

2025 DYNAMICS CON



John Kirsch



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Blog: [John, ERP and More](#)

Twitter: [@TheJohnKirsch](#)



Board Member - Golden House





John's DynamicsCon Sessions!



Title	Date	Time	Room
BC from GP—User Experience and Questions	05/14/2025	1:00 PM	New Orleans
GP Life Hacks – Tips and Tricks for EVERY User!	05/15/2025	9:45 AM	San Francisco
Using GP Without Opening the Program	5/16/2025	10:15 AM	New Orleans



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Twitter: [@TheJohnKirsch](#)





GP Life Hacks!

Tips and Tricks for Every User!

05/15/2025 | 9:45 AM | San Francisco



Shawn Dorward

Vice President | Microsoft MVP | Worlds Okayest Shawn

- Email: ShawnD@saglobal.com
- LinkedIn: [Shawn Dorward](#)
- Blog: LifeHacks365.com
- X: [LifeHacks365com](#)

sa.global ⚡ ReQlogic

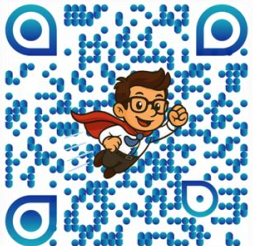
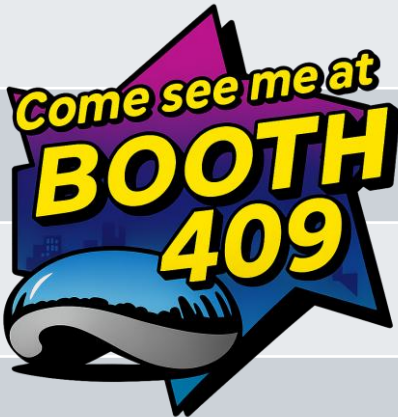




Shawn's DynamicsCon Sessions!



Title	Date	Time	Room
Copilot in Business Central—What You Need to Know and How to Use It!	05/14/2025	9:45 AM	Regency Ballroom C
GP Life Hacks—Tips and Tricks for EVERY User!	05/15/2025	9:45 AM	San Francisco
How to Prepare For Your Dynamics GP Migration	05/15/2025	1:15 PM	San Francisco
Copilot LifeHacks—Tips and Tricks for M365	05/15/2025	3:30 PM	Gold Coast
Ask the MVP's	05/16/2025	9:00 AM	Regency Ballroom A



Shawn Dorward  **ReQlogic** sa.global

Vice President | Microsoft MVP | Worlds Okayest Shawn

Email: ShawnD@saglobal.com LinkedIn: [ShawnMD](https://www.linkedin.com/in/ShawnMD) Blog: LifeHacks365.com



AI Fun - failure



like a super hero



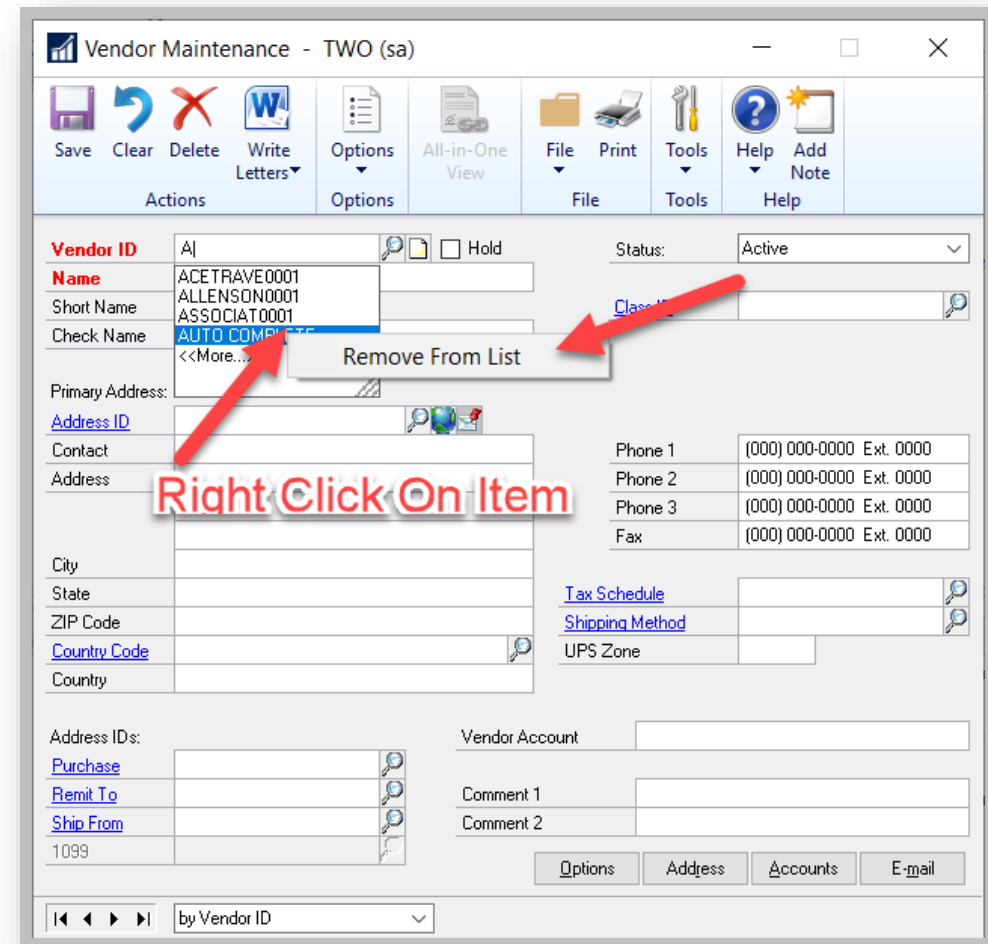
User Personalization

1. Auto Complete Corrections
2. Shortcut Keys
3. Hide Inactive Checkbooks
4. Change Ribbon Style
5. Use Toolbar.. Trust me!
6. Reset Auto Lookup



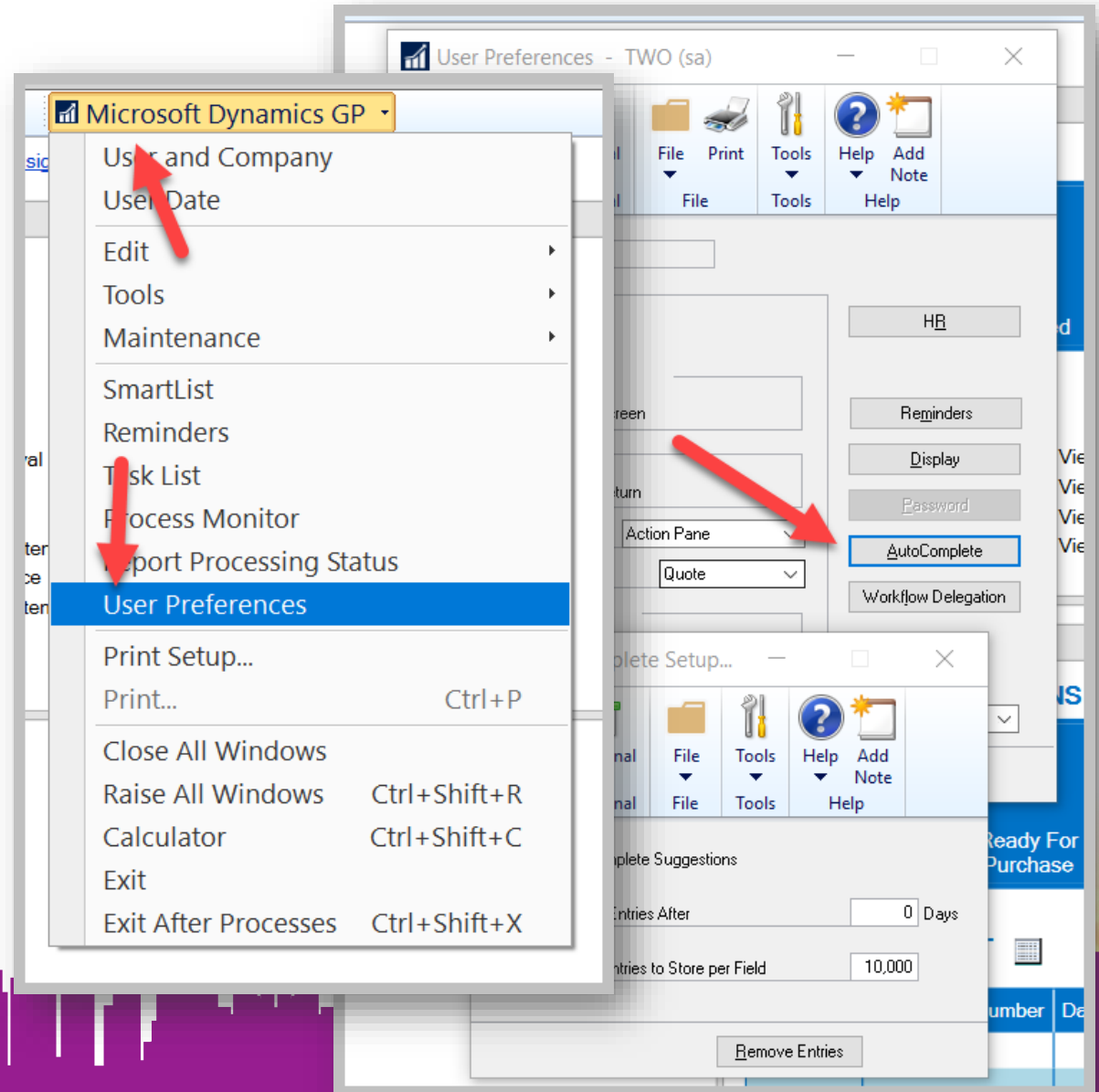
Auto Complete Corrections

- Remove Mistakes from Auto Complete



Auto Complete Settings

- Keep 10,000?
- Consider Resetting automatically every so often
- Are yours all messed up from years of not knowing this? Start fresh, remove all entries



Receivables Inquiry Window

- Now you can save your settings!

