

“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

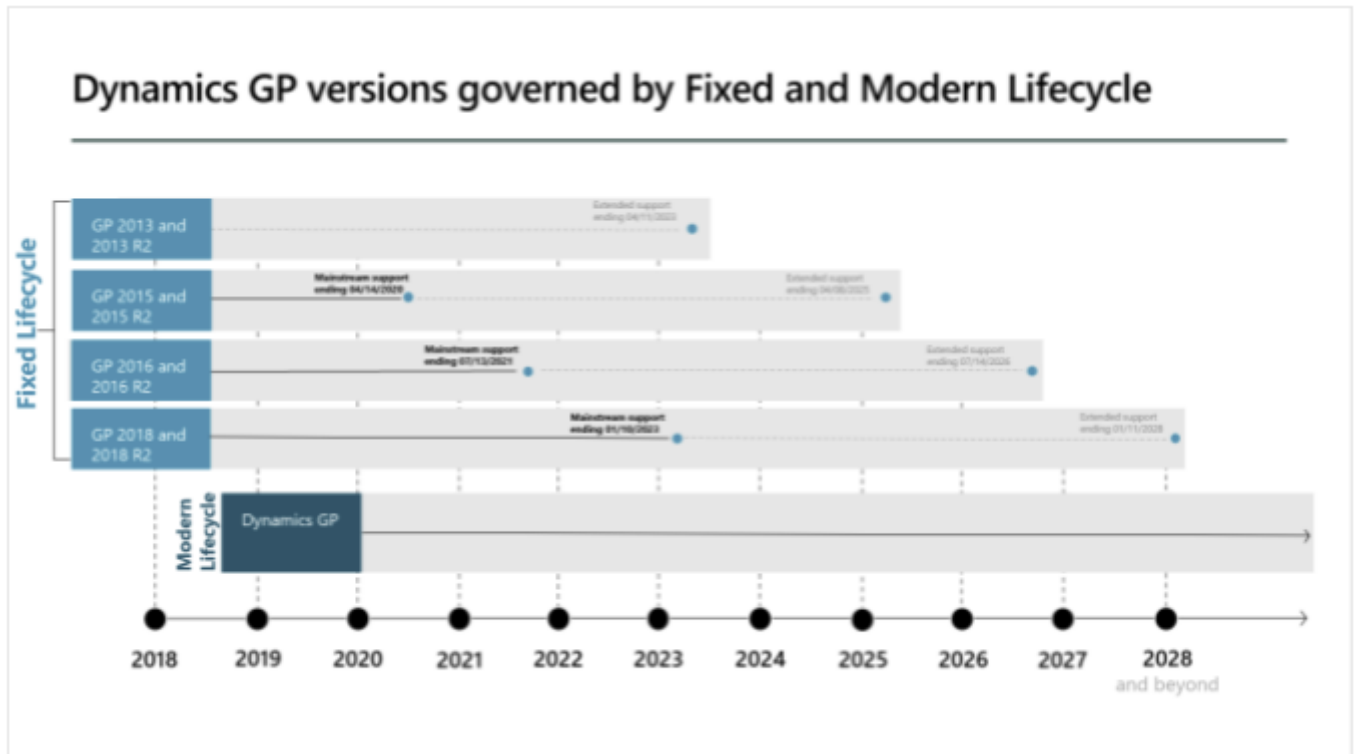
Lifecycle for Microsoft Dynamics GP

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

Payables Management Setup - TW001 (sa)

OK Cancel File Print Tools Help Add Note

Actions File Help

Aging Periods: ☒ Due Date ☐ Document Date

Current Period	From	To	0	30	60	999
1 - 30 Days			1	30		
31 - 60 Days			31	60		
61 and Over			61	999		

Apply By: ☒ Document Date ☐ Due Date

Defaults:

Default Summary View: Amounts Since Last Close

Checkbook ID: UPTOWN TRUST

Check Format: Stub on Top

Sort Checks By: Payment Number

List Documents on Remittance: All Documents

☒ Print Previously Applied Documents on Remittance

Password:

Remove Vendor Hold	ACCESS
Exceed Maximum Invoice Amount	ACCESS
Exceed Maximum Writeoff Amount	ACCESS

Options:

☒ Override Voucher Number at Transaction Entry

☒ Track Discounts Available in GL

☒ Print Historical Aged Trial Balance

☐ Delete Unposted Printed Documents

☐ Print Tax Details on Documents

☐ Print Dual Currencies

☐ Age Unapplied Credit Amounts

☐ Exclude Expired Discounts from Payments

☐ Warn if Vendor has Existing Purchase Order

☐ Enable Long Description in Payables Transaction Entry

☒ Allow Summary Post to Checkbook for EFT/CC

Allow Duplicate Invoices Per Vendor:

☐ Yes

☐ No

☒ Recurring Transactions Only

Options Classes 1099 Setup Vendor Map In Type Map

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

Payables Batch Entry - TWO01 (sa)

Batch ID: EFT Origin: Computer Check

Comment:
 Payment Method: ☐ Check ☒ EFT ☐ Credit Card

Frequency: Single Use Posting Date: 4/12/2027
☐ Use last day of the month Check Date: 4/12/2027

Recurring Posting: 0
 Days to Increment: 0

Last Date Posted:
 Times Posted:

Control Actual
 Transactions:
 Batch Total: \$0.00 \$0.00

Checkbook ID: UPTOWN TRUST
 Currency ID: Z-US\$
 Post Payment: Summary
 File Format: Domestic

Approved: ☐ User ID: Approval Date: Transactions

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
			Z-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):

Checkbook Balance Inquiry - TWO01 (sa)

Checkbook ID: UPTOWN TRUST
 Description: Computer-Uptown Trust

Date: ☐ All ☒ From: 4/12/2027 To: 4/12/2027

Sort By: Date Ascending

Date	Number	Payment	Deposit	Balance
4/12/2027	20040	\$1,173.06	\$0.00	\$467,950.63
4/12/2027	PMCHK00000069	\$3,250.00	\$0.00	\$464,700.63
Balance As of 4/12/2027				\$464,700.63

Payables Summary Posting Inquiry - TW...

