



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

## Microsoft Dynamics GP 18.5

# Application and System Features for Microsoft Dynamics GP

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# Microsoft Dynamics GP Features



This course/module was created for Partners and Customers.



It will take approximately 120 minutes to train the features in Microsoft Dynamics GP.



The features for Microsoft Dynamics GP are built around:  
Ease of Use - Customer Requests - Extend Functionality



After this course/module you will be able to:

Understand the Microsoft Dynamics GP Features around 2 key areas:

# Microsoft Dynamics GP Lifecycle



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



After this lesson you will be able to:

- Understand the Lifecycle and what is Modern Lifecycle

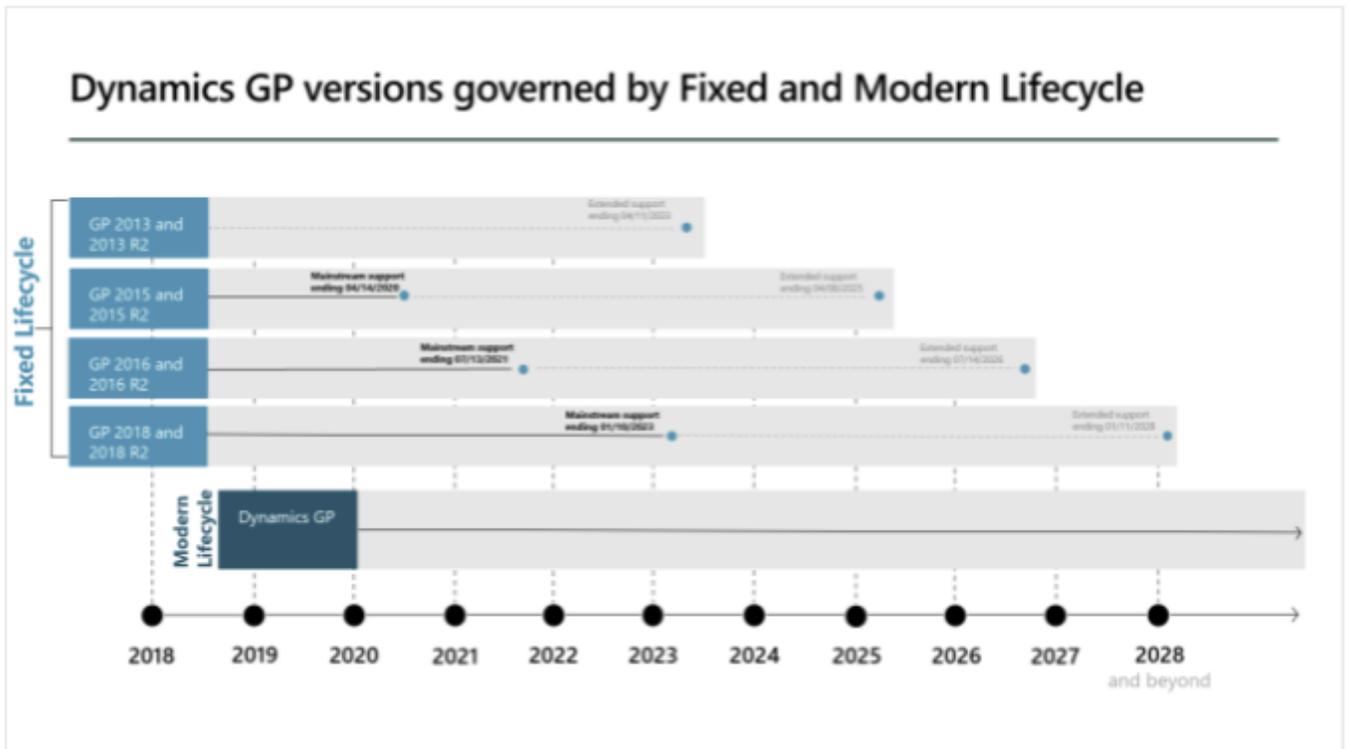
## Lifecycle for Microsoft Dynamics GP

Understand the Lifecycle Policies for Dynamics GP:

[Software lifecycle policy - Dynamics GP | Microsoft Docs](#)

[The exciting future of Microsoft Dynamics GP - Lifecycle Update](#)

[What Does Modern Lifecycle mean for Dynamics GP?](#)



# System Requirements Updates

The following changes have been made to the Dynamics GP System Requirements for 18.5 release.

Microsoft Windows 11

Windows Server 2022

Microsoft SQL Server 2022 (Once released)

Here is a summary of the supported SQL versions based on Microsoft Dynamics GP version.

-GP 2013 supports SQL 2014, 2012 and 2008

-GP 2015 supports SQL 2014 and 2012

-GP 2016 supports SQL 2016, 2014 and 2012

-GP 2018 supports SQL 2017, 2016 and 2014

-GP 18.2 and later supports SQL 2019 plus SQL 2017, 2016 and 2014

-GP 18.5 (October 2022 Release) supports SQL 2022, 2019, 2017 and 2016 (SQL 2014 dropped)

[Microsoft Dynamics GP System Requirements](#)

## Upgrading to Microsoft Dynamics GP 18.5

[Upgrade Hot Topic](#)

The only supported upgrade path to the current release is from the release 1 year back from current in accordance with the [Modern Lifecycle](#) noted above.

[Microsoft Dynamics GP 2022 Upgrade Blog Series](#)



**Note:** As an example of a supported (tested by Microsoft) upgrade path to 18.5.XXXX (October 2022 Release) or 2022 Year-End would be from GP 2016 16.00.814 or later and GP 18.3.1173 or later.

# Application Features



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



After this lesson you will be able to:

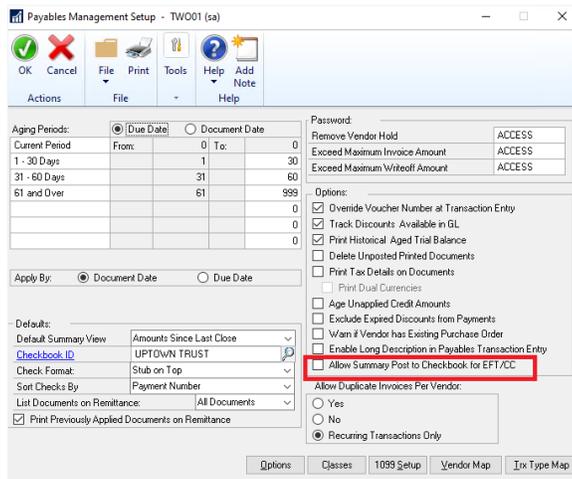
- Familiarize yourself with the features related to Application Modules.

## Summary Display in Bank Reconciliation for EFT

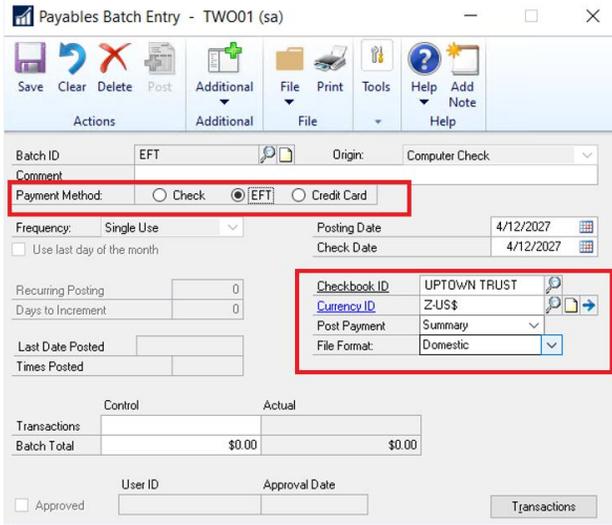
This is a new feature that will make EFT users happy and save lots of time on the Bank Reconciliation for EFT payments. Dynamics GP users would like to see an EFT batch summary in Bank Reconciliation, like the Payroll Direct Deposit Earnings Statement summary option. When an EFT file for payables is sent to the bank, they deduct the entire summary amount from your account on one line. However, GP posts the EFT payments as individual payments in Bank Reconciliation, so reconciling is difficult and time consuming. By posting the EFT payments in summary it aligns better with the lump sum amount of the EFT file listed on the bank statement.

When marked, if an EFT batch of vendor payments is posted, the Bank Reconciliation is updated with a single EFT payment that is also linked to a breakdown of the detail, like what we show for automatic deposit of Cash Receipts. You can zoom back on a document number from Checkbook Inquiry to see the payments that make up the consolidated transaction.

From the Purchasing Area page under Setup choose Payables



The Payables Batch Entry window will show the option Post Payment of Summary or Transaction when the Payment Method of EFT is selected:



The Checkbook Posting Journal will show summary posting activity:

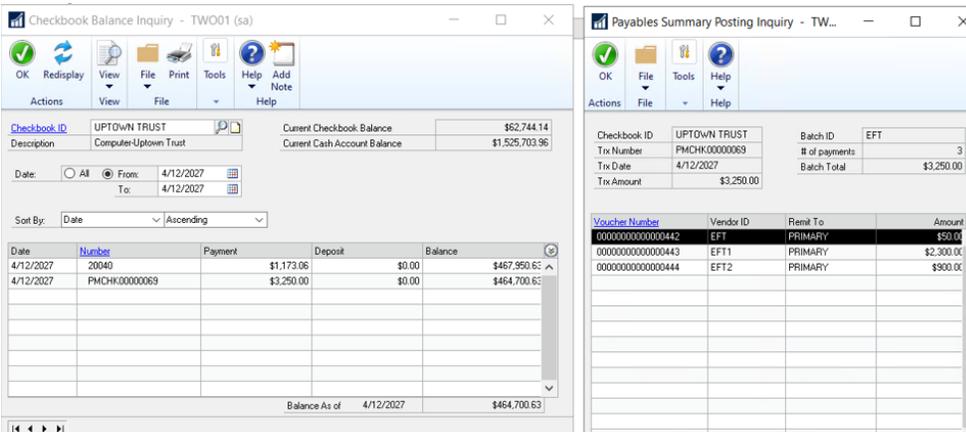
System: 9/7/2022 9:24:56 AM      Fabrikam, Inc.      Page: 1  
 User Date: 4/12/2027      CHECKBOOK POSTING JOURNAL      User ID: sa  
 Payables Management  
 Multicurrency Management

Audit Trail Code: PMCHK00000069  
 \* Voided transactions  
 \*\* Posted in summary

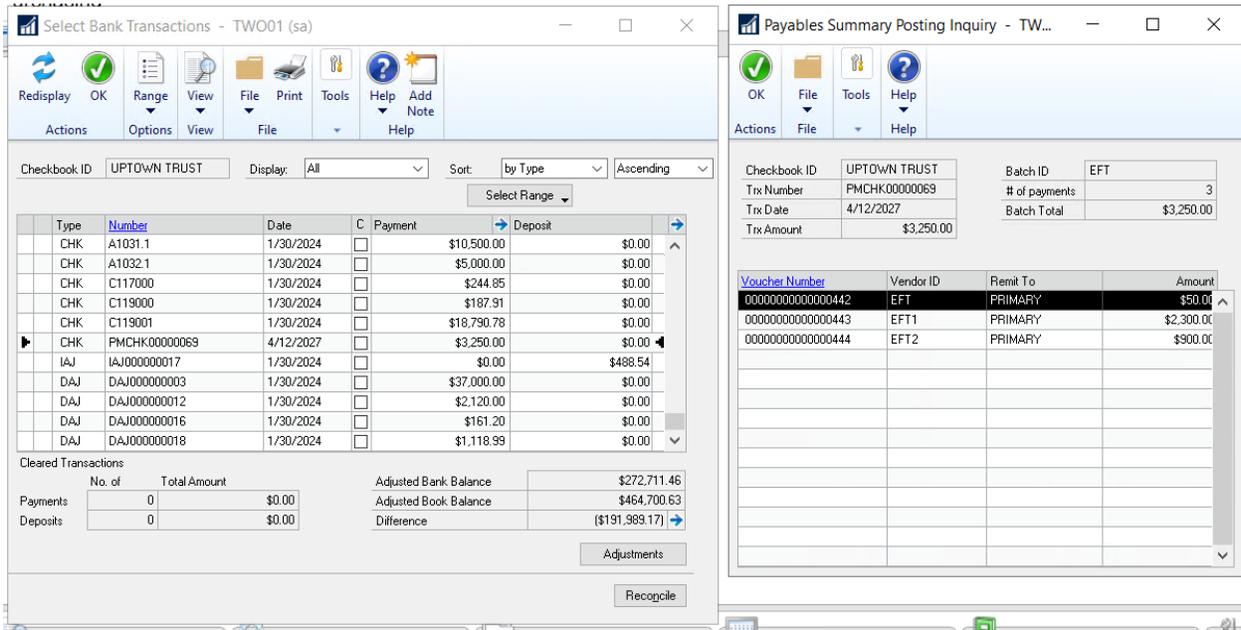
Checkbook ID	Type	Number	Date	Originating Amount	Functional Amount
Paid To/Rcvd From	Description	Currency ID	Exchange Rate		
UPTOWN TRUST	Check	**PMCHK00000069	4/12/2027	\$3,250.00	\$3,250.00
				2-US\$	

Total Transactions: 1

You can drill back to Payables Summary Posting Inquiry window to show detail of payment highlighted in the Checkbook Balance Inquiry window (This also populates from Checkbook Register Inquiry window):



You can drill back from Reconcile | Select Bank Transactions window also:



 **Note:** This feature does not apply to Manual Checks in Dynamics GP.

 **Note:** This new field in Payables setup will not be enabled automatically at time of upgrade.

### Table Changes:

Table Physical Name	New Column in table
PM40100	AllowSummaryPost

# Account Category & Account Segment Lookup Options

Account Category lookup sorts by Account Category Number or search. With prior versions of Dynamics GP, it has been challenging to enter the Account Category. You must either type it completely in the Category field (and type it correctly) or search manually through the lookup. In Dynamics GP 18.5, you can now search for Account Category Descriptions and enter partial Category information into the Category field and then use the lookup to return results closest to the entry which will speed up entry and searching for the desired Category.