Receivables Transaction Inquiry - Customer

File Edit Tools View Help sa Dextordinary Inc. 01/01/1965

OK Re Currency Save Window Preferences

Customer ID
Name #1 Company

Documents: by Document Number ☒ All ☐ From: To:

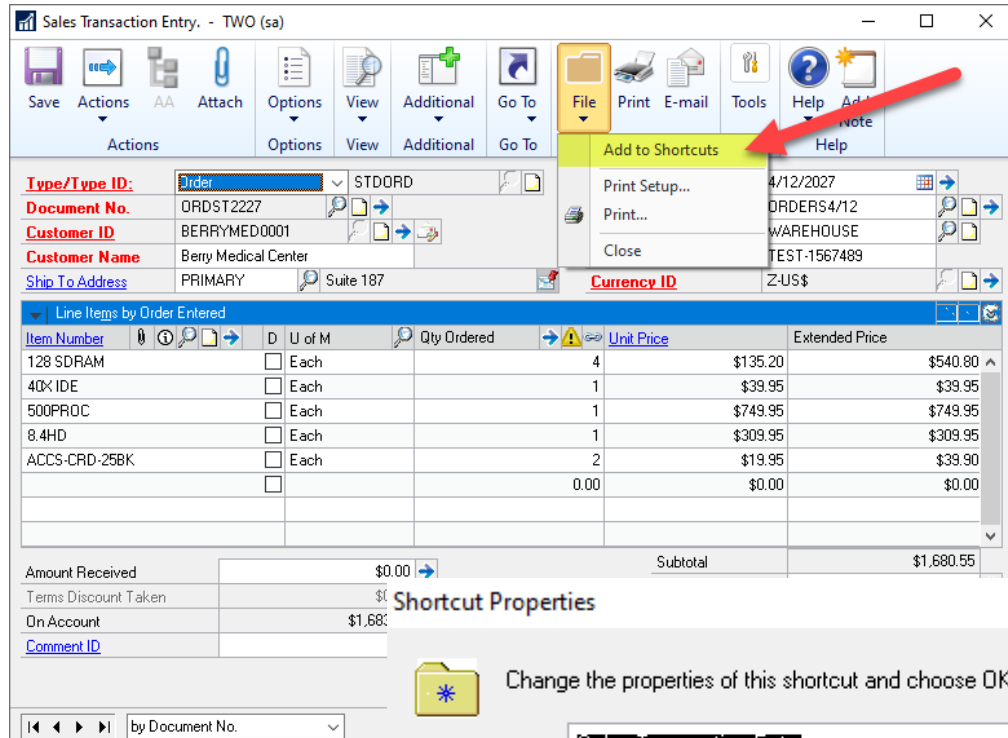
Sort by: Document Date Ascending

Include: ☐ Work ☒ Open ☒ History

Origin	Type	Document Number	Check Number	Document Amount
Doc. Date	Due Date	Discount Amount	Writeoff Amount	Amount Remaining
				Currency ID
OPEN	DR	DEBIT0004		\$50.00
OPEN	DR	DEBIT0008		\$50.00
OPEN	SLS	SALES0006		\$55.40
OPEN	SLS	SALES0018		\$55.40
OPEN	SLS	SALES0005		\$6.62
OPEN	SLS	SALES0017		\$6.62
OPEN	WRN	WRNTY0006		\$5.00
OPEN	WRN	WRNTY0007		\$5.00

by Customer ID

Shortcut Keys



Sales Transaction Entry - TWO (sa)

Save Actions AA Attach Options View Additional Go To File Print E-mail Tools Help Add Note Help

Actions Options View Additional Go To

Type/Type ID: Order STDORD
Document No. ORDST2227
Customer ID BERRYMED0001
Customer Name Berry Medical Center
Ship To Address PRIMARY Suite 187
Currency ID Z-US\$

4/12/2027
ORDERS4/12
WAREHOUSE
TEST-1567489

Line Items by Order Entered

Item Number	D	U of M	Qty Ordered	Unit Price	Extended Price
128 SDRAM	<input type="checkbox"/>	Each	4	\$135.20	\$540.80
40X IDE	<input type="checkbox"/>	Each	1	\$39.95	\$39.95
500PROC	<input type="checkbox"/>	Each	1	\$749.95	\$749.95
8.4HD	<input type="checkbox"/>	Each	1	\$309.95	\$309.95
ACCS-CRD-25BK	<input type="checkbox"/>	Each	2	\$19.95	\$39.90
	<input type="checkbox"/>		0.00	\$0.00	\$0.00
Subtotal					\$1,680.55

Amount Received \$0.00
Terms Discount Taken \$0.00
On Account \$1,680.55
Comment ID

by Document No.

Shortcut Properties

Change the properties of this shortcut and choose OK.

Name: Sales Transaction Entry

Window: Sales - Sales Transaction Entry

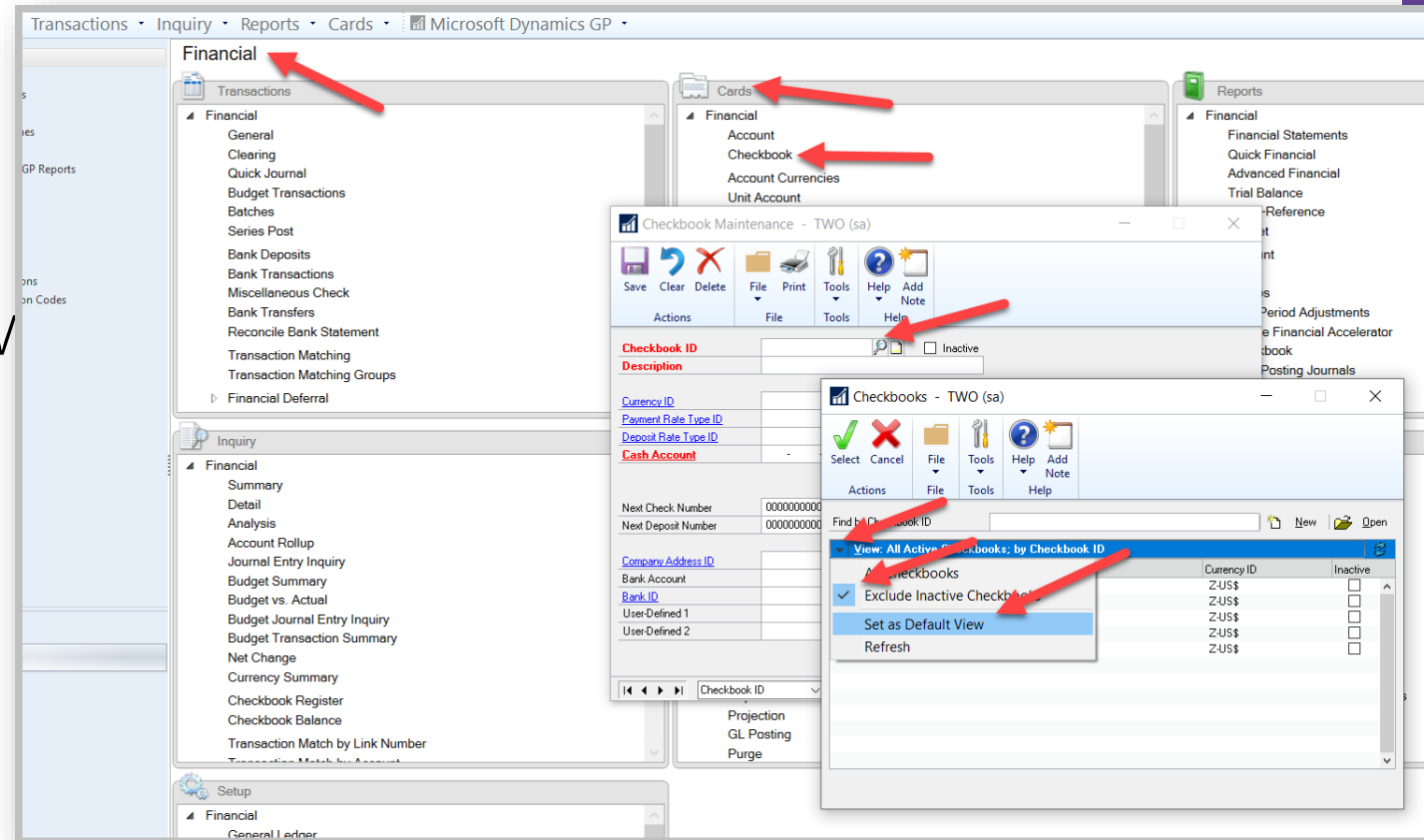
Keyboard Shortcut: F2

OK Cancel Help

- File > Add to Shortcuts
- Added to navigation pane
- Set Keyboard Shortcut
- Use shortcut key from any GP window
- Window, SmartList, Macro, Web Page, Program

Hide Inactive Checkbooks

- Set as Default View
- Anywhere Checkbooks is selected, only active will show
- SWEET!!!
- GP2018 R2



Financial

- Transactions
 - Financial
 - General
 - Clearing
 - Quick Journal
 - Budget Transactions
 - Batches
 - Series Post
 - Bank Deposits
 - Bank Transactions
 - Miscellaneous Check
 - Bank Transfers
 - Reconcile Bank Statement
 - Transaction Matching
 - Transaction Matching Groups
 - Financial Deferral

- Inquiry
 - Financial
 - Summary
 - Detail
 - Analysis
 - Account Rollup
 - Journal Entry Inquiry
 - Budget Summary
 - Budget vs. Actual
 - Budget Journal Entry Inquiry
 - Budget Transaction Summary
 - Net Change
 - Currency Summary
 - Checkbook Register
 - Checkbook Balance
 - Transaction Match by Link Number
 - Transaction Match by Account

- Setup
 - Financial
 - General Ledger

- Cards
 - Financial
 - Account
 - Checkbook
 - Account Currencies
 - Unit Account

- Reports
 - Financial
 - Financial Statements
 - Quick Financial
 - Advanced Financial
 - Trial Balance
 - Reference
 - Period Adjustments
 - Financial Accelerator
 - Posting Journals

Checkbook Maintenance - TWO (sa)

Save Clear Delete File Print Tools Help Add Note

Checkbook ID Description

Currency ID Payment Rate Type ID Deposit Rate Type ID Cash Account

Next Check Number 0000000000

Next Deposit Number 0000000000

Company Address ID Bank Account Bank ID User-Defined 1 User-Defined 2

Checkbook ID

Projection GL Posting Purge

Checkbooks - TWO (sa)

