset in the selected group that has been depreciated past the Depreciation Target will be reversed when this option is selected.

To access the **Depreciation Process Information** window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Routines**, point to **Fixed Assets**, and then click **Depreciate**.

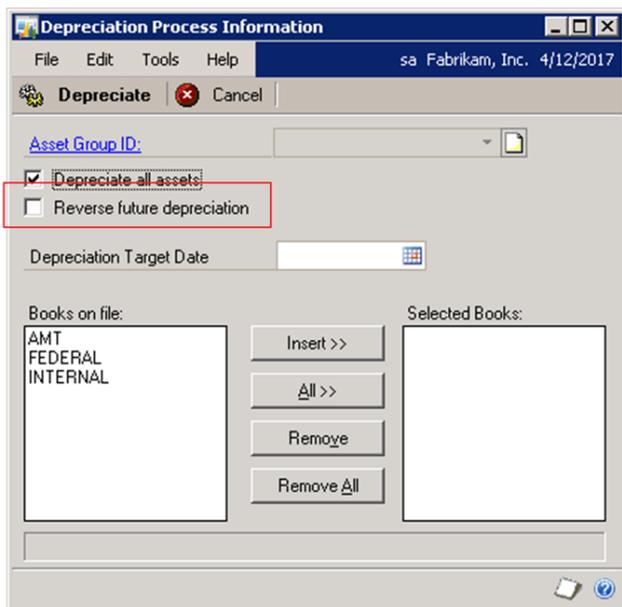


Figure 60: Depreciation Process Information – Reverse future depreciation



Note:

You can only use the **Reverse future depreciation** option if the **Depreciation Target Date** is in the current year for the selected book values.

Feature Described

Previously on Microsoft Dynamics GP2010 and earlier, the system allowed the back out of depreciation through the Depreciate One Asset window. This feature allows you to accomplish the same task against all assets or a specific group of assets.

Lesson 4: Fixed Assets to GL Posting Process Updates

This lesson explains new functionality in Fixed Assets (FA) that will allow users to review or edit the account distributions per asset for a batch of FA transactions before the batch is created in General Ledger (GL).

What You Will Learn

After completing this lesson, you will be able to:

- Describe what option in the Fixed Assets Company Setup window controls the posting to GL to be in summary or detail.
- Describe how to review and edit a batch of FA transactions in detail per asset before the batch is created in GL.

FA to GL Posting Process Updates

Post in Detail Option

In the Fixed Assets Company Setup window, a new checkbox for **Post in Detail** was added to the Options group. If this option is marked, the FA transactions will post in detail per asset to the GL batch. If this option is left unmarked, the FA transactions will be summarized per account to the GL batch.

To navigate to this window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Setup**, point to **Fixed Assets**, and then click on **Company**.

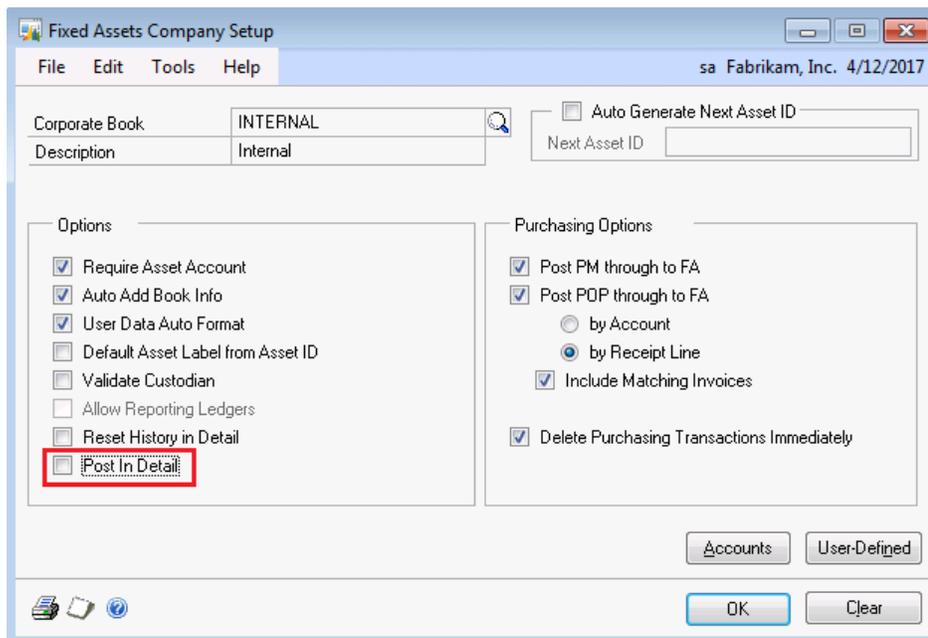


Figure 61: Fixed Assets Company Setup – Post in Detail

In the Fixed Assets General Ledger Posting window, the user is allowed to:

- Edit the **Posting Date** for the batch. The system date will default in, but the user can modify the Posting Date as needed.
- Enter a **Reference** or description for the batch.
- Insert or remove **Restrictions** for assets by:
 - Period
 - Source Document
 - Asset ID
 - Class ID
- Click **Process** to build the batch and the scrolling window populates with an account distribution for each FA transaction that meets the restriction criteria.

Modify the GL Account in the FATRX Batch

After the user has built the FA batch and the transactions to be included in the batch are listed in the bottom portion of the Fixed Assets General Ledger Posting window; the fixed asset transactions in this window will be displayed in detail, whether or not the Post in Detail option was marked in the Company Setup window. The user is allowed to modify:

- The **GL Account** will default to the Asset Accounts defined for the Asset Book record, but the user is allowed to change the GL account directly in the window.
- The **Distribution Reference** will default to the Period and Asset ID for each distribution, but the user can overwrite it.

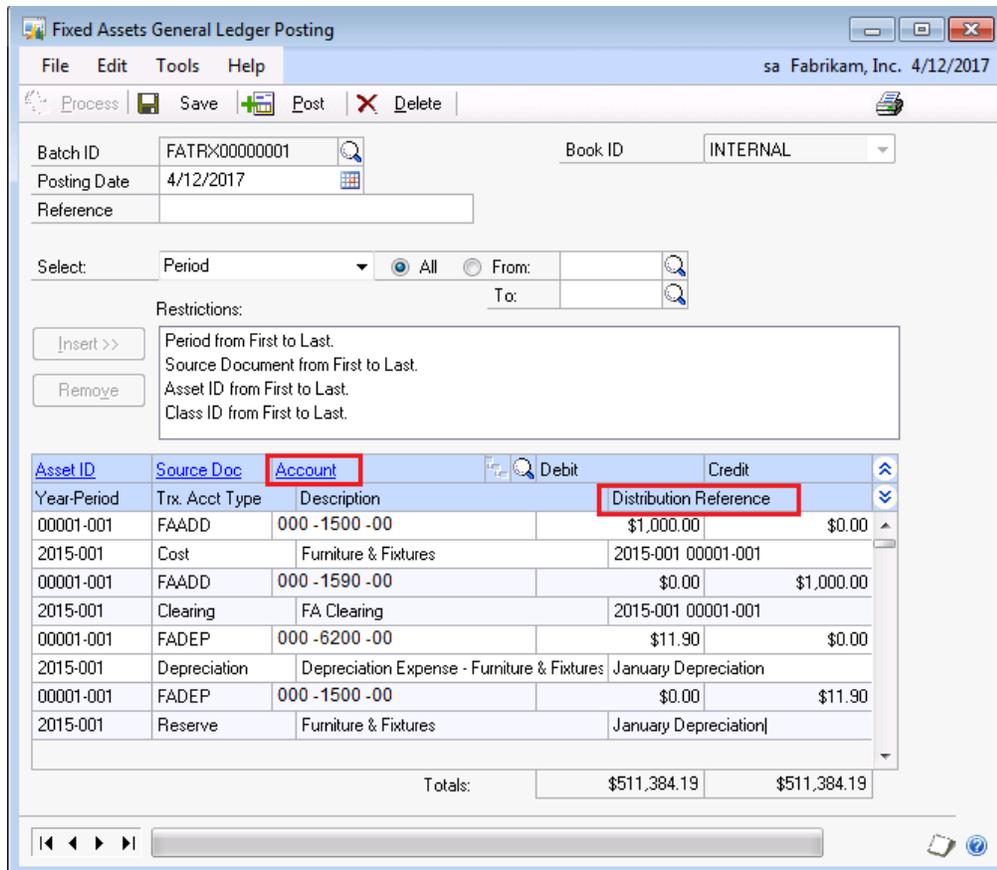


Figure 63: Fixed Assets General Ledger Posting – Account and Distribution Reference



Note:

To add or delete a specific asset, the user would have to delete the batch and rebuild a new batch by Asset ID, or use restrictions that do or do not encompass the specific Asset ID.



Note:

The user is not allowed to edit the asset ID, source document, or debit and credit amounts on distributions. If any of the information in these fields is incorrect, the user should delete the batch, make the necessary changes and rebuild the batch.

After the user has modified the GL accounts on the distributions as needed, the user can click on:

- **Save** – Save the batch. This will allow the user to save any changes made and continue to edit the batch later. Multiple batches may be saved at the same time. Once a transaction is saved to a batch, the transaction will be locked down so it cannot be pulled into another batch.
- **Post** – Post the batch. When all changes are completed, the user can post the batch to move the batch from FA to GL.

- A **Fixed Assets Posting Journal** will be printed.
- The 'FATRX' prefix batch will now be available in the Financial Batch Entry window.
- **Delete** – Delete the batch. The transactions in the batch will be unlocked and available to be pulled into a different batch.
- **Printer icon** - View or print the **Fixed Assets Posting Edit List**.

Batch in General Ledger

Once the FATRX batch is posted in the GL Posting window, the transaction is marked off as being posted in Fixed Assets. The FATRX batch can now be accessed in the Financial Batch Entry window. In the Financial Batch Entry window;

- The FATRX batch should be listed in the Financial Batch Entry window in **Available** status.
- The Reference, account number, distribution reference or debit and credit amount fields are editable fields.
- The GL batch will need to be posted to update the General Ledger.
- If the GL batch is deleted, it will not reverse the batch posted in Fixed Assets. The assets will remain locked in FA and not available to be pulled into another GL Posting batch.
- If the batch is posted in detail to GL, the fields in GL will populate from FA as shown below:

General Ledger field:	Will populate from FA field:
Originating Master ID	FA Asset Book
Originating Document Number	Asset ID/Suffix
Originating Control Number	FA Source Document



Note:

If the Post in Detail checkbox is unmarked, the asset ID and FA source document are not included on the GL distribution. Only the asset book becomes the originating master ID for the summary distributions.

Inquiry Window

The transactions included in any posted batch in Fixed Assets can be viewed or printed from the Fixed Assets Batch Inquiry window.

To navigate to this inquiry window, click **Inquiry**, point to **Fixed Assets**, and then click **Batches**. Select the Batch ID using the drop-down menu. The scrolling window will display the transactions included in that batch ID. Click the printer icon to print the **Fixed Assets Batch Inquiry Report**, or click **OK** to close the window.



Note:

The Fixed Assets Batch Inquiry Report will print the transactions how they were when the batch was posted in Fixed Assets. Any changes made to the batch in GL will not be reflected on this report.

Lesson Review

Topics covered in this lesson include the following:

- A new option to **Post in Detail** was added to the Fixed Asset Company Setup window.
- If the **Post in Detail** option checkbox is not marked, the transactions are summarized by account when posted to GL.
- The user can create restrictions by Period, Source Documents, Asset ID, or Class ID to build the batch in FA.
- When the GL Posting batch is posted in FA, it will go the Financial Batch Entry window where the user can further edit the batch or post to GL.
- The transactions from a posted batch in FA can be viewed in the Fixed Assets Batch Inquiry window.

Answer the following questions to confirm your understanding of lesson topics.

1. Where is the new option to mark to post the FA transactions to GL in detail?

Fixed Asset Company Setup window

2. What fields are editable in the GL Posting window in FA?

GL Account and Distribution Reference

3. If you delete the FATRX batch in the Financial Batches window, will the transactions be able to be pulled into another GL Posting batch in FA?

No, once the batch is posted in the GL Posting batch in FA, the transactions are marked off as interfaced with GL. This happens whether or not you post or delete the batch in GL.

Try This: Review the Feature Changes

Review the feature changes for the new Post in Detail functionality:

1. Open the Fixed Assets Company Setup window. To do this, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Setup**, point to **Fixed Assets**, and click **Company**.
2. Mark the **Post in Detail** checkbox. Click **OK** to close the window.
3. Open the Fixed Assets General Ledger Posting window. To do this, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Routines**, point to **Fixed Assets**, and then click **GL Posting**.
4. Click **Process**, without setting any restrictions. The scrolling window will populate with all the transactions that will be interfaced to GL. If there no transactions, a message will pop up saying "*There are no transactions matching these restrictions. Modify your restrictions and process the batch again.*" If there is none, then you can create an Asset General and Asset Book record.
5. Click **Save** to save the batch.
6. Bring the batch back up. Edit the GL account numbers on some transactions. Expand the line to review the Distribution Reference line.
7. Click the printer icon, and print the **Fixed Assets Posting Edit List** to the screen.
8. When completed reviewing the batch, click **Delete** to delete the batch.

Lesson 5: Fixed Assets Documentation Update for MACRS

This lesson provides details on the Fixed Assets documentation update in regards to MACRS depreciation.

What You Will Learn

After completing this lesson, you will be able to:

- Describe the documentation change for the Fixed Assets module in regards to MACRS

Documentation Update

Documentation has been added to the Fixed Assets PDF that directs the users to reference the IRS Publication 946 for further information on setting up assets with MACRS. The Fixed Assets PDF can be found in the following locations:

- Click **Help**, click **Printable Manuals**, click **Financial**, and then click **Fixed Asset Management**.
- Open the FixedAssets.pdf file from the documentation folder.



Note:

The typical location of the documentation folder in the Microsoft Dynamics GP code folder would be:
C:\Program Files\Microsoft Dynamics\GP2013\Documentation

The documentation reads as follows:

US tax luxury automobile limits are provided, as well as tables for ACRS (Accelerated Cost Recovery System) personal property, ACRS real estate based on the 175% declining balance method, ACRS real estate using modified straight-line, ACRS low income housing, and ACRS foreign real property. For MACRS (Modified Accelerated Cost Recovery System) depreciation, Microsoft Dynamics GP uses formulas to calculate the depreciation. Use Publication 946 from the Internal Revenue Service to select the correct asset life, cost basis, depreciation method, and averaging convention to calculate the depreciation deduction for the asset class



Note:

The IRS Publication 946 can be found on the IRS website at:

<http://www.irs.gov/pub/irs-pdf/p946.pdf>

Lesson 6: Fixed Assets Integration with Analytical Accounting Feature

This lesson explains how to configure and set up the Fixed Assets Integration with Analytical Accounting.

What You Will Learn

After completing this lesson, you will be able to:

- Configure Fixed Assets for Analytical Accounting.