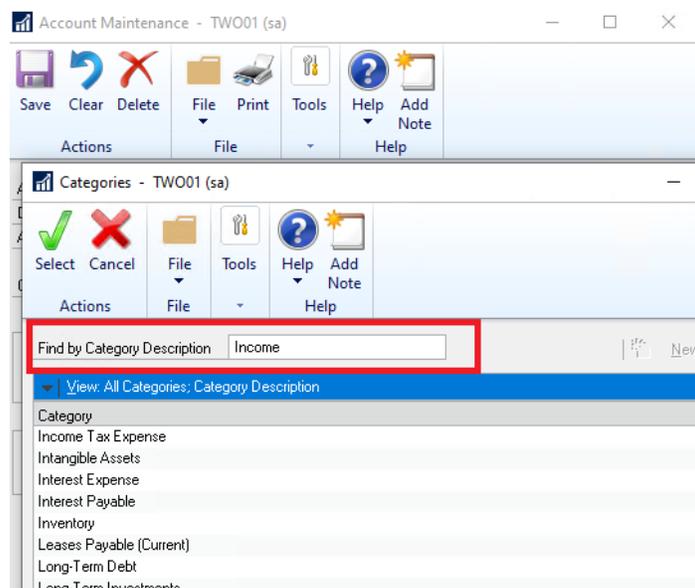
--Added type ahead and find to Account Category Lookup.

--Added a View option in lookup for All Categories or Category Description.

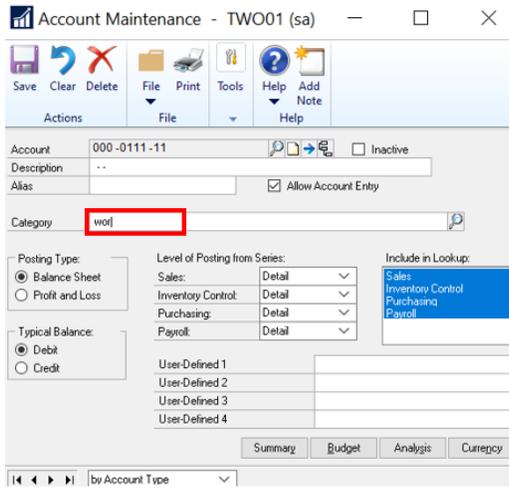
--Category lookup now defaults to Category Description if the user types in part of the Category before opening the lookup.

## Account Category Look up Options

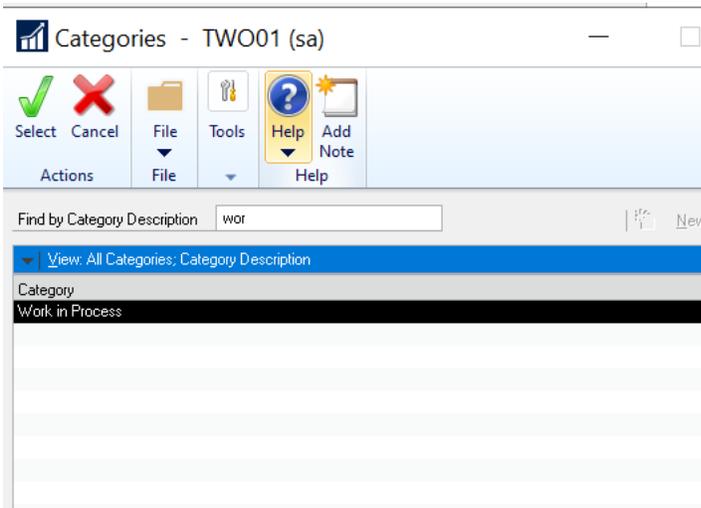
Navigate to Account Maintenance window from the Financial Area page and use the Category lookup. You will now see the Find by Category Description lookup in the window and can search on the first word of the Categories in the Category list.



Go to Account Maintenance window from the Financial Area page and enter a partial Category Description and click on the Category lookup.



Upon clicking on the lookup with a partial Category entered the Category field prior, the closest result will now be returned in the Categories window.

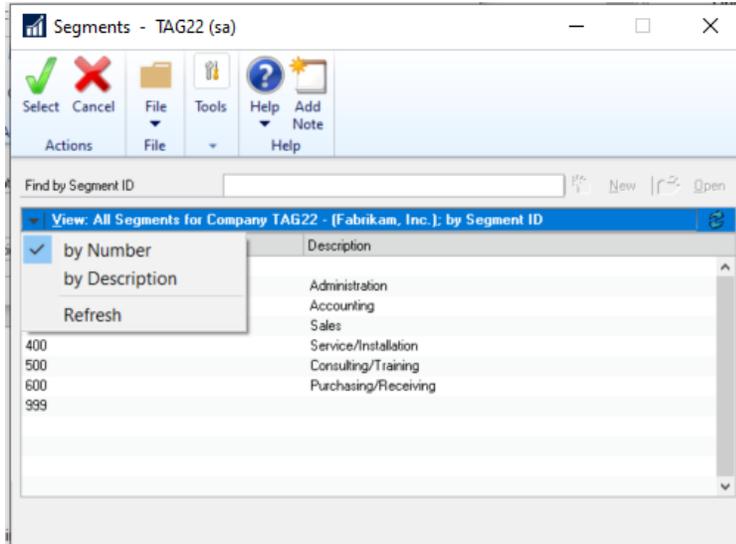


### Account Segment Look up Options

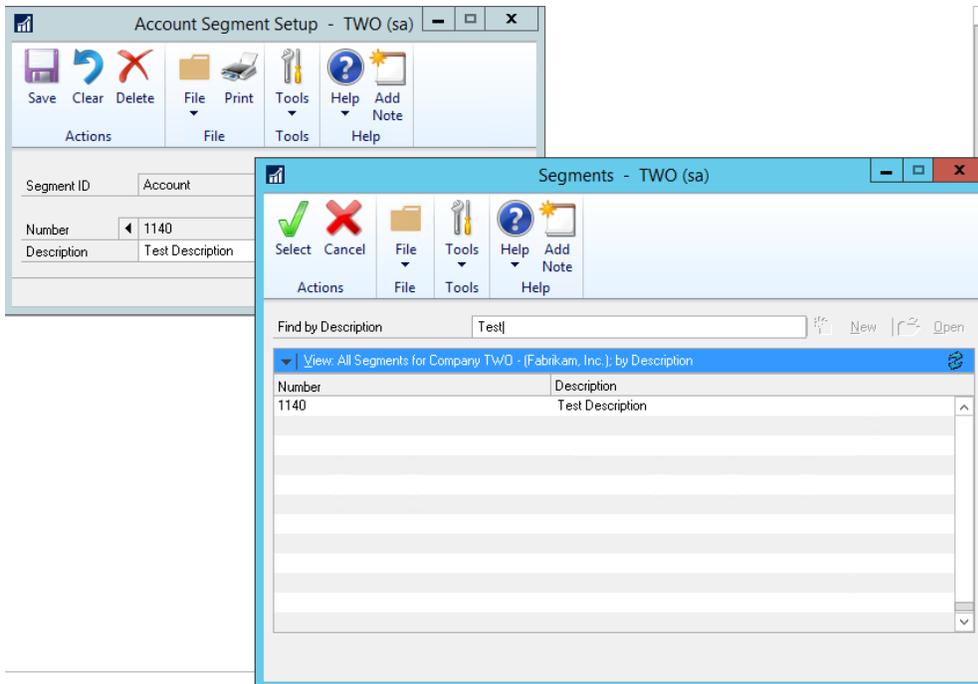
Account Segment Lookup has never had the ability to differentiate between Account Segment ID and Account Segment Description in the Segments lookup window. Dynamics GP will now provide the opportunity to search on either using the View dropdown in the Segments lookup window.

- Added Account Segment Lookup Options to separate Find by Segment ID and Find by Description.
- Added type ahead and find to Account Segment Lookup window.
- Add View option in lookup for by Number of by Description.

When using the Account Segment lookup, the Segments window will default to the by Number view option.



The dropdown view in the Segments window will now allow you to change to by Description and search on the Description as well. When searching on Description, the closest result in the first word of the Description will be returned, and the Find by Description lookup option will be the available option in the window.

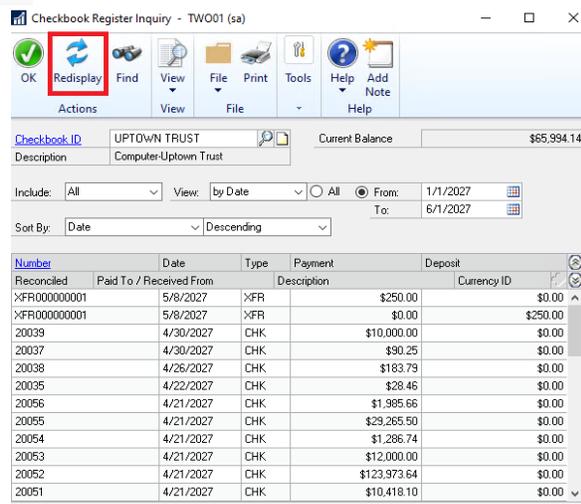
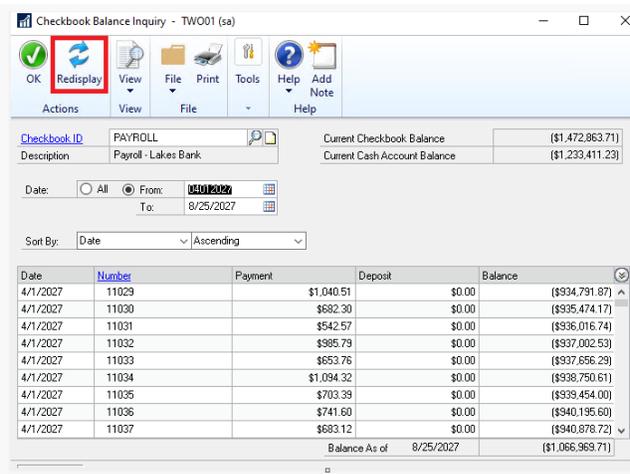


# Checkbook Register and Balance Inquiry Redesigned

The checkbook balance inquiry allows the user to view transactions by checkbook, letting them use a date range to restrict the information returned. The checkbook Balance Inquiry and Checkbook Register Inquiry windows were modified so no information will populate until the Redisplay button is selected, limiting the amount of data that will be displayed. In the prior version, ALL data would populate as soon as the Checkbook ID was selected.

In the new design, the end user selects the Checkbook ID, sets the filters and sorts, and then clicks the redisplay icon once they are ready to view the data. This allows the user to filter immediately instead of waiting for the window or data to load or scrolling through unnecessary data.