Checkbook ID: UPTOWN TRUST Batch ID: EFT
 Trx Number: PMCHK00000069 # of payments: 3
 Trx Date: 4/12/2027 Batch Total: \$3,250.00
 Trx Amount: \$3,250.00

Voucher Number	Vendor ID	Remit To	Amount
0000000000000442	EFT1	PRIMARY	\$50.00
0000000000000443	EFT1	PRIMARY	\$2,300.00
0000000000000444	EFT2	PRIMARY	\$900.00

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

The screenshot shows two side-by-side windows. The left window is titled 'Select Bank Transactions - TWO01 (sa)' and displays a table of transactions for 'UPTOWN TRUST'. The right window is titled 'Payables Summary Posting Inquiry - TW...' and displays a summary of transactions for the same checkbook.

Select Bank Transactions - TWO01 (sa)

Type	Number	Date	C	Payment	Deposit
CHK	A1031.1	1/30/2024		\$10,500.00	\$0.00
CHK	A1032.1	1/30/2024		\$5,000.00	\$0.00
CHK	C117000	1/30/2024		\$244.85	\$0.00
CHK	C119000	1/30/2024		\$187.91	\$0.00
CHK	C119001	1/30/2024		\$18,790.78	\$0.00
CHK	PMCHK:00000069	4/12/2027		\$3,250.00	\$0.00
IAJ	IAJ000000017	1/30/2024		\$0.00	\$488.54
DAJ	DAJ000000003	1/30/2024		\$37,000.00	\$0.00
DAJ	DAJ000000012	1/30/2024		\$2,120.00	\$0.00
DAJ	DAJ000000016	1/30/2024		\$161.20	\$0.00
DAJ	DAJ000000018	1/30/2024		\$1,118.99	\$0.00

Payables Summary Posting Inquiry - TW...

Voucher Number	Vendor ID	Remit To	Amount
00000000000000442	EFT	PRIMARY	\$50.00
00000000000000443	EFT1	PRIMARY	\$2,300.00
00000000000000444	EFT2	PRIMARY	\$900.00



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.

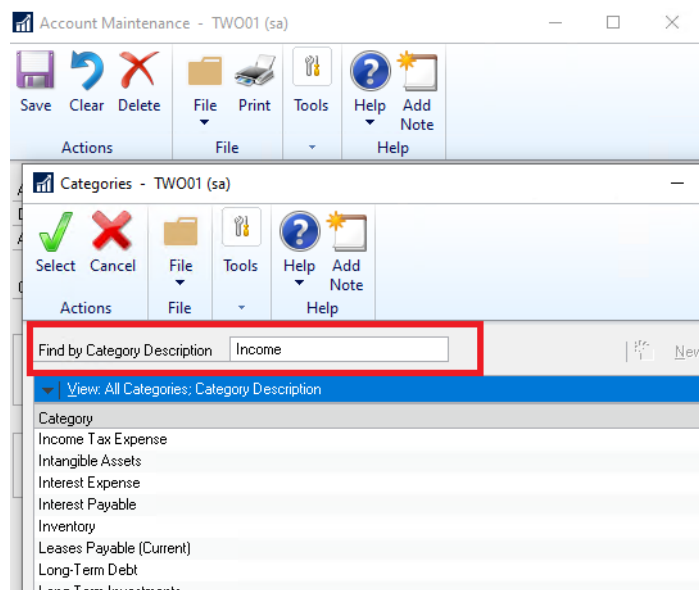
--Added type ahead and find to Account Category Lookup.

--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.

Account Maintenance - TWO01 (sa)

Account: 000-0111-11

Description: ..

Alias: ..

Category: wor

Posting Type: ☒ Balance Sheet ☐ Profit and Loss

Level of Posting from Series:

Sales:	Detail
Inventory Control:	Detail
Purchasing:	Detail
Payroll:	Detail

Include in Lookup:

- Sales
- Inventory Control
- Purchasing
- Payroll

Typical Balance: ☒ Debit ☐ Credit

User-Defined 1: ..

User-Defined 2: ..

User-Defined 3: ..

User-Defined 4: ..

Summary Budget Analysis Currency

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.