Analytical Accounting Setup

When you use Analytical Accounting with Fixed Assets, there are specific options for Fixed Assets in Analytical Accounting windows.

Analytical Accounting Options

The **Enable Trx. Dimensions in Fixed Assets** option has been added to the **Analytical Accounting Options** window. This option needs to be marked in order for you to record Transaction Dimensions against Fixed Assets distributions.

To navigate to the **Analytical Accounting Options** window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Company**, point to **Analytical Accounting**, and then click **Options**.

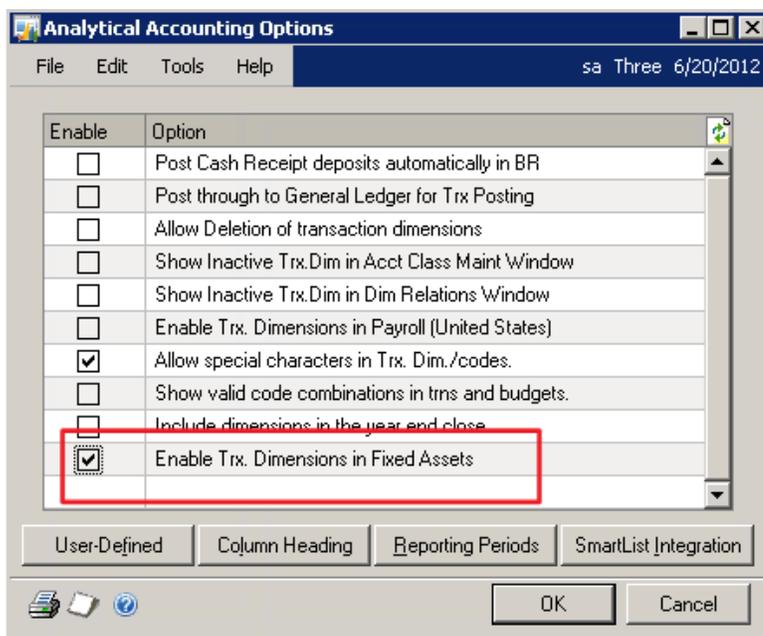


Figure 64: Analytical Accounting Options - Enable Trx. Dimensions in Fixed Assets

Accounting Class Maintenance

The **Asset ID** and **Book ID** options have been added to the **Accounting Class Maintenance** screen. These options will need to be marked for the **Accounting Classes** that will be used with **Fixed Assets**.

To navigate to this window click **Cards**, point to **Financial**, point to **Analytical Accounting** and then click **Accounting Class**.

The screenshot shows the 'Accounting Class Maintenance' window. The title bar includes 'Accounting Class Maintenance' and the date 'sa Three 6/20/2012'. The menu bar has 'File', 'Edit', 'Tools', and 'Help'. The toolbar contains 'Save', 'Clear', and 'Delete' buttons. The main form area has the following fields:

- Class ID: CITY
- Description 1: City Accounting Class
- Description 2: (empty)

The 'Enable Reporting On' section contains the following checkboxes:

- Customers:
- Vendors:
- Employees:
- Item Numbers:
- Site IDs:
- Asset ID:
- Book ID:

Below this section is a table with columns: 'Trx Dimension', 'Analysis Type', 'Trx Dimension Code Default', 'Show', and 'Inactive'. The table contains one row with the following data:

Trx Dimension	Analysis Type	Trx Dimension Code Default	Show	Inactive
CITY	Optional		<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the window, there is a 'by Accounting Class' dropdown menu and a 'Accounts' button.

Figure 65: Accounting Class Maintenance – Book ID and Asset ID fields

Assignment Setup

The **Fixed Assets** option has been added to the **Assignment Setup** window. When this option is marked, it indicates that the distributions must be fully assigned before you can post the transactions.

To navigate to the **Assignment Setup** window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Company**, point to **Analytical Accounting**, and click then **Assignment Setup**

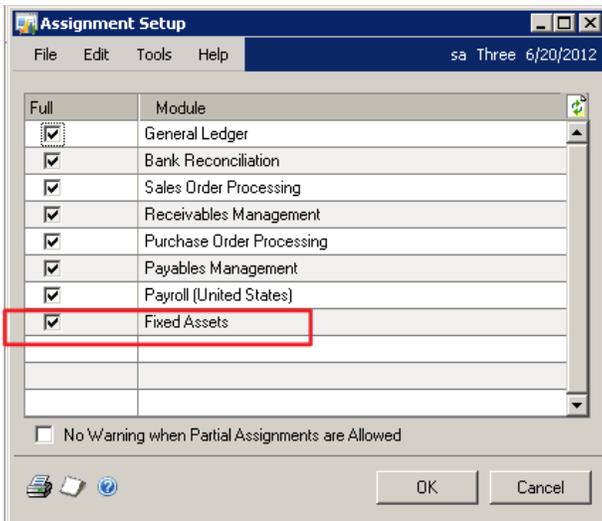


Figure 66: Assignment Setup – Fixed Assets

SmartList Integration

The **Asset ID** and **Book ID** options have been added to the **SmartList Integration** window. These options need to be marked in order to use the **Asset ID** and **Book ID** Smartlist objects for **Analytical Accounting**.

To navigate to the **SmartList Integration** window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Company**, point to **Analytical Accounting**, and then click **SmartList Integration**. You will then need to mark the items you want to display in **SmartList**, and click **Process**.

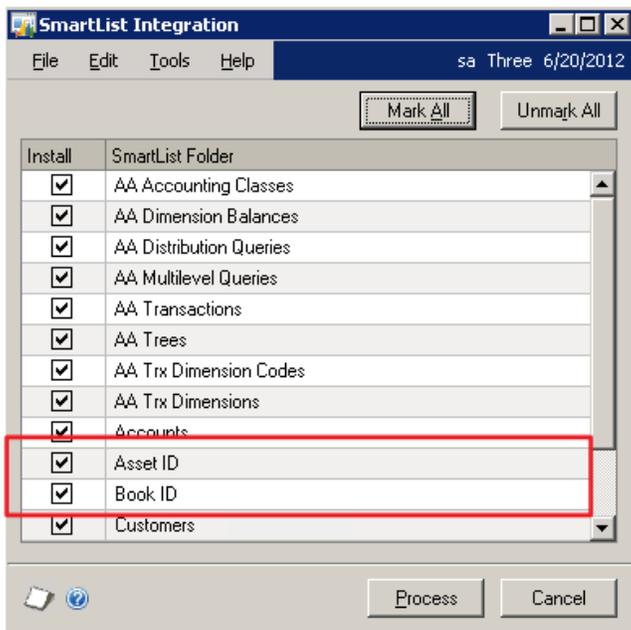


Figure 67: SmartList Integration – Asset ID and Book ID

Book Posting Setup

Two book types can be used to post to the **General Ledger** and subsequently be used for **Analytical Accounting** transactions.

Corporate Book Setting

The book that is defined as the **Corporate Book** in the **Fixed Assets Company Setup** can be used to post to the **General Ledger**, and use **Analytical Accounting** transactions

To navigate to the **Fixed Assets Company Setup** window click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Fixed Assets**, and then click **Company**.

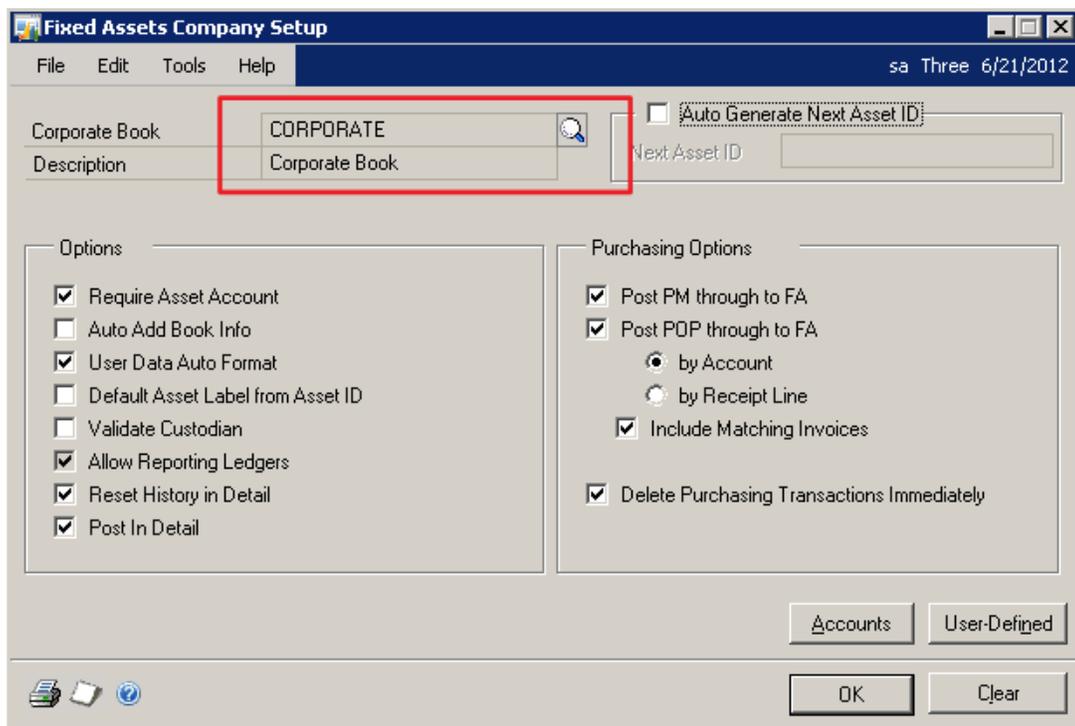


Figure 68: Fixed Assets Company Setup – Corporate

Reporting Ledger or IFRS Settings

Books defined with Reporting Ledger settings or IFRS settings can be used to post to the **General Ledger** and subsequently used for **Analytical Accounting** transactions.

General Ledger Setup

In order to use the Reporting Ledgers or IFRS settings, the **Allow** option must be marked in the General Ledger Setup window.

To navigate to the General Ledger Setup window click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Financial**, and then click **General Ledger**.

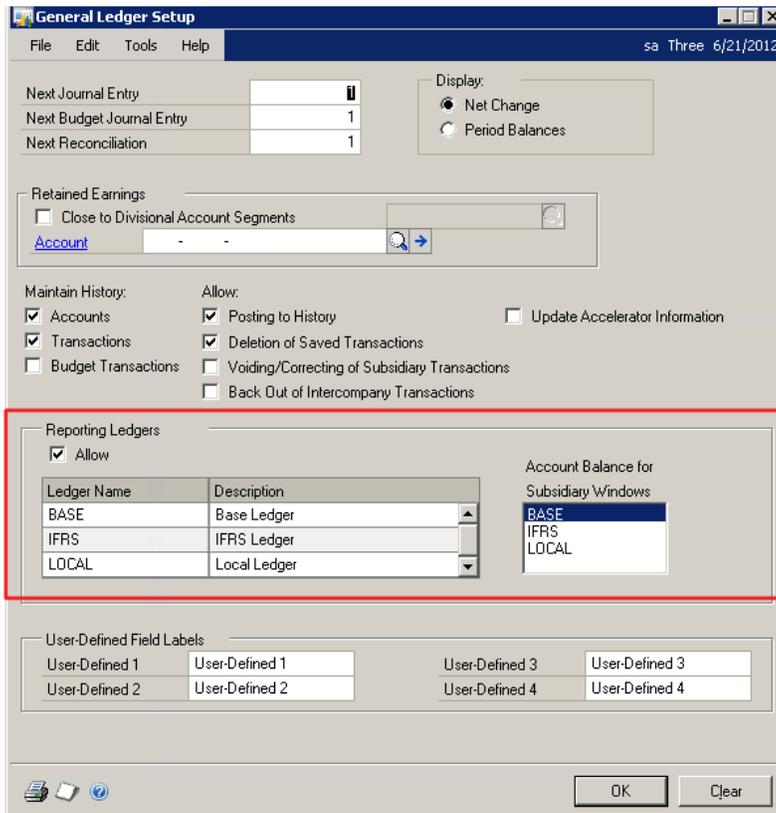


Figure 69: General Ledger Setup – Reporting Ledgers



Note:

Marking the option to allow Reporting Ledgers is not reversible.

Fixed Assets Company Setup

The **Allow Reporting Ledgers** option must be marked in the **Fixed Assets Company Setup** window.

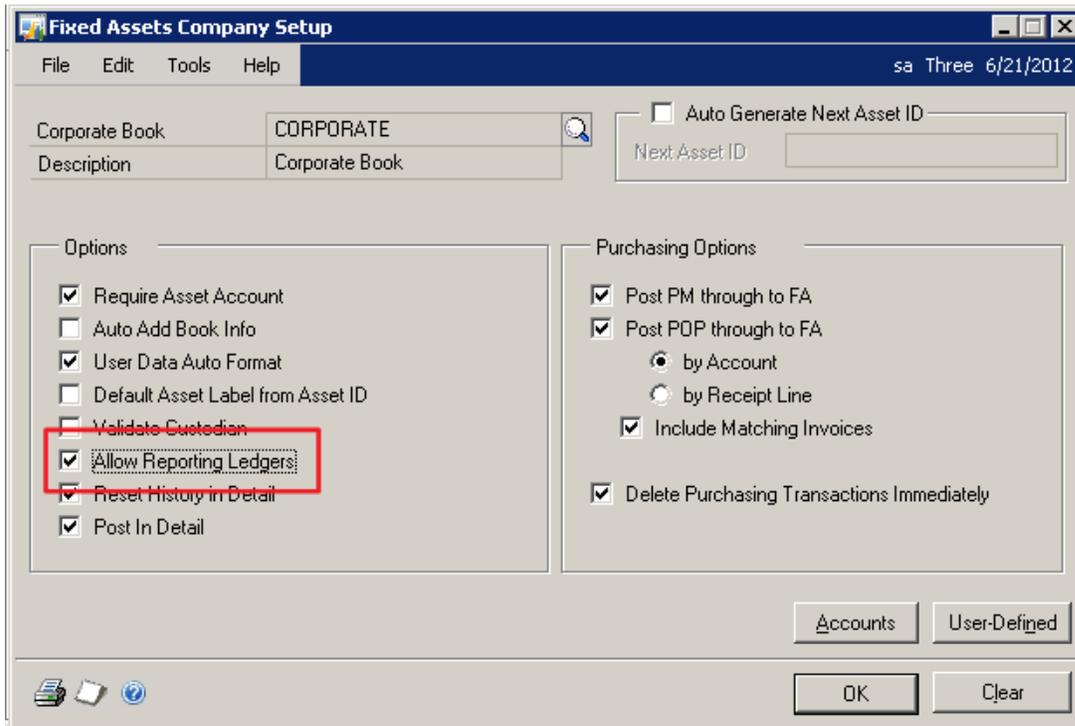


Figure 70: Fixed Assets Company Setup

Book Setup

Once the options to turn on the reporting ledgers are activated, the **Post to General Ledger** and **Reporting Ledger** options become available.