On the Financial Area page, under Inquiry choose Checkbook Register or Checkbook Balance.



# Payables 1099-NEC form prints with LINES

We are really excited to have this new feature which will allow you to print a 1099-NEC form with boxes/lines on blank paper. (Similar to what we do with Payroll W-2's) The new report writer form will print on 8.5 X 11 blank paper and prints one 1099-NEC per page. This will be a nice feature to print your forms to screen and verify 1099-NEC information. It also could be used as the form that is delivered to the vendor. This feature does not print the 3-part 1099-NEC form with boxes by the IRS ([About Form 1099-NEC, Nonemployee Compensation | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/1099-NEC)). Usually, customers will submit the forms electronically to the IRS vs a printed copy.

To print the 1099 Nonemployee Compensation (NEC) form with boxes follow these instructions:

Go to Purchasing >> Routines >> Print 1099

1099 Year: select the current year

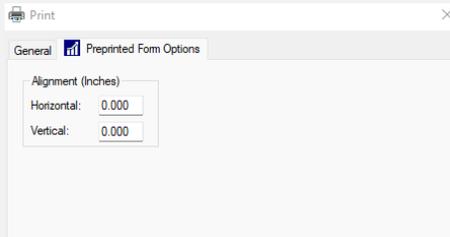
1099 Type: select "Nonemployee Compensation"

Form Type: select "One Wide with Box"

Add the remaining information in this window and click the "Print Forms File"

**Note:** With the 2022 Year-End form changes from IRS the "For calendar year" field is now blank. In prior years it was populated/printed with a year. On this new form, the year is printed from the "1099 Year" field in the above Print 1099 window.

**Note:** If you notice the form is cut off on the right edge you can change the margins in the preprinted form options by printing the report to screen in Dynamics GP and then choosing the PRINT button. This should bring up the dialog box to change margins. You can try to change the Horizontal to -.05

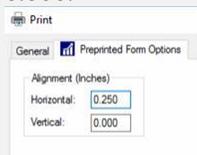


These settings are saved in the dex.ini file on your machine.

The default path is C:\Program Files (x86)\Microsoft Dynamics\GPXXXX\Data\dex.ini. Open the file in Notepad to view and edit. Make a copy of the file in case you change something you shouldn't.



As shown in the example below, I changed the printer alignment settings in GP to 0.250 and 0.000.



A line is added in the Dex.ini file as follows:  
 PRNTALGN Microsoft Print to PDF=250;0

To remove the settings you could remove this line from the dex.ini file or change both numbers back to 0.



This new feature will require a new Email Message to be created. To create a new Message ID, navigate to the Microsoft Dynamics GP Menu, select Tools, select Company, and click on E-mail Message Setup.

The Message Type must be Standard, and the Series must be All. There are no Document Fields that can be selected. The Customer and Payment details will be included in the Cash Receipt document attached to the email.

Message ID	CASH RECEIPT
Description	Cash Receipts Email Message
Message Type	Standard
Series	All
Doc. Type	

Subject: Proof of Payment Received

Body: Hello, Thank you for your payment. Please see attached Receipt for amount and details. If you have any questions or concerns, please reply to this email. Regards, Fabrikam, Inc.

Select and Insert Fields: Document Fields (selected), Field: [ ], Insert: [ ]

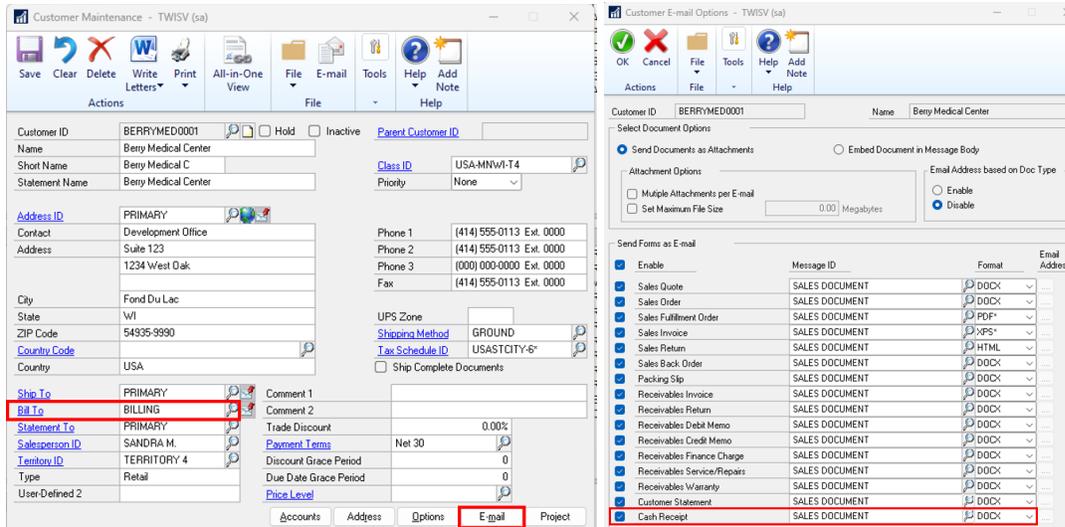
Have Replies Sent to: Receivables@Fabrikam.com, Select Names: [ ]



**Note:** Message IDs can be assigned per Customer ID. If you need to personalize your message for specific customers, you can do so on the Customer Card by creating a unique Message ID.

From the Customer Maintenance Card, the email address will pull from the Bill To Address ID. The email address must be added to the Internet information window on your selected Address ID.

If you choose the E-mail button, in the screenshot below there is a new option for Cash Receipt.



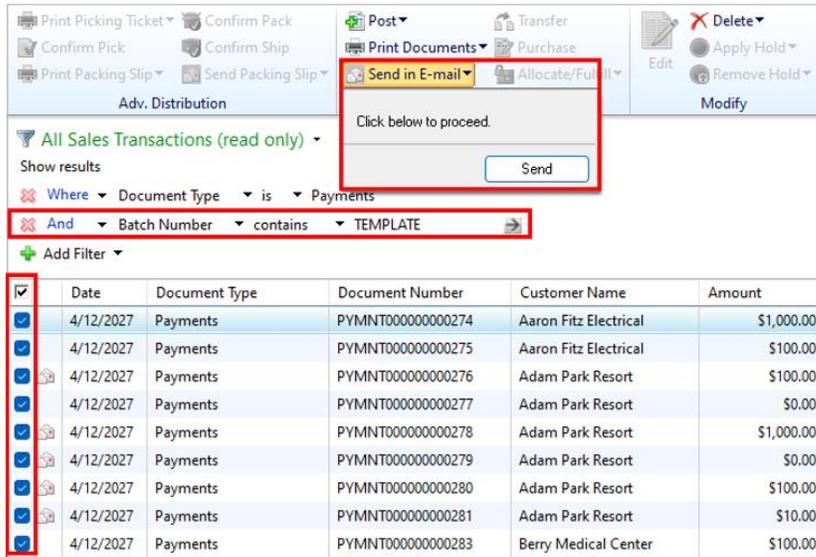
**Note:** If you receive a message 'You must activate e-mail functionality for this document before it can be sent in an email', verify the email address is populated for the customer in the Bill To Address ID.

There are 3 areas where you can Print or Email the new Cash Receipts report from whether the Cash Receipt is Posted or Unposted.

- Cash Receipts Entry Window
- All Sales Transactions Navigation List (for Document Type Payment)
- Cash Receipts Inquiry Zoom

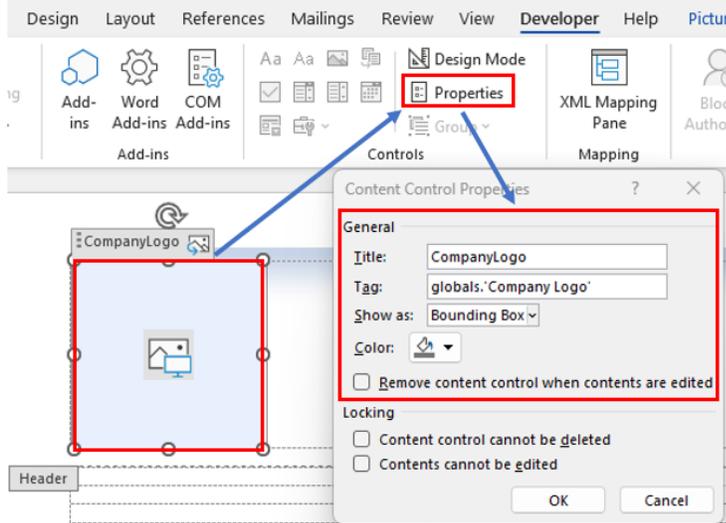
You cannot bulk print or email from the Receivables Batches window, only from the All-Sales-Transactions Navigation List. If you are going to use the Batch Number Filter, best practice would be to use unique batch IDs or also add a date filter also so that you do not process Payments from previous Batches with the same ID.

In the example below, the All-Sales-Transactions Navigation List is filtered using a Document Type of Payment and Batch Number so that only Cash Receipts for the specific batch will appear. I can then mark them all on the list and click Actions then Send in E-mail and then click the Send button to send all 9 Cash Receipts at once.



This new Cash Receipts Word Template that was added does not have a logo by default. You can create a new template based on our default and then Paste your logo into the template header if you would like to add a logo. If you require the Template to pull form your Company Logo assigned under Template Configuration, then you can add it by following the below steps:

1. Click in the header where you want to add your Company logo from Microsoft Dynamics GP.
2. In the Developer Tab under Controls select Picture Content Control and resize it in the window. This will still resize later based on the size of your actual logo saved in GP.
3. Once added to the template click on the Picture, go to the Developer Tab and under the Controls Tab click Properties. Copy the following Title and Tag for the Content Control Properties.



**Note:**  
Unlike other Word Templates in Microsoft Dynamics GP, the Cash Receipts Template does require Adobe to email as a PDF, however you can email it as DOCX without

# Add Batch Number & Source to Navigation List

A common request from several existing Dynamics GP users is to have the Batch Number and Batch Source listed on the Navigation Lists. This helps with filtering, and identifying which transactions are in a batch quickly and efficiently.

In the Column Details for the transaction's lists, an option was added for the Batch Number and Batch Source fields to show for all transactions lists for the module the transactions originate from. This will help identify a batch if the same numbering is used in different transaction entry windows throughout Dynamics GP.

This is included in the following lists

GL: Account Transactions

Sales:

All Sales Transactions

Sales Order Transactions

Receivables Transactions

Invoice Transactions

Purchasing:

All Purchasing Transactions

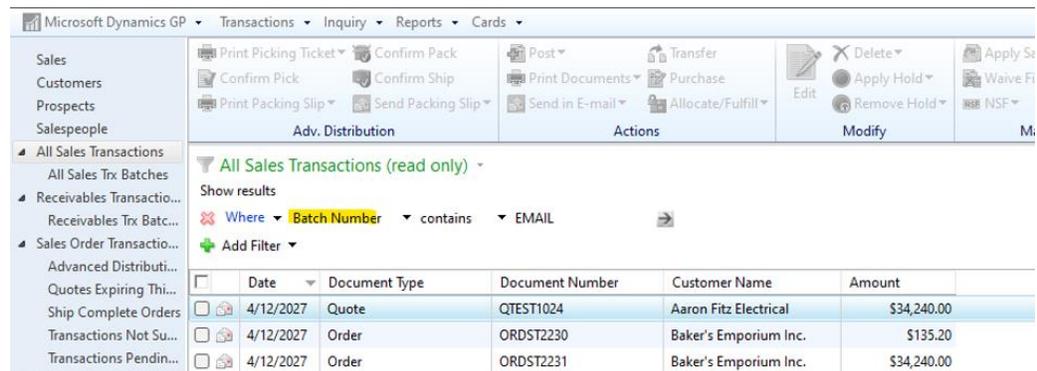
Purchase Order Transactions

Payables Transactions

Inventory: Item Transactions

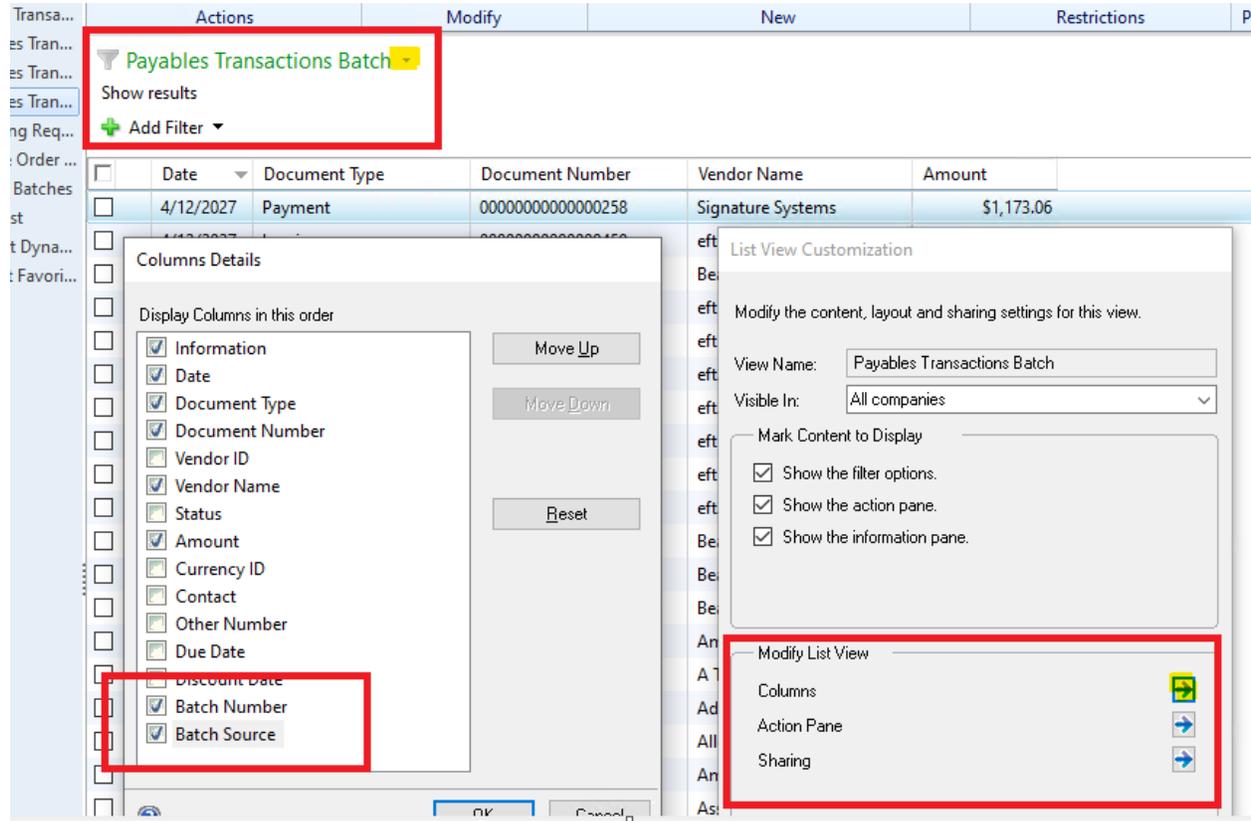
(The Inventory Transactions Navigation List displays Sales and Purchasing documents. Batch IDs will not display for those records, only for transactions directly entered in the Inventory Module.)

 **Note:** You can Filter on these options in your list without having the columns added to the Navigation List. Example below.

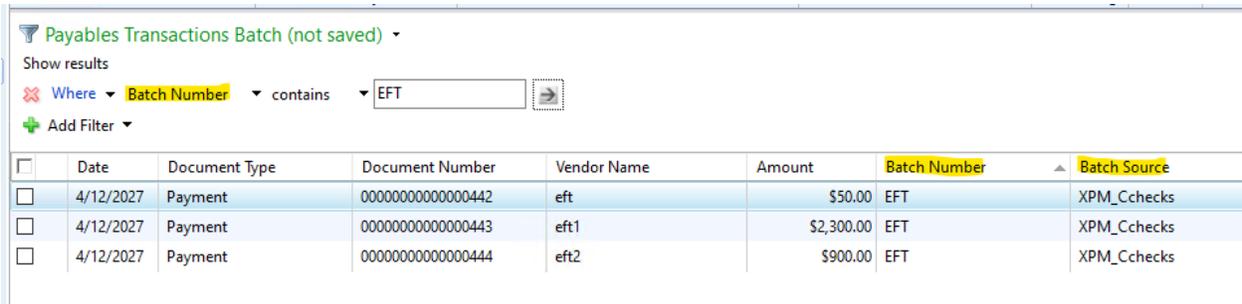


To add the columns to the list you can take the following steps:

1. You must first save a list as a new list, then the Customize option will appear. Click name on top left on your new saved list and choose Customize
2. Choose the Blue Arrow under Columns
3. Mark the Batch Number and Batch Source
4. Refresh and Save your list.



Here a filter was added to the new list for just EFT Batch Number



# Reprint Bank Reconciliation Posting Journal

Reprint reports for Bank Posting Journals and Bank History reports currently have a range restriction for the Audit Trail code. Additional filter options for Checkbook ID and Transactions date/posting date have been added for most reports as listed below.

In the Reprint Bank Posting Journal Options:

Currently is Audit Trail Code only for most reports, some do have a posting date option.

Checkbook ID was added and Posting Date (equal to deposit date for bank deposit posting journal)

Audit Trail Code added too:

Bank Deposit Journal

Reconciliation Journal

Cleared Transactions Journal

Checkbook Journal

Bank Transfer Journal

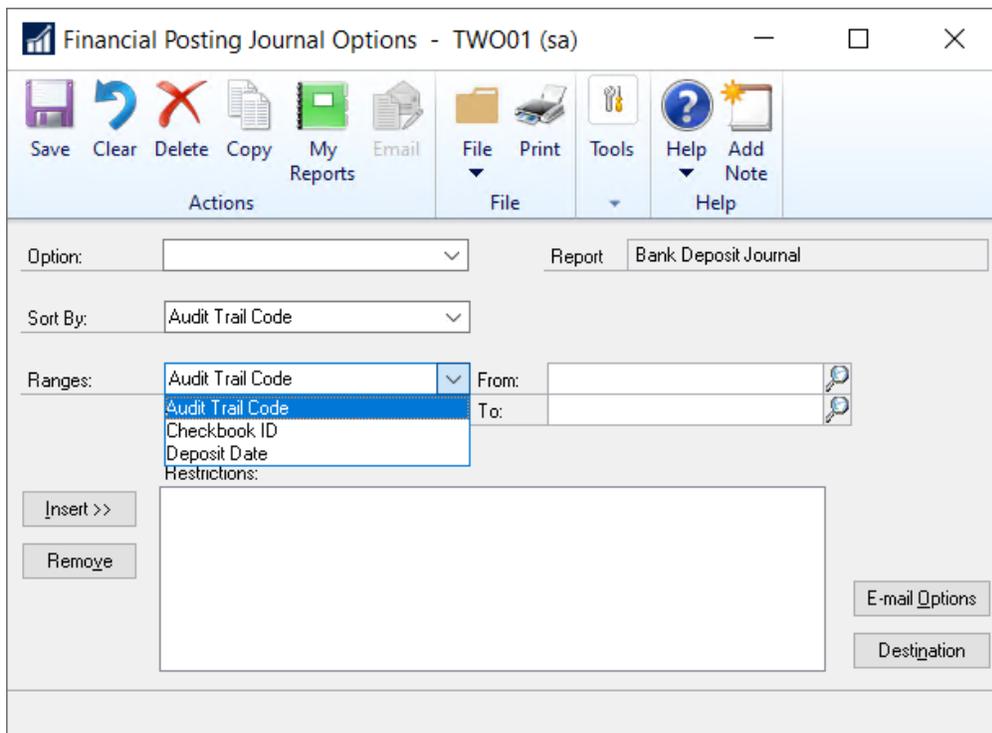
Outstanding Transactions Report

Audit Trail Code and Posting Date added too:

Bank Transaction Journal

Bank Adjustments Journal

The example below for the Financial Posting Journal Options window shows the new range restrictions for Checkbook ID and Deposit date added:



# Add Date Range to the Bank Transaction History Report

In Dynamics GP 18.5, users will now have the ability to add Date Range restriction to the Bank Transaction History Report under the Bank History report options. This feature allows for expanded options in reporting on Bank Transactions, allowing users to run reports on a specific date, range of dates, Current Date, End of Period, or various other date restriction options.



**Note:** This feature was only added to the Bank Transaction History Report in Dynamics GP and was not added to other Bank History reports.

1. Navigate to the Financial homepage and select Bank History under Reports.
2. Use New or Modify on an Option with the Bank Transaction History Report selected in the Reports dropdown.
3. Users will now have the Transaction Date option available under the Ranges dropdown menu.

Financial History Report Options - TWO01 ...

Save Clear Delete Copy My Reports Email File Print Tools Help Add Note Help

Option: demo Report: Bank Transaction History Detailed

Sort By: Number

Ranges: Number Segment ID

From: Audit Trail Code

To: Transaction Date

Type

Account

Restrictions:

Insert >> Remove

E-mail Options Destination

- Once the Transaction Date option is selected, users will then be able to set the From and To Dates and Insert into Restrictions for the Report Option.

- The Transaction Date restriction will also be shown at the top of the report when it is printed.

Checkbook ID	Type	Number	Date	Posting Date	Cleared Amount	Trx Amount
* PETTY CASH	Check	00000000000000000001	2/8/2026	2/8/2026	\$0.00	\$50.25

 **Note: The Transaction Date restriction is only for Transaction Date, not Posted Date.**

# Inactivate Vendor Address Record

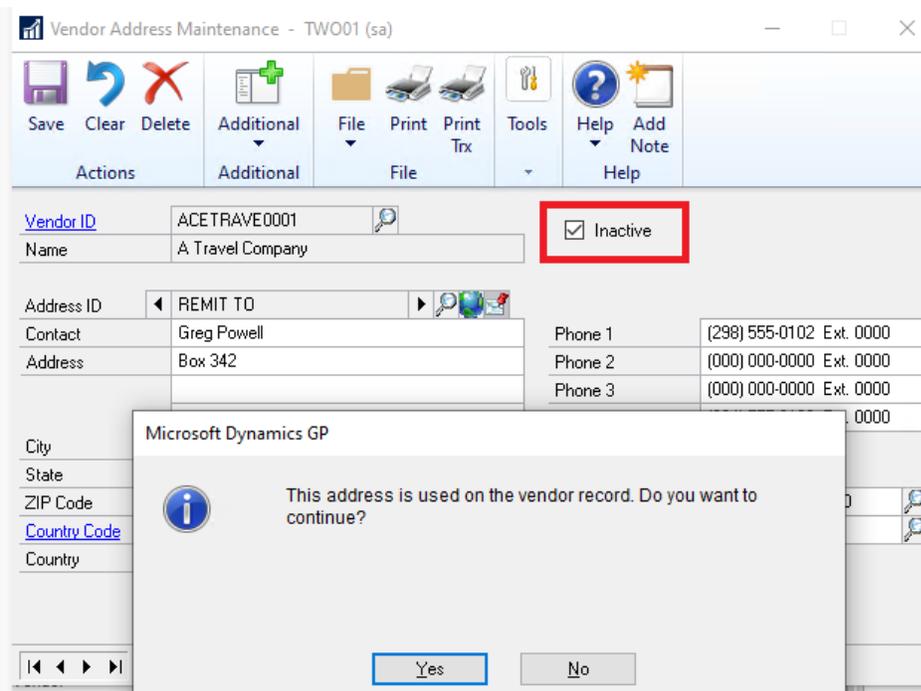
It is important to be able to inactivate a Vendor Address record. Address codes can be used for payments, shipping, 1099 forms, and other. Sending documents to the wrong address can be detrimental. Having the ability to inactivate a vendor address provides benefits to the payables area.

The goal for this functionality is to allow the user to inactivate Address ID's and receive a warning when using the Address ID, but allow them to continue with the process.

If a vendor address is inactive and the user tries to use it, a warning will be given that the record is inactive, the user can choose to continue with that Address ID, see example below.

