Microsoft Dynamics

Microsoft Dynamics® GP

System Setup Guide

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Publication date

April 2011

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Introduction

Microsoft Dynamics® GP can provide important information about the money flowing through your business—where it came from, where it is, and where it's going.

Microsoft Dynamics GP is a comprehensive accounting and business management system composed of modules that focus on meeting specific business needs. These modules integrate with System Manager to meet your accounting and business management goals, and are organized into solution series, which group modules that have similar purposes.

Though sold separately, Microsoft Dynamics GP modules integrate with one another automatically when they're installed. In an integrated system, the boundaries between modules are erased—information entered in one module is shared with all the other modules. Perhaps the most important benefit of integration is that transactions can be posted from one module to another, automatically updating records throughout Microsoft Dynamics GP.

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual is designed to help you set up systemwide information for each company.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following parts:

- Part 1, **Setup overview**, contains information to help you start setting up Microsoft Dynamics GP.

- Part 2, **User setup**, describes how to define and categorize who can use Microsoft Dynamics GP. You also can determine the level of access each of your users has to the company information you set up.

- Part 3, **Company setup**, explains how to customize information for each of your companies, including company addresses, the payment terms your business uses, the way posting reports are printed, and the format of your accounts.

- Part 4, **Tax setup**, contains information about tracking taxes on sales and purchases in Microsoft Dynamics GP.

- Part 5, **Organizational structure**, provides information to define as many as four layers of structure within your business, and then to set up specific divisions, departments or other organizational groups. You can create relationships among different groups. You can assign accounts, users and user classes to different parts of the organizational structure.

- Part 6, **Business Alerts**, explains how to set up alerts that notify you when your data matches conditions you specify.

- Part 7, **Customizing Microsoft Dynamics GP**, provides an overview of module-specific setup tasks to complete when you've finished setting up your system and suggests additional tools you can use to further tailor Microsoft Dynamics GP to the way your organization works.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	**Description**
💡	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
⚠	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	**Description**
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

PART 1: SETUP OVERVIEW

Part 1: Setup overview

This part of the documentation contains information regarding the implementation of Microsoft Dynamics GP. Use this information to help plan the implementation process or to start setting up Microsoft Dynamics GP.

The following information is discussed:

- Chapter 1, "Introduction to Microsoft Dynamics GP setup," provides an overview of the setup process for Microsoft Dynamics GP.
- Chapter 2, "Setting up Microsoft Dynamics GP," provides instructions for using the Setup Checklist window to set up Microsoft Dynamics GP.
- Chapter 3, "Managing workflow," provides an overview of the workflow feature and provides instructions for setting up workflow for your Microsoft Dynamics GP companies.
- Chapter 4, "Security considerations," provides security information and practices that will help you to maintain a secure Microsoft Dynamics GP environment.

Chapter 1: Introduction to Microsoft Dynamics GP setup

This information will help you understand the scope of setup tasks and how those tasks fit into deploying and using Microsoft Dynamics GP. The steps and overviews in this manual are intended for system administrators, information technology (IT) professionals, and managers that will be completing one or more setup tasks, as well as Microsoft partners.

This information is divided into the following sections:

- *Evaluate*
- *Plan*
- *Build*
- *Operate*
- *Maintain*

Evaluate

Implementing business management software is a critical task for any business. Typically, organizations follow a series of steps that include evaluating options, planning for the deployment of the software they select, deploying the software – which includes installing it, entering starting data, and even redesigning part numbers or the chart of accounts, using the software in day-to-day operations, and installing service packs, updates, and upgrades over time.

Although you've finished the formal evaluation process if you're planning to install and set up Microsoft Dynamics GP, proper planning can help you complete this process as quickly and efficiently as possible.

Plan

Some materials have been provided to help you plan for implementing Microsoft Dynamics GP. If you haven't yet reviewed these resources, visit the CustomerSource Web site to review them. In addition to defining a schedule for setting up and using the software, many businesses make detailed assignments for specific tasks, such as defining customer and vendor numbers, creating vendor, item and customer records, entering and posting beginning balances.

The procedures in Chapter 2, "Setting up Microsoft Dynamics GP," can help you assign specific setup tasks to users from within Microsoft Dynamics GP after the initial installation on the server. If you haven't set up business management software before, your authorized Microsoft partner can help you develop a plan for your business.

The following list is an example of actions that are completed in this stage.

- Defining the business implications of implementing Microsoft Dynamics GP.

- Learning the technical implications of implementing Microsoft Dynamics GP.

- Completing prerequisite tasks within your current system so that you can verify your data after it has been migrated to Microsoft Dynamics GP.

- Starting mapping your existing data to Microsoft Dynamics GP.

Build

We refer to the process of installing and setting up Microsoft Dynamics GP as the "build" process. In addition to installing Microsoft Dynamics GP or Microsoft SQL Server® on one or more servers, it includes setting up process servers and workstations. This process includes the following tasks:

- Installing Microsoft Dynamics GP
- Entering a chart of accounts
- Importing existing data
- Entering additional customer, vendor, item, and employee records
- Entering sales tax details and schedules
- Entering beginning balances
- Printing reports of beginning balances and master records
- Backing up your beginning data

The Setup Checklist window lists tasks in the order in which they should be completed. Additional documentation for each task is available in the Setup Guide that is displayed next to the Setup Checklist window. Depending on the size of your organization, a number of people might be involved in completing these tasks.

Operate

The operate phase involves entering and posting transactions, maintaining master records, such as customer records or item records, printing reports, issuing checks, applying payments to invoices, and recognizing revenue. Making regular backups and updating virus protection should be one of the routines you follow in this phase.

Maintain

Using software effectively involves installing service packs, and upgrades. In addition, there are certain tasks that should be completed at the end of accounting periods and fiscal and calendar years. Managers, network administrators and IT professionals will be more involved in completing tasks in this phase than in the operate phase.

Chapter 2: Setting up Microsoft Dynamics GP

The following information explains how you can use the Setup Checklist window to set up Microsoft Dynamics GP. The Setup Checklist window is designed to help make the setup process easier. You can use it to assign setup tasks to other Microsoft Dynamics GP users and open setup windows.

This information is divided into the following sections:

- *Setup Checklist*
- *Setup checklist views*
- *Setup Guide*
- *Assigning a setup task or category to a user*
- *Completing a setup task*
- *Setting system preferences*

Setup Checklist

Use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to set up Microsoft Dynamics GP. The window contains a tree view that organizes setup tasks into System, Company, Field Service, Financial, Posting, Purchasing, Inventory, Sales, Human Resources, and Payroll categories. It also can provide tasks for additional components. You can open the Setup Checklist window

Each category in the tree view contains setup tasks that are displayed when you expand the category. A setup task is an object in the tree view that is associated with a setup window. You can select a setup task and choose Open to display the setup window for that setup task. For example, if you select Account Format and then choose Open, the Account Format Setup window will open, where you can set up an account format for your chart of accounts.

If a setup task is assigned to one or more users, you can expand that task to view who it is assigned to. The setup tasks are listed in a recommended order for setting up Microsoft Dynamics GP.

You can use the Expand All and Collapse All buttons at the top of the Setup Checklist window to expand or collapse all of the objects in the window tree view.

An icon indicates the status of each category, setup task, or task assignment. A setup task that has been assigned to one or more users is complete after each of those users has selected the Complete option in the Assignment window.

You only can modify the status of a setup task if it has not been assigned to a user. However, if you are a system administrator and the setup task is assigned to you, or you assigned the setup task to another user, you can modify the status of the task assignment.

To modify the status of a setup task or task assignment, you can select it and then select a status in the Status field in the Setup Checklist window.

Refer to the following table for more information about the icons and statuses displayed in the Setup Checklist window.

Icon	Status	Description
📋	Recommended and incomplete	Indicates that the setup task is recommended, but has not been completed and has not been assigned to a user.
📋	Optional and incomplete	Indicates that the setup task is optional, but has not been completed or assigned to a user.
📋	Recommended, assigned to a user, and incomplete	Indicates that the setup task is recommended and is assigned to a user, but has not been completed.
📋	Optional, assigned to a user, and incomplete	Indicates that the setup task is optional and is assigned to a user, but has not been completed.
✅	Completed	Indicates that the setup task has been completed.
⊖	Not used	Indicates that the setup task will not be completed.
▮▮▮	In Progress	Indicates that a user has completed part of the setup task.

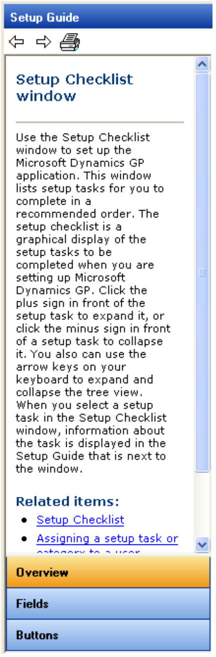
Setup checklist views

You can mark an option in the Setup Checklist window to specify which setup tasks to display in the window tree view. Refer to the following table for a description of the options that are available.

Option	Description
My tasks	Select this option to display only the setup tasks that are assigned to you or were assigned by you.
My incomplete tasks	Select this option to display only the setup tasks that are assigned to you or were assigned to you, but are incomplete.
All tasks	Select this option to display all of the setup tasks in the Setup Checklist window.
All incomplete tasks	Select this option to display all of the setup tasks that are incomplete.
All complete tasks	Select this option to display all of the setup tasks that are complete.
Optional setup tasks	Select this option to include optional setup tasks in the Setup Checklist tree view. Optional setup tasks are those that aren’t required for the system to be set up.
Unregistered modules	Select this option to include setup tasks for unregistered modules in the Setup Checklist tree view.

Setup Guide

The Setup Guide is displayed next to the Setup Checklist window to assist you in setting up Microsoft Dynamics GP. When you select a setup task in the Setup Checklist window tree view, information for that task will be displayed in the Setup Guide. For example, if you select User Preferences in the window tree view, information about using the User Preferences window will be displayed in the Setup Guide.



Setup Checklist window

Use the Setup Checklist window to set up the Microsoft Dynamics GP application. This window lists setup tasks for you to complete in a recommended order. The setup checklist is a graphical display of the setup tasks to be completed when you are setting up Microsoft Dynamics GP. Click the plus sign in front of the setup task to expand it, or click the minus sign in front of a setup task to collapse it. You also can use the arrow keys on your keyboard to expand and collapse the tree view. When you select a setup task in the Setup Checklist window, information about the task is displayed in the Setup Guide that is next to the window.

Related items:

- Setup Checklist
- Assigning a setup task or

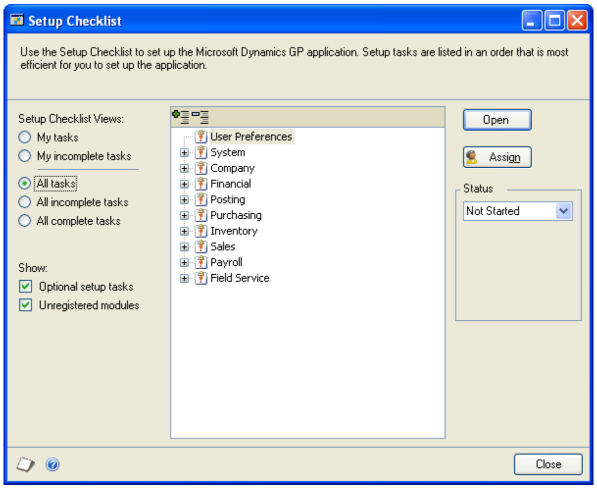
Assigning a setup task or category to a user

You can assign a setup task or category to another user. When you assign a category to a user, an assignment will be created for each setup task in that category for the user that you assigned the category to. After the start date for the task, a reminder will be created for users who have incomplete setup tasks assigned to them. Reminders are displayed in the Reminders window. See the System User's Guide (Help >> Contents >> select Using the System) for more information about reminders.

Use the Setup Checklist window to assign a setup task or a category to a user.

To assign a setup task or category to a user:

1. Open the Setup Checklist window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist)



Use the Setup Checklist to set up the Microsoft Dynamics GP application. Setup tasks are listed in an order that is most efficient for you to set up the application.

Setup Checklist Views:
○ My tasks
○ My incomplete tasks
● All tasks
○ All incomplete tasks
○ All complete tasks

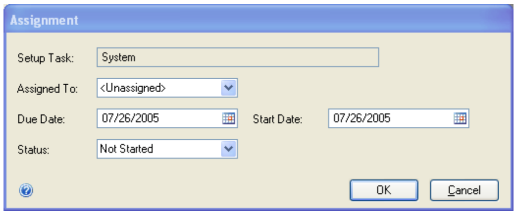
Show:
☑ Optional setup tasks
☑ Unregistered modules

Status: Not Started

2. Select the setup task or category to assign.

You cannot reassign an existing task assignment. To assign a setup task to multiple users, you must create a task assignment for each user.

3. Choose Assign to open the Assignment window.



Setup Task: System
Assigned To: <Unassigned>
Due Date: 07/26/2005
Start Date: 07/26/2005
Status: Not Started

4. Select the user to assign the task to.

5. Enter or select a due date and a start date for this task.

6. If you have already completed part of the setup task, select In Progress in the Status field list and choose OK. If this is a new assignment, choose OK to save your changes and close the Assignment window.

Completing a setup task

Each setup task is associated with a window that you must use to set up Microsoft Dynamics GP. Use the Setup Checklist window to complete a setup task.

To complete a setup task:

1. Open the Setup Checklist window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist)

2. Select the setup task to complete. For this example, select User Preferences.

3. Choose Open. The User Preferences window will be displayed.

4. Modify your user preferences.

5. Choose OK to save your changes and close the window. The Setup Checklist Status window will be displayed.

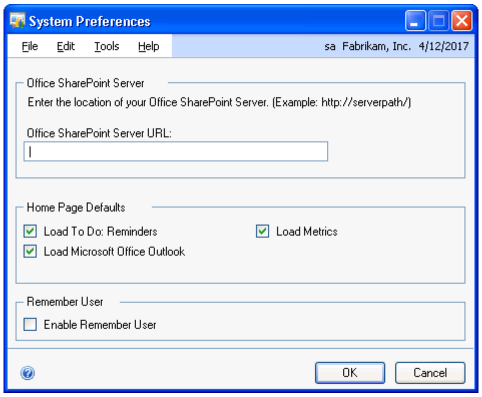
6. Select a status for the User Preferences window, then choose OK to return to the Setup Checklist window.

Setting system preferences

In the System Preferences window, you can set home page defaults, enable the option for users to automatically log in to Microsoft Dynamics GP, and specify the location of your Microsoft Office SharePoint® Server 2007.

To set system preferences:

1. Open the System Preferences window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> System Preferences)



Office SharePoint Server

Enter the location of your Office SharePoint Server. (Example: http://serverpath/)

Office SharePoint Server URL:

Home Page Defaults

☑ Load To Do: Reminders
☑ Load Metrics
☑ Load Microsoft Office Outlook

Remember User

☐ Enable Remember User

2. Enter the URL for your SharePoint server so that you can use the search box in Microsoft Dynamics GP.

3. Mark which home page content areas you want to load by default for new users.

4. Mark Enable Remember User to have the Remember user and password option available in the Welcome to Microsoft Dynamics GP window for each user. If the user marks the Remember user and password option in the Welcome to Microsoft Dynamics GP window, the user is automatically logged in to Microsoft Dynamics GP the next time he or she starts Microsoft Dynamics GP.

5. Choose OK.

Chapter 3: Managing workflow

This information introduces features used to manage the progression of tasks that are completed in the course of doing business. You can use workflow features to help automate business processes, such as moving a sales quote to an order to a fulfilled invoice. You also can impose restrictions that force one or more people to approve actions. For example, you might want to have multiple levels of approval for purchases beyond a certain amount.

This information is divided into the following sections.

- *Workflow overview*
- *Workflow options in Microsoft Dynamics GP*
- *Choosing the right workflow management option for your business*
- *Microsoft Dynamics GP workflow terms*
- *Workflow activation and basic setup*

Workflow overview

Workflow refers to the series of ordered tasks that make up a more complex business process. For example, purchasing an item for your business can be a process that involves some or all of the following steps.

- Creating a requisition
- Approving the requisition
- Converting the requisition to a purchase order
- Approving the purchase order
- Placing the order with a vendor
- Receiving items against the purchase order when the order is fulfilled

Of course, the purchase will eventually have to be paid for, but selecting the specific transactions or vendors to pay, deciding when to pay them, and approving cash disbursements can involve one or more separate processes that are completed by other employees. As organizations become larger, the volume of transactions increases, and managing them becomes more complex. The term “workflow” can therefore refer to multiple, related things.

- Workflow is the sequence of actions that leads to the completion of a business task. The sequence is carried out according to a set of rules or policies.

- Workflow is the automation of a process that requires a number of discrete tasks to be completed.

- Workflow is the process of approving one or more individual steps that make up a more complex task.

Microsoft Dynamics GP includes a number of features that can help automate the completion of complex business tasks to help you manage large transaction volumes. However, you also can build checks or restrictions in business processes to help ensure consistency and compliance with company policies and legal requirements.

Workflow options in Microsoft Dynamics GP

Some of the following options can be used together; others are mutually exclusive.

Workflow option	Business uses	For more information
Batch approvals	Use this option to force the review and approval of batches before posting in General Ledger. You can’t use the Workflow feature while requiring batch approvals in a company.	See the Batch verification and approval topic in the “Transactions and Batches” chapter in the System User’s Guide (Help >> Contents >> Select Using The System).
Electronic Signatures	Use this feature to require an electronic signature before changes to windows or fields are accepted.	See the Electronic Signatures documentation by choosing Help >> Printable Manuals >> System >> Electronic Signatures.
Field level security	Use field level security to restrict access to specific windows or fields. If customers seldom exceed credit limits, you might restrict the ability to override credit limits using field level security.	See Chapter 7, “Field level security.”
Purchase Order Enhancements (approvals)	Use the approvals functions in the Purchase Order Enhancements module to require approvals for purchasing tasks. Purchase orders that aren’t approved can’t be printed, received, or invoiced against.	See the “Purchase order approvals” chapter in the Purchase Order Enhancements manual by choosing Help >> Printable Manuals >> Purchasing >> Purchase Order Enhancements.
Sales fulfillment	Use the sales fulfillment function in Sales Order Processing to increase the efficiency of moving sales quotes to orders, and then to fulfilled invoices. You can use the sales fulfillment function if you have high-volume sales, but don’t need extensive review processes to monitor and manage order fulfillment. You still can bring some controls to this process, and increase those controls as needed by using field level security or electronic signatures with the sales fulfillment processes.	See “Sales fulfillment setup” in the Sales Order Processing manual by choosing Help >> Printable Manuals >> Sales >> Sales Order Processing.
Workflow	Use the Workflow feature to set up comprehensive approvals for sales, purchasing, master records, and batch approvals in General Ledger, Receivables Management, and Payables Management.	See the Workflow Administrator’s Guide for information about designing approval structures and setting up required workflow components.

Choosing the right workflow management option for your business

When choosing a workflow method for your business, here are some items to consider.

- Are you more concerned with streamlining the fulfillment of orders, or with implementing a formal approval process for vendor records, employee records, purchases, quotes, credit overrides, and batches?

- Does your business require comprehensive, consistent control over the purchasing process, or does it require more flexible checks and restrictions throughout many of your processes? Or do you need both? The Workflow feature provides comprehensive, consistent control over the purchasing and batch posting processes. Field level security and electronic signatures are very flexible throughout Microsoft Dynamics GP, and can be used while you're also using Workflow.

- If your organization requires an approval process for purchases, but you also want to minimize the administration and infrastructure investment, the approvals feature in Purchase Order Enhancements can provide an approval process that integrates with the encumbrances feature of Not for Profit Accounting. Purchase Order Enhancements and Workflow must be used separately.

Microsoft Dynamics GP workflow terms

The following terms are used in the content that describes how to set up and use Workflow.

Dynamics Security Service A service used for managing user records and access privileges to multiple Microsoft Dynamics GP features and other integrating products.

Workflow (feature) The name used for the functionality that manages the procession of documents from one task to another, and specifies approvers who can monitor tasks and allow documents to move to the next task in the process.

Workflow (approval process) A formal approval process set up using the Workflow feature in Microsoft Dynamics GP. For example, you can create a purchase order approval workflow to manage the process of approving purchase orders of various quantities and currency amounts.

Workflow alert A message displayed when a task defined in a workflow requires action from someone designated as an approver.

Workflow status A label assigned to documents or batches at various points in the approval process. Document statuses include submitted, pending, and approved. Refer to the Workflow Administrator's Guide for information about specific workflow statuses.

Workflow task A task that requires action from an approver, based on rules defined in a workflow process.

Workflow activation and basic setup

Workflow must be set up in Office SharePoint Server 2007, SharePoint Server 2010, Windows® SharePoint Services, or Windows SharePoint Foundation, before you can set up workflow for Microsoft Dynamics GP. Refer to the Workflow Administrator's Guide for more information.

Before you can start using Workflow in Microsoft Dynamics GP, you need to activate Workflow for your company in the Workflow Setup window. You also should add or review workflows using the Workflow List page. Refer to the Workflow Administrator's Guide for more information.

You must install Web Services for Microsoft Dynamics GP for each company that uses Workflow. For more information, contact your system administrator.

To activate Workflow:

1. Log in to the company that you want to activate Workflow for.

2. Open the Workflow Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Workflow Setup)

3. Mark the Activate Workflow for <company name> option to activate Workflow for the company that you are currently logged in to.

4. In the Microsoft Dynamics Workflow location field, enter the URL of your Workflow Web service. For example:

```
http://<ServerName>:82/WorkflowService.asmx
```

5. In the Office Server location field, enter the URL of your Workflow SharePoint Web site. For example:

```
http://<ServerName>/sites/dynamicsgpworkflow
```

6. Click OK to save your changes and close the window.

To set up new workflows:

1. Log in to the company to set up new workflows for.

2. Open the Workflow Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Workflow Setup)

3. Choose Workflow Administration to display the Workflow List page in your Web browser.

4. Use this page to set up new workflows. Refer to the Workflow Administrator's Guide for more information.

5. When you are finished, close the Workflow List page and close the Workflow Setup window.

Chapter 4: Security considerations

Use this information to help maintain the security of your Microsoft Dynamics GP data. Security considerations can include the following areas:

- Restricting physical access to the computers used to run Microsoft Dynamics GP and store business data.
- Installing and maintaining software that detects and removes viruses, or that prevents unauthorized access to servers, workstations, and databases.
- Setting user access to Microsoft Dynamics GP windows and fields using field level security and the Microsoft Dynamics GP User Security Setup window.
- Backing up and restoring data on a recurring schedule.

Additional security considerations apply to business practices, such as your company's policies for accepting personal checks, extending credit, or approving purchases, and for maintaining the privacy of data from customers, vendors and employees. These policy considerations are not addressed in this documentation.

Security information is divided into the following sections:

- *Physical security*
- *Network security*
- *Client security*
- *Microsoft Dynamics GP security*
- *Virus protection*

Physical security

Physically securing computers is an effective way of preventing unauthorized access to applications and data. For example, if a hard disk drive is stolen, eventually the data on that drive will be stolen, also. The following practices can help maintain the physical security of your data.

- For larger businesses with dedicated IT departments, ensure that server rooms and places where software and backups are stored are locked.
- Keep unauthorized users away from the power and reset switches on the server.
- Consider removing any removable storage devices, including CD burners, from client workstations.
- Ensure that security alarms are installed, regardless of how sensitive the data is.
- Ensure that backups of critical data are stored off-site and that software is stored in fireproof and waterproof containers when not in use.

Network security

Servers are protected with their own operating system gatekeepers, but it is important that the network also is secure from attacks. The following information will help you to determine the type of security that you should have for your network.

Firewalls

Because the design and deployment of an IP inter–networking environment requires balancing private and public network concerns, the firewall is extremely important to safeguard network integrity. The following list of firewalls will help you to choose the firewall that is right for your network.

Firewall type	**Description**
IP Packet Filtering	It offers weak security, is cumbersome to manage, and is easily compromised.
Application Gateways	These are used when the actual content of an application is of greatest concern. They are more secure than IP packet filtering, but are application–specific and, therefore, don't adapt easily to changes in technology.
Circuit Gateways	These are tunnels built through a firewall connecting specific processes or systems on one side with specific processes or systems on the other. Circuit gateways are best used in situations where the person using an application is potentially a greater risk than the information carried by the application. The circuit gateway differs from IP packet filtering in its ability to connect to an out-of-band application scheme that can add additional information.
Proxy Servers	These are security tools, which include firewall and application gateway functionality, that manage Internet traffic to and from a Local Area Network (LAN). A proxy server can improve performance by caching and directly supplying frequently requested data, such as a popular Web page. It can also filter and discard requests that the owner does not consider appropriate, such as requests for unauthorized access to proprietary files.

Wireless networks

By default, wireless networks are typically configured to allow eavesdropping on the wireless signals. They can be vulnerable to a malicious outsider gaining access because of the default settings on some wireless hardware, the accessibility of wireless networks, and present encryption methods. There are configuration options and tools that can protect against eavesdropping, but they do nothing to protect the computers from hackers and viruses that enter through an Internet connection. Therefore, it is extremely important to include a firewall to protect the computers from unwanted intruders on the Internet.

For more information, go to http://www.microsoft.com/security/default.mspx.

Client security

The following security best practices can help increase the security of the computing environment.

- Use the latest operating systems with the most up-to-date security features. Also, operating system editions that are for business purposes typically have more security features.

- Use the Windows Update site to get the latest updates available for your computer's operating system, software and hardware.

- Use the Microsoft Office Update site to help keep your Office products up-to-date. Office product updates are created by Microsoft to bring you the highest levels of security, stability, and critical functionality available. (http://office.microsoft.com/en-us/officeupdate/default.aspx)

Microsoft Dynamics GP security

The following security best practices can help increase the security of your Microsoft Dynamics GP environment.

- Security settings will not be enforced unless the Security option in the Company Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company) is marked.

- The default security settings in Microsoft Dynamics GP allow all users access to only the windows and forms in Microsoft Dynamics GP that are needed to log in to the application. After setting up new user records, you should set access to companies and set up security for new users.

- Each time you install a new component in Microsoft Dynamics GP, such as Human Resources, you must set up security for that component. For example, if you have been using Microsoft Dynamics GP for a year and you just installed Human Resources, you will need to set up access to Human Resources before anyone can use it.

- Encourage users to use strong passwords for their Microsoft Dynamics GP user account. The easiest way to create a strong password that you will not have to write down is to come up with a passphrase, that is, a sentence that you can remember. Passwords also are considered strong if they have a combination of upper and lower case letters, numbers, and special characters. For example, M$8ni3y0tmd@ is a strong password.

- We recommend that you do not leave the system password blank. For more information, refer to *Setting system security* on page 32.

Virus protection

These are the four main types of viruses that infect computer systems.

Boot-Sector viruses These viruses scan the boot sector of the hard disk before loading the operating system or any other start–up files when a computer is started. A boot-sector virus is designed to replace the information in the boot sectors of the hard disk with its own code.

File-Infecting viruses The most common type of virus, a file-infecting virus, attaches itself to an executable program file by adding its own code to the executable file. Files infected by this type of virus usually have a .com, .exe, or .sys file name extension.

Trojan horse programs This is not really a virus. The key distinction between a virus and a Trojan horse program is that a Trojan horse program does not replicate itself; it only destroys information on the hard disk. A Trojan horse program disguises itself as a legitimate program, such as a game or utility. When it’s run, though, it can destroy or scramble data.

Macro viruses This type of computer virus is stored in a macro within a file, template, or add-in. The spread of a macro virus can be prevented. Here are some tips to avoid infection.

- Install a virus protection solution that scans incoming messages from the Internet for viruses before the messages pass the router to ensure that messages are scanned for known viruses.
- Verify accuracy of documents. Documents should not be opened unless they are from someone that you know is trustworthy.
- Talk to the person who created the document. If the you are not sure whether the document is safe, you should contact the person who created the document.
- Use the Microsoft Office macro virus protection. In Office, the applications alert the user if a document contains macros. This gives the user the option to run the macros when the document is opened.
- Use virus-scanning software to detect and remove macro viruses from documents. We recommend the use of antivirus software that is certified by the International Computer Security Association (ICSA).
- Set the macro security level of Microsoft Office files to High or Medium and use a digital signature, which is an electronic, encryption-based, secure stamp of authentication on a macro or document. This signature confirms that the macro or document originated from the signer and has not been altered. For more information about Microsoft Office security features, visit the Microsoft Office Online Web site (http://office.microsoft.com).

PART 2: USER SETUP

Part 2: User setup

If you’re using Microsoft Dynamics GP in a multi-user environment, you need to define who can use Microsoft Dynamics GP. You also can determine the level of access each of your users have to the company information you set up.

If you’re using Microsoft Dynamics GP in a single-user environment, you don’t need to set up any additional users. You do need to set user access to each company that you create, however. See Chapter 5, “User records,” for more information.

This part of the documentation includes:

- Chapter 5, “User records,” explains how to create and use user records in Microsoft Dynamics GP.
- Chapter 6, “Security,” describes the procedures necessary to set up system and individual security.
- Chapter 7, “Field level security,” describes how to provide additional security to programs, fields, forms, and windows in Microsoft Dynamics GP.
- Chapter 8, “Shortcut administration,” describes how to set up shortcuts in user class folders, in which shortcuts to specific tasks are organized for a class of users.
- Chapter 9, “Activity tracking,” explains how to keep track of the activity in your Microsoft Dynamics GP system. Activities you can track include attempts to log in and log out, access windows and tables, make changes to tables, print, complete processes such as routines and table maintenance, and posting.

Chapter 5: User records

This information explains how to create and use user records in Microsoft Dynamics GP. User records identify all the people who will be using Microsoft Dynamics GP.

This information is divided into the following sections:

- *Overview of user records*
- *Creating a user record*
- *Copying security access from an existing user*

Overview of user records

You can create as many user records as you wish, regardless of the number of users you've registered for Microsoft Dynamics GP. However, the number of users logged into Microsoft Dynamics GP at any one time can't exceed the number of users you've registered. For example, you may have registered the accounting system so the maximum number of users in Microsoft Dynamics GP can't exceed 10. You could create 30 user records—however, only 10 of these users could be in the system at the same time. You can group users in user classes and specify the parts of Microsoft Dynamics GP that users will have access to, depending on the types of tasks they typically complete. For more information about user classes and security, see Chapter 6, "Security."

Creating a user record

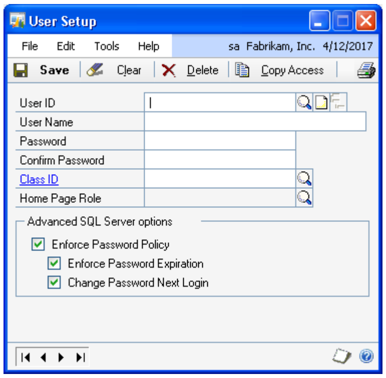
You'll use the User Setup window to create user records. The User ID identifies each user in the Microsoft Dynamics GP system. You can't change the user ID once the record has been saved. To change a user ID, delete the user record and reenter the user record with a different ID.

A user record with the ID of "sa" (system administrator) that has access to the entire system is created by default. Some procedures within Microsoft Dynamics GP require having a user with this ID.

After you enter user records, see *Setting company access* on page 32 to specify the companies each user should have access to.

To create a user record:

1. Open the User Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User)



☑ Enforce Password Policy
☑ Enforce Password Expiration
☑ Change Password Next Login

2. In the User ID field, enter a user ID, which will be used throughout Microsoft Dynamics GP to identify this person.

3. In the User Name field, enter the person's full name.

4. In the Password field, enter the password this user will use when starting the accounting system.

   If you don't assign a password to the user at this time, the user will be required to enter a password before accessing Microsoft Dynamics GP.

5. In the Class ID field, assign the user to a class, if you wish.

   See *Creating a user class* on page 167 for more information.

6. In the Home Page Role field, assign the user to a user role. The user role determines the content that is displayed on a user's home page by default.

   For more information on home pages, refer to your System User's Guide (Help >> Contents >> select Using the System.)

7. If you are using SQL Server 2005 or later on Windows Server® 2003 or later, more password options are available.

   Enforce Password Policy Mark this option to force users to adhere to the same password policies that have been established on the Windows Server domain.

   Change Password Next Login Mark this option to force users to change their passwords the next time they log in to Microsoft Dynamics GP. The Enforce Password Policy must be marked for this option to be available.

   Enforce Password Expiration Mark this option to force users to change their passwords after the number of days that is defined by the Windows Server domain password policies. This option is available only if you have marked the Enforce Password Policy option. The Enforce Password Policy must be marked for this option to be available.

8. Mark the Payroll View for Human Resources option if you want a user's changes to Human Resources benefit and deduction codes to update corresponding U.S. Payroll information. You should mark this option for every user who will enter or update benefit information in Human Resources.

9. Choose Copy Access if there is an existing user that you want copy security settings such as roles, tasks, and company access to the user. See *Copying security access from an existing user* on page 27 for more information.

10. Choose Save to save the user record.

11. To print a User Preferences List showing information for the currently displayed user, choose File >> Print. You can print a similar report for all users from the User Report Options window.

Copying security access from an existing user

When you create a new user, you need to set up security tasks, security roles, and company access to the new user. To speed user set up, you can copy the user security from one user to another, including company access. For example, if you created a user ID for a new purchasing clerk, you can copy security access from the existing purchasing clerk. You also can copy security access when a current users switches positions in your company.

If you need to remove security access from a user, you remove access by copying access from a user who has no security roles, tasks, and company access.

To copy security access from an existing user:

1. Open the User Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User)

2. Enter information for a new user or select an existing user.

3. Choose the Copy Security button.

4. In the Copy User Security window, select the user ID you want to copy security information from.

5. Choose OK.

   To change company access, use the User Access Setup window.

   To change the security roles for a user, use User Security Setup window.

Chapter 6: Security

In Microsoft Dynamics GP, you can specify security settings for your system, companies, individual users and specific tasks. This information explains the procedures you'll perform to secure Microsoft Dynamics GP for your organization.

This information is divided into the following sections:

- *Overview of Microsoft Dynamics GP security*
- *Security Synchronization Utility*
- *How passwords are used in Microsoft Dynamics GP*
- *Items you can set security for*
- *Setting system security*
- *Setting company access*
- *Creating security tasks*
- *Creating security roles*
- *Setting up individual user security*
- *Activating user security*
- *Verifying security settings with an integrating product*
- *Setting access to alternate/modified forms and reports*
- *Deleting security records*
- *Setting up security for viewing data connections and Microsoft Excel® reports*
- *Setting up access to SQL Server Reporting Services reports*
- *User security troubleshooting*

Overview of Microsoft Dynamics GP security

Microsoft Dynamics GP provides several types of security:

System System security controls access to systemwide setup information, such as setting up new user records, assigning user security or printing reports that contain that information. System level security is controlled through the use of a password; only a few people should know the password. See *Setting system security* on page 32 for more information.

Company Company security controls access to companies on a per-user basis. When you set up a new user record, that person doesn't have access to any companies. You'll need to grant access, using the User Access Setup window, before the user can log in to Microsoft Dynamics GP. See *Setting company access* on page 32 for more information.

Security tasks Security tasks are assigned to roles and grant access to windows, reports, files, and other resources within Microsoft Dynamics GP that users need to access to complete a specific task. Some default security tasks have been created for you. For example, the DEFAULTUSER task allows users to access things that most users will need to access in Microsoft Dynamics GP.

Security roles Security roles contain the security tasks that a user needs to access to do their job. Some default security roles have been created for you. For example, the ACCOUNTING MANAGER* role contains security tasks that allow a user who is assigned to this role to view General Ledger account information, enter journal entries, enter bank transactions, and perform other tasks that an accounting manager might need to perform.

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

For example, user ABC is an accounting manager for Fabrikam, Inc., and needs access to set up General Ledger, taxes, bank accounts, and credit cards as well as perform many other accounting tasks. Review the default security roles in Microsoft Dynamics GP to find one that grants access to the appropriate accounting functionality for user ABC. For our example, the ACCOUNTING MANAGER* security role is appropriate for user ABC. Use the User Security Setup Window to assign the ACCOUNTING MANAGER* security role to user ABC in the Fabrikam, Inc. company.

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

Account Account-level security enhances security and account views. Users can enter, edit, and view information from a reduced account set based on the access granted for accounts. For more information, see Chapter 27, "Account security."

Field level security Field level security restricts access to any field, window, or form in Microsoft Dynamics GP. It allows you to apply a password, or to make a window or form unavailable. It also allows you to hide, lock, or apply passwords to fields. See Chapter 7, "Field level security," for more information.

Security Synchronization Utility

The Security Synchronization Utility can be used to synchronize security for Microsoft Dynamics GP, Web Services, and Business Portal. The Security Synchronization Utility enables you to synchronize role membership between applications with different security infrastructures and different administration experiences. For example, you can synchronize a Business Portal role with a SharePoint group, or you can synchronize a Microsoft Dynamics GP role with a web services role.

The Security Synchronization Utility is a Microsoft Management Console snap-in that allows you to synchronize security permissions between applications. By default, the following applications can be synchronized:

- Microsoft Dynamics GP
- Web Services for Microsoft Dynamics GP
- Business Portal

You can synchronize from any supported application to any other supported application. For example, you can synchronize members of a Business Portal role with members of a SharePoint group, or vice versa.

To use the utility with Microsoft Dynamics GP, the Microsoft Dynamics GP administrator must first map Windows user IDs to Microsoft Dynamics GP user IDs using the Microsoft Dynamics Security Console. Refer to the Microsoft Dynamics

GP Web Services Installation and Administration Guide for more information about the Dynamics Security Console.

The Security Synchronization Utility is available as a download on CustomerSource only. Refer to the documentation that is included with the utility for more information.

How passwords are used in Microsoft Dynamics GP

Microsoft Dynamics GP uses passwords to control access to a company and selected parts of the accounting system. Passwords can contain uppercase and lowercase letters, numeric characters, spaces, and special characters.

There are three types of passwords:

User passwords User passwords control whether a particular user has access to Microsoft Dynamics GP. User passwords are initially set up in the User Setup window. Users can change their own passwords using the User Password Setup window.

System passwords The system password controls access to systemwide setup information, such as setting up new user records, assigning user security, or printing reports that contain that information. The system password is set up using the System Password Setup window. Only a few people should know the system password.

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

Items you can set security for

You can set security for the following items in the Microsoft Dynamics GP product:

Type	Description
Windows	Windows in the selected product.
Reports	Reports in the selected product.
Modified Windows	Windows customized using Modifier.
Modified Reports	Primary copies of reports created using Report Writer. Note: The Report Writer name of the report appears in this list. The Report Writer name is the one that appears in the title bar of the Screen Output window when you print a report.
Files	Tables in the selected product.
Alternate Microsoft Dynamics GP Reports*	Microsoft Dynamics GP reports that have been incorporated into integrating products you've installed.
Alternate Microsoft Dynamics GP Windows*	Microsoft Dynamics GP windows that have been incorporated into integrating products you've installed.
Modified Alternate Microsoft Dynamics GP Reports*	Alternate reports that have been modified using Report Writer.
*These items appear only if you're using an integrating product and have selected it in the Product list. **These types appear only if the corresponding item is installed and registered.	

Type	Description
Modified Alternate Microsoft Dynamics GP Windows*	Alternate windows that have been modified using Modifier.
Custom Reports	Secondary copies and new reports created in Report Writer.
Advanced Financial Reports	Modified advanced financial reports.
Series Posting Permissions	Specific posting tasks for each Microsoft Dynamics GP product you've purchased.
Customization Tools	Tools you use to customize the accounting system, such as Report Writer or the Modifier.
Microsoft Dynamics GP Import**	The Microsoft Dynamics GP Integration Manager.
Document Access	Quotes, orders, invoices, returns, and back orders for Sales Order Processing. Standard, blanket, drop-ship, and blanket drop-ship purchase orders for Purchase Order Processing.
Letters	Letters to customers, employees, and vendors that are available using the Letter Writing Assistant.
Navigation Lists	Default primary lists. Note: If you restrict access to a primary list, access to any list view that is based on that primary list is also restricted.
*These items appear only if you're using an integrating product and have selected it in the Product list. **These types appear only if the corresponding item is installed and registered.	

Only main windows are listed if you select Windows. A main window is one you can open from a menu; it's also referred to as a parent window or a primary window. Many windows that you open by clicking a button in a parent window are child windows. To deny access to a child window, deny access to the corresponding parent window.

Setting system security

When you installed Microsoft Dynamics GP, you were asked to enter a system password. You can change the system password using the System Password Setup window.

To set system security:

1. Open the System Password Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> System Password >> Enter the current system password)

2. In the Old Password field, enter the current password.

3. In the New Password and Reenter New Password fields, enter the new password.

4. Choose OK to save your changes and close the window.

Setting company access

Granting company rights to individual users allows you to control which users have access to the companies you've created.

Be sure to set company access using the steps in this procedure each time you do either of the following things:

Create a new user record If you don’t set access, the user won’t be able to access any companies in Microsoft Dynamics GP.

Create a new company If you don’t set access, no users will be able to access the company.

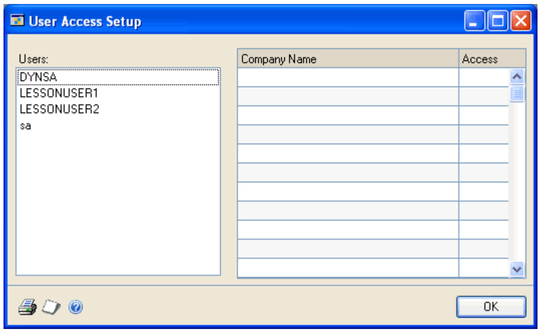
If you marked the Copy Access from Company option in Microsoft Dynamics GP Utilities when you created a new company, you’ve already specified the users who will have access to this company. Complete this procedure within the User Access Setup window only to modify the settings you copied.

After you’ve set access, each company that a user has access to will appear in the Company Login window for that user.

LESSONUSER1 and LESSONUSER2 can only have access to the lesson company.

To set company access:

1. Open the User Access Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Access)



2. From the Users list, select a user ID.

   All the companies you’ve set up are shown in the Company Name list.

3. In the Access column, mark the company or companies the user will access.

   When you’ve marked all the companies this user will access, repeat steps 2 and 3 to set access for other users, if necessary.

4. To print the Company Access Report, showing company access information entered in this window, choose File >> Print. You also can print this report using the User Report Options window.

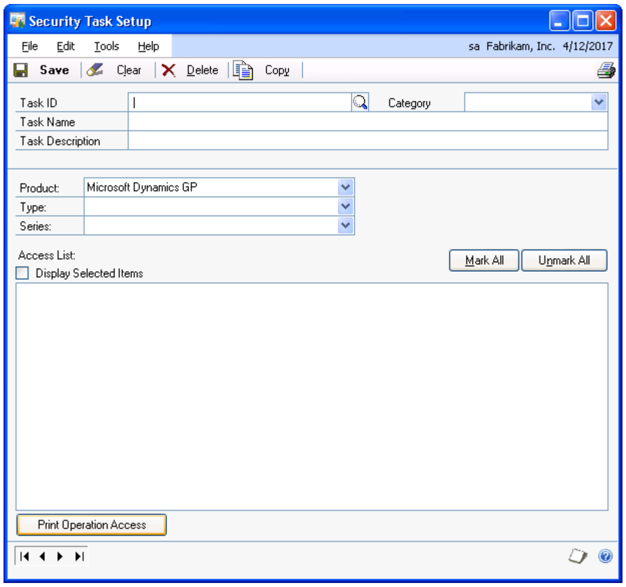
5. Choose OK to close the window.

Creating security tasks

Security tasks contain the windows, reports, and other resources that users need to access to complete tasks in Microsoft Dynamics GP. Refer to Items you can set security for on page 31 for a list of the types of objects that can make up a task.

To create a security task:

1. Open the Security Task Setup window
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security Tasks)


Security Task Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
Copy
Task ID
Category
Task Name
Task Description
Product:
Type:
Series:
Access List:
Mark All
Unmark All
Display Selected Items
Print Operation Access

Product: Microsoft Dynamics GP

☐ Display Selected Items

2. Enter a task ID.

3. To save time, you can copy all security settings from an existing task into the task that you are about to create. Choose Copy to do this, otherwise, skip to step 6.

4. The Copy Security Task window is displayed. Enter an existing security task ID to copy settings from.

5. Choose OK. The Copy Security Task window closes and the Security Task Setup window now contains the security settings of the task that you copied.