Post to General Ledger

Click **Post to General Ledger** option to post all transactions associated with the selected book ID to General Ledger.

Reporting Ledger

The reporting ledger assigned to the **Book ID** is used when you post fixed assets transactions to General Ledger

To navigate to the **Book Setup** window, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Fixed Assets**, and then click **Book**.

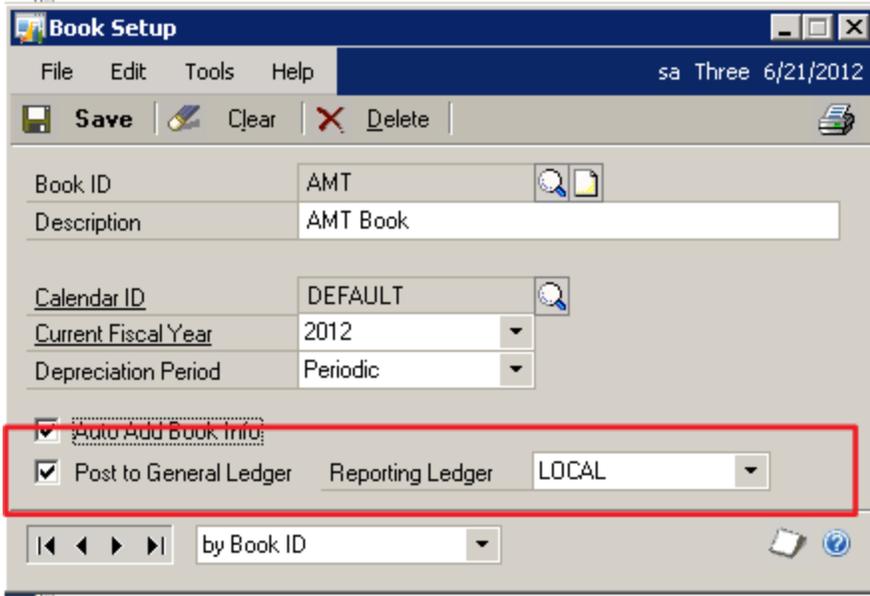


Figure 71: Book Setup

Analytical Accounting Transaction Entry

Once setup for Analytical Accounting in Fixed Assets is complete, there are several transaction options available.

Asset General Information

The **Alias** field is added to the Asset General Information window.

To navigate to this window click **Cards**, point to **Fixed Asset**, and then click **General**.

The screenshot shows the 'Asset General Information' window with the following data:

Asset ID	1000	Status	Active
Description	Truck0001		
Extended Description			
Short Name			
Master Asset ID			
Class ID	AUTO	Acquisition Date	1/1/2012
Type	New	Currency ID	
Property Type	Personal	Acquisition Cost	\$5,000.00
Account Group ID			
Alias	FAR		
Physical Location ID		Location ID	
Asset Label		Quantity	1
Structure ID		Last Maintenance	
Custodian		Date Added	6/20/2012
Manufacturer Name			

Figure 72: Asset General Information - Alias

Aliases

Aliases allow you to enter large amounts of analysis information quickly and accurately during transaction entry. When you use an alias, the codes associated with the alias default for the account(s).



Note:

For more information in regards to Aliases and their setup, please see the Analytical Accounting documentation.

Asset Account

Analytical Accounting options have been added to the Asset Account window.

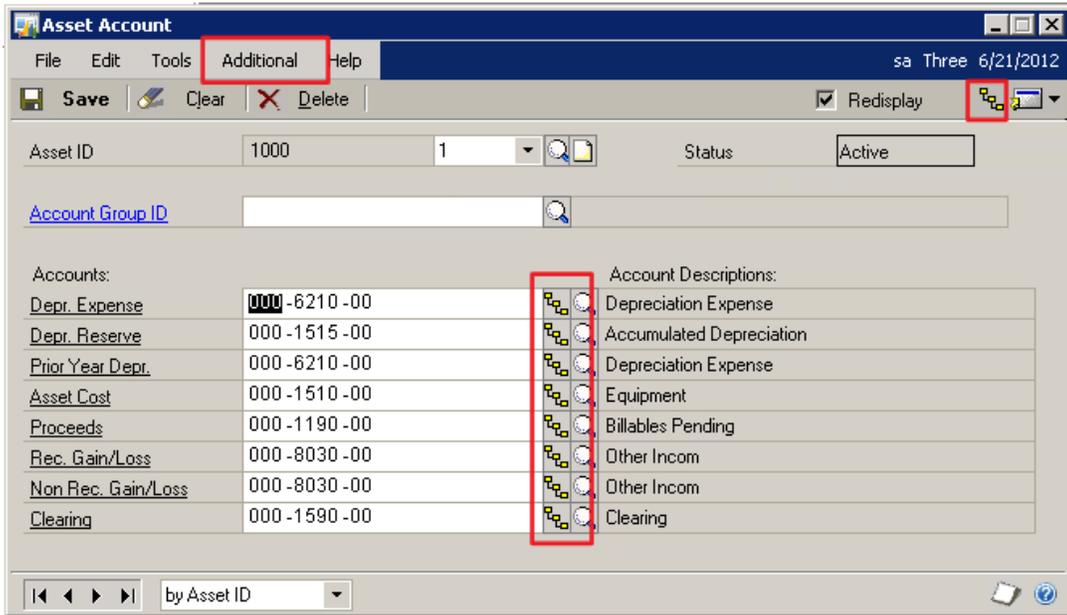


Figure 73: Asset Account – Additional

Analytical Accounting Options

There are several options for entering Analytical Accounting data. If you select any one of these actions, this will open the Analytical Fixed Asset Transaction Entry to enter transaction dimension information for the posting accounts.

- The analytical transaction icon will display on the tool bar
- Analytical transaction will display under the additional menu.
- The analytical transaction icon will display on the account line.



Note:

If focus is on an account, that account will be selected and displayed in the Analytical Accounting window.

Asset Book

There are two options for entering Analytical Accounting data. If you select any one of these actions, this will open the Analytical Fixed Asset Transaction Entry to enter transaction dimension information for the posting accounts.

- The analytical transaction icon will display on the tool bar
- Analytical transaction will display under the additional menu.



Note:

It will be important to add the Analytical Dimension codes to the accounts prior to saving the Asset/Book record. Financial details such as Cost and Clearing entries will not be able to be edited after you save the record.

Analytical Fixed Asset Setup Window

In the Analytical Fixed Asset Setup window, you can enter the default values for the accounts associated with the asset.

Trx Dimension	Trx Dimension Description	Trx Dimension Code Description	Yes/No	Date
ab CITY	0	0	<input type="checkbox"/>	0/0/0000

Figure 74: Analytical Fixed Asset Setup

Transfer Maintenance

If an asset is transferred through Transfer Maintenance, the Analytical Accounting information can be transferred from Dimension Code to Dimension Code.

Transfer Maintenance

To navigate to the **Transfer Maintenance** window, point to **Transactions**, click **Fixed Assets**, and then click **Transfer**.

The two options in this window are as follows:

- Analytical transaction will display under the additional menu. This will display the Analytical Transfer Maintenance window.
- Use the **Go to** option to the right of the G/L Accounts header. This opens the Expand Transfer window

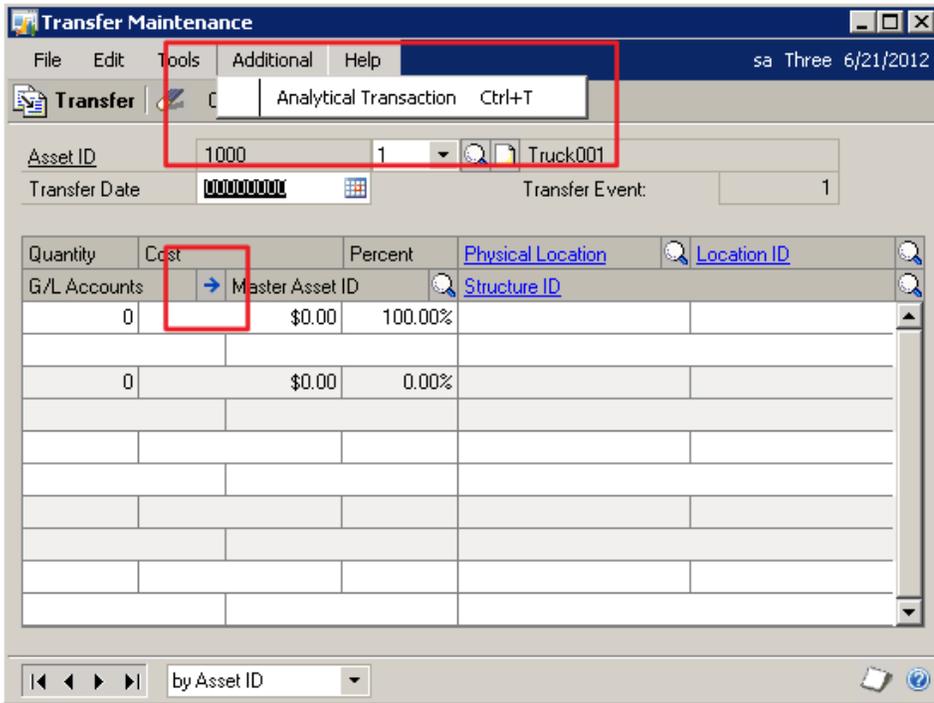


Figure 75: Transfer Maintenance – Analytical Transaction

Expand Transfer window

You can access the **Analytical Transfer Maintenance** window from the Expand Transfer window through the following options.

- Analytical transaction will display under the **Additional** menu. This will display the Analytical Transfer Maintenance window.
- The analytical transaction icon will display on the account line.

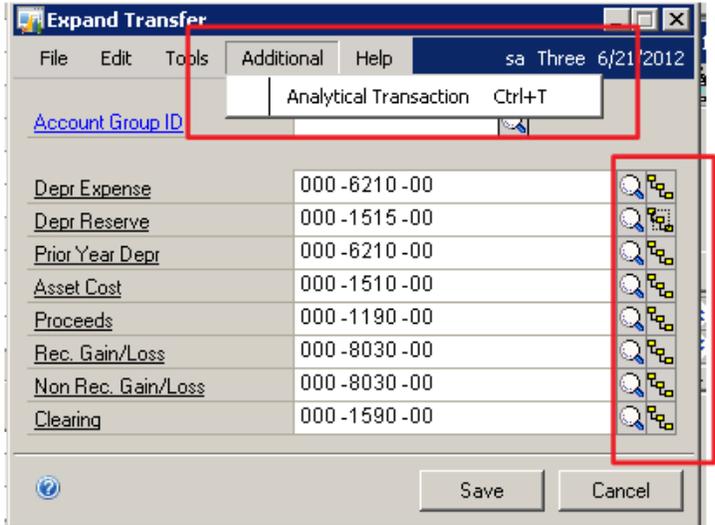


Figure 76: Expand Transfer – Account line

Analytical Transfer Maintenance

Use the Analytical Transfer Maintenance window to define the dimension codes you will transfer any of the eight accounts associated with the asset.

Trx Dimension	Trx Dimension Description	Trx Dimension Code Description	Yes/No	Date
ab CITY	0	0	<input type="checkbox"/>	0/0/0000

Figure 77: Analytical Transfer Maintenance

Financial Detail Inquiry

You can inquire on the codes that are assigned to the financial transactions such as depreciation, on the asset through the Financial Detail Inquiry.

To navigate to the Financial Detail Inquiry, click **Inquiry**, point to **Fixed Asset**, and click **Financial Detail**.

Analytical transaction will display under the additional menu.

Financial Detail Inquiry

In the **Financial Detail Inquiry**, **Analytical transaction** will display under the **Additional** menu. This will display the Analytical Financial Detail Inquiry window.

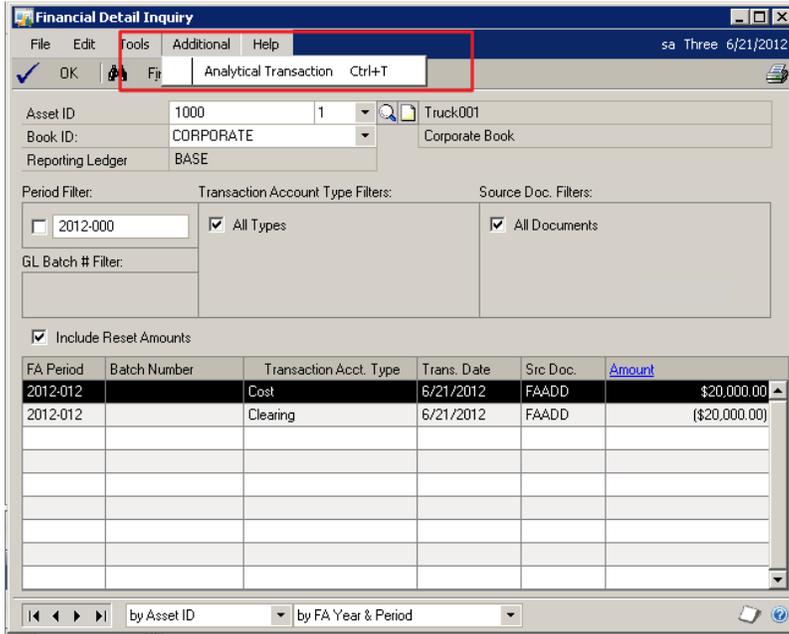


Figure 78: Financial Detail Inquiry – Analytical Transaction

Analytical Financial Detail Inquiry

The Analytical Financial Detail Inquiry window displays the Analytical Accounting details for the selected distribution record.

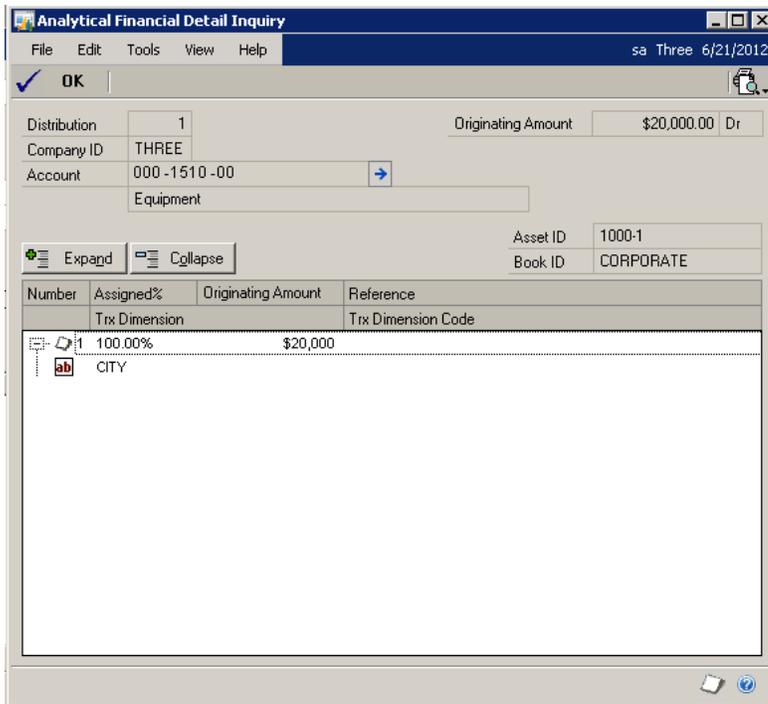


Figure 79: Analytical Financial Detail Inquiry window

Lesson 7: Fixed Assets Calendar Setup Enhancement

This lesson introduces the enhancements made to the Fixed Assets Calendar Setup.