Categories - TWO01 (sa)

Select Cancel File Tools Help Add Note

Find by Category Description: wor

View: All Categories; Category Description

Category
Work in Process

Account Segment Look up Options

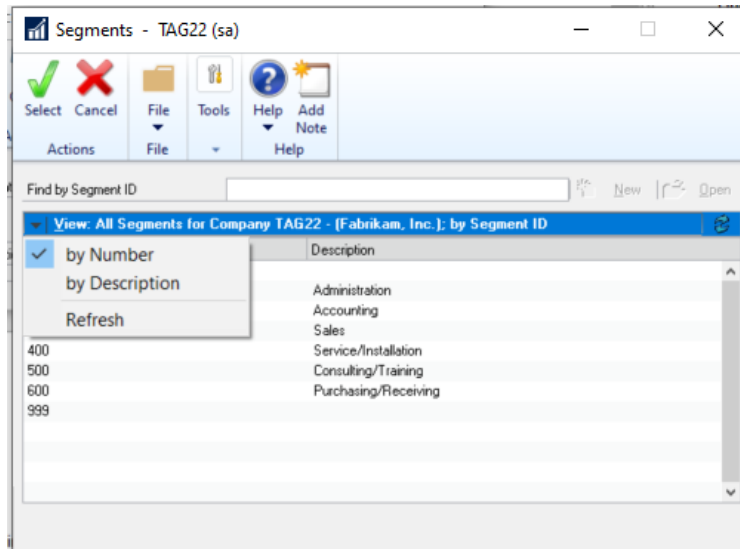
Account Segment Lookup has never had the ability to differentiate between Account Segment ID and Account Segment Description in the Segments lookup window. Dynamics GP will now provide the opportunity to search on either using the View dropdown in the Segments lookup window.

--Added Account Segment Lookup Options to separate Find by Segment ID and Find by Description.

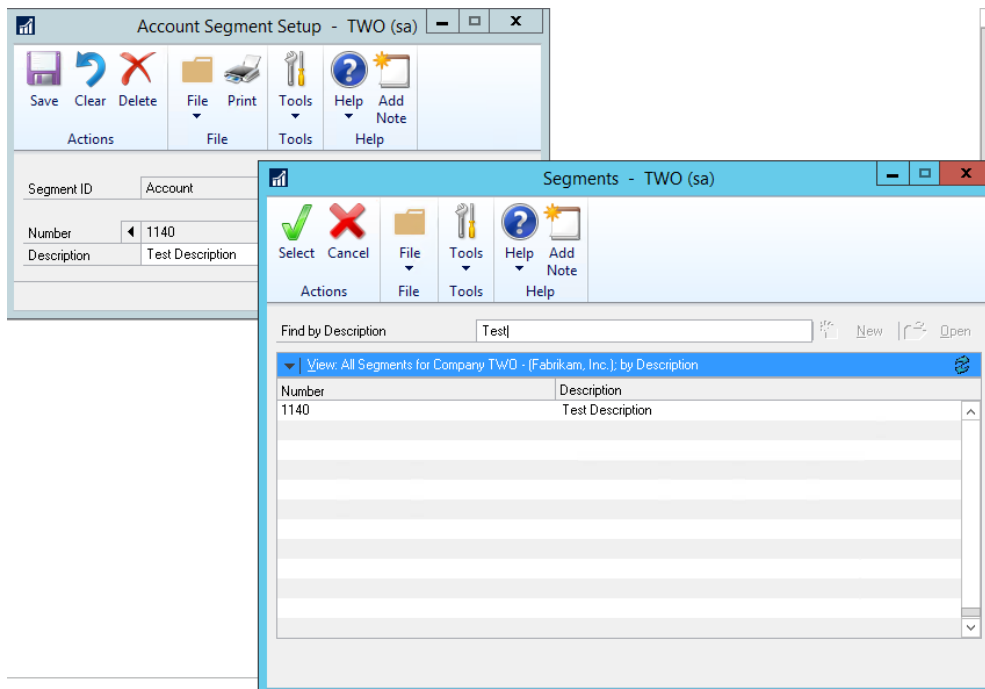
--Added type ahead and find to Account Segment Lookup window.

--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.

Checkbook Balance Inquiry - TWO01 (sa)

Actions: OK, **Redisplay**, View, File, Print, Tools, Help, Add Note

Checkbook ID: PAYROLL
Description: Payroll - Lakes Bank

Current Checkbook Balance: (\$1,472,863.71)
Current Cash Account Balance: (\$1,233,411.23)

Date: ☐ All ☒ From: 4/1/2027 To: 8/25/2027

Sort By: Date Ascending

Date	Number	Payment	Deposit	Balance
4/1/2027	11029	\$1,040.51	\$0.00	(\$934,791.87)
4/1/2027	11030	\$682.30	\$0.00	(\$935,474.17)
4/1/2027	11031	\$542.57	\$0.00	(\$936,016.74)
4/1/2027	11032	\$985.79	\$0.00	(\$937,002.53)
4/1/2027	11033	\$653.76	\$0.00	(\$937,656.29)
4/1/2027	11034	\$1,094.32	\$0.00	(\$938,750.61)
4/1/2027	11035	\$703.39	\$0.00	(\$939,454.00)
4/1/2027	11036	\$741.60	\$0.00	(\$940,195.60)
4/1/2027	11037	\$683.12	\$0.00	(\$940,878.72)
Balance As of 8/25/2027				(\$1,066,963.71)

Checkbook Register Inquiry - TWO01 (sa)