6. Enter a name and description for the task.

7. Select a category for the task.

8. Select a product from the Product list. If you're using integrating products with Microsoft Dynamics GP, they are displayed in the list in addition to Microsoft Dynamics GP.

9. In the Type list, select the type of item you want to limit access to. See *Items you can set security for* on page 31 for information about the types shown in the list.

10. Using the Series list, specify the series you want to set access to. For example, to grant access to a window, report or other resource in General Ledger, select Financial from the Series drop-down list.

11. Using the Access list, mark an item to grant access to it and unmark an item to remove access.

You can choose the Unmark All button to unmark all items that appear in the list, or Mark All to mark all items in the list. You can mark the Display Selected Items option if you want the list to show only the items that you have granted access to.

Double-click a window or report in the Access List to view it.

12. Repeat steps 9 through 11 to set security for all series.

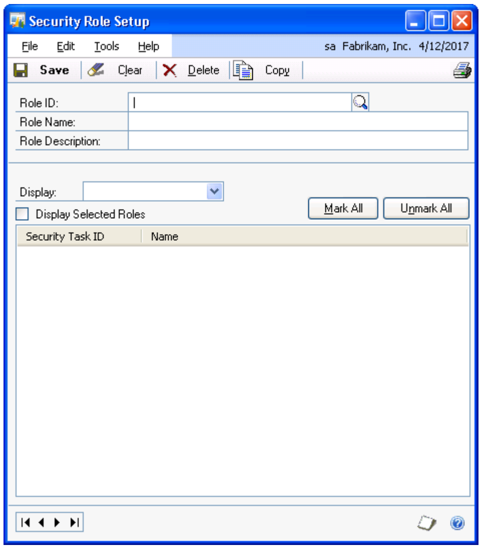
13. Choose Save to save your changes.

Creating security roles

Use the Security Role Setup window to create new security roles. Security roles can contain multiple security tasks and can be assigned to users to provide them with security access to groups of tasks in Microsoft Dynamics GP.

To create security roles:

1. Open the Security Role Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security Roles)


Security Role Setup
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
Copy
Role ID:
Role Name:
Role Description:
Display:
Display Selected Roles
Mark All
Unmark All
Security Task ID
Name

2. Enter a role ID.

3. To save time, you can copy all security tasks from an existing role into the role that you are about to create. Choose Copy to do this, otherwise, skip to step 6.

4. The Copy Security Role window is displayed. Enter an existing security role ID to copy security tasks from.

5. Choose OK. The Copy Security Role window closes and the Security Role Setup window now contains the security tasks of the role that you copied.

6. Enter a name for the role.

7. Enter a description for the role.

8. Select a category from the drop-down list to display the tasks for that category.

9. Mark the security tasks that users who are assigned to this role should have access to.

   You can choose the Unmark All button to unmark all tasks that appear in the list, or Mark All to mark all tasks in the list. You can mark the Display Selected Roles option if you want the list to show only the items that you have granted access to.

   Double-click a task to view information about that task.

10. Repeat steps 8 and 9 to set security for all categories for this security role.

11. Choose Save to save your changes.

Setting up individual user security

Use this procedure to set up individual security settings for each user, in each company. Complete this procedure each time you create a new company or a new user record.

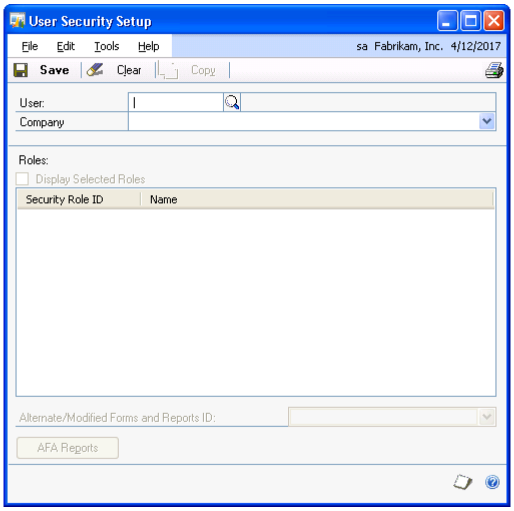
If you marked the Copy Access from Company option in Microsoft Dynamics GP Utilities when you created a new company, you've already set up user security for this company. Complete this procedure using the User Security Setup window only to modify the settings you copied.

Security is defined for each user on a company-by-company basis; be sure to set security for each company accessed by the user.

Security tasks and security roles already must be set up before you can set up individual user security. Refer to Creating security tasks on page 33 and Creating security roles on page 35 for more information.

To set up individual user security:

1. Open the User Security Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Security)


User Security Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Copy
User
Company
Roles:
Display Selected Roles
Security Role ID
Name
Alternate/Modified Forms and Reports ID:
AFA Reports

2. In the User field, select the user ID of the person for whom you're setting security. Once you've selected a user ID, all the companies the user has access to are shown in the Company list.

3. In the Company list, select a company. The security you set for a company will apply to the user only when he or she accesses that company. Once you've selected a Company, all the security roles are listed.

4. Mark all the roles that the user should be assigned to.

You can mark the Display Selected Roles option to list only the roles for which access has been granted.

5. To specify which alternate or modified forms and reports that the user should have access to, select an Alternate/Modified Forms and Reports ID from the drop-down list.

   To create a new Alternate/Modified Forms and Reports ID, refer to *Setting access to alternate/modified forms and reports* on page 38.

6. Choose the AFA Reports button to open the Advanced Financial Analysis Reports Security window where you can specify which Advanced Financial Analysis reports the user should have access to.

By default, users have access to all Advanced Financial Analysis reports. However, users can only view an Advanced Financial Analysis report if they also are granted access to the Advanced Financial Analysis windows that are associated with that report.

7. To print a User Security Report for the selected user, choose File >> Print. You also can print this report using the Security Report Options window.

8. Choose Copy to open the Copy User Security window if you want the user to have the same security access in other companies that the user has access to, otherwise skip to step 11.

9. In the Copy User Security window, a list of companies that the selected user has access to is displayed. Mark the companies that you want to copy this user's security settings to.

10. Choose OK to save your changes and close the Copy User Security window.

11. In the User Security Setup window, choose Save.

Activating user security

To begin using individual security, you be sure that the Security option in the Company Setup window is marked. User security doesn't function unless you activate it in that window.

User security doesn't affect passwords you've set up to allow access to Microsoft Dynamics GP, or to grant permission to perform certain accounting tasks such as overriding a price.

To activate user security:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)

2. Be sure the correct company is displayed in the Company Name field.

3. Mark the Security check box if it is not already marked, otherwise, skip to step 5.

4. Enter the system password and choose OK. A message will appear, indicating that user security is active.

5. Choose OK to save your changes and close the Company Setup window.

   If you want to temporarily turn off your security system at some other time, you can open this window again and unmark the Security option, allowing all users unlimited access to the company.

6. Repeat steps 1 through 5 for each of your companies. You must log in to each company to activate user security for that company.

Verifying security settings with an integrating product

After you install an integrating product, you must give users security access to that integrating product before it can be used. You may have to modify existing security tasks and roles or create new security tasks and roles before you can modify a user's security settings. However, depending on the integrating product, there already may be default security tasks and roles that you can use when you modify a user's security settings in the User Security Setup window.

Setting access to alternate/modified forms and reports

Alternate forms and reports are forms and reports that have been incorporated into integrating products that you've installed. Modified forms and reports are existing Microsoft Dynamics GP forms and reports that have been modified using Report Writer or Modifier.

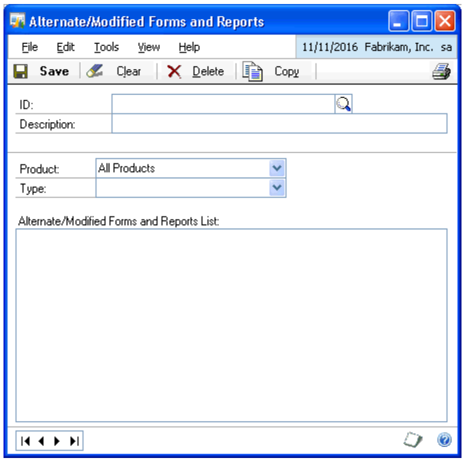
Alternate/modified forms and reports IDs grant access to groups of alternate/modified forms and reports within Microsoft Dynamics GP. You only can assign one alternate/modified forms and reports ID to a user at a time. Use the Alternate/Modified Forms and Reports window to create additional alternate/modified forms and reports IDs.

When your company purchases integrating products, be sure to modify security settings to include alternate forms and reports.

For more information, refer to *Setting up individual user security* on page 36.

To set access to alternate/modified forms and reports:

1. Open the Alternate/Modified Forms and Reports window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Alternate/Modified Forms and Reports)


Alternate/Modified Forms and Reports
File
Edit
Tools
View
Help
11/11/2016 Fabrikam, Inc. sa
Save
Clear
Delete
Copy
ID:
Description:
Type:
Alternate/Modified Forms and Reports List:

Product: All Products

2. Enter an ID and description.

3. Select a product from the Product list. If you're using integrating products with Microsoft Dynamics GP, they are displayed in the list in addition to Microsoft Dynamics GP.

4. In the Type list, select the type of item you want to set access for.

5. In the Alternate/Modified Forms and Report list, a tree view is displayed if there are any alternate/modified forms and reports for the product and type that you selected. The tree view is organized by series.

   Expand a series to display a list of the forms or reports that are available as alternate/modified forms or reports. By default, the original forms or reports are selected already. If you want users to be able to access the alternate version of that form or report, select the alternate form or report.

6. Repeat steps 3 through 5 to set access to alternate/modified forms and reports for all products.

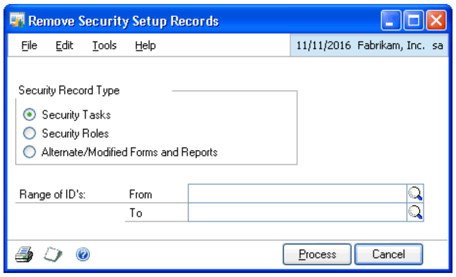
7. Choose Save.

Deleting security records

Use the Remove Security Setup Records window to delete groups of security task IDs, security role IDs, and alternate/modified forms and reports IDs.

To delete security records:

1. Open the Remove Security Setup Records window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> System >> Remove Security Setup Records)



Security Record Type
● Security Tasks
○ Security Roles
○ Alternate/Modified Forms and Reports

2. Select the type of security records that you want to delete.

   - Select Security Tasks to delete a group of security task IDs. You cannot delete a security task that is currently assigned to a security role.

   - Select Security Roles to delete a group of security role IDs. You cannot delete a security role if it is currently assigned to a user.

   - Select Alternate/Modified Forms and Reports to delete a group of alternate/modified forms and reports IDs. You cannot delete an alternate/modified forms and reports ID if is currently assigned to a user.

3. Select the range of IDs to delete.

4. Choose Process to delete the range of IDs for the type of security record that you selected.

Setting up security for viewing data connections and Microsoft Excel® reports

Users need extra privileges in SQL Server before they can view the Microsoft Dynamics GP data that is displayed in data connections and Excel reports.

A Default SQL Server Fixed Database role that corresponds with each data connection and Excel report is created during the installation of Microsoft Dynamics GP. Each role begins with “rpt_” and contains SELECT access to the Microsoft Dynamics GP data for the data connection or report that the role corresponds to.

Users should be added as members to the SQL Server roles that correspond to the reports or data connections that they need access to.

To set up security for viewing data connections and Microsoft Excel reports:

1. Create new local groups on the server where the data connections and Microsoft Excel reports are deployed. For more information, refer to Chapter 32, "Excel report deployment," and your Windows Server documentation.

2. Assign each local group to the default SQL Server fixed database role that corresponds to the report that group will need access to. For more information about adding an Active Directory group to a SQL Server fixed database role, refer to your SQL Server documentation.

3. Add domain users or domain groups to the local groups that you set up in step 1.

Setting up access to SQL Server Reporting Services reports

Users need extra privileges in SQL Server and Report Manager before they can view the Microsoft Dynamics GP data that is displayed in SQL Server Reporting Services reports.

Default SQL Server roles are created when you install Microsoft Dynamics GP. Each SQL Server role that begins with "rpt_" has enough access to view the Microsoft Dynamics GP data that is displayed in a report. To view a SQL Server Reporting Services report, a user, or a Windows (local machine) group that the user belongs to, must be added as a member to the SQL Server roles that correspond to that report and the user must be granted access to that SQL Server Reporting Services report in Report Manager.

For detailed information about SQL Server Reporting Services, refer to the SQL Server Reporting Services Guide. This guide describes how to install Reporting Services, how to deploy predefined reports that are included in Microsoft Dynamics GP to a server, and how to set up security for reports. Check the Using Microsoft Dynamics GP 2010 Web site (http://go.microsoft.com/fwlink/?LinkId=161199) for the most current documentation.

To set up access for SQL Server Reporting Services reports:

1. Create new local groups on the Web server where the SQL Reporting Services reports are deployed. For more information, refer to *Deploying SQL Server Reporting Services reports* on page 202 and your Windows Server 2003 and Windows Server 2008 documentation.

2. Assign each local group to the default SQL Server fixed database role that corresponds to the report that group needs access to. For more information about adding an active directory group to a SQL Server fixed database role, refer to your SQL Server documentation.

3. Using Report Manager, grant access to the SQL Reporting Services reports for the local groups that you created in step 1.

4. Add domain users or domain groups to the local groups that you set up in step 1. For more information, refer to your Windows Server 2003 or Windows Server 2008 documentation.

5. If your SQL Reporting Services reports are stored on a different computer than either the Microsoft Dynamics GP server or the server running Microsoft SQL Server, you must use Kerberos authentication in SQL Server to allow user credentials to be passed to the SQL Server so that users can view SQL Reporting Services reports.

   Refer to Knowledge Base article 319723: *How to use Kerberos authentication in SQL Server* (http://support.microsoft.com/kb/319723/en-us) and complete *Step 1: Configure the domain controlle*r and *Step 2: Configure the IIS services server to use Kerberos authentication on SQL Server.*

User security troubleshooting

Many of the processes in Microsoft Dynamics GP, such as posting or printing, require that the user performing the process be able to access multiple windows and reports. If you deny a user access to an item that's part of a process, the user won't be able to complete that process. A message may appear stating that the user isn't privileged to open the resource. However, Microsoft Dynamics GP may not always display a message indicating the problem; the process may simply not be completed.

If a user encounters problems completing a process, verify that the roles that are assigned to the user in the User Security Setup window contain the tasks that the user needs to complete the process. The problem may be caused by the user not having access to all the items used in the process. Contact Microsoft Dynamics GP Technical Support if you need additional assistance.

Chapter 7: Field level security

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

This information is divided into the following sections:

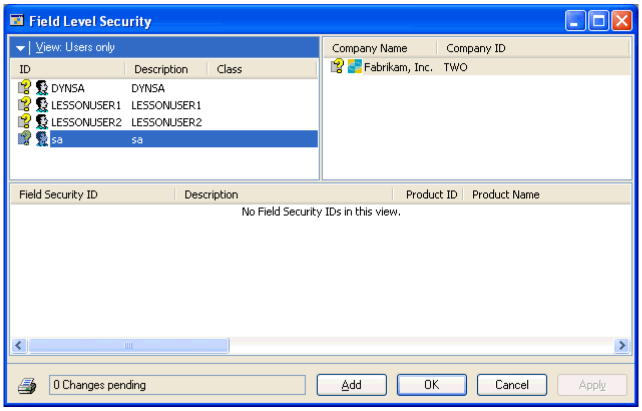
- *Adding or modifying a field security ID*
- *Copying a field security ID*
- *Security modes*
- *Resource Explorer*
- *Creating a password*

Adding or modifying a field security ID

Use the Field Security Maintenance window to assign field level security IDs, which are necessary to define user passwords, and to lock, hide, or make windows, forms, and fields unavailable. The Field Security Maintenance window also allows you to modify, add, or delete field security IDs.

To add or modify a field security ID:

1. Open the Field Level Security window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Field Level Security)



ID	Description	Class
DYNSA	DYNSA	
LESSONUSER1	LESSONUSER1	
LESSONUSER2	LESSONUSER2	
sa	sa	

Company Name	Company ID
Fabrikam, Inc.	TWO

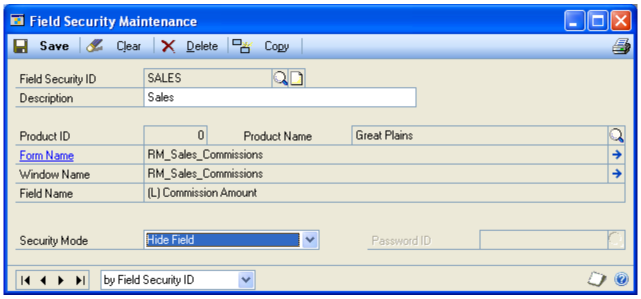
Field Security ID	Description	Product ID	Product Name

No Field Security IDs in this view.

0 Changes pending

2. Choose Add to open the Field Security Maintenance window.

You also can double-click an existing field security ID in the Field Security window to open the Field Level Security Maintenance and continue through this procedure.



Field Security ID: SALES
Description: Sales
Product ID: 0
Product Name: Great Plains
Form Name: RM_Sales_Commissions
Window Name: RM_Sales_Commissions
Field Name: (L) Commission Amount
Security Mode: Hide Field
Password ID:
by Field Security ID

3. Enter or modify the Field Security ID field and a description.

4. Choose the product name lookup button to open the Resource Explorer window.

5. Select an object from the Resource Explorer window to apply security to. For more information refer to *Resource Explorer* on page 45.

6. Apply or modify the security mode for the field, form, or window you have selected. For more information refer to *Security modes* on page 45.

7. If you selected a security mode that requires a password, enter or select a password ID in the Password ID field.

8. Choose Save.

   You can now use the Field Level Security window to apply this field security ID to users and user classes.

Copying a field security ID

Use the Field Security Maintenance window to copy an existing field security ID to create a new one. To create a new field security ID that will be similar to an existing field security ID, you can copy the existing field security ID as your new field security ID and then modify it.

To copy a field security ID:

1. Open the Field Level Security window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Field Level Security)

2. Double-click on a field security ID in the field security object tree to open the Field Security Maintenance window.

3. Choose Copy.

4. Enter a new ID in the Field Security ID field.

5. Modify fields, as necessary.

6. Choose Save.

Security modes

You can select the following security modes from the Field Level Security Maintenance window to give security to fields, forms, or windows.

Password Before You must enter a password before getting access to a field.

Password After You must enter a password after modifying a field for the changes to be saved.

Warning Before A warning will be displayed and access to that field will be denied.

Lock Field You can't use or modify the field.

Disable Field The field will be displayed but it will not be available.

Hide Field The field won't be displayed.

Password Window You must to enter a password before access to the window is permitted.

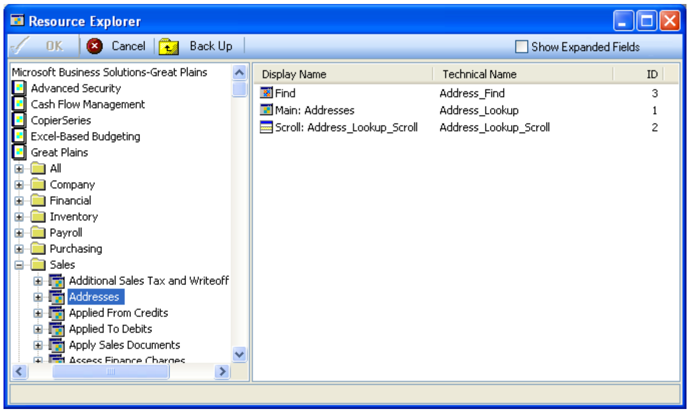
Disable Window Enter the system administrator's password to have access to the window.

Password Form Users or classes must enter the correct password before access to the form is permitted.

Disable Form You must enter the system administrator's password to modify the form.

Resource Explorer

The Resource Explorer window opens when you choose the lookup button for the Product Name field. Use the Resource Explorer to look up forms, fields, and tables.


Resource Explorer
OK
Cancel
Back Up
☐ Show Expanded Fields
Microsoft Business Solutions-Great Plains
Advanced Security
Cash Flow Management
CopierSeries
Excel-Based Budgeting
Great Plains
All
Company
Financial
Inventory
Payroll
Purchasing
Sales
Additional Sales Tax and Writeoff
Addresses
Applied From Credits
Applied To Debits
Apply Sales Documents
Assess Finance Charges

Display Name	Technical Name	ID
Find	Address_Find	3
Main: Addresses	Address_Lookup	1
Scroll: Address_Lookup_Scroll	Address_Lookup_Scroll	2

The objects tree is located in the left pane of the Resource Explorer window. Choose the plus sign next to an object to open it in the objects tree.

- Double-click on an object to open it in the right pane of the Resource Explorer window.

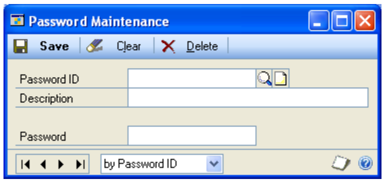
- Select an object in the right pane and choose OK to enter it into the Field Security Maintenance window.

Creating a password

Use the Password Maintenance window to create and modify passwords that you assign to a field, form, or window.

To create a password:

1. Open the Password Maintenance window by clicking the underlined password ID in the Field Security Maintenance window.



You also can open the Password Maintenance window by opening the lookup window for the password field. You can either select a current password, or you can choose New to clear the fields.

2. Enter a password ID and a description.

3. Enter the password.

4. Choose Save.

5. You can continue to create new passwords, modify existing passwords, or return to the Field Security Maintenance window.

    - To create more passwords, choose Clear and repeat steps 2-5.

    - To modify other passwords, select an existing password and make changes, as necessary.

    - To exit, close the window.

Chapter 8: Shortcut administration

With shortcut navigation, you can organize shortcuts to the windows, macros, applications, and web sites you frequently use while working in Microsoft Dynamics GP.

This information is divided into the following sections:

- *Shortcuts and user classes*
- *Assigning shortcuts to a new user class folder*
- *Adding shortcuts to an existing user class folder*

For general information about the shortcut bar and creating shortcuts, see your System User's Guide (Help >> Contents >> Using The System).

Shortcuts and user classes

The system administrator's or Microsoft Dynamics GP system administrator's shortcuts include a User Classes folder by default. For each user class in the Microsoft Dynamics GP system, a corresponding folder is located inside the User Classes folder. When you create a new user class, the corresponding user class shortcut folder is created automatically.

The shortcut folder is named the same as the description for the user class. For example, if the class ID is SALES and the description is Sales Clerk, the shortcut folder is Sales Clerk. To change the name of the user class folder, change the description of the user class in the User Class Setup window.

When you assign a user to a user class, the corresponding user class folder appears in the list of shortcuts in the navigation pane for that user. User Classes folders can't be renamed or repositioned by non-administrative users.

Assigning shortcuts to a new user class folder

You can organize shortcuts to user-specific tasks by grouping them into user class folders in the list of shortcuts in the navigation pane. Users can't delete or modify a user class folder that appears in their list of shortcuts.

To assign shortcuts to a new user class folder:

1. Log in as sa or if you are the database owner, log in as DYNSA.

2. Open the User Class Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Classes)

3. Enter a class ID.

4. Enter a description for the user class. This description will be the name of the user class folder in the list of shortcuts.

   By default, the new user class will have access to all resources in the system. Deny access to selected portions of the system, if desired.

5. Choose Save to save the user class.

6. In the User Classes folder, locate the folder for the user class you just created. Add shortcuts to the folder by dragging an existing shortcut from your list of shortcuts into the user class folder.

Adding shortcuts to an existing user class folder

As soon as you add a shortcut to a user class folder, users assigned to that user class can see the shortcut by closing and reopening their user class folder.

To add shortcuts to an existing user class folder:

1. Log in as sa or if you are the database owner, log in as DYNSA.

2. In the User Classes folder in the list of shortcuts, locate the folder for the user class you want to add shortcuts to. Drag an existing shortcut from your list of shortcuts into the user class folder.

Chapter 9: Activity tracking

Activity tracking allows you to keep track of the activity in your Microsoft Dynamics GP system. You can track activities for each user, for each company, or both.

For day-to-day activity monitoring, use the activity tracking procedures in the System Administrator's Guide.

This information is divided into the following sections:

- *Activity type overview*
- *Setting up activity tracking*
- *Removing activity tracking detail*

Activity type overview

The following types of activities can be tracked in Microsoft Dynamics GP. The selected activities will be tracked for all users and the companies selected in the Activity Tracking Setup window.

Access tracking

Activity	Description
Failed Attempts to Access a Table	Tracks when a user attempts to create a report in Report Writer using a table they do not have access to because of security. This is a valid option only if security is being used for the company.
Failed Attempts to Open a Window	Tracks when a user is prevented by security from opening a window. This is a valid option only if security is being used for the company; that is, if security is set up and the Security option is marked in the Company Setup window. If a user is prevented from opening a window because of an alert message not related to security, that will not be tracked.
Failed Attempts to Print a Report	Tracks when a user is prevented by security from printing a report. This is a valid option only if security is being used for the company. When the Print button is chosen, Microsoft Dynamics GP verifies whether security is activated for the company.
Successful Attempts to Open Modifier	Tracks when a user successfully accesses Microsoft Dynamics GP Modifier.
Successful Attempts to Open Report Writer	Tracks when a user successfully accesses Report Writer.
Successful Attempts to Open a Window	Tracks when a user opens a window successfully.
Successful Attempts to Print a Report	Tracks when a user is successful at starting a report to print.

Login/logout tracking

Activity	Description
Successful Attempts to Log In	Tracks when a user logs into a company. This takes place when initially entering Microsoft Dynamics GP and also when using the Company Login window to switch to a different company.

Activity	Description
Successful Attempts to Log Out	Tracks when a user logs out of a company. This takes place when initially entering Microsoft Dynamics GP and also when using the Company Login window to switch to a different company. Using the combination of tracking Successful Logins and Successful Logouts allows you to see the length of time that a user was logged into a company.

Table tracking

Activity	Description
Additions to Master Tables Additions to Setup Tables Additions to Trx Tables	Tracks when a record is successfully added to the type of table specified. This includes only additions that are made by using a Save or an OK button. Additions that are performed through a process such as reconciling are not tracked.
Deletions from Master Tables Deletions from Setup Tables Deletions from Trx Tables	Tracks when a record is successfully deleted from the type of table specified. This includes only deletions that are made by using a Delete button. Deletions that are performed through a process such as clearing history and paid transaction removal are not tracked.
Modifications to Master Tables Modifications to Setup Tables Modifications to Trx Tables	Tracks when a record is successfully modified in the type of table specified. No record of the actual change is kept. This includes only modifications that are made by using a Save or an OK button. Modifications that are performed through a process such as reconciling are not tracked.

Process tracking

Activity	Description
Table Maintenance Process	Tracks when any task from the Table Maintenance menu is performed such as checking links and clearing data. Both the start and end of the task are tracked (two records are created).
Routines Process	Tracks when any task from any routines menu is performed. Both the start and end of the task will be tracked, (two records will be created).
Utilities Process	Tracks when any task from any utilities menu is performed. Both the start and end of the task are tracked, (two records are created).

Posting tracking

Activity	Description
Depends on modules registered.	Depending on which modules are registered, you can choose to track posting of specific transaction types. For example, if General Ledger is installed, you could choose Financial Clearing Entry, Financial General Entry, and Financial Quick Entry.

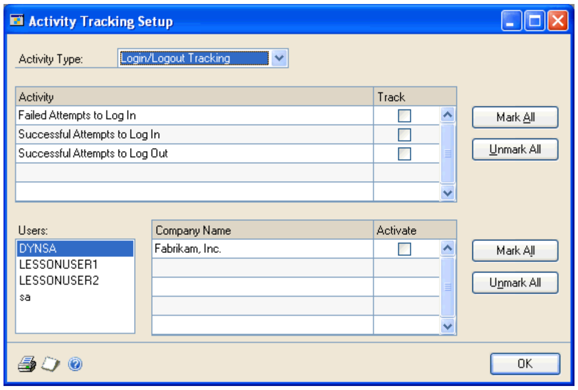
Setting up activity tracking

Using the Activity Tracking Setup window, you'll mark the activities you want Microsoft Dynamics GP to track for each user in each company they access.

The table used to store activity information can become large in a short time if you choose to track all activity. To keep the activity table size to a minimum, track only the activities you really need to track and periodically remove the information you no longer need. Tracking successful window access and tracking any of the table activities will cause the activity tracking table to grow rapidly. For information about removing activity tracking detail, see *Removing activity tracking detail* on page 51.

To set up activity tracking:

1. Open the Activity Tracking Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Activity Tracking)



Activity Type: Login/Logout Tracking

Activity	Track
Failed Attempts to Log In	☐
Successful Attempts to Log In	☐
Successful Attempts to Log Out	☐

Users:
DYNSA
LESSONUSER1
LESSONUSER2
sa

Company Name	Activate
Fabrikam, Inc.	☐

2. Select an activity type.

3. Using one or more of the following techniques, mark the activities you want to track.

   - In the Activity list, mark the box in the Track column next to each specific activity you want to track.

   - To track all activities listed for an activity type, choose Mark All. To stop tracking any of the activities that may have been marked for an activity type, choose Unmark All.

4. Select a user and mark the companies for which you want activities tracked.

5. Select a user ID for whom you want to track Microsoft Dynamics GP activities.

6. In the Company Name list, mark the box in the Activate column next to the companies for which you want to track this user’s activities.

7. Repeat steps 5 and 6 for the other users you want to track activity for.

   All of the users selected will have the same activities tracked.

8. Choose OK to save your entries and close the window.

9. Review the activity tracking information you’ve entered using the Activity Tracking Setup Report. While the Activity Tracking Setup window is displayed, choose File >> Print.

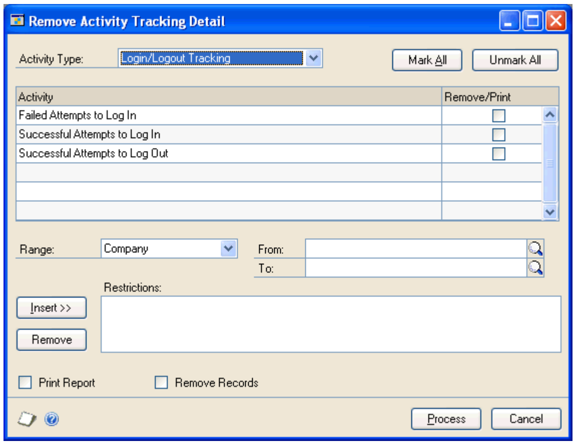
Removing activity tracking detail

Use the Remove Activity Tracking Detail window to remove records from the Activity Tracking Table, print a report that shows the information in the table, or both. All activities you track are recorded in the Activity Tracking Table. The size of the table can increase very quickly, even if you track only a few activities, so you'll need to remove data from the table periodically.

Be sure to back up your company's data before removing activity tracking detail.

To remove activity tracking detail:

1. Open the Remove Activity Tracking Detail window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> System >> Activity Detail)



Activity Type: Login/Logout Tracking

Activity	Remove/Print
Failed Attempts to Log In	☐
Successful Attempts to Log In	☐
Successful Attempts to Log Out	☐

Range: Company

2. Select an activity type.

3. Using one or more of the following techniques, mark the activities you want to remove or print a report for.

   - In the Activity list, mark the box in the Remove/Print column next to each specific activity you want to remove or print a report for.

   - To remove or print all activity detail listed for an activity type, choose Mark All. Choose Unmark All if you don't want to remove or print all activity detail.

4. Select which range type of activity detail.

5. Enter or select a range of activity detail.

6. Choose Insert to insert the range.

7. Choose whether you want to remove the activity detail, print a report, or both.

8. Choose Process to remove the activity detail. If Print Report was marked, the Activity Tracking Report will print.

PART 3: COMPANY SETUP

Part 3: Company setup

Use this information to customize each of your companies, including company addresses, the payment terms your business uses, the way posting reports are printed, and the format of your accounts. The information is organized in the order in which you should complete it.

Company setup entries you make apply only to the company you're using when you enter the information. If, for instance, you've created records for three companies and are ready to specify information about each, you must be sure that you're applying that information to the correct company.

For additional information about setting up Microsoft Dynamics GP, detailed reference information is provided in help. Press F1 to view detailed reference information about the window that's currently displayed.

The following information is discussed:

- Chapter 10, "Companies," explains how to specify where a new company's data will be stored and how to use default information for this company.
- Chapter 11, "Accounts," contains information about setting up an account format and chart of accounts for each company.
- Chapter 12, "Fiscal periods," explains how to verify the default fiscal periods and make changes if necessary, and how to create fiscal periods.
- Chapter 13, "Posting setup," describes posting procedures and the terminology needed to understand posting.
- Chapter 14, "Shipping methods and payment terms," explains how to set up additional shipping methods and payment terms, and how to make changes to existing ones.
- Chapter 15, "Financial information," describes how to set up currencies, bank records, and checkbooks for each company.
- Chapter 16, "E-mail setup for documents," describes how to set up e-mail functionality for each company.
- Chapter 17, "Intrastat setup," explains how to set up your system to track statistics for Intrastat, the method for collecting statistics on the trade of goods between European Union (EU) countries.

Chapter 10: Companies

This information explains how to specify where a new company's data will be stored and how to use default information for this company.

This information is divided into the following sections:

- *Company overview*
- *Setting up your first company*
- *Creating an additional company in Microsoft Dynamics GP*
- *Setting access to a new company*
- *Switching to the company you just created*
- *Setting up company address information*
- *Setting up company options*
- *Setting up company Internet information*
- *Customizing an Internet Information label*
- *Setting up company user-defined fields*
- *Setting up a language*

Company overview

In Microsoft Dynamics GP, you can set up an unlimited number of companies. Each company tracks information for a particular organization such as a corporation or a partnership. In general, information from one company is not shared with other companies.

All information for a company in Microsoft Dynamics GP is typically stored within a single folder on your computer or network, or in a single database.

Setting up your first company

The process for creating your first company varies, depending on whether you installed the sample company, Fabrikam, Inc. If you installed the sample company, that company is considered the "first company." To set up your own company, see *Creating an additional company in Microsoft Dynamics GP* on page 56.

Your first company must be created using Microsoft Dynamics GP Utilities. For more information on Microsoft Dynamics GP Utilities, refer to your install and update information.

Once you've created your first company, see *Creating an additional company in Microsoft Dynamics GP* on page 56 to create more companies.

To set up your first company:

1. Start Microsoft Dynamics GP; the Welcome to Microsoft Dynamics GP window appears.

2. Select your user ID and enter a password.

3. Mark the Remember user and password option to automatically log in to Microsoft Dynamics GP the next time you start Microsoft Dynamics GP. This option is available if you have marked the Enable Remember User field in the System Preferences window.

4. Choose OK.

5. In the Company Login window, select the company you want to set up.

6. Mark the Remember this company option to automatically log in to the company the next time you start Microsoft Dynamics GP. You should mark this option for the company you work with the most often.

7. Choose OK.

   The name of the company will be displayed on the toolbar.

8. On the Microsoft Dynamics GP menu, choose Tools >> Setup >> Company to display the Company Setup menu. Many of the company setup procedures can be completed using selections from that menu.

9. Continue to *Setting up company address information* on page 58.

Creating an additional company in Microsoft Dynamics GP

If you're using Microsoft Dynamics GP to track information for multiple companies, you can copy user access information to additional companies you create. Be sure to completely set up your first company and assign user access before creating subsequent companies.

You can copy two types of setup information from any other company (including the sample company) to the new company you're setting up:

- The users who will have access to this company, which you also can set up in the User Access Setup window.

- The individual items each user has access to within the company, which you can set up in the User Security Setup window.

We recommend installing the default chart of accounts, shipping methods, and payment terms, unless you plan to import that information from your previous accounting system. Using the default entries will streamline the setup process. You'll be able to make modifications to the default entries.

You'll use the Create Company window to create additional companies. How you create additional companies will vary based on the type of database you're using.

To create an additional company in Microsoft Dynamics GP:

1. Start Microsoft Dynamics GP Utilities to create a new database for the company and allocate space for it. See your Installation documentation for more information.
   (Start >> Programs >> Microsoft Dynamics >> GP >> GP Utilities)

   Be sure you are logged in to Windows as a system administrator.

2. In the Welcome to Microsoft Dynamics GP Utilities window, verify your server name, and enter your administrator user ID and password; then choose OK.

*You must be logged in as **sa** or as a system administrator to perform database and system functions within Microsoft Dynamics GP Utilities.*

3. The Welcome to Microsoft Dynamics GP Utilities window opens when you are logged into the server you selected. Choose Next until the Additional Tasks window opens.

4. In the Additional Tasks window, select the Create a Company option and choose Process.

5. In the Create Company window, enter a company ID and name. Once you save this company, this name can be changed in the Company Setup window, if necessary.

6. Mark to install shipping methods and payment terms (optional). If you don't mark this option, you can set up shipping methods and payment terms by following the procedures in Chapter 14, "Shipping methods and payment terms."

7. To load a default chart of accounts, mark the Load Default Data option, then select a business type and an industry type (optional).

8. To copy user access information from another company, mark the Copy Access From Company option and select a company to copy from (optional). Copying user access includes all users and security for those users. Choose Next.

9. In the Database Setup window, select a default location for new files that will be created and choose Next.

10. In the Create Database window, choose Next.

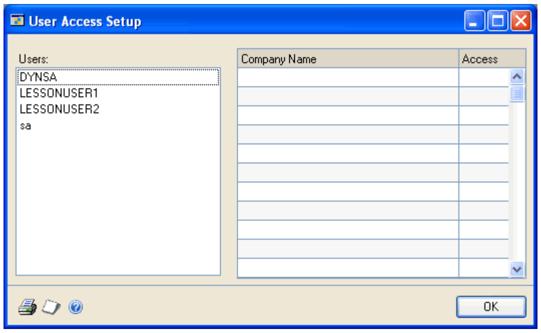
11. In the Confirmation window, choose Finish.

Setting access to a new company

You'll use the User Access Setup window to assign access to the company or companies you just created to specific users.

To set access to a new company:

1. Open the User Access Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Access)



DYNSA
LESSONUSER1
LESSONUSER2
sa

2. Select a user ID.

3. Mark the box next to each company this user should have access to.

4. Choose OK to save your changes.

Switching to the company you just created

You can access the new company from the Company Login window.

To switch to the company you just created:

1. On the Microsoft Dynamics GP menu, choose User and Company.
2. In the Company Login window, select the appropriate company, then choose OK.

   To verify the company you're accessing, check the Microsoft Dynamics GP application window status bar; the current company is displayed there.

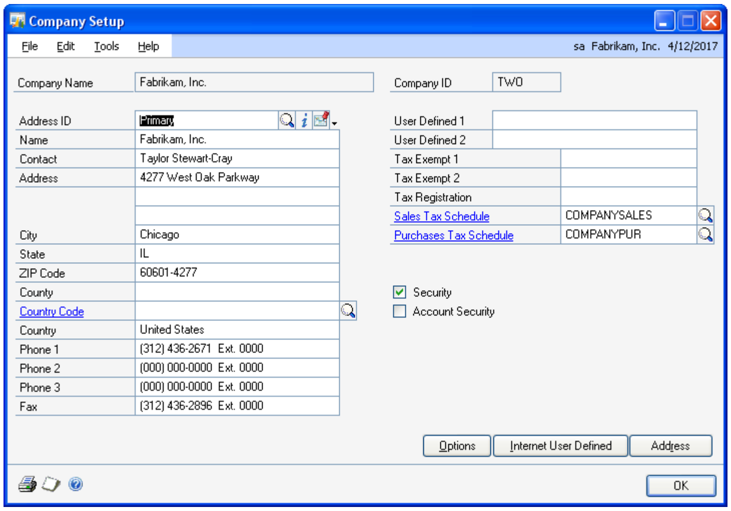
Setting up company address information

Once you've created a company, you'll need to enter additional information for it. Use the Company Setup window to enter addresses for the selected company.

The main address entered in this procedure will appear on all documents, such as invoices and checks. However, if your business has several locations or different departments and contacts, you can set up multiple addresses, which you can print on those documents instead.

To set up company address information:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)



Company Name	Fabrikam, Inc.	Company ID	TWO
Address ID	Primary	User Defined 1	
Name	Fabrikam, Inc.	User Defined 2	
Contact	Taylor Stewart-Cray	Tax Exempt 1	
Address	4277 West Oak Parkway	Tax Exempt 2	
		Tax Registration	
		Sales Tax Schedule	COMPANYSALES
City	Chicago	Purchases Tax Schedule	COMPANYPUR
State	IL		
ZIP Code	60601-4277		
County		☑ Security	
Country Code		☐ Account Security	
Country	United States		
Phone 1	(312) 436-2671 Ext. 0000		
Phone 2	(000) 000-0000 Ext. 0000		
Phone 3	(000) 000-0000 Ext. 0000		
Fax	(312) 436-2896 Ext. 0000		

2. In the Address ID field, enter an ID for the company's main address.

3. Enter the company’s main address.

Skip the tax, user-defined and security fields for now; you’ll return to this window after you’ve set up additional options for your company and you can finish entering the other information then. The tax information you need to enter for your company differs depending on what countries or regions you do business in. In addition, you’ll need to set up tax details and tax schedules before assigning them to your company using the Company Setup window.

4. To enter addresses for additional locations, departments or contacts, choose the Address button to display the Company Addresses Setup window.

5. In the Address ID field, enter a short name for the location, department or contact.

6. Enter the address information.

7. Choose Save to save the address.

8. Repeat steps 5 through 7 for additional addresses. When you’ve finished entering addresses, close the window.

9. In the Company Setup window, choose OK to save the addresses you’ve entered.

10. To print a list of the company settings, open the Company Setup window; then choose File >> Print.

    The Company Settings List is printed, showing information that was entered using the Company Setup window. You also can print this report using the Setup Reports window (Reports >> Company >> Setup).

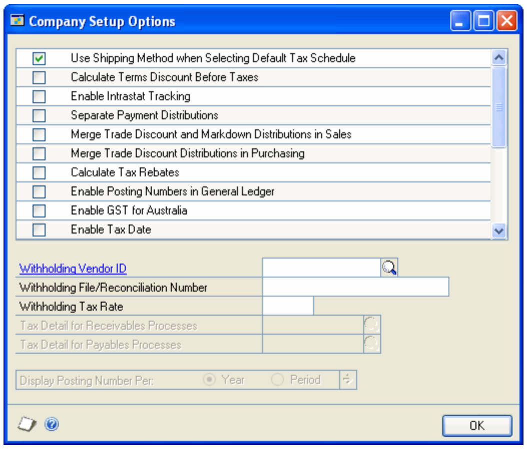
11. To print a Company Addresses Report showing information for all the addresses you’ve set up for this company, use the Company Setup Report Options window.

Setting up company options

Use the Company Setup Options window to enter additional company setup options such as separating payment distributions, tracking Intrastat Statistics, and merging trade discount distributions.

To set up company options:

1. Open the Company Setup Options window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button)


Company Setup Options
Withholding Vendor ID
Withholding File/Reconciliation Number
Withholding Tax Rate
Tax Detail for Receivables Processes
Tax Detail for Payables Processes
Display Posting Number Per:
Year
Period
OK

☑ Use Shipping Method when Selecting Default Tax Schedule
☐ Calculate Terms Discount Before Taxes
☐ Enable Intrastat Tracking
☐ Separate Payment Distributions
☐ Merge Trade Discount and Markdown Distributions in Sales
☐ Merge Trade Discount Distributions in Purchasing
☐ Calculate Tax Rebates
☐ Enable Posting Numbers in General Ledger
☐ Enable GST for Australia
☐ Enable Tax Date

2. Mark the options you want to include. See Part 4, **Tax setup**, for information about tax setup options.

   Use Shipping Method when Selecting Default Tax Schedule Specify whether or not you want to use the shipping method when selecting the default tax schedule on a transaction. Microsoft Dynamics GP calculates taxes at the point of exchange, using the shipping method assigned to a transaction to determine the point of exchange. The shipping method will determine which tax schedule appears as a default schedule for the transaction. If you decided not to use the shipping method to determine the default tax schedule, the tax schedule assigned to the vendor's purchase address or the customer's ship to address will be the default tax schedule.

   Calculate Terms Discount Before Taxes Mark this option to apply taxes only to the discounted amount, regardless of when the payment is actually made.

   Enable Intrastat Tracking Mark this option if your company is required to enter Intrastat Statistics. The Intrastat Trade Report is used to report this information. When this option is marked, setup windows for Intrastat codes and Intrastat entry windows become available.