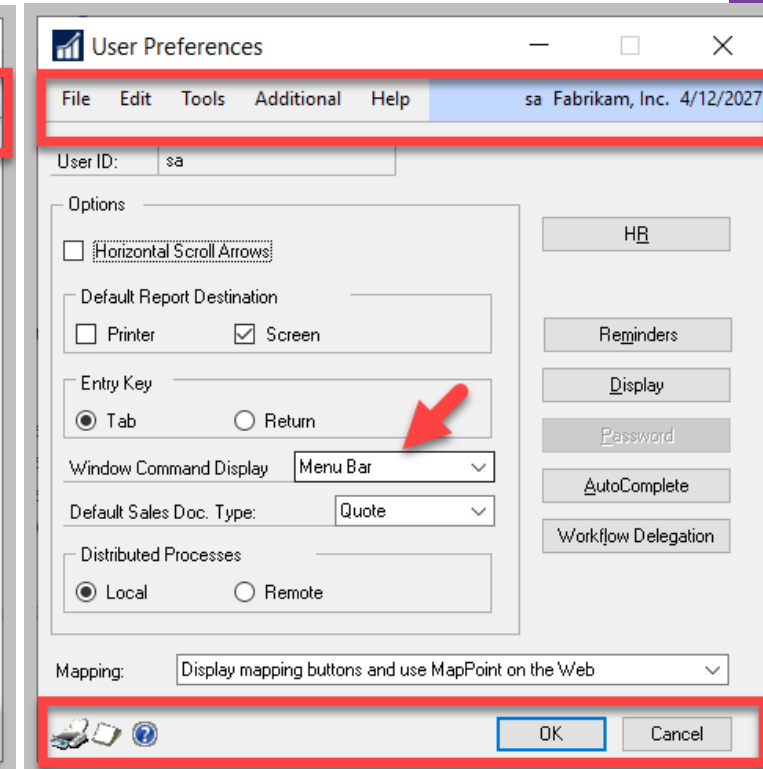
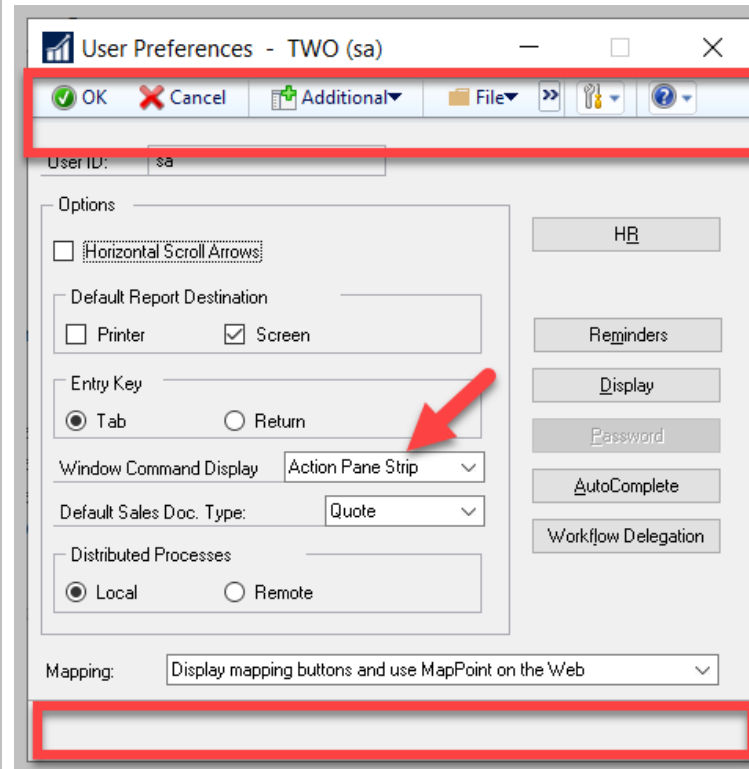
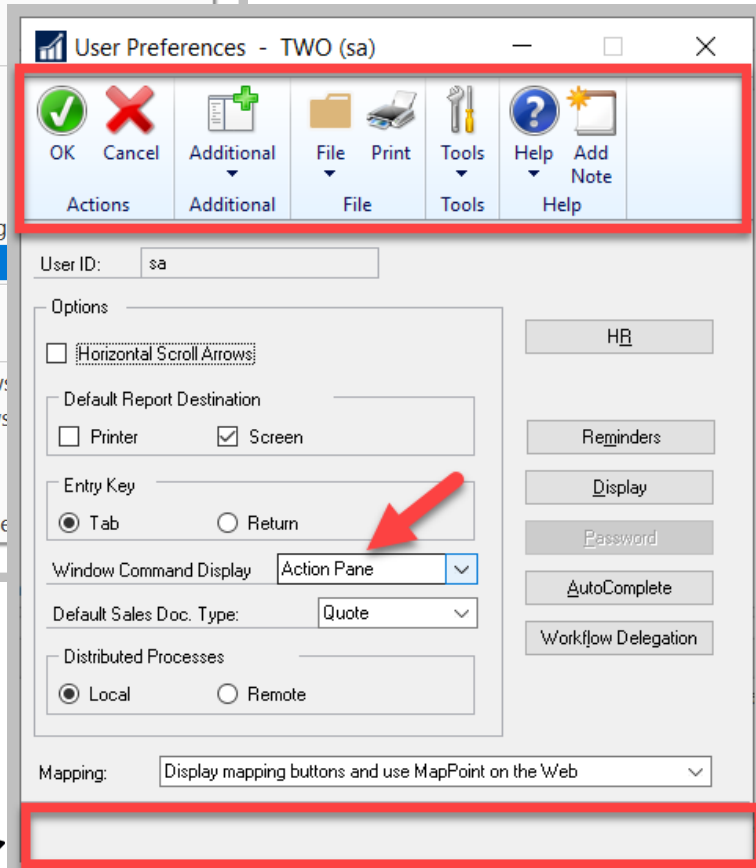
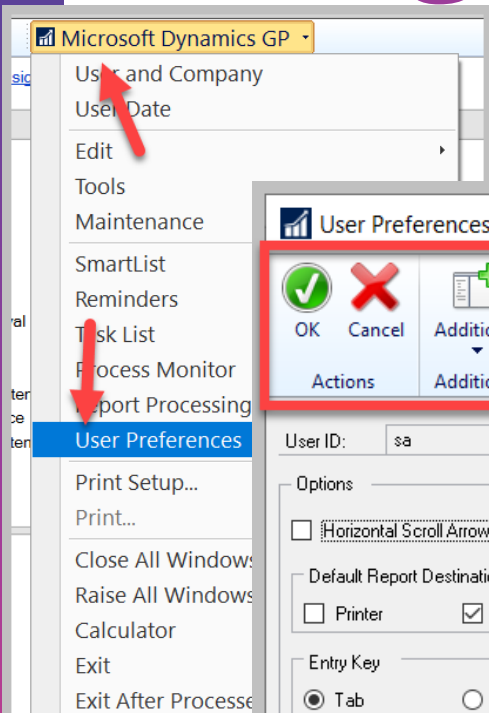
Select Cancel File Tools Help Add Note

Find by Checkbook ID

View: All Active Checkbooks; by Checkbook ID

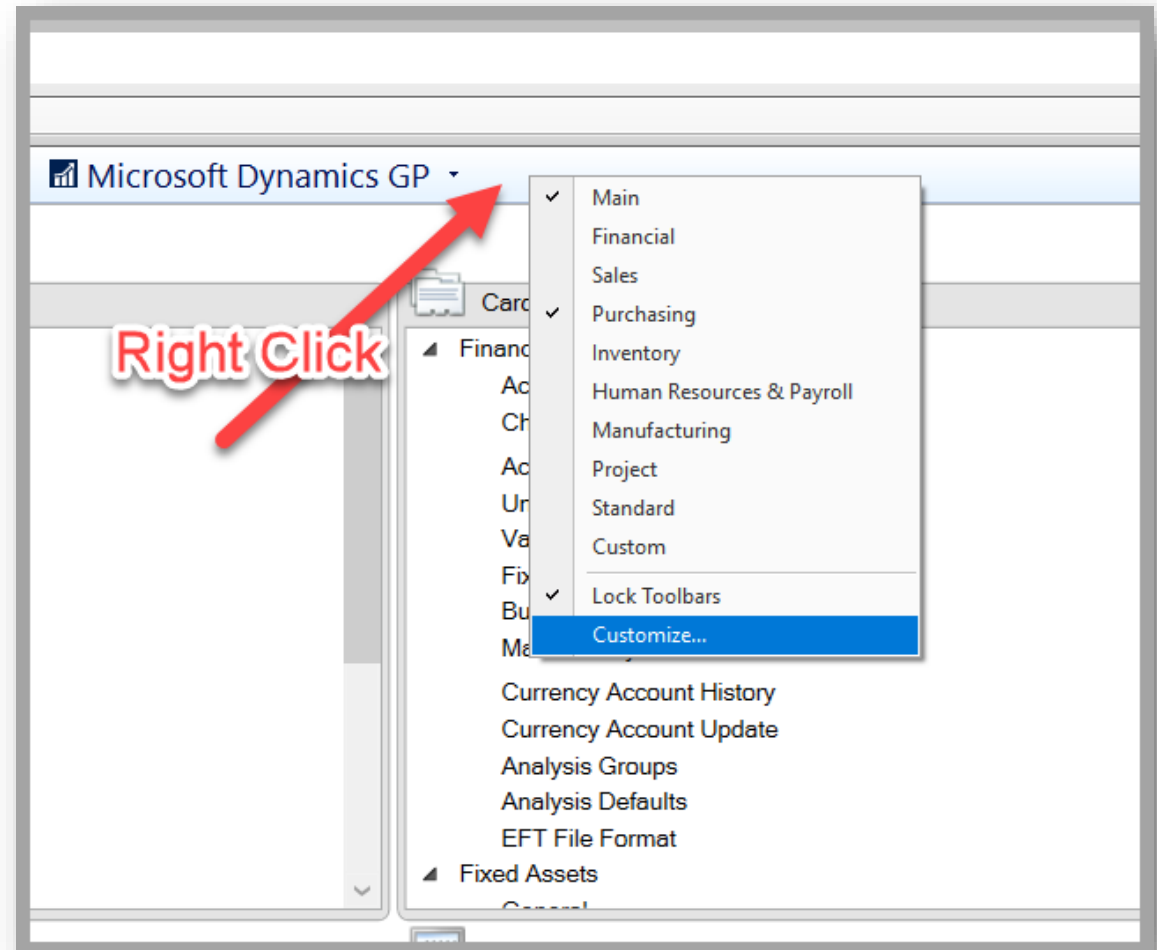
Checkbooks	Currency ID	Inactive
<input checked="" type="checkbox"/> Exclude Inactive Checkbooks	Z-US\$	<input type="checkbox"/>
Set as Default View	Z-US\$	<input type="checkbox"/>
Refresh	Z-US\$	<input type="checkbox"/>

Change Ribbon Style



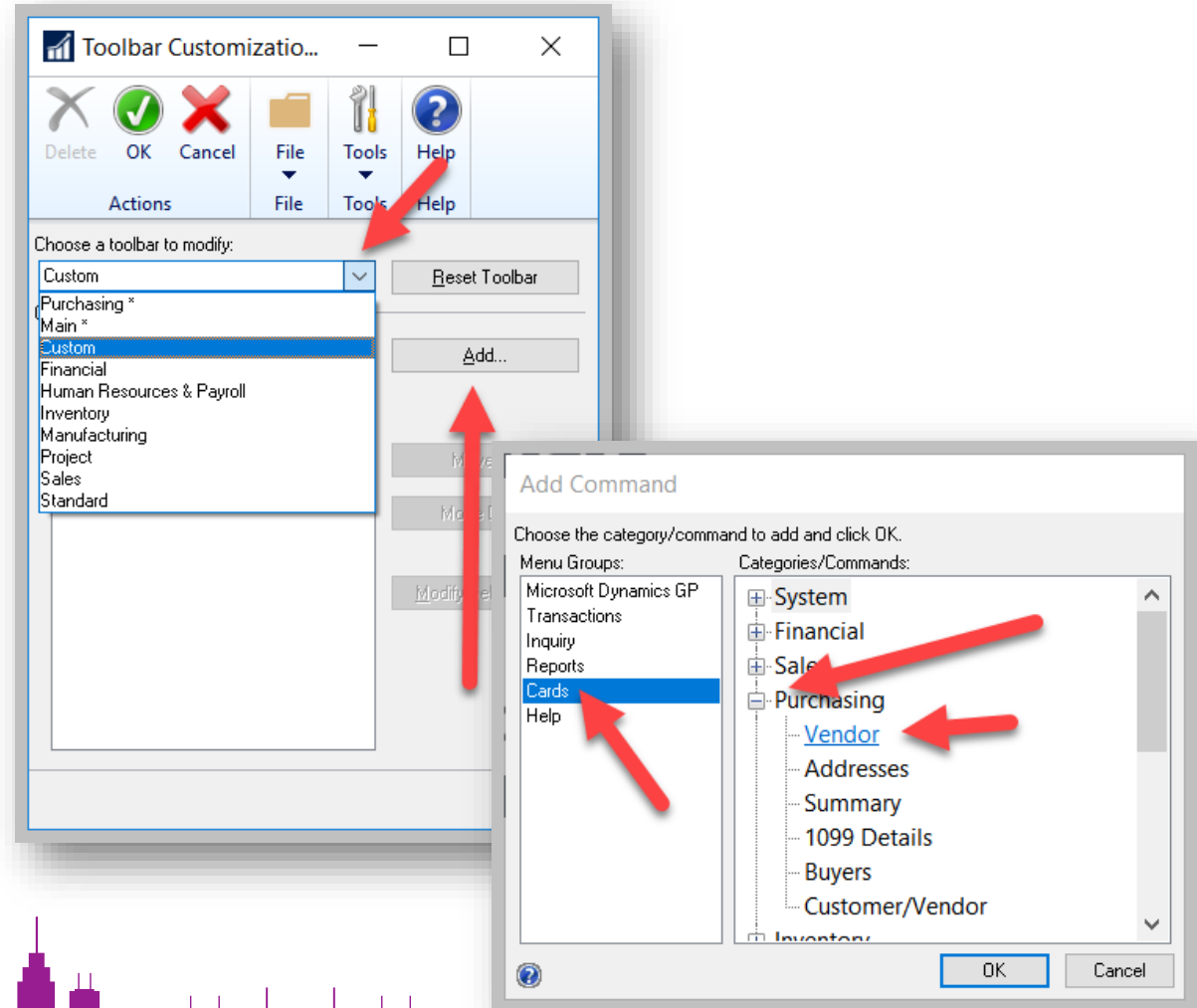
Toolbars

- Make better use of shortcuts!
- Other shortcuts are only available in THAT module
- Toolbars are available anywhere in GP!