## Company Table Changes

Table Physical Names	Table Technical Name	New field
PM00300	PM_Address_MSTR	INACTIVE



## Visual indicator on the Vendor Maintenance window:

Vendor Maintenance - TWO01 (sa)

Save Clear Delete Write Letters Options All-in-One View File Print Tools Help Add Note

Vendor ID: BEAUMONT0001 Status: Active

Name: Beaumont Constructor Class ID: USA-US-M

Short Name: Beaumont Constr

Check Name: Beaumont Construction

Primary Address:

Address ID: PRIMARY

Contact: Phil Beaumont Phone 1: (312) 555-0109 Ext. 0000

Address: 1234 East Crestview Drive Phone 2: (000) 000-0000 Ext. 0000

City: Chicago Phone 3: Phone 3

State: IL Fax: (312) 555-0109 Ext. 0000

ZIP Code: 60607-2321 Tax Schedule: USAUSSTCITY+0

Country Code: USA Shipping Method: UPS Zone:

Address ID:

Purchase: PRIMARY

Remit To: PRIMARY

Ship From: PRIMARY

1099: INACTIVE

Vendor Account: Comment 1: Comment 2:

Options Address Accounts E-mail Project

bv Vendor ID

## Windows affected:

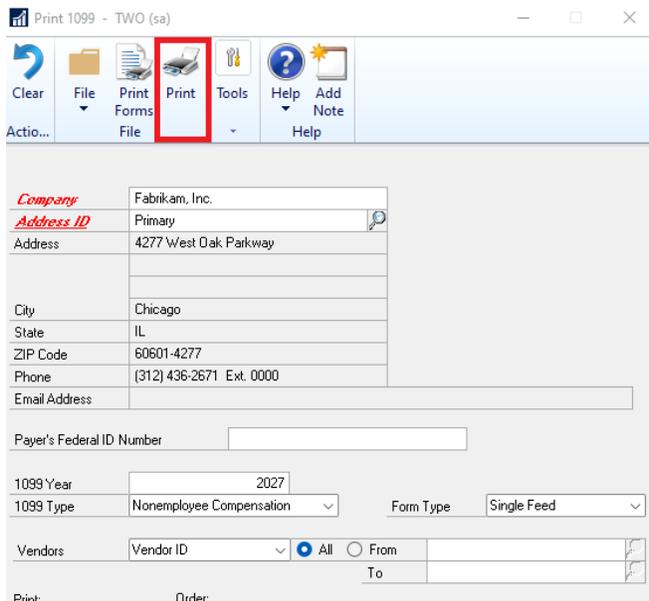
- 1) Vendor Maintenance
- 2) PM Transaction Entry
- 3) PO Entry
- 4) Receiving's Entry
- 5) Enter/Match Invoice Entry
- 6) Edit Transaction Information
- 8) Computer Check - Build Batch / Edit Payment Batch / Edit Vendor Payment / Print/Post
- 9) Print 1099
- 10) Import Payables Invoice Copy Paste
- 11) Project vendor information
- 12) Void Historical Transaction

Below is an example of 1099 Printing with an inactive address.

On the Purchasing Area Page, under Routines, choose Print 1099

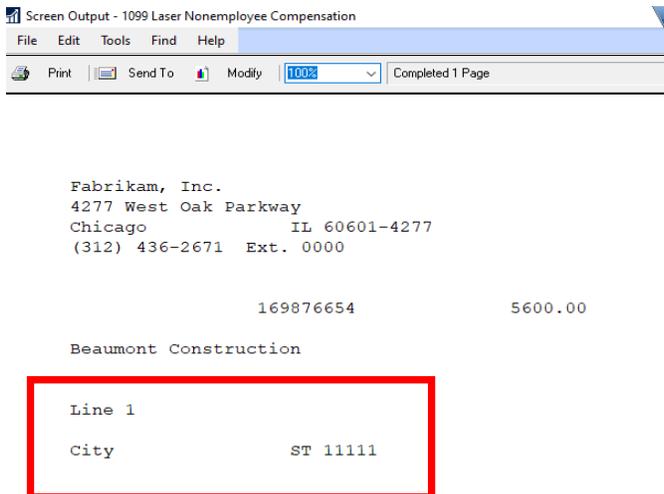
Printing the 1099 Edit List which will show Vendors with Inactive address codes.

If you choose the Print button from the top of the window



BEAUMONT0001	Beaumont Construction	169876654	\$5,600.00	*** Warning - Address Inactive ***
Line 2	Line 1		City	ST 11111
1 Vendor(s)			Total 1099 Amount:	\$5,600.00

However, the address will still be printed on the 1099 with no errors or warnings:



# Credit Card Payment post in Summary to Bank Reconciliation

When you post a Credit Card batch in Payables Management (for a 'Check card' type of Credit card), you will now have the option in the Payables Batch Entry window to post the payment to Bank Reconciliation in Summary or by Transaction detail.

This new functionality allows a single payment for the Credit Card batch to post to the Bank Reconciliation module and will save you a lot of time in reconciling the Checkbook detail to the Bank Statement as the Credit card batch is typically listed as a single payment on the Bank Statement.

From the Purchasing Area page under Setup choose Payables to find the option for 'Allow Summary Post to Checkbook to EFT /CC'. (as noted in prior feature posting in summary)

The screenshot shows the 'Payables Batch Entry' window. Key fields include:

- Batch ID: BATCH
- Origin: Computer Check
- Payment Method:  Credit Card
- Posting Date: 04/12/2027
- Check Date: 04/12/2027
- Card Name: DEBIT
- Currency ID: Z-US\$
- Post Payment: Summary (dropdown menu is open showing Summary and Transaction)
- Batch Total: \$0.00

In prior versions of Microsoft Dynamics GP, the Credit card batch for CHECK CARDS could only be posted to Bank Reconciliation as individual payments that make up the Credit Card batch.



**Note:** The Post Payment option for Summary/Transaction will be visible in the Payables Batch Entry window only after you enter in the Card Name, and the Card Name must be set up as a Check Card type of credit card.

To access the Credit Card Setup window, expand Company on the Administration area page and click on Credit Cards.

The Credit card must be set up to be Used by Company, and the Check Card option must be selected. Specify the Checkbook ID to be updated in the Bank Reconciliation module.



**Note:** The Check Card type must be selected so that a Checkbook ID is updated immediately when the batch is posted (similar to a 'debit card'). Note that the Credit Card type will update a Vendor ID instead, and then Bank Reconciliation will not be updated until a payment is made for the open invoice on that Vendor ID's account.

The single payment for the Credit Card batch will be posted to the Bank Reconciliation module and will be listed as a withdrawal (WDL) type on the Select Bank Transactions window. You can select the payment record and drill back on the payment to view the individual Payment Voucher Numbers, Vendor ID, Remit To Address ID used and the Amount of the payment.

**Select Bank Transactions**

Type	Number	Date	C	Payment	Deposit
CHK	A1031.1	01/30/2024		\$10,500.00	\$0.00
CHK	A1032.1	01/30/2024		\$5,000.00	\$0.00
CHK	C117000	01/30/2024		\$244.85	\$0.00
CHK	C119000	01/30/2024		\$187.91	\$0.00
CHK	C119001	01/30/2024		\$18,790.78	\$0.00
WDL	PMCHK00000071	04/12/2027		\$1,300.00	\$0.00
DAJ	DAJ000000003	01/30/2024		\$37,000.00	\$0.00
DAJ	DAJ000000012	01/30/2024		\$2,120.00	\$0.00
DAJ	DAJ000000016	01/30/2024		\$161.20	\$0.00
DAJ	DAJ000000018	01/30/2024		\$1,118.99	\$0.00

**Payables Summary Posting Inquiry**

Checkbook ID: UPTOWN TRUST  
 Trx Number: PMCHK00000071  
 Trx Date: 04/12/2027  
 Trx Amount: \$1,300.00

Voucher Number	Vendor ID	Remit To	Amount
PYMT000000003106	ACETRAVE0001	REMIT TO	\$500.00
PYMT000000003105	ALLENSON0001	PRIMARY	\$300.00
PYMT000000003107	ASSOCIAT0001	REMIT TO	\$500.00

**Note:** The Document Number or Check number used for the single Payment (WDL) in Bank Reconciliation is the 'Audit Trail Code' number for the Credit Card batch posted.

The same drill-back functionality is also available in the Checkbook Register Inquiry window. The payment for the Credit Card batch will be listed in the Checkbook Register Inquiry window where you can drill back to view the details of the payments that make up this summary payment. You can view the payment Voucher Number, Vendor ID, Remit To Address ID and Amount of the payments included in the Credit Card batch posted that make up this summary payment.

**Checkbook Register Inquiry**

Checkbook ID: UPTOWN TRUST  
 Description: Computer-Uptown Trust  
 Current Balance: \$64,694.14

Number	Date	Type	Payment	Deposit
A1032.1	01/30/2024	CHK	\$5,000.00	\$0.00
C117000	01/30/2024	CHK	\$244.85	\$0.00
C119000	01/30/2024	CHK	\$187.91	\$0.00
C119001	01/30/2024	CHK	\$18,790.78	\$0.00
DAJ000000003	01/30/2024	DAJ	\$37,000.00	\$0.00
DAJ000000012	01/30/2024	DAJ	\$2,120.00	\$0.00
DAJ000000016	01/30/2024	DAJ	\$161.20	\$0.00
DAJ000000018	01/30/2024	DAJ	\$1,118.99	\$0.00
PMCHK00000071	04/12/2027	WDL	\$1,300.00	\$0.00
XFR000000001	05/08/2027	XFR	\$250.00	\$0.00
XFR000000001	05/08/2027	XFR	\$0.00	\$250.00

**Payables Summary Posting Inquiry**

Checkbook ID: UPTOWN TRUST  
 Trx Number: PMCHK00000071  
 Trx Date: 04/12/2027  
 Trx Amount: \$1,300.00

Voucher Number	Vendor ID	Remit To	Amount
PYMT000000003106	ACETRAVE0001	REMIT TO	\$500.00
PYMT000000003105	ALLENSON0001	PRIMARY	\$300.00
PYMT000000003107	ASSOCIAT0001	REMIT TO	\$500.00

# Auto posting to General Ledger from Payables when you use Transaction Level posting.

In previous versions of Microsoft Dynamics GP, when you set to "post through" GL for Payables transaction level postings, if you did not print the GL posting journal it would only post to and not through to General Ledger. With the release of Dynamics GP 18.5 you do not need to print the GL posting journal for the payables transaction to post through General Ledger.

To enable this feature:

Choose Tools, select Setup and Posting, click Posting.

Select "Purchasing" as the series.

Select "Payables TRX entry as the source.

Mark the option "Post Through General Ledger Files" just under "Allow Transaction Posting".

The screenshot shows the 'Posting Setup' dialog box for the 'Purchasing' series and 'Payables Trx Entry' origin. Key settings include:

- Post to General Ledger:**
  - Post to General Ledger
  - Post Through General Ledger Files
- Allow Transaction Posting:**
  - Allow Transaction Posting
  - Post Through General Ledger Files
  - Include Multicurrency Info
  - Verify Number of Trx
  - Verify Batch Amounts
- Create a Journal Entry Per:**
  - Transaction
  - Batch
  - Use Account Settings
- Posting Date From:**
  - Batch
  - Transaction
- If Existing Batch:**
  - Append
  - Create New
- Require Batch Approval:**
  - Require Batch Approval
  - Approval Password:
- Reports:**
  - Checkbook Posting Journal
  - Trx Distribution Detail
  - Trx Distribution Summary