   Separate Payment Distributions Mark this option to separate document and payment distributions entered on the same transaction as if the document and payment were entered as separate transactions. You will be able to enter multiple distributions with the same distribution type and account. If you don't mark the option, the distributions that are of the same type with the same account number will be combined.

   Merge Trade Discount and Markdown Distributions in Sales Mark this option to merge the trade discount and markdown distributions with the sales distributions. If you don't mark this option, the trade discounts and markdown distributions will be separated from the sales distribution.

Merge Trade Discount Distributions in Purchasing Mark this option to merge the trade discount distributions with the purchase distributions. If you didn't mark this option, the trade discounts and markdown distributions will be separated from the sales distribution.

Calculate Tax Rebates Mark this option to allow correcting tax amounts for a transaction with a terms discount.

Enable Posting Numbers in General Ledger Mark this option to assign each transaction a unique sequence number during posting, in addition to the journal entry number. Use this option if you want solid numbering of transactions, without gaps. Solid numbering is a legal requirement in some countries, for auditing purposes.

Enable GST for Australia Mark this option to set up information used to generate Goods and Services Tax (GST) calculations, designate default creditor IDs, enter tax schedules for items, and specify printing options for tax invoices and adjustment notes.

Enable Tax Date Mark to enter a tax date as you enter documents during transaction entry. If you mark this option, a tax date field will be available in the date entry windows and their inquiry windows for Sales Order Processing, Receivables Management, Invoicing, Payables Management and Purchase Order Processing.

Enable Reverse Charge Taxes Mark to enter reverse charge tax detail IDs in the Tax Detail Maintenance window. You'll be able to assign reverse charge tax details to transactions in Receivings Management, Payables Management, Purchase Order Processing, Sales Order Processing and Invoicing. Reverse charge tax information also will be printed on tax reports.

Calculate Taxes in General Ledger Mark this option to calculate taxes in General Ledger. You'll be able to use the Tax Entry window to enter taxable transactions that can't be entered in Payables Management, Receivables Management, Purchase Order Processing, or Sales Order Processing. For example, a taxable reimbursement to an employee could be entered in General Ledger, rather than in Payables Management.

Allow Summary-Level Tax Edits Mark this option to allow edits to tax information in the tax summary window. Summary tax edits won't change the taxes calculated at the detail level. If this option isn't marked, you will have to edit tax information using the tax detail entry windows.

Require Tax Detail Totals to Match the Pre-Tax Amount Mark to require the pre-tax amount to be fully distributed among the tax details of the transaction. When tax details are required to match the pre-tax amount, you'll have to assign tax schedules so taxes are calculated or enter a tax detail during transaction entry so the goods value matches pre-tax amount.

When this option is marked, you are required to enter a zero percent tax detail in the Tax Detail for System Processes field for receivables and payables documents that are automatically generated within the system.

The pre-tax amount is the sale or purchase amount (less any trade discount) plus freight and miscellaneous charges. If the module you're working with is set up to calculate terms discounts before taxes, the discount available amount is deducted from the pre-tax amount.

Specify Tax Details for Automatic Tax Calculation Specify whether or not you want specific tax details to calculate tax. When this option is marked, you can select which tax details assigned to a tax schedule in the Tax Schedule Maintenance window should calculate tax. You can select as many details as you want to calculate tax for the schedule in the Tax Schedule Maintenance window.

Enable VAT Return Mark this option to generate summary and detailed Value-added Tax (VAT) information for a specified period, helping to meet governmental VAT reporting requirements.

Enable EU Transaction Tracking Mark this option to indicate whether a transaction is an EU transaction without using Intrastat Statistics. The vendor's or customer's tax registration number will be printed on documents.

Enable DDR and European Electronic Funds Transfer Mark this option to enter electronic funds transfers for manual payments and computer checks in Payables Management, and to set up electronic funds transfer information for your checkbooks, vendors and customers.

If you mark this option, you must use the Checkbook Maintenance Window (Cards >> Financial >> Checkbook) to assign a cash-in-transit account for an existing checkbook. For more information, refer to the "EFT checkbook setup" chapter in the Electronic Banking manual.

Enable Canadian Tax Detail Mark this option to be able to select the tax detail posting account and to view the amounts inclusive of tax in the Receivables Management, Sales Order Processing, and Purchase Order Processing windows. For more information, refer to *Canadian tax detail option* on page 132.

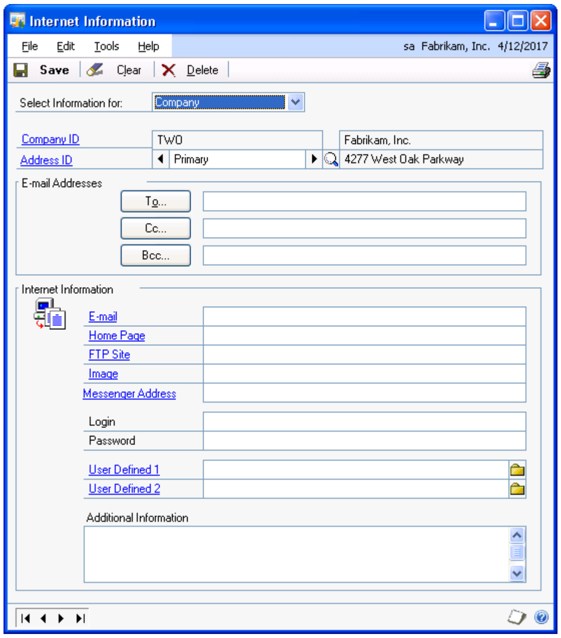
3. If you have marked the Enable Posting Numbers in General Ledger option, choose an option for the Display Posting Number Per field. For more information, see *Specifying posting report options* on page 92.
4. Mark to display the posting number for the fiscal year or for the fiscal period. This Display Posting Number Per option is available only if you've marked Enable Posting Numbers in General Ledger.
5. Choose OK to return to the Company Setup window.

Setting up company Internet information

Microsoft Dynamics GP tracks Internet-related information about your company, such as e-mail addresses, Web page URLs, and FTP sites. If you've set up multiple addresses for your company, you can track Internet information for each address. Use the Internet Information window to set up company Internet information.

To set up company Internet information:

1. Open the Internet Information window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Internet Information)


Internet Information
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
E-mail Addresses
To...
Cc...
Bcc...
Internet Information
E-mail
Home Page
FTP Site
Image
Messenger Address
Login
Password
User Defined 1
User Defined 2
Additional Information

Select Information for: Company

Company ID: TWO Fabrikam, Inc.

Address ID: Primary 4277 West Oak Parkway

2. In the Select Information for field, select Company.

   The current company—the company you're currently logged in to—is displayed in the Company ID field.

3. In the Address ID field, enter or select an address.

4. Enter valid e-mail addresses (optional). You can enter multiple addresses in each field.

5. Enter Internet information.

   Typically, the electronic mail address will be in the following form: Mailto: username@domainname.com.

6. Choose Save to save your entries.

   To print Internet information for the current company, choose File >> Print. The Internet Information Report is printed, showing Internet information for the current company.

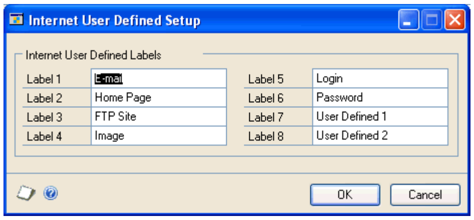
7. To print an Internet Information Report showing Internet information for all companies, use the General Report Options window. See Help >> Index >> Company General Report Options window for more information.

Customizing an Internet Information label

To customize the labels that appear in the Internet Information window, you can use the Internet User Defined Setup window. Be sure the labels you enter are appropriate for the Internet information you want to track for employees, customers, salespeople, vendors, and items, as well as companies.

To customize an Internet Information label:

1. Open the Internet User Defined Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Internet User Defined button)



Label 1	E-mail	Label 5	Login
Label 2	Home Page	Label 6	Password
Label 3	FTP Site	Label 7	User Defined 1
Label 4	Image	Label 8	User Defined 2

2. In the Label 1 field, enter text to describe the information you'll track in the first field in the Internet Information window.

3. Repeat step 2 for the remaining labels.

4. Choose OK to save your changes.

Setting up company user-defined fields

Microsoft Dynamics GP provides two user-defined fields in the Company Setup window that you can use to enter additional information about your company. For example, you might want to enter your company's slogan, or other information about the company that you want to track.

If your company is located in Europe, you must use the User Defined 1 field for your country code. The country code is printed on value-added tax documents.

To set up company user-defined fields:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)

2. In the User Defined 1 field, do one of the following:

   - If your company is located in Europe, enter your country code.
   - If your company is located outside Europe, enter additional information about your company.

   For more information about how country codes are used, see *Setting up country codes* on page 121.

3. In the User Defined 2 field, enter additional information about your company.

4. Choose OK to save your changes.

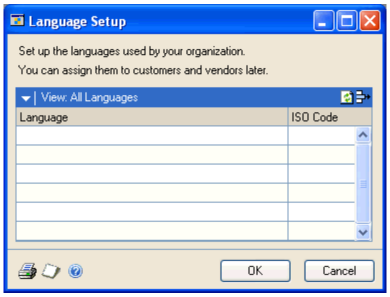
To add the user-defined fields to a report using Report Writer, link the Company Master table (SY_Company_MSTR) to the report and drag the fields named User Defined 1 and User Defined 2 to the report layout. For more information about adding user-defined fields to reports, refer to the Report Writer documentation.

Setting up a language

Use the Language Setup window to define languages that can be assigned to customers, vendors, and users. The languages that you set up are for your information only.

To set up a language:

1. Open the Language Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Language)



Set up the languages used by your organization.
You can assign them to customers and vendors later.

2. Enter a language.

3. Enter an ISO 639-1 code (optional).

4. Choose OK.

Chapter 11: Accounts

Use this information to set up an account format and chart of accounts for each company.

This information is divided into the following sections:

- *Account formats*
- *Designing an account format*
- *Default account format*
- *Account formats and multidimensional analysis codes*
- *Setting up an account format*
- *Checking links for the Account Master table group*
- *Default charts of accounts*
- *Printing a list of posting accounts in Microsoft Dynamics GP*
- *Account aliases*
- *Understanding account segments*
- *Setting up an account segment*
- *Setting up a posting account in Microsoft Dynamics GP*
- *Modifying a posting account*
- *Deleting a posting account*

Account formats

When you installed Microsoft Dynamics GP, you specified an account framework. The account framework applies to all companies in your Microsoft Dynamics GP system, and represents the maximum length of your accounts, number of segments, and segment lengths. The account framework can't be changed.

While Microsoft Dynamics GP imposes a limit of 66 characters and 10 segments for account formats, the maximum number of characters and segments in your system depend on the selections you made when you installed Microsoft Dynamics GP.

An account format is the structure of each account in a particular company—the length of the accounts, the number of segments, and segment lengths. Each company you set up can have a different account format, as long as it fits within the maximums you specified for the account framework. Unlike the account framework, you can change the account format for an individual company, with some restrictions.

- You can shorten one or more segments of the account format only if you haven't set up a chart of accounts yet.

  To shorten the format if you've entered your chart of accounts but haven't entered transactions, you must clear data from the Account Master Table. For information on clearing data, refer to Chapter 13 of your System Administrator documentation (Help >> Contents >> select System Administration). Then you can set up a different account format and reenter your chart of accounts. Once you've entered transactions, including beginning balances, you can't shorten the account length or reduce the number of segments.

- You can lengthen one or more segments in the account format, up to the account framework maximums, at any time.

If you lengthen the account format after entering your chart of accounts, the extra space or spaces will be inserted in the segment you specify, at the right side. For example, you could increase the first account segment from four characters to five. Your existing accounts still would contain the same characters, but with the added blank space: 6XAA__-1762. Blank spaces are added only to existing accounts, since these accounts can't be changed; however, you can use the additional digits in any new accounts you add to the chart of accounts.

If you add segments to the current account format, the new segments will appear as blank segments at the end of each account.

Use the Account Definition Setup List, printed during installation, to verify that the values you'll enter for the number of segments and segment lengths don't exceed your account framework maximums.

Designing an account format

It's important that the account format be designed to meet both the current and future needs of the company you're setting up, since the changes you can make to the account format after you've started using Microsoft Dynamics GP are limited.

You can continue using the format you've used with your previous accounting system, or set up a new one. To create a new format, plan the different categories of information you want each segment of the account to represent. For example, if you want to use one segment each for the location, department, account, subaccount, and detail, you can set up the account format to include five segments. The location might identify an individual store within the company, and the department might represent the departmental divisions within the company. The main account segment should identify the type of account: an asset account, an expense account, and so on. Subaccount and detail segments will allow you to identify more specific information about the account.

Default account format

When you create a new company and load a default chart of accounts, the account format in the Account Format Setup window that is set up for you matches the account format of the default chart of accounts. The account format for a default chart of accounts is:

Account format	**Default**
Account length	9 characters
Number of segments	3 segments
Length of segment 1	3 characters
Length of segment 2	4 characters
Length of segment 3	2 characters

The account framework maximums you entered during the installation process appear as defaults in the Account Format Setup window. You can enlarge the account length, number of segments, and the length of the individual segments, up to the account framework maximums.

Account formats and multidimensional analysis codes

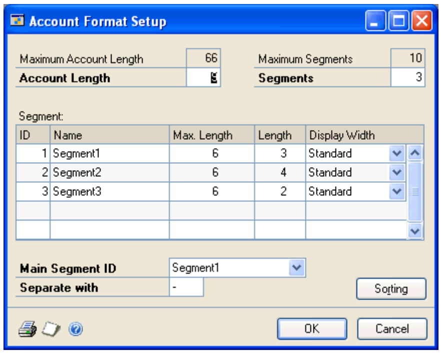
Multidimensional analysis codes can be used for further analysis of transaction activity if you want to keep a simpler chart of accounts. Multidimensional analysis codes are best suited for analysis of a particular project or division that spans a fixed time period, such as several months or years. Account formats will remain a part of your organization for the duration of its existence. For more information, refer to the Multidimensional Analysis documentation.

Setting up an account format

The account framework maximums you entered during the installation process appear as default entries in the Account Format Setup window.

To set up an account format:

1. Open the Account Format Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Account Format)



Maximum Account Length	66	Maximum Segments	10
Account Length	[illegible]	**Segments**	3

Segment:

ID	Name	Max. Length	Length	Display Width
1	Segment1	6	3	Standard
2	Segment2	6	4	Standard
3	Segment3	6	2	Standard

Main Segment ID Segment1

Separate with -

2. Enter the account length.

You won't be able to shorten the account length after you've entered transactions.

3. Enter the number of segments in the accounts.

4. Name each segment. You can change the segment names later if necessary.

5. Enter the length of each account segment. The combined length of the segments must equal the length of the account.

6. Enter the display width of each segment.

    - If a segment will contain only numbers, select Standard.

    - If a segment will contain letters, select one of the Expansion selections. If you're unsure what width will work best, set up a width and then view the account in the Account Maintenance window (Cards >> Financial >> Account). You can return to the Account Format Setup window to adjust the width as needed.

7. From the Main Segment ID list, select the main segment from the list of segment names you entered in step 4. The main segment will be used on financial reports to sort your accounts. A typical main segment is the one used to indicate whether the account is an asset, liability, owners' equity, revenue, or expense account.

8. In the Separate with field, enter the character that will appear between the account segments anywhere an account is displayed.

   You can use any character: a dash or asterisk, a number or a letter. However, it's best to use a character that won't be confused with the characters in the account itself.

9. Choose OK in the Account Format Setup window to save the format and close the window.

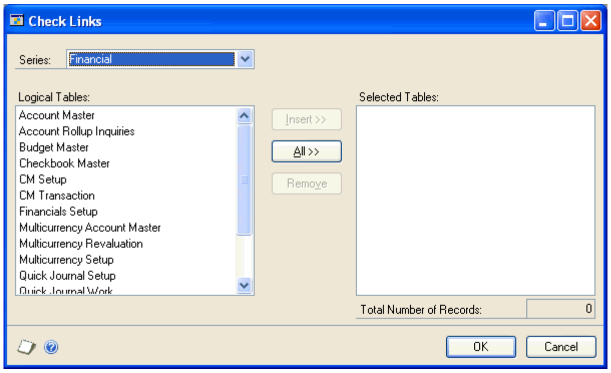
10. To print the Account Format Setup List, showing the account format information for your company, open the Account Format Setup window; then choose File >> Print.

Checking links for the Account Master table group

If you change the main segment ID after you've entered a chart of accounts, you must check links for the Account Master table group, using the Check Links window.

To check links for the Account Master table group:

1. Open the Check Links window.
   (Microsoft Dynamics GP menu >> Maintenance >> Check Links)


Check Links
Logical Tables:
Account Master
Account Rollup Inquiries
Budget Master
Checkbook Master
CM Setup
CM Transaction
Financials Setup
Multicurrency Account Master
Multicurrency Revaluation
Multicurrency Setup
Quick Journal Setup
Quick Journal Work
Insert >>
All >>
Remove
Selected Tables:
OK
Cancel

Series: Financial

Total Number of Records: 0

2. In the Series list, be sure that Financial is displayed.

3. In the Logical Tables list, select Account Master and choose Insert to insert it into the Selected Tables list.

4. Choose OK to check links.

Default charts of accounts

When you create a new company, you have the option to load a default chart of accounts. You may want to use a default chart of accounts for the following reasons:

- The chart of accounts we've provided reflect sound accounting practices.
- Extensive research was done to determine the most commonly used account types for the industries we've included.
- Even if changes need to be made after a default chart of accounts is copied for the company, setup time will be greatly reduced by using one of the charts of accounts provided with Microsoft Dynamics GP.

The default charts of accounts we've provided are designed to be accurate estimates of typical business practices. However, we recommend that you review the accounts and make any necessary additions or changes. To add accounts, see *Setting up a posting account in Microsoft Dynamics GP* on page 74. To make changes to existing accounts, see *Modifying a posting account* on page 75; to delete accounts you don't need, see *Deleting a posting account* on page 75.

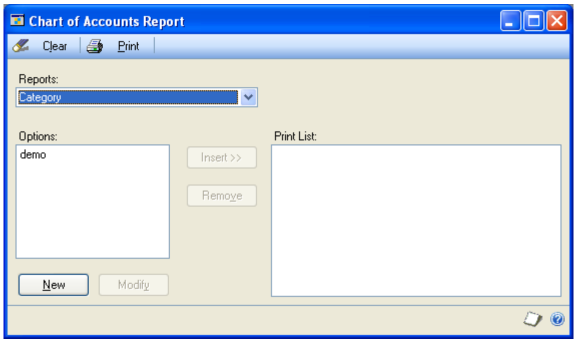
Printing a list of posting accounts in Microsoft Dynamics GP

If you loaded a default chart of accounts, your posting accounts are already set up. Use the Chart of Accounts Report window to review the chart of accounts you loaded and make any changes that are needed.

For more details about setting up posting accounts, see the General Ledger documentation.

To print a list of posting accounts in Microsoft Dynamics GP:

1. Open the Chart of Accounts Report window.
   (Reports >> Financial >> Account)



Reports: Category

Options: demo

2. From the Reports list, select Posting.

3. Do one of the following things:

   - Select an existing report option and choose Insert to insert it in the Print list.
   - Choose the New button to open the Chart of Accounts Report Options window, where you can create a report option.
   - Select a report option and choose Modify to open the Chart of Accounts Report Options window, where you can make changes to a report option.

4. When you had selected or created the report option you want to use, choose the Print button.

   The Posting Accounts List is printed, showing all of the posting accounts that have been set up for the current company.

Account aliases

An account alias is a “short name” assigned to an account. You can enter an account alias instead of the entire account in any Microsoft Dynamics GP window where you enter accounts. For example, if you’ve set up the Cash Operating account for your main branch as account 1200-0000-2100-0000-0000, you could assign an alias such as $-CO.

Using account aliases is optional. You can modify the account alias for an account at any time using the appropriate account maintenance window.

Understanding account segments

You can use the Account Segment Setup window to enter segment IDs and descriptions for each account segment number that’s used in one or more posting accounts. You also can set up account segments as you set up posting accounts.

If you don’t enter a description when you set up posting accounts, the segment descriptions will be combined to form a default account description. The segment descriptions will appear on reports and financial statements, if you select to print them for specific account segments.

For example, if you’ve created accounts for three stores and you use the first segment to differentiate the accounts for each store’s location, you could use segment definitions to identify segment numbers 100, 200, and 300 as North Store, South Store, and Downtown Store.

If you’re using Inventory Control, you can use one of the segments to specify sites. When you post transactions that affect inventory—such as sales transactions that reduce inventory at a specific site—the appropriate segment for the site is substituted.

For example, suppose you‘re entering cash, accounts receivable, and rent expense accounts in your chart of accounts and you want to monitor each account for each store. You can set up separate accounts for each store. When you print financial statements, you can sort the accounts by the first segment, separating each store’s accounts, or by the segment identifying the type of account, such as cash or accounts receivable.

If the accounts were sorted by store—the first segment—they would appear in this order.

Account	Description
100-1100-00	Cash – North Store
100-1200-00	Accounts Receivable – North Store
100-5000-00	Rent Expense – North Store
200-1100-00	Cash – South Store
200-1200-00	Accounts Receivable – South Store

Account	Description
200-5000-00	Rent Expense – South Store
300-1100-00	Cash – Downtown Store
300-1200-00	Accounts Receivable – Downtown Store
300-5000-00	Rent Expense – Downtown Store

If the accounts were sorted by type of account—the second segment—they would appear in this order.

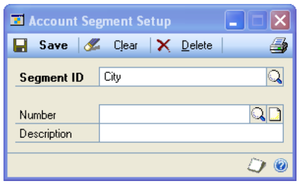
Account	Description
100-1100-00	Cash – North Store
200-1100-00	Cash – South Store
300-1100-00	Cash – Downtown Store
100-1200-00	Accounts Receivable – North Store
200-1200-00	Accounts Receivable – South Store
300-1200-00	Accounts Receivable – Downtown Store
100-5000-00	Rent Expense – North Store
200-5000-00	Rent Expense – South Store
300-5000-00	Rent Expense – Downtown Store

Setting up an account segment

Use the Account Segment Setup window to create account segments that can be combined to form account numbers. You also can create accounts without creating segments first; segments will be added as you add them when you set up accounts.

To set up an account segment:

1. Open the Account Segment Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Segment)



Segment ID City

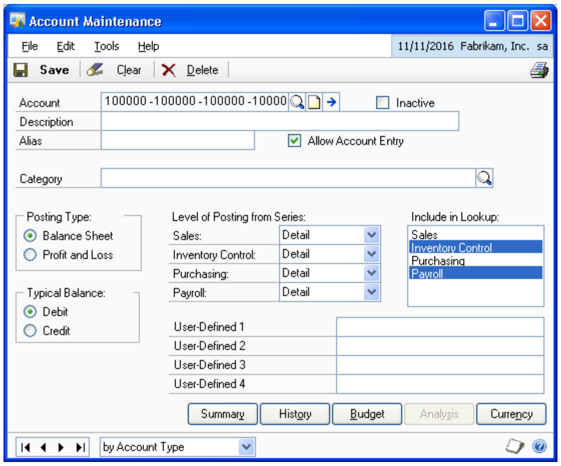
2. Enter a segment ID.
3. Enter or select an existing segment number.
4. Enter a description for the account segment. If you include this segment in an account number and don't specify an account description, this description will be combined with other account segment descriptions to form the account description.
5. Choose Save.

Setting up a posting account in Microsoft Dynamics GP

Use the Account Maintenance window to set up posting accounts that weren't included in the default chart of accounts you loaded. To make changes to existing accounts, see *Modifying a posting account* on page 75; to delete accounts you don't need, see *Deleting a posting account* on page 75.

To set up a posting account in Microsoft Dynamics GP:

1. Open the Account Maintenance window.
   (Cards >> Financial >> Account)


Account Maintenance
File
Edit
Tools
Help
11/11/2016 Fabrikam, Inc. sa
Save
Clear
Delete
Account
Description
Alias
Category
Posting Type:
Level of Posting from Series:
Include in Lookup:
Typical Balance:
User-Defined 1
User-Defined 2
User-Defined 3
User-Defined 4
Summary
History
Budget
Analysis
Currency
by Account Type

Account: 100000 -100000 -100000 -10000
☐ Inactive
☑ Allow Account Entry
Posting Type: ● Balance Sheet ○ Profit and Loss
Typical Balance: ● Debit ○ Credit
Sales: Detail
Inventory Control: Detail
Purchasing: Detail
Payroll: Detail
Include in Lookup: Sales, Inventory Control, Purchasing, Payroll

2. Enter an account, a description, and account alias. You can enter any combination of letters, numbers, or other characters to define the account.

   For more information about account aliases, see *Account aliases* on page 72.

3. If you don't want users to enter this account on transaction distributions unless it is selected as a default posting account, unmark the Allow Account Entry option.

4. In the Category field, enter or select an account category. Account categories are used to group the accounts that appear on financial statements.

5. In the Posting Type box, make one of the following selections:

   - Mark Balance Sheet if the account is an asset, liability, or equity account that retains a balance throughout the life of the business.

   - Mark Profit and Loss if the account is a revenue or expense account whose balance is transferred to a Retained Earnings account (or accounts) at the end of the fiscal year.

6. In the Typical Balance box, make one of the following selections:

   - Mark Debit if the account is an asset or expense account.

   - Mark Credit if the account is a liability, revenue, or equity account.

7. In the Level of Posting from Series fields, specify how much detail you want to post to General Ledger from each series, if the transaction origin is set up to use account settings:

   - Select Detail if you want to post detailed information about each line item for a group of transactions.

   - Select Summary if you want to post a summarized total for an entire group of transactions for this account.

   See *Posting in detail from subsidiary ledgers* on page 88 for information about how these selections work together.

8. In the Include in Lookup list, select the Microsoft Dynamics GP product series where you plan to use this account; the account will appear in lookup windows for each selected series. (Hold down the SHIFT key to select multiple series.)

9. If you're using Multicurrency Management, choose the Currency button and assign currencies to the account. You also can select which accounts to revalue and whether to post the revaluation results to the account or to the financial offset. For information, see Help >> Index >> Select Account Currencies window.

10. Choose Save to save the account.

11. To print a Posting Accounts List for the account that's displayed, choose File >> Print. You also can print this report for all accounts using the Chart of Accounts Report window.

Modifying a posting account

You can make changes to the default posting accounts, if necessary, using the Account Maintenance window.

To modify a posting account:

1. Open the Account Maintenance window.
   (Cards >> Financial >> Account)

2. In the Account field, enter or select the account you want to change.

3. Make your changes.

4. Choose Save to save your changes.

Deleting a posting account

If you don't need one or more posting accounts, you can delete them using the Account Maintenance window. If you've already entered transactions for the posting account, you can't delete them using this procedure.

See the General Ledger documentation for more information about posting.

To delete a posting account:

1. Open the Account Maintenance window.
   (Cards >> Financial >> Account)
2. In the Account field, enter or select the account you want to delete.
3. Choose Delete to delete the account.

Chapter 12: Fiscal periods

When you create a new company, default fiscal periods are created for you. This information explains how to verify the default fiscal periods and make changes, if necessary, or to create fiscal periods.

This information contains the following sections:

- *Fiscal period overview*
- *Setting up fiscal periods*
- *Changing fiscal periods*

Fiscal period overview

With Microsoft Dynamics GP, you can define up to 367 periods per year and you can have an unlimited number of years open at the same time. Each year can have a different number of periods and you can keep an unlimited number of historical years.

Beginning and ending dates

Microsoft Dynamics GP automatically calculates beginning dates for fiscal periods. Be sure to verify these dates because they may not match the dates your business uses. You may want to make changes if the calculated day falls during a weekend, for example.

Three fiscal periods per fiscal year may have the same starting date. Extra periods are typically used for closing adjustments, auditors' adjustments, and post-audit transactions.

When Microsoft Dynamics GP calculates fiscal periods, the last period may be longer than the rest. If the number of days in the year can't be divided equally by the number of fiscal periods, the number of days per fiscal period is rounded down to the nearest day and any extra days are added to the last period. For example, if you enter 52 periods, periods 1 through 51 will have 7 days and the 52nd period will have 8 days.

If you change the number of periods or the dates of the fiscal year and choose Calculate, any previous changes you've made in the scrolling window will be deleted. To avoid reentering that information, be sure that your periods are calculated correctly before entering period names.

Fiscal periods for historical years

You can change the starting and ending dates for open or historical years; however, dates you enter can't fall within the most recently closed historical year. The following table shows an example in which 2008 is the oldest open year and 2007 is the most recently closed year.

Year	First day	Last day	Status
2007	01/01/2007	12/31/2007	Open
2008	01/01/2008	12/31/2008	Open

To change 2008's beginning date from 01/01/2008 to 11/01/2007, you must change the ending date for 2007. The new beginning date of 2008 can't fall within the closed year of 2007.

If you installed the default fiscal periods provided with Microsoft Dynamics GP, they'll be displayed when you open the Fiscal Periods Setup window. You also can print a list of fiscal periods by choosing File >> Print when the Fiscal Periods Setup window is displayed.

Closed fiscal periods

In Microsoft Dynamics GP, you can't post to a period that has been closed in the Fiscal Periods Setup window. If it is necessary to post to a closed period, you can simply open the period in the Fiscal Periods Setup window and post the transaction. If a recent period was closed during a year-end closing process, you can still post to that period as long as the period isn't closed in the Fiscal Periods Setup window. Once you've completed period-end procedures, you can prevent future posting to that period by closing it in the Fiscal Periods Setup window.

The Series Closed columns in the Fiscal Periods Setup window indicate whether an entire series is closed for the period or not. You can open or close each series individually in this window.

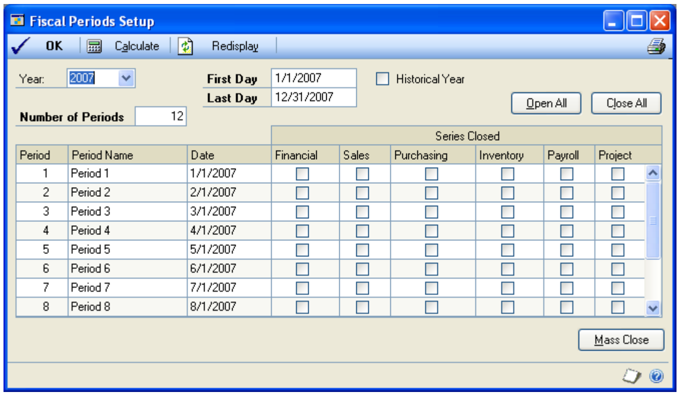
The Mass Close button in the Fiscal Periods Setup window opens the Mass Close Fiscal Periods window, where you can select individual transaction origins and series. Using that window, you can open or close origins individually, or you can open or close all selected origins at once.

Setting up fiscal periods

If you didn't install default data, use the Fiscal Periods Setup window to set up historical and current fiscal periods for your company. You also can use this procedure to set up fiscal periods for a new year. (You won't be able to post transactions in a new year until you create fiscal periods for that year.)

To set up fiscal periods:

1. Open the Fiscal Periods Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Fiscal Periods)



Year: 2007

First Day 1/1/2007

Last Day 12/31/2007

☐ Historical Year

Number of Periods 12

			Series Closed					
Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2007	☐	☐	☐	☐	☐	☐
2	Period 2	2/1/2007	☐	☐	☐	☐	☐	☐
3	Period 3	3/1/2007	☐	☐	☐	☐	☐	☐
4	Period 4	4/1/2007	☐	☐	☐	☐	☐	☐
5	Period 5	5/1/2007	☐	☐	☐	☐	☐	☐
6	Period 6	6/1/2007	☐	☐	☐	☐	☐	☐
7	Period 7	7/1/2007	☐	☐	☐	☐	☐	☐
8	Period 8	8/1/2007	☐	☐	☐	☐	☐	☐

2. Enter the year.

3. Enter the first day and last day of the fiscal year. The fiscal year can be any length; it isn't limited to the length of a calendar year.

4. If you're entering fiscal periods for a historical year, mark the Historical Year check box.

5. Enter the number of fiscal periods in the fiscal year. For example, if your fiscal periods are quarterly, enter 4; if they're monthly, enter 12.

6. Choose Calculate to calculate each period's first day and last day.

   The beginning date of each period will appear in the scrolling window. You can reenter information and recalculate the periods as many times as necessary.

7. Using the Date column, review the beginning dates of periods and make changes if necessary.

8. Using the Period Name column, change the period names to names that reflect the needs of your business. For example, you might enter Ending 1/31/2007 or Quarter 1 for Period 1.

Skip the Series Closed columns for now. You'll use those columns later, as part of your period-end procedures, to prevent further posting to a series after a period has been closed.

9. Choose OK to save the fiscal period information you've entered and close the window.

Changing fiscal periods

You can make changes to your fiscal periods at any time using the Fiscal Periods Setup window.

To change fiscal periods:

1. Open the Fiscal Periods Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Fiscal Periods)

2. Make your changes.

3. Choose OK to save your changes and close the Fiscal Periods Setup window.

4. Reconcile the General Ledger year using the Reconcile Financial Information window, if necessary.

   - If you make changes to your fiscal periods before entering beginning balances, you don't have to reconcile General Ledger.

   - If you make changes to the dates of your fiscal periods after you've entered beginning balances, you must reconcile General Ledger for the appropriate year. Reconciling will ensure that all transactions are correctly assigned to the periods in which they were entered.

Chapter 13: Posting setup

Transactions form the basis of the financial information in your accounting system. A transaction is a record of an event, such as a purchase or sale, that is ultimately reflected in an asset, liability, expense, revenue, or equity account. Entering a transaction in Microsoft Dynamics GP is similar to making a journal entry in a manual accounting system—you have a record of the information, but it's not permanent.

Posting is the process that transfers the transaction amounts to your general ledger. Getting the information there is important, because that's the basis of your financial statements. However, it's also important to be able to trace the amounts back to the original transaction, if necessary. That's where source document codes and audit trail codes come in.

This information is divided into the following sections:

- *Tracing the audit trail*
- *Default source document codes*
- *Printing a list of default source document codes*
- *Setting up an additional source document code*
- *Modifying a source document code*
- *Audit trail codes*
- *Printing a list of audit trail codes*
- *Assigning source document codes to audit trail codes*
- *Specifying which posting journals to reprint*
- *Assigning default posting accounts*
- *Selecting posting and reporting options*
- *Batch control*
- *Posting in detail from subsidiary ledgers*
- *Posting "to" and "through" General Ledger*
- *Specifying posting settings*
- *About printing destinations*
- *Specifying posting report options*

Tracing the audit trail

The audit trail is a collection of records that allows you to trace a transaction from any point in the Microsoft Dynamics GP system back to the location where it was originally entered. With the information you've entered about the transactions, you should be able to trace them from their originating point in Microsoft Dynamics GP to the actual source documents—such as invoices, checks, or receipts—that provided the basis for the transactions.

When you trace the audit trail using posting journals, you'll use two tools: source document codes and audit trail codes. These tools allow you to track a transaction to its origin by two separate paths:

- The source document code typically identifies the entry or document that serves as the basis for the transaction.

- The audit trail code identifies the posting journal the transaction appears on. For more information about audit trail codes, see *Audit trail codes* on page 83.

Default source document codes

Source document codes are general in nature, and are useful for tracking the type of journal or entry you should examine for more information about a transaction. They don't indicate which journal a given transaction appears on, however. Source document codes are particularly useful if you're entering all transactions in General Ledger because you can assign a source document code that identifies the type of transaction you're entering. For example, you might use the source document code GJ if the transaction represents a general journal entry. You'll find that source document codes are more flexible, but may be less precise, than audit trail codes.

Microsoft Dynamics GP provides a limited number of commonly used source document codes, and you can set up additional codes using the Source Document Setup window.

Source document codes typically indicate the type of document that the transactions first appeared on. The source document codes you enter in the Source Document Setup window are used in two ways:

- You can assign source document codes to individual transactions entered in the General Ledger transaction entry windows.
- You can assign source document codes to transaction origins using the Audit Trail Code Setup window. Then, all transactions that are entered using the specified transaction origin are assigned the same source document code.

Printing a list of default source document codes

Before setting up additional source document codes or modifying source document codes, you should print the Source Document List.

To print a list of default source document codes:

1. Open the Source Document Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Source Document)

2. Choose File >> Print or choose the printer icon button.

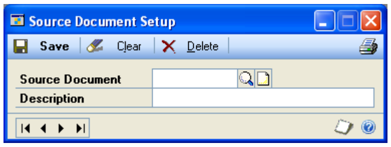
   The Source Document List is printed, showing all the source document codes that have been set up. You also can print this report using the Company Setup Report Options window.

Setting up an additional source document code

If you need source document codes in addition to those provided with Microsoft Dynamics GP, set them up using the Source Document Setup window.

To set up an additional source document code:

1. Open the Source Document Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Source Document)



2. In the Source Document field, enter a source document code.

3. In the Description field, enter a description for the source document code.

4. Choose Save to save the source document code.

Modifying a source document code

You can change the description for existing source document codes at any time using the Source Document Setup window. To delete a source document code once it's been assigned to an audit trail code, you must first remove the source document code from any origins it's assigned to in the Audit Trail Codes Setup window.

To modify a source document code:

1. Open the Source Document Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Source Document)

2. In the Source Document field, enter or select the source document code you want to change.

3. Make your changes.

4. Choose Save to save the source document code.

Audit trail codes

Audit trail codes provide a precise record of each transaction, including where it's been posted as the transaction has made its way through the Microsoft Dynamics GP system. Unlike source document codes, audit trail codes pinpoint the exact posting journal the transaction was included on. Using audit trail codes, you can trace transactions to their origins quickly and accurately.

Audit trail codes are made up of two components: the prefix and the journal number. The prefix indicates a particular type of posting journal, such as the General Transaction Posting Journal, and the journal number indicates which specific journal, among all the General Transaction Posting Journals, that a transaction can be found on.

If a transaction was entered in a subsidiary module and posted through General Ledger, it will have two audit trail codes associated with it, one for General Ledger and one for the originating module. For example, a Receivables Management sales transaction may be assigned codes of RMSLS00000214 when it is posted in

Receivables Management and GLTRX00000485 when it is posted in General Ledger. Once the transaction reaches General Ledger, the Receivables Management audit trail code becomes the General Ledger batch ID. As a result, General Ledger posting journals will contain the audit trail codes for both postings—the one in General Ledger and the one in Receivables Management.

If you were to refer to General Transaction Posting Journal number 485, you'd find the transaction, along with the audit trail code (now the batch ID) indicating that this transaction previously appeared on Sales Entry Posting Journal number 214. By cross-referencing the journals in this way, you can trace any transaction to its point of origin in Microsoft Dynamics GP. (You also could learn the customer's purchase order number, and check number by clicking links, if you needed to trace the transaction beyond the transaction entry point.)

To ensure the integrity of the audit trail, the audit trail codes provided with Microsoft Dynamics GP can't be changed, and you can't create additional audit trail codes. However, you can change the number that will be assigned to the next posting journal of a particular type. You also can change the default source document code that's assigned to a particular audit trail code.

Printing a list of audit trail codes

Before assigning source document codes to audit trail codes, you should print the Audit Trail Codes List.

To print a list of audit trail codes:

1. Open the Audit Trail Codes Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Audit Trail Codes)

2. Choose File >> Print.

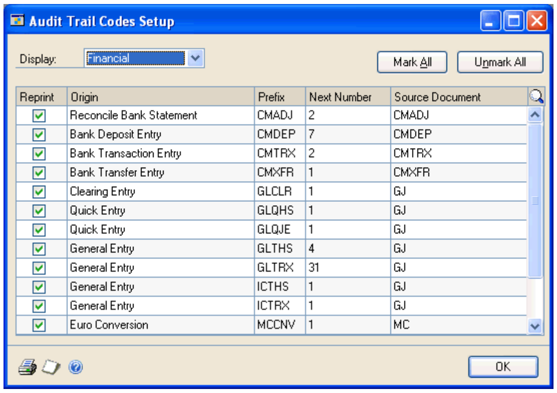
   The Audit Trail Codes List is printed, showing all the audit trail codes in Microsoft Dynamics GP and the source document codes assigned to them. You also can print this report using the Company Setup Report Options window. See Help >> Index >> Company Setup Report Options window for more information.

Assigning source document codes to audit trail codes

Audit trail codes are assigned to each transaction entry method and identify where specific transactions were entered.

To assign source document codes to audit trail codes:

1. Open the Audit Trail Codes Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Audit Trail Codes)



Display: Financial

Reprint	Origin	Prefix	Next Number	Source Document
☑	Reconcile Bank Statement	CMADJ	2	CMADJ
☑	Bank Deposit Entry	CMDEP	7	CMDEP
☑	Bank Transaction Entry	CMTRX	2	CMTRX
☑	Bank Transfer Entry	CMXFR	1	CMXFR
☑	Clearing Entry	GLCLR	1	GJ
☑	Quick Entry	GLQHS	1	GJ
☑	Quick Entry	GLQJE	1	GJ
☑	General Entry	GLTHS	4	GJ
☑	General Entry	GLTRX	31	GJ
☑	General Entry	ICTHS	1	GJ
☑	General Entry	ICTRX	1	GJ
☑	Euro Conversion	MCCNV	1	MC

2. Select a series.

3. Enter the number you want assigned to the next posting journal. (This number is the second half of the audit trail code.) This number is incremented by one each time you post transactions using the specified origin.

4. Identify a default source document code for each audit trail code. You can change the source document code for a given audit trail code at any time.

5. To print a list of audit trail codes, choose File >> Print. The Audit Trail Codes List is printed, showing information for the currently displayed series. You also can print this report using the Company Setup Report Options window.

6. Choose OK to save the audit trail codes and close the window.

Specifying which posting journals to reprint

Using the Audit Trail Codes Setup window, you can specify, by audit trail code, whether you want to be able to reprint posting journals. You may want to do this for one of the following reasons:

- As a safeguard against lost or misplaced posting journals.

- If you don't want to print posting journals every time you post transactions.

If you mark the option to reprint posting journals, Microsoft Dynamics GP will retain more information about your transactions than if the option is unmarked. Depending on your transaction volume, these historical records may take a great deal of hard disk space. If your hard disk space is limited, you may want to unmark the option to reprint posting journals.

History records are kept automatically for transactions and accounts if you choose to reprint posting reports. Refer to the documentation for each Microsoft Dynamics GP module for more information on keeping history.

To specify which posting journals to reprint:

1. Open the Audit Trail Codes Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Audit Trail Codes)

2. Select a series.

3. Specify which posting journals can be reprinted, using one of the following techniques:

   - Choose Mark All if you want the option of reprinting posting journals for all transaction origins within the selected series.

   - Choose Unmark All if you don't want to have the option to reprint posting journals for any transaction origins within the selected series.

   - In the Reprint column, mark individual transaction origins that you want to be able to reprint and unmark the transaction origins you don't want to be able to reprint.

4. To print a list of audit trail codes, which also shows the posting journal reprint options for each origin, choose File >> Print. The Audit Trail Codes List is printed, showing information for the series. You also can print this report using the Company.

5. Choose OK to save changes and close the Audit Trail Codes Setup window.

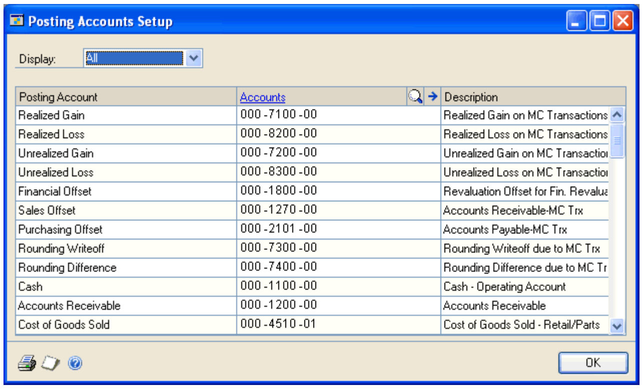
Assigning default posting accounts

To simplify data entry, it's a good idea to set up a default posting account for every type of account that could be posted to when you post a batch or transaction. For instance, when you post a sales transaction, amounts may need to be posted to a cash account, an accounts receivable account, a cost of goods sold account, and so on. You'll use the Posting Accounts Setup window to assign default posting accounts.

Once the accounts are set up, they appear as default entries in Microsoft Dynamics GP transaction entry windows. You also can use the customer, item, or vendor maintenance window to enter posting accounts unique to each customer, item, or vendor. You'll be able to override the default accounts if they're not appropriate for a given transaction.