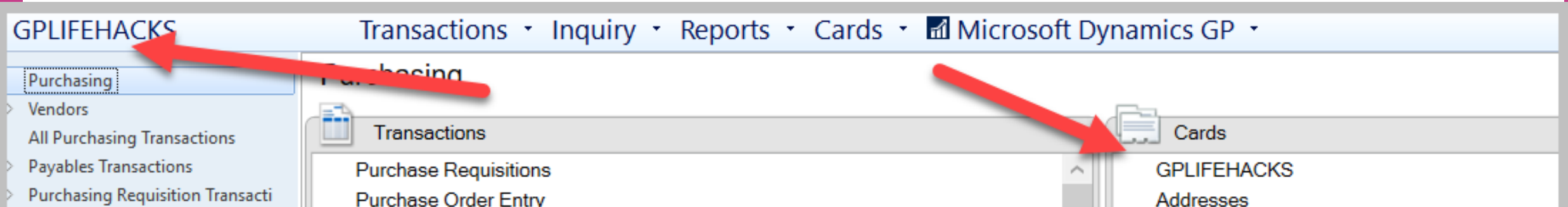
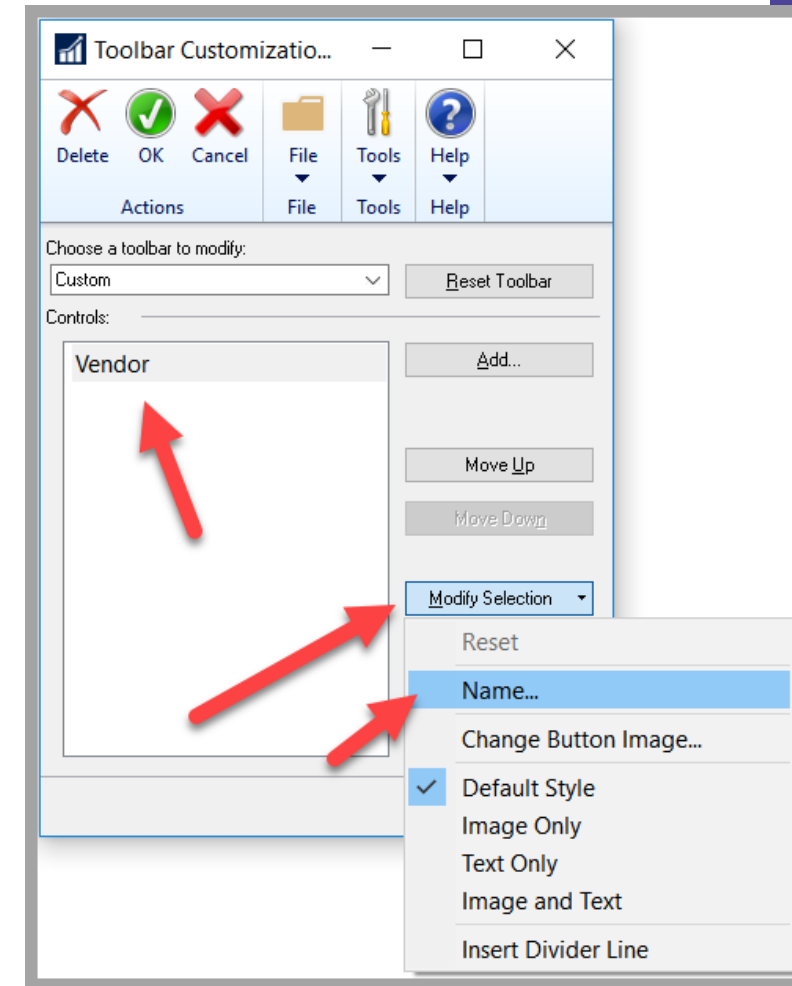
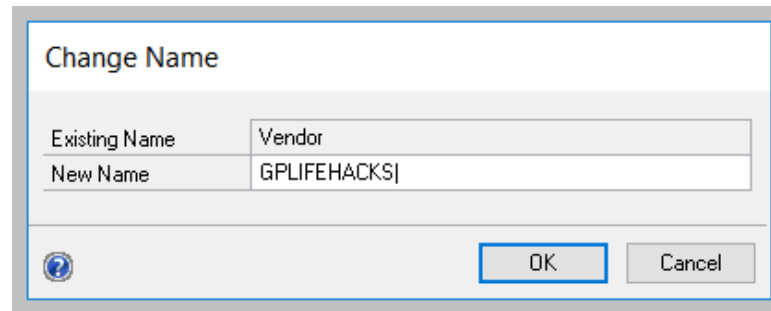
Toolbars

- Add your own shortcuts
- Use Text, Icons, or Both
- Modify Existing
- Or Add your own using Custom



Toolbars

- PRO TIP!!
- Adding a GP Function to the toolbar, and renaming it, renames it in the application



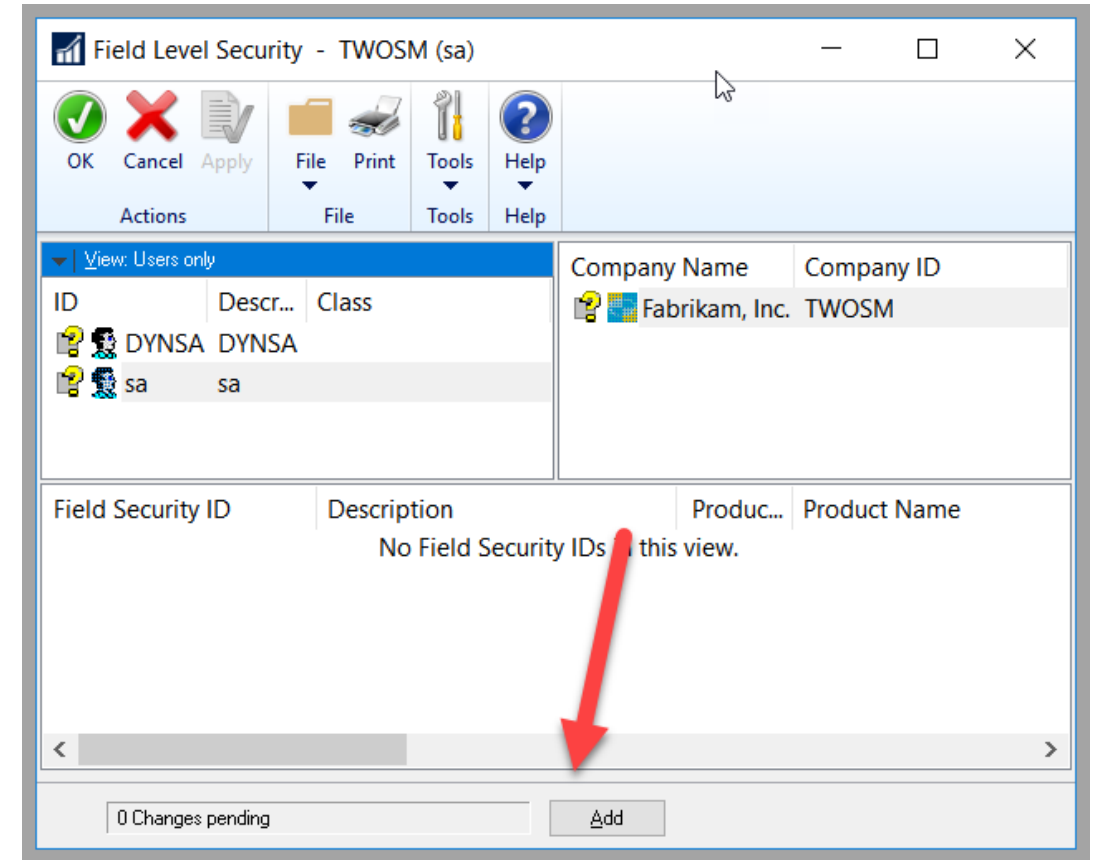
Increase Accuracy

1. Password Fields
2. Disable Buttons
3. Post to GL from Transactions
4. Auto Post Deposits
5. Automatically Update User Date
6. Master Triggers



Field Level Security

- Add extra controls
- Remove ability to delete batches
- Add account maintenance change restrictions... password required



Administration / Setup / System / Field Level Security



Field Level Security

Field Security Maintenance - TWOSM (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Field Security ID: ACCTMAINT Description: Account Maintenance Password

Product ID: 0 Product Name:

Form Name: Window Name: Field Name:

Security Mode: No Action Password ID:

by Field Security ID Version 18.00.628

Resource Explorer - TWOSM (sa)

OK Cancel Back Up File Tools Help

Actions File Tools Help

Show Expanded Fields

	Display Name	Technical Name	ID
HRM Solution Series	Account Analysis Def...	DTA_Account_Stats_Mai...	899
Human Resource	Account Category Set	GL_Account_Category_...	29
Interfund Management	Account Entry	GL_Account_Entry	567
Microsoft Dynamics GP	Account History	GL_Account_Summary_...	33
All	Account Maintenance	GL_Account_Maintenance	30
Company	Account Range Format	AF_Report_Account_Leg	182
Financial	Account Rollup Detai...	SE_Segment_Account_D...	1340
Inventory	Account Rollup Inquiry	SE_Segment_Summary	1341
Payroll	Account Rollup Optio	SE_Option_Lookup	1339
Project	Account Segment Ra...	GL_Account_Segment_R...	31
Purchasing	Account Segment Ra...	AF_Account_Segment_R...	495
Sales			
System			

Form 'GL_Account_Maintenance' of Dictionary 'Microsoft Dynamics GP'



Administration / Setup / System / Field Level Security

Field Level Security

Field Security Maintenance - TWOSM (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Field Security ID: ACCTMAINT
Description: Account Maintenance Password

Product ID: 0 Product Name: Microsoft Dynamics GP

Form Name: GL_Account_Maintenance
Window Name: GL_Account_Maintenance
Field Name:

Security Mode: Password Window Password ID: MAIN

by Field Security ID Version 18.00.628

Field Security Maintenance - TWOSM (sa)

Save Clear Delete Copy File Print Tools Help Add Note

Field Security ID: ACCTMAINT
Description: Account Maintenance Password

Product ID: 0 Product Name: Microsoft Dynamics GP

Form Name: GL_Account_Maintenance
Window Name: GL_Account_Maintenance
Field Name:

Security Mode: Password Window Password ID: MAIN

by Field Security ID Version 18.00.628

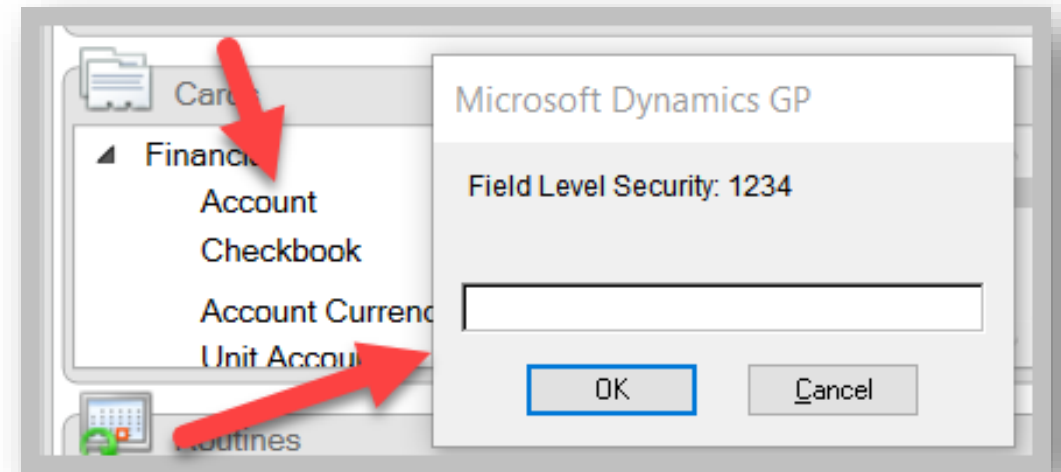
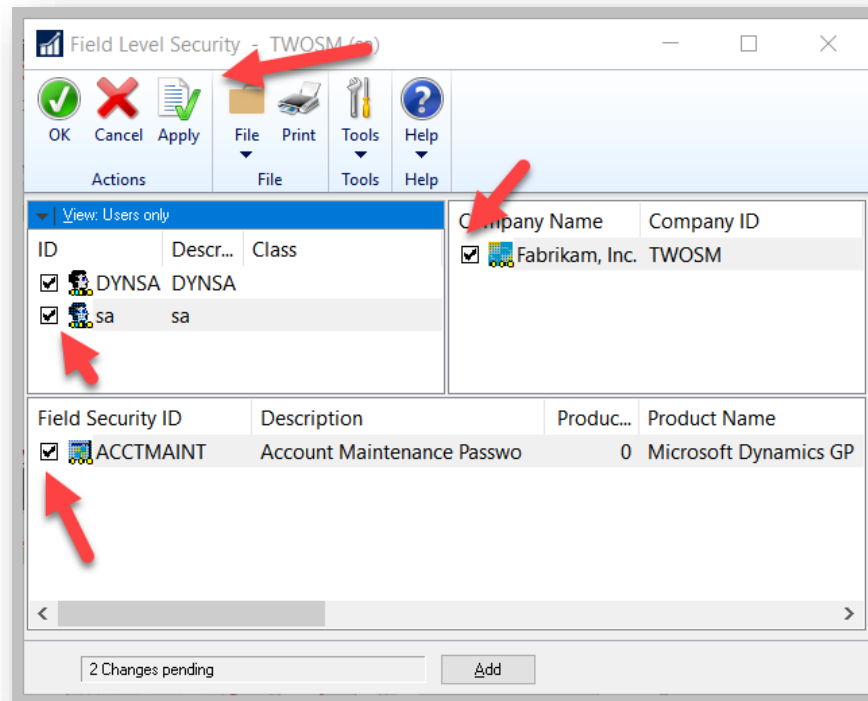
Password Maintenance...

Save Clear Delete Copy File Print Tools Help Add Note

Password ID: MAIN
Description: 1234
Password:
by Password ID

Administration / Setup / System / Field Level Security

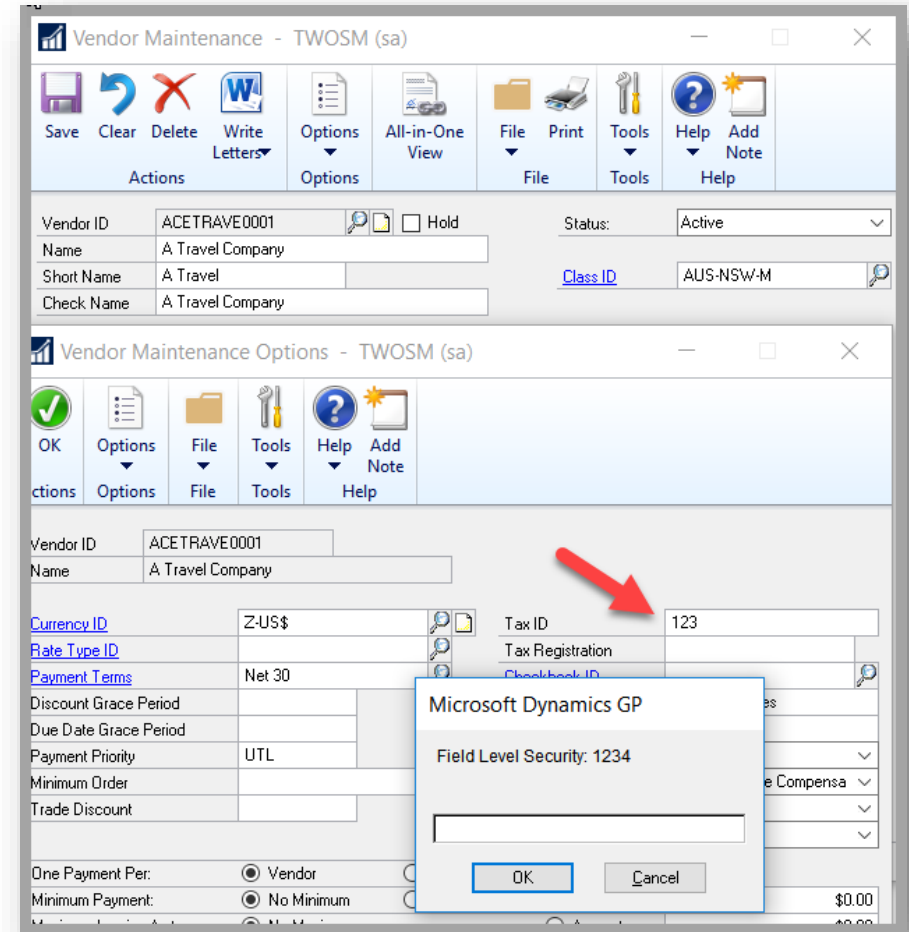
Field Level Security



Administration / Setup / System / Field Level Security

Field Level Security

- Vendor Tax ID field

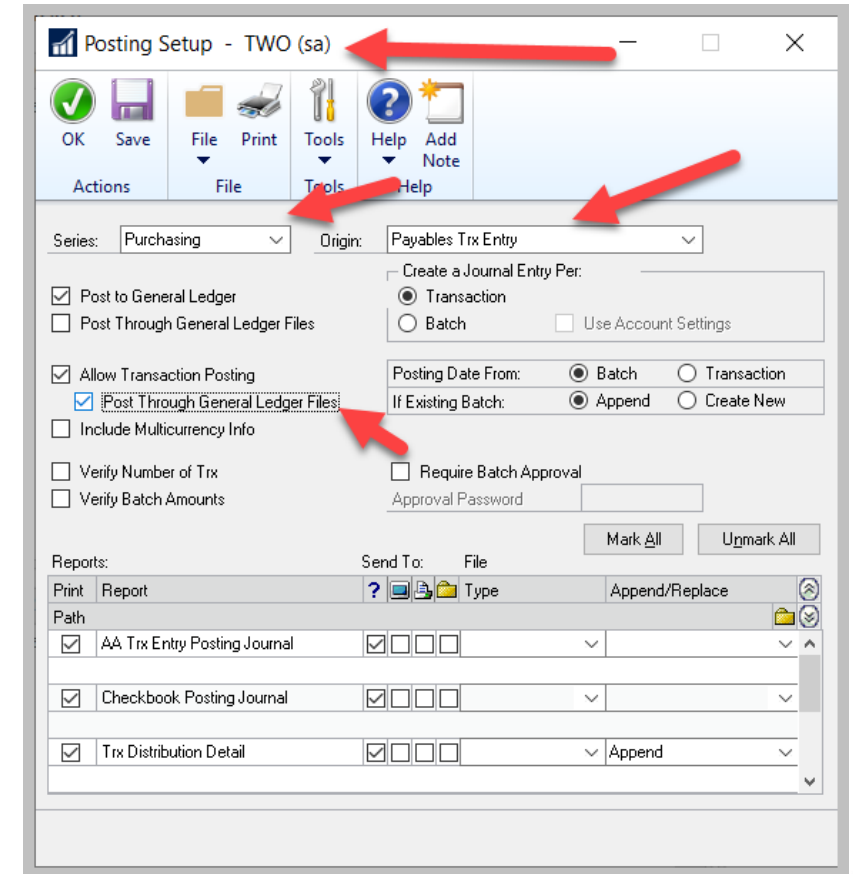


Administration / Setup / System / Field Level Security



Post through GL from Transactions

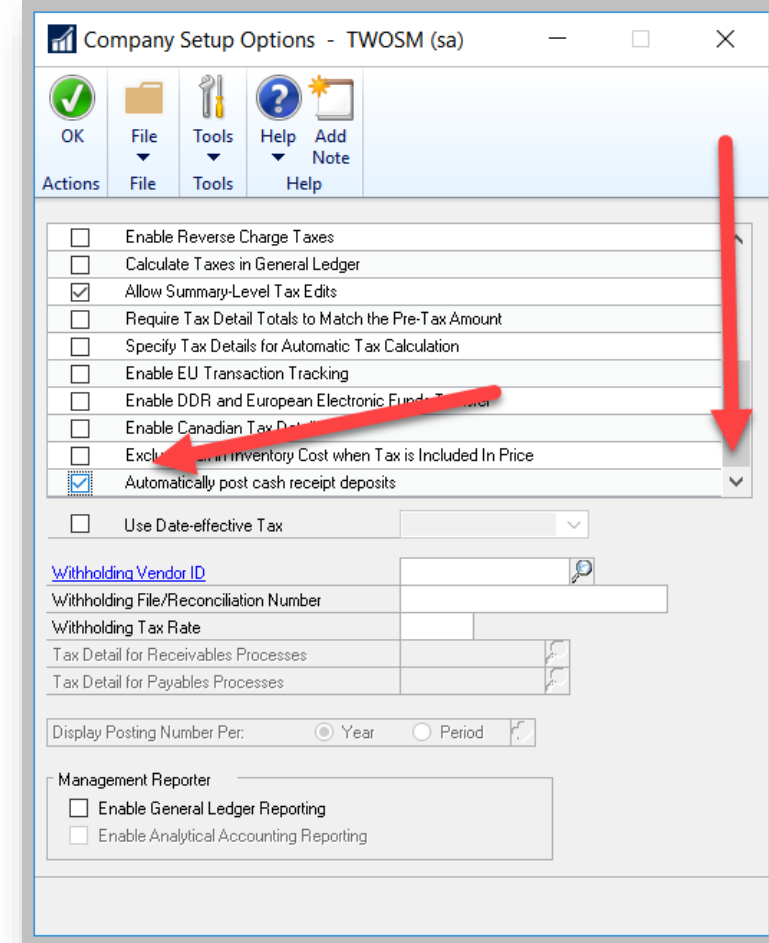
- Post TO GL from Transactions...
- Post through GL Files from Transactions
- (No more batches to post if you do transaction posting)
- GP2018R2