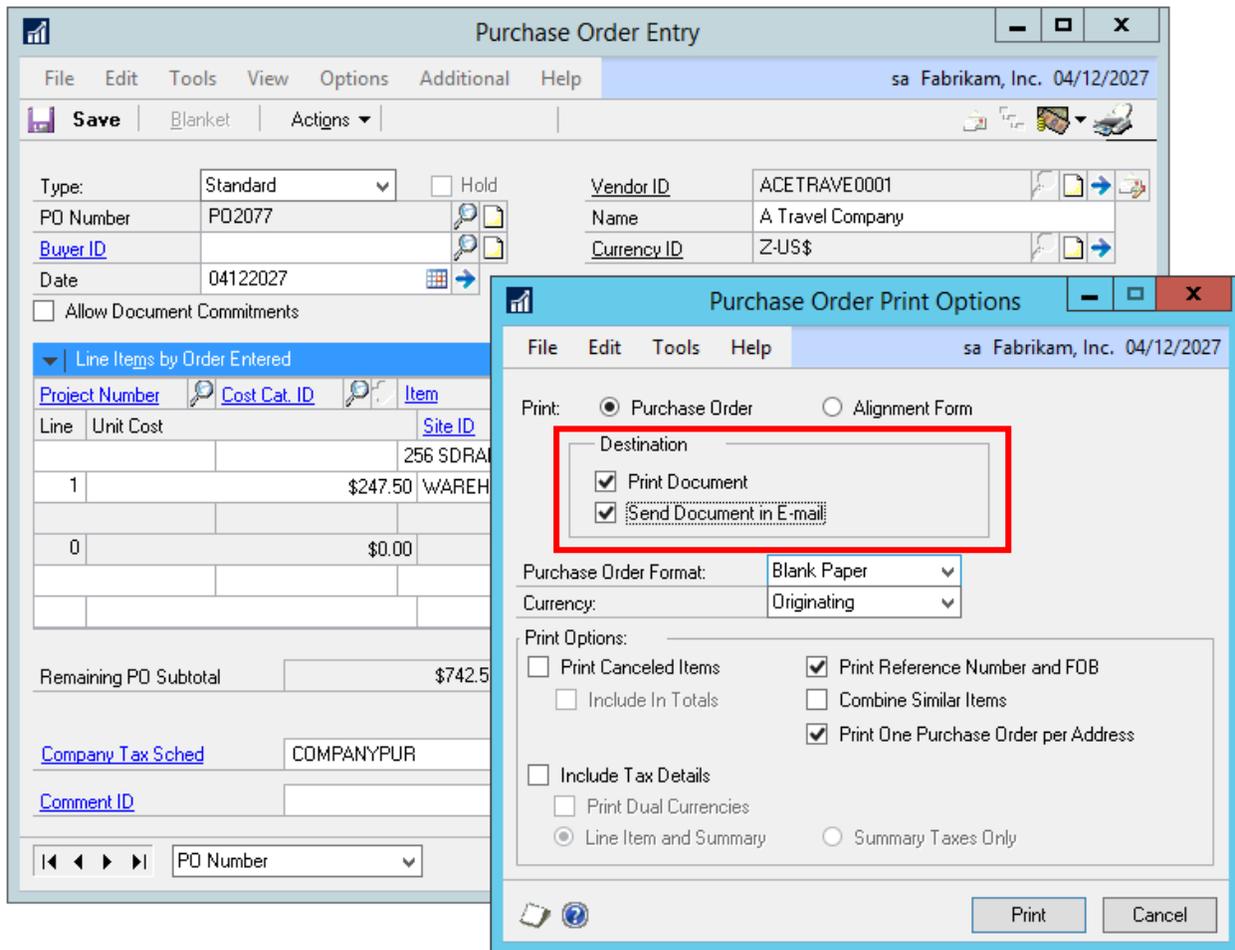
It is recommended to set "If Existing Batch:" to "Create New" if using this feature. If it is set to "Append" then the batch created GL side will always be PMTRX for transactions entered in the payable's transaction entry window (including the temporary batch for transaction level posting). Because of this, transaction level post through General Ledger could post additional transactions that are in that batch in General Ledger, or a previous interruption posting could stop the new transaction from posting through General Ledger.

# Print & Email POP Documents at the same time

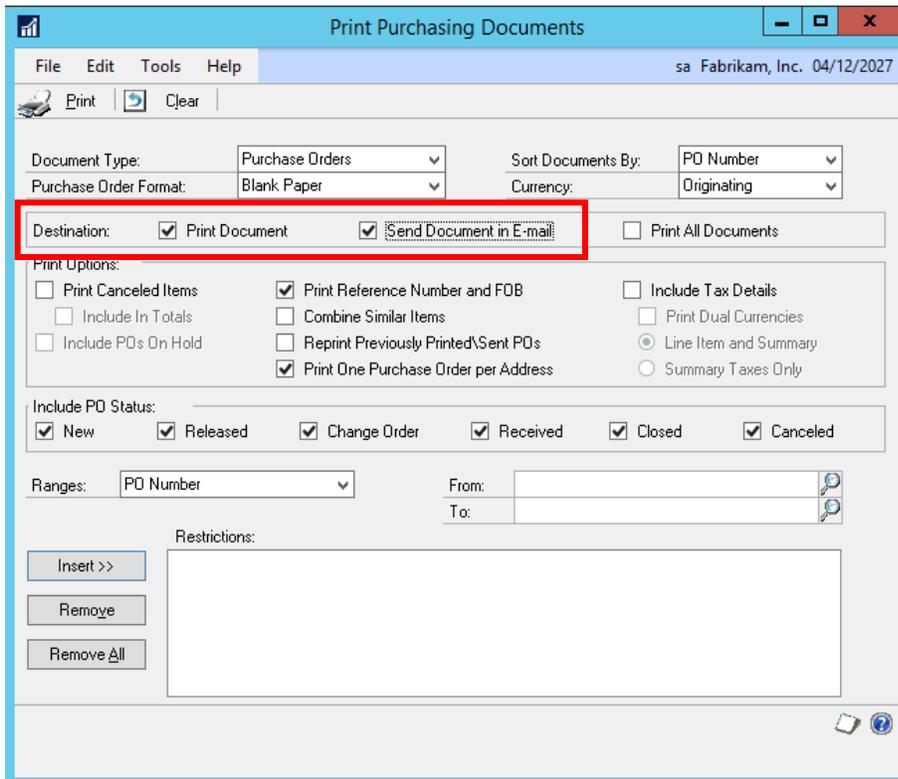
You will be happy to hear that the ability to both Print and E-mail Purchase Order Processing Documents at the same time has been added. Previously you would have been required to print the document or range of documents, and then once that process was completed, you would have to go back into the window, mark the documents again and E-mail the documents. This feature will be useful in allowing you to print and E-mail Purchase Orders all in one process, which will save time.

This feature was added to the following windows:

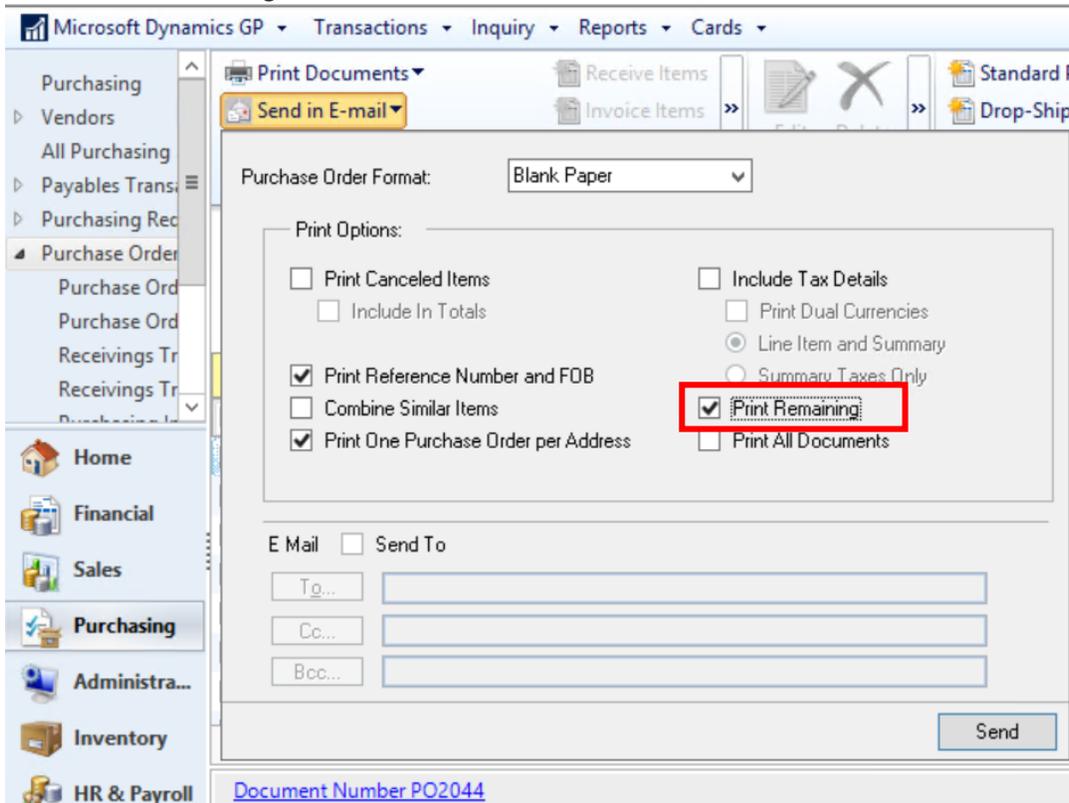
- Purchase Order Entry - Purchase Order Print Options (Click Printer Icon)



### - Print Purchasing Documents



### - Purchase Order Navigation List



# System & Workflow



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



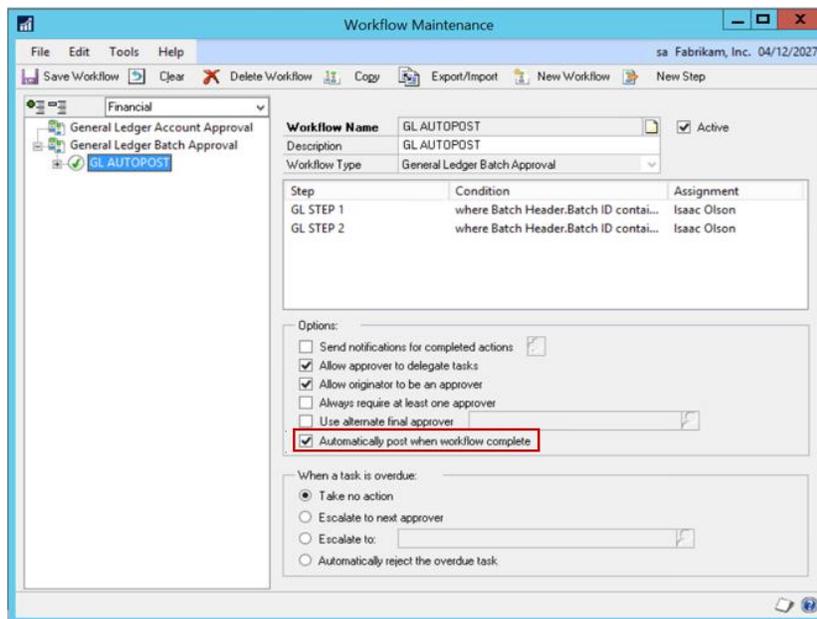
After this lesson you will be able to:

- Setup Check Links with a time option.

## Auto Post Workflow for complete end to end process

With the release of 18.5, we are enhancing the feature added in 18.4 [Workflow Automation for Workflow Batches](#). To recap the 18.4 feature, an option to automatically post Approved Workflows for the Payables Batches, General Ledger Batches, and Receivables Management Batches was added. When this new option is marked, and a transaction is Final Approved, it will be automatically posted. No posting reports will generate during this process, but the posting journals will still be accessible to print after the fact from the respective modules Posting Journal Reports.

The new option will be available in the Workflow Maintenance window. To access this window, go to the Microsoft Dynamics GP menu, point to Tools, point to Setup, point to Company, point to Workflow and click on Workflow Maintenance. You will notice a new option to mark titled Automatically post when workflow complete.



This option will be available for the following Workflow Types.

General Ledger Batch Approval

Receivables Batch Approval

Payables Batch Approval

In 18.4, the initial implementation of this feature was only available when approving workflow tasks within the Microsoft Dynamics GP client. Starting in the Dynamics GP October 2022 release it is also possible when approvers are using the Workflow Action links in the assignment email to approve a workflow task. The way this works in that situation is that the completely approved batch is added to a queue table. You would then have the [Report Scheduler](#) feature setup to automate posting via the new Workflow Posting option added in the 18.5 release.

<input type="checkbox"/>	Company	Document Attachment	Check Links	Not Scheduled	0/0/0000	
<input type="checkbox"/>	Company	Workflow	Check Links	Not Scheduled	0/0/0000	
<input checked="" type="checkbox"/>	Company	Workflow Posting	Posting	Not Scheduled	0/0/0000	▼

Business Portal Center Pages      Business Portal Roles



**Note:** Refer to documentation on steps to set up [Report Scheduler](#)

When this process is run as scheduled it will post the batches that have been added to the queue table when the scheduled task is run.