Actions: OK, **Redisplay**, Find, View, File, Print, Tools, Help, Add Note

Checkbook ID: UPTOWN TRUST
Description: Computer-Uptown Trust

Current Balance: \$65,994.14

Include: All View: by Date ☐ All ☒ From: 1/1/2027 To: 6/1/2027

Sort By: Date Descending

Number	Date	Type	Payment	Deposit	Currency ID
Reconciled	Paid To / Received From	Description			
XFR000000001	5/8/2027	XFR	\$250.00	\$0.00	
XFR000000001	5/8/2027	XFR	\$0.00	\$250.00	
20039	4/30/2027	CHK	\$10,000.00	\$0.00	
20037	4/30/2027	CHK	\$90.25	\$0.00	
20038	4/26/2027	CHK	\$183.79	\$0.00	
20035	4/22/2027	CHK	\$28.46	\$0.00	
20056	4/21/2027	CHK	\$1,985.66	\$0.00	
20055	4/21/2027	CHK	\$29,265.50	\$0.00	
20054	4/21/2027	CHK	\$1,286.74	\$0.00	
20053	4/21/2027	CHK	\$12,000.00	\$0.00	
20052	4/21/2027	CHK	\$123,973.64	\$0.00	
20051	4/21/2027	CHK	\$10,418.10	\$0.00	

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 \(irs.gov\)](#)). 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"

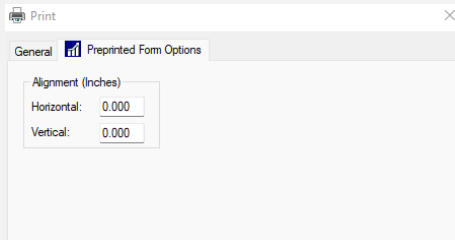
Form Type: select "One Wide with Box"

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

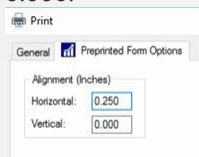


These settings are saved in the dex.ini file on your machine.



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.

Print Cash Receipts and email

Have you ever wanted to print out a copy of your Customer's Cash Receipts or email a copy of the Customer's payment to them? Well now you can! A new report is available for users to print or email Cash Receipts to customers. The option will be available for unposted, and posted documents in the Cash Receipts Entry, Cash Receipts Inquiry Zoom and on the All-Sales Transactions Navigation List.

To activate this feature, go to the Sales Area page, under Setup choose E-mail Settings. In the Sales E-mail Setup window, you will see the new option for Cash Receipts. You can also use the Customer Setup button in this window to launch the Customers Navigation List and mass update your Customers for this feature.

Actions

File

Tools

Help

Add Note

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	SALES DOCUMENT	
<input checked="" type="checkbox"/> Cash Receipt	STANDARD MESSAGE	

Have Replies Sent to:

Select Names

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

Customer Setup



Note: If there are thousands of Customer IDs, the navigation list will take a long time to load. Be proactive and regularly inactivate old Customer records. Then you can add a restriction to the Customers Navigation list on the top menu to Exclude Inactive Customers and only load the Active customers for the change.

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 Setup - TWISV (sa)

Save Clear Delete Copy File Tools Help Add Note Help

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 Workflow Fields Field: Additional fields 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.

Report Template Maintenance - TWO (sa)

New Modify Rename Assign File Tools Help Add Note Help

Report Name: RM Cash Receipt

Product: Microsoft Dynamics GP Status: Original

Available templates for the selected report

Template Name	Date Created	Date Modified
RM Cash Receipt*	6/18/2015	6/18/2015

* Indicates a template installed with Microsoft Dynamics GP.

Template: RM Cash Receipt*

Assigned by: sa Assignment Date: 6/18/2015

Assigned to: Fabrikam, Inc. Default: Yes

Note:

You will need to add the RM Cash Receipt in the Report Template Maintenance to use the new report, located under Reports | Report Template Maintenance.

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.

The left screenshot shows the 'Customer Maintenance - TWISV (sa)' window. The 'E-mail' button is highlighted in the bottom tab bar. The right screenshot shows the 'Customer E-mail Options - TWISV (sa)' window. The 'Send Documents as Attachments' option is selected. The 'Email Address based on Doc Type' is set to 'Enable'. The 'Send Forms as E-mail' table is shown below:

Enable	Message ID	Format	Email Address
<input checked="" type="checkbox"/>	Sales Quote	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Sales Order	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Sales Fulfillment Order	SALES DOCUMENT	PDF*
<input checked="" type="checkbox"/>	Sales Invoice	SALES DOCUMENT	HTML
<input checked="" type="checkbox"/>	Sales Return	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Sales Back Order	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Packing Slip	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Receivables Invoice	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Receivables Return	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Receivables Credit Memo	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Receivables Finance Charge	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Receivables Service/Repairs	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Receivables Warranty	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Customer Statement	SALES DOCUMENT	DOCK
<input checked="" type="checkbox"/>	Cash Receipt	SALES DOCUMENT	DOCK



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.