What You Will Learn

After completing this lesson, you will be able to:

- Configure a Fixed Assets calendar using the new features.
- Configure a short or long year with a specific depreciation percentage.
- Configure multiple Fixed Assets calendars.
- Describe how different Books can use a different Fixed Assets calendar.

Fixed Assets Calendar Setup

The **Fixed Assets Calendar Setup** has been modified to include multiple options for creating your calendar. You also have the ability to:

- Define a short or long year calculation
- Assign different calendar setups to different Fixed Assets Books

To navigate to the **Fixed Assets Calendar Setup**, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Fixed Assets**, and then click **Calendar**

Calendar Build Options

There are three options for building your calendar:

- Fiscal Period Setup
- Calendar Year
- Manual
- Existing Calendar

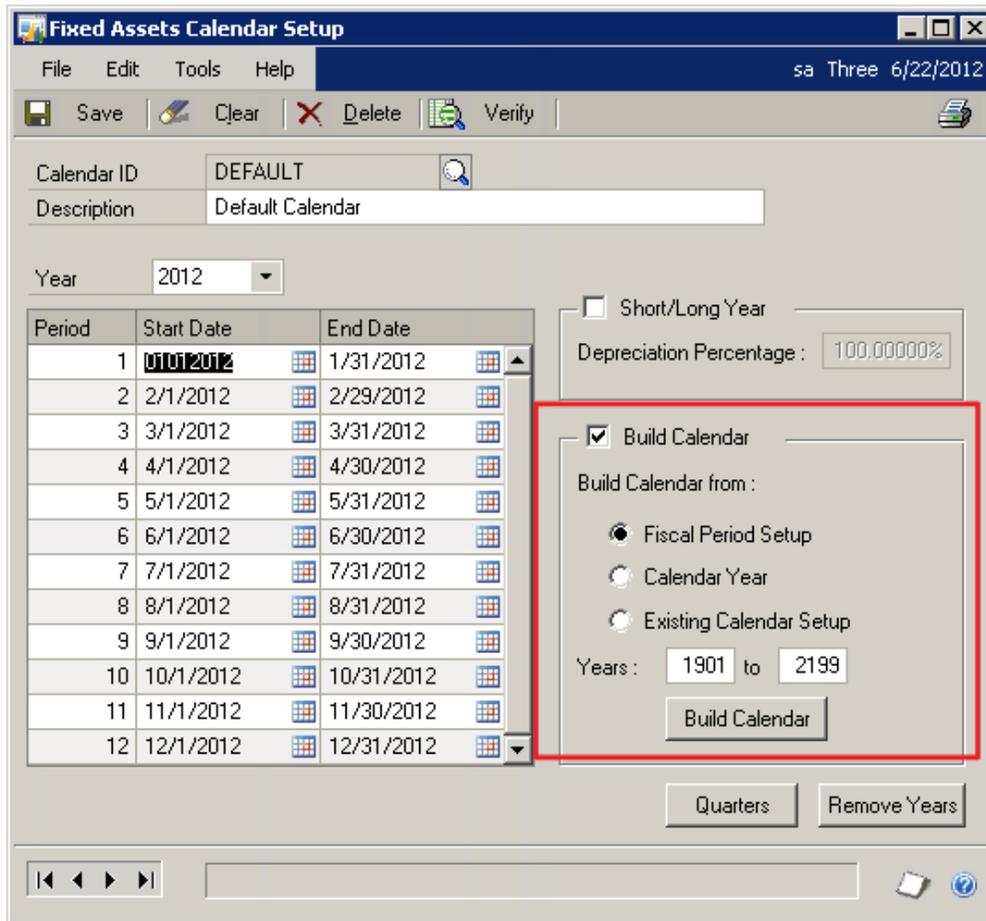


Figure 80: Fixed Assets Calendar Setup – Build Calendar

Fiscal Period Setup

This option creates your Fixed Assets Calendar based of the years defined in Fiscal Period Setup.



Note:

To access **Fiscal Period Setup**, click **Microsoft Dynamics GP**, point to **Tools**, point to **Setup**, point to **Company**, and then click **Fiscal Periods**.

Calendar Year

This option creates a standard twelve period calendar from January 1 to December 31.

Manual

The period fields are now editable. You can manually define the number of periods and the period dates for each year.

Existing Calendar

The Existing Calendar option requires that you set up at least one year. When this option is used, the calendar will be created based off the existing years.

Short/Long Year

You now have the option to define a year as a short or long year. In addition, you can define a custom depreciation calculation for that year.

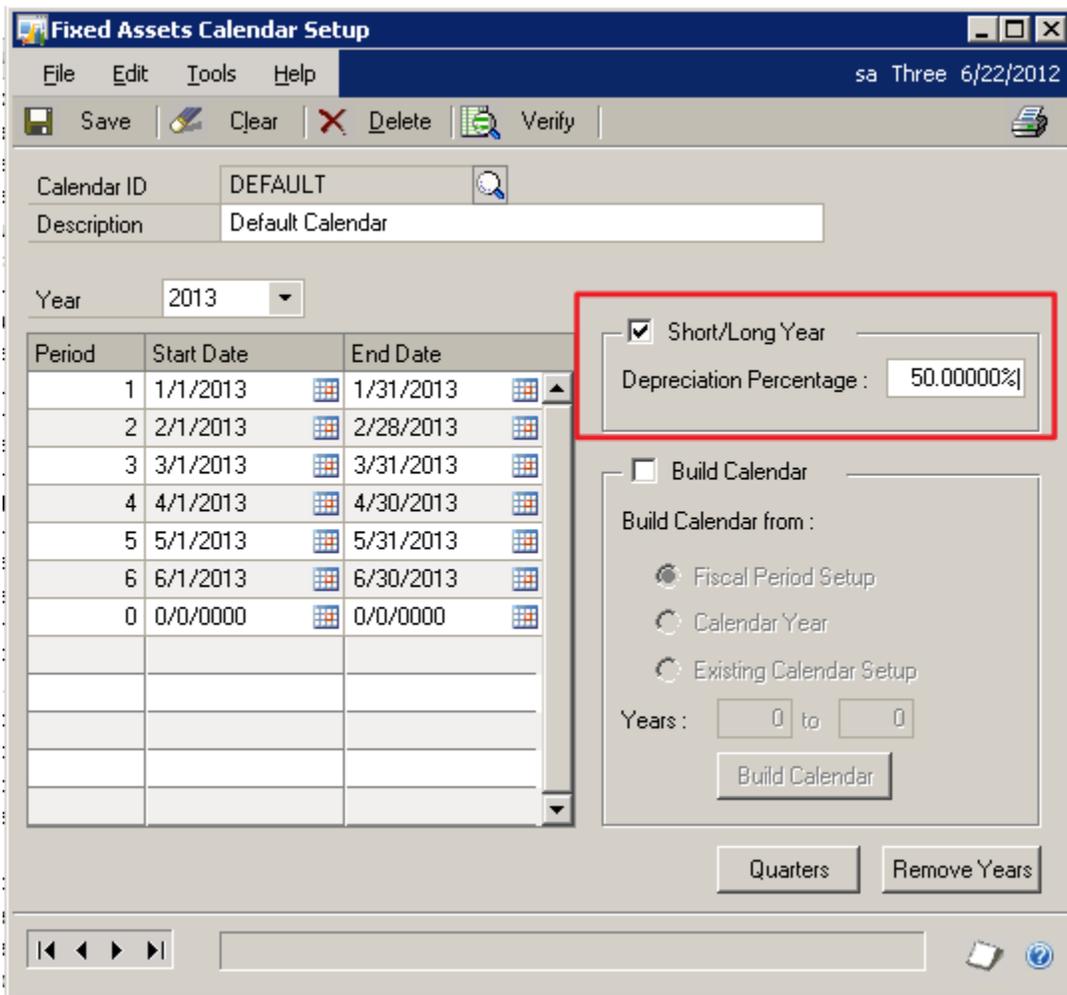


Figure 81: Fixed Assets Calendar Setup – Short/Long Year

Feature Described

Previously on Microsoft Dynamics GP 2010 and Microsoft Dynamics GP 10 SP4 and later, the system automatically determined when there was a long or short year. The purpose of this was to allow for a calendar conversion without overstating or understating

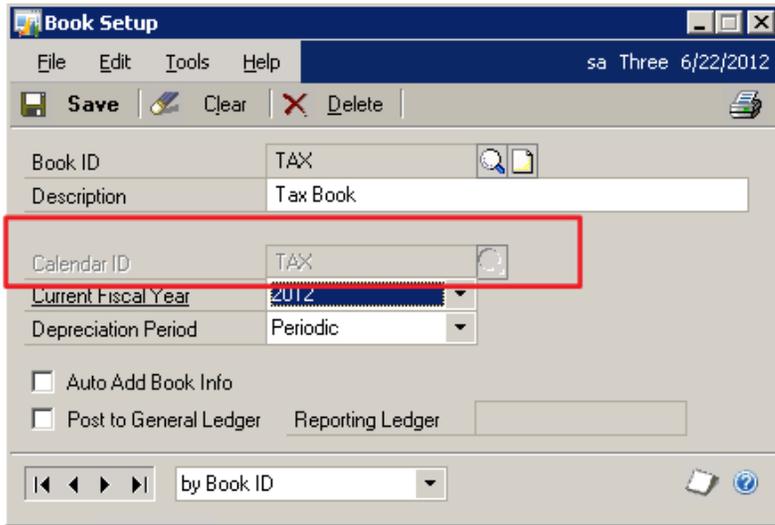
depreciation. We have now made this a manual process due to customer feedback over what should actually be considered a long or short year.

Book Options

Users can create multiple **Calendar ID**. This feature allows you to define different calendars for different **Book ID**.

Book Setup

Below is an illustration of defining different calendars for different **Book ID**.



The screenshot shows the 'Book Setup' window with the following fields and values:

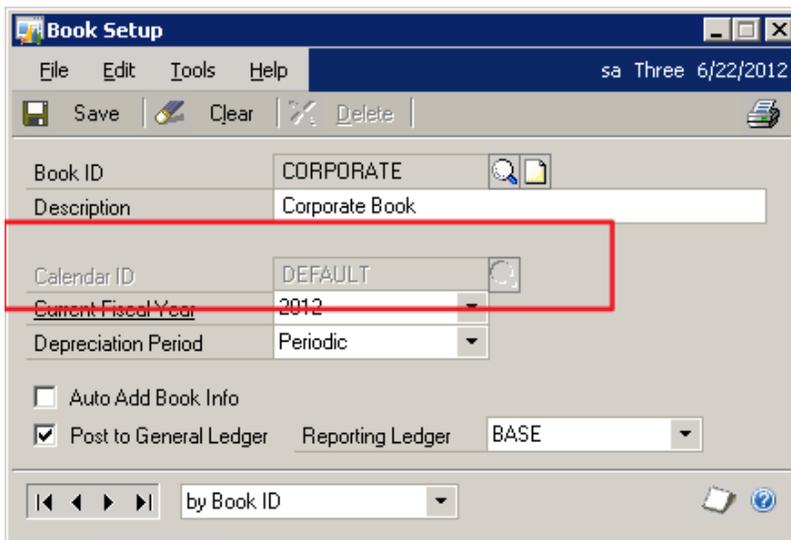
Book ID	TAX
Description	Tax Book
Calendar ID	TAX
Current Fiscal Year	2012
Depreciation Period	Periodic

Additional options include:

- Auto Add Book Info
- Post to General Ledger
- Reporting Ledger: [Empty]

Navigation: by Book ID

Figure 82: Book Setup – Calendar ID TAX



The screenshot shows the 'Book Setup' window with the following fields and values:

Book ID	CORPORATE
Description	Corporate Book
Calendar ID	DEFAULT
Current Fiscal Year	2012
Depreciation Period	Periodic

Additional options include:

- Auto Add Book Info
- Post to General Ledger
- Reporting Ledger: BASE

Navigation: by Book ID

Figure 83: Book Setup – Calendar ID DEFAULT

Lesson 8: Fixed Asset Intercompany Asset Transfer

This lesson explains the new Fixed Assets Intercompany Asset Transfer feature.

What You Will Learn

After completing this lesson, you will be able to:

- Configure Fixed Assets to auto generate a next asset ID.
- Describe how to transfer assets from one company to another.

Auto-generate Next Asset ID

The Auto Generate Next Asset ID feature allows an auto numbering of Asset ID values in the Asset General window.

Company Setup

The **Fixed Assets Company Setup** is modified to store the Auto Generate Next Asset ID option.