Tools / Setup / Posting / Posting

Auto create Deposits

- Creates Deposit based on cash receipt posting
- If you post a single Cash Receipt, that will create a deposit
- If you post cash receipts in a batch, the deposit will be created for the batch total



Administration / Setup / Company / Company / Options

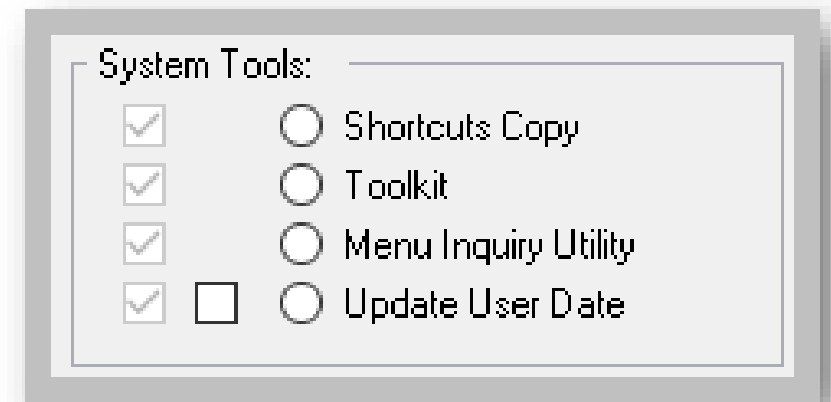


Update User Date Automatically

- Sets User Date to Current System Date

<http://dynamicsconfessions.blogspot.com/2011/01/change-date-at-midnight-without-dialog.html>

- Use in conjunction with DEX.INI switch:
- SuppressChangeDateDialog=TRUE

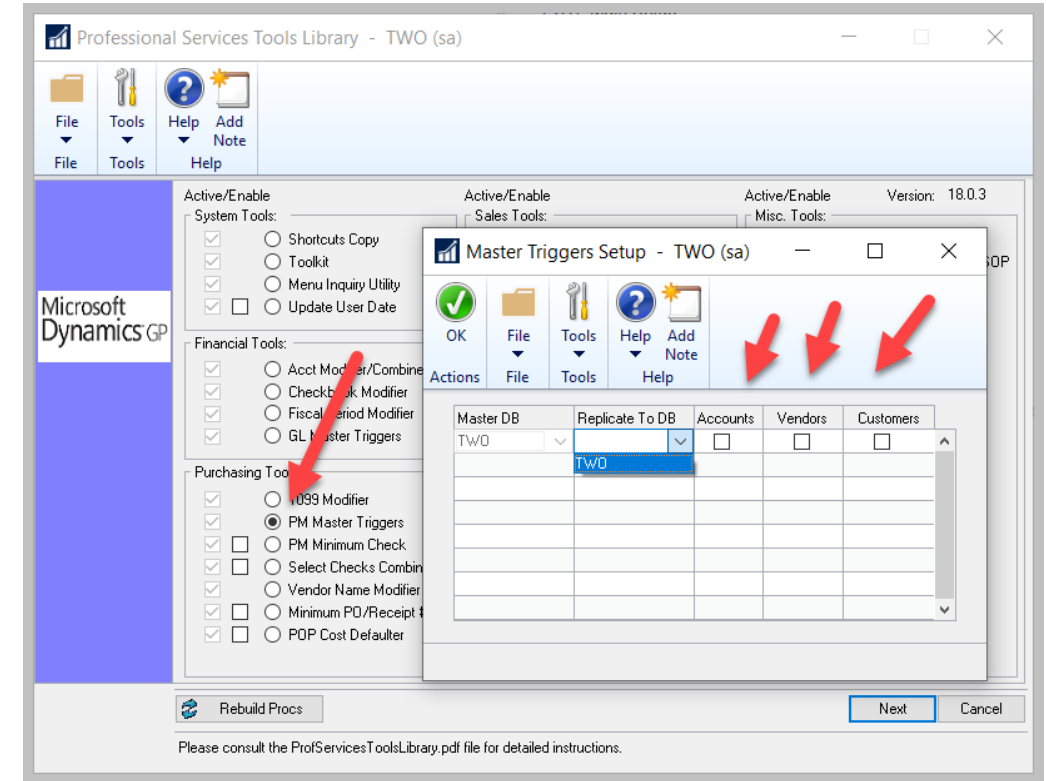


PSTL / PSTL Main Setup / System Tools / Update User Date



Update Master Records

- Automatically creates records across companies
- Works for Accounts, Vendors and Customers!



PSTL / PSTL Main Setup / Purchasing Tools / PM Master Trigger



Write off – On the Fly!

- Short paid?
- Pennies off?
- Write off RIGHT away!

Apply Sales Documents - TWO (sa)

OK Find Unapply Auto Apply File Print Tools Help Add Note

Customer ID CELLULAR0001 Name Cellular Express
Type: Payments Apply From Currency ID Z-US\$
Document No. PYMNT000000000247 Original Amount \$15.00
Apply Date 5/23/2017 Unapplied Amount \$0.00
Apply Posting Date 5/21/2017

View/Apply: ☒ National Account ☐ Specific Customer

Type	Original Document Amt	Discount Date	Terms Available	Terms Taken	Writeoffs
Apply To Currency ID	Exchange Rate	Calculation Method	Realized Gain/Loss		
<input type="checkbox"/> INVS3000		10/6/2018	\$1,405.87		\$0.00
SLS	\$1,405.87	9/6/2018	\$0.00	\$0.00	\$0.00
Z-US\$	0.0000000				\$0.00
<input checked="" type="checkbox"/> SLS15014		2/22/2014	\$8,384.25		\$15.00
SLS	\$8,459.25	1/23/2014	\$0.00	\$0.00	\$80.00
Z-US\$	0.0000000				\$0.00
			\$4,510.39		\$0.00
			\$0.00	\$0.00	\$0.00
					\$0.00

Cash Receipts Distribution Entry - TWO (sa)

OK Delete Default View File Tools Help Add Note

Customer ID CELLULAR0001 Document No. PYMNT000000000247
Name Cellular Express Functional Amount \$15.00
Currency ID Z-US\$ Originating Amount \$0.00

Account	Type	Debit	Credit
Description		Originating Debit	Originating Credit
Distribution Reference			
000 -1100 -00	CASH	\$15.00	\$0.00
000 -1200 -00	RECV	\$0.00	\$75.00
000 -6700 -00	WRITE	\$60.00	\$0.00
-		\$0.00	\$0.00
Functional Totals		\$75.00	\$75.00



Be Productive

1. Workflow on missing fields
2. Recurring Batches
3. Print/Email Sales Doc at Same Time
4. Need more space for AP Desc
5. Holds
6. Navigation List for Inventory
7. Navigation List for FA Tasks



Additional AP Accounts

OK

Options

File

Print

Tools

Help

Add Note

Actions

Options

File

Tools

Help

Vendor ID

ACETRAVE0001






Name

A Travel Company

Use Cash Account From:

☒ Checkbook
 ☐ Vendor

	Account	Description
Cash	- -	
Accounts Payable	000 -2100 -00	Accounts Payable
Terms Discounts Available	000 -2105 -00	Purchases Discounts Available
Terms Discounts Taken	000 -4600 -00	Purchases Discounts Taken
Finance Charges	000 -8010 -00	Finance Charges
Purchases	400 -6520 -00	Purchases
Trade Discount	- -	Trade Discounts
Miscellaneous	000 -6780 -00	Miscellaneous
Freight	400 -6500 -00	Freight
Tax	- -	Taxes
Writeoffs	- -	Writeoffs
Accrued Purchases	000 -2111 -00	Accrued Purchases
Purchase Price Variance	000 -4730 -00	Purchase Price Variance