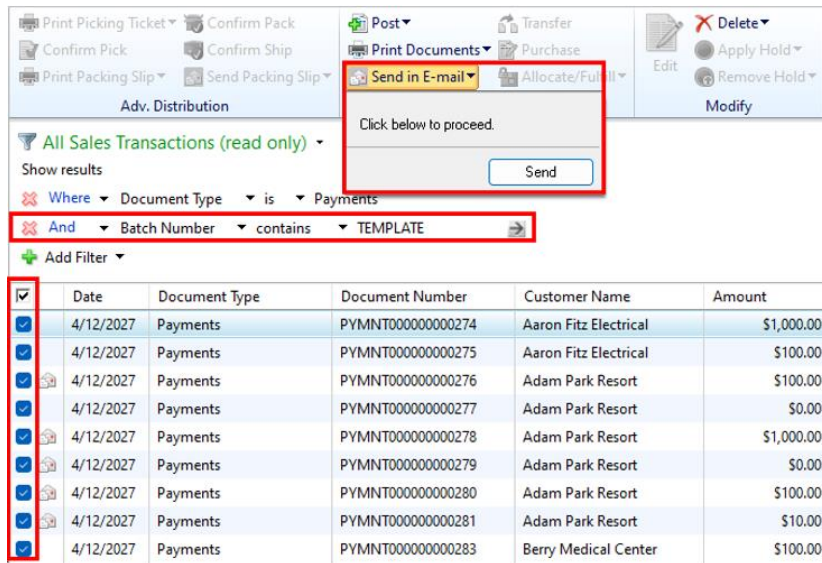
Cash Receipts Entry Window

All Sales Transactions Navigation List (for Document Type Payment)

Cash Receipts Inquiry Zoom

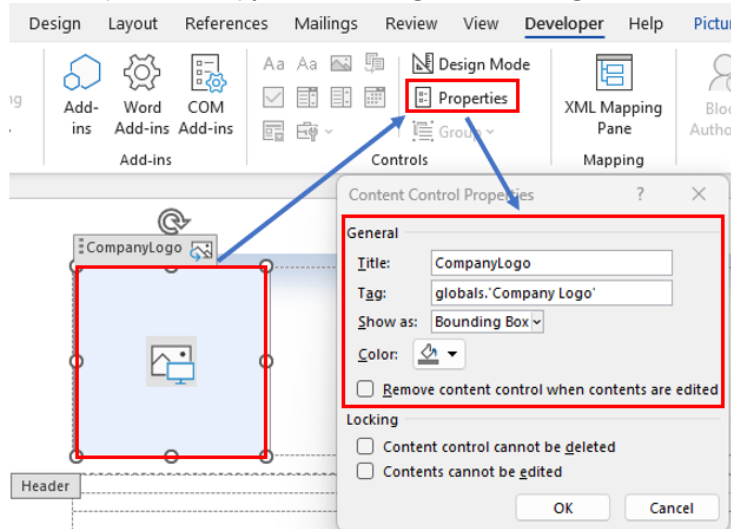
You cannot bulk print or email from the Receivables Batches window, only from the All-Sales-Transactions Navigation List. If you are going to use the Batch Number Filter, best practice would be to use unique batch IDs or also add a date filter also so that you do not process Payments from previous Batches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

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.

Microsoft Dynamics GP - Transactions - Inquiry - Reports - Cards

Sales Customers Prospects Salespeople

Adv. Distribution Actions Modify M.

All Sales Transactions (read only)

Show results

Where Batch Number contains EMAIL

Add Filter

	Date	Document Type	Document Number	Customer Name	Amount
<input type="checkbox"/>	4/12/2027	Quote	QTEST1024	Aaron Fitz Electrical	\$34,240.00
<input type="checkbox"/>	4/12/2027	Order	ORDST2230	Baker's Emporium Inc.	\$135.20
<input type="checkbox"/>	4/12/2027	Order	ORDST2231	Baker's Emporium Inc.	\$34,240.00

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.

The screenshot shows the 'Payables Transactions Batch' list in Microsoft Dynamics GP. The 'Columns Details' dialog is open, showing a list of columns to be displayed. The 'Batch Number' and 'Batch Source' columns are selected. The 'List View Customization' dialog is also open, showing the 'Columns' section with a blue arrow icon next to it.

Date	Document Type	Document Number	Vendor Name	Amount
4/12/2027	Payment	00000000000000258	Signature Systems	\$1,173.06

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

The screenshot shows the 'Payables Transactions Batch (not saved)' list with a filter applied: 'Where Batch Number contains EFT'. The resulting list shows three rows of payment transactions with EFT batch numbers.

Date	Document Type	Document Number	Vendor Name	Amount	Batch Number	Batch Source
4/12/2027	Payment	00000000000000442	eft	\$50.00	EFT	XPM_Cchecks
4/12/2027	Payment	00000000000000443	eft1	\$2,300.00	EFT	XPM_Cchecks
4/12/2027	Payment	00000000000000444	eft2	\$900.00	EFT	XPM_Cchecks

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

Cleared Transactions Journal

Bank Transfer Journal

Reconciliation Journal

Checkbook 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:

Financial Posting Journal Options - TWO01 (sa)

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

Option: Report: Bank Deposit Journal

Sort By: Audit Trail Code

Ranges: Audit Trail Code From: To:

Checkbook ID

Deposit Date

Restrictions:

Insert >>

Remove

E-mail Options

Destination

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
Audit Trail Code
Checkbook ID
Transaction Date
Type

From: To: Segment ID

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.