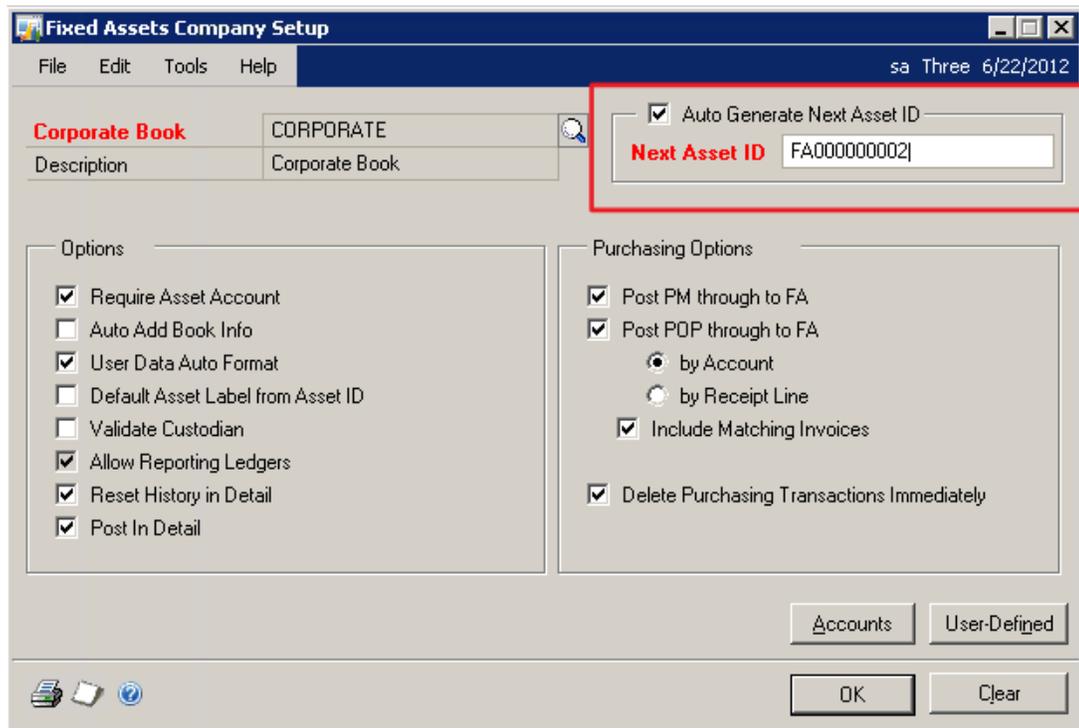
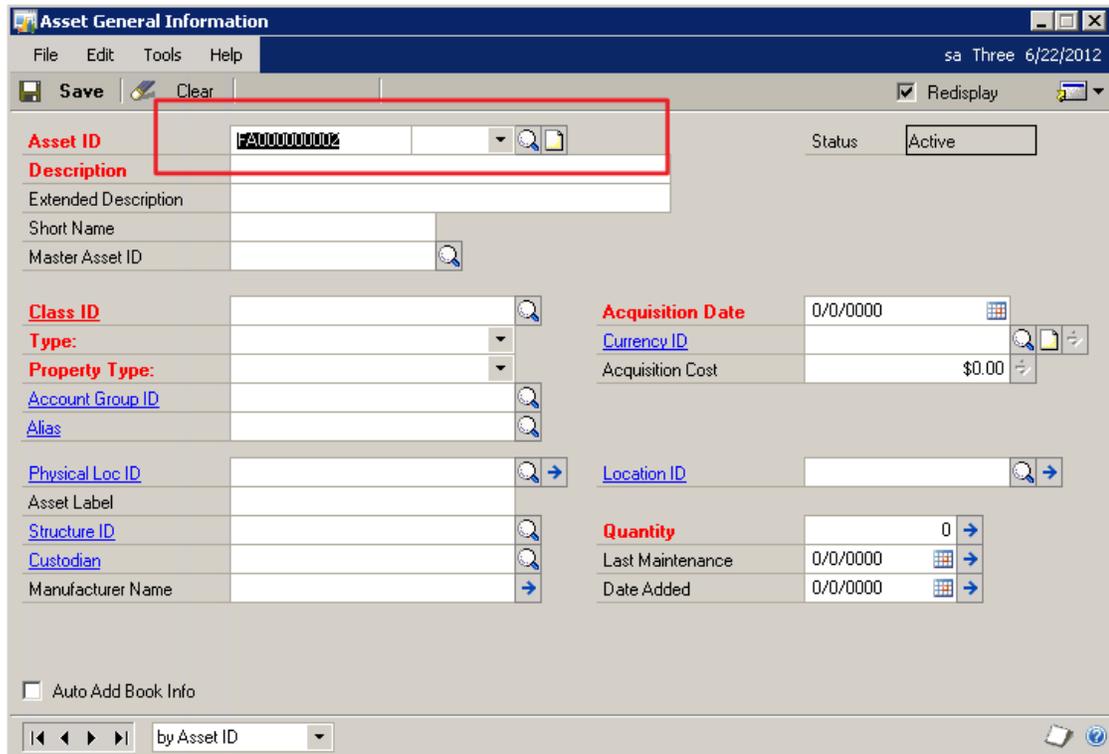


Figure 84: Fixed Assets Company Setup – Auto Generate Next Asset ID

Asset General

When a new asset is set up in the **Asset General Information** window, the default asset ID is taken from the Fixed Assets Company Setup.



The screenshot shows the 'Asset General Information' window. The 'Asset ID' field is highlighted with a red box and contains the value 'FA000000002'. Other fields include 'Description', 'Extended Description', 'Short Name', 'Master Asset ID', 'Class ID', 'Type', 'Property Type', 'Account Group ID', 'Alias', 'Physical Loc ID', 'Asset Label', 'Structure ID', 'Custodian', 'Manufacturer Name', 'Acquisition Date', 'Currency ID', 'Acquisition Cost' (set to \$0.00), 'Location ID', 'Quantity' (set to 0), 'Last Maintenance', and 'Date Added'. The status is 'Active'. The window title is 'Asset General Information' and the date is 'sa Three 6/22/2012'.

Figure 85: Asset General Information – Asset ID



Note:

If you do not want to use the defaulted value, you can overwrite it.

Fixed Asset Intercompany Transfer

The **Fixed Asset Intercompany Transfer** window allows you to transfer an asset from the current company to another.

To navigate to this window click **Transactions**, point to **Fixed Assets**, and then click **Intercompany Transfer**.

Fixed Asset Intercompany Transfer

The Fixed Asset Intercompany Transfer window consists of five sections:

- Company ID

- Transfer Section
- Destination Company Asset Setup
- Originating Company Asset Retirement.
- Partial Transfer

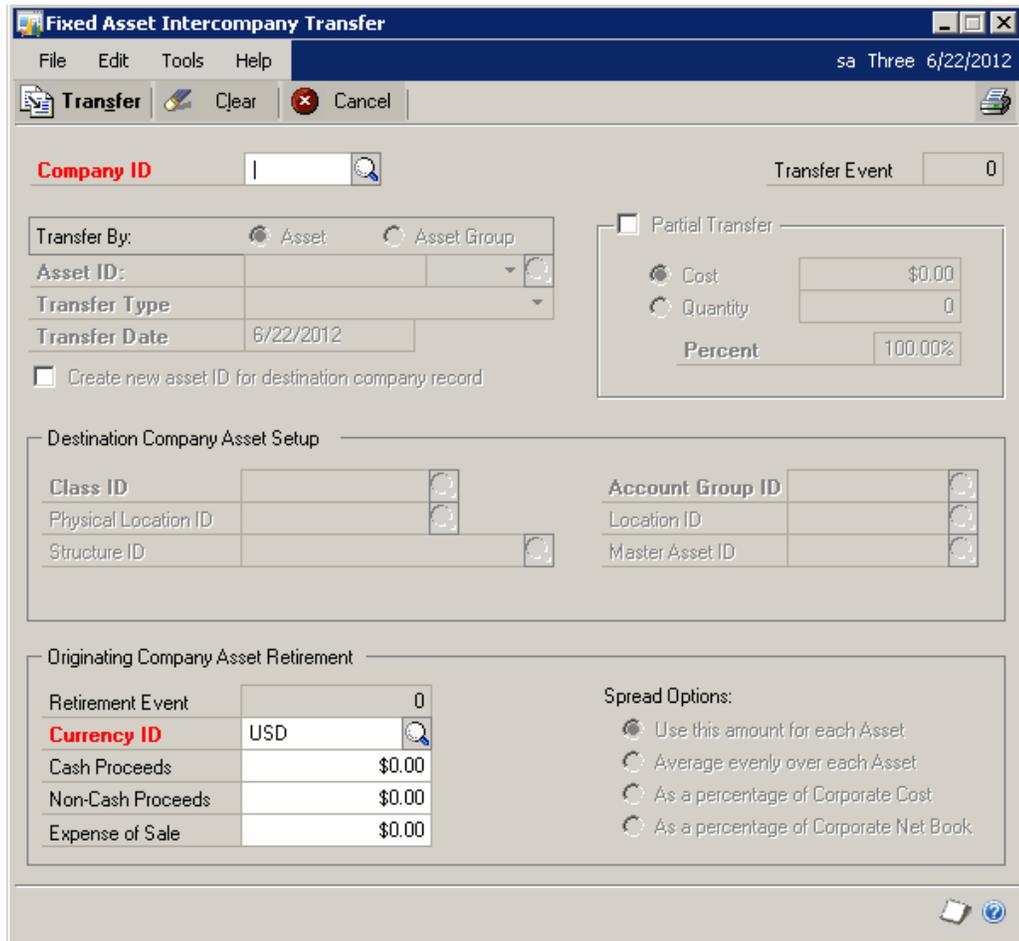


Figure 86: Fixed Asset Intercompany Transfer

Company ID

The Company ID you select is the company to which the asset is transferred.

Transfer Section

The transfer section consists of the following:

- Transfer By
- Asset ID
- Transfer Type

- Transfer Date
- Create new asset ID for destination company record option

Transfer By

- **Asset** – Choose to transfer an individual asset
- **Asset Group** – Choose to transfer a predefined group of assets.



Note:

Asset Groups can be created through the Select Assets window. Click **Transactions**, point to Fixed Assets, and then click **Select Assets**.

Asset ID

This field is only available if the **Transfer By** Asset option is selected.

The asset can be entered, or the lookup can be used to select a specific asset.

Transfer Type

There are six transfer types as defined below:

- Like-Kind Exchange
- Reset
- Sale
- Net Book Value
- Taxable Exchange
- Other

Transfer Date

The **Transfer Date** field is defaulted with the user date.

This date is used as the **Acquisition Date** for the asset in the destination company if the value of the **Transfer Type** is **Like-Kind Exchange, Taxable Exchange, Sale, Net Book Value or Other**. The date used for a **Reset** type is set to the Acquisition Date in the originating company for the asset.

The date affects the Acquisition Cost for the asset in the destination company if the value of the **Transfer Type** is **Like-Kind Exchange, Taxable Exchange, Sale, Net Book Value or Other** in the following manner:

- If the **Depreciated To Date** for the asset on the company's corporate book is not equal to the entered **Transfer Date** value, the process should use the current depreciation calculations to determine the **Net Book Value** as of the transfer date.
- If the **Depreciated To Date** of the asset on the company's corporate book is greater than or less than the **Transfer Date**, then the **Net Book Value** as of the **Transfer Date** is the same amount that would be calculated for the asset's **Net Book Value** amount, if the depreciation had been backed out or created for the asset in the **Depreciate Asset** window for the corporate book, using the **Transfer Date** value as the **Depreciation Target Date**.

The date affects the Acquisition Cost for the asset in the destination company if the value of the **Transfer Type** is **Reset** in the following manner:

- The Acquisition Cost entered for the asset in the destination company is the same as the Acquisition cost for the asset in the originating company.

Create new Asset ID for Destination Company Record Option

If this option is marked, it will use the **Next Asset ID** value from the destination company's **Fixed Asset Company Setup** for the **Asset ID** in the destination company.

If this option is not marked, the **Asset ID** from the originating company will be used.

Fixed Asset Intercompany Transfer

File Edit Tools Help sa Four 6/22/2012

Transfer Clear Cancel

Company ID FOUR Transfer Event 3

Transfer By: Asset Asset Group

Asset ID: 1000 1

Transfer Type: Like-Kind Exchange

Transfer Date: 6/22/2012

Create new asset ID for destination company record

Partial Transfer

Cost: \$0.00

Quantity: 0

Percent: 100.00%

Destination Company Asset Setup

Class ID: AUTO

Physical Location ID:

Structure ID:

Alias:

Account Group ID: DEFAULT

Location ID:

Master Asset ID:

Originating Company Asset Retirement

Retirement Event: 2

Currency ID: USD

Cash Proceeds: \$0.00

Non-Cash Proceeds: \$0.00

Expense of Sale: \$0.00

Spread Options:

Use this amount for each Asset

Average evenly over each Asset

As a percentage of Corporate Cost

As a percentage of Corporate Net Book

Figure 87: Fixed Asset Intercompany Transfer – Transfer by

Destination Company Asset Setup

This section determines the following **Asset General** settings:

- **Required**
 - Class ID
 - Account Group ID



Note:

Account Group ID will default from the destination company **Class ID** selected if there is one defined.

- **Optional**
 - Physical Location ID

- Location ID
- Structure ID
- Master Asset ID
- Alias

The screenshot shows the 'Fixed Asset Intercompany Transfer' dialog box. The 'Destination Company Asset Setup' section is highlighted with a red border. It contains the following fields:

- Class ID:** AUTO
- Physical Location ID:** (empty)
- Structure ID:** (empty)
- Alias:** (empty)
- Account Group ID:** DEFAULT
- Location ID:** (empty)
- Master Asset ID:** (empty)

Other visible fields in the dialog include:

- Company ID:** FOUR
- Transfer Event:** 3
- Transfer By:** Asset (selected)
- Asset ID:** 1000
- Transfer Type:** Like-Kind Exchange
- Transfer Date:** 6/22/2012
- Partial Transfer:** (unchecked)
- Cost:** \$0.00
- Quantity:** 0
- Percent:** 100.00%
- Originating Company Asset Retirement:** Retirement Event: 2, Currency ID: USD, Cash Proceeds: \$0.00, Non-Cash Proceeds: \$0.00, Expense of Sale: \$0.00
- Spread Options:** Use this amount for each Asset (selected), Average evenly over each Asset, As a percentage of Corporate Cost, As a percentage of Corporate Net Book

Figure 88: Fixed Asset Intercompany Transfer – Destination Company Asset Setup

Originating Company Asset Retirement

There are several fields pertaining to the retirement of the asset or group of assets in the originating company

Retirement Event

This field is not editable and keeps an incremental track of retirements in the company.

Proceeds

The **Cash Proceeds**, **Non-Cash Proceeds**, and **Expense of Sale** follow the same function as the regular Fixed Assets retirement process.

Currency ID

If the **Currency ID** field is available, it is required.

If **Multicurrency** is installed and registered, the **Currency ID** field is enabled and set to the currency ID for the company's functional currency.

If the functional currency of the originating company is not the same as the functional currency of the destination company, the **Acquisition Cost** value created for the asset in the destination company is calculated as follows:

1. Determine the originating **Acquisition Cost** value, based on the requirements for the transfer type. (See the **Transfer Date** section)
2. The originating Acquisition Cost value is converted with the same process used if the asset were manually entered in the destination company with an **Originating** currency.
3. The converted destination **Acquisition Cost** value is entered as the **Acquisition Cost** for the asset in the destination company.

Spread Options

The **Spread Options** section is only enabled if:

- The **Asset Group** radio button is selected in the **Transfer By** radio group.
- The value of the **Transfer Type** is **Like-Kind Exchange**, **Taxable Exchange**, **Sale**, **Net Book Value** or **Other**.

The **Spread Options** available are in reference to the **Cash Proceeds**, **Non-Cash Proceeds**, and **Expense of Sale** fields. These are:

- Use this amount for each asset
- Average evenly over each asset
- As a percentage of corporate cost
- As a percentage of net book

Fixed Asset Intercompany Transfer

File Edit Tools Help sa Four 6/22/2012

Transfer Clear Cancel

Company ID FOUR **Transfer Event** 3

Transfer By: Asset Asset Group

Asset Group ID NEW

Transfer Type Like-Kind Exchange

Transfer Date 6/22/2012

Create new asset ID for destination company record

Partial Transfer

Cost \$0.00

Quantity 0

Percent 100.00%

Destination Company Asset Setup

Class ID AUTO

Physical Location ID

Structure ID

Alias

Account Group ID DEFAULT

Location ID

Master Asset ID

Originating Company Asset Retirement

Retirement Event 2

Currency ID USD

Cash Proceeds \$0.00

Non-Cash Proceeds \$0.00

Expense of Sale \$0.00

Spread Options:

Use this amount for each Asset

Average evenly over each Asset

As a percentage of Corporate Cost

As a percentage of Corporate Net Book

Figure 89: Fixed Asset Intercompany Transfer – Originating Company Asset Retirement

Partial Transfer

This section is only active if the **Asset** radio button is selected in the **Transfer By** radio group.