To assign default posting accounts:

1. Open the Posting Accounts Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting Accounts)



Display: All

Posting Account	Accounts	Description
Realized Gain	000 -7100 -00	Realized Gain on MC Transactions
Realized Loss	000 -8200 -00	Realized Loss on MC Transactions
Unrealized Gain	000 -7200 -00	Unrealized Gain on MC Transactio
Unrealized Loss	000 -8300 -00	Unrealized Loss on MC Transactio
Financial Offset	000 -1800 -00	Revaluation Offset for Fin. Revalu
Sales Offset	000 -1270 -00	Accounts Receivable-MC Trx
Purchasing Offset	000 -2101 -00	Accounts Payable-MC Trx
Rounding Writeoff	000 -7300 -00	Rounding Writeoff due to MC Trx
Rounding Difference	000 -7400 -00	Rounding Difference due to MC Tr
Cash	000 -1100 -00	Cash - Operating Account
Accounts Receivable	000 -1200 -00	Accounts Receivable
Cost of Goods Sold	000 -4510 -01	Cost of Goods Sold - Retail/Parts

2. From the Display list, select an individual series to assign default posting accounts for, or select All to display all posting accounts in the Posting Account column.

3. Place the pointer in the Accounts column of the row containing the posting account you want to assign an account for.

4. Enter an account, or select one from the lookup window. (To display the lookup window, choose the lookup button next to the Accounts heading.)

5. Repeat steps 3 and 4 until you've assigned default posting accounts for each account description in the scrolling window.

6. To print a Posting Accounts Report showing a list of the default posting accounts that have been assigned, choose File >> Print. You also can print this report using the Company Setup Report Options window.

7. Choose OK to save the information and close the window.

Selecting posting and reporting options

A variety of posting and reporting options can be specified for each transaction origin in Microsoft Dynamics GP. The origin refers to the transaction entry window or method by which transactions are entered.

For each origin, you can choose whether to post transactions to General Ledger, or to post them through General Ledger to automatically update account balances in the chart of accounts.

You can specify how much or how little detail you want posted from an origin to General Ledger. However, if you enter a batch and distribute the same debit and credit amount to the same posting account, you must create a journal entry for each transaction and post through General Ledger in detail. If you posted the transaction in summary form, the transaction balance would be zero and posting in General Ledger wouldn't be allowed.

You also can choose whether to print posting journals for each transaction origin. We recommend that you choose to print these reports and store them with your company's permanent records as part of the audit trail, but the choice is yours. For more information on using the audit trail in Microsoft Dynamics GP, refer to the General Ledger documentation.

Batch control

You can choose to use batch controls to limit the batches that can be posted to only those that meet certain criteria. If you want to post only those batches that have a certain number of transactions, mark the Verify Number of Trx option. If you want to post only those batches whose totals equal a certain amount, mark the Verify Batch Total option in the Posting Setup window. If you want to post only those batches that have been approved for posting, mark the Require Batch Approval option and enter the Approval Password.

Posting in detail from subsidiary ledgers

You can choose the level of detail that will be included when transactions are posted from subsidiary origins to General Ledge using the Create a Journal Entry Per options in the Posting Setup window.

If you want a separate journal entry created in General Ledger for each transaction, mark the Create a Journal Entry Per Transaction option.

If you want to create one journal entry in General Ledger for all the transactions in a batch, mark the Create a Journal Entry Per Batch option. If you select this option, you can select additional options to summarize the information:

- If you want transaction distributions to a particular account to be posted using the Level of Posting settings for each account (set in the Account Maintenance window), mark the Use Account Settings option. If the account is to be posted in detail, a separate distribution line item is created in General Ledger for each transaction that affects the account. If the account is to be posted in summary, a single distribution line item is created in General Ledger for all transaction amounts that affect the account. For more information, see *Setting up a posting account in Microsoft Dynamics GP* on page 74.

- If you want all transaction distributions to a particular account to be posted as a summarized total, do not mark the Use Account Settings option.

For the fastest performance when posting to General Ledger, select Create a Journal Entry Per Batch and leave Use Account Settings unmarked.

Due to the additional processing required, the slowest performance option is Create a Journal Entry Per Batch with Use Account Settings marked. However, this option gives you the greatest control over the amount of detail that is provided in your General Ledger.

Posting "to" and "through" General Ledger

The main difference between these posting options is that when you are posting to General Ledger, you'll have an extra opportunity to verify transactions before they affect your permanent records. When you are posting through General Ledger, you'll save time by not completing the additional verification step.

Post to General Ledger If you choose to post to General Ledger, batches posted in all other modules will update the module in which the transaction originated, then create a batch of General Ledger transactions. Then you must post those batches within General Ledger, as well, to update the posting accounts for the transactions.

If you decide not to mark the Post to General Ledger option, batches will be posted within the selected series only. You might want to unmark this option while entering beginning balances or while making adjustments within the series.

When you're ready to begin posting routine transactions, be sure to return to the Posting Setup window and mark the option if you want transactions to be available for posting in General Ledger.

Post Through General Ledger Files You also can choose whether General Ledger accounts will be updated automatically when you post from another module to General Ledger. If you mark the Post Through General Ledger Files option, batches posted in other modules automatically will update the module in which the transactions originated and the appropriate posting accounts in General Ledger. Your transactions will post to General Ledger and not through General Ledger when posting transaction individually (without a batch).

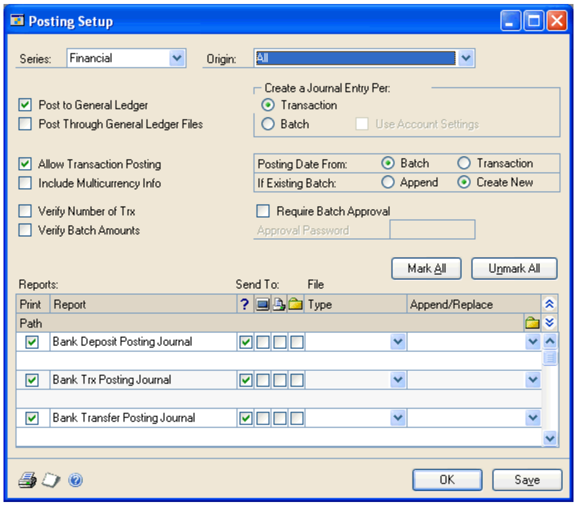
If you don't mark the option, you'll be able to edit the transactions again using General Ledger's Transaction Entry window before posting them to your permanent General Ledger records. However, if you edit amounts at this point, you must reconcile General Ledger's year-to-date tables to ensure that posted amounts are identical. For more information on reconciling financial information, refer to the General Ledger documentation.

Specifying posting settings

Use the Posting Setup window to determine how transactions are posted for each origin or transaction entry method within a particular Microsoft Dynamics GP series.

To specify posting settings:

1. Open the Posting Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)



Series: Financial
Origin: All

☑ Post to General Ledger
☐ Post Through General Ledger Files

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

☑ Allow Transaction Posting
☐ Include Multicurrency Info

Posting Date From: ● Batch ○ Transaction
If Existing Batch: ○ Append ● Create New

☐ Verify Number of Trx
☐ Verify Batch Amounts

☐ Require Batch Approval
Approval Password

Reports:

Print	Report	Send To: ?				File Type	Append/Replace
☑	Bank Deposit Posting Journal	☑	☐	☐	☐		
☑	Bank Trx Posting Journal	☑	☐	☐	☐		
☑	Bank Transfer Posting Journal	☑	☐	☐	☐		

2. From the Series list, select a series.

3. From the Origin list, select a transaction origin. You can specify settings for each origin, or for all origins.

4. To specify how you want transactions from subsidiary modules posted to General Ledger, make one of the following selections:

   - Mark Post to General Ledger to transfer transactions from subsidiary modules to General Ledger when you post. You can verify the transactions in the General Ledger Transaction Entry window and you'll have to post the batches in General Ledger before they update your account balances.

   - Mark Post Through General Ledger Files to transfer transactions from subsidiary modules to General Ledger and automatically post them to your posting accounts.

   - Leave both selections unmarked if you don't want to post to General Ledger. You might unmark these selections when you're entering beginning balances or if you're entering correcting transactions in a subsidiary module and don't want the amounts to affect General Ledger.

   For more information, refer to *Posting "to" and "through" General Ledger* on page 88.

5. If you're posting to General Ledger, specify how detailed you want your journal entries to be. You can make the following selections:

   - Create a journal entry per **transaction** to post in detail (to create a separate journal entry for each transaction). Select this option to have the most detailed information available.

   - Create a journal entry per **batch** and leave Use Account Settings **unmarked** to post in summary (to create a single journal entry for the batch total for each account). Select this option for the fastest posting.

   - Create a journal entry per **batch** and **mark** Use Account Settings to post according to the specifications for each account. Select this option to get a mix of detail and summary information. (This option is the slowest of the three.)

   - If you selected Payroll as the series, mark Post in Detail to have the most detailed information available.

   Refer to *Posting in detail from subsidiary ledgers* on page 88 for more information.

6. Mark Allow Transaction Posting to have the option of posting transactions individually from the selected transaction origin. Unmark this selection to require all transactions to be entered in a batch.

7. In the Posting Date From field, make one of the following selections if you selected Transaction in step 5:

   - Mark Batch to post all transactions in the batch by the same date.

   - Mark Transaction to post each transaction by the transaction's posting date.

8. Mark Include Multicurrency Info if you're using Multicurrency Management. Posting journals printed as part of the posting process will include multicurrency information; reprinted posting journals won't include multicurrency information even if this option is marked.

9. In the If Existing Batch field, make one of the following selections to specify what happens if you post additional transactions from the same source and the first batch still exists in General Ledger:

    - Mark Append to add the transactions to the existing batch.

    - Mark Create New to create a new batch.

10. Specify options for posting reports. For more information, see *Specifying posting report options* on page 92.

    Choose Save to save the posting setup information.

About printing destinations

You can select any combination of the following printing destinations for posting journals and other audit reports.

Printer The report is printed to the default printer specified in your computer's printer setup.

Screen The report appears on the screen and you can then choose to print to the printer. In addition, if you're using an e-mail system that's compatible with MAPI (Messaging Application Programming Interface), you can mail any Microsoft Dynamics GP report that you print to the screen.

File The report is saved as a file. You can specify the following:

- The report file name and location.

- One of the file formats described below.

- Whether you want to replace an existing copy of the report file each time you print it, or append the new report to the end of the existing file.

The file formats you can select when you print a report to a file are listed in the following table:

File format	Description
Tab-delimited	The tab-separated ASCII character format used by spreadsheet programs, such as Microsoft Excel.
Comma-delimited	The standard comma-separated ASCII character format used by database programs.
Text	Text with no formatting. Use this option only if the application you'll use to read the report can't read any other format.
HTML	A format that can be views in a web browser.
XML Data	A text file that contains an XML representation of the report layout and all the report data. Choose this format if you want to process the report using an external application.

File format	Description
Adobe PDF	This format is available if you have the PDFWriter printer driver installed (included with Acrobat 5 and earlier), or Acrobat Distiller from Acrobat 6 or later. PDF (Portable Document Format) files can be read using Adobe Reader software available from Adobe.
Word Document	The Microsoft Office Open XML (.docx) file format used by Word 2007 or later. You can select this format if you select Template as the report type.

Specifying posting report options

By default, Microsoft Dynamics GP automatically prints posting reports. If you don't want to print the reports, or if you want to select different destinations for the reports, you can change them using the Posting Setup window.

To specify posting report options:

1. Open the Posting Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting)

2. From the Series list, select a series.

3. From the Origin list, select a transaction origin.

4. In the Print column of the Reports scrolling window, unmark any reports you don't want to print.

   - To unmark all reports that are currently displayed in the scrolling window, choose Unmark All.

   - To mark all reports in the scrolling window, choose Mark All.

5. In the Send To column, specify one or more destinations for the reports you want to print.

6. If you selected File as one of the options in step 5, make the following selections:

   - In the Type column, select a file format.

   - In the Append/Replace column, select what to do if the report file already exists.

   - In the Path column, enter the location and the file name for the report file.

7. To print the Posting Settings Report, showing the posting and reporting options for the selected series and origin, choose File >> Print. You also can print this report for all series and origins for the current company using the Company Setup Report Options window.

8. Choose Save to save the posting report options.

Chapter 14: Shipping methods and payment terms

When you create a new company, you have the option to load default shipping methods and payment terms. You also can set up additional shipping methods and payment terms, or make changes to existing ones.

This information is divided into the following sections:

- *Shipping methods*
- *Setting up a shipping method*
- *Payment terms*
- *Setting up payment terms*
- *Setting up payment terms with discounts*
- *Taxes calculations for New Zealand payment terms with discounts*

Shipping methods

A shipping method is one of many ways that goods are transported to your company from your vendors, and from you to your customers. You can use the same shipping methods for your vendors and your customers.

A shipping type indicates whether the goods are delivered by the vendor or picked up by the customer. The shipping type is used when calculating taxes. See Part 4, **Tax setup**, for more information.

If you installed the default shipping methods provided with Microsoft Dynamics GP when you created the company you're setting up, they'll appear when you open the Shipping Methods Setup window and you choose the Shipping Method lookup button. You also can print a list of shipping methods by choosing File >> Print in the Shipping Methods Setup window.

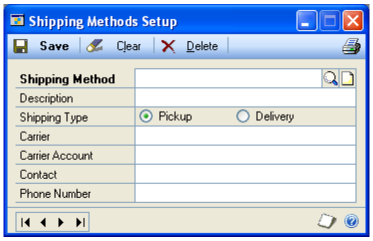
Setting up a shipping method

If you didn't load default shipping methods, or if you need additional shipping methods, use the Shipping Methods Setup window to create them. If several carriers routinely provide the same type of shipping service, set up a unique shipping method name for each carrier.

If, after beginning to use your system, you need to update or remove any of the shipping methods, you can do so. Existing transactions that used the shipping methods won't be affected by the changes.

To set up a shipping method:

1. Open the Shipping Methods Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Shipping Methods)



2. Enter a shipping method and description.

3. Select either pickup or delivery as the shipping type.

    - Select Pickup if the purchaser picks up the goods.

    - Select Delivery if the goods must be delivered by the seller, a shipping company, or by mail.

4. Enter the name of the carrier providing the shipping method.

5. Enter the account number assigned to your company by the carrier.

6. Enter the name of the person you speak or deal with most often, and the phone number where the contact person can be reached.

7. Choose Save to save the shipping method information.

Payment terms

Payment terms outline the terms under which a vendor expects payment from a customer. In Microsoft Dynamics GP, you'll work with payment terms that your company extends to customers, and also with payment terms that vendors extend to your company.

The following table displays common payment terms and descriptions.

<table>
<tr><th>Invoice Date</th><th>Payment Terms</th><th>Discount Days</th><th>Discount Date</th><th>Percent Discount</th><th>Due Date</th></tr>
<tr><td>11/30</td><td>2%-10/Net 30</td><td>10</td><td></td><td>2.00%</td><td>12/30</td></tr>
<tr><td colspan="6">The customer is offered a 2% discount in return for payment within 10 days after the purchase, or invoice date. The payment is due in full 30 days after the invoice date.</td></tr>
<tr><td>11/30</td><td>2%-10th/Net 30</td><td></td><td>12/10</td><td>2.00%</td><td>1/09</td></tr>
<tr><td colspan="6">The customer is offered a 2% discount in return for making payment by the 10th of the month following the month in which the invoice date occurred. Since the invoice date is in November, the "10th" referenced in the payment terms would be the 10th of December. The payment is due in full 30 days after the discount date. If the invoice is generated in one of the first 9 days of the month, the discount is available only until the 10th of the month in which the invoice occurred.</td></tr>
<tr><td>11/30</td><td>2%-15th/EOM</td><td></td><td>12/15</td><td>2.00%</td><td>12/30</td></tr>
<tr><td colspan="6">The customer is offered a 2% discount in return for payment by the 15th of the month. Since the invoice date is November 30th, the discount date is the 15th of the following month. If the invoice date were December 5th or 10th, the discount date still would be December 15th. The payment is due in full at the end of the same month as the discount date.</td></tr>
<tr><td>11/30</td><td>Net 30 days</td><td></td><td></td><td></td><td>12/30</td></tr>
<tr><td colspan="6">The payment is due in full 30 days after the invoice date.</td></tr>
</table>

Setting up payment terms

If you chose to install the default payment terms provided with the accounting system when you created the company you're setting up, they'll appear when you open the Payment Terms Setup window and choose the Payment Terms lookup button. You also can print a Payment Terms Report by choosing File >> Print in the Payment Terms Setup window.

If you didn’t load default payment terms, or if you need additional payment terms, use the Payment Terms Setup window to create them. Use the following procedure to set up payment terms that don’t include a discount.

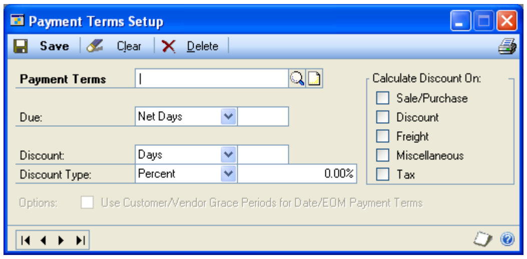
If, after beginning to use your accounting system, you need to update or remove any of the payment terms, you can do so at any time. Existing transactions using the payment terms won’t be affected by the changes.

For payment terms that use a date or the end of month (EOM) payment terms, you can specify a grace period for each customer to whom you’re offering Date/EOM payment terms, or for each vendor from whom you’re receiving those terms.

- To specify a grace period for customers, use the Customer Maintenance window. See the Receivables Management documentation for more information.
- To specify a grace period for vendors, use the Vendor Maintenance Options window. See the Payables Management documentation for more information.

To set up payment terms:

1. Open the Payment Terms Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Payment Terms)



Due: Net Days

Discount: Days

Discount Type: Percent 0.00%

2. Enter the name of the payment terms, such as Net 30 or EOM.
3. From the Due list, select when the full amount of the payment is due.
   - If the payment is due within a certain number of days after the invoice date, select Net Days and enter the number of days.
   - If the payment is due by a given date, select Date and enter a date. For example, assume that you enter 10 as the date. If an invoice has an invoice date is 11/12/2017, the payment is due on 12/10/2017, the 10th day of the next month.
   - If the payment is due in full by the end of the month in which the invoice date occurs, select EOM.
   - If the payment is due on the 20th of the month following the document date, select Next Month.
4. Choose Save to save the payment terms.

Setting up payment terms with discounts

Use the Payment Terms Setup window to set up payment terms that include a discount. You can calculate the discount percentage on the entire payment, or on any of the amounts that typically appear on an invoice: tax, freight, and so on. You can choose any combination of these amounts, depending on what you allow customers to discount, or what you are allowed to discount.

To set up payment terms with discounts:

1. Open the Payment Terms Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Payment Terms)

2. Enter the name of the payment terms, such as 2%-10/Net 30.

3. From the Due list, select when the full amount of the payment is due. See *Setting up payment terms* on page 94 for more information.

4. From the Discount list, select when the payment must be made for the customer to receive a discount.

   - If a discount is given if payment is made within a certain number of days after the invoice date, select Days and enter the number of days.

   - If a discount is given if payment is made by a certain date following the invoice date, select Date and enter the date. For example, assume that you enter 10 as the date. If an invoice has an invoice date is 11/12/2017, the discount expires on 12/10/2017, the 10th day of the next month.

   - If the discount is given if payment is made by the end of the month in which the invoice date occurs, select EOM.

5. In the Discount Type field, select whether to base the discount on a percentage of the total amount or a fixed currency amount.

   - If you select Percent, enter a percentage for the discount.

   - If you select Amount, enter a currency amount for the discount.

6. In the Calculate Discount On list, select the amounts that the discount applies to.

7. Choose Save to save the payment terms.

Taxes calculations for New Zealand payment terms with discounts

Assume a debtor has a payment terms discount of 2%/10 Net 30, and makes a $100 purchase.

- If the debtor doesn't pay the invoice within 10 days (the discount period), the following amount is charged:

Sale amount	$100.00
GST amount	$12.50
Total	$112.50

- To calculate taxes correctly for this situation in Microsoft Dynamics GP, the Calculate Terms Discount Before Taxes box in the Company Setup Options window must be **unmarked**.
- If the debtor pays the invoice within 10 days, the debtor is eligible for a 2% discount, and the total sale would be as shown:

Sale amount	$100.00 - 2% discount =	$98.00
GST amount	$12.50 - 2% discount =	$12.25
Total		$110.25

- To calculate taxes correctly for this situation in Microsoft Dynamics GP, the Calculate Terms Discount Before Taxes box in the Company Setup Options window must be **marked**.

Chapter 15: Financial information

Use this information to set up currencies, bank records, and checkbooks for each company. This information is divided into the following sections:

- *Setting up currencies*
- *Setting up a currency record*
- *Setting company access to a currency*
- *Specifying functional and reporting currencies*
- *Checking links for currency tables*
- *Setting up a bank record*
- *Using checkbooks throughout Microsoft Dynamics GP*
- *Check numbers and deposit numbers*
- *Inactive checkbooks*
- *Last reconciled date and last reconciled balance*
- *Setting up a checkbook*
- *Setting up payables options for a checkbook*
- *Setting up a credit card*

Setting up currencies

Currency records track information about how the currency will be used in Microsoft Dynamics GP, as well as how it appears in windows and on reports. Currency records are used throughout the Microsoft Dynamics GP system; once a currency record is set up, you can set access to it for multiple companies, if needed.

- The functional currency is the currency in which a company maintains its financial records.

- The reporting currency is used to convert financial currency amounts to another currency on inquiries and reports.

You must set up a functional currency, even if you're not using Multicurrency Management.

To set up currencies, you'll need to complete the following procedures:

- Set up one or more currency records.
- Set access to the currency for your company.
- Specify functional and reporting currencies.
- Check links to ensure that related tables are updated.

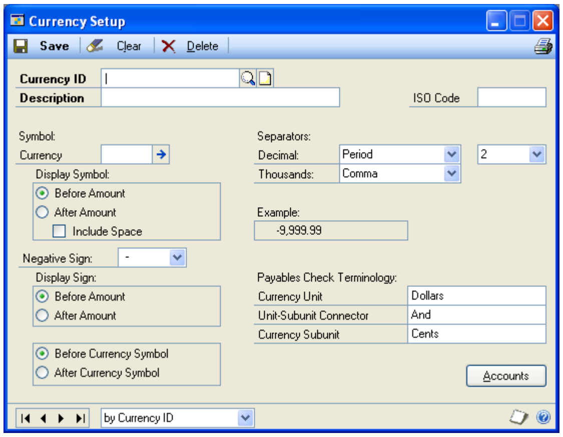
If you've loaded the sample company, you can use its currency records in your own company.

Setting up a currency record

Currency records are used throughout the Microsoft Dynamics GP system; once a currency record is set up using the Currency Setup window, you can set access to it for multiple companies, if needed.

To set up a currency record:

1. Open the Currency Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Currency)


Currency Setup
Save
Clear
Delete
Currency ID
Description
ISO Code
Symbol:
Currency
Display Symbol:
Include Space
Display Sign:
Separators:
Accounts
by Currency ID

Display Symbol: ● Before Amount ○ After Amount

☐ Include Space

Negative Sign: -

Display Sign: ● Before Amount ○ After Amount

● Before Currency Symbol ○ After Currency Symbol

Decimal: Period 2

Thousands: Comma

Example: -9,999.99

Payables Check Terminology:

Currency Unit: Dollars

Unit-Subunit Connector: And

Currency Subunit: Cents

2. In the Currency ID field, enter or select a name for the currency.

3. In the Description, ISO code, and Symbol fields, enter the information that's appropriate for the currency.

4. Select additional display and separator options and enter payables check terminology.

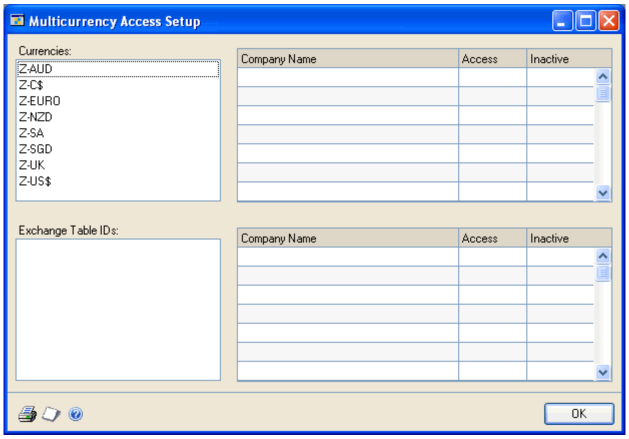
5. Choose Save to save the currency information.

Setting company access to a currency

Once a currency record is set up using the Multicurrency Access Setup window, you can set access to it for multiple companies, if needed.

To set company access to a currency:

1. Open the Multicurrency Access Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Multicurrency Access)


Multicurrency Access Setup
Currencies:
Company Name
Access
Inactive
Exchange Table IDs:
Company Name
Access
Inactive
OK

Currencies:
Z-AUD
Z-C$
Z-EURO
Z-NZD
Z-SA
Z-SGD
Z-UK
Z-US$

2. From the Currencies list, select the currency to which you want to set access.

3. In the Access column, mark the box for each company that uses this currency.

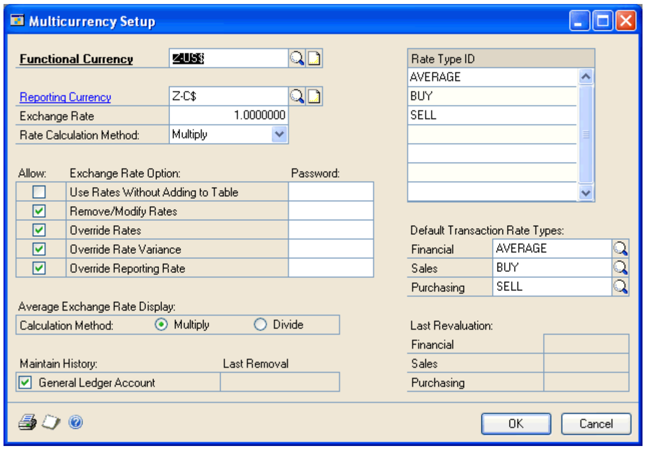
4. Choose OK to save your entries and close the window.

Specifying functional and reporting currencies

Use the Multicurrency Setup window to specify functional and reporting currencies for each company. The functional currency is the primary currency that the company uses for maintaining accounting records. The reporting currency is used to convert functional currency amounts to another currency on inquiries and reports. For a subsidiary, the reporting currency typically is the functional currency of the parent company.

To specify functional and reporting currencies:

1. Open the Multicurrency Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Multicurrency)



Functional Currency Z-US$

Reporting Currency Z-C$

Exchange Rate 1.0000000

Rate Calculation Method: Multiply

Allow:	Exchange Rate Option:	Password:
☐	Use Rates Without Adding to Table	
☑	Remove/Modify Rates	
☑	Override Rates	
☑	Override Rate Variance	
☑	Override Reporting Rate	

Average Exchange Rate Display:
Calculation Method: ● Multiply ○ Divide

Maintain History: Last Removal
☑ General Ledger Account

Rate Type ID
AVERAGE
BUY
SELL

Default Transaction Rate Types:
Financial AVERAGE
Sales BUY
Purchasing SELL

Last Revaluation:
Financial
Sales
Purchasing

2. In the Functional Currency field, enter the currency that your business uses most often. Typically, this is the currency of the country in which your organization is located.

3. In the Reporting Currency field, enter the currency that your organization uses for reporting. (optional)

4. Enter the exchange rate and rate calculation method to be used when calculating the reporting currency. If no reporting currency was entered, these fields will be disabled.

You can mark the Override Reporting Rate option if you would like the user to override the reporting currency exchange rate or rate calculation method on inquiries and reports. You also can enter a password if you want the password to be required when overriding the rate and calculation method.

5. In each of the Default Transaction Rate Types fields, enter or select a rate type.

   If you're not using Multicurrency Management, make the following selections:

Field	Selection
Financial	AVERAGE
Sales	AVERAGE
Purchasing	AVERAGE

6. Choose OK to save your changes and close the window.

   When you choose OK, a message may instruct you to check links on the Multicurrency Setup table. For example, if you have changed the functional currency, the message will appear.

Checking links for currency tables

Use the Check Links window to check relationships among tables to find information that may be missing from one table within the relationship. To verify that all updated multicurrency information is present, you'll need to add the Multicurrency Setup table into your list of tables to check links for.

To check links for currency tables:

1. Open the Check Links window.
   (Microsoft Dynamics GP menu >> Maintenance >> Check Links)

2. In the Series list, be sure that Financial is displayed.

3. In the Logical Tables list, select Multicurrency Setup and choose Insert to insert it into the Selected Tables list.

4. Choose OK to check links.

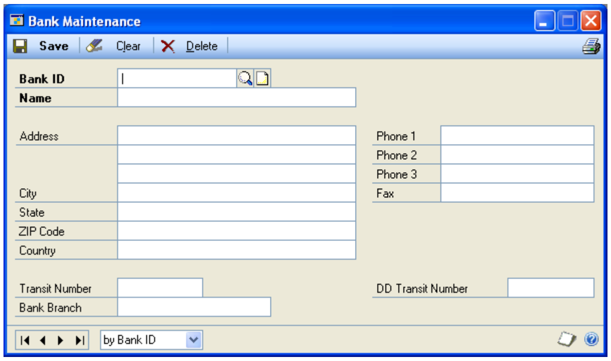
Setting up a bank record

A bank is a financial institution with which you do business. You'll use the Bank Maintenance window to set up bank records.

If you do business with a bank at more than one location, you can set up separate bank IDs for each of the bank branches. For example, if you do business with Metro Bank at both its Main office and its Park Avenue office, you could set up Metro Bank1 and Metro Bank2 as bank IDs and enter Main and Park Avenue as the bank branches.

To set up a bank record:

1. Open the Bank Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Bank)



2. Enter a bank ID and name.

3. Enter the bank's address information, including phone and fax numbers. If you're using Bank Reconciliation, this information can be formatted to be printed on deposit slips.

4. Enter the bank's transit number. This is the first group of numbers (usually followed by a colon) in the lower left corner on checks issued by the bank.

5. Enter the bank branch to further identify this bank ID.

6. Choose Save to save the bank information.

7. To print a Bank List containing information for the currently selected bank, choose File >> Print. You also can print this report using the Company Setup Report Options window.

Using checkbooks throughout Microsoft Dynamics GP

Use checkbooks to maintain records of deposits, checks, or cash paid out. Later, you can reconcile this information with the statement of activity provided by your bank.

You can set up an unlimited number of checkbooks to manage your company's cash. For example, one checkbook can be set up for writing payroll checks, another for making payments to vendors, and a third for recording miscellaneous payments made by your business.

If you add Bank Reconciliation after you've begun using Microsoft Dynamics GP, it's a good idea to set up completely new checkbook IDs. This way, transactions that were entered in other modules won't need to be posted before using Bank Reconciliation.

If you're moving checkbooks to Microsoft Dynamics GP from another accounting system, see Chapter 1, "Setup preparation," in the Bank Reconciliation documentation.

The Cash Account From option in each of the following windows specifies whether to use the cash account from the checkbook assigned to a transaction or the cash account assigned to the customer, vendor, or employee.

- Customer Class Accounts Setup
- Customer Account Maintenance
- Vendor Class Accounts Setup
- Vendor Account Maintenance
- Employee Maintenance
- Employee Class Setup

If you're using Bank Reconciliation, be sure to use the cash account from the checkbook to ensure that your checkbook balances can be easily reconciled.

Check numbers and deposit numbers

Check and deposit numbers can be alphanumeric. If alphabetic characters are entered, the numerals—not the letters—will increment as you process checks and enter deposits.

By defining the next number, you're also determining the number of unique numbers that will be available. For example, if you enter CK001 as the next check number, you'll only be able to enter up to 999 unique checks. Be sure to enter a number large enough to accommodate your business.

If alphabetic characters are entered between numbers, only the numbers to the right of the last letter you've entered will increment. For example, if the next check number is CK00M18888, the following check number will be CK00M18889.

Inactive checkbooks

You can inactivate a checkbook at any time. For example, if you plan to close a checking account in the near future and you don't want to write new checks or add receipts to this checkbook before you reconcile, you could inactivate the checkbook to prevent any new checks or receipts from being entered for that checkbook.

When a checkbook is inactive, you can perform the following functions for the checkbook:

- Post transactions that were entered in any module.

- Void receipts, transactions or deposits in any module except Payroll. (You can't void checks in Payroll.)

- Enter Deposits With Receipts or Deposits To Clear Receipts transactions using the Bank Deposit Entry window.

- Enter adjustment transactions using the Reconcile Bank Adjustments window.

- Adjust the checkbook balance to zero using the Reconcile Bank Statements window.

Last reconciled date and last reconciled balance

For new checkbooks, the last reconciled balance is the checkbook's current balance. You can make changes to this amount until you've reconciled the checkbook for the first time. If you change the last reconciled balance after saving the checkbook, you'll need to enter an adjustment in General Ledger for the Cash account, because an adjusting entry won't be made automatically.

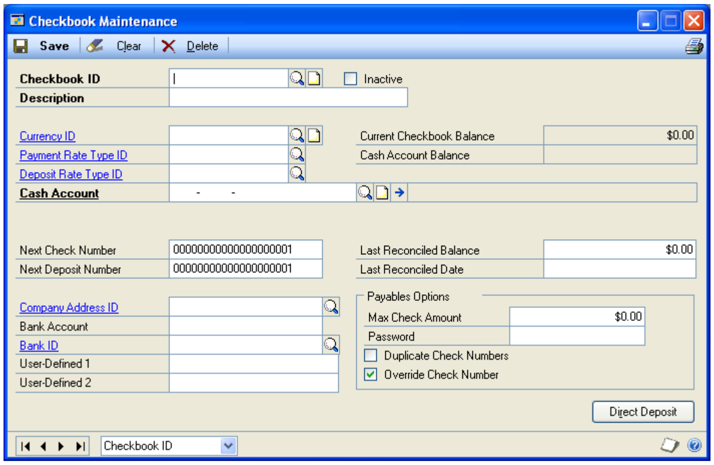
After you reconcile a checkbook, the amount in the Last Reconciled Balance field is the same as the bank statement's ending balance in the Reconcile Bank Statements window. This amount can't be changed in the Checkbook Maintenance window.

Setting up a checkbook

Use the Checkbook Maintenance window to set up a new checkbooks.

To set up a checkbook:

1. Open the Checkbook Maintenance window.
(Cards >> Financial >> Checkbook)


Checkbook Maintenance
Save
Clear
Delete
Checkbook ID
Description
Currency ID
Payment Rate Type ID
Deposit Rate Type ID
Cash Account
Cash Account Balance
Last Reconciled Date
Company Address ID
Bank Account
Bank ID
User-Defined 1
User-Defined 2
Payables Options
Password
Direct Deposit
Checkbook ID

☐ Inactive
Current Checkbook Balance $0.00
Next Check Number 00000000000000000001
Next Deposit Number 00000000000000000001
Last Reconciled Balance $0.00
Max Check Amount $0.00
☐ Duplicate Check Numbers
☑ Override Check Number

2. Enter a checkbook ID and description.

3. Enter a currency ID, payment rate type ID, and deposit rate type ID.

4. Enter the Cash account to which this checkbook's transactions will be posted.

   It's best to set up a separate Cash account for each checkbook. That way, you'll have a separate record of each checkbook's activity in General Ledger. The checkbook Cash account must be a posting account—it can't be either a unit account or an allocation account if a unit account is assigned as one of the distributions.

5. Enter the number of the next check and deposit transaction that will be issued from or entered in this checkbook. Each time you enter a check or deposit, the number is incremented by one to the next available number.

6. Select the address ID of the company location that uses this checkbook. This information appears on the Bank Deposit Worksheet when you print that report.

7. Enter the checkbook account number at the bank where the checking account is located. Then, select the ID of the bank where this checkbook account is located.

8. Enter the date and balance from the last time you reconciled this checkbook. This information can be changed, if necessary, until you reconcile the checkbook the first time.

9. Enter user-defined information. The entry you make in the first user-defined field can be used as a sorting option when printing reports such as the Checkbook List.

10. Choose Save to save the checkbook information you've entered.

11. To print a checkbook list containing information for the currently displayed checkbook, choose File >> Print. You also can print this report using the Checkbook Report Options window.

Setting up payables options for a checkbook

For greater control, you can specify additional Payables Management options within the Checkbook Maintenance window for checkbooks that are used to pay vendors. You can control the following options:

- Maximum check amount
- Allow duplicate check numbers or not
- Allow default check numbers to be changed or not

To set up payables options for a checkbook:

1. Open the Checkbook Maintenance window.
   (Cards >> Financial >> Checkbook)

2. Enter checkbook information. See *Setting up a checkbook* on page 105.

3. In the Maximum Payables Check Amount field, enter the largest amount a check from this checkbook can be written for. If you don't want to set a limit, leave the amount at $0.00; no maximum will apply.

4. In the Maximum Payables Check Password, enter a password to allow checks to be written for more than the maximum, if the password is entered.

5. To use a check number more than once when entering payments, printing checks or posting checks in Payables Management for this checkbook, mark the Duplicate Check Numbers option.

6. To change the check number when entering payables transactions and payments, mark the Override Check Number option.

7. Choose Save to save the checkbook information you've entered.

Setting up a credit card

With Microsoft Dynamics GP, you can track information about credit cards that are accepted from customers and cards that are used by your company. The same card can be used for both purposes.

Use the Credit Card Setup window to set up information about each of the credit cards that your company uses.

If, after beginning to use your accounting system, you need to update or remove any of the credit cards, you may do so at any time. Existing transactions that were paid using the credit cards won't be affected by the changes.

Credit cards and check cards

Both credit cards and check cards can be used by your company to purchase goods and services. The difference lies in where the amounts will be posted for transactions involving these cards.

- Credit cards require that you specify a vendor ID for the credit card company. Payments made with credit cards are treated as accounts payable amounts. The credit card company acts as a vendor to you in this instance, since you'll pay them for the goods and services you purchase with the card.

- Check cards require that you enter a checkbook ID. Payments made with check cards are treated as check or cash payments, because the amount is automatically withdrawn from your bank account. Banks issue a variety of check cards. The checkbook ID is the checkbook in which payments with the card should be tracked.

Bank cards and charge cards

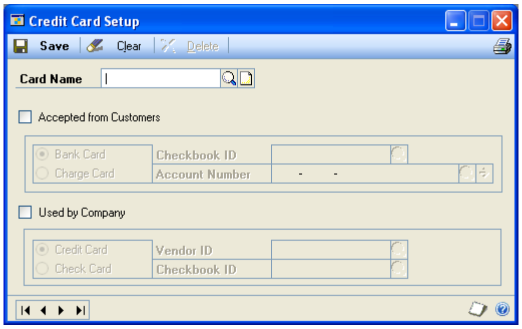
Both bank cards and charge cards can be accepted from customers. The difference lies in where the amounts will be posted for transactions involving these cards.

- Bank cards require that you specify a checkbook ID. Payments with bank cards are treated as check or cash payments. The checkbook ID identifies the checkbook in which you will track payments made with this card.

- Charge cards require that you enter a posting account. Payments made with charge cards are treated as accounts receivable amounts. They must be submitted to the credit card company and the reimbursement received before the payment is considered received.

To set up a credit card:

1. Open the Credit Card Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Credit Cards)



2. Enter the name of any credit card your business accepts from customers or uses to make payments.

3. If the card name you entered is one you accept in payment from customers, mark Accepted from Customers. Then do one of the following:
    - If the card is a bank card, mark Bank Card and enter a checkbook ID.
    - If the card is a charge card, mark Charge Card and enter a posting account.
4. If the card is used by your company to make payments, mark Used by Company. Then do one of the following:
    - If the credit card company bills you monthly for purchases made, mark Credit Card and enter a vendor ID for the credit card company.
    - If the card is a check card, mark Check Card and enter a checkbook ID.
5. Choose Save to save the credit card information.

    To print a Credit Card Report showing information for the currently displayed credit card, choose File >> Print. You also can print this report using the Company Setup Report Options window.

Chapter 16: E-mail setup for documents

Use this information to set up the e-mail functionality for documents in Microsoft Dynamics GP. For information about sending reports in e-mail, see Report Writer reports in your System Users Guide (Help >> Contents >> select Using The System)

This information is divided into the following sections:

- *E-mail overview for documents*
- *E-mail requirements for documents*
- *E-mail setup for documents checklist*
- *Setting up e-mail document options for a company*
- *Setting up messages for e-mail documents*
- *Customizing a message with additional fields*
- *Copying an existing email message to a new message*
- *Setting up e-mail options for sales documents*
- *Setting up e-mail options for multiple customers*
- *Setting up e-mail options for purchasing documents*
- *Setting up e-mail options for multiple vendors*

E-mail overview for documents

By using the e-mail functionality for documents in Microsoft Dynamics GP, you can embed document into the body of an e-mail or send documents as attachment. You can send a single document, batches of documents, or multiple documents from sales and purchasing transaction lists. When setting up the e-mail functionality, you can select which documents to send and which customers and vendors should receive their documents in e-mail. If you are using Word templates for Microsoft Dynamics GP, you can send predefined or customized forms. For more information, see Chapter 34, "Word templates."

You can send the following documents in e-mail.

Documents	
Sales quote	Receivables finance charges
Sales order	Receivables warranty
Sales fulfillment order	Receivables service/repair
Sales invoice	Standard purchase order
Receivables invoice	Blanket purchase order
Receivables return	Drop-ship purchase order
Receivables debit memo	Drop-ship blanket purchase order
Receivables credit memo	Vendor remittances

You can embed documents into the body of the e-mail or send documents as attachment. A document can be sent in an HTML, XPS, PDF, or DOCX file format type. Multiple documents can be combined in a single e-mail.

You also can create predefined messages to send to your customers and vendors. These messages can be assigned to the documents that you want to send in e-mail so all customers or vendors receive the same message for selected documents. For example, you can send a promotional message to your customers when sending sales quotes in e-mail. You also can assign a specific message to an individual customer or vendor. For example, you can send a holiday greeting message to a vendor. When you create a message, you can enter an alternate e-mail address so your customer or vendor can reply to a specific e-mail address.

You also can customize your messages by adding fields that are associated with a document type. For example, a message can be personalized to address each customer or vendor by name. You could add the due date for a sales invoice in a message or the on order amount for a purchase order.

E-mail requirements for documents

Review the following requirements.

- You can send documents by e-mail only if you're using a MAPI-compliant e-mail service.
- The e-mail functionality in Microsoft Dynamics GP supports the following document types. Depending on the document type, Microsoft Word 2007 or greater and Word templates for Microsoft Dynamics GP are required.

File format	Word 2007	Word templates
XPS	Required	Enabled
PDF	Required	Enabled
DOCX	Not required	Enabled
HTML	Not required	Not required

- Word templates for Microsoft Dynamics GP must be enabled in the Template Configuration Manager window before you can send documents as DOCX, PDF, or XPS attachments.
- Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office is required if you are sending XPS or PDF documents in e-mail.

Depending on the file format you choose to send your documents in e-mail, your customers and vendors must be using the following components to view their documents.

File format	Component
XPS	Microsoft XPS Viewer
PDF	Adobe Reader
DOCX	Microsoft Word Viewer
HTML	Internet Explorer® 7 Internet Explorer 8

E-mail setup for documents checklist

Use this checklist as your guide when setting up the e-mail functionality in Microsoft Dynamics GP.

Step	For more information
1. Verify e-mail requirements.	*E-mail requirements for documents* on page 110
2. Set up e-mail options for your company.	*Setting up e-mail document options for a company* on page 111
3. Set up predefined messages for your customers and vendors.	*Setting up messages for e-mail documents* on page 112
4. Set up your documents to be sent in e-mail.	*Setting up e-mail options for sales documents* on page 115 *Setting up e-mail options for purchasing documents* on page 118
5. Set up e-mail options for your customers and vendors.	*Setting up e-mail options for multiple customers* on page 116 To set up an individual customer, see the Receivables Management documentation. *Setting up e-mail options for multiple vendors* on page 119 To set up an individual customer, see the Payables Management documentation.
6. Enter To, Cc, and Bcc e-mail addresses to send documents in e-mail in the Internet Information window for your customers and vendors.	See Entering Internet information in your System Users Guide (Help >> Contents >> select Using The System).