Financial History Report Options - TWO (sa)

Option: demo Report: Bank Transaction History Detailed

Sort By: Number

Ranges: Transaction Date Segment ID

From: Enter Date 2/1/2026

To: Enter Date 2/10/2026

Account: - -

Restrictions: Transaction Date from 2/1/2026 to 2/10/2026

Insert >> Remove

E-mail Options Destination

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

Screen Output - Bank Transaction History Report

File Edit Tools Find Help sa Fabrikam, Inc. 4/12/20

Print Send To Modify 100% Completed 1 Page Page 1

System: 9/15/2022 10:59:13 AM Fabrikam, Inc. Page: 1

User Date: 4/12/2027 BANK TRANSACTION HISTORY REPORT User ID: sa

Bank Reconciliation

Ranges: From: To:

Number First Last

Audit Trail Code First Last

Checkbook ID First Last

Transaction Date 2/1/2026 2/10/2026

Type First Last

Sorted By: Number

* Voided transaction

Checkbook ID	Type	Number	Date	Posting Date	Cleared Amount	Trx Amount

Paid To/Received From		Description		Audit Trail Code		

* PETTY CASH	Check	00000000000000000001	2/8/2026	2/8/2026	\$0.00	\$50.25
Associated Insurance Inc.		PMCHR00000002				

1 Transaction(s)



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

The screenshot shows the 'Vendor Address Maintenance' window for vendor 'ACETRAVE0001' (A Travel Company). The 'Inactive' checkbox is checked. A warning dialog box is displayed, asking for confirmation to continue with an address that is currently in use.

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 Construction Class ID: USA-US-M

Short Name: Beaumont Constr

Check Name: Beaumont Construction

Primary Address:

Address ID: PRIMARY

Contact: Phil Beaumont

Address: 1234 East Crestview Drive

City: Chicago

State: IL

ZIP Code: 60607-2321

Country Code: USA

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

Phone 2: (000) 000-0000 Ext. 0000

Phone 3:

Fax: (312) 555-0109 Ext. 0000

Tax Schedule: USAUSSTCITY+0

Shipping Method:

UPS Zone:

Address IDs:

Purchase: PRIMARY

Remit To: PRIMARY

Ship From: PRIMARY

1099: INACTIVE

Vendor Account:

Comment 1:

Comment 2:

Options Address Accounts E-mail Project

by 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. The 'Payment Method' is set to 'Credit Card'. The 'Post Payment' dropdown is highlighted with a red box, showing the following options: Summary, Summary, and Transaction. Below the dropdown is a table with 'Control' and 'Actual' columns, showing 'Transactions' and 'Batch Total'.

	Control	Actual
Transactions		
Batch Total	\$0.00	\$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.

The image shows two side-by-side screenshots from Microsoft Dynamics GP. The left window is titled 'Select Bank Transactions' and displays a list of transactions for 'UPTOWN TRUST'. A red box highlights a transaction with Type 'WDL', Number 'PMCHK00000071', Date '04/12/2027', Payment '\$1,300.00', and Deposit '\$0.00'. The right window is titled 'Payables Summary Posting Inquiry' and shows details for the same transaction, including the Checkbook ID 'UPTOWN TRUST', Trx Number 'PMCHK00000071', Trx Date '04/12/2027', and Trx Amount '\$1,300.00'. It also lists three vouchers with their respective Vendor IDs, Remit To addresses, and Amounts.

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

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.

The image shows two side-by-side screenshots from Microsoft Dynamics GP. The left window is titled 'Checkbook Register Inquiry' and displays a list of transactions for 'UPTOWN TRUST'. A red box highlights a transaction with Type 'WDL', Number 'PMCHK00000071', Date '04/12/2027', Payment '\$1,300.00', and Deposit '\$0.00'. The right window is titled 'Payables Summary Posting Inquiry' and shows details for the same transaction, including the Checkbook ID 'UPTOWN TRUST', Trx Number 'PMCHK00000071', Trx Date '04/12/2027', and Trx Amount '\$1,300.00'. It also lists three vouchers with their respective Vendor IDs, Remit To addresses, and Amounts.

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

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".

Posting Setup - TWO02 (sa)

Series: Purchasing Origin: Payables Trx Entry

Create a Journal Entry Per:
☒ Transaction
☐ Batch ☐ Use Account Settings

☒ Post to General Ledger
☒ Post Through General Ledger Files

☒ Allow Transaction Posting
☒ Post Through General Ledger Files
☐ Include Multicurrency Info

☐ Verify Number of Trx
☐ Verify Batch Amounts

☐ Require Batch Approval
 Approval Password:

Posting Date From: ☒ Batch ☐ Transaction
 If Existing Batch: ☐ Append ☒ Create New

Reports:

Print	Report	Send To:	File	Type	Append/Replace
<input checked="" type="checkbox"/>	Checkbook Posting Journal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append
<input checked="" type="checkbox"/>	Trx Distribution Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append
<input checked="" type="checkbox"/>	Trx Distribution Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Append



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)

The screenshot shows the 'Purchase Order Entry' window in Microsoft Dynamics GP. The 'Purchase Order Print Options' dialog box is open, allowing users to configure how they want to print and email purchase order documents. The dialog box has a 'Print' section with two radio buttons: 'Purchase Order' (selected) and 'Alignment Form'. Below this is a 'Destination' section with two checked checkboxes: 'Print Document' and 'Send Document in E-mail'. The 'Purchase Order Format' is set to 'Blank Paper' and the 'Currency' is set to 'Originating'. The 'Print Options' section includes several checkboxes: 'Print Canceled Items' (unchecked), 'Include In Totals' (unchecked), 'Include Tax Details' (unchecked), 'Print Dual Currencies' (unchecked), 'Print Reference Number and FOB' (checked), 'Combine Similar Items' (unchecked), and 'Print One Purchase Order per Address' (checked). The 'Line Item and Summary' radio button is selected under the 'Print Options' section. The 'Print' and 'Cancel' buttons are at the bottom right of the dialog box.