The **Cost**, **Quantity**, and **Percent** fields in this section work the same way the **Cost**, **Quantity**, and **Percent** fields work in the **Fixed Assets Transfer Maintenance**.

Fixed Asset Intercompany Transfer sa Four 6/22/2012

File Edit Tools Help

Transfer Clear Cancel

Company ID FOUR **Transfer Event** 4

Transfer By: Asset Asset Group

Asset ID: 1000 1

Transfer Type

Transfer Date 6/22/2012

Create new asset ID for destination company record

Partial Transfer:

Cost \$0.00

Quantity 0

Percent 100.00%

Destination Company Asset Setup

Class ID		Account Group ID	
Physical Location ID		Location ID	
Structure ID		Master Asset ID	
Alias			

Originating Company Asset Retirement

Retirement Event	2
Currency ID	USD
Cash Proceeds	\$0.00
Non-Cash Proceeds	\$0.00
Expense of Sale	\$0.00

Spread Options:

- Use this amount for each Asset
- Average evenly over each Asset
- As a percentage of Corporate Cost
- As a percentage of Corporate Net Book

Figure 90: partial Transfer

Module 6: Bank Reconciliation

This module introduces the new enhancements to Bank Reconciliation and Electronic Reconcile used with Bank Reconciliation in the Financial series of Microsoft Dynamics GP 2013.

Before You Begin

Before starting this module, you should:

- Have access to Microsoft Dynamics GP 2013 installation.
- Have Bank Reconciliation and Electronic Reconcile registered.
- Understand the Bank Reconciliation module.
- Understand how to use the Reconcile To GL routine and resulting Excel Spreadsheet.
- Be familiar with how to use Electronic Reconcile and the reconcile process.

What You Will Learn

After completing this module, you will be able to:

- Describe how to reconcile Bank Reconciliation with General Ledger.
- Explain how to use the BAI format with Electronic Reconcile.

Lesson 1: Reconcile Bank Reconciliation with General Ledger

This lesson introduces the Reconcile to General Ledger functionality that now includes Bank Reconciliation.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how to reconcile Bank Reconciliation with General Ledger.
- Explain how to view the Reconciliation history for Bank Reconciliation.
- Explain the three sections on the Reconcile to GL spreadsheet, and why transactions would appear in each section.

Reconcile to GL

In the Reconcile to GL window, **Bank Reconciliation** has been added to the list of modules available to reconcile with General Ledger. This new functionality will allow you to reconcile transactions in Bank Reconciliation (BR) to the General Ledger (GL) by checkbook. This will give you the ability to find differences in transaction detail that would cause a difference between the balance for a checkbook in the Checkbook Balance Inquiry window and the balance of the GL account assigned as the cash account to the checkbook.

This routine will produce an Excel spreadsheet listing the unmatched transactions, potentially matched transactions, and matched transactions between the BR and GL tables for the selected date range, checkbook ID and cash account. The records in the Unmatched and Potentially Matched sections could be researched to help identify differences between the balances for these modules.

Steps to Reconcile Bank Reconciliation to GL

The new fields added to the Reconcile to GL window are explained in Lesson 3: Reconcile to GL under the General Ledger module. Refer to that lesson for more information on each new field. However, each field is also briefly described below in relation to generating a reconciliation for Bank Reconciliation.

1. It is recommended to post all your Financial batches. To open the batch entry window, click **Transaction**, point to **Financial**, and then click **Batches**. Post all the batches for Bank Reconciliation with a CMTRX prefix. In addition, post batches originating from other modules that would contain journal entries for the cash account you are reconciling.

- Open the Reconcile to GL window. To navigate to this window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Routines**, point to **Financial**, and then click **Reconcile to GL**.

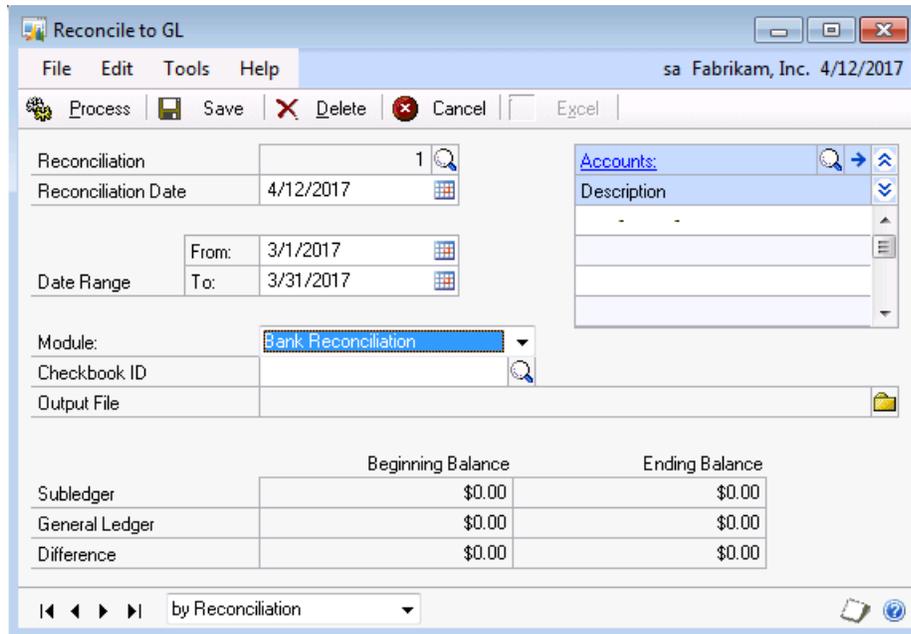


Figure 91: Reconcile to GL

- Required fields are Reconciliation, Reconciliation Date, Date Range, Accounts, Module, and Output File.
- Accept the default **Reconciliation** number and **Reconciliation Date**.
 - Define the Date Range, by entering the ending date in the **to:** field first. Then enter the starting date for the date range in the **From:** field.
 - For **Module**, use the drop-down list to select **Bank Reconciliation**. The **Checkbook ID** field will become visible and select appropriate checkbook ID from the drop-down list.
 - Click the folder icon next to **Output File** to enter a path/filename, or modify the defaulted path/filename to save the Excel reconcile spreadsheet to. The file name defaults to a combination of the Checkbook ID (with spaces removed), the reconciliation value, the month and year from the From Date field value, and the file extension (.xlsx).
 - For the **Accounts**, use the lookup button to select the cash accounts you would like to reconcile the checkbook balance to. If no cash accounts defaulted in or you would like to add additional accounts to the list, then use Edit/Delete Row to remove any accounts from the list.



Note:

Once a reconciliation is saved, the **Accounts** and **Output File** will be saved for future reconciliations

8. The **Beginning Balances** and **Ending Balances** are listed for:
 - **Subledger** refers to the Checkbook and records in the BR tables.
 - Payment type transactions include Check, Withdrawal, Decrease Adjustment, Other Expense, Service Charge and Transfer where the transfer is from the selected checkbook.
 - Deposit type transactions include Deposit, Increase Adjustment, Interest Income, Other Income, and Transfer where the transfer is to the selected checkbook.
 - **General Ledger** refers to journal entries posted to the selected cash account(s) in the GL tables.
9. The beginning and ending balances are derived as follows:
 - **Subledger/Beginning Balance** – If the checkbook is in the functional currency, the beginning balance is calculated one day prior to the From date for the date range, and calculated using the same logic as the 'As Of' balance in the Checkbook Balance Inquiry window.

Example: Starting with the current checkbook balance and working backwards to reverse out all the transactions in the CM20200 table back to the From date.

If the checkbook is not in the functional currency, then the beginning balance is calculated by finding all the transactions in the CM20200 table for the checkbook with a transaction date less than the From date in the Date Range (that are not voided or have a void date greater than or equal to the From date), and subtracting the sum of all payment type documents from the sum of all the deposit type transactions.
 - **Subledger/Ending Balance** – The sum of all deposit type transactions in the date range are added to the Beginning Balance, and then the sum of all payment type transactions in the date range are subtracted. Transaction amounts for Receipt records and Realized Gain/Loss records are not included in calculating the checkbook balances.
 - **General Ledger/Beginning Balance** – Calculated as the balance of the GL account one day before the From Date in the Date Range. This balance should be the same as printing the Detailed Trial Balance report for the account with an end date of the report being one day before the From Date in the Date Range in the reconcile process.

- **General Ledger/Ending Balance** – Calculated using the GL Beginning Balance plus the sum of the debits minus the sum of the credits for the detailed journal entries in GL for the account.
 - **Difference** – Displays the value difference between the Beginning Balance and Ending Balance for the Checkbook, and for General Ledger.
10. If you wish to **Save** the reconciliation, click **Save** and you can proceed to enter the information for another reconciliation in this window. However, if you are ready to have the reconciliation performed, then click **Process** and the Excel spreadsheet showing the detailed information will be generated. If the Excel spreadsheet does not open, then minimize the windows to check the background.



Note:

If you have already processed the Reconciliation and closed it, use the Lookup button next to the Reconciliation field to view reconciliation history. Enter the reconciliation number, or select it from the lookup window and the window will populate with the information used for that reconciliation. Click **Excel** at the top to reopen the Excel spreadsheet to view the detail (or navigate directly to the path/filename in Excel).

Match Criteria

The reconciliation process will compare all the transactions found in BR tables (CM20200/CM20300) for the checkbook to the distributions summed from GL (GL20000/GL30000). The transactions/distributions are matched according to the criteria outlined below, and matched in the order listed.

Bank Reconciliation field	General Ledger field	Match process in order:
Transaction Source	Originating Transaction Source	All transactions in BR and all distribution lines in GL with the same Transaction Source value are identified.
Document Number	Originating Control Number	The document number is matched for this subset. However, if the Originating Control Number in GL is blank (or posted in summary), all the distributions are summed according to the Originating Transaction Source into one journal entry.
Date	Transaction Date	If the first two criteria above match, the date is compared.

Bank Reconciliation field	General Ledger field	Match process in order:
Payment/Deposit Amount	Debit /Credit Amount	If the first two criteria above match, the amount is compared. If either the Date or Amount validation fails, it is considered a potential match.
-	-	Next, all transactions and distributions lines that are not considered a match, will also be identified as a possible match if the Date and Amount matches.
-	-	Deposit Group Matching: After the initial process where GL distributions amounts are matched to the receipt records and realized gain/loss records, the process then compares the sum of the matched GL distributions to the total Deposit amount. If the total deposit amount does not match, then the Deposit group will be listed in the Potentially matched section, with all the receipts listed below it and the matched GL transaction listed on the corresponding side.

Matched Transactions

All four of the criteria above matched. For deposits, all four of the criteria above match and the sum of the matched GL distributions also equal the total Deposit amount.

Potentially Matched Transactions– The Transaction Source and Document Number match, and only one of the Date or Amount validation was met is considered a potential match for individual transactions.

For all the records that did not match using the initial process, the transactions with a Date and Amount match will also be considered a potential match.

Deposits will be considered potentially matched if the sum of all the matched GL distributions to the receipts and realized gain/loss records do not equal the total deposit amount, or it does match the total deposit amount, but one of the fields on the individual receipt or realized gain/loss records, such as the Date did not match. The system will place the whole deposit group in the potentially matched section.

Unmatched Transactions - This section will contain all the transactions that do not meet the criteria for the Matched Transactions or Potentially Matched Transactions sections.



Note:

The detail of the transactions used for the reconciliation are stored in worktables, which are cleared out each time a new reconciliation is started. The table names are listed in Lesson 3 for Reconcile To GL under the General Ledger module in the Financials document.



Note:

Receipt records and realized gain/loss records are always grouped with the deposit record with which they are associated.



Note:

Once the Excel spreadsheet is generated, you can drill back on the Transaction Number in Bank Reconciliation, or the Journal Entry Number or Account on the General Ledger side to view the detail records for the transaction displayed.

Reconcile to GL Spreadsheet

The Reconcile spreadsheet will open in Excel. This spreadsheet follows the same concepts as used for the reconcile spreadsheets for the other modules. The checkbook information from Bank Reconciliation will be displayed on the left side, and the cash account transactions posted to General Ledger will be displayed on the right side.

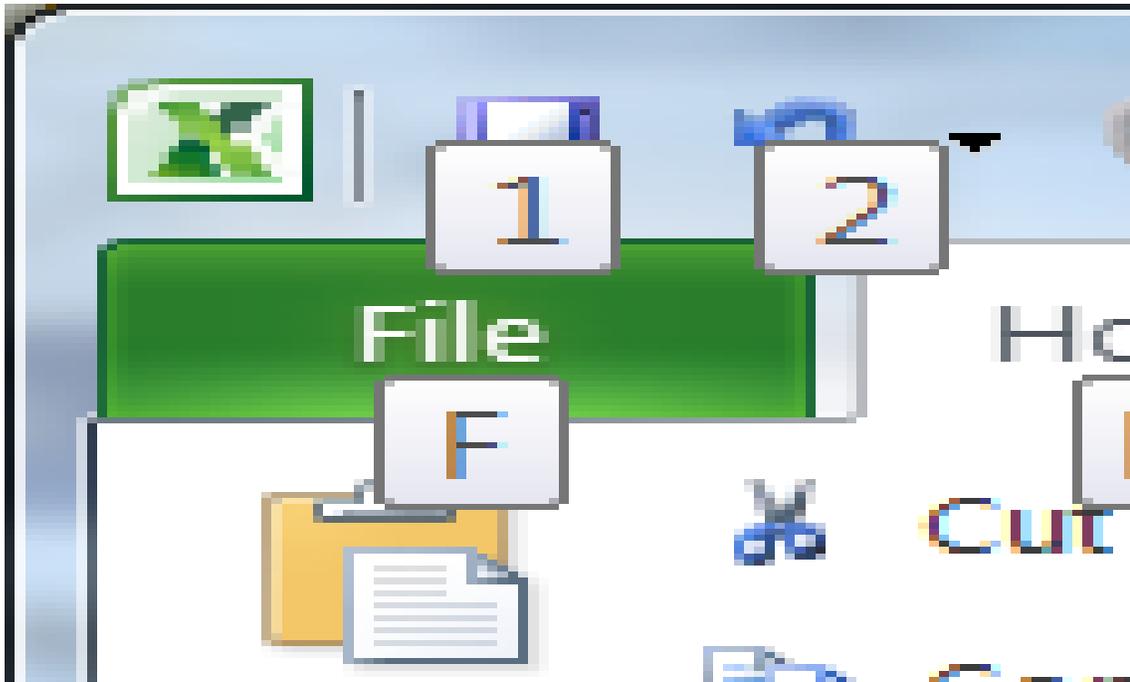


Figure 92: GL Spreadsheet

The header displays the checkbook ID, date range, and beginning balances. See Step 8 above for more information on how the balances are calculated.