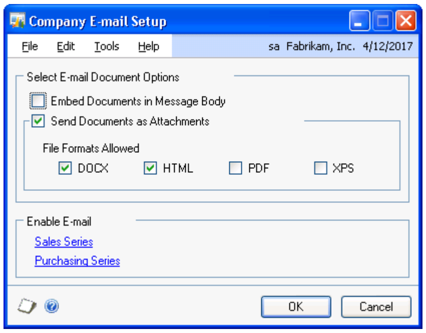
Setting up e-mail document options for a company

Use the Company E-mail Setup window to select options to use when sending documents in e-mail. You can select to embed documents, attach documents, or both. If you select to send documents as attachments, you can specify which type of file formats you want to attach the documents as. The options you select in this window are available for customer and vendor records.

If you selected to use an option, such as the DOCX file format, and then decide not to use the option, you must update the customer and vendor records that were set up to use the DOCX file format.

To set up e-mail document options for a company:

1. Open the Company E-mail Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> E-mail Settings)



Select E-mail Document Options
☐ Embed Documents in Message Body
☑ Send Documents as Attachments
File Formats Allowed
☑ DOCX ☑ HTML ☐ PDF ☐ XPS

2. Mark whether to embed documents into the body of e-mail messages.

3. Mark whether to send documents as attachments in e-mail messages.

4. If you are attaching documents in messages, select the formats to send the documents in.

   Word templates for Microsoft Dynamics GP must be enabled in the Template Configuration Manager window before you can send documents as DOCX, PDF, or XPS attachments. Standard reports (reports generated by Report Writer) are sent when you send documents as HTML attachments.

5. Choose one of the following options.

   - Choose OK to save your changes and close the window.

   - Click the Sales Series link to open the Sales E-mail Setup window. See *Setting up e-mail options for sales documents* on page 115 for more information.

   - Click the Purchasing Series link to open the Purchasing E-mail Setup window. See *Setting up e-mail options for purchasing documents* on page 118 for more information.

Setting up messages for e-mail documents

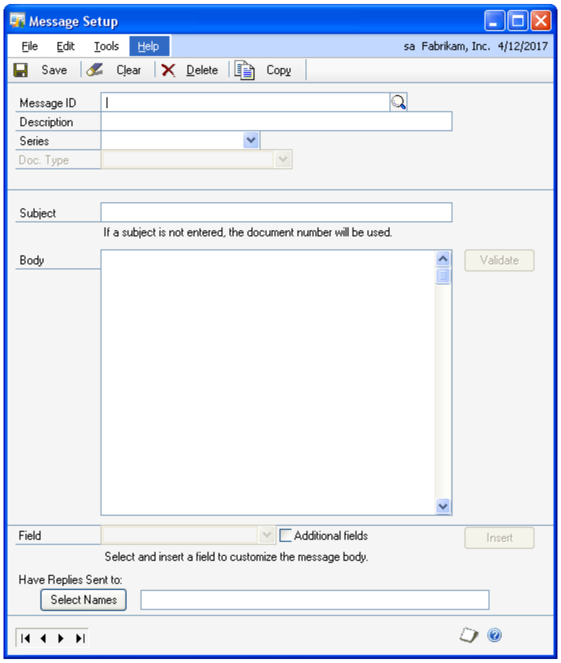
Use the Message Setup window to create messages that you can send to customers or vendors when sending documents in e-mail. Messages can be predefined on a company-wide basis, and used on Sales Order Processing, Receivables Management, or Purchase Order Processing documents, or Payables Management remittances.

Messages can be assigned to the documents that you want to send in e-mail so all customers or vendors receive the same message for selected documents. For example, you can send a promotional message to your customers when sending sales quotes in e-mail. You also can assign a specific message to an individual customer or vendor. For example, you can send a holiday greeting message to a vendor. When you create a message, you can enter an alternate e-mail address so your customer or vendor can reply to a specific e-mail address.

You also can customize your messages by adding fields that are associated with a document type. For example, a message can be personalized to address each customer or vendor by name. You could add the due date for a sales invoice in a message or the PO number for a purchase order.

To set up messages for e-mail documents:

1. Open the Message Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> E-mail Message Setup)


Message Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Clear
Delete
Copy
Message ID
Description
Series
Doc. Type
Subject
Body
Validate
Field
Additional fields
Insert
Have Replies Sent to:
Select Names

If a subject is not entered, the document number will be used.

Select and insert a field to customize the message body.

2. Enter an ID to identify the message.

3. Enter a description of the message ID.

4. Select the series in which you want this message to appear. Messages assigned to All can be used with both the Sales and Purchasing series.

5. Select a document type from the series you selected. This field isn't available if you selected All as the series.

6. Enter a subject line for the message. If you don't enter a subject for the message, the document number of the transaction you are sending is used.

   You also customize the subject line by adding a field or fields associated with a document type. See *Customizing a message with additional fields* on page 114 for more information.

7. Enter the message that will appear in the e-mail when sending documents.

   You also customize the message by adding a field or fields associated with a document type. See *Customizing a message with additional fields* on page 114 for more information.

8. Enter or select an address that a customer or vendor can use to send a reply to a specific e-mail address. For example, assume that you have entered sales@fabrikam.com as the reply to address. If you send a document in e-mail to a vendor, the vendor receives e-mail from username@domainname.com. When the vendor replies to the e-mail, sales@fabrikam.com is used in the To field.

The default reply to address is the address displayed in the Sales E-mail Setup window or the Purchasing E-mail Setup window.

9. Choose Validate to verify the field or fields you added to the message body or subject line match the document type assigned to the message.
10. Choose Save to save the message ID.

Customizing a message with additional fields

You customize the subject or message body by adding a field or fields associated with a document type from the series you selected. For example, a message can be personalized to address each customer or vendor by name. You also could add a tracking number in the message for a sales invoice or a PO number and promised date in a message for a purchase order.

To customize a message with additional fields:

1. Enter an ID to identify the message.
2. Select Sales or Purchasing as the series in which you want this message to appear.
3. Select a document type from the series you selected.
4. Place the cursor in the Subject field or in the message body.
5. From the Field field, select an additional field.
6. Choose Insert.

To customize a message with additional fields using the right-click menu:

1. Enter an ID to identify the message.
2. Select Sales or Purchasing as the series in which you want this message to appear.
3. Select a document type from the series you selected.
4. Place the cursor in the Subject field or in the message body.
5. Right-click in the body or subject of a message ID and select Insert.
6. In the Insert window, select the field or fields you want to add.
7. Choose OK.

Copying an existing email message to a new message

When you create a new message, you can copy the message information, except for the document type, from an existing message ID to a new message ID. For example, if you created a message ID for a receivables invoice, you can copy message information from the existing message ID from a sales invoice.

To copy an existing email message to a new message:

1. Open the Company E-mail Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> E-mail Message Setup)

2. Enter a new message ID.

3. Choose the Copy button.

4. In the Copy Email Message window, select the message ID you want to copy security information from.

5. Choose OK.

   The Copy Email Message window closes and the message information is copied to the new message ID displayed in the Message Setup window. The document type from the existing message ID is not copied to the new message ID.

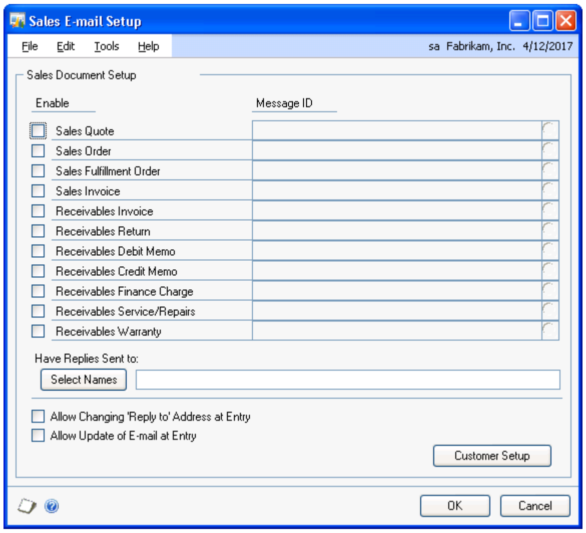
Setting up e-mail options for sales documents

Use the Sales E-mail Setup window to mark which sales documents can be sent in e-mail and select a default message ID for each of those documents. You also can enter an e-mail address where customers can send replies to and select options to change the reply to address and change the message when you enter a sales document. The options you select in this window are available when you set up or modify e-mail options for your customer records.

To set up e-mail options for sales documents:

1. Open the Company E-mail Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> E-mail Settings)

2. Click the Sales Series link to open the Sales E-mail Setup window.


Sales E-mail Setup
File Edit Tools Help
sa Fabrikam, Inc. 4/12/2017
Sales Document Setup
Enable
Message ID
☐ Sales Quote
☐ Sales Order
☐ Sales Fulfillment Order
☐ Sales Invoice
☐ Receivables Invoice
☐ Receivables Return
☐ Receivables Debit Memo
☐ Receivables Credit Memo
☐ Receivables Finance Charge
☐ Receivables Service/Repairs
☐ Receivables Warranty
Have Replies Sent to:
Select Names
☐ Allow Changing 'Reply to' Address at Entry
☐ Allow Update of E-mail at Entry
Customer Setup
OK
Cancel

3. Mark the documents you want to send in e-mail to your customers. If a document is unmarked, it can't be sent in e-mail.

4. Enter or select the message ID you want to send for each document type you want to send in e-mail. A message ID isn't required when sending documents in e-mail.

5. Enter or select an address that a customer can use to send a reply e-mail for the document type. The address you enter in this field is the default reply to address if you created a new message for the sales series.

6. Mark to change the address used as a reply to address when entering a sales document. If you mark this option, you can edit the message in the Sales E-mail Detail Entry window or the Receivables E-mail Detail Entry window.

7. Mark to change the e-mail message when entering the sales document. You can edit the message in the Sales E-mail Detail Entry window or the Receivables E-mail Detail Entry window.

   If you don't mark this option, you wont be able to edit the subject and message body of the Sales E-mail Detail Entry window or the Receivables E-mail Detail Entry window.

8. Choose OK to save your changes or choose the Customer Setup button to update multiple customer records with e-mail options. For more information about updating multiple customer records with e-mail options, see *Setting up e-mail options for multiple customers* on page 116.

Setting up e-mail options for multiple customers

Use the Mass Customer E-mail Settings window to assign e-mail settings to multiple customers. You can select which documents you want to send to the customers. You also can specify message IDs and the document format to use for the vendor. A message ID is a predefined message that you can assign to a document that you want to send in e-mail. For example, you can send a promotional message to your customers when sending sales quotes in e-mail.

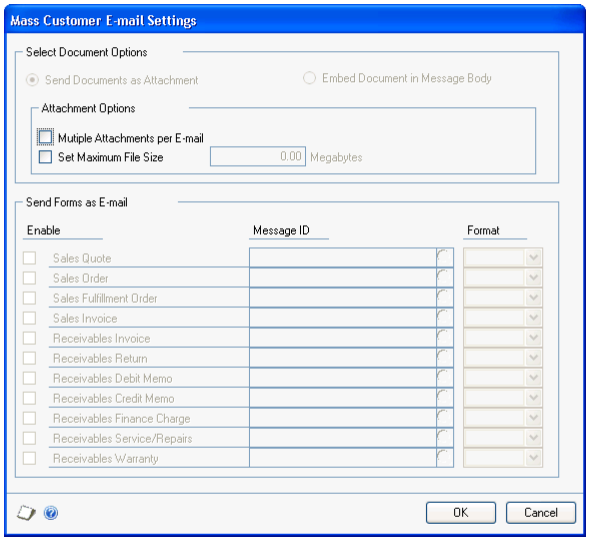
If you want to set up an individual customer, you can use the Customer E-mail Options window. For more information, see the Receivables Management documentation.

To set up e-mail options for multiple customers:

1. In the navigation pane, choose the Sales button, and then choose the Customers list.

2. Mark the customers you want to set up e-mail options for.

3. In the Modify group or its overflow menu, and then select E-mail Settings to open the Mass Customer E-mail Settings window.



Mass Customer E-mail Settings

Select Document Options

● Send Documents as Attachment ○ Embed Document in Message Body

Attachment Options

☐ Mutiple Attachments per E-mail

☐ Set Maximum File Size 0.00 Megabytes

Send Forms as E-mail

Enable	Message ID	Format
☐ Sales Quote		
☐ Sales Order		
☐ Sales Fulfillment Order		
☐ Sales Invoice		
☐ Receivables Invoice		
☐ Receivables Return		
☐ Receivables Debit Memo		
☐ Receivables Credit Memo		
☐ Receivables Finance Charge		
☐ Receivables Service/Repairs		
☐ Receivables Warranty		

4. Select to send documents as attachments or embed documents in the message body. The options available depend on your selections in the Company E-mail Setup window.

5. If you are sending documents as attachments, you can mark to send multiple attachments for documents of the same document type with the same subject, message body, address to send replies to, To, Cc, and Bcc address in one e-mail.

6. If you are sending documents as attachments, mark to set a maximum file size limit for attached documents sent to the customers and enter the file size. If this field is unmarked, there isn't a size limit.

7. Mark the documents you want to send in e-mail. If a document is unmarked, it can't be sent in e-mail. The documents available to send depend on the documents you selected in the Sales E-mail Setup window.

8. Enter or select the message ID to use with the document type. If you didn't select a message ID for the document type in the Sales E-mail Setup window, the Message ID field is blank. A message ID isn't required when sending documents in e-mail.

9. Select the file format to send the documents in as attachments. The files formats available to send attachments depend on the formats you selected in the Company E-mail Setup window.

   Word templates for Microsoft Dynamics GP must be enabled in the Template Configuration Manager window before you can send documents as DOCX, PDF, or XPS attachments. Standard reports (reports generated by the Report Writer) are sent when you send documents as HTML attachments.

10. Choose OK to update the selected customers with the options you entered.

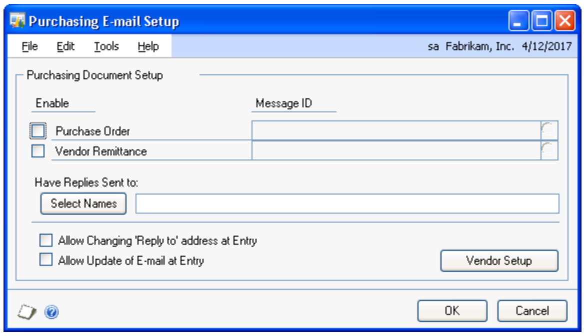
Setting up e-mail options for purchasing documents

Use the Purchasing E-mail Setup window to mark which purchasing documents can be sent in e-mail and select a default message ID for those documents. You also can select an e-mail where vendors can send replies to and select options to change the reply to address and the message when you enter a purchasing document. The options you select in this window are available when you set up or modify e-mail options for vendor records.

To set up e-mail options for purchasing documents:

1. Open the Company E-mail Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> E-mail Settings)

2. Click the Purchasing Series link to open the Purchasing E-mail Setup window.


Purchasing E-mail Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Purchasing Document Setup
Enable
Message ID
☐ Purchase Order
☐ Vendor Remittance
Have Replies Sent to:
Select Names
☐ Allow Changing 'Reply to' address at Entry
☐ Allow Update of E-mail at Entry
Vendor Setup
OK
Cancel

3. Mark the documents you want to send in e-mail. If a document is unmarked, it can’t be sent in e-mail.

4. Enter or select the message ID you want to send for each document type you want to send in e-mail. A message ID isn’t required when sending documents in e-mail.

5. Enter or select an address that a vendor can use to send a reply e-mail for the document type. The address you enter in this field is the default reply to address if you created a new message for the purchasing series.

6. Mark to change the address used as a reply to address when entering a purchase order. If you mark this option, you can edit the message in the Purchasing E-mail Detail Entry window.

7. Mark to change the e-mail message when entering the purchasing document. You can edit the message in the Purchasing E-mail Detail Entry window.

   If you don’t mark this option, you wont be able to edit the subject and message body of the Purchasing E-mail Detail Entry window.

8. Choose OK to save your changes or choose the Vendor Setup button to update multiple vendor records with e-mail options. For more information about updating multiple vendor records with e-mail options, see Setting up e-mail options for multiple vendors on page 119.

Setting up e-mail options for multiple vendors

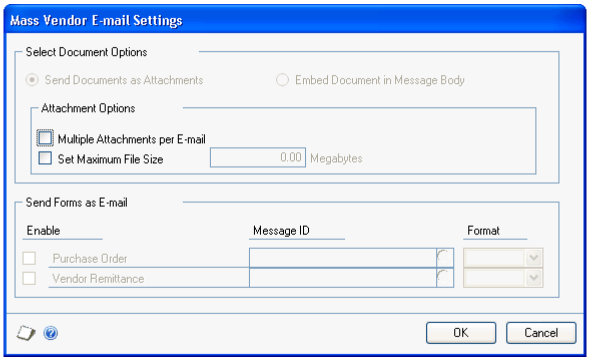
Use the Mass Vendor E-mail Settings window to assign e-mail settings to multiple vendors. You can select which documents you want to send to the vendors. You also can specify message IDs and the document format to use for the vendors. A message ID is a predefined message that you can assign to a document that you want to send in e-mail. For example, you can send a promotional message to your vendors when sending purchase orders in e-mail.

You can either send documents as attachments or embed documents in the message body. If you send documents as attachments, you can select to send multiple attachments to the vendors and set the maximum file size of the document.

If you want to set up an individual vendor, you can use the Vendor E-mail Options window. For more information, see the Payables Management documentation.

To set up e-mail options for multiple vendors:

1. In the navigation pane, choose the Purchasing button, and then choose the Vendors list.
2. Mark the vendors you want to set up e-mail options for.
3. In the Modify group or its overflow menu, and then select E-mail Settings to open the Mass Vendor E-mail Settings window.


Mass Vendor E-mail Settings
Select Document Options
● Send Documents as Attachments
○ Embed Document in Message Body
Attachment Options
☐ Multiple Attachments per E-mail
☐ Set Maximum File Size 0.00 Megabytes
Send Forms as E-mail
Enable
Message ID
Format
☐ Purchase Order
☐ Vendor Remittance
OK
Cancel

4. Select to send documents as attachments or embed documents in the message body. The options available depend on your selections in the Company E-mail Setup window.
5. If you are sending documents as attachments, you can mark to send multiple attachments for documents of the same document type with the same subject, message body, address to send replies to, To, Cc, and Bcc address in one e-mail.
6. If you are sending documents as attachments, mark to set a maximum file size limit for attached documents sent to the vendors and enter the file size. If this field is unmarked, there isn't a size limit.
7. Mark the documents you want to send in e-mail. If a document is unmarked, it can't be sent in e-mail. The documents available to send depend on the documents you selected in the Purchasing E-mail Setup window.

8. Enter or select the message ID to use with the document type. If you didn’t select a message ID for the document type in the Purchasing E-mail Setup window, the Message ID field is blank. A message ID isn’t required when sending documents in e-mail.

9. Mark the file format or formats to send the documents in as attachments. The files formats available to send attachments depend on the formats you selected in the Company E-mail Setup window.

   Word templates for Microsoft Dynamics GP must be enabled in the Template Configuration Manager window before you can send documents as DOCX, PDF, or XPS attachments. Standard reports (reports generated by the Report Writer) are sent when you send documents as HTML attachments.

10. Choose OK to update the selected vendors with the options you entered.

Chapter 17: Intrastat setup

Intrastat is the system for collecting statistics on the trade of goods between European Union (EU) countries. Intrastat data is required for all items either bought from EU vendors or sold to EU customers, and must be provided on a monthly basis. Requirements for Intrastat are similar in all EU countries. The government uses these statistics as an economic indicator.

The entries you make will be used to create the Intrastat Trade Report you submit to your government, and the EC Sales List, which displays cumulative goods value totals by each vendor or customer Tax Registration number.

This information is divided into the following sections:

- *Tracking Intrastat statistics for a company*
- *Setting up country codes*
- *Setting up transport mode codes*
- *Setting up transaction natures*
- *Setting up incoterms codes*
- *Setting up procedure/regime codes*
- *Setting up port codes*
- *Setting up region codes*
- *Setting up country of origin codes*
- *Setting up tax commodity codes*

Tracking Intrastat statistics for a company

Use the Company Setup Options window to enable a company to track Intrastat trade statistics.

The options in this procedure may have been marked automatically, depending on the country or region you chose when you installed Microsoft Dynamics GP.

To track Intrastat statistics for a company:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)

2. Enter or select a company.

3. Choose the Options button to open the Company Setup Options window.

4. Mark Enable Intrastat Tracking to make Intrastat entry windows available. If you don’t mark this option, you won’t be able to enter Intrastat information for transactions, vendors, or customers.

5. Choose OK to close the Company Setup Options window.

6. Choose OK in the Company Setup window to save your changes.

Setting up country codes

Use the Country Code Maintenance window to set up country codes.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor located in an EU member state. The following are examples of country codes:

Country code	**Country**
BE	Belgium
DE	Germany
DK	Denmark
EL	Greece
ES	Spain
FR	France
GB	United Kingdom
IE	Ireland
IT	Italy
LU	Luxembourg
NL	Netherlands
PT	Portugal
TK	Turkey

To set up country codes:

1. Open the Country Code Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Country Codes)

   The Country Code Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a country code and indicate whether this country is an EU member.

3. Enter a description for this country code.

4. Save your changes and continue entering country codes.

Setting up transport mode codes

Use the Transport Mode Maintenance window to set up transport mode codes identifying all the shipping methods you use to transport goods to EU member states or to receive goods from EU member states.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor located in an EU member state. You may wish to refer to the transport mode codes defined by your government. The following are examples of transport mode codes:

Transport mode code	**Transport mode**
1	Sea Freight
2	Rail Freight
3	Road Freight
4	Air Freight
5	Post
7	Fixed Transport Installations
8	Inland Waterway
9	Own Propulsion

To set up transport mode codes:

1. Open the Transport Mode Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Transport Mode Codes)

   The Transport Mode Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a transport mode code.

3. Enter a description for this transport mode code.

4. Save your changes and continue entering transport mode codes.

Setting up transaction natures

Use the Transaction Nature Maintenance window to set up transaction natures for the types of transactions you usually enter for EU vendors or customers.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor located in an EU member state. You may wish to refer to the transaction nature codes defined by your government. The following are examples of transaction natures:

Transaction nature code	**Transaction nature**
10	Sale of Goods/Services Invoice
16	Sale of Goods/Services Credit
20	Return Goods/Services Invoice
26	Return Goods/Services Credit
30	Free of Charge Supply Invoice
36	Free of Charge Supply Credit
40	Goods for Processing or Repair
60	Move Goods/No Change of Owner
90	Other Transactions

To set up transaction natures:

1. Open the Transaction Nature Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Transaction Nature Codes)

   The Transaction Nature Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a transaction nature.

3. Enter a description for this transaction nature.

4. Save your changes and continue entering transaction natures.

Setting up incoterms codes

Use the Incoterms Maintenance window to set up incoterms codes that are used to determine the point at which responsibility for the goods will change from the exporter to the importer. Incoterms stands for International Commercial Terms and are maintained by the International Chamber of Commerce.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor from an EU member state. The following list provides examples of incoterms codes:

Incoterms code	Delivery method
CIF	Cost, Insurance and Freight
DDU	Delivered Duty Unpaid
EXW	Ex-Works
FOB	Free on Board

To set up incoterms codes:

1. Open the Incoterms Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Incoterms)

   The Incoterms Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a incoterms code.

3. Enter a description for this incoterms code.

4. Save your changes and continue entering incoterms codes.

Setting up procedure/regime codes

Use the Procedure/Regime Maintenance window to set up procedure/regime codes.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor from an EU member state. You may wish to refer to the transaction nature codes defined by your government.

To set up procedure/regime codes:

1. Open the Procedure/Regime Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Procedure/Regime)

The Procedure/Regime Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a procedure/regime code.
3. Enter a description for this procedure/regime code.
4. Save your changes and continue entering process type codes.

Setting up port codes

Use the Port Maintenance window to track the goods port of entry for a purchase and the port of exit for a sale

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor from an EU member state. You may wish to refer to the transaction nature codes defined by your government.

To set up port codes:

1. Open the Port Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Port)

The Port Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a port code.
3. Enter a description for this port code.
4. Save your changes and continue entering port codes.

Setting up region codes

Use the Region Maintenance window to track from which region the goods originated for a purchase and the region of destination for a sale.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor from an EU member state. You may wish to refer to the transaction nature codes defined by your government.

To set up region codes:

1. Open the Region Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Region)

The Region Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a region code.
3. Enter a description for this region code.

4. Save your changes and continue entering region codes.

Setting up country of origin codes

Use the Country of Origin Maintenance window to track the country the goods originated in.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor from an EU member state. You may wish to refer to the transaction nature codes defined by your government.

To set up country of origin codes:

1. Open the Country of Origin Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Country of Origin)

   The Country of Origin Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a country of origin code.
3. Enter a description for this country of origin code.
4. Save your changes and continue entering country of origin codes.

Setting up tax commodity codes

Use the Tax Commodity Code Maintenance window to set up tax commodity codes for products or services you either sell or purchase. Commodity codes for goods and services are defined in the EU Combined Nomenclature.

These codes are used when you prepare the Intrastat Trade statistics reports for each item sold to a customer or purchased from a vendor from an EU member state. You may wish to refer to the transaction nature codes defined by your government.

To set up tax commodity codes:

1. Open the Tax Commodity Code Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Commodity Codes)

   The Tax Commodity Code Maintenance window will be available only if you have marked to enable Intrastat tracking in the Company Setup Options window.

2. Enter a tax commodity code.
3. Enter a description for this tax commodity code.
4. Save your changes and continue entering tax commodity codes.

Part 4: Tax setup

This part of the documentation contains information about tracking taxes on sales and purchases in Microsoft Dynamics GP. For information about payroll taxes, refer to the Payroll documentation.

For additional information about tax setup windows, refer to the help. (From the Help menu, choose Index; then type the name of the window and choose Display.)

The following information is discussed:

- Chapter 18, “International taxes,” provides an overview of some tax features and special setup information for different areas of the world.
- Chapter 19, “Value-added tax,” explains how to set up information needed to correctly process Value-added Taxes (VAT).
- Chapter 20, “Tax overview,” provides an introduction to tax calculation and tax schedules in Microsoft Dynamics GP.
- Chapter 21, “Tax details,” explains how to use the Tax Detail Maintenance window to add, change, or delete tax details.
- Chapter 22, “Tax schedules,” describes how to set up tax schedules used to calculate all the taxes that apply to a sales or purchase transaction.

Chapter 18: International taxes

Microsoft Dynamics GP accommodates the different tax rates on goods and services in cities, states, provinces, regions, and countries in many areas of the world. These taxation methods include goods and services tax (GST), Provincial Sales Tax (PST), Québec Sales Tax (QST), Value-added Tax (VAT), and Pay As You Go (Withholding), as well as taxes calculated as a percent of sale or purchase.

This information provides an overview of some features and special setup information for different areas of the world.

Review the sections listed below that apply to countries in which you do business and complete any preliminary setup tasks that are necessary. Then, continue to Chapter 20, "Tax overview," to set up taxes.

- *Default tax options*
- *Setting up taxes in the United States*
- *Setting up taxes in Canada*
- *Setting up company GST information for Canada*
- *Canadian tax detail option*
- *Setting up taxes in New Zealand*
- *Setting up company GST information for New Zealand*
- *Setting up taxes for Europe and the United Kingdom*

Default tax options

Use the Company Setup Options window to select tax options for your company. Depending on the country or region you chose during the installation of your Microsoft Dynamics GP product, some of the options in this window may be marked as default entries. For more information about the tax options, see the documentation for the Company Setup Options window. The following table displays the options that are marked for each country/region.

Country/region	**Default tax options**
Africa	Calculate Taxes in General Ledger Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations Use Shipping Method when Selecting Default Tax Schedule
Australia	Enable GST for Australia Enter Tax Date Use Shipping Method when Selecting Default Tax Schedule
Belgium	Calculate Taxes in General Ledger Calculate Terms Discount Before Taxes Enable Reverse Charge Taxes Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
Canada	Allow Summary-Level Tax Edits Use Shipping Method when Selecting Default Tax Schedule
Colombia	Allow Summary-Level Tax Edits Calculate Taxes in General Ledger Use Shipping Method when Selecting Default Tax Schedule

Country/region	Default tax options
Czech Republic	Calculate Taxes in General Ledger Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount, Specify Tax Details for Automatic Tax Calculations
France	Enable Reverse Charge Taxes
Germany	Calculate Tax Rebates Calculate Taxes in General Ledger Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
Hong Kong SAR	Calculate Taxes in General Ledger Calculate Terms Discount Before Taxes Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
Luxembourg	Calculate Taxes in General Ledger Calculate Terms Discount Before Taxes Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
Near East	Allow Summary-Level Tax Edits Calculate Taxes in General Ledger Use Shipping Method when Selecting Default Tax Schedule
Netherlands	Calculate Taxes in General Ledger Calculate Terms Discount Before Taxes Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
New Zealand	Enter Tax Date Use Shipping Method when Selecting Default Tax Schedule
Portugal	Calculate Taxes in General Ledger Calculate Terms Discount Before Taxes Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
Poland	Calculate Taxes in General Ledger Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
Singapore	Calculate Taxes in General Ledger Calculate Terms Discount Before Taxes Enter Tax Date Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
United Kingdom	Calculate Taxes in General Ledger Enter Tax Date Enter VAT Return Require Tax Detail Totals to Match the Pre-Tax Amount Specify Tax Details for Automatic Tax Calculations
United Sates	Allow Summary-Level Tax Edits Use Shipping Method when Selecting Default Tax Schedule

Setting up taxes in the United States

The United States has varying state and local tax rates and calculation bases. Tax can be calculated on sales and purchases.

In the United States, most states have a sales tax, and many cities and counties assess additional taxes. Tax rates for different types of goods and services vary from jurisdiction to jurisdiction. Certain goods may be subject to a "luxury tax," as well.

Not-for-profit organizations and certain businesses may qualify for exemptions from some taxes; check with your taxing authority for more information.

In most jurisdictions in the United States, taxes are not assessed on other taxes; "taxable taxes" in Microsoft Dynamics GP are most commonly used outside the United States.

- If you do business exclusively in the United States, you can set up all your tax information using the Tax Detail Maintenance and Tax Schedule Maintenance windows.
- If you do business outside the United States, set up additional tax information using the Company Setup window. Then enter tax details and tax schedules for taxes in all countries and regions in which you do business.

To set up taxes in the United States:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)
2. Enter your federal taxpayer identification number (TIN) in the Tax Registration field.
3. Choose OK to save your changes.

When you've finished entering tax details and tax schedules, be sure to return to the Company Setup window and specify the default sales and purchases tax schedules for the company.

Setting up taxes in Canada

Canada has a federal Goods and Services Tax (GST) that applies to every province and territory in Canada. Generally, GST is collected on all supplies and services. However, the following conditions may apply:

- An Exempt tax rate and a 0% tax rate may apply to certain goods. Exempt supplies should be assigned a 0% tax detail as the rate and no tax should be collected. Generally, sales of exempt supplies are tracked and reported, but can't be claimed as Input Tax Credit.
- Zero-rated supplies are taxable, but taxed at a rate of 0% and can be claimed as Input Tax Credit. As a result, no tax is applied to the sale of these goods, but information is available for input tax credit purposes when you complete the GST returns.

Provincial Sales Tax (PST) is collected at different rates throughout Canada. Each province also determines whether the GST is taxable by the PST. Québec Sales Tax (QST) is the provincial sales tax in Québec. QST is taxed at two rates, one for products and another for services.

- Enter tax exempt and tax registration information using the Company Setup window.
- To set up GST, PST, and QST taxes, use the Tax Detail Maintenance and Tax Schedule Maintenance windows.

Setting up company GST information for Canada

You'll use the Company Setup window to enter company GST information.

To set up company GST information for Canada:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)
2. Enter your tax exemption numbers in the Tax Exempt fields.
3. Enter your company's GST registration number in the Tax Registration field.
4. Choose OK to save your changes.

When you've finished entering tax details and tax schedules, be sure to return to the Company Setup window and specify the default sales and purchases tax schedules for the company.

Canadian tax detail option

Mark the Enable Canadian Tax Detail option in the Company Setup Options window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company >> Options button) to do the following things:

- Select the account that taxes calculated posts to when a you have selected a purchase tax detail type.
- Select to post the tax detail to either the account on the tax detail, or the purchases account associated with the vendor, or the inventory account from the item on the purchase order/shipment order receipt.
- View sales and purchases transactions with the taxes included in the amounts if you have marked Inclusive of Tax on the Extras menu (Extras >> View >> Inclusive of Tax).

Setting up taxes in New Zealand

New Zealand uses a federal Goods and Services Tax (GST); it also has a system of handling payment terms discounts.

When a customer pays an invoice within the time that a discount is allowed, the discount is taken on the GST amount, as well as the amount of the sale.

- Enter company GST information using the Company Setup window.

- To set up federal and state taxes, use the Tax Detail Maintenance and Tax Schedule Maintenance windows.

Setting up company GST information for New Zealand

You'll set up company GST information for New Zealand by choosing the appropriate option in the Company Setup Options window.

To set up company GST information for New Zealand:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)

2. Enter your company's GST registration number in the Tax Registration field.

3. Choose Options to open the Company Setup Options window

4. Mark the Calculate Terms Discount Before Taxes option to indicate how your company typically pays invoices that include a terms discount. Marking this selection will result in taxes being applied only to the discounted amount, regardless of when the payment is actually made.

   - If you typically pay invoices that include a terms discount before the discount expires, mark this option. On occasions where you don't pay before the discount expires, you'll need to adjust the tax amounts manually.

   - If you typically don't pay invoices before their discounts expire, leave this option unmarked. On occasions where you do pay before the discount expires, you'll need to adjust the tax amounts manually.

5. Choose OK to save your changes.

When you've finished entering tax details and tax schedules, be sure to return to the Company Setup window and specify the default sales and purchases tax schedules for the company.

Setting up taxes for Europe and the United Kingdom

Value-Added Tax (VAT) is a general tax used throughout Europe and elsewhere in the world. Each country that uses VAT has its own rate of taxation and often has different rates for various goods or special zones within the country. VAT is collected on sales, and any credit for tax paid on purchases is also tracked. The difference is remitted to the taxation authority in each country. See Chapter 19, "Value-added tax," for more information on VAT.

- Set up company VAT information using the Company Setup window.

- Enter a zero percent tax detail for receivables and payables documents that are automatically generated within the system when the Require Tax Detail Totals to Match the Pre-Tax Amount option is marked in the Company Setup Options window. This tax detail will be used when refunding a check, consolidating vendors and customers, assessing finance charges, and handling non-sufficient funds.

- Set up taxes using the Tax Detail Maintenance and Tax Schedule Maintenance windows.

- To enter VAT information for each of your debtors, use the Debtor Maintenance Options window when you’re setting up debtor information.
- To enter VAT information for each of your creditors, use the Creditor Maintenance Options window when you’re setting up creditor information.

Chapter 19: Value-added tax

Value-added Tax (VAT) is an input tax due on purchases and an output tax due on sales. It is used throughout Europe and elsewhere in the world. This information explains how to set up information needed to correctly process VAT data.

This information is divided into the following sections:

- *Value-added tax overview*
- *Setting up VAT for a company*
- *Setting up VAT details and schedules*
- *Entering VAT information for debtors and creditors*

Value-added tax overview

Microsoft Dynamics GP accommodates the different tax rates on goods and services sold in cities, states, provinces, regions, and countries in many areas of the world. These taxation methods include VAT. VAT is an input tax due on purchases and an output tax due on sales. It is used throughout Europe and elsewhere in the world.

Each country that uses VAT has its own rate of taxation and often has different rates for various goods or special zones within the country. VAT is collected on sales, and any credit for tax paid on purchases also is tracked. The difference is remitted to the taxation authority in each country.

VAT entries will be used to compile the Detail Tax Report or the Summary Tax Report, which displays the total sale or purchase amount, the total tax amount, the total EU sale or purchase amount and the total EU tax.

Setting up VAT for a company

Use the Company Setup window and the Company Setup Options window to set up company VAT information.The following options in the Company Setup Options window will be marked automatically for you:

- Calculate Taxes in General Ledger
- Require Tax Detail Totals to Match the Pre-Tax Amount
- Specify Tax Details for Automatic Tax Calculation

Be sure to enter a registration number for each company you set up. The options in this procedure may have been marked automatically, depending on the country or region you chose when you installed Microsoft Dynamics GP.

To set up VAT for a company:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)

2. Enter your company’s VAT registration number in the Tax Registration field.

3. Choose the Options button to open the Company Setup Options window.

4. Mark the Calculate Terms Discount Before Taxes option. Marking this selection will result in taxes being applied only to the discounted amount, regardless of when the payment is actually made.

5. Mark the Enable VAT Return option.

6. Enter a zero percent tax detail for receivables and payables documents that are automatically generated within the system when the Require Tax Detail Totals to Match the Pre-Tax Amount option is marked. This tax detail will be used when refunding a check, consolidating vendors and customers, assessing finance charges, and handling non-sufficient funds.

7. Choose OK to close the Company Setup Options window.

8. Choose OK in the Company Setup window to save your changes.

Setting up VAT details and schedules

Use the Tax Detail Maintenance window and the Tax Schedule Maintenance window to set up tax details and schedules. For more information about tax details and schedules, see Chapter 21, "Tax details" and Chapter 22, "Tax schedules."

When you set up a tax detail, you'll define the basis that will be used to calculate the tax, the maximum or minimum amount that will be taxed, and the account that will be used to track input or output tax amounts. Once you've set up tax details, you can create tax schedules. Tax schedules are groups of tax details that will be assigned to a transaction.

Input and output taxes usually are included in the item price or based on a percentage of the sale or purchase amount, but Microsoft Dynamics GP supports all methods of calculation.

Entering VAT information for debtors and creditors

Before using Microsoft Dynamics GP to calculate input and output taxes, you must enter tax registration information for your debtors and creditors. For more information about debtors and creditors, refer to the Receivables Management and Payables Management documentation.

- To enter VAT information for each of your debtors, use the Debtor Maintenance Options window when you're setting up debtor information.

- To enter VAT information for each of your creditors, use the Creditor Maintenance Options window when you're setting up creditor information.

Chapter 20: Tax overview

This information contains an introduction to tax calculation and tax schedules in Microsoft Dynamics GP. You'll complete two procedures to set up your taxes; setting up tax details and setting up tax schedules.

For additional information about tax setup windows, refer to the help. (From the Help menu, choose Index; then type the name of the window and choose Display.)

This information is divided into the following sections:

- *Before you enter tax details and schedules*
- *Overview of Microsoft Dynamics GP taxes*
- *Why tax schedules are used*
- *How taxes are calculated*
- *Default tax schedules*
- *Freight and miscellaneous charge tax calculations*
- *Withholding taxes*

Before you enter tax details and schedules

Complete the following tasks before you begin entering tax details and schedules:

- Enter a chart of accounts. For information on entering accounts, refer to the General Ledger documentation, or to *Setting up a posting account in Microsoft Dynamics GP* on page 74 if you're not using General Ledger.

- Set up shipping methods if you've marked the Use Shipping Method when Selecting Default Tax Schedule option in the Company Setup Options window. Taxes are calculated based on the point of exchange, using the shipping method assigned to a transaction to determine the point of exchange. Refer to *Setting up a shipping method* on page 93.

- Complete international setup procedures. Review the information and complete the preliminary setup procedures that apply to each country or region in which you do business.

Overview of Microsoft Dynamics GP taxes

You'll complete two procedures to set up your taxes; setting up tax details and setting up tax schedules. At the most basic level, the difference between tax details and tax schedules is this:

Tax details Tax details identify specific taxes, their rate of taxation and the taxing authority to whom taxes must be paid.

Tax schedules Tax schedules provide a method of grouping the tax details that apply to companies, items, customers, or vendors.

For example, if you're setting up sales taxes for your business in Seattle, Washington, you'll need to set up details for each Washington state tax and each Seattle city tax. After all the details have been defined, you can group the details for Washington and those for Seattle into a schedule. This schedule can be assigned to all the customers, vendors, and items that are subject to Seattle and Washington taxes.

When you enter transactions in Microsoft Dynamics GP, you don't need to select all the tax details that apply to the transaction; once you've set up tax schedules, Microsoft Dynamics GP calculates all applicable taxes automatically.

Why tax schedules are used

Consider the following example:

- A business is located in the same taxing jurisdiction as all its customers and vendors.
- All the goods and services the business provides or purchases are taxed at the same rate.
- There's only one taxing authority to remit taxes to.

In this case, every transaction has exactly the same rate of taxation and the business can set up one tax detail. It also must set up at least one tax schedule; when entering transactions in Microsoft Dynamics GP, the business's clerk selects the tax schedule, rather than a tax detail.

Chances are that your organization operates in a more complex taxing situation than the previous example. Your situation is probably similar to the following example:

- Your organization and at least some of your customers and vendors are subject to different tax jurisdictions.
- Different goods and services are taxed at different rates, and the rates are different for different tax jurisdictions.
- There are multiple taxing authorities to remit taxes to.

Tax schedules are used to simplify the process of assigning all applicable details to each company, item, customer, and vendor. These default schedules are used to calculate taxes automatically when you enter a transaction. If you don't specify a default tax schedule, you can select one as you're entering the transaction.

How taxes are calculated

When the system calculates tax on a sale or purchase, it compares the tax schedule assigned to the customer or vendor, as well as the tax schedule assigned to the sale or purchase and any freight and miscellaneous charges. The system checks for details that match between the customer or vendor and the sale or purchase amounts. Taxes are calculated only for the details that match.

If you change the shipping method for a transaction, taxes are automatically recalculated. When the shipping method is pickup, the tax schedule for the vendor is compared to the tax schedules for the items. When the shipping method is delivery, the tax schedule for the customer is compared to the tax schedules for the items.

Different tax rates for different items

Consider the following example:

A retail store is selling three items to a customer:

- A shirt at US$20.00
- A portable radio at US$50.00
- A liter of milk at US$1.00

The store is located in a town that is subject to 1.0% city tax and a 5.0% state tax. However, clothing and food are not taxable in either jurisdiction. Because the customer is purchasing the items at a retail store, the exchange of goods happens in the store's jurisdiction, not the customer's. To calculate the taxes, Microsoft Dynamics GP compares the tax schedules that are assigned to each item with the tax schedules assigned to the store and calculates taxes only for the details that appear for both.

Item	**Tax details in the tax schedule assigned to the:**			**Calculated tax**
	Item	**Store**	**Customer**	
Shirt (Clothing)		5% State 1% City	5% State	US$0 because the shirt isn't taxable.
Radio (General)	5% State 1% City	5% State 1% City	5% State	US$3.00 because the tax schedules for both the item and the store contain the same tax details.
Milk (Food)		5% State 1% City	5% State	US$0 because the milk isn't taxable.

Different tax rates for different customers

Consider the following example:

A mail-order distributor is selling three items to a customer:

- A shirt at US$20.00
- A portable radio at US$50.00
- A box of chocolates at US$10.00

The distributor is located in a town that is subject to 1.0% city tax and a 5.0% state tax. The customer is located in another town, where no city taxes apply. Clothing and food are not taxable in either jurisdiction. Because the items are being shipped to the customer, the exchange of goods happens in the customer's jurisdiction, not the distributor's. To calculate the taxes, Microsoft Dynamics GP compares the tax schedules that are assigned to each item with the tax schedule assigned to the customer and calculates taxes only for the details that appear for both.

Item	Tax details in the tax schedule assigned to the:			Calculated tax
	Item	Store	Customer	
Shirt (Clothing)		5% State 1% City	5% State	US$0 because the shirt isn't taxable.
Radio (General)	5% State 1% City	5% State 1% City	5% State	US$2.50 because only the state tax applies to both the item and the customer.
Chocolate (Food)		5% State 1% City	5% State	US$0 because the chocolate isn't taxable.

If you've marked the Use Shipping Method when Selecting Default Tax Schedule option in the Company Setup Options window, Microsoft Dynamics GP uses the shipping method assigned to the transaction to determine where the exchange of goods takes place, and provides the appropriate tax schedule as a default schedule for the transaction.

Series	Shipping method's shipping type	Default tax schedule comes from
Sales	Pickup	Your company
	Delivery	Customer
Purchasing	Pickup	Vendor
	Delivery	Your company

Default tax schedules

Default tax schedules for freight and miscellaneous charges are set up by module; not by customer or vendor.

Receivables Management and Payables Management Default tax schedules for sales or purchases, freight, and miscellaneous charges can be set up in the Receivables Setup Options window for sales taxes and in the Payables Setup Options window for purchase taxes.