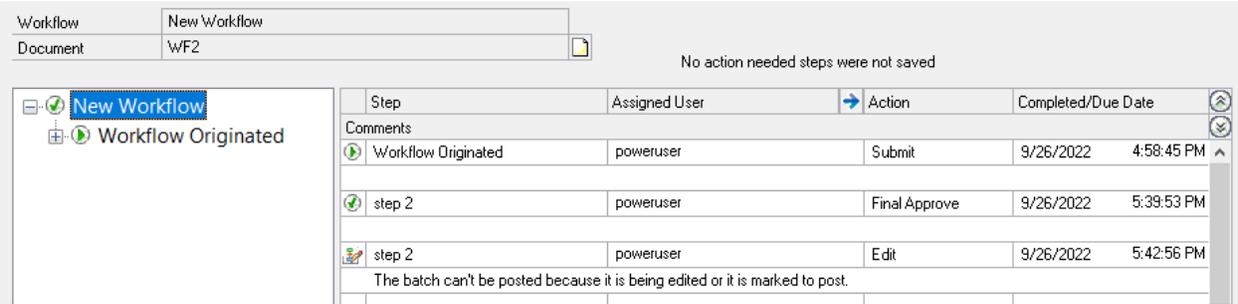
**Note:** Within the User Defaults (SY01401) table each of these queued batches will be stored as USERID = WFAUTOPOST and the USRDFSTR value will be the Workflow Instance ID for the batch to be posted.

In the case of an error, the batch must be recovered, the errors on the batch must be fixed, and the batch must be resubmitted through the Workflow with the new changes to be approved.



**Note:** Payables batches with a type of Computer Checks will not automatically post as these types of batches require check printing or the production of EFT files which cannot be automated through Workflow. The workflow history will display a message stating: Payables Computer Check batches will not post as part of the Workflow auto post batch process.

If the batch is being edited by someone in Microsoft Dynamics GP while the process attempts to post it you will see a corresponding message logged in Workflow History for that batch:



Note: Payables batches with a type of Computer Checks will not automatically post as these types of batches require check printing or the production of EFT files which cannot be automated through Workflow. The workflow history will display a message stating: Payables Computer Check batches will not post as part of the Workflow auto post batch process.

With this new added feature, we now have complete end to end processing automation with workflow and approval email links (which uses web services) to post in Microsoft Dynamics GP.

With this automation process in place, it will alleviate a lot of time for your Microsoft Dynamics GP users and streamline your business processes for faster workflow approvals.

# Workflow No approval needed steps in history

This Workflow option gives you the option not to store "No Approval Needed" steps in History.

This feature allows you to toggle per workflow whether you want your workflow to record and display steps that do not require approval, based on the approval conditions on the step, in workflow history or not.

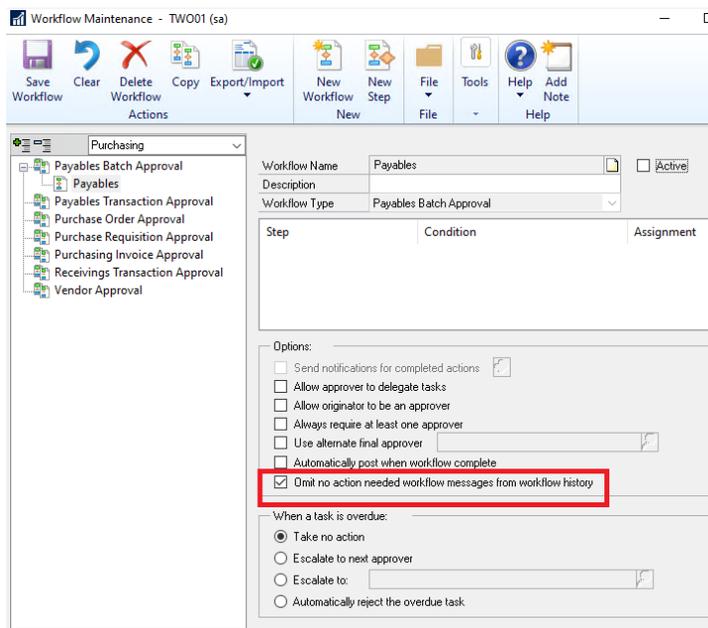
## Company Table Changes

Table Physical Names	Table Technical Name	New field
WF10002	Workflow_Instance	Workflow_OmitWorkflowHis

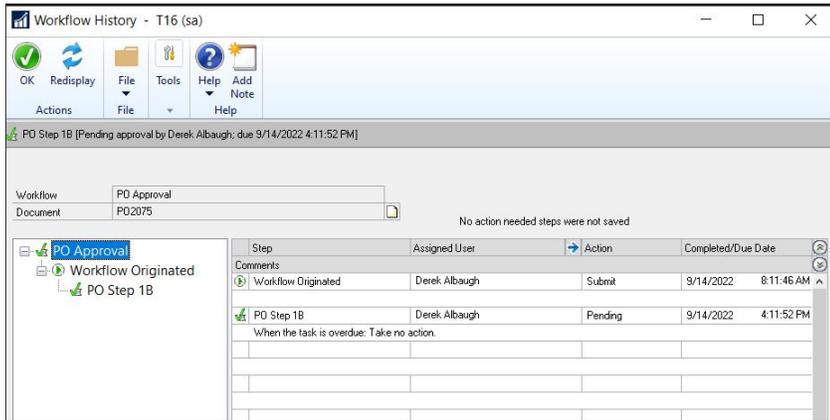
This option is added into the Workflow Maintenance to configure whether you want the 'No Action Needed' steps to be recorded and shown in the Workflow History or not.

Upon upgrading, any existing workflows will have this option unmarked.

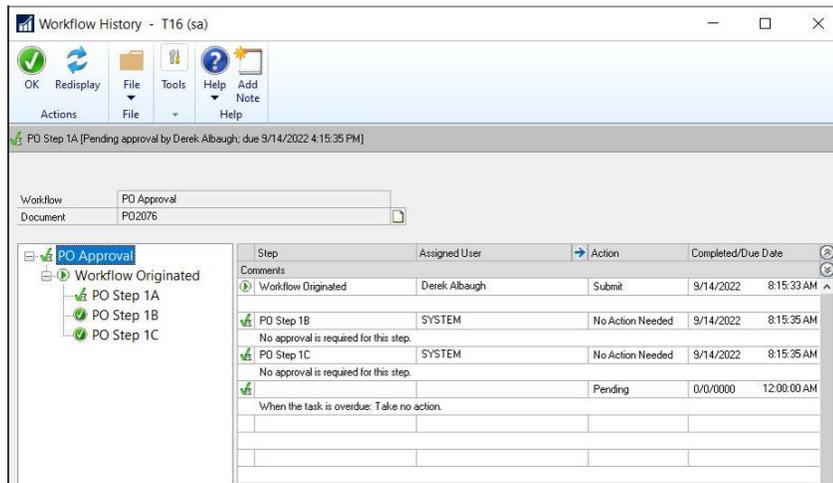
This feature keeps the 'No Action Needed' records for a workflow from being written into the WF30100/Workflow History table, so the 'View Workflow History' window will only show records for when action is performed on the workflow, such as being submitted, approved, pending approval, rejected, recalled, Final Approved/Completed.



With this feature enabled:



Without this feature enabled:



**Note:** Some customers have very large workflows with many steps. This would be a good indication you should enable this feature with that type of workflow. You may also see the workflow history window crash when you have a lot of steps, prior to this release, you could use the below trigger which will remove workflow steps that do not require approval from the workflow history table.



```

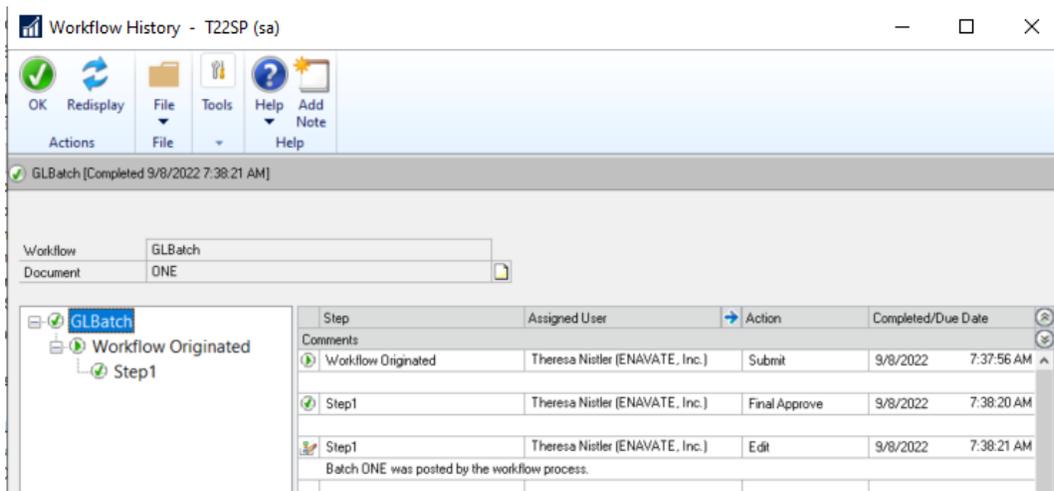
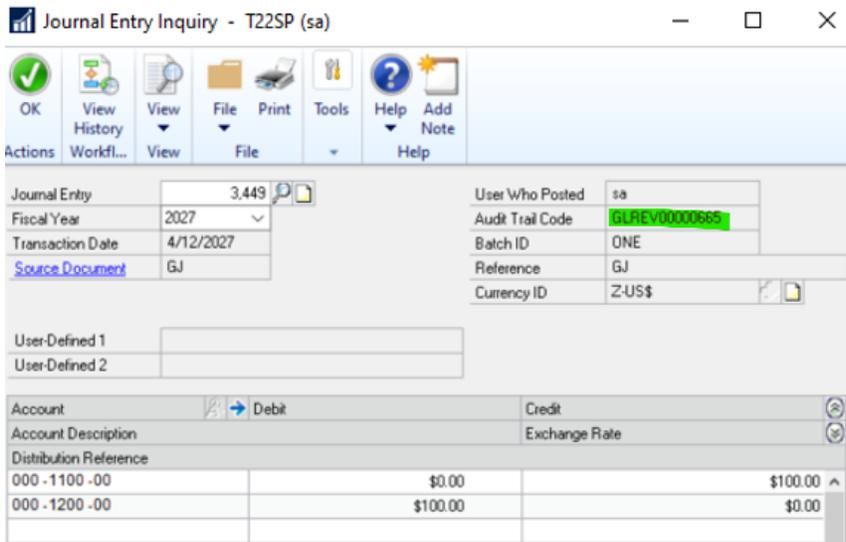
/**Trigger to remove system generated comments from workflow history. COMPLETE**/
CREATE TRIGGER WF30100SYSComRemoval on WF30100
FOR INSERT AS
Delete WF30100 where Workflow_Action = '11'
Go
    
```

# Workflow View History button unavailable

There are times in Microsoft Dynamics GP where the View History Workflow button is unavailable within Microsoft Dynamics GP in the Journal entry inquiry window.

Usually, you would see this with for Journal entry's with 'Reversing' transaction type in General Ledger.

This can also cause problems when users use the scroll/ VCR buttons on the bottom of the Journal Entry Inquiry, it will gray out the 'View History' button if you run into a Reversing Journal Entry and then it stays greyed out for even normal journal entries until you close the window and reopen it.



**Note:** If you are on prior versions, an option to see this information would be to use the Workflow history report under Reports | Company | Workflow history.