The transactions for the date range are sorted according to Matched, Potentially Matched or Unmatched sections. Refer to the Match Criteria section above to see the criteria used for the match process. Use the Unmatched and Potentially Matched sections for transactions to investigate to locate differences.

- Example: If a transaction is listed on the BR side only, or the GL side only, investigate for timing differences, interruptions while posting the batch.

- Example: If a transaction is listed in the Potentially Matched section, dig into the detail for that transaction. If the date is different, investigate why. If the Amount is different, look for discounts, write offs, etc. , that would explain the difference.
- Once you decide to match a transaction in the potentially matched section, you can physically copy and paste the records to the matched section of the spreadsheet and continue to work in Excel to complete the reconciliation. You will need to decide if the transaction needs to be fixed in Microsoft Dynamics GP or can just be carried as a reconciling item on the spreadsheet for a timing difference. It is not necessary to keep running the reconciliation in GP to try to get the transactions to move to another section. Often the fixes will have a different transaction source and so they will not match anyway. In this case, you should make a note on your working copy that they match and continue.
- This spreadsheet was intended to be an 'aid' to assist you in reconciling Bank Rec transactions to GL for a particular date range. Therefore, you may want to keep an initial working copy or master copy of the reconciliation in a separate spreadsheet to identify outstanding items to carry forward, etc. Then just run this reconcile spreadsheet going forward, for the new period, and after you have researched all the differences, just add any outstanding items to your master copy to carry forward. This way you only need to run the reconcile spreadsheet for a smaller date range each month going forward and only need to research the items on the new reconciliation spreadsheet.

The footer section displays the checkbook and GL ending balances. See Step 8 above for more information on how the balances are calculated.

Lesson Review

Topics covered in this lesson include the following:

- Bank Reconciliation is now an available module to reconcile the checkbook balance to General Ledger.
- Use the Lookup button next to the Reconciliation field in the Reconcile to GL window views the previous checkbooks and dates that have been reconciled.
- Beginning and ending balances are also displayed in the Reconcile to GL window. The subledger refers to the checkbook id in Bank Reconciliation.
- Individual transactions will first be matched by Transaction Source, Document Number, Date, and Amount.
- Deposits will also be matched if the sum of the matched GL distributions for the deposit is equal to the total deposit amount.

- The reconcile process will generate an Excel spreadsheet listing transaction in sections for Unmatched Transactions, Potentially Matched Transactions or Matched Transactions.
- Investigate the Unmatched Transactions and Potentially Matched sections for differences that would explain why they do not match. Use the links to drill back to GP to view more detail about each transaction.
- It is recommended to run the Reconcile to GL spreadsheet going forward for new periods going forward and document reconciling items on a master reconciliation spreadsheet that is stored separately.

Answer the following questions to confirm your understanding of lesson topics.

1. What if the Reconcile to GL spreadsheet does not open?

Minimize the open windows to see if the Reconcile to GL spreadsheet is hidden in the background.

2. How are the Ending Balances in the Reconcile to GL window and Reconcile to GL calculated?

The Ending Balance calculation will add and subtract the debits and credits listed in the 3 sections of the Reconcile to GL spreadsheet from the beginning balance listed at the top of the spreadsheet.

3. If the user fixes the transaction in GP and rerun the Reconcile to GL spreadsheet for the same period, will the transactions then move to the Matched Transactions section?

Not necessarily. For example, if you researched a transaction on the Bank Reconciliation side and determined that the journal entry is missing on the GL side, you can simply key and post a Journal Entry in GL to balance it out. However, the needed journal entry will have a different transaction source and so the system will still list them in the Unmatched section if you rerun the Reconcile to GL spreadsheet. In this case, it is recommended to just make notes on your working copy of the Excel spreadsheet that they should be matched, and continue on.

Try This:

Take what you have learned and create a reconcile spreadsheet for a checkbook to reconcile Bank Reconciliation to General Ledger. Follow these steps:

1. Open the **Reconcile to GL** window. To do this, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Routines**, point to **Financial**, and then click **Reconcile to GL**.
2. Accept the default Reconciliation number and Reconciliation Date.
3. Enter a date range. (In Fabrikam, enter 4/30/2017 for the To date and 4/1/2017 for the From date.)
4. Select the **Bank Reconciliation** module, and select the checkbook id. (In Fabrikam, select Uptown Trust.)
5. Select the cash account for this checkbook if it does not default in.
6. Enter an Output file. Click the folder icon, select your desktop and use the default filename.
7. Click **Process**. Review the Excel spreadsheet generated, taking note of transactions in the Unmatched Transactions and Potentially Matched sections. You may review a few to see if you can find out why they did not match.

Lesson 2: BAI Format for Electronic Reconcile

This lesson outlines the necessary changes for Electronic Reconcile to be compatible with the Bank Administration Institute (BAI) format, developed by the BAI. The BAI format is commonly used to perform electronic cash management balance reporting. The enhancements in functionality for the BAI format, can also be used with the user-defined format.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how to use the predefined format for BAI when setting up the configurator file for Electronic Reconcile.
- Explain the changes made to the Electronic Reconcile Format Configurator window.
- Describe the enhancements in functionality that can also be used with the User-Defined format.
- Describe the changes made to the Transaction Code Entry window.

Changes to the Electronic Reconcile Format Configurator Window

New fields and functionality were added to the Electronic reconcile Format Configurator window. To navigate to the Electronic Reconcile Format Configurator window, click **Tools** on the **Microsoft Dynamics GP** menu, point to **Routines**, point to **Financial**, point to **Electronic Reconcile**, and then click **Configurator**.

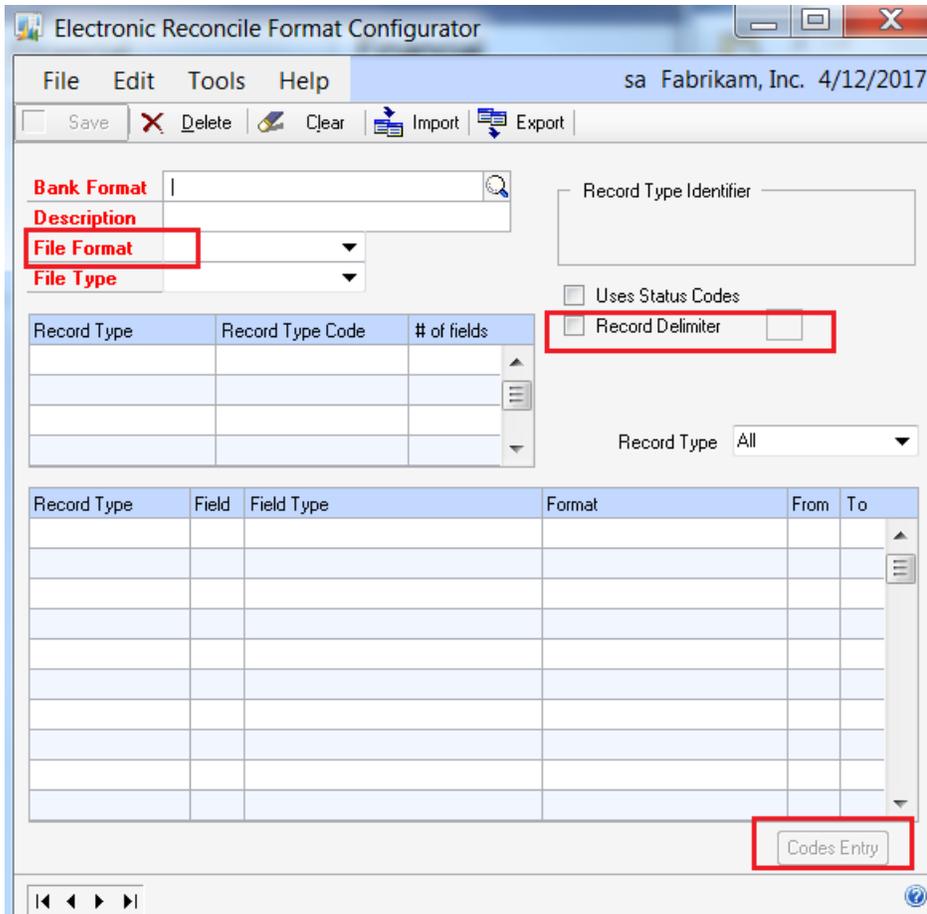


Figure 93: Electronic Format Configurator

File Format

The File Format field was changed in the Electronic Reconcile Format Configurator window to provide the following options in the drop-down list:

- **BAI** – This format was added to comply with the *Cash Management Balance Reporting Specifications, Version 2*, developed by the Bank Administration Institute (BAI) and most commonly referred to as the 'BAI2' format. When you select this option, all the fields for the bank format in the configurator automatically populate based on the fields for the BAI2 file format.
- **User-Defined** – This format will produce blank fields where you can define each Record Type and field manually.

File Type

This field was renamed and provides the same options as the **File Format** field in prior versions of Microsoft Dynamics GP for Fixed Field, Comma Delimited, and Tab Delimited.

Record Delimiter

A new option was added for Record Delimiter to recognize the character at the end of each record. For the BAI format, this option will be marked by default with a slash ('/') entered as the delimiter character. However, if you are not using a BAI format and no record delimiter is needed, leave this option unmarked and the delimiter character field will be disabled.

Record Type

Additional Record Types were added to comply with the BAI format, which are also available for use with the User-Defined format. Only one row is permitted for each Record Type. Refer to Table 1 below:

Record Type	Purpose	Name of Record Type in Microsoft Dynamics GP 2010 and prior versions
File Header	This record marks the beginning of a file. It identifies the sender and receiver information, and describes the file structure.	Header
Group Header	This record identifies a group of accounts that are from the same originator and includes the same as-of-date and as-of time.	n/a
Account Identifier and Summary/Status	This record identifies the account number and reports activity summary and account status information.	n/a
Transaction Detail	This record is used for transmission of detail transaction information.	Detail
Account Trailer	This record provides account control totals.	n/a
Group Trailer	This record provides group control totals.	n/a
File Trailer	This record provides file control totals.	Footer
Continuation	A continuation record is used when data exceeds the maximum physical record length and needs to continue on the next line. The field information in this line is read as being added to the previous line, and drops the Record Code field.	n/a

**Note:**

If the Account Number exists in several Record Type lines and is not blank, the most granular level will be used.

For example:

- If both the File Header and Group Header records contain a value for Account Number, the value in the Group Header record will be used.
- If the Account Number exists in both the Group Header and Account Identifier records, and is not blank, the value in the Account Identifier record will be used.
- If the Account Number exists in the Transaction Detail line, this value will override all other values for Account Number in any of the preceding lines.

Codes Entry

Click **Codes Entry** in the Electronic Reconcile Format Configurator window to navigate to the **Transaction Code Entry** window.

The following changes were made to the **Transaction Code Entry** window:

- **Transfer Credit** and **Transfer Debit** were added to the drop-down list for Transaction Type to comply with BAI requirements.
 - a. **Transfer Credit** transaction types are matched during the reconcile process to Transfer type records where the funds are transferred to the checkbook being reconciled from another account.
 - b. **Transfer Debit** transaction types are matched during the reconcile process to Transfer type records where the funds are transferred to the checkbook being reconciled to another account.
- **Multiple Transaction Codes** – New functionality will allow you to enter more than one transaction type code per Transaction Type for any file format selected. A scrolling window was added to the user interface where you can view the multiple transaction type codes defined per Transaction Type.
- The **Delete**, **Save** and **Define Status Codes** buttons were moved to the top of the window.

**Note:**

All the enhancements made to the Electronic Reconcile Format Configurator window and Transaction Code Entry window to accommodate the BAI format are available to be used with the User-Defined format.

Save Validation

An existing validation on the Save button, prevents users from saving the bank format if either the Bank Cleared Date field or Transaction Date field does not exist in a record type for the bank format. This validation has been changed to prevent the user from saving the bank format if the **Bank Cleared Date** field, **Transaction Date** field, or **Download Cutoff Date** field does not exist in a record type.

Changes to the Download Process

The following changes have been made to the download process:

- The BAI format does not have a Transaction Date or Cleared Date for the transaction detail in the file. If the Transaction Date or Cleared Date fields are blank in the file being imported, the **Download Cutoff Date** field is used as the Transaction Date for each imported transaction in the file.
- During the Download process, each transaction that meets the following conditions will not be downloaded and is printed on the *Electronic Reconcile Unprocessed Records* report with the message “**No exchange rate exists for this document date**”:
 - Has an account assigned to a checkbook with an originating currency.
 - Has a transaction date that does not have a valid exchange rate assigned for the currency ID assigned to the associated checkbook.
- The Transactions button is removed from the Electronic Reconcile Download Transactions window.

Lesson Review

Topics covered in this lesson include the following:

- A predefined format for ‘BAI’ is now available in the File Format options.
- All the enhancements, including allowing multiple Transaction Type codes made for the BAI format type, can also be used with the User-Defined format type.
- The checkbox for Record Delimiter is required to be a slash (‘/’) for the BAI format, but can be left unmarked if not required by your bank for most other User-Defined formats.
- The Save validation will check for either a Bank Cleared Date field, Transaction Date field, or Download Cutoff Date field.

Answer the following questions to confirm your understanding of lesson topics.

1. In the Electronic Reconcile configurator window, how do you open the Transaction Code Entry window?

Click **Code Entry** at the bottom of the window.

2. TRUE or FALSE: Multiple Transaction Type codes for a Transaction Type are only allowed by using the predefined BAI format type.

FALSE

Module 7: Analytical Accounting

This module outlines the new enhancements to the Analytical Accounting (AA) module for Microsoft Dynamics GP 2013.

Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Have Analytical Accounting installed, activated and set up complete.
- Have a basic understanding how to enter and view AA data on transactions.
- Understand how to key GL journal entries, sales orders in SOP, and purchase orders in POP.
- Understand the check links process.

What You Will Learn

After completing this module, you will be able to:

- Describe how to copy the AA data over to a new journal entry, sales order or purchase order.
- Navigate to the checks links window for Analytical Accounting.

Lesson 1: Copier Series to Include AA Data

This lesson explains the enhancements made to the Copier Series (**Copy** button) in General Ledger (GL), Sales Order Processing (SOP), and Purchase Order Processing (POP). The Copy button is existing functionality used to copy a journal entry, sales order, or purchase order, including the distribution records.

This feature in Microsoft Dynamics GP 2013 will add the capability to copy the AA distribution information along with the document and distribution information, when the source document contains AA dimension code data.

In order for the AA dimension code data to copy over to the new transaction, the following conditions must be met:

- Analytical Accounting must be registered.
- During the Copy process, the checkbox for **Copy Analytical Accounting Information** must be marked.
- The GL account must currently be linked to an Accounting class for the same dimension/dimension code setup. If the GL account is no longer linked to the Accounting Class, then the AA data will not be copied over.