Sales Order Processing and Invoicing Default tax schedules for non-inventoried items, freight, and miscellaneous charges can be set up in the Sales Order Processing Setup Options window and in the Invoicing Setup Options window. In these modules, you also have the option of basing the taxes for non-inventoried items, freight, and miscellaneous charges on the customer. If you select that option, the customer's tax schedule is used for the tax calculations. For more information, see the Sales Order Processing and Invoicing documentation.

Purchase Order Processing Default tax schedules for non-inventoried items, freight, and miscellaneous charges can be set up in the Purchase Order Processing Setup Options window. You also have the option of basing the taxes for non-inventoried items, freight, and miscellaneous charges on the vendor. If you select that option, the vendor's tax schedule is used for the tax calculations. For more information, see the Purchase Order Processing documentation.

Freight and miscellaneous charge tax calculations

Calculations for taxes on freight are based on comparisons between the tax schedule for the transaction—which, depending on the transaction, can be the tax schedule for your company, the customer or the vendor—and the freight tax schedule. For information about freight and miscellaneous charge tax calculations in Invoicing, Sales Order Processing or Purchase Order Processing, refer to your Invoicing, Sales Order Processing, or Purchase Order documentation.

Calculations for taxes on miscellaneous charges are based on comparisons between the tax schedule for the transaction and the miscellaneous tax schedule.

The following example illustrates how these tax details are compared in Receivables Management and Payables Management. Schedule A, B, and C contain these tax details:

Tax Schedule A	Tax Schedule B	Tax Schedule C
TAX001		TAX001
	TAX002	
	TAX003	
TAX004	TAX004	TAX004
		TAX005
TAX006		

Assume the tax schedules are assigned in the following manner:

Tax Schedule A	Tax Schedule B	Tax Schedule C
Freight	Miscellaneous	
Company		Customer/Vendor
		Sale/Purchase

Now, assume you're recording a purchase of goods in Payables Management, and the shipping method is **pickup**. The tax schedule assigned to the vendor appears as the default schedule, and the following taxes are charged:

Transaction	Details	Tax Schedule
Purchase: $100 taxed using:	TAX001 TAX004 TAX005	Tax Schedule C (assigned to the **purchase** and **vendor**) contains details TAX001, TAX004 and TAX005.
Freight: $10 taxed using:	TAX001 TAX004	Tax Schedule A (assigned to **Freight**) and Tax Schedule C (assigned to the **vendor**) both contain details TAX001 and TAX004.

Next, assume that you are recording a purchase of goods and the shipping method is set to **delivery**. The tax schedule assigned to the company appears as the default schedule and the following taxes are charged:

Transaction	Details	Tax Schedule
Purchase: $100 taxed using:	TAX001 TAX004	Tax schedule A (assigned to the **company**) and tax schedule C (assigned to the **purchase**) both contain details TAX001 and TAX004.
Freight: $10 taxed using:	TAX001 TAX004 TAX006	Tax schedule A (assigned to **freight** and to the **company**) contains details TAX001, TAX004 and TAX006.
Miscellaneous: $10 taxed using:	TAX004	Tax schedule A (assigned to the **company**) and tax schedule B (assigned to the **transaction**) both contain detail TAX004.

Withholding taxes

Withholding is a system of taxation used in Australia to pay tax for people who work and earn money under contract, such as providers of architectural services, building and construction companies, cleaning services, engineering services, and motor vehicle repair businesses.

Withholding is paid and recorded differently in Receivables Management and Payables Management because the debtor who makes the purchase is responsible for remitting the Withholding tax to the government. The company selling the goods or services must write off the amount that the debtor paid to the government.

When a company purchases goods or services from a supplier who is subject to Withholding, the supplier must include a partially completed Withholding Deduction Form with his or her bill to the purchasing company.

Using in Receivables Management

The supplier must account for the difference between the amount billed to the purchasing company and the amount actually received due to the amount that was remitted to the taxing authority on its behalf. To do this in Microsoft Dynamics GP, the supplier would follow this scenario:

- An accounts receivable clerk prepares a bill for the full amount of goods or services rendered. The clerk also prepares a Withholding Deduction Form, showing the amount billed.
- The supplier sends the bill and the partially completed Withholding Deduction Form to the purchasing company.
- When the payment is received, the accounts receivable clerk records the amount received.
- In addition, the clerk for the supplier should record the Withholding amount in the Additional Tax Distributions and Writeoffs window.

Using in Payables Management

The purchasing company is required to remit the Withholding on behalf of the supplier. To do this using Microsoft Dynamics GP, the purchasing company would follow this scenario:

- An accounts payable clerk creates a creditor record for the supplier and records the withholding rate in the Creditor Withholding Options window.
- When the purchasing company receives the supplier's bill, the clerk records the full bill amount.
- When the clerk pays the bill, however, the Withholding amount is deducted from the payment and a separate document for the Withholding amount is created automatically, payable to the Withholding creditor (usually the taxing authority) specified in the Company Setup Options window.
- The purchasing company would send the Withholding payment to the taxing authority, along with the completed Withholding Deduction Form showing the total amount billed and the Withholding amount deducted, and a Reconciliation Form.
- In addition, the clerk for the purchasing company should record the Withholding amount in the Additional Tax Distributions and Writeoffs window.

Transactions for Withholding amounts

When entering transactions for Withholding amounts, use the following windows to enter the Withholding amounts.

Window	Field	What to enter
Additional Tax and Writeoff Distributions (Receivables)	Unposted Write-offs Distributed to Withholding: Withholding Amount	The Withholding amount that the debtor paid to the tax office on your behalf.
Additional Tax and Write Off Distributions (Payables)	Unposted Write-offs Distributed to Withholding: Withholding Amount	The amount you are paying to the tax office on the creditor's behalf.

Example

Assume a supplier is a building contractor with a Withholding rate of 20%. If the purchasing company buys $1,000 of contracting services from the supplier, the supplier must provide a partially completed Withholding Deduction form with the bill for $1,000.

The purchasing company would record the purchase for $1,000; when the bill was paid, a check for $800 would be printed for the supplier, and a separate payment for $200 (20% of the $1,000 sale) would be created for the Withholding taxing authority. The purchasing company would send the completed Withholding Deduction form to the taxing authority along with this payment.

When the supplier receives the payment, it will use the Additional Tax and Writeoff Distributions window to record the $200 that the purchasing company remitted to the taxation office.

Chapter 21: Tax details

The Tax Detail Maintenance window can be used to add, change, or delete tax details. Tax details identify the tax specifics that are used in a tax schedule for a customer, vendor, or item.

This information contains the following sections:

- *What to set up tax details for*
- *Minimum and maximum taxable amounts*
- *Setting up tax details*

What to set up tax details for

Set up a tax detail for each tax rate in each jurisdiction where you plan to do business.

- If you plan to sell goods or services in that jurisdiction, set up a sales tax detail.
- If you plan to purchase goods or services in that jurisdiction, set up a purchases tax detail.
- If different goods or services are taxed at different rates, set up a separate tax detail for each type of good or service. (Be sure to set up both sales and purchases details, if applicable.)

If certain goods and services aren't taxable in a particular jurisdiction, you may not need to set up a tax detail for them. However, if you are required to track sales or purchases of these exempt or zero-rate taxes, you can set up tax details to do so.

Minimum and maximum taxable amounts

When you set up tax details, you can specify minimum and maximum taxable amounts. For example, if the law requires that at least $100 must be purchased before any tax is added to the sale price, enter $100 as the minimum taxable amount. If the tax only applies to amounts up to $500, enter $500 as the maximum taxable amount.

You also can indicate whether tax should be calculated on the full amount. In this example, the full $500 is taxable if you select Full Amount from the Include list. If you select Amount within Range, the difference between the $100 minimum and $500 maximum—$400—is taxable.

Refer to the following tables for more information.

Full Amount		
Minimum = $100	Maximum = $500	
Sale amount	Tax calculated?	Tax calculated on:
$50	No	—
$150	Yes	$150
$400	Yes	$400
$550	Yes	$500 (Full amount)

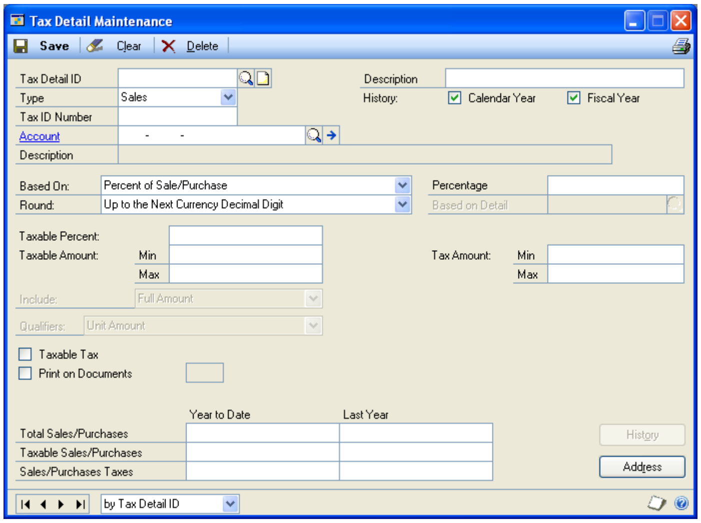
Amount within Range		
Minimum = $100	Maximum = $500	
Sale amount	Tax calculated?	Tax calculated on:
$50	No	—
$150	Yes	$50 ($150 - Minimum)
$400	Yes	$300 ($400 - Minimum)
$550	Yes	$400 (Maximum - Minimum)

Setting up tax details

Use the Tax Detail Maintenance window to set up tax details.

To set up tax details:

1. Open the Tax Detail Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Details)



Type: Sales

History: ☑ Calendar Year ☑ Fiscal Year

Based On: Percent of Sale/Purchase

Round: Up to the Next Currency Decimal Digit

Include: Full Amount

Qualifiers: Unit Amount

☐ Taxable Tax

☐ Print on Documents

by Tax Detail ID

Tax Detail Maintenance
Save
Clear
Delete
Tax Detail ID
Tax ID Number
Account
Description
Percentage
Based on Detail
Taxable Percent:
Taxable Amount:
Min
Max
Tax Amount:
Min
Max
Year to Date
Last Year
Total Sales/Purchases
Taxable Sales/Purchases
Sales/Purchases Taxes
History
Address

2. Enter a tax detail ID and a description for the detail. You may want to use a descriptive ID that will identify the tax as sales or purchases, such as NY-S for a New York sales tax or GST-P for purchases.

   Because the details are sorted in alphanumeric order, you may want to name them so they sort in the order that you want. Give the details names such as VAT07 and VAT16 to make them sort correctly.

3. In the Type list, select either Sales or Purchases.

4. In the Tax ID Number field, enter your tax registration code for this tax, if your country requires it.

5. In the Account field, enter an account to track taxes paid or received. For example, you might select a Sales Tax Payable account for sales type details and a Sales Tax Expense account or Input Tax Credit account for purchase type details.

6. If you are setting up a purchasing tax detail for Australian GST, specify whether you want the purchase tax detail to be posted to a tax detail account, vendor purchase account, or inventory account. This field wont be available for a sales tax detail.

7. For the History option, mark one or both of the selections.

   - Mark Calendar Year to track tax detail history by calendar months, which will help you track information that the government may require.

   - Mark Fiscal Year to track tax detail information for each of the periods you defined for the fiscal year. This information allows you to print reports that accurately reflect activity in each fiscal period.

8. From the Based On list, select a tax base. Your selection will determine how taxes for this detail are calculated.

   - In Canada, a general GST is considered a percent of sale/purchase tax. In the United Kingdom, a general VAT is considered a percent of sale/purchase tax.

   - In Canada, some PST taxes are considered percent of sale/purchase plus taxable taxes. The percent of sale/purchase plus taxable taxes tax base is rarely if ever used in the United States.

9. From the Round list, select a method by which you want to round the tax amount.

10. In the Percentage or Amount field, enter the rate or amount of the tax detail. The name of the field changes depending on your selection in the Based On list.

11. In the Based On Detail field, select the tax detail this tax is based on, if applicable.

12. In the Taxable Amount Min and Max fields, enter the minimum and maximum taxable amount for this detail, if applicable. If you don't enter a minimum or maximum, taxes will be calculated on transactions of any amount.

If there is no maximum taxable amount, don't enter anything other than 0 in the maximum taxable amount field. *If the amount shown in that field is greater than zero, Microsoft Dynamics GP will compare the taxable amount to the maximum each time taxes are recalculated, which can significantly increase processing time. If the amount in the Taxable Amount Max field is 0, Microsoft Dynamics GP doesn't perform the comparison and processing time is reduced.*

13. If you entered a minimum or maximum taxable amount, complete the following steps:

   - Use the Include list to select whether to calculate the tax on the full amount of the transaction or only to the amount that's within the minimum - maximum range of the tax.

   - Use the Qualifiers list to select what the taxable minimum and maximum are compared to when deciding whether the tax should be calculated. The selection you make in the Based On field determines which options appear in the Qualifiers list.

14. If other taxes will be calculated on this tax, mark the Taxable Tax option. For example, if the GST on an item may be in the amount taxed by PST, mark the GST detail as a taxable tax.

15. If you're required by law to identify taxes on invoices, complete the following steps:

    - Mark the Print on Documents option.

    - In the field next to Print on Documents, enter a one-character code, such as G for GST or P for PST. The character will appear on your invoices next to each of the items taxed.

16. Mark the Tax Invoice Required option if you want to claim any input tax on your Business Activity Statement (BAS) for the tax detail. If you mark this field and a purchase transaction uses this tax detail, the Tax Invoice Required field will be marked for the transaction. For more information about BAS, refer to your GST and Australian Tax documentation

17. Select the BAS assignments for the tax detail. These assignments will be used to determine which amounts should be printed in each field on the BAS. For more information about BAS, refer to your GST and Australian Tax documentation.

18. To enter address information for the taxing authority, choose the Address button. (The address for the tax detail is used on period-end reports for the taxing authority.)

    - In the Tax Detail Address window, enter the address.

    - Choose OK to save the address and redisplay the Tax Detail Maintenance window.

19. Choose Save to save the tax detail.

20. Verify your entries with a Tax Detail ID Report. (In the Tax Detail ID field, select a tax detail, then choose File >> Print.)

Chapter 22: Tax schedules

After you've set up details for all the taxes you're required to collect or pay, you can begin creating tax schedules. Tax schedules are groups of tax details that are assigned to a transaction. These schedules are used to calculate all the taxes that apply to a sales or purchase transaction.

This information is divided into the following sections:

- *What to set up tax schedules for*
- *Setting up a tax schedule*
- *Copying a tax schedule*
- *Setting up default company tax schedules*

What to set up tax schedules for

For each jurisdiction where you plan to do business, set up the following tax schedules:

- A **purchases tax schedule**, including all purchases tax details that apply to that jurisdiction. Purchases tax schedules are assigned to vendor records, and a default purchases tax schedule can be specified in the Payables Management Setup Options window.

- A **sales tax schedule,** including all sales tax details that apply to that jurisdiction. Sales tax schedules are assigned to customer records, and a default sales tax schedule can be specified in the Receivables Management Setup Options window.

For each category of inventoried items that you buy or sell that is taxed at different rates in different jurisdictions, set up a single tax schedule:

- An **item tax schedule** that contains applicable tax details for all jurisdictions. Be sure to include both sales and purchases details in this tax schedule. Item tax schedules are assigned to item records.

For non-inventoried items, freight, and miscellaneous charges, set up the following tax schedules:

- At least one **non-inventoried item tax schedule**, including the tax details that most commonly apply to the non-inventoried items you buy or sell. Non-inventoried tax schedules are assigned to transactions.

- At least one **freight tax schedule**, including the tax details that most commonly apply to the freight charges you incur. Freight tax schedules are assigned to transactions.

- At least one **miscellaneous charge tax schedule**, including the tax details that most commonly apply to the miscellaneous charges you incur. Miscellaneous charge tax schedules are assigned to transactions.

Default tax schedules for non-inventoried items, freight, and miscellaneous charges are specified in the setup options window for each module in which these tax schedules can be used.

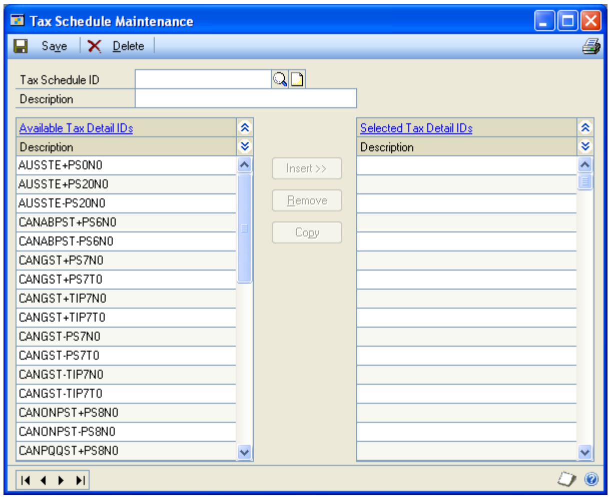
In addition to the other recommended tax schedules, you may want to set up a tax schedule that contains all tax details.

Setting up a tax schedule

You'll use the Tax Schedule Maintenance window to set up a tax schedule. You can use the Copy button to create schedules if you have a long list of details that belong in several schedules. For more information see Copying a tax schedule on page 151.

To set up a tax schedule:

1. Open the Tax Schedule Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Schedules)



Available Tax Detail IDs
Description
AUSSTE+PS0N0
AUSSTE+PS20N0
AUSSTE-PS20N0
CANABPST+PS6N0
CANABPST-PS6N0
CANGST+PS7N0
CANGST+PS7T0
CANGST+TIP7N0
CANGST+TIP7T0
CANGST-PS7N0
CANGST-PS7T0
CANGST-TIP7N0
CANGST-TIP7T0
CANONPST+PS8N0
CANONPST-PS8N0
CANPQQST+PS8N0

2. Enter a tax schedule ID and a description. You may want to identify your schedule with a descriptive name. For example, if you're creating a tax schedule for the city of Austin, Texas, you may want to name the schedule TXAUST.

3. To add details to the schedule, complete the following steps for each detail you want to add:

   - In the Available Tax Detail IDs list, select the tax detail you want to add.

   - Choose the Insert button; the detail is inserted in the Selected Tax Detail IDs list.

   - If the Auto-Calc. option is available, you can mark this option to include tax details in the tax calculation. Tax calculations will be based on the tax details marked to automatically calculate. This option is available if you marked the Specify Tax Details for Automatic Tax Calculation option in the Company Setup Options window.

4. Choose Save to save the schedule.

5. Verify your entries with a Tax Schedule Report. (In the Tax Schedule ID field, select a tax schedule, then choose File >> Print.)

Copying a tax schedule

To save time, you can copy all tax details from an existing tax schedule into the tax schedule you're currently setting up using the Tax Schedule Maintenance window.

For example, assume that you've created a schedule for Illinois taxes, and now you want to create a sales tax schedule for the city of Chicago. The tax schedule for Chicago should include Illinois taxes. Rather than inserting each Illinois tax separately, you can enter an ID and description for the Chicago tax, such as ILCHIC and copy the Illinois tax details to the new tax schedule. Then you can insert the other tax details that apply to the city of Chicago.

To copy a tax schedule:

1. Open the Tax Schedule Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Tax Schedules)

2. Enter the ID and description for the new schedule.

3. Choose Copy.

4. In the Tax Schedule Copy window, enter or select the name of the existing schedule you want to copy and choose OK to close the window. The details for the existing schedule are copied to the Selected Tax Detail IDs list. You can copy from more than one schedule.

5. In the Tax Schedule Maintenance window, add or delete details to complete the new schedule.

6. Choose Save to save the schedule.

Setting up default company tax schedules

Once you've set up your tax schedules, you should assign default tax schedules to your company using the Company Setup window.

See Chapter 20, "Tax overview," for information about how default tax schedules are used.

To set up default company tax schedules:

1. Open the Company Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)

2. Enter the default sales tax schedule for the company.

3. Enter the default purchases tax schedule for the company.

4. Choose OK to save your changes.

PART 5: ORGANIZATIONAL STRUCTURE

Part 5: Organizational structure

You can define as many as four layers of structure within your business, and then to set up specific divisions, departments, or other organizational groups. Later you can create relationships among different groups. You can assign accounts, users, and user classes to different parts of the organizational structure.

This part of the documentation includes:

- Chapter 23, "Organizational levels and entities," explains how to define the components of your organizational structure.
- Chapter 24, "Organizational relationships," describes how to define the association between levels and entities in your organization.
- Chapter 25, "User and user class assignments," shows how to assign users and user classes to the organizational structure you have created.
- Chapter 26, "Account assignments," explains how to assign both individual accounts and account ranges to your organizational structure.
- Chapter 27, "Account security," describes how to activate account security and provides information on the effects of account security.

Chapter 23: Organizational levels and entities

Setting up organizational levels and entities involves defining the components of your organization. This information describes how to add, delete, and rename levels and entities in your organizational structure.

This information is divided into the following sections:

- *Understanding organizational levels and entities*
- *Defining levels and entities*
- *Adding a level to an organizational structure*
- *Deleting a level in an organizational structure*
- *Adding an entity in an organizational structure*
- *Deleting an entity in an organizational structure*
- *Renaming levels and entities in an organizational structure*

Understanding organizational levels and entities

Your organization might be defined in various ways, such as by geographic regions, functional areas, product lines, or target markets. For example, your organization might be composed of a number of companies, each with its own set of product lines and departments. Each level of the organization—in this example, company, product line, and department—includes a number of entities, that is, distinct identifiable units. For example, the entities at the department level might include the following:

- Purchasing
- Facility management
- Accounting
- Production

Defining levels and entities

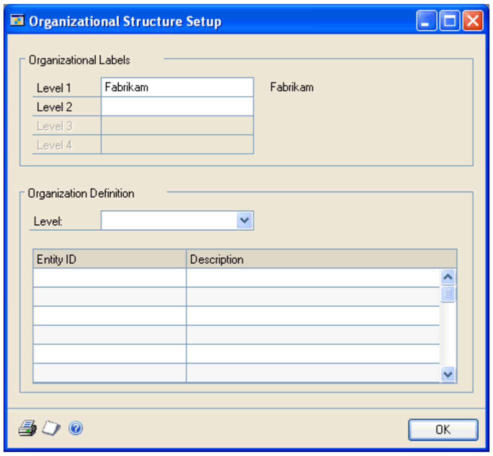
Use the Organizational Structure Setup window to establish the levels of your organization and the entities at each level within the organizational structure. You can define up to four levels and up to 256 entities at each level. For example, the four levels could be Company, Region, Division, and Department, and the entities at the Department level could be Manufacturing, Distribution, Research, and Marketing.

Take some time before you begin the actual setup and think about the way your organization works. Using your existing organizational chart is an excellent place to begin.

Be sure you've identified each of the units in all of your companies. The levels and entities you create in this window will be used for all of your Microsoft Dynamics GP companies.

To define levels and entities:

1. Open the Organizational Structure Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Organizational Structure)



Level 1: Fabrikam

Level 2:

Fabrikam

2. Enter a label for each organizational level you want to use. The labels you enter for each of the levels will appear throughout Microsoft Dynamics GP. You can change these labels at any time.

You don't have to enter labels for all four levels if you don't need them all. For example, if you have only one company and your organization includes regions, divisions, and departments, you could enter those labels for levels 1, 2, and 3 and leave level 4 blank. If you leave a level blank, you won't be able to enter any entities in it, and it won't appear anywhere in Microsoft Dynamics GP.

3. Enter an ID and a description for each entity that exists at each level of your organization. You can change entity IDs and descriptions at any time.

4. Verify your entries with the Organizational Structure Setup Report.

   Use the Organizational Structure Setup Report to verify that you have entered labels for each of the levels you'll use, and that you've entered IDs and descriptions for each entity in your organization. You can print this report while the Organizational Structure Setup window is open by choosing File >> Print.

5. Choose OK to save your entries.

Adding a level to an organizational structure

Use the Organizational Structure Setup window to add levels to your organizational structure. You can add levels at any time.

To add a level to an organizational structure:

1. Open the Organizational Structure Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Organizational Structure)

2. Enter the label of the level you want to add. When you create a new level, you'll need to add entities to that level.

3. Choose OK to save your changes.

Deleting a level in an organizational structure

Use the Organizational Structure Setup window to delete levels from your organizational structure. You can delete levels at any time.

To delete a level in an organizational structure:

1. Open the Organizational Structure Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Organizational Structure)

2. Delete the label of the level to remove. If a level does not have a label, you won't be able to create any entities in it, and it won't appear anywhere in Microsoft Dynamics GP.

You can't delete a level if any entities exist in it or if any levels exist below it in the organizational structure.

3. Choose OK to save your changes.

Adding an entity in an organizational structure

Use the Organizational Structure Setup window to add entities to the organizational structure. You can add entities at any time.

To add an entity in an organizational structure:

1. Open the Organizational Structure Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Organizational Structure)

2. Choose the level to add entities to.

3. Enter an ID and a description for each entity you want to add to your organizational structure. You can change entity IDs and descriptions at any time.

4. Choose OK to save your changes.

Deleting an entity in an organizational structure

Use the Organizational Structure Setup window to delete entities from the organizational structure. You can delete entities at any time.

If you have created an organizational structure and assigned users, user classes, and accounts to positions in the organization, deleting an entity will have the following effects:

- Any relationships that exist for that entity will be removed.

- Any existing Organizational Structure assignments for users, user classes, and accounts assigned to those relationships will be removed.

Users and user classes can be assigned to only one position in the organizational structure; therefore, user and user classes assigned to removed positions will not have access to any accounts until they are assigned to a different position.

Accounts can be assigned to multiple positions in the organizational structure; therefore, accounts assigned to positions that are removed may still be assigned to other positions.

To delete an entity in an organizational structure:

1. Open the Organizational Structure Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Organizational Structure)

2. Choose the level you want to delete an entity from.

3. Select the entity you want to delete and choose Edit >> Delete Row. Any relationships associated with this entity will be removed.

You can delete an entity at any time; however, if it is part of a parent-child relationship—that is, if it has any entities below it in the structure—any relationships below it also will be deleted. (Only the relationship will be deleted, not the child entities.)

4. Choose OK to save your changes.

Renaming levels and entities in an organizational structure

Use the Organizational Structure Setup window to rename levels and entities. You can change the labels for the levels of your organization and change the IDs and descriptions of the entities at each level within the organizational structure.

To rename levels and entities in an organizational structure:

1. Open the Organizational Structure Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Organizational Structure)

2. Change the labels for your organization levels.

3. Change the IDs and descriptions for the entities at each level.

4. Verify your entries with the Organizational Structure Setup Report. To print the report, choose File >> Print.

5. Choose OK to save your changes.

Chapter 24: Organizational relationships

Setting up organizational relationships involves defining the association between levels and entities in your organization. This information describes how to set up relationships in your organizational structure. You can then use this structure as a basis for defining account security and assigning users and accounts to entities.

This information is divided into the following sections:

- *Understanding organizational relationships*
- *Defining organizational relationships*
- *Copying organizational relationships*
- *Examples of copying organizational relationships*
- *Adding organizational relationships*
- *Removing an organizational relationship*

Understanding organizational relationships

Organizational relationships define the association between levels and entities in your organization. Organizational relationships are defined in terms of parent/child relationships. For example, a company's East region may have a Products division and a Services division; the East region is a parent entity, and the Products and Services divisions are child entities.

Parent/child relationships must be defined in a "top-down" manner—that is, you must begin with a level 1 entity and assign the level 2 entities that are its children. You can then assign the level 3 child entities for a level 2 parent, so on.

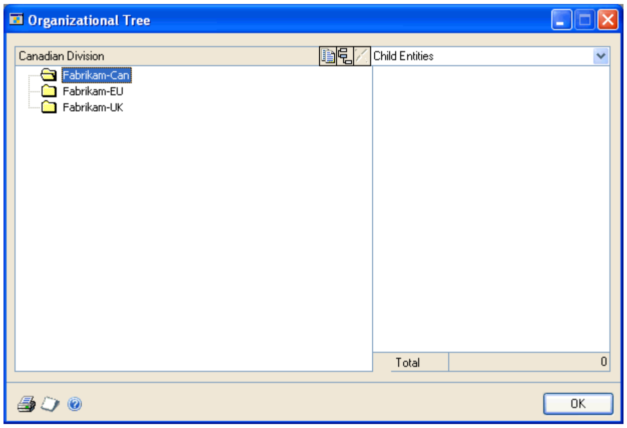
You can copy the relationships you've defined for one entity to another entity, or to all other entities at the same level. For example, assume you have a Company/Division/Department structure, and all your companies have a Hardware division with a Production department. You could create the appropriate parent/child relationships in one company, and copy that set of relationships to all other companies in your organization. For more information, refer to Copying organizational relationships on page 161.

Defining organizational relationships

Use the Organizational Tree window and the Define Entity Relationships window to define the parent/child relationships among the entities in your organization.

To define organizational relationships:

1. Open the Organizational Tree window.
   (Cards >> System >> Organizational Tree)

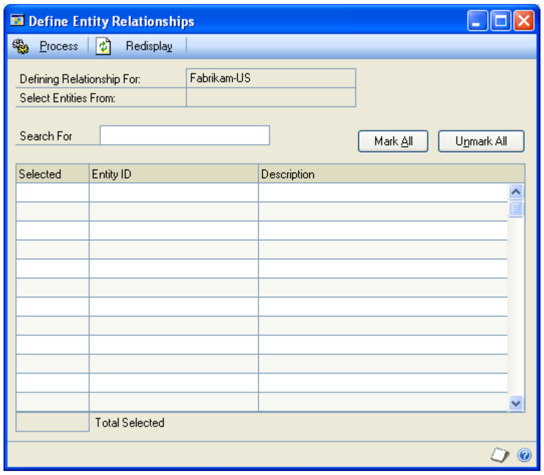

Organizational Tree
Canadian Division
Fabrikam-Can
Fabrikam-EU
Fabrikam-UK
Child Entities
Total
0
OK

2. Highlight the parent entity to which you want to define relationships.

   When you first open this window, all of the level 1 entities you defined in the Organizational Structure Setup window will appear in the tree view. If some relationships have been defined, a plus sign (+) will appear next to the entity. Click the plus sign to expand the tree view.

When the Organizational Tree window is open, you can use the buttons in the window to create, copy, or delete relationships, or you can use the selections on the Relationships menu.

3. Choose the Define Relationship button (or choose Extras >> Relationships >> Define Relationship) to open the Define Entity Relationships window.


Defining Relationship For: Fabrikam-US
Define Entity Relationships
Process
Redisplay
Select Entities From:
Search For
Mark All
Unmark All
Selected
Entity ID
Description
Total Selected

4. Mark the entities to be children of the selected parent.

   All unassigned entities that exist in the level below the entity you selected in the Organizational Tree window will appear in this window. If an entity has already been assigned to the selected parent entity, it will not appear in this window. For example, if you have already assigned the North and South

Regions to Company A, only the East and West regions will appear in this window.

5. Choose Process to create the relationships and update the entities displayed in the Organizational Tree window.

When the organizational tree displayed in the Organizational Tree window is updated, only the level 1 entities are displayed. Click the plus sign to expand the tree view.

6. In the Organizational Tree window, select another entity and continue defining relationships.

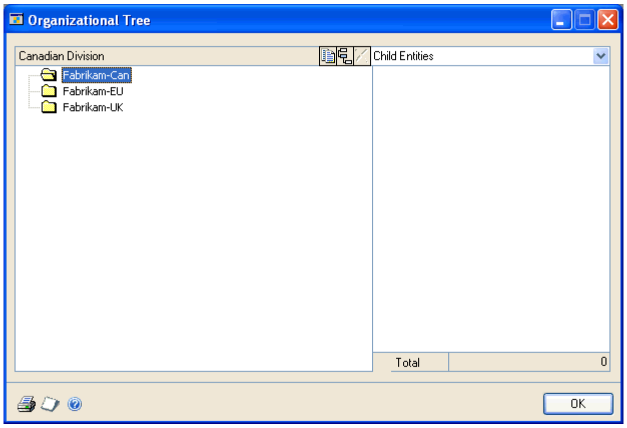
Copying organizational relationships

If you have a basic structure that appears throughout your organization, you can create the appropriate parent/child relationships once, and copy that structure to the rest of your organization. You can copy the relationships from one entity to another entity or to all the entities at the same level. If you're copying to entities that have already been assigned relationships, you can choose to add to the existing structure, or replace it with the new structure. You also can specify to copy specific level-2 or level-3 relationships. For more information on copying relationships, see *Examples of copying organizational relationships* on page 163.

Use caution when copying relationships to entities with existing structures. Be sure you don't add or replace relationships that you don't intend to add or replace.

To copy organizational relationships:

1. Open the Organizational Tree window.
(Cards >> System >> Organizational Tree)

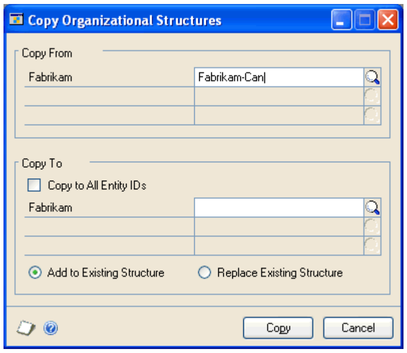


2. Highlight the relationship to copy.

You can select a level 1, 2, or 3 entity. For example, if you have a Company/Region/Division/Department structure and want to copy every parent/child relationship under the company ACME, highlight that company. If you want to copy the relationships below ACME company and region EAST, expand the ACME branch and select EAST.

If you're copying a portion of the organizational structure that has accounts assigned to it, those accounts will not be assigned to the new structure.

3. Choose the Copy Relationship button (or choose Extras >> Relationships >> Copy Relationships) to open the Copy Organizational Structures window.



Fabrikam: Fabrikam-Can

☐ Copy to All Entity IDs

Fabrikam:

● Add to Existing Structure ○ Replace Existing Structure

The Copy From fields display information from the entity that you selected in the Organizational Tree window. For example, suppose you expand the tree and choose a level 3 entity of a specific branch. Then the three Copy From fields displays information about the appropriate parent and child entities. These values can be changed.

4. Decide if you want to copy the relationship to all entities or to a specific one.

    - If you're copying to all entities, the relationship will be copied only to entities that exist at the lowest level entered in the Copy From fields—that is, if you specify a level 3 entity to copy from, the relationships will be copied only to existing level 3 entities.

    - If you want to select a specific entity to copy to, you must specify entities in the Copy To fields at each of the levels entered in the Copy From fields—that is, if you specify a level 3 entity to copy from, you must specify a level 3 entity in the Copy To fields.

    You also can choose to add the relationship to existing structures, or you can replace the existing structures with the specified relationship.

5. Choose the Copy button to begin copying the selected relationships. When the copying process is finished, the window will remain open and you'll be able to select more relationships to copy.

6. When you've finished copying entities, close the window.

Examples of copying organizational relationships

For all of the following examples, assume you have a structure with Company at the first level, Division at the second, and Department at the third, with three companies: Fabrikam, Fabrikam–United Kingdom, and Fabrikam–Canada.

Copying a level 1 relationship to all entities

Assume you've created the following structure for Fabrikam:

- Fabrikam
  - Hardware
    - Administration
    - Consulting
    - Production
    - Research
    - Sales

If all three companies have a Hardware division that includes the same departments, you could copy the entire structure of Fabrikam to both other companies. In the Organizational Tree window, select Fabrikam, then choose the Copy Relationship button. In the Copy Organizational Structures window, mark Copy to All Entity IDs and choose Copy. The following structure would be created

- Fabrikam
  - Hardware
    - Administration
    - Consulting
    - Production
    - Research
    - Sales
- Fabrikam–UK
  - Hardware
    - Administration
    - Consulting
    - Production
    - Research
    - Sales
- Fabrikam–CAN
  - Hardware
    - Administration
    - Consulting
    - Production
    - Research
    - Sales

Copying one level 2 relationship to another

Assume you have created the structure for Fabrikam with a Hardware division that includes several departments.

Also, assume the UK company has a Hardware division, but the Canada company has a Software division, and you want to copy the departments under Fabrikam/ Hardware to both the Hardware division of the UK company and the Software division of the Canada company. You can do this by first adding the Hardware division to the UK company and the Software division to the Canada company. The following table illustrates the structures you'd need to define before copying relationships.

- Fabrikam
  - Hardware
    - Administration
    - Consulting
    - Production
    - Research
    - Sales
- Fabrikam–UK
  - Hardware
- Fabrikam–CAN
  - Software

After you've created this structure, you can copy the relationships from Fabrikam/ Hardware. In the Organizational Tree window, select Fabrikam, then select Hardware and choose the Copy Relationship button. In the Copy Organizational Structures window, mark Copy to All Entity IDs, and choose Copy. The following structure will be created:

- Fabrikam
  - Hardware
    - Administration
    - Consulting
    - Production
    - Research
    - Sales
- Fabrikam–UK
  - Hardware
    - Administration
    - Consulting
    - Production
    - Research
    - Sales
- Fabrikam–CAN
  - Software
    - Administration
    - Consulting
    - Production
    - Research
    - Sales

You also can copy the departments for Fabrikam/Hardware only to the Software division of Fabrikam–Canada. In the Organizational Tree window, select Fabrikam, then select Hardware and choose the Copy Relationship button to open the Copy Organizational Structures window. In the Copy To fields, select Fabrikam–Canada and Software, and choose Copy.

Adding organizational relationships

Use the Organizational Tree window and the Define Entity Relationships window to add parent/child relationships to the entities in your organization.

To add organizational relationships:

1. Open the Organizational Tree window.
   (Cards >> System >> Organizational Tree)

2. Select the parent entity to which you want to add relationships.

3. Choose the Define Relationships button (or choose Extras >> Relationships >> Define Relationship) to open the Define Entity Relationships window.

4. Mark the child entities to add.

5. Choose Process to update the entities displayed in the Organizational Tree window.

Removing an organizational relationship

Use the Organizational Tree window and the Define Entity Relationships window to remove parent/child relationships from the entities in your organization.

Because relationships are defined in a "top-down" manner, changes made to a parent entity can affect its child entities. For example, if you remove a parent/child relationship, all the relationships below that are lost. You can't move a branch—that is, a child entity that has other child entities below it—from one parent entity to another and preserve the relationships below it.

Removing an organizational relationship will delete the organizational structure for the users and accounts assigned to that relationship. Because a user can be assigned to only one position, any user assigned to a position that is removed will not be able to access any accounts. Accounts can be assigned to more than one position, so an account assigned to a position that is removed may still be assigned to other positions.

To remove an organizational relationship:

1. Open the Organizational Tree window.
   (Cards >> System >> Organizational Tree)

2. Select the child entity you want to remove from the relationship. You can expand a branch of the organizational tree by choosing the plus sign next to a parent entity.

3. Choose Delete Relationship (or choose Relationships >> Delete Relationships).

Chapter 25: User and user class assignments

This information describes how to create user classes and assign users and user classes to the organizational structure you've created. You must assign user and user classes before you can activate account level security.

You can create user classes and assign them to an organizational entity in your organizational structure so that you can activate account level security.

You also can specify sets of specific shortcuts to common tasks for each user class with the shortcut bar. Each set of shortcuts will appear on the user's shortcut bar in a user class folder. See *Assigning shortcuts to a new user class folder* on page 47 for instructions on creating a user class shortcut folder.

This information is divided into the following sections:

- *Creating a user class*
- *Assigning users to a class*
- *Assigning a user class to an organizational entity*
- *Changing the assignment of a user class*
- *How rolling down changes affects users in a class*
- *Assigning a user to an organizational structure*
- *Changing the assignment of a user*

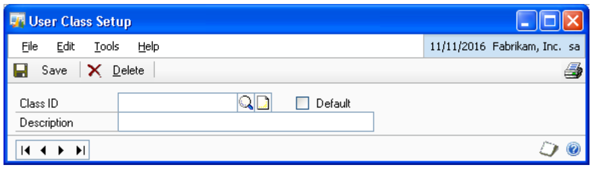
For information about assigning accounts to the organizational structure, see Chapter 26, "Account assignments."

Creating a user class

You'll use the User Class Setup window to create a user class.

To create a user class:

1. Open the User Class Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Classes)



2. In the Class ID field, enter a class name. You may find it helpful to enter a name that identifies this class, such as SUPERVISOR or DATA ENTRY.

3. If you use Organizational Structures, choose the Class ID organization button to open the Organizational Structure Assignment window, where you can assign the selected user class to a position in your organizational structure.

4. Enter a description that identifies the class further. This description will be used as the name of the shortcut bar folder that corresponds to this user class.

5. To print a User Classes Report, showing the information you entered for the selected record, choose File >> Print. You also can print this report using the User Report Options window.

Assigning users to a class

After creating your user classes, assign each user to a class using the User Setup window.

To assign users to a class:

1. Open the User Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User)

2. Enter or select a user.

3. In the Class ID field, enter or select the class you want to assign the user to.

4. Mark the Default option if you want the settings that you enter for this class to automatically appear as the default for every subsequent class that you create.

5. Choose Save to save your changes.

Assigning a user class to an organizational entity

Use the Organizational Structure Assignment window to assign a user class to a position in the organizational structure. You can assign a user class to only one position in the organizational structure.

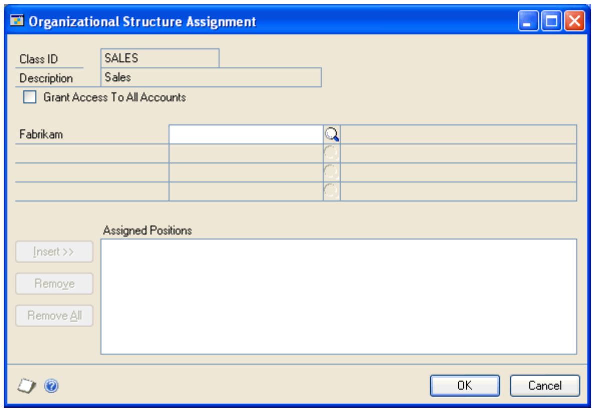
If you have a large number of users, we recommend that you use user classes to assign groups of them to positions in the organizational structure. If you do need to make changes to the structure, you'll be able to apply those changes to all the users in a class, rather than one at a time. For more information, see How rolling down changes affects users in a class on page 170.

Only the system administrator, and users granted full access to all accounts can assign a user class to the organizational structure. (Full access to accounts can be granted to users and user classes in the Organizational Structure Assignment window.)

To assign a user class to an organizational entity:

1. Open the User Class Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Classes)

2. Enter or select the user class to assign to the organizational structure, and choose the organization icon button to open the Organizational Structure Assignment window.



Class ID: SALES
Description: Sales
☐ Grant Access To All Accounts
Fabrikam

3. If members of this user class should have access to all accounts, mark Grant Access To All Accounts.

4. Enter or select the entities that specify the position to assign the user class to.

The position you specify for this user class must already exist in the organizational structure. You can view the existing organizational structure in the Organizational Tree window (Cards >> System >> Organizational Tree). For more information, see Defining organizational relationships on page 159.

As you enter the entities, you also are selecting the position in the organizational structure you're assigning the user class to. For example, if to assign the user class to the Consulting department of the Hardware division of Fabrikam, you would enter Fabrikam in the first level, Hardware in the second level and Consulting in the third level.

5. Choose Insert to insert the position into the Assigned Positions list.

6. Choose OK to save the position assignment.

Changing the assignment of a user class

Use the Organizational Structure Assignment window to change a user class's position in the organizational structure. You can assign a user class to only one position in the organizational structure.

If you have a large number of users, changing the assignment for a user class is an easy way to change the position assignments for several users at once, rather than one at a time. For more information, see How rolling down changes affects users in a class on page 170.

Only the system administrator and users granted full access to all accounts can change a user class's position in the organizational structure. (Full access to accounts is granted to users and user classes in the Organizational Structure Assignment window.)

To change the assignment of a user class:

1. Open the User Class Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User Classes)

2. Enter or select the user class whose position in the organizational structure you want to change, and choose the organization icon button to open the Organizational Structure Assignment window.

3. If members of this user class should have access to all accounts, mark Grant Access To All Accounts.

4. Highlight the current position assignment of the user class and choose Remove.

   Because a user class can't be assigned to more than one position, you must first remove its current position assignment before selecting a new one.

5. Enter or select the entities that specify the new position to assign the user class to.

   As you enter the entities, you also are selecting the position in the organizational structure you're assigning the user class to. For example, if you want to assign the user class to the Production department of the Eastern region of Fabrikam, you would enter Fabrikam in the first level, East in the second level and Production in the third level.