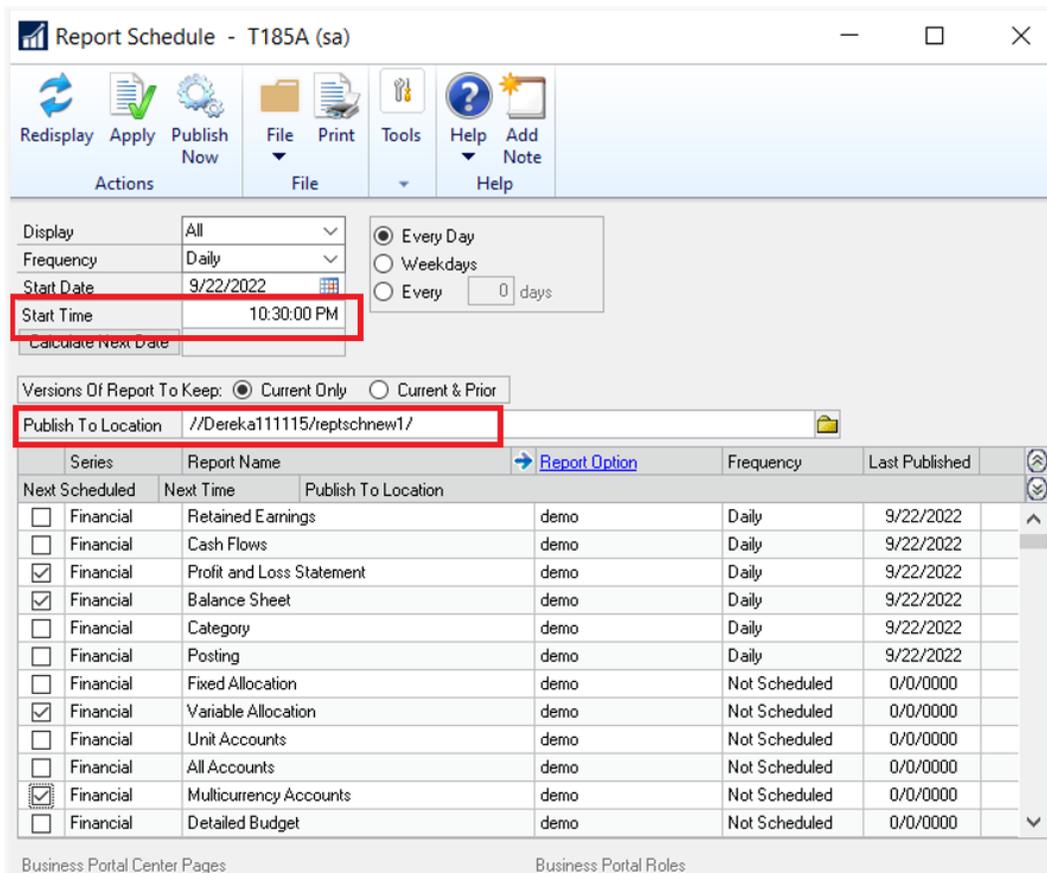
# Add time option to Scheduled Check Links

In the [October 2020 release of Dynamics GP](#), we added functionality to be able to set up a schedule to run Check Links outside of normal business hours using the Report Schedule window under Tools, click Routines and choose Company and Report Schedule.

Since then, we've had requests to add a Time to the unattended scheduling of Check Links and Reconciles and now it has been added to the Dynamics GP 18.5 release

With this new feature, not only can you schedule Check Links, Reconcile and reports to run daily, weekly, hourly, on weekdays or every so many days, but now you can also specify the Start Time you want those reports/tasks to be run, such as before/after business hours or on a non-peak time of the day.

 **Note:** There must be a trailing slash on the path in the Publish To Location field, such as in the example below. Refer to documentation on steps to set up [Report Scheduler](#)



Report Schedule - T185A (sa)

Redisplay Apply Publish Now File Print Tools Help Add Note

Display: All  
Frequency: Daily  
Start Date: 9/22/2022  
Start Time: 10:30:00 PM  
Every Day (selected)  
Weekdays  
Every 0 days

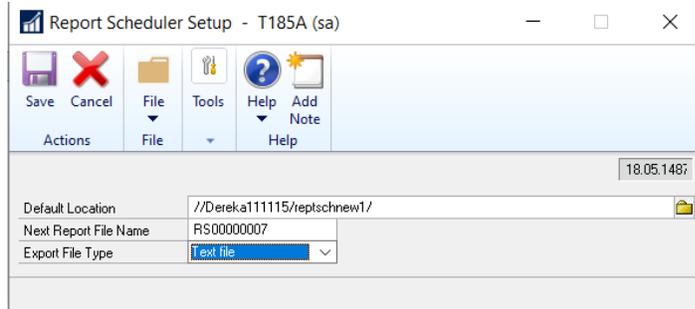
Versions Of Report To Keep: Current Only (selected) Current & Prior

Publish To Location: //Dereka111115/reptschnew1/

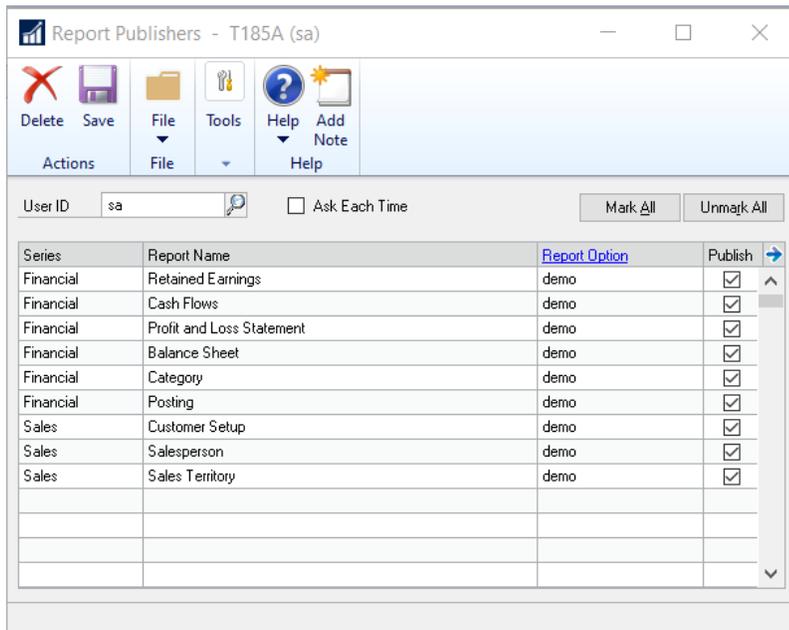
Series	Report Name	Report Option	Frequency	Last Published
<input type="checkbox"/>	Financial Retained Earnings	demo	Daily	9/22/2022
<input type="checkbox"/>	Financial Cash Flows	demo	Daily	9/22/2022
<input checked="" type="checkbox"/>	Financial Profit and Loss Statement	demo	Daily	9/22/2022
<input checked="" type="checkbox"/>	Financial Balance Sheet	demo	Daily	9/22/2022
<input type="checkbox"/>	Financial Category	demo	Daily	9/22/2022
<input type="checkbox"/>	Financial Posting	demo	Daily	9/22/2022
<input type="checkbox"/>	Financial Fixed Allocation	demo	Not Scheduled	0/0/0000
<input checked="" type="checkbox"/>	Financial Variable Allocation	demo	Not Scheduled	0/0/0000
<input type="checkbox"/>	Financial Unit Accounts	demo	Not Scheduled	0/0/0000
<input type="checkbox"/>	Financial All Accounts	demo	Not Scheduled	0/0/0000
<input checked="" type="checkbox"/>	Financial Multicurrency Accounts	demo	Not Scheduled	0/0/0000
<input type="checkbox"/>	Financial Detailed Budget	demo	Not Scheduled	0/0/0000

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Related windows are the Report Setup window under Tools, click Routines and choose Company and Report Setup. You can define the default settings for published reports such as the default location, the Next Report File Name and the export file type (text file, tab-delimited, comma-delimited or HTML file)



Also, in the Report Publishers window under Tools, click Routines and choose Company and Report Publishers where you can select the reports a user will publish. Reports the user is set up to publish will be marked.



# Modern Authentication in Web Client

With the October 2022 release of Microsoft Dynamics GP Web Client, 18.5, you will have the option to use Modern Authentication for emails. There is some additional setup that is going to be required, both in the App Registration in Azure AD as well as in the Microsoft Dynamics GP client.

## App Registration Configuration

1) First, in order to create the App Registration in Azure AD you'll still want to start with the previously documented steps in the following article:

[Multi-Factor Authentication - Dynamics GP | Microsoft Learn](#)

2) Then, within that App Registration go to the "Certificates & secrets" page using the link on the left

- a) Click +New client secret
- b) Give the client secret a description, choose an expiration date, then click Add
- c) This will be your only opportunity to copy down the Value string. This will be needed for the

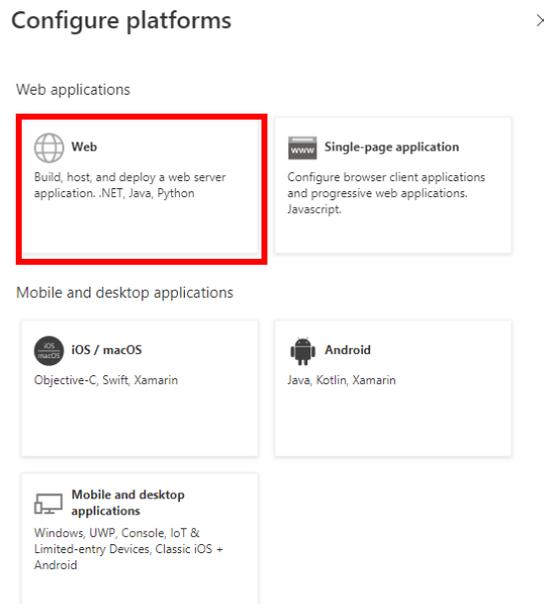
Dynamics GP setup later. If you forget to save this string you can create another secret to retrieve a valid value.

3) Next, click on the Authentication link on the left

- a) Click on +Add a platform
- b) Click on the Web option
- c) Enter a URL in the following format in the Redirect URIs field

<https://server.domain.com/gp/EmailOAuthRedirect>

- d) Click Configure





**Note:** The Redirect URI should be your Web Client site URL with /EmailOAuthRedirect appended on the end.

4) Next, click on the API permissions link on the left

a) You should see a link called "Grant admin consent for %domain%" in the Configuration permissions section. Click that to authorize your application

Manage

- Branding & properties
- Authentication
- Certificates & secrets
- Token configuration
- API permissions
- Expose an API
- App roles

Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

+ Add a permission  Grant admin consent for Microsoft

API / Permissions name	Type	Description	Admin consent requ...	Status
Microsoft Graph (2)				
Mail.Send	Delegated	Send mail as a user	No	Granted for Microsoft
User.Read	Delegated	Sign in and read user profile	No	Granted for Microsoft

## Dynamics GP Configuration

The configuration on the Dynamics GP side still takes place in the Company E-mail Setup window. There are three new fields on this window specifically for the Web Client Modern Authentication setup

To access this window, go to the Company E-Mail Settings window at Microsoft Dynamics GP > > Tools > > Setup > > Company > > E-mail Settings.

- 1) Application (Client) ID - This is still pulled from the Application (client) ID field on the Overview page in your App registration.
- 2) Key - This is the Value string you saved above when setting up the client secret
- 3) Redirect URL - This is the Redirect URI (e.g. <https://server.domain.com/GP/EmailOAuthRedirect>) you added to your App registration



**Note:** These new fields are stored respectively in the existing PowerBIWebClientID, PowerBIAppKey and PowerBISiteURL fields in the SY40800 system database table.

### Company E-mail Setup ✕

OK
 Cancel

Help
 Add Note

Actions
Help

Select E-mail Document Options

Embed Documents in Message Body

Send Documents as Attachments

File Formats Allowed

DOCX     HTML     PDF     XPS

Enable E-mail

[Sales Series](#)

[Purchasing Series](#)

Desktop Client Properties

Application (Client) ID

Web Client Properties

Application (Client) ID

Key

Redirect URL

Table Changes

Table Physical Names	Table Technical Name	
syMSGraphTokenCache	syMSGraphTokenCache	New company table

Once you've added these three values click OK to perform the initial authorization. Since you previously granted admin consent for your domain in the Azure AD app registration you may be able to get by without logging in with a Azure AD global admin user.

You can then proceed to e-mail within your Web Client session. The first time you perform an e-mail action in your login session you will see the new Modern Authentication login window rather than the legacy Exchange Log On window. Any e-mailing out of Dynamics GP will be sent as the user who authenticated in this window. This includes Workflow assignment and completion emails generated by submitting, approving, delegating or rejecting workflow tasks within the Dynamics GP client.

# Summary of all Table Changes in 18.5

## Company Table Changes

Table Physical Names	Table Technical Name	New field
WFI10002	Workflow_Instance	Workflow_OmitWorkflowHis
PM00300	PM_Address_MSTR	INACTIVE
PM40100	PM Setup File	AllowSummaryPost

Table Physical Names	Table Technical Name	
syMSGraphTokenCache	syMSGraphTokenCache	New company table