What You Will Learn

After completing this lesson, you will be able to:

- Describe how to copy the AA dimension code data from a journal entry, sales order, or purchase order.

How to Copy a Journal Entry with AA Data

The **Copy Journal Entry** window has a new option added titled **Copy Analytical Accounting Information**. If the original journal entry contains AA distribution information, then mark this option to have the AA data copied over to the new GL Journal document that is being copied to.

To navigate to this window, click **Transactions**, point to **Financial**, click **General**, and then click **Copy**.

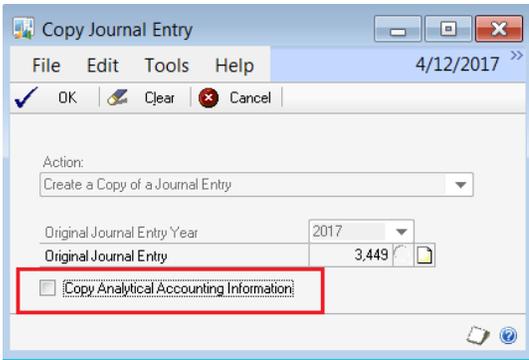


Figure 94: Copy Journal Entry

How to Copy a Sales Order with AA Data

The **Copy a Sales Order** window has a new option added titled **Copy Analytical Accounting Information**.

If the original document has AA information attached to any of the line items or to the document level distributions, then mark this option to have the AA data copied over to the new sales document that is being copied to. The originating document must be a SOP invoice or SOP Return, and the document being copied to must be a SOP invoice or SOP return.

To navigate to this window, click **Transactions**, point to **Sales**, point to **Sales Transaction Entry**, select a document, click **Actions**, and then click **Copy**.

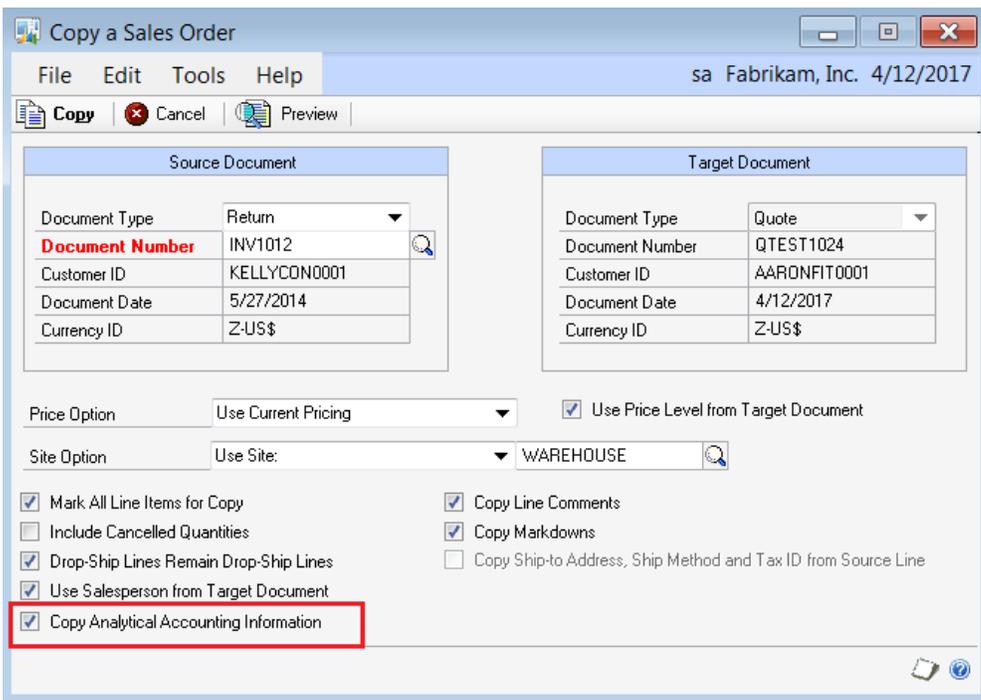


Figure 95: Copy a Sales Order

How to Copy a Purchase Order with AA Data

The **Copy a Purchase Order** window has a new option added titled **Copy Analytical Accounting Information**.

If the original document contains AA distribution information, then mark this option to have the AA data copied over to the new purchase order document that is being copied to. The purchase order can be current or historical.

To navigate to this window, click **Transactions**, point to **Purchasing**, point to **Purchase Order Entry**, select a document, click **Actions**, and then click **Copy PO Lines to Current PO** or **Create and Copy New PO**.

Figure 96: Copy PO Lines to Current PO

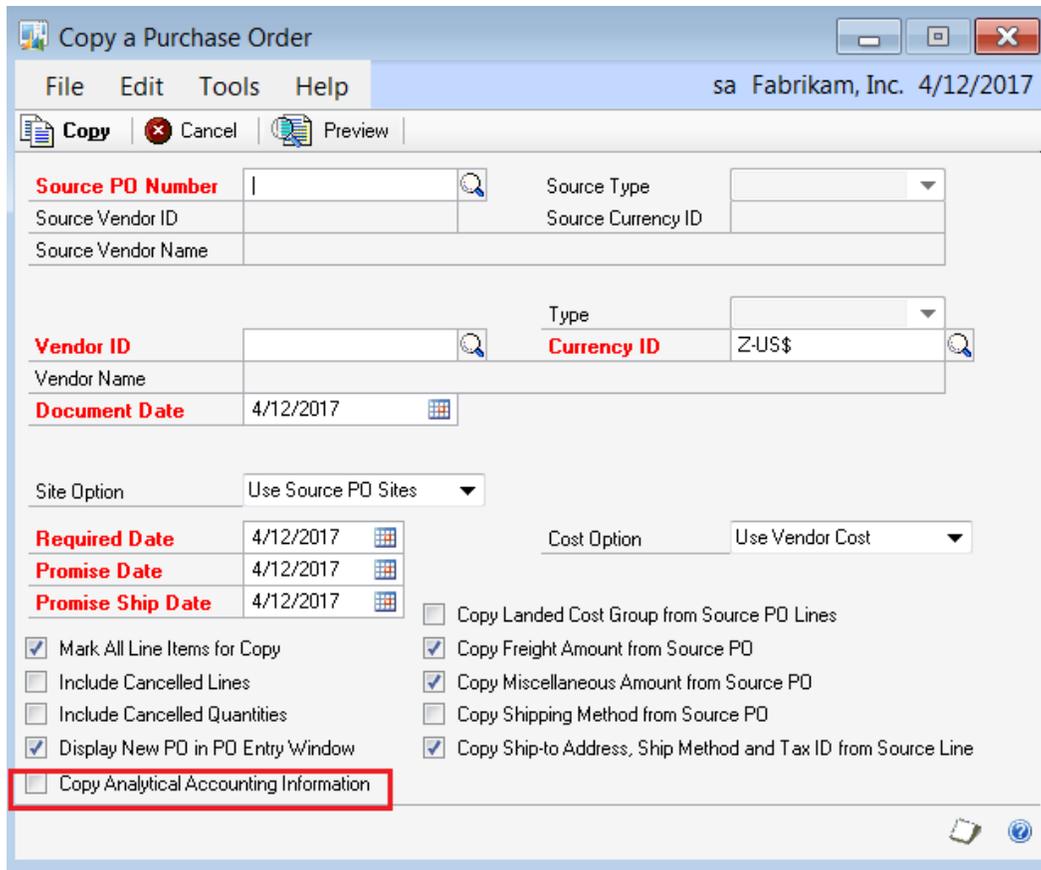


Figure 97: Create and Copy New PO

Lesson Review

Topics covered in this lesson include the following:

- The new option for **Copy Analytical Accounting Information** was added to the windows: Copy Journal Entry, Copy a Sales Order, and Copy a Purchase Order.
- Analytical Accounting must be registered in order for the Copy function to check for AA data on the originating document.

Answer the following questions to confirm your understanding of lesson topics.

1. TRUE or FALSE: If the distribution accounts do not match, or are no longer linked to AA, the AA information will not be copied over.

True

2. TRUE or FALSE: You can copy AA data from a SOP return to another SOP return.

True

Lesson 2: Check Links

This lesson explains new validations and functionality for the check links process for Analytical Accounting (AA).

What You Will Learn

After completing this lesson, you will be able to:

- Navigate to the new check links window for Analytical Accounting.

Check Links for Analytical Accounting

Check links should correct corrupt or missing AA data. AA data can get corrupt for various reasons, including user interference, power or connection interference while posting, prior quality issues, or importing of data from external sources.

Analytical Accounting Check Links Window

The Analytical Accounting Check Links window has been moved to a new location: click on **Microsoft Dynamics GP**, click on **Maintenance** and click on **Analytical Accounting Check Links**.

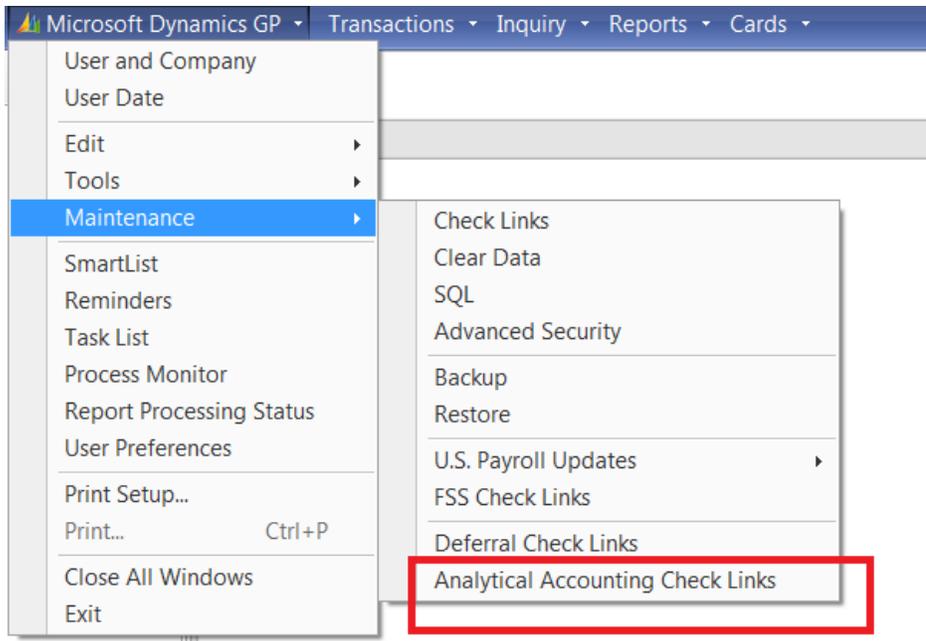


Figure 98: Navigation to AA Check Links

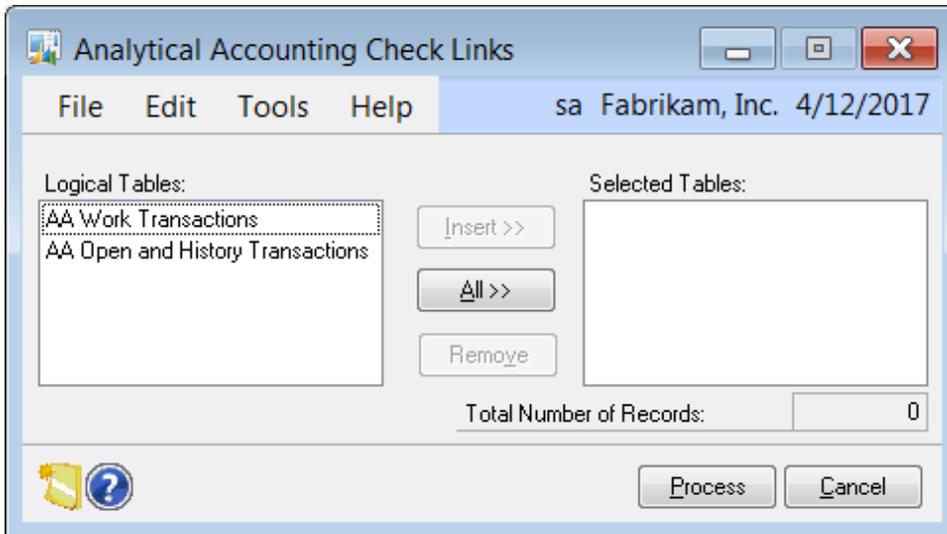


Figure 99: Analytical Accounting Check Links window

Tables

The Logical Tables list in the Analytical Accounting Check Links window includes:

- **AA Work Transactions** – AA transactions saved, but not posted.
- **AA Open and History Transactions** - All AA transactions that are posted and in open or history status.
- Use the Insert button to select the table(s) to be reviewed.
- If you click **Cancel**, the window will close. However, if there were any tables inserted in to the Selected Tables list, the system will prompt you “There are tables in the Selected Tables list. Do you want to check links or clear the list?” You can click **Check Links** to perform the operation, or **Discard** to cancel and close the window.
- When you click **Process**, the following message will warn users not to run check links if history was removed.

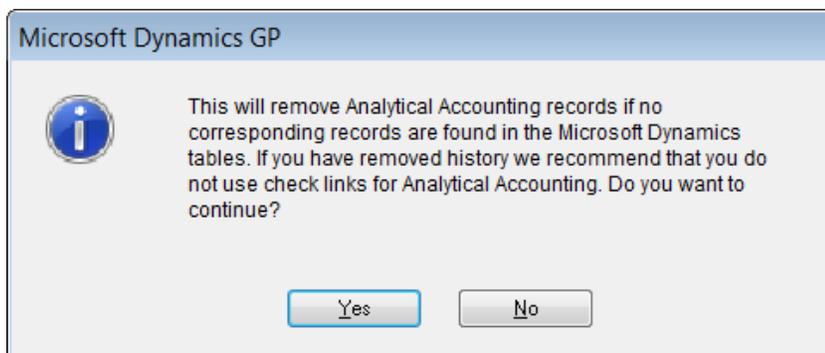


Figure 100: Links removed message

Check Links Indicator

A check link status field **AA_CL_Status** was added to AA distribution tables (AAG10001, AAG30001, AAG40001) in SQL Server Management Studio. This field will be set to 0 or 1 to be used to skip the check link process for the same set of records. The value will get set back to 0 when the record is moved between tables.

- 1 – Indicate the value for check links, which is already corrected for those set of records.
- 0 – Indicate the value for check links, which is not corrected for those set of records.

Lesson Review

Topics covered in this lesson include the following:

- The Analytical Accounting check links window has its own navigation: Click **Microsoft Dynamics GP**, click **Maintenance**, and then click **Analytical Accounting Check Links**

Answer the following questions to confirm your understanding of lesson topics.

1. What field was added in the AA distribution tables in SQL to signify if the check links process was already performed for those set of records?

AA_CL_Status

2. What is the navigation to run check links for Analytical Accounting?

Click **Microsoft Dynamics GP**, click **Maintenance**, and then click **Analytical Accounting Check Links**.