6. Choose Insert to insert the position into the Assigned Positions list.

7. Choose OK to save the position assignment.

How rolling down changes affects users in a class

When you make changes to the organizational assignment for a user class, you'll have the option to apply those changes to the user records assigned to that class. If you roll down changes, all the changes you make will apply to all the users in the class.

Rolling down changes applies all the settings for a user class, not just those that you changed in an individual session.

If you roll down changes for a class, any individual position assignments you've made for users in that class will be lost. For more information on position assignments for individual users, see Assigning a user to an organizational structure on page 170.

If you choose not to roll down changes, the changes won't affect any existing users but will be reflected in the settings for all users you assign to this class in the future.

Assigning a user to an organizational structure

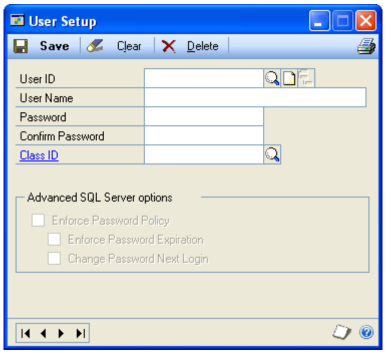
Use the Organizational Structure Assignment window to assign a user to a position in the organizational structure. You can assign a user to only one position in the organizational structure.

If you have a large number of users, we recommend that you use user classes to assign groups of users to positions in the organizational structure. For more information, see Assigning a user class to an organizational entity on page 168.

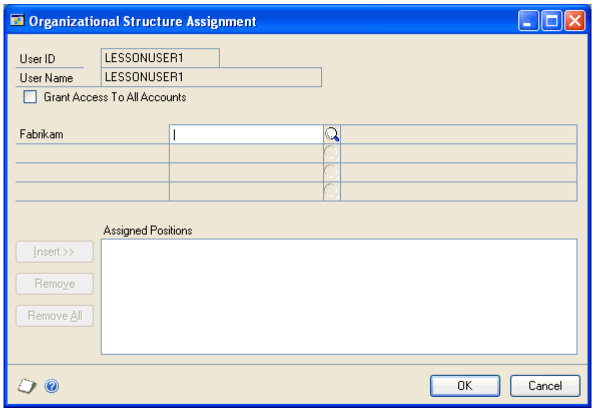
Only the system administrator and users granted full access to all accounts can assign a user to the organizational structure. (Full access to accounts can be granted to users and user classes in the Organizational Structure Assignment window.)

To assign a user to an organizational structure:

1. Open the User Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User)


User Setup
Save
Clear
Delete
User ID
User Name
Password
Confirm Password
Class ID
Advanced SQL Server options
Enforce Password Policy
Enforce Password Expiration
Change Password Next Login

2. Enter or select the user you want to assign to the organizational structure, and choose the organization icon button to open the Organizational Structure Assignment window.


Organizational Structure Assignment
Fabrikam
Assigned Positions
Insert >>
Remove
Remove All
OK
Cancel

User ID LESSONUSER1
User Name LESSONUSER1
☐ Grant Access To All Accounts

3. If the user should have access to all accounts, mark Grant Access To All Accounts.

4. Enter or select the entities that specify the position to assign the user to.

   The position you specify for this user must already exist in the organizational structure. You can view the existing organizational structure in the Organizational Tree window (Cards >> System >> Organizational Tree). For more information, see Defining organizational relationships on page 159.

   As you enter the entities, you also are selecting the position in the organizational structure you're assigning the user to. For example, if you want to assign the user to the Consulting department of the Hardware division of Fabrikam, you would enter Fabrikam in the first level, Hardware in the second level and Consulting in the third level.

5. Choose Insert to insert the position into the Assigned Positions list.

6. Choose OK to save the position assignment.

Changing the assignment of a user

Use the Organizational Structure Assignment window to change a user's position in the organizational structure. You can assign a user to only one position in the organizational structure.

Only the system administrator and users granted full access to all accounts can change a user's position in the organizational structure. (Full access to accounts is granted to users and user classes in the Organizational Structure Assignment window.)

To change the assignment of a user:

1. Open the User Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> User)

2. Enter or select the user whose position in the organizational structure you want to change, and choose the organization icon button to open the Organizational Structure Assignment window.

3. Indicate whether this user should have access to all accounts, regardless of their position in the organizational structure.

4. Highlight the user's current position assignment and choose Remove.

Because a user can't be assigned to more than one position, you must first remove their current position assignment before selecting a new one.

5. Enter or select the entities that specify the new position to assign the user to.

   As you enter the entities, you also are selecting the position in the organizational structure you're assigning the user to. For example, to assign a user to the Production department of the Eastern region of Fabrikam, you would enter Fabrikam in the first level, East in the second level and Production in the third level.

6. Choose Insert to insert the position into the Assigned Positions list.

7. Choose OK to save the position assignment.

Chapter 26: Account assignments

After assigning users to the organizational structure you've created, you must assign accounts to the structure. This information describes how to assign individual accounts and ranges of accounts. Then, when you activate account level security, users will be able to access only those accounts that they are assigned to, based on their position in the organizational structure.

This information is divided into the following sections:

- *Assigning a range of accounts to an entity*
- *Changing the assignment for a range of accounts*
- *Assigning an account to an organizational entity*
- *Changing the assignment of an account*

Assigning a range of accounts to an entity

Use the Organizational Structure Mass Assignment window to assign a range of accounts to a position in the organizational structure. You can assign accounts to more than one position in the organizational structure.

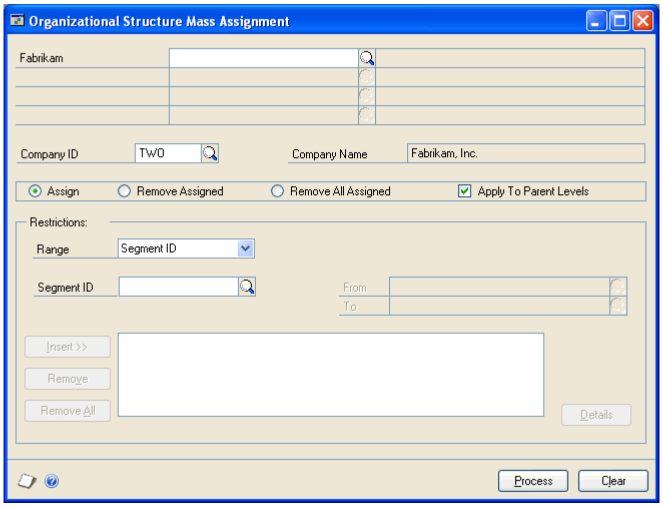
You can assign posting accounts, unit accounts, and variable and fixed allocation accounts to positions in the organizational structure. You also can allow users to have access to an allocation account—either fixed or variable—while not allowing them to have access to any of the distribution or breakdown accounts for the allocation account.

If you activate account security and you have accounts that aren't assigned to at least one position in the organizational tree, those accounts will be available only to users who have been given access to all accounts.

Only the system administrator and users granted full access to all accounts can assign a range of accounts to the organizational structure. (Full access to accounts can be granted to users and user classes in the Organizational Structure Assignment window.) For more information on granting users and user classes access to all accounts, see Chapter 25, "User and user class assignments."

To assign a range of accounts to an entity:

1. Open the Organizational Structure Mass Assignment window. (Cards >> System >> Organizational Assignments)



Organizational Structure Mass Assignment

Fabrikam

Company ID TWO

Company Name Fabrikam, Inc.

● Assign ○ Remove Assigned ○ Remove All Assigned ☑ Apply To Parent Levels

Restrictions:

Range Segment ID

Segment ID

From

To

2. Enter or select the entities that specify the position to which you want to assign the range of accounts.

The position you specify for this range of accounts must already exist in the organizational structure. You can view the existing organizational structure in the Organizational Tree window (Cards >> System >> Organizational Tree). For more information, see Defining organizational relationships on page 159.

As you enter the entities, you also are selecting the position in the organizational structure to which you're assigning the range of accounts. For example, to assign accounts to the Sales department of the Hardware division of Fabrikam, you would enter Fabrikam in the first level, Hardware in the second level and Sales in the third.

3. Select the ID of the company to which you're making account assignments.

If you are using Intercompany Processing and want account security to apply to transactions originating in another company, you must assign the appropriate accounts in the originating company to the organizational structure.

4. Select Assign, and indicate whether you want the assigned accounts to be available to the parent levels of the entity.

Using the previous example, if you enter the organizational structure The Fabrikam/Hardware/Sales and select the Apply To Parent Levels option, the accounts you enter will be available to users and user classes assigned to the following three positions of the structure:

- Fabrikam/Hardware/Sales
- Fabrikam/Hardware
- Fabrikam

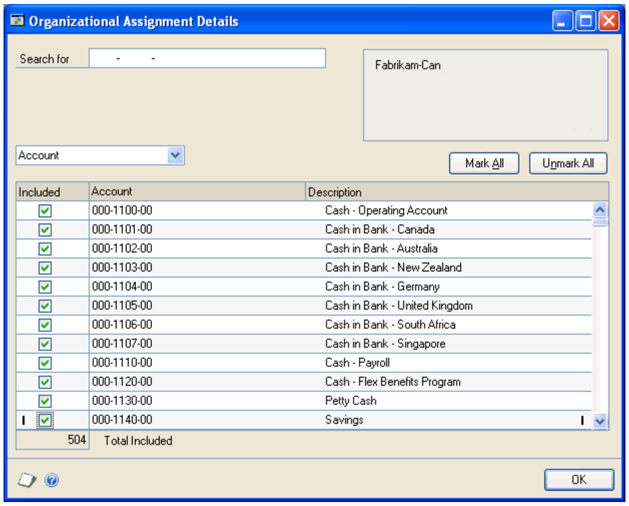
If you leave the option unmarked, the accounts will be available only to users and user classes assigned to Fabrikam/Hardware/Sales.

5. Select the type of range of accounts to assign—segment or account—then enter restrictions for that range. You can insert multiple ranges of each type into the Restrictions list.

   If you insert multiple ranges into the Restrictions list, any account that falls within one of the ranges you define will be assigned. For example, you could choose to restrict by segments, and enter Account segment 1200 through 1270 and Account segment 1300 through 1330 in the Restrictions list. Any account with segments 1200 to 1270 or 1300 to 1330 will be assigned.

⚠ *If you use a segment range to assign accounts to a position in the organizational structure, then later add accounts that fall within that range, the new accounts will not be assigned automatically to the same position. You must add the new accounts to the structure.*

6. Choose Details to open the Organizational Assignment Details window, where you can view the accounts that fall within the ranges you selected, and make changes if necessary.



Search for - -

Fabrikam-Can

Account

Included	Account	Description
☑	000-1100-00	Cash - Operating Account
☑	000-1101-00	Cash in Bank - Canada
☑	000-1102-00	Cash in Bank - Australia
☑	000-1103-00	Cash in Bank - New Zealand
☑	000-1104-00	Cash in Bank - Germany
☑	000-1105-00	Cash in Bank - United Kingdom
☑	000-1106-00	Cash in Bank - South Africa
☑	000-1107-00	Cash in Bank - Singapore
☑	000-1110-00	Cash - Payroll
☑	000-1120-00	Cash - Flex Benefits Program
☑	000-1130-00	Petty Cash
☑	000-1140-00	Savings
504	Total Included	

   In this window, you can select individual accounts to exclude from the ranges you defined. When you finish, choose OK to return to the Organizational Structure Mass Assignment window.

7. Choose Process.

   After processing is completed, the Organizational Assignments Journal will print, showing the account restrictions you entered, the assignment options, the position you assigned accounts to, and the accounts that were assigned.

Changing the assignment for a range of accounts

Use the Organizational Structure Mass Assignment window to change the organizational structure assignments for a range of accounts. You can assign additional ranges of accounts to the position, remove specific ranges of accounts from the position, or remove specific ranges of accounts from all assigned positions for the selected company.

To change the assignment for a range of accounts:

1. Open the Organizational Structure Mass Assignment window.
   (Cards >> System >> Organizational Assignments)

2. Enter or select the entities that specify the position to which you want to change account assignments.

   If you want to remove specific ranges of accounts from all assigned positions for the selected company, you can leave these fields blank.

   As you enter the entities, you also are selecting the position in the organizational structure to which you're assigning the range of accounts. For example, if you want to change the ranges of accounts that will be available to the Production department of the Eastern region of Fabrikam, you would enter Fabrikam in the first level, East in the second level and Production in the third level.

3. Select the ID of the company to which you're changing account assignments.

4. You can assign additional ranges of accounts to the position, remove specific ranges of accounts from the position, or remove specific ranges of accounts from all assigned positions for the selected company.

   - To assign additional ranges of accounts to the position, choose Assign, and indicate whether you want the assigned accounts to be available to the parent levels of the entity. Then select the type of range you want to assign, and enter restrictions for the range of accounts. For more information, see *Assigning a range of accounts to an entity* on page 173.

   - To remove specific ranges of accounts from the position, choose Remove Assigned, and indicate whether you want the assigned accounts to be removed from the parent levels of the entity. Then select the type of range you want to remove, and enter restrictions for the range of accounts.

   - To remove specific ranges of accounts from all assigned positions for the selected company, choose Remove All Assigned, then select the type of range to remove, and enter restrictions for the range of accounts.

5. Choose Details to open the Organizational Assignment Details window, where you can view the accounts that fall within the ranges you selected, and make changes if necessary.

6. Choose OK to return to the Organizational Structure Mass Assignment window.

7. Choose Process. Processing your selections may take some time, depending on the number of accounts in the ranges you specified.

Assigning an account to an organizational entity

Use the Organizational Structure Assignment window to assign an account to positions in the organizational structure. You can assign an account to more than one position in the organizational structure.

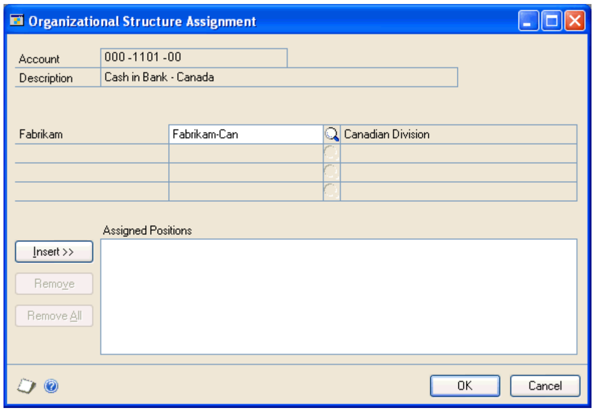
You can assign posting accounts, unit accounts, and variable and fixed allocation accounts to positions in the organizational structure. You also can allow users to have access to an allocation account—either fixed or variable—while not allowing them to have access to any of the distribution or breakdown accounts for the allocation account.

To assign an account to an organizational entity:

1. Open one of the account maintenance windows.
   (Cards >> Financial >> Account)
   (Cards >> Financial >> Unit Account)
   (Cards >> Financial >> Variable Allocation)
   (Cards >> Financial >> Fixed Allocation)

2. Enter or select the account to assign to the organizational structure.

3. Choose the organization icon button to open the Organizational Structure Assignment window.



Account 000 -1101 -00
Description Cash in Bank - Canada
Fabrikam Fabrikam-Can Canadian Division

4. Enter or select the entities that specify the position to which you want to assign the account.

   As you enter the entities, you also are selecting the position in the organizational structure to which you're assigning the account. For example, to assign an account that will be available to the Hardware division of Fabrikam, you would enter Fabrikam in the first level and Hardware in the second level.

5. Choose Insert to insert the position into the Assigned Positions list. When you insert the position into the Assigned Positions list, a message will appear, asking if you want to make this account available to the parent levels of the organization.

You can assign an account to more than one position in the organization at a time.

6. Choose OK to save the position assignments.

Changing the assignment of an account

Use the Organizational Structure Assignment window to change the position assignment of an account. You can assign an account to more than one position in the organizational structure.

To change the assignment of an account:

1. Open one of the account maintenance windows.
   (Cards >> Financial >> Account)
   (Cards >> Financial >> Unit Account)
   (Cards >> Financial >> Variable Allocation)
   (Cards >> Financial >> Fixed Allocation)

2. Enter or select the account to which you want to change the position assignment.

3. Choose the organization icon button to open the Organizational Structure Assignment window.

4. Enter or select the entities that specify the position to which you want to assign the account.

   As you enter entities, you also are selecting the position in the organizational structure to which you're assigning the account. For example, to assign an account to the Hardware division of Fabrikam, you would enter Fabrikam in the first level and Hardware in the second level.

5. Choose Insert to insert the position into the Assigned Positions list. When you insert the position into the Assigned Positions list, a message will appear, asking if you want to make this account available to the parent levels of the organization.

   You can assign an account to more than one position in the organization at a time.

6. To remove a position assignment, select it in the Assigned Positions list and choose Remove.

7. Choose OK to save the position assignments.

Chapter 27: Account security

This information describes how to use account security and explains the effects of account security. Once you activate account security, users will be able to use only those accounts to which they have been given access.

This information is divided into the following sections:

- *Activating account security*
- *Effects of account security on transactions*
- *Effects of account security on inquiries*
- *Effects of account security on reports and report options*
- *Effects of account security on maintenance windows*
- *Effects of account security on secured windows*

Activating account security

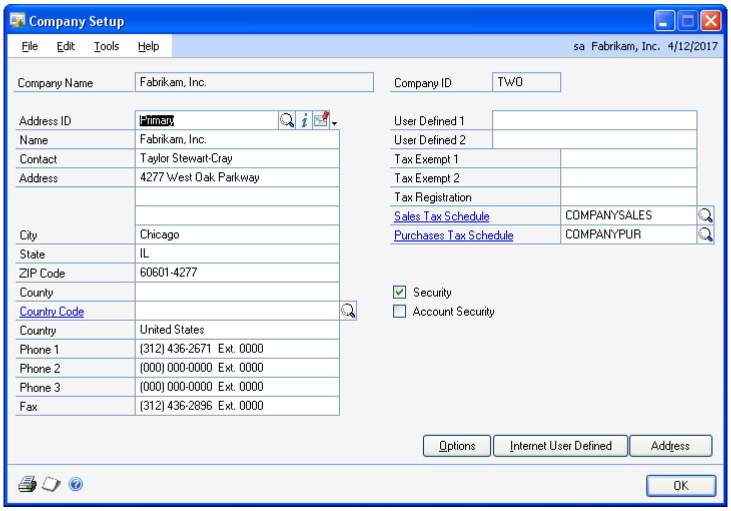
The organizational structure you create—including the user, user class, and account assignments—won't take effect until you activate account security in the Company Setup window. You must activate account security separately for each of the companies you create in Microsoft Dynamics GP.

Account security settings will take effect for each user when the user logs into the system after account security has been activated.

Before beginning this procedure, be sure you're logged in to the company to which you want to activate account security.

To activate account security:

1. Open the Company Setup window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Company)



Company Name	Fabrikam, Inc.
Company ID	TWO
Address ID	Primary
Name	Fabrikam, Inc.
Contact	Taylor Stewart-Cray
Address	4277 West Oak Parkway
City	Chicago
State	IL
ZIP Code	60601-4277
County	
Country Code	
Country	United States
Phone 1	(312) 436-2671 Ext. 0000
Phone 2	(000) 000-0000 Ext. 0000
Phone 3	(000) 000-0000 Ext. 0000
Fax	(312) 436-2896 Ext. 0000
User Defined 1	
User Defined 2	
Tax Exempt 1	
Tax Exempt 2	
Tax Registration	
Sales Tax Schedule	COMPANYSALES
Purchases Tax Schedule	COMPANYPUR

☑ Security
☐ Account Security

2. Mark the Account Security option.

3. Choose OK to save your settings. When you've finished, close the window.

Effects of account security on transactions

Once you activate account security, you can’t enter, view, edit, or post any transactions in General Ledger windows that include a secured account—that is, an account to which you don’t have access.

When you use the transaction entry windows in Receivables Management, Payables Management, Sales Order Processing, Invoicing, Inventory Control, Intercompany Processing, Payroll, Purchase Order Processing, and Bank Reconciliation, you can enter, view, and edit transactions that include default distributions to secured accounts. However, account security will apply to account distributions. You can open the distribution entry windows, but if any accounts are secured—not available to you—the account field will be blank and the message “Access denied/Account missing” will appear in the Description field. If you attempt to enter an account number that is secured, the message “You don’t have permission to create new accounts or view all accounts” will appear when you move from the field. The account and description fields will be cleared.

⚠ *If you attempt to post a transaction in a module other than General Ledger that includes a secured account, the batch will not be posted—it will not post through General Ledger, even if the Post Through General Ledger Files option for the series is marked in the Posting Setup window. A user who has access to all accounts will have to use the Batch Recovery window to mark the batch and continue the posting process.*

When you enter or edit a transaction in any of the transaction entry windows, if any of the distribution accounts are secured, they will be saved when you save the transaction. A user with access to those accounts or a user with access to all accounts could view the transaction and all of the account distributions.

If a transaction includes Multidimensional Analysis information and you remove a distribution for a secured account, any Multidimensional Analysis information associated with that distribution also will be removed. (When an account distribution is deleted for any reason, the Multidimensional Analysis information associated with the distribution will be removed, whether it is a secured account or not.)

Effects of account security on inquiries

Account security will apply to all account fields in the inquiry windows in all modules. If you don’t have full access to all accounts, you won’t be able to view secured accounts by using an account lookup, by using the browse buttons, by entering a secured account number, or by zooming from an account field on another window.

When you use an inquiry window that includes an account field you can view records that include secured accounts. However, the account field will be blank and the message “Access denied/Account missing” will appear in the Description field. If you attempt to enter an account number that is secured, the message “You don’t have permission to create new accounts or view all accounts” will appear when you move from the field. The account and description fields will be cleared.

Effects of account security on reports and report options

Account security applies to all reports in all modules. If you don't have full access to all accounts, you won't be able to create a report that includes secured accounts.

In the report options windows, if you don't have full access to all accounts, you won't be able to restrict the report using a secured account number.

Effects of account security on maintenance windows

Only the system administrator and users granted full access to all accounts will be able to create new accounts in the account maintenance windows in General Ledger.

Account security applies to all account fields in the maintenance windows in all modules. If you don't have full access to all accounts, you won't be able to view secured accounts by using an account lookup, by using the browse buttons, or by entering a secured account number. If you open a record that includes a secured account, the account field will be blank and the message "Access denied/Account missing" will appear in the Description field. If you attempt to enter an account number that is secured, the message "You don't have permission to create new accounts or view all accounts" will appear when you move from the field. The account and description fields will be cleared.

Effects of account security on secured windows

Some Microsoft Dynamics GP windows can be opened only if you have full access to all accounts. These windows include the Year-End Closing window, the Period Consolidation window, the Reconcile Financial Information window, and the remove history windows for all modules.

PART 6: BUSINESS ALERTS

Part 6: Business Alerts

You can use this information to set up Business Alerts to notify you when your data matches conditions you specify. The Business Alert information is designed to give you an in-depth understanding of how to use the features of Business Alerts, and how Business Alerts integrates with the Microsoft Dynamics GP system.

This part of the documentation contains the following information:

- Chapter 28, “Business Alerts overview,” contains information about how Business Alerts works.
- Chapter 29, “Business Alerts setup,” contains information about setting up Business Alerts.
- Chapter 30, “Business Alerts maintenance,” contains information about maintaining Business Alerts.

Chapter 28: Business Alerts overview

Business Alerts uses the power of Microsoft SQL Server to monitor your business's data, delivering faster access to business-critical information and enabling your organization to make quicker, more informed decisions to improve your business success.

This information is divided into the following sections:

- *How Business Alerts works*
- *Alert notifications*
- *Business Alerts terms*

How Business Alerts works

Business Alerts takes advantage of the query features of Microsoft SQL Server to monitor your data for specific conditions. For example, suppose that you want to be notified when a customer's credit limit has been exceeded. In that case, you can use the Business Alert wizard to create a query that compares the credit limit amounts to the current amounts for your customers.

You can use the wizard to set up the schedule for the alert—that is, when, how often, and for how long you want Microsoft Dynamics GP to check whether the conditions you've defined exist. You also can specify a list of people to notify when those conditions occur.

You can create an unlimited number of business alerts, combining information from any of the tables in company or system databases. For example, you can compare the outstanding commissions per salesperson from the sales tables to commissions paid in the payroll tables.

Once you have created and enabled a business alert, the conditions will be checked according to the schedule you set up. Whenever the alert condition is found, an e-mail message is sent to the people or groups that you specified or a task is created for the user that you specified.

Alert notifications

You can use any of the notification methods supported by your messaging system with Business Alerts. For example, you can notify alert recipients using any combination of e-mail, fax, and pager messages. You also can create tasks that will be displayed on their home pages and their task list whenever an alert condition is found.

We strongly recommend that you use a MAPI-compliant messaging system, and that you ensure that it is working correctly with Microsoft SQL Server before using Business Alerts.

Business Alerts terms

Terms specific to Business Alerts are defined in the following table.

Term	Definition
Alert formula	A SQL query that defines the conditions you want the business alert to test for.
Joining tables	Identifying the columns in two different tables that store the same information. Also referred to as creating table joins.
Notification	Informing a person or group of people that the alert conditions have occurred.
Recipient	A person or group you want to notify when the alert condition occurs.

Chapter 29: Business Alerts setup

Use the Business Alert wizard to create a Microsoft SQL Server query that checks your data for the conditions you specify. Next, create the schedule for the query—that is, when, how often, and for how long you want Microsoft Dynamics GP to check whether the conditions you've defined exist. You also can specify the list of people to notify when it does.

Before you set up Business Alerts be sure that Microsoft SQL Server Agent is started and that you've set up SQL Mail or Database Mail. SQL Server Agent is not available for SQL Server Express. For more information about setting up SQL Mail or Database Mail, refer to SQL Server Books Online. You also can refer to the following Microsoft Knowledge Base article titled "How to configure Microsoft SQL Server for use with Business Alerts" (https://mbs.microsoft.com/knowledgebase/KBDisplay.aspx?scid=kb;en-us;915097).

This information is divided into the following sections:

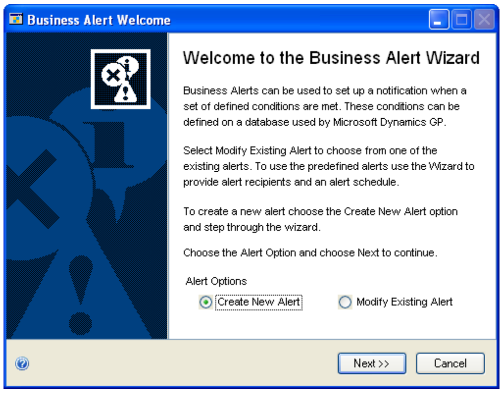
- *Starting the Business Alert wizard*
- *Defining a business alert*
- *Selecting and joining tables for alerts*
- *Rules for Business Alerts formulas*
- *Defining an alert formula*
- *Setting up an alert notification*
- *Scheduling an alert*
- *Using data from integrating applications in alerts*

Starting the Business Alert wizard

Use the Business Alert wizard to create a business alert. You can create an unlimited number of business alerts, combining information from any of the tables in a company database or in the system database. For example, you can compare the outstanding commissions per salesperson from the sales tables to commissions paid in the payroll tables.

To start the Business Alert wizard:

1. Open the Business Alert Welcome window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Business Alerts)



Welcome to the Business Alert Wizard

Business Alerts can be used to set up a notification when a set of defined conditions are met. These conditions can be defined on a database used by Microsoft Dynamics GP.

Select Modify Existing Alert to choose from one of the existing alerts. To use the predefined alerts use the Wizard to provide alert recipients and an alert schedule.

To create a new alert choose the Create New Alert option and step through the wizard.

Choose the Alert Option and choose Next to continue.

Alert Options

● Create New Alert ○ Modify Existing Alert

2. Decide if you want to create a new business alert or modify an existing business alert.

    - To create a new business alert, mark Create New Alert and choose Next. Refer to *Defining a business alert* on page 188 for more information.

    - To modify an existing business alert, mark Modify Existing Alert and choose Next. Refer to *Modifying a business alert* on page 195 for more information.

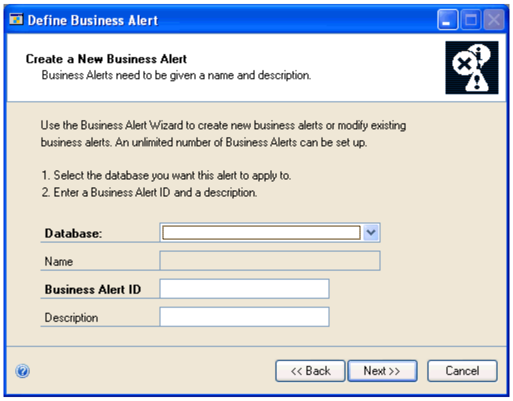
Defining a business alert

Use the Define Business Alert window to select the database for a business alert and to assign an ID and description to the alert. You can set up an alert for any company database or for the Microsoft Dynamics GP system database. If you select a company database, the Microsoft Dynamics GP system tables also will be included.

Before you begin this procedure, you should have started the Business Alert wizard. Refer to Starting the Business Alert wizard on page 187 for more information.

To define a business alert:

1. In the Business Alert Welcome window, choose Next to open the Define Business Alert window.



Define Business Alert

Create a New Business Alert

Business Alerts need to be given a name and description.

Use the Business Alert Wizard to create new business alerts or modify existing business alerts. An unlimited number of Business Alerts can be set up.

1. Select the database you want this alert to apply to.
2. Enter a Business Alert ID and a description.

2. Select the database that will be checked with the alert. The database name is displayed.

3. Enter an alert ID and brief description of the alert.

4. To continue setting up the alert, choose Next to open the Select Tables window. Refer to *Selecting and joining tables for alerts* on page 188 for more information.

Selecting and joining tables for alerts

Use the Select Tables window to select the tables that contain the information you'll use to define the formula for this business alert.

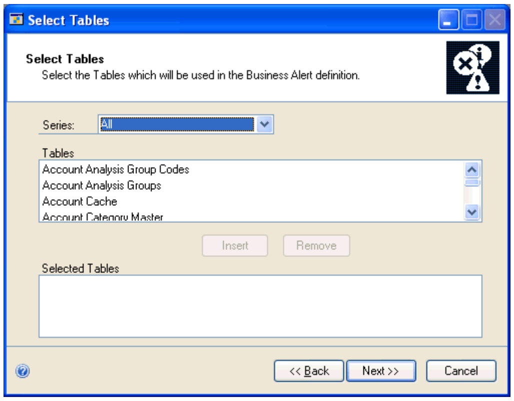
For more information about the tables Microsoft Dynamics GP uses to store information, use the Table Descriptions window. On the Microsoft Dynamics GP menu, choose Tools >> Resource Descriptions >> Tables.

If you select more than one table, you must join the tables using the Joining Tables window. For example, suppose you want to create an alert using the RM Customer MSTR table and the Customer Master Summary table, which both have a Customer Number column. In this case, you could join the Customer Number columns of these tables.

If you're using an integrating application with Microsoft Dynamics GP and you want to include its information in a business alert, you must select the tables you need to include using the Business Alert Table Maintenance window. For more information, refer to *Using data from integrating applications in alerts* on page 194.

To select and join tables for alerts:

1. Open the Select Tables window.
   (In the Define Business Alert window, choose Next.)



Select Tables

Select the Tables which will be used in the Business Alert definition.

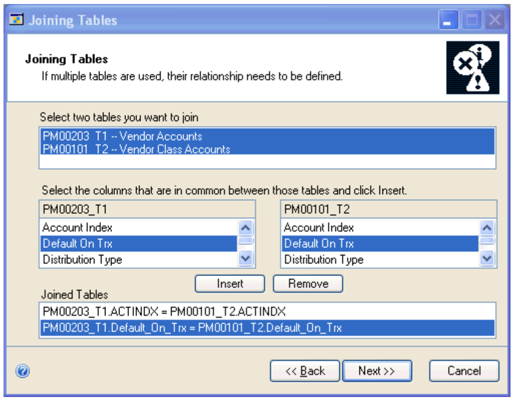
Series: All

Tables
- Account Analysis Group Codes
- Account Analysis Groups
- Account Cache
- Account Category Master

Selected Tables

2. Select the series that includes the tables to include in the alert, then select each table to include and choose Insert. You can include tables from more than one series.

3. Choose Next; if you've selected more than one table, the Joining Tables window will appear.



Joining Tables

If multiple tables are used, their relationship needs to be defined.

Select two tables you want to join
- PM00203 T1 -- Vendor Accounts
- PM00101 T2 -- Vendor Class Accounts

Select the columns that are in common between those tables and click Insert.

PM00203_T1	PM00101_T2
Account Index	Account Index
Default On Trx	Default On Trx
Distribution Type	Distribution Type

Joined Tables
- PM00203_T1.ACTINDX = PM00101_T2.ACTINDX
- PM00203_T1.Default_On_Trx = PM00101_T2.Default_On_Trx

4. Select two tables that have columns you want to join. (To select more than one table, hold down the CTRL key while selecting.)

5. Select a column from each table and choose Insert. The columns you select must have the same data type, that is, they must store the same type of information. For example, you could not join a date column with a currency amount column. You can create multiple table joins, including multiple table joins between the same tables.

Each table must be joined to at least one other table before you can continue setting up an alert.

6. Choose Next and refer to *Defining an alert formula* on page 190 to continue setting up this alert.

Rules for Business Alerts formulas

Formulas for Business Alerts must adhere to the following rules:

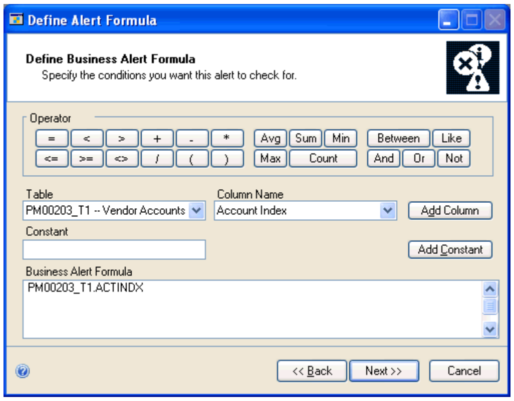
- String constants must be enclosed in single quotes.
- The total number of left parentheses must equal the total number of right parentheses.
- An OR operator can’t precede an aggregate function.
- The formula must include a comparison operator (=,<,>,<=,>=,<>).
- The formula can’t have two operators next to each other.
- The formula can’t have two columns or constants next to each other.
- The formula can’t begin with an operator.

Defining an alert formula

Use the Define Alert Formula window to create the formula that specifies the conditions you want this alert to check for. For example, you can set up a formula to monitor when a customer’s on-order amount exceeds their credit limit.

To define an alert formula:

1. Open the Define Alert Formula window.
(In the Select Tables window or the Joining Tables window, choose Next.)



Define Business Alert Formula
Specify the conditions you want this alert to check for.

Table: PM00203_T1 -- Vendor Accounts
Column Name: Account Index
Business Alert Formula: PM00203_T1.ACTINDX

2. Build the formula by adding columns, constants, and operators to the business alert formula.

   For example, to create a credit alert that notifies you when customer orders exceed customer credit limits, you might select the Customer Master Summary table, then select the On Order Amount column. Choose Add Column. Choose the > button to insert the greater than operator. Then select the RM Customer MSTR table and the Credit Limit Amount column, and choose Add Column.

When you choose Next, your formula is checked to ensure that it complies with the rules for formulas.

3. Choose Next and refer to *Setting up an alert notification* on page 191 to continue setting up an alert.

Setting up an alert notification

Use the Alert Notification window to enter the addresses or user IDs of the people who should be notified when the alert conditions specified in the business alert formula occur. Depending on how you choose to deliver notifications, the addresses might be e-mail addresses, or fax, or pager numbers.

You also can specify whether the recipients should receive a message, or a message and a report. If you choose to send a message and a report, use the Select Report Columns window and the Select Report Sorting Options window to set up the information to be included in the report.

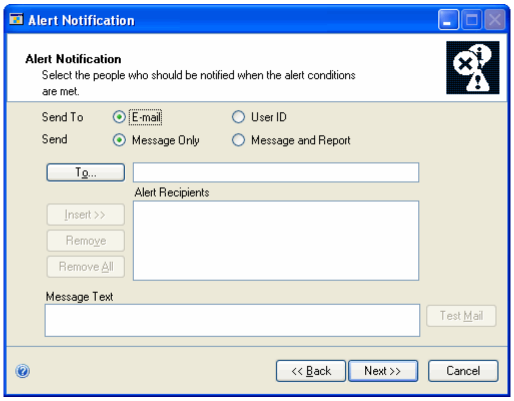
You can use any of the notification methods supported by your messaging system. For example, if you're using Microsoft Exchange, you could notify alert recipients using a combination of e-mail, fax, and pager messages.

We strongly recommend that you use a MAPI-compliant messaging system, and that you ensure that it is working correctly with Microsoft SQL Server before using Business Alerts.

If the recipients are listed by their user IDs, the alert that they receive will be in the form of a new Microsoft Dynamics GP task that is created and assigned to them when the alert conditions that you specify are met.

To set up an alert notification:

1. Open the Alert Notification window.
   (In the Define Alert Formula window, choose Next.)



Alert Notification
Select the people who should be notified when the alert conditions are met.

Send To ● E-mail ○ User ID
Send ● Message Only ○ Message and Report

2. Indicate if alert recipients will be listed by e-mail addresses or by user IDs. If you mark user ID, skip to step 4.

3. Indicate if alert recipients should receive a message, or a message and a report.

4. Enter the addresses or user IDs of the people or groups to notify when the alert conditions occur. If you entered addresses in the alert recipients list, you should send a test mail message to be sure that all the recipients will receive the message.

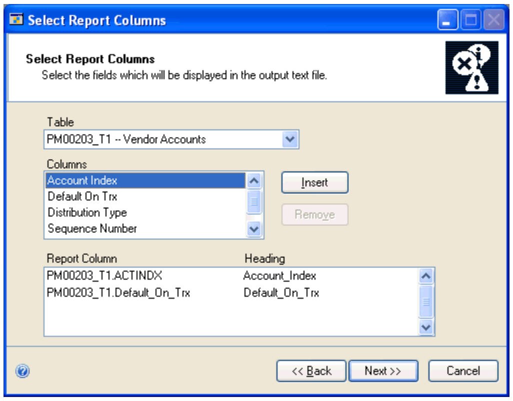
   - If you have a MAPI-compliant messaging system and you marked E-mail in step 2, you also can choose the To button to open the address window for your system, where you can select addresses. For example, if you're using Microsoft Exchange, choosing this button will open the Address Book window, where you can select recipients, as well as carbon-copy (cc) and blind-carbon-copy (bcc) recipients.

   - If you marked User ID in step 2, you can choose the To button to open the Users lookup window, where you can select user IDs.

The list of recipients can't have more than 255 characters. If you need to create a longer list of recipients, we recommend that you set up and use a mail group, rather than entering each recipient individually.

5. Enter the message you want the recipients to receive. This message can't be more than 255 characters.

6. Choose Next; if you marked the Message and Report option, the Select Report Columns window will appear.



Select Report Columns

Select the fields which will be displayed in the output text file.

Table: PM00203_T1 -- Vendor Accounts

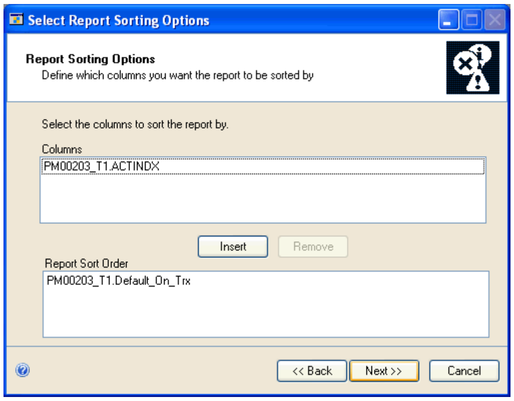
Columns:
Account Index
Default On Trx
Distribution Type
Sequence Number

Report Column	Heading
PM00203_T1.ACTINDX	Account_Index
PM00203_T1.Default_On_Trx	Default_On_Trx

7. In the Select Report Columns window, select a table that includes columns you want to appear in the report, then select the columns you want and choose Insert. You also can change the heading that will appear above each column on the report. If you enter a new column heading, Microsoft Dynamics GP automatically will enclose it in single quotation marks, and replace any spaces with underscore characters.

   Columns will appear on the report in the order they appear in the Report Column list.

8. Choose Next to open the Select Report Sorting Options window.



Select Report Sorting Options

Report Sorting Options
Define which columns you want the report to be sorted by

Select the columns to sort the report by.

Columns: PM00203_T1.ACTINDX

Report Sort Order: PM00203_T1.Default_On_Trx

9. Select the column for sorting the report and choose Insert. You can insert additional columns into the Report Sort Order list.

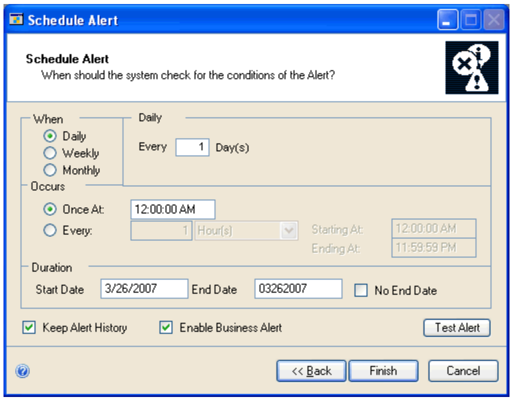
10. Choose Next and refer to *Scheduling an alert* on page 193 to continue setting up this alert.

Scheduling an alert

Use the Schedule Alert window to specify when, how often, and for how long your data will be checked for the business alert conditions you've defined.

To schedule an alert:

1. Open the Schedule Alert window.
(In the Define Alert Output window or the Select Report Sorting Options window, choose Next.)



Schedule Alert

Schedule Alert
When should the system check for the conditions of the Alert?

When
● Daily
○ Weekly
○ Monthly

Daily
Every 1 Day(s)

Occurs
● Once At: 12:00:00 AM
○ Every: 1 Hour(s) Starting At: 12:00:00 AM Ending At: 11:59:59 PM

Duration
Start Date 3/26/2007 End Date 03262007 ☐ No End Date

☑ Keep Alert History ☑ Enable Business Alert

2. Decide if your data should be checked for the alert conditions on a daily, weekly, or monthly basis. Other options in the window will change, depending on your selection.

3. Decide if your data should be checked once each interval, or more frequently. For example, if you chose to have data checked every week on Monday, you could then have it occur every two hours, beginning at 6 a.m. and ending at 6 p.m.

4. Enter the date you want the checks of your data to begin and to end. If you don't want the checks of your data to end, mark the No End Date option.

5. Mark Keep Alert History to keep a record of dates and times that the alert conditions occurred and the recipients who were notified each time, and mark Enable Business Alert if you want to start using this alert.

6. Choose Test Alert to see if the alert formula you entered is valid, and to send a test message to the alert recipients.

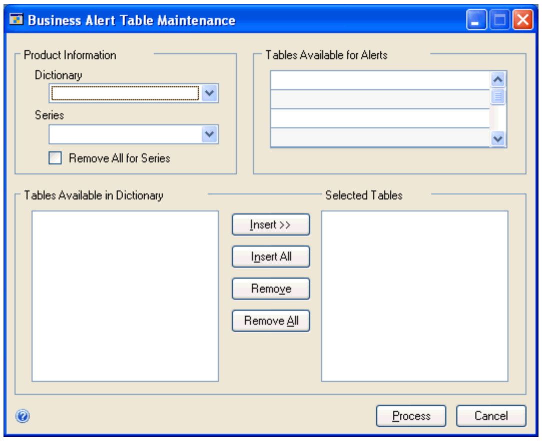
7. Choose Finish to save your changes and close the Business Alert wizard.

Using data from integrating applications in alerts

Use the Business Alert Table Maintenance window to make tables from integrating applications available for business alerts. You must complete the steps in this procedure if you use integrating applications with Microsoft Dynamics GP and you want to include information from these applications in a business alert. After you complete this procedure, you'll be able to select tables from integrating applications when you're creating a business alert with the Business Alert wizard.