Additional Vendor Accounts - TWO (sa)																							
 OK	 File																						
 Tools	 Help																						
 Add Note																							
Actions	File																						
Tools	Help																						
<table border="1"> <tr> <td>Vendor ID</td> <td>ACETRAVE0001</td> </tr> <tr> <td>Name</td> <td>A Travel Company</td> </tr> <tr> <td>Distribution Type</td> <td>Purchases</td> </tr> <tr> <td>Default Account</td> <td>400 -6520 -00</td> </tr> </table>		Vendor ID	ACETRAVE0001	Name	A Travel Company	Distribution Type	Purchases	Default Account	400 -6520 -00														
Vendor ID	ACETRAVE0001																						
Name	A Travel Company																						
Distribution Type	Purchases																						
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<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>100 -6520 -00</td> <td>Travel - Adm</td> </tr> <tr> <td>500 -6520 -00</td> <td>Travel - Con</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Account	Description	100 -6520 -00	Travel - Adm	500 -6520 -00	Travel - Con																
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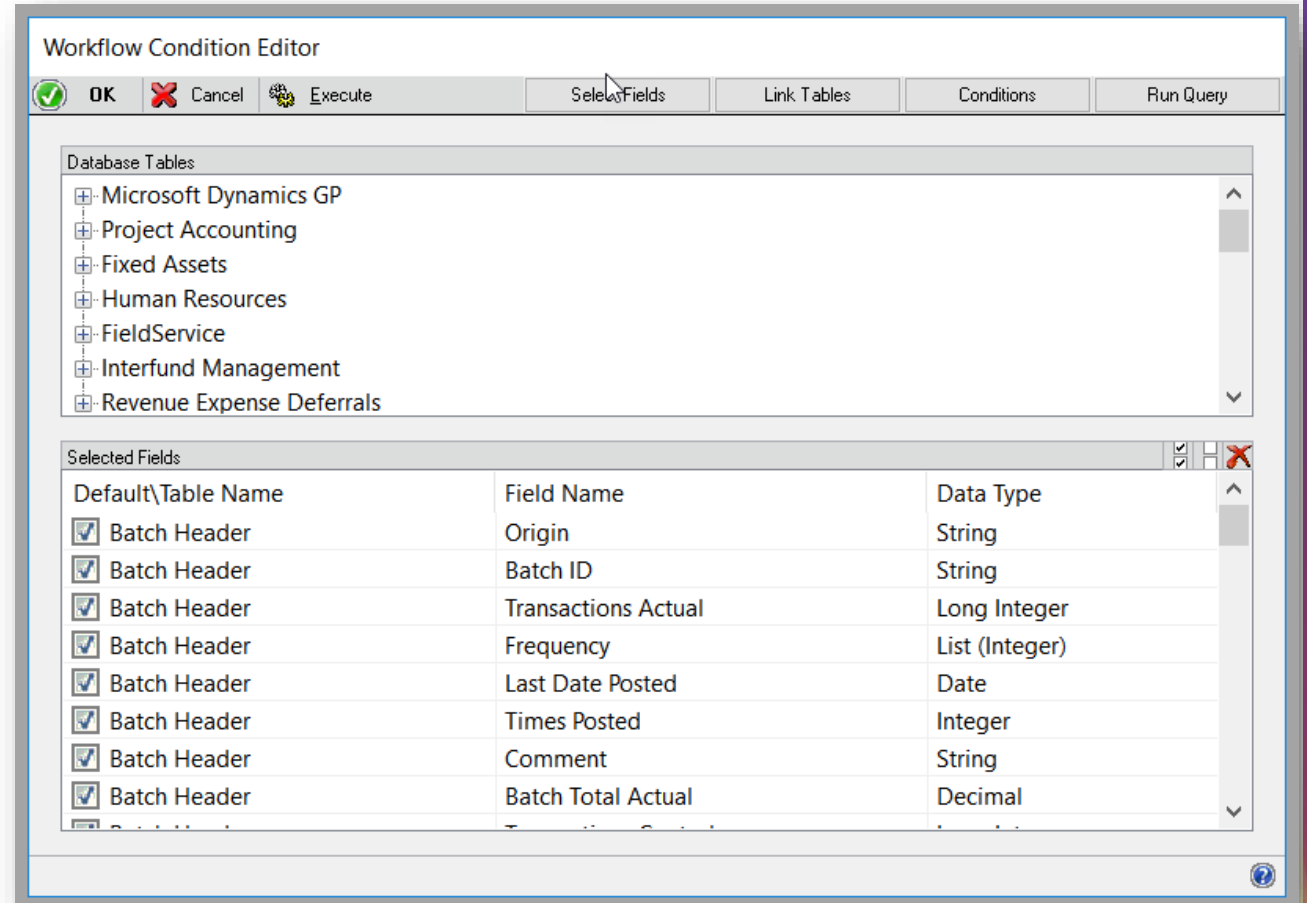
Payables Transaction Entry Distribution - TWO (sa)						<input type="button" value="-"/> <input type="button" value="□"/> <input type="button" value="X"/>					
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <div style="text-align: center;"> OK</div> <div style="text-align: center;"> Delete</div> <div style="text-align: center;"> Default</div> <div style="text-align: center;"> Redisplay</div> </div> <div style="display: flex; gap: 10px;"> <div style="text-align: center;"> View ▼</div> <div style="text-align: center;"> Additional ▼</div> <div style="text-align: center;"> File ▼</div> <div style="text-align: center;"> Tools ▼</div> <div style="text-align: center;"> Help ▼</div> <div style="text-align: center;"> Add Note</div> </div> </div> <div style="text-align: center; margin-top: 5px;">Actions</div>						<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> View ▼</div> <div style="text-align: center;"> Additional ▼</div> <div style="text-align: center;"> File ▼</div> <div style="text-align: center;"> Tools ▼</div> <div style="text-align: center;"> Help ▼</div> </div>					
Vendor ID		ACETRAVE0001		Voucher Number		00000000000000480					
Vendor Name		A Travel Company		Document Type		Invoice					
Currency ID		Z-US\$		Functional Amount		\$500.00					
				Originating Amount		\$0.00					

Co. ID	Account	Type	Debit	Credit	
Description			Originating Debit	Originating Credit	
Distribution Reference				Corresp. Co. ID	
TWO	400 -6520 -00	PURCH ▼	\$500.00	\$0.00	▲
TWO	100 -6520 -00	PURCH ▼	\$0.00	\$0.00	
TWO	500 -6520 -00	PURCH ▼	\$0.00	\$0.00	
TWO	000 -2100 -00	PAY ▼	\$0.00	\$500.00	
	- -	▼	\$0.00	\$0.00	
Functional Totals			\$500.00	\$500.00	
Originating Totals			\$0.00	\$0.00	

Workflow

Looking to route on a field not in the main listing?

- Make Change to Dex.INI file
 - QueryDesignerAllFunctionality=false
- Change or Add:
- QueryDesignerAllFunctionality=TRUE
 - Restart GP after each change



Recurring Batches

- Have repeating transactions?
- Use Recurring Batches!
- Inventory/PM/RM
- GP2018R2

Payables Batch Entry - TWO (sa)

Save Clear Delete Post File Print Tools Help Add Note

Actions File Tools Help

Batch ID TEST **Origin:** Payables Trx Entry

Comment

Frequency: Monthly ☒ Use last day of the month

Posting Date: 4/30/2027 Check Date: 0/0/0000

Checkbook ID UPTOWN TRUST

Currency ID

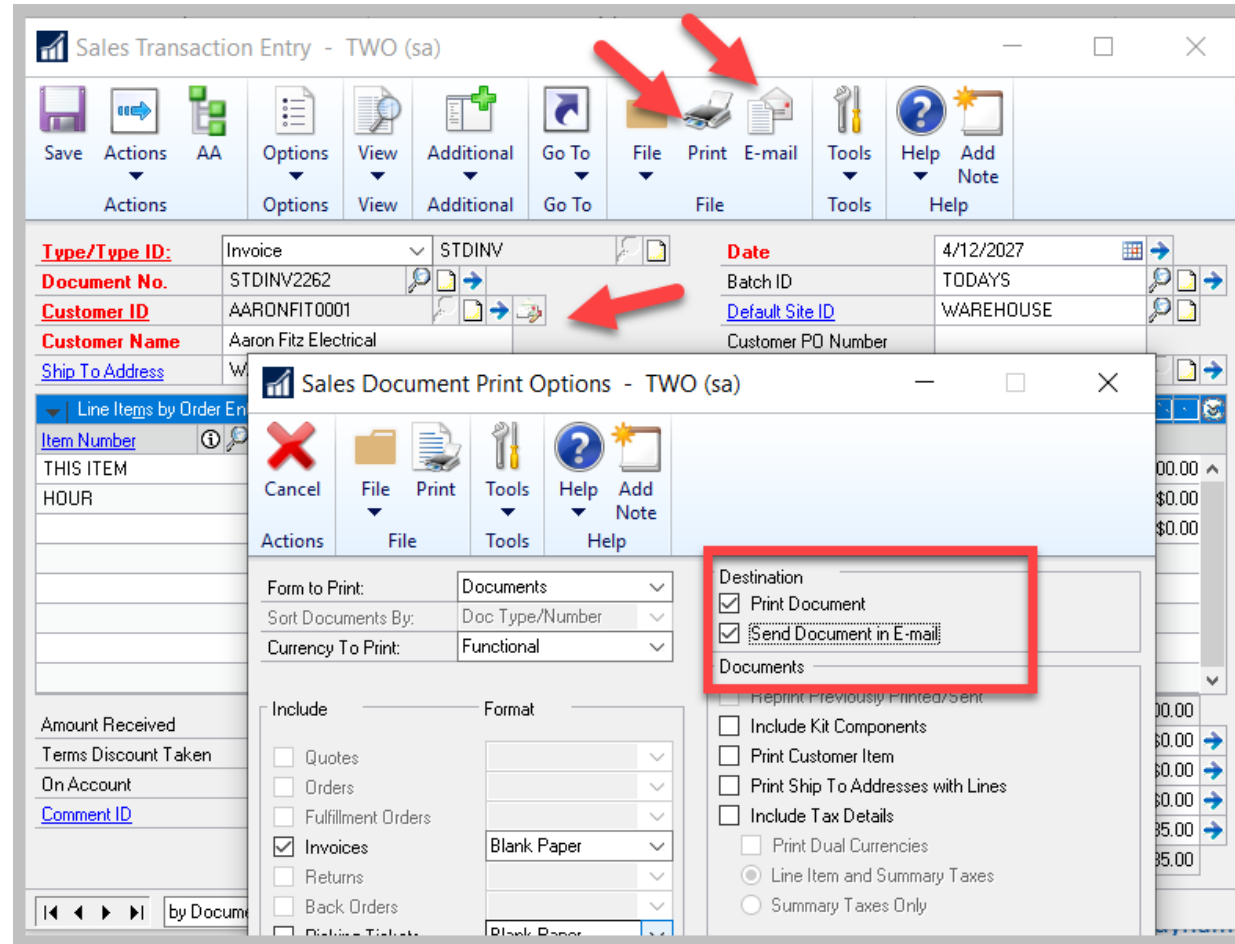
Recurring Posting: 0 Days to Increment: 0

Last Date Posted: Times Posted:

	Control	Actual
Transactions		
Batch Total	\$0.00	\$0.00

☐ Approved User ID: Approval Date: Transactions

Sales Doc – Print & Email at Once



community.dynamics.com/gp/b/dynamicsgp/posts/print-and-email-sop-documents-at-the-same-time

Longer AP Description Field

- Not enough space in description

Payables Transaction Entry - TWO (sa)

Voucher No. 00000000000000460 Document Type Invoice Doc. Date 4/12/2027

Description 123456789012345678901234567890

Vendor ID 30 Digit Restrictions

Name A Travel Company Document Number DOC#1

Address ID PRIMARY P.O. Number

Remit-To ID REMIT TO Shipping Method OVERNIGHT

Payment Terms Net 30 Tax Schedule ID COMPANYPUR

Purchases		1099 Amount	
	\$500.00		\$0.00
Trade Discount	\$0.00	Cash	\$0.00
Freight	\$0.00	Check	\$0.00
Miscellaneous	\$0.00	Credit Card	\$0.00
Tax	\$0.00	Terms Disc Taken	\$0.00
Total	\$500.00	On Account	\$500.00

Apply Distributions Print Check

Transactions Inquiry Reports Cards

Purchasing

Payables

Payables Management Setup - TWO (sa)

OK Cancel File Print Tools Help Add Note

Aging Periods: ☒ Due Date ☐ Document Date

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

Apply By: ☒ Document Date ☐ Due Date

Defaults:

Default Summary View	Amounts Since Last Close
Checkbook ID	UPTOWN TRUST
Check Format	Stub on Top
Sort Checks By	Payment Number
List Documents on Remittance	All Documents

☒ Print Previously Applied Documents on Remittance

Options:

- ☒ Override Voucher Number at Transaction Entry
- ☒ Track Discounts Available in GL
- ☒ Print Historical Aged Trial Balance
- ☐ Delete Unposted Printed Documents
- ☐ Print Tax Details on Documents
- ☐ Print Dual Currencies
- ☐ Age Unapplied Credit Amounts
- ☐ Exclude Expired Discounts from Payments
- ☒ Warn if Vendor has Existing Purchase Order
- ☒ Enable Long Description in Payables Transaction Entry

Allow Duplicate Invoices Per Vendor:

☐ Yes ☐ No ☒ Recurring Transactions Only

Options Classes 1099 Setup

Long Description – UP TO 200 Characters

- Stays with Doc
 - Can show on AP Reports
 - Does not post to GL
-
- Dynamics GP
 - 2019 Fall Release