- Print Purchasing Documents

Print Purchasing Documents

File Edit Tools Help sa Fabrikam, Inc. 04/12/2027

Print Clear

Document Type: Purchase Orders Sort Documents By: PO Number

Purchase Order Format: Blank Paper Currency: Originating

Destination: ☒ Print Document ☒ Send Document in E-mail ☐ Print All Documents

Print Options:

☐ Print Canceled Items ☒ Print Reference Number and FOB ☐ Include Tax Details

☐ Include In Totals ☐ Combine Similar Items ☐ Print Dual Currencies

☐ Include POs On Hold ☐ Reprint Previously Printed\Sent POs ☒ Line Item and Summary

☒ Print One Purchase Order per Address ☐ Summary Taxes Only

Include PO Status:

☒ New ☒ Released ☒ Change Order ☒ Received ☒ Closed ☒ Canceled

Ranges: PO Number From: To:

Restrictions:

Insert >> Remove Remove All

- Purchase Order Navigation List

Microsoft Dynamics GP Transactions Inquiry Reports Cards

Purchasing

Vendors

All Purchasing

Payables Trans

Purchasing Rec

Purchase Order

Purchase Ord

Purchase Ord

Receivings Tr

Receivings Tr

Home

Financial

Sales

Purchasing

Administra...

Inventory

HR & Payroll

Print Documents

Send in E-mail

Receive Items

Invoice Items

Standard P

Drop-Ship I

Purchase Order Format: Blank Paper

Print Options:

☐ Print Canceled Items ☐ Include Tax Details

☐ Include In Totals ☐ Print Dual Currencies

☒ Print Reference Number and FOB ☒ Print Remaining

☐ Combine Similar Items ☐ Line Item and Summary

☒ Print One Purchase Order per Address ☐ Summary Taxes Only

☐ Print All Documents

E Mail ☐ Send To

To... Cc... Bcc...

Send

Document Number PO2044

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.

The screenshot shows the 'Workflow Maintenance' window. The 'Workflow Name' is 'GL AUTOPOST', 'Description' is 'GL AUTOPOST', and 'Workflow Type' is 'General Ledger Batch Approval'. The 'Step' table lists two steps: 'GL STEP 1' and 'GL STEP 2', both with conditions related to 'Batch ID' and assigned to 'Isaac Olson'. Under the 'Options' section, the checkbox 'Automatically post when workflow complete' is checked and highlighted with a red box. Other options include 'Send notifications for completed actions', 'Allow approver to delegate tasks', 'Allow originator to be an approver', 'Always require at least one approver', and 'Use alternate final approver'. The 'When a task is overdue' section has radio buttons for 'Take no action', 'Escalate to next approver', 'Escalate to:', and 'Automatically reject the overdue task'.

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:

Workflow	New Workflow	
Document	WF2	

No action needed steps were not saved

New Workflow

Workflow Originated

Step	Assigned User	Action	Completed/Due Date
Comments			
Workflow Originated	poweruser	Submit	9/26/2022 4:58:45 PM
step 2	poweruser	Final Approve	9/26/2022 5:39:53 PM
step 2	poweruser	Edit	9/26/2022 5:42:56 PM
The batch can't be posted because it is being edited or it is marked to post.			

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
WFI10002	Workflow_Instance	Workflow_OmitWorkflowHis

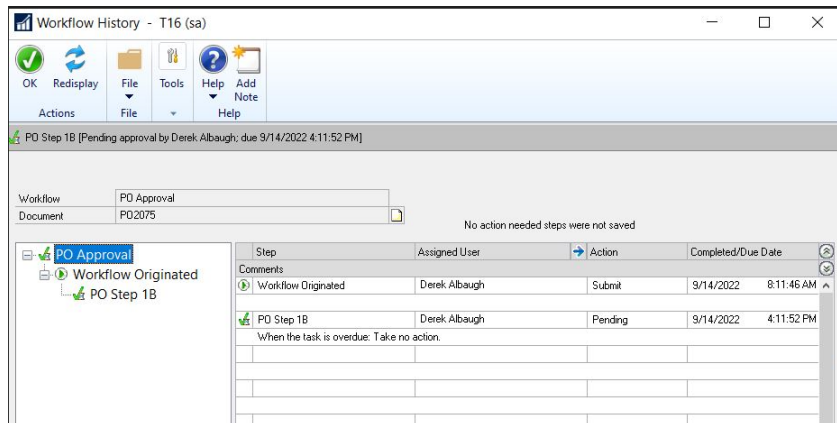
This option is added into the Workflow Maintenance to configure whether you want the 'No Action Needed' steps to be recorded and shown in the Workflow History or not.