To use data from integrating applications in alerts:

1. Open the Business Alert Table Maintenance window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> System >> Business Alerts)


Business Alert Table Maintenance
Product Information
Dictionary
Series
☐ Remove All for Series
Tables Available for Alerts
Tables Available in Dictionary
Selected Tables
Insert >>
Insert All
Remove
Remove All
Process
Cancel

2. Select the dictionary and series that includes the tables to use in a business alert.

3. From the list of tables available in the dictionary, select the tables to use and choose Insert.

4. When you have selected all the tables to use in a business alert, choose Process to add the selected tables to the tables available for business alerts.

Chapter 30: Business Alerts maintenance

After you've set up and enabled Business Alerts, you might need change an alert by modifying the formula, using different tables, changing the alert schedule, or adding, or removing people from the list of people to be notified when the alert conditions occur.

If you marked the option to keep alert history, you can print a report showing when the alert conditions occurred and which the recipients were notified each time. You also can remove that history if it is no longer needed.

This information is divided into the following sections:

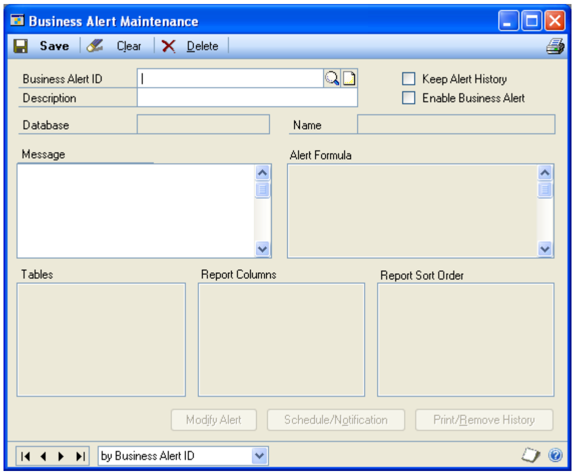
- *Modifying a business alert*
- *Modifying an alert schedule and notification*
- *Making tables unavailable for alerts*
- *Printing and removing alert history*

Modifying a business alert

Once you've created a business alert, you can use the Business Alert Maintenance window to view or modify the details of the alert. You can make changes to virtually any aspect of an alert, such as the alert formula, the list of notification recipients, the alert schedule and the report that is generated by the alert.

To modify a business alert:

1. Open the Business Alert Maintenance window.
   (Cards >> System >> Business Alerts)


Business Alert Maintenance
Save
Clear
Delete
Business Alert ID
Description
Keep Alert History
Enable Business Alert
Database
Name
Message
Alert Formula
Tables
Report Columns
Report Sort Order
Modify Alert
Schedule/Notification
Print/Remove History
by Business Alert ID

2. Enter or select a business alert.

3. Decide how the business alert needs to be modified. In the Business Alert Maintenance window, you can change the contents of the alert message, change options for keeping history and enable or disable a business alert.

   - To change the alert message, enter new text in the Message field.

  - To keep a record of the dates and times that the alert conditions occurred and the recipients who were notified each time, mark Keep Alert History.
  - To disable a business alert, clear the Enable Business Alert option.

4. To change the schedule or the notification options, choose Schedule/Notification to open the Schedule and Notification window. Refer to *Modifying an alert schedule and notification* on page 196 for more information.

5. To change the formula or the tables used in the alert, choose Modify Alert to open the Business Alert wizard. Choose Next one or more times to open the appropriate window for making your change.

   - To change the formula, use the Define Alert Formula window. Refer to *Defining an alert formula* on page 190 for more information.
   - To select different tables, use the Select Tables window. Refer to *Selecting and joining tables for alerts* on page 188 for more information.

6. To print a report showing the history for this alert, choose Print/Remove History to open the Print/Remove Alert History window. Refer to *Printing and removing alert history* on page 197 for more information.

7. Save your changes.

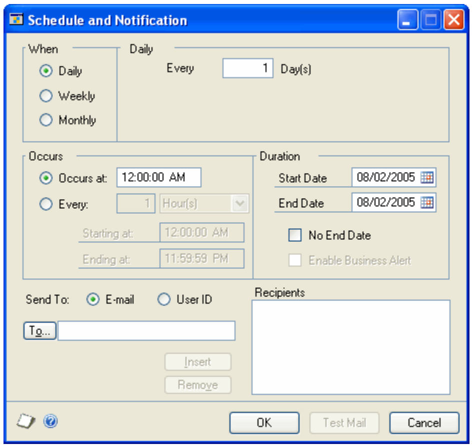
   Verify your changes with the Business Alert Setup List. To print the list, choose File >> Print when the Business Alert Maintenance window is open.

Modifying an alert schedule and notification

Use the Schedule and Notification window to modify when, how often, and for how long Microsoft Dynamics GP will check whether the business alert conditions exist. Microsoft Dynamics GP will check your data for the conditions specified in the business alert formula at the intervals you set up here. You also can add or remove e-mail addresses or user IDs from the list of recipients for this business alert.

To modify an alert schedule and notification:

1. Open the Schedule and Notification window.
   (Cards >> System >> Business Alerts >> Select an alert >> choose Schedule/Notification)



When: ● Daily ○ Weekly ○ Monthly

Daily: Every 1 Day(s)

Occurs: ● Occurs at: 12:00:00 AM ○ Every: 1 Hour(s)

Starting at: 12:00:00 AM

Ending at: 11:59:59 PM

Duration: Start Date 08/02/2005 End Date 08/02/2005

☐ No End Date

☐ Enable Business Alert

Send To: ● E-mail ○ User ID

2. Make the necessary changes to the schedule.

3. Add or remove recipients.

4. To disable a business alert, clear the Enable Business Alert option.

5. Choose Test Alert to ensure that the alert works correctly with the changes you made.

6. Choose OK to close the Schedule and Notification window.

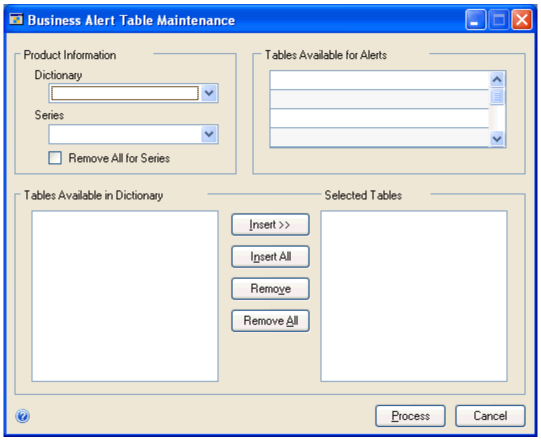
7. In the Business Alert Maintenance window, choose Save. Close the window.

Making tables unavailable for alerts

Use the Business Alert Table Maintenance window to make tables unavailable for business alerts.

To make tables unavailable for alerts:

1. Open the Business Alert Table Maintenance window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> System >> Business Alerts)


Business Alert Table Maintenance
Product Information
Dictionary
Series
☐ Remove All for Series
Tables Available for Alerts
Tables Available in Dictionary
Insert >>
Insert All
Remove
Remove All
Selected Tables
Process
Cancel

2. Select the dictionary and series that includes the tables you want to make unavailable for business alerts.

3. From the list of tables available in the dictionary, select the tables to use and choose Insert.

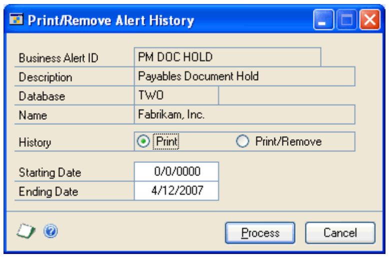
4. When you have selected all the tables to make unavailable for business alerts, choose Process to remove the selected tables from the tables available for business alerts.

Printing and removing alert history

When you create a business alert, you have the option to have Microsoft Dynamics GP keep history, which is a record of the dates and times when the alert conditions occurred and the recipients who were notified each time. Use the Print/Remove Alert History window to print the Business Alert History Report, or remove business alert history and print the Business Alert History Removal Report.

To print and remove alert history:

1. Open the Print/Remove Alert History window.
   (Cards >> System >> Business Alerts >> Select an alert >> choose Print/Remove History.)



Business Alert ID PM DOC HOLD
Description Payables Document Hold
Database TWO
Name Fabrikam, Inc.
History ● Print ○ Print/Remove
Starting Date 0/0/0000
Ending Date 4/12/2007

2. Select the option to print the Business Alert History Report, or to print the Business Alert History Removal Report and remove history.

3. Enter the range of dates you want to include in the report or remove from history.

4. Choose Process to print the report, or to print the report and remove history.

PART 7: CUSTOMIZING MICROSOFT DYNAMICS GP

Part 7: Customizing Microsoft Dynamics GP

You can use this information to locate the setup instructions for additional components that you purchased. You also can use this information to help you extend your system to your exact specifications. The Microsoft Dynamics GP interface makes your system highly customizable.

This part of the documentation contains the following information:

- Chapter 31, "Report deployment," explains how to deploy predefined SQL Server Reporting Services reports that are included in Microsoft Dynamics GP to a server or to a Microsoft SharePoint library.
- Chapter 32, "Excel report deployment," explains how Excel reports and Office Data Connection (ODC) technology work together and how to deploy the reports.
- Chapter 33, "Sorting options," explains how to tailor specific elements in the Microsoft Dynamics GP user interface to your specific needs.
- Chapter 34, "Word templates," explains how you can set up and use the Microsoft Word templates for Microsoft Dynamics GP functionality.
- Chapter 35, "Extending system functionality," provides an overview of the tools you can use to customize your reports, user interface, and data integration processes.

Chapter 31: Report deployment

This information explains how you can deploy predefined SQL Server Reporting Services reports that are included in Microsoft Dynamics GP to a server or Microsoft SharePoint site. If you are using SQL Server 2008 Reporting Services or SQL Server 2008 R2 Reporting Services, you also can deploy charts and key performance indicators (KPIs). Once the reports and charts and KPIs are stored on a server or on a Microsoft SharePoint library, users can access them without starting Microsoft Dynamics GP as long as they have the appropriate security access.

Refer to the System User's Guide (Help >> Contents >> select Using the System) for more information about using SQL Server Reporting Services with Microsoft Dynamics GP.

This information is divided into the following sections:

- *Reporting Services reports that you can deploy from Microsoft Dynamics GP*
- *Modify the Report Server web.config file*
- *Deploying SQL Server Reporting Services reports*

Reporting Services reports that you can deploy from Microsoft Dynamics GP

Microsoft Dynamics GP contains predefined SQL Server Reporting Services reports that you can deploy to a server or a Microsoft SharePoint library. If you are using SQL Server 2008 Reporting Services or SQL Server 2008 R2 Reporting Services, you also can deploy charts and KPIs. These reports must be deployed before they can be used. When you deploy reports and charts and KPIs, new files are created in locations that you specify for you to use.

Once the reports and charts and KPIs are deployed, a user can access them even when Microsoft Dynamics GP is not running and as long as that user has access to the location where those reports and charts and KPIs are stored.

It is the system administrator's responsibility to create secure locations on a server or on a SharePoint library for these reports.

Modify the Report Server web.config file

To deploy the SQL Server Reporting Services reports, you must modify the Report Server web.config file for the timeout execution and the maximum request length. If you don't update the Report Server web.config file for the timeout execution, you might receive an error that states that "the operation has timed out." If you don't update the Report Server web.config file for the maximum request length, you will receive an error that the deployment has exceeded the maximum request length allowed by the target server.

You must be an administrator to modify the Report Serve rweb.config file.

To modify the Report Server Web.config file:

1. Create a backup copy of the web.config file located in the ReportServer folder. (The ReportServer folder is located in C:\Program Files\Microsoft SQL Server\MSSQLSERVER\Reporting Services\ReportServer where Reporting Services is installed.)

2. Open the Report Server web.config file using a text editor, such as Notepad.

3. Search for <httpRuntime executionTimeout="9000" />.

4. In that line, change executionTimeout=”9000” to executionTimeout=”19000” and add the value maxRequestLength="20960".

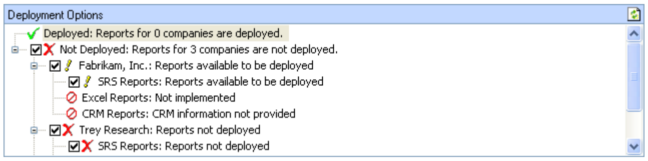
```
(<httpRuntime executionTimeout="19000" maxRequestLength="20960"/>
```

5. Save and close the Report Server web.config file.

Deploying SQL Server Reporting Services reports

Use the Reporting Tools Setup window to deploy the predefined SQL Server Reporting Services reports that are available in Microsoft Dynamics GP to the Report Server or to a Microsoft SharePoint library. You also can use the Reporting Tools Setup window to redeploy reports or deploy reports to a different location. If you are using Reporting Services 2008 or Reporting Services 2008 R2, you also can deploy charts and KPIs. If you are using more than one instance of Microsoft Dynamics GP, you should only deploy reports to the report server for one instance at a time.

The Deployment Options list has a tree view that displays the deployment status of each company and of each report type. You can select to deploy reports by company and by report type.



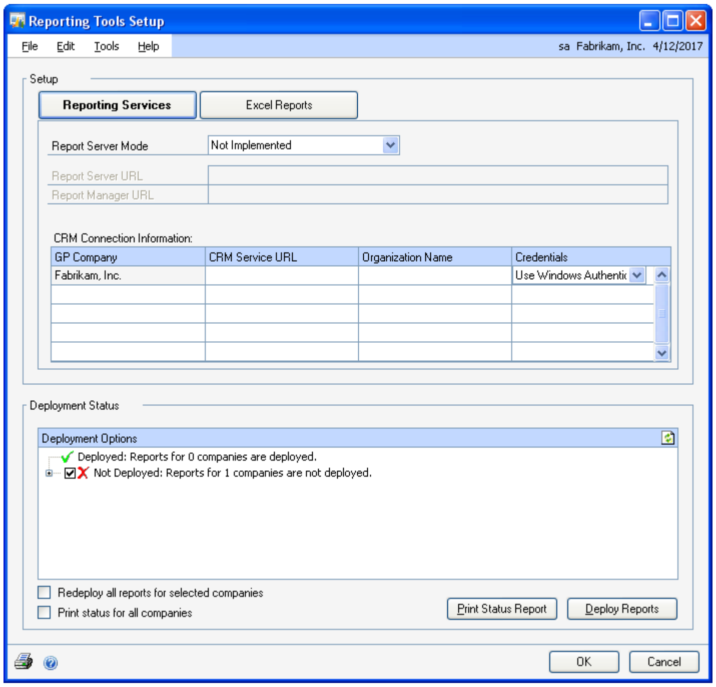
- ✓ Deployed: Reports for 0 companies are deployed.
- ☑ ✗ Not Deployed: Reports for 3 companies are not deployed.
  - ☑ ! Fabrikam, Inc.: Reports available to be deployed
    - ☑ ! SRS Reports: Reports available to be deployed
    - ⊘ Excel Reports: Not implemented
    - ⊘ CRM Reports: CRM information not provided
  - ☑ ✗ Trey Research: Reports not deployed
    - ☑ ✗ SRS Reports: Reports not deployed

There are three levels in the tree view. You can choose the + symbol next to a level to view additional levels in the tree view. You can collapse and expand the entire tree or just portions of it. A check mark next to a level means that the reports are available to deploy. All items that are not fully deployed will automatically be marked.

You must be using Reporting Services 2005 Service Pack 2 or later, Reporting Services 2008, or Reporting Services 2008 R2 to use the predefined SQL Server Reporting Services reports in Microsoft Dynamics GP.

To deploy SQL Server Reporting Services reports:

1. Open the Reporting Tools Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Reporting Tools Setup)


Reporting Tools Setup
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Setup
Reporting Services
Excel Reports
Report Server URL
Report Manager URL
Deployment Status
Print Status Report
Deploy Reports
OK
Cancel

Report Server Mode: Not Implemented

CRM Connection Information:

GP Company	CRM Service URL	Organization Name	Credentials
Fabrikam, Inc.			Use Windows Authentic

Deployment Options

✓ Deployed: Reports for 0 companies are deployed.

☑ ✗ Not Deployed: Reports for 1 companies are not deployed.

☐ Redeploy all reports for selected companies

☐ Print status for all companies

2. On the SQL Reporting Services tab, select the report server mode.

Microsoft Dynamics CRM 2011 supports only the native mode of deployment of Microsoft SQL Server Reporting Services.

3. Depending on your report server mode, enter the following locations. Be sure that your location doesn't end with a slash.

   Native mode location:

Location	**Example**
Report Server URL	http://<servername>/ReportServer
Report Manager URL	http://<servername>/Reports

   SharePoint Integrated mode location:

SharePoint Integrated	
Location	**Example**
SharePoint Site	http://<servername>/SharePoint site
Report Library	ReportsLibrary

4. If you are using Microsoft Dynamics CRM 2011, enter the URL for the CRM service, the name of the organization, and specify credentials for the data source.

We recommend that you use Windows Authentication (Integrated Security). If you select to be prompted for credentials, you must mark the Use as Windows credentials when connecting to the data source option on the data source deployed.

You must be using SQL Server 2008 R2 Reporting Services and Microsoft Dynamics CRM 2011 or later to deploy SQL Server Reporting Services reports and metrics that includes CRM data. Microsoft Dynamics CRM supports only the native mode of deployment of SQL Server Reporting Services.

5. To verify your locations, choose the Refresh button in the upper right hand corner of the Deployment Options tree view.

6. In the Deployment Options tree view, all items that are not fully deployed are automatically marked.

   To exclude an item, unmark the check box. For example, if you don't want to deploy SQL Server Reporting Services reports in Fabrikam, Inc., expand the Company level in the tree view and unmark SRS Reports.

7. Choose Deploy Reports to deploy reports. To redeploy reports for all companies, mark Redeploy all reports for selected companies and then choose Deploy Reports.

   The Business Intelligence Deployment Progress window appears. This window displays the report deployment progress.

   If you don't have the appropriate permissions to deploy reports, a window opens where you can enter a domain\user name and the password you use to log in to Microsoft Windows.

8. After the reports are deployed, choose Print Status Report to view the deployment status of reports.

Chapter 32: Excel report deployment

Microsoft Dynamics GP comes with many predefined Excel reports, which contain the same information as the default SmartList favorites. Excel reports use Office Data Connection (ODC) technology to maintain a direct link to the underlying company database, so that users with appropriate security access can view real-time data in an Excel worksheet, without needing to start Microsoft Dynamics GP.

This information explains how Excel reports and ODC work together, and how to make the Excel reports available for users to view.

- *Understanding data connections and Excel reports*
- *Deploying Excel reports*

Understanding data connections and Excel reports

Microsoft Dynamics GP and Microsoft Office provide an integration method, called an Office Data Connection (ODC), that allows you to view live Microsoft Dynamics GP data in an Excel worksheet.

ODC provides a link to a system or company database in SQL Server. The ODC connection ensures that when the Excel report is viewed, it contains the most recent data.

Each ODC file supplied with Microsoft Dynamics GP corresponds to a default SmartList object. For example, an ODC file named TWO_Accounts_AccountSummary.odc links to the same data as the Account Summary SmartList object.

For each ODC file there is a corresponding worksheet. The Excel report connects to the ODC file to display data. For example, the Excel report named Accounts_AccountSummary.xlsx displays the data from the ODC file named TWO_Accounts_AccountSummary.odc.

Before users can view Excel reports, a system administrator must perform a process called “deployment” to create the ODC files and corresponding Excel worksheets, and make them available for users to access. There are two ways deploy Excel reports:

- To a shared folder on a secure server location

- To a SharePoint document library

To view the reports, users must meet the following requirements.

- To view the data that is displayed in an ODC file, users must have the appropriate SQL Server access rights. Refer to *Setting up security for viewing data connections and Microsoft Excel® reports* on page 40 for more information.

- To open the .xlsx worksheet files, users must have the 2007 Microsoft Office system or the Microsoft Office 2010 system. Alternatively, users can open the files in Microsoft Office 2003 or Microsoft Office XP by installing the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 file formats. The compatibility pack can be downloaded from www.microsoft.com.

- Additional user permissions are required for the shared network folder or SharePoint Server document library, depending on where you choose to deploy the reports.

As part of the deployment process, the system administrator can designate a location where each user can store any Excel reports and data connections they modify or create. This allows each user to customize reports individually, without affecting the reports and data connections available to all users at the system level.

Once the deployment process is complete, both system-level and user-level Excel reports and their corresponding data connections appear automatically in reports lists within Microsoft Dynamics GP.

To view Excel reports and data connections for a particular series, choose the appropriate series button in the navigation pane, then choose the Excel Reports shortcut. To view Excel reports for all series, choose Administration in the navigation pane, then choose the Excel Reports shortcut. See the System User's Guide (Help >> Contents >> select Using the System) for more information about report lists.

Deploying Excel reports

Use the Reporting Tools Setup window to deploy Excel reports and data connections to a shared network location or to a Microsoft SharePoint site. During this process, ODC files are created and saved to the designated location. Excel reports and data connections that are stored in the locations that you specify in the Reporting Tools Setup window also will be listed in Excel Reports lists. See the System User's Guide (Help >> Contents >> select Using the System) for more information about report lists.

The Deployment Options list has a tree view that displays the deployment status of each company and of each report type. You can use the tree view to deploy reports by company and by report type.

You can choose the + symbol next to a level to view additional levels in the tree view. You can collapse and expand the entire tree or just portions of it. A check mark next to a level means that the reports are available to deploy. All items that are not fully deployed will automatically be marked.

To deploy Excel reports:

1. Decide if you are going to deploy reports to a network share or to a Microsoft SharePoint site.

2. If you are deploying reports to a new network share, create a shared folder to store the Excel report file sin a secure network location. Set the share permissions to Change (the minimum) or Full Control. You can use the same folder as you used to deploy the data connection files, or you can create a separate folder.

If you are deploying reports to a Microsoft SharePoint location, create a document library to store the Excel report files.

3. Open the Reporting Tools Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Reporting Tools Setup)

4. In the System Level area, select the location to deploy reports to.

You must have access to the server to deploy reports to a shared network location.

5. Depending on the location you selected, enter the following information. Be sure to use back slashes when you are entering the location for Excel reports even if you are using a UNC path. You should also be sure that the location doesn't end in a slash.

Network Share location:

Location	**Example**
Report Server URL	\\<servername>\Reports

SharePoint location:

SharePoint Integrated	
Location	**Example**
SharePoint Site	http:\\<servername>\SharePoint site
Data Connections Library	DataConnections
Report Library	ReportsLibrary

6. In the User Level area, enter the location to where Excel reports are stored on each user's computer. You must use the "%" character as the variable for the Windows user ID in the path.

For example: C:\Documents and Settings\%\My Documents\My Data Sources\GP Connections

Data connections that are stored in this location also will be listed in report lists.

7. To verify your locations, choose the Refresh button in the upper right hand corner of the Deployment Options tree view.

8. In the Deployment Options tree view, all items that are not fully deployed are automatically marked.

To exclude an item, unmark the check box. For example, if you don't want to deploy Excel reports in Fabrikam, Inc., expand the Company level in the tree view and unmark Excel Reports.

9. Choose Deploy Reports to deploy reports. To redeploy reports for all companies, mark Redeploy all reports for selected companies and then choose Deploy Reports.

The Business Intelligence Deployment Progress window appears. This window displays the report deployment progress.

If you don’t have the appropriate permissions to deploy reports, a window opens where you can enter a domain\user name and the password you use to log in to Microsoft Windows.

10. After the reports are deployed, choose Print Status Report to view the deployment status of reports.

Chapter 33: Sorting options

Use this information to tailor specific elements in the Microsoft Dynamics GP user interface to your specific needs, enabling you to work more efficiently and spend less time moving from one task to another. This information is divided into the following sections:

- *Setting up custom sorting options for an advanced lookup window*
- *Adding new custom links*
- *Modifying custom links*
- *Copying custom links*

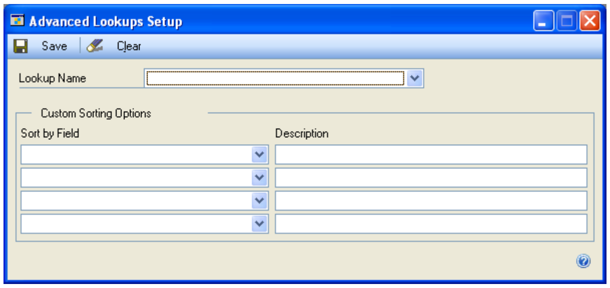
Setting up custom sorting options for an advanced lookup window

Use the Advanced Lookups Setup window to set up custom sorting options to be used in addition to the default sorting options that are provided. For example, if you want to sort the Customers list by phone number or postal code, you could set up a custom sorting option to do so.

If you make custom sorting option changes for one company, those changes won't be applied to your other companies. Custom sorting options can be set on a per-company basis.

To set up custom sorting options for an advanced lookup window:

1. Open the Advanced Lookups Setup window.
(Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Advanced Lookups)



2. Select the advanced lookup to which you want to create a custom sorting option.

3. Select the field you want to sort by. The fields that appear in the list will change depending on which object is selected.

4. Enter a description for the sorting option, or accept the default description. The description will appear in the View >> Additional Sorts menu in the corresponding lookup window.

5. Repeat steps 4 and 5 to set up additional options for the selected object.

6. Choose Save to save the sorting options and synchronize the Advanced Lookup indexes.

Adding new custom links

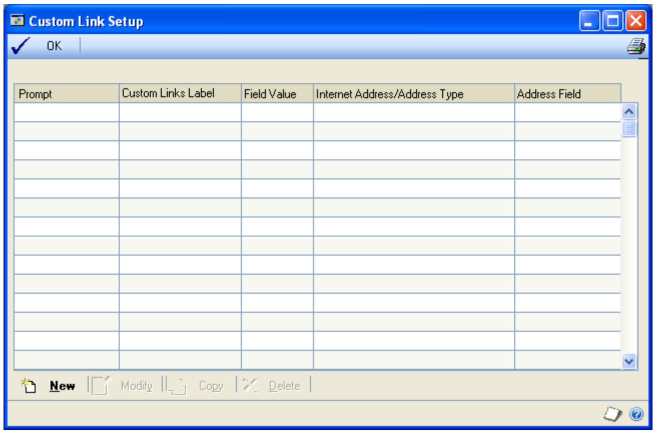
Use the Customer Link Setup window and the Create/Modify Custom Link window to create custom links to launch Microsoft Outlook to address an e-mail message, to launch Internet Explorer to view a web page, or to open a document in Word, Excel, or some other application for customers, vendors, items, salespeople, and employees.

Tracking Number links can be created based on the shipping method for a document, linking to tracking information on the shipper's web site. Currency-specific links can be created based on the currency selected, linking to a web site with exchange rate information. Checkbook and credit card links can be created based on the checkbook selected, linking to the bank's online banking web page.

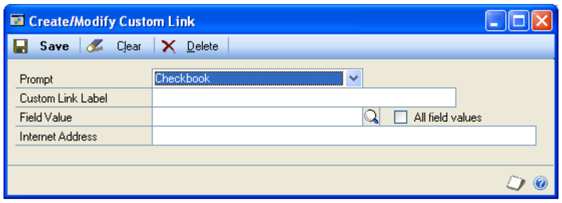
You can also choose to link to the same location for all values. For example, all checkbooks could be made to link to the same online banking web page.

To add new custom links for currencies, exchange rates, tracking numbers, checkbooks, and credit cards:

1. Open the Custom Link Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Custom Link)


Custom Link Setup
OK
Prompt
Custom Links Label
Field Value
Internet Address/Address Type
Address Field
New
Modify
Copy
Delete

2. Choose New to open the Create/Modify Custom Link window.


Create/Modify Custom Link
Save
Clear
Delete
Custom Link Label
Field Value
All field values
Internet Address

Prompt: Checkbook

3. Select the prompt for which you can create a custom link.

4. Enter the description of the link.

5. Enter or select a field value.

6. If the All field values field is available, you can mark this field to attach the link to all the fields using the same field value. For example, you decided to create a link for Exchange Rate. By marking All Field Values, you can click the link for any Exchange Rate prompt for any currency and open the same web site defined for exchange rates.

7. Enter the internet address of the link you want to create.

8. Choose Save. When you save the link, information about the link will appear in the Custom Link Setup window.

To add new custom links for customers, vendors, items, salespeople, and employees:

1. Open the Custom Link Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Custom Link)

2. Choose New to open the Create/Modify Custom Link window.

3. Select the prompt for which you can create a custom link.

4. Enter the description of the link.

5. Select an address type. The types of addresses available depend on the prompt you selected. For example, if you selected Customer, you could select the primary, ship to, bill to, or statement to addresses. An address type isn’t available for items or sales people.

6. Select an address field. This information is defined in the Internet Information window. You must define the custom link information in the Internet Information window for the link to work.

7. Choose Save. When you save the link, information about the link will appear in the Custom Link Setup window.

Modifying custom links

Use the Custom Link Setup window to modify custom links.

To modify custom links:

1. Open the Custom Link Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Custom Link)

2. Select the custom link you want to change and choose Modify to open the Create/Modify Custom Link window.

3. In the Create/Modify Custom Link window, enter the modify the information.

4. Choose Save.

Copying custom links

Use the Custom Link Setup window to copy custom links. You may want to copy a link if you want to create a new link that uses the same information.

To copy custom links:

1. Open the Custom Link Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Custom Link)

2. Select a customer link and choose Copy to open the Create/Modify Custom Link window.

3. In the Create/Modify Custom Link window, make any changes to the link that you want.

4. Choose Save. If you didn’t change the custom link label for the new link, Copy1 will be added to the label.

Chapter 34: Word templates

You can use the Word template functionality in Microsoft Dynamics GP to use predefined templates or create your own.

This information is divided into the following sections:

- *Word template overview*
- *Word templates prerequisites*
- *Predefined Word templates for Microsoft Dynamics GP*
- *Configuring Word templates*
- *Assign a company image to Word templates*
- *Installing the Microsoft Dynamics GP Add-in for Microsoft Word*

Word template overview

Predefined Word templates for document types such as sales quotes and purchase orders are provided for you with Microsoft Dynamics GP. The templates are based on standard reports in Microsoft Dynamics GP. By default, the Word templates functionality is enabled for Microsoft Dynamics GP. You can print the predefined Word templates for your customers and vendors in each of the companies you have access to. For a list of the predefined templates, see *Predefined Word templates for Microsoft Dynamics GP* on page 214.

You also can create your own template or create a template from an existing template. For example, you might want to change the font size for a template or create separate templates for your customers in the United States and in Canada based on a standard report because of regulatory requirements. The Word template must be based on a standard report.

After creating or modifying a template, you can assign the template to your companies and then to customers or vendors. You can assign a specific template to an individual customer or vendor or a class of customers or vendors. For example, you can create a specific template for a promotion and assign that template to your local customers for that promotional period.

Word templates prerequisites

The following components are required to modify Word templates for Microsoft Dynamics GP.

- Microsoft Word 2007 or later to make layout changes such changing the font size
- Microsoft Dynamics GP Add-in for Microsoft Word to add fields and data sources to the template
- Visual Studio® Tools for Office Runtime 2.0 or later—Visual Studio Tools for Office Runtime 3.0 is installed with Microsoft Dynamics GP Add-in for Microsoft Word

You can use Word 97 or later to open and view templates.

Predefined Word templates for Microsoft Dynamics GP

The following predefined Word templates are installed with Microsoft Dynamics GP. Predefined templates cannot be modified or removed. You can make copies of the predefined templates and make your changes such as changing the font. Predefined templates do not have logos assigned to them.

You can print the predefined Word templates for your customers and vendors in each of the companies you have access to. If you don't want use a predefined template, remove the assignment to the company and select a new default Word template.

Document type	**Report Writer report name**	**Predefined Word template name**
Sales Order Processing Quote	SOP Blank History Options Quote Form	SOP Blank History Options Quote Form Template*
	SOP Blank History Quote Form	SOP Blank History Quote Form Template*
	SOP Blank Options Quote Form	SOP Blank Options Quote Form Template*
	SOP Blank Quote Form	SOP Blank Quote Form Template*
Sales Order Processing Order	SOP Blank History Options Order Form	SOP Blank History Options Order Form Template*
	SOP Blank History Order Form	SOP Blank History Order Form Template*
	SOP Blank Options Order Form	SOP Blank Options Order Form Template*
	SOP Blank Order Form	SOP Blank Order Form Template*
Sales Order Processing Invoice	SOP Blank History Options Invoice Form	SOP Blank History Options Invoice Form Template*
	SOP Blank History Invoice Form	SOP Blank History Invoice Form Template*
	SOP Blank Options Invoice Form	SOP Blank Options Invoice Form Template*
	SOP Blank Invoice Form	SOP Blank Invoice Form Template*
Sales Order Processing Packing Slip	SOP Blank Packing Slip Form	SOP Blank Packing Slip Form Template*
Sales Order Processing Return	SOP Blank Return Form	SOP Blank Return Form Template*
	SOP Blank Options Return Form	SOP Blank Options Return Form Template*
	SOP Blank History Return Form	SOP Blank History Return Form Template*
	SOP Blank History Options Return	SOP Blank History Options Return Form Template*
Receivables Statement Form	RM Statement on Blank Paper	RM Statement on Blank Paper Template*
	MC Statement Blank Form	MC Statement Blank Form Template*
Receivables Sales/Invoices	RM Blank Document	RM Blank Document Template*
Receivables Debit Memos	RM Blank Document	RM Blank Document Template*
Receivables Finance Charges	RM Blank Document	RM Blank Document Template*

Document type	Report Writer report name	Predefined Word template name
Receivables Service/Repairs	RM Blank Document	RM Blank Document Template*
Receivables Warranties	RM Blank Document	RM Blank Document Template*
Receivables Credit Memo	RM Blank Document	RM Blank Document Template*
Receivables Returns	RM Blank Document	RM Blank Document Template*
Purchase Order	POP Purchase Order Blank Form	POP Purchase Order Blank Form Template*
	POP History Purchase Order Blank Form	POP History Purchase Order Blank Form Template*
	POP Purchase Order Rollup Blank Form	POP Purchase Order Rollup Blank Form Template*
	POP History Purchase Order Rollup Blank Form	POP History Purchase Order Rollup Blank Form*
Payable Invoices	PM Blank Document	PM Blank Document Template*
Payable Finance Charges	PM Blank Document	PM Blank Document Template*
Payable Miscellaneous Charges	PM Blank Document	PM Blank Document Template*
Payable Credit Memo	PM Blank Document	PM Blank Document Template*
Payable Returns	PM Blank Document	PM Blank Document Template*
Payable Check Remittance	Check Remittance	Check Remittance Template*

Configuring Word templates

You can use the Template Configuration Manager window to configure Word templates for Microsoft Dynamics GP. By default, the Word templates functionality is enabled for Microsoft Dynamics GP. You also can print a standard report when a Word template is available for printing.

The Template Configuration Manager window has a tree view that you can use to select the companies, series, and Word templates you want to use. There are four levels in the tree view.

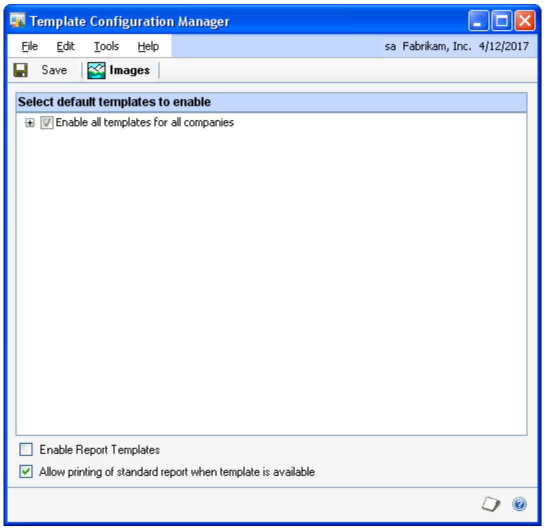
- Enable all templates for all companies
  - Company
    - Series
      - Word template

You can choose the + symbol next to a level to view additional levels in the tree view. You can collapse and expand the entire tree or just portions of it.

If you don’t want to use the Word template functionality, you can use this window to disable Word templates.

To configure Word templates:

1. Open the Template Configuration Manager window.
   (Reports >> Template Configuration)


Template Configuration Manager
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Save
Images
Select default templates to enable

☑ Enable all templates for all companies

☐ Enable Report Templates

☑ Allow printing of standard report when template is available

2. Expand to the levels you want to exclude or include, and unmark or mark the companies, series, or Word templates. A check mark next to a level means that the templates available for that level will be made available for use. To exclude a level, unmark the check box.

   For example, if you don’t want to use the POP Purchase Order Blank Form Template* in Fabrikam, Inc., expand to the Word template level in the tree view and unmark the template.

3. Unmark the Allow printing of standard report when template is available option if you only want the Template report type available in Report Destination window. If this option is marked, the Standard report type is available in the Report Destination window for reports with a template assigned.

4. Choose Save in the Template Configuration Manager window to save your changes.

Assign a company image to Word templates

Use the Image Assignment window to assign an image (company logo) for each company that has the Word templates functionality enabled in the Template Configuration Manager window. Each company can have only one image assigned to it. You also can remove an image from a company.

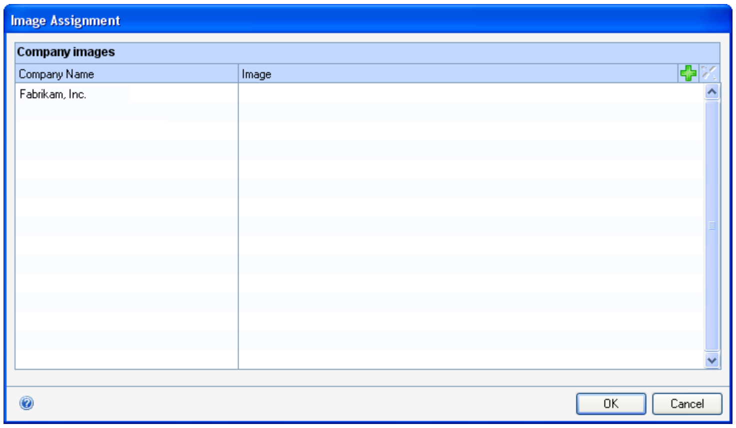
The image you assign to a company can be from one of the following formats.

Graphics Interchange Format (GIF)	Joint Photographic Experts Group (JPEG)
Tagged Image File Format (TIFF)	Windows bitmap (BMP)
Portable Network Graphics (PNG)	

You should keep in mind that the format and resolution of the image you chose may affect the maximum file size when attaching documents for your customers and vendors if you are using the Microsoft Dynamics GP e-mail functionality. The image also affects the size of the reports and documents generated by the Word template functionality. This can affect performance of the printing process.

To assign a company image to Word templates:

1. Open the Image Assignment window.
   (Reports >> Template Configuration >> Images)



2. Select a company in the Company images list.

3. Click the Add button to open the Select an image window.

4. Select an image and choose the Open button to assign image to the company for Word templates.

5. Choose OK in the Image Assignment window to save your changes.

Installing the Microsoft Dynamics GP Add-in for Microsoft Word

You must install the Microsoft Dynamics GP Add-in for Microsoft Word only if you want to create new Word templates. The Microsoft Dynamics GP Add-in for Microsoft Word is used when creating the layout of the Word template document for a report. You also need to install the Microsoft Dynamics GP Add-in for Microsoft Word when you want add data sources and fields to existing Word templates.

To install the Microsoft Dynamics GP Add-in for Microsoft Word:

1. From the Microsoft Dynamics GP 2010 installation media, double-click the Setup.exe file to open the Microsoft Dynamics GP installation window.

2. Click Microsoft Dynamics GP Add-in for Microsoft Word under Additional Products, and then select Install.

3. If you haven’t installed Visual Studio Tools for Office Runtime, the Software Update Visual Studio Tools for the Office system 3.0 Runtime wizard appears.

4. Follow the instructions in the window to accept the software license agreement. To install Visual Studio Tools for the Office system 3.0 Runtime, you must accept this agreement.

5. After Visual Studio Tools for Office Runtime is installed, the Microsoft Dynamics GP Add-in for Microsoft Word wizard appears.

6. Follow the instructions in the window to accept the software license agreement. To install Microsoft Dynamics GP Add-in for Microsoft Word, you must accept this agreement and click Next.

7. Specify the folder where you want the predefined Word templates installed. The default folder is C:\Program Files\Microsoft Dynamics\Report Templates. To select a different folder, click Browse.

8. Click Install.

9. Click Finish after the installation is complete.

Chapter 35: Extending system functionality

Use this information as your guide to identifying the types of customization that best fit your needs.

This information is divided into the following sections:

- *Importing and exporting data*
- *Customizing documents and reports*
- *Customizing the Microsoft Dynamics GP interface*
- *Customizing the functionality of Microsoft Dynamics GP*

Importing and exporting data

Miscrosoft Business Solutions provides several tools to simplify the process of importing and exporting data.

Integration Manager Use Integration Manager to set up integrations which can be used on an ongoing basis to import data into Microsoft Dynamics GP tables. For example, you may want to use an integration to import sales transactions from another data collection system. See the Integration Manager documentation for more information.

eConnect eConnect is a set of development utilities and application programming interfaces (APIs) that integrate outside data sources with Microsoft Dynamics GP back office components. Use eConnect for high-volume, real time integrations from such external data sources as Web services, CRM applications, Web storefronts, and legacy applications.

Excel-based budgeting Use General Ledger to export budgets to Excel, manipulate them, and import them back into Microsoft Dynamics GP. See the General Ledger documentation for information about using Excel to create and modify budgets.

SmartList Use SmartList to easily export data to Excel, Word, or other file formats. See the System User's Guide for information about SmartList.

In addition to the tools available from Microsoft Dynamics, you can use ODBC to use other tools such as Microsoft Access to import or export data. It's important to understand the Microsoft Dynamics GP data structure. If you import data incorrectly, you can damage your data. Use the Microsoft Dynamics GP Software Development Kit (installed from the installation media) and the Resource Descriptions windows (Microsoft Dynamics GP menu >> Tools >> Resource Descriptions) to find this information.

Customizing documents and reports

As you begin using Microsoft Dynamics GP, you may find that you want to modify the format of your checks, invoices, sales documents, purchase orders, or other documents. You also may want to customize some reports provided with the system, or create new ones. Microsoft Dynamics offers the following reporting tools.

Report Writer Use Report Writer to modify the default documents and reports that are provided with Microsoft Dynamics GP. Refer to your Report Writer documentation for more information.

Advanced Financial Analysis Use Advanced Financial Analysis to modify the default financial statements that are provided with Microsoft Dynamics GP. Refer to the Advanced Financial Analysis documentation for more information.

Management Reporter for Microsoft Dynamics ERP You can use Management Reporter to create customized financial statements. Refer to the Management Reporter documentation for more information.

SmartList Use SmartList to create simple reports. SmartList's report formatting capabilities are limited, but since you don't need to link tables or set up table relationships, it's easier to use than other reporting tools. Refer to the System User's Guide (Help >> Contents >> select Using the System) for more information.

Customizing the Microsoft Dynamics GP interface

Microsoft Dynamics GP provides numerous tools you can use to tailor the user interface to the way your organization works.

User Preferences Each person who uses Microsoft Dynamics GP can use the User Preferences window to control the appearance and behavior of certain aspects of the user interface, including display colors, whether the tab or enter key is used to move to the next field in a window, and default entries for several parts of the system. See the System User's Guide (Help >> Contents >> select Using the System) for more information about user preferences.

Shortcut Bar Each person who uses Microsoft Dynamics GP can set up and use shortcuts to streamline access to windows, macros and other frequently used applications. See your System User's Guide (Help >> Contents >> select Using the System) for more information about shortcut bar changes that can be made for each user.

Use user-class shortcuts to customize a portion of the shortcut bar for each user class in your organization. See Part 2, **User setup**, for information about changes that apply to user classes.

Modifier Use the Modifier to move fields, change text, or adjust the order in which the TAB or ENTER key advances through the fields in the window. See the Modifier documentation for more information.

Visual Basic® for Applications (VBA) Use VBA to create new forms or to set default values for specific fields in windows. See the Microsoft Dynamics GP VBA Developer's Guide for more information.

Customizing the functionality of Microsoft Dynamics GP

Microsoft Dynamics GP provides several ways to add custom functionality that's not available within Microsoft Dynamics GP or through products developed by Microsoft Dynamics GP Developers.

Microsoft Dexterity® Use Microsoft Dexterity to add custom functionality with the same tool used to create Microsoft Dynamics GP. See the Microsoft Dexterity documentation for more information.

Continuum API Use the Continuum application programming interface (API) to create integrations for Microsoft Dynamics GP. See the Continuum API Guide for more information.

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