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

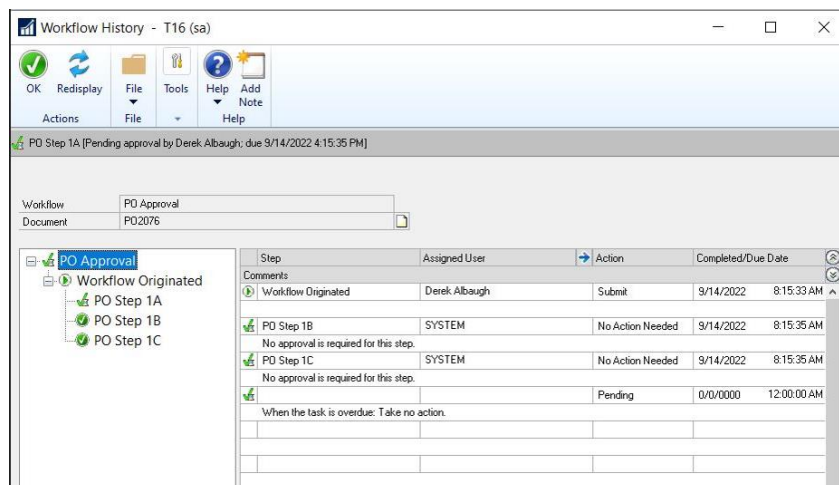
This feature keeps the 'No Action Needed' records for a workflow from being written into the WF30100/Workflow History table, so the 'View Workflow History' window will only show records for when action is performed on the workflow, such as being submitted, approved, pending approval, rejected, recalled,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

The screenshot shows the 'Workflow Maintenance' window for the 'Payables' workflow. The 'Workflow Name' is 'Payables' and the 'Workflow Type' is 'Payables Batch Approval'. The 'Options' section includes several checkboxes, with 'Omit no action needed workflow messages from workflow history' checked and highlighted by a red rectangle. Other options include 'Send notifications for completed actions', 'Allow approver to delegate tasks', 'Allow originator to be an approver', 'Always require at least one approver', 'Use alternate final approver', and 'Automatically post when workflow complete'. The 'When a task is overdue' section has radio buttons for 'Take no action', 'Escalate to next approver', 'Escalate to:', and 'Automatically reject the overdue task'.

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.

Journal Entry Inquiry - T22SP (sa)

OK View History View File Print Tools Help Add Note

Journal Entry 3,449 User Who Posted sa
 Fiscal Year 2027 Audit Trail Code GLREV00000665
 Transaction Date 4/12/2027 Batch ID ONE
 Source Document GJ Reference GJ
 Currency ID Z-US\$

User-Defined 1
 User-Defined 2

Account	Debit	Credit
Account Description		Exchange Rate
Distribution Reference		
000 -1100 -00	\$0.00	\$100.00
000 -1200 -00	\$100.00	\$0.00

Workflow History - T22SP (sa)

OK Redisplay File Tools Help Add Note

GLBatch [Completed 9/8/2022 7:38:21 AM]

Workflow GLBatch
 Document ONE

Step	Assigned User	Action	Completed/Due Date
Comments			
Workflow Originated		Submit	9/8/2022 7:37:56 AM
Step1		Final Approve	9/8/2022 7:38:20 AM
Step1		Edit	9/8/2022 7:38:21 AM
Batch ONE was posted by the workflow process.			



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

Frequency: ☒ Every Day ☐ Weekdays ☐ Every 0 days

Calculate Next Date

Versions Of Report To Keep: ☒ Current Only ☐ 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

Business Portal Center Pages Business Portal Roles

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)

Report Scheduler Setup - T185A (sa)

18.05.1487

Default Location: //Dereka111115/reptschnew1/

Next Report File Name: RS00000007

Export File Type: Text 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.

Report Publishers - T185A (sa)

User ID: sa ☐ Ask Each Time

Series	Report Name	Report Option	Publish
Financial	Retained Earnings	demo	<input checked="" type="checkbox"/>
Financial	Cash Flows	demo	<input checked="" type="checkbox"/>
Financial	Profit and Loss Statement	demo	<input checked="" type="checkbox"/>
Financial	Balance Sheet	demo	<input checked="" type="checkbox"/>
Financial	Category	demo	<input checked="" type="checkbox"/>
Financial	Posting	demo	<input checked="" type="checkbox"/>
Sales	Customer Setup	demo	<input checked="" type="checkbox"/>
Sales	Salesperson	demo	<input checked="" type="checkbox"/>
Sales	Sales Territory	demo	<input checked="" type="checkbox"/>

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

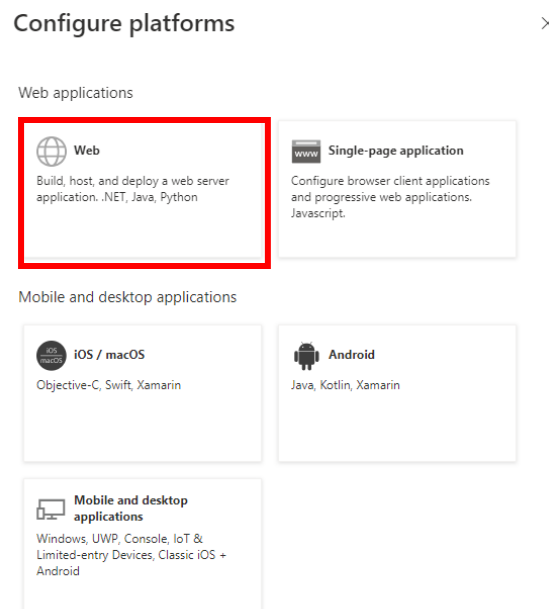
a) Click on +Add a platform

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.

To properly set this up, you should enter the information from within Web Client install (not desktop client).

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

3450fa08-02b8-4da4-95ba-07fd22c58e67

Key

FG.8Q~jJg.yM7jy-ErqdDcN.JgR~t~iOuVolpc4Y

Redirect URL

https://server.contoso.com/GP/EmailOAuthRedirect

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