Payables Transaction Entry - TWO (sa)			
<div style="display: flex; justify-content: space-between; align-items: center;"> Save Delete Post AA Options Additional File Print Tools Help Add Note </div>			
Actions Options Additional File Tools Help			
Voucher No.	00000000000000460	Batch ID	TODAYS
Document Type:	Invoice	Doc. Date	4/12/2027
Description	123456789012345678901234567890		
Long Description	567890123456789012345678901234567890123456789012345678901234567890		
Vendor ID	ACETRAVE0001	Currency ID	Z-US\$
Name	A Travel Company	Document Number	DOC#1
Address ID	PRIMARY	P.O. Number	
Remit-To ID	REMIT TO	Shipping Method	OVERNIGHT
Payment Terms	Net 30	Tax Schedule ID	COMPANYPUR
Purchases \$500.00 Trade Discount \$0.00 Freight \$0.00 Miscellaneous \$0.00 Tax \$0.00 Total \$500.00		1099 Amount \$0.00 Cash \$0.00 Check \$0.00 Credit Card \$0.00 Terms Disc Taken \$0.00 On Account \$500.00	
Apply Distributions Print Check			
by Batch ID		Status Unposted	



Invoice Holds

- Instead of ALL vendor transactions
- Put Individual transactions on hold

Hold Payables Transactions - TWOSM (sa)

OK File Print Tools Help Add Note

Actions File Tools Help

Vendor ID ACETRAVE0001

Name A Travel Company

Mark All Unmark All

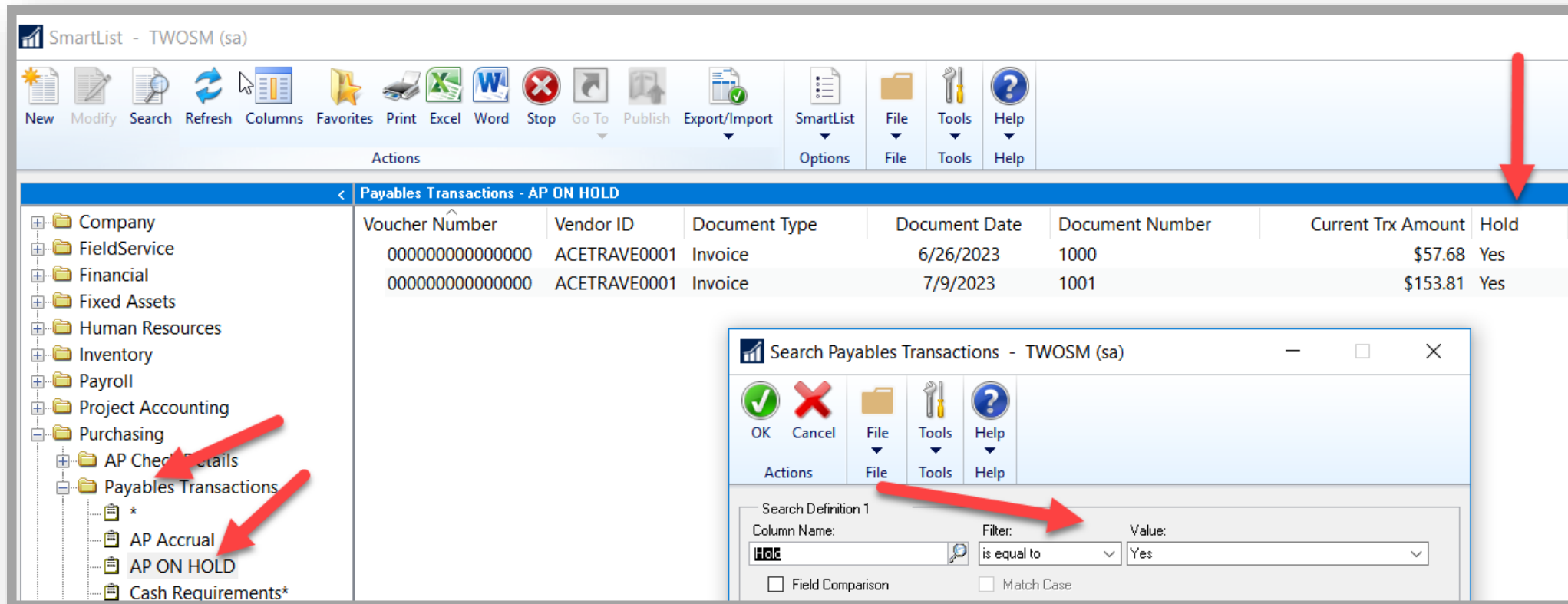
Document Number	Type	Voucher/Payment Number	Original Amount	Hold
1000	INV	0000000000000000014	\$657.68	<input checked="" type="checkbox"/>
6/26/2023	Z-US\$	\$57.68		
1001	INV	0000000000000000015	\$553.81	<input checked="" type="checkbox"/>
7/9/2023	Z-US\$	\$153.81		
1002	INV	0000000000000000016	\$430.72	<input type="checkbox"/>
8/20/2023	Z-US\$	\$180.72		
1003	INV	0000000000000000017	\$796.03	<input type="checkbox"/>
9/17/2023	Z-US\$	\$596.03		
1004	INV	0000000000000000018	\$605.45	<input type="checkbox"/>
10/24/2023	Z-US\$	\$605.45		

by Vendor ID

Purchasing / Transactions / Holds



Invoice Holds SmartList



SmartList - TWOSM (sa)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Word, Stop, Go To, Publish, Export/Import, SmartList, File, Tools, Help

Payables Transactions - AP ON HOLD

Voucher Number	Vendor ID	Document Type	Document Date	Document Number	Current Trx Amount	Hold
0000000000000000	ACETRAVE0001	Invoice	6/26/2023	1000	\$57.68	Yes
0000000000000000	ACETRAVE0001	Invoice	7/9/2023	1001	\$153.81	Yes

Search Payables Transactions - TWOSM (sa)

Search Definition 1

Column Name: **HOLD** Filter: is equal to Value: Yes

☐ Field Comparison ☐ Match Case

Navigation Lists – Inventory Items

- View and filter items










- Save custom lists

- Select multiple

- Assign Site
- Unassign Site
- Inactive


- New Transactions

- Inquiry Navigation

								
Assign Site	Unassign Site	Reactivate	Item			All-in-One View	Inventory	
Modify		New		Restrictions				

Items View ▾ Type to filter

Show results

 Add Filter ▾

<input type="checkbox"/>	Item Number	Item Description	Short Name	Item Type	Qty Available	Class ID	Base U of M	Default Site	Inactive
<input type="checkbox"/>	-	-	-	Services	0	ATT CORD	Each		No
<input type="checkbox"/>	1-A3261A	Multi-Core Processor	Processor	Sales Inventory	(102)	SERVERS-1	Each		No
<input checked="" type="checkbox"/>	1-A3483A	SIMM EDO 72	SIMM	Sales Inventory	0	MEMORY-1	Each		No
<input type="checkbox"/>	100XLG	Green Phone	Phone	Sales Inventory	28		Each		No
<input type="checkbox"/>	128 SDRAM	128 meg SDRAM	RAM	Sales Inventory	51,652		Each		No
<input type="checkbox"/>	1GPROC	1 Ghz Processor		Sales Inventory	20	RM-ACT	Each		No
<input type="checkbox"/>	2-A3284A	Dual Core Server	Server	Sales Inventory	0	SERVERS-2	Each		No
<input type="checkbox"/>	24X IDE	24x CD-ROM	CD ROM	Sales Inventory	10		Each		No
<input type="checkbox"/>	256 SDRAM	256 meg SDRAM	RAM	Sales Inventory	8		Each		No
<input type="checkbox"/>	2GPROC	2 Ghz Processor		Sales Inventory	20	RM-ACT	Each		No
<input type="checkbox"/>	3-A2440A	Operating System	Op Sys	Sales Inventory	0	COMPONENTS	Each		No
<input type="checkbox"/>	3-A2969A	1 TB SCSI Raid	SCSI	Sales Inventory	0	COMPONENTS	Each		No
<input type="checkbox"/>	3-A2990A	HSC 2 Expansion Slot	HSC Slot Exp	Sales Inventory	0	COMPONENTS	Each		No
<input type="checkbox"/>	3-A2998A	Rackmount UPS	UPS Rackmount	Sales Inventory	0	COMPONENTS	Each		No



Navigation Lists for Fixed Assets

- Save time performing multiple record changes on transactions at once!

The screenshot shows the Microsoft Dynamics GP interface. On the left, the 'Financial' navigation pane is open, with 'Assets' highlighted. A red arrow points to 'Assets'. Below the navigation pane, the 'Financial' tab is selected, with another red arrow pointing to it. The main window displays the 'Assets (read only)' view. The top ribbon includes 'Transactions', 'Inquiry', 'Reports', and 'Cards'. The 'Assets' ribbon has buttons for 'Depreciate', 'Retire', 'Transfer', 'Edit', 'Asset', 'Reports', and 'Go To'. Below the ribbon, there is a table of assets with columns: Asset ID, As..., Description, Class, Physical Locat..., Acqui..., and Acquisit... The table contains 21 rows of asset data.

<input type="checkbox"/>	Asset ID	As...	Description	Class	Physical Locat...	Acqui...	Acquisit...
<input checked="" type="checkbox"/>	00001	1	Office Desk	FURN	B1R100	1/1/2...	\$1,000.00
<input checked="" type="checkbox"/>	00002	1	Office Desk	FURN	B1R100	1/31/...	\$1,200.00
<input type="checkbox"/>	00003	1	Side Chair	FURN	B1R200	3/1/2...	\$650.00
<input type="checkbox"/>	00004	1	Big Automobile	AUTO	B1R200	4/1/2...	\$42,550.00
<input type="checkbox"/>	00005	1	Little Truck	LTRK	B1R200	5/15/...	\$18,550.00
<input type="checkbox"/>	00006	1	PC	COMP	B2R100	7/1/2...	\$1,500.00
<input type="checkbox"/>	00007	1	Monitor 17"	COMP	B2R100	7/1/2...	\$400.00
<input type="checkbox"/>	00008	1	Duplicator	EQPT	B2R200	10/1/...	\$24,000.00
<input type="checkbox"/>	00009	1	Building 1	BLDG		11/1/...	\$100,000.00
<input type="checkbox"/>	00010	1	Building 2	BLDG		11/1/...	\$120,000.00
<input type="checkbox"/>	00011	1	Fancy Autom...	AUTO	B2R200	1/1/2...	\$65,000.00
<input type="checkbox"/>	00012	1	Cool Truck	LTRK	B2R200	1/31/...	\$16,500.00
<input type="checkbox"/>	00013	1	Laser Printer	COMP	B1R100	3/1/2...	\$4,500.00
<input type="checkbox"/>	00014	1	PC	COMP	B1R100	4/30/...	\$1,300.00
<input type="checkbox"/>	00015	1	Monitor 17"	COMP	B1R100	4/30/...	\$400.00
<input type="checkbox"/>	00016	1	Shredder	EQPT	B1R200	5/1/2...	\$1,200.00
<input type="checkbox"/>	00017	1	Processing Ma...	EQPT	B1R200	6/30/...	\$15,000.00
<input type="checkbox"/>	00018	1	Processing Ma...	EQPT	B2R100	8/1/2...	\$12,000.00
<input type="checkbox"/>	00019	1	Bookcase	FURN	B2R100	10/1/...	\$500.00
<input type="checkbox"/>	00020	1	Sofa	FURN	B2R100	10/1/...	\$2,200.00
<input type="checkbox"/>	00021	1	Tables 2x6	FURN	B2R200	11/1/...	\$2,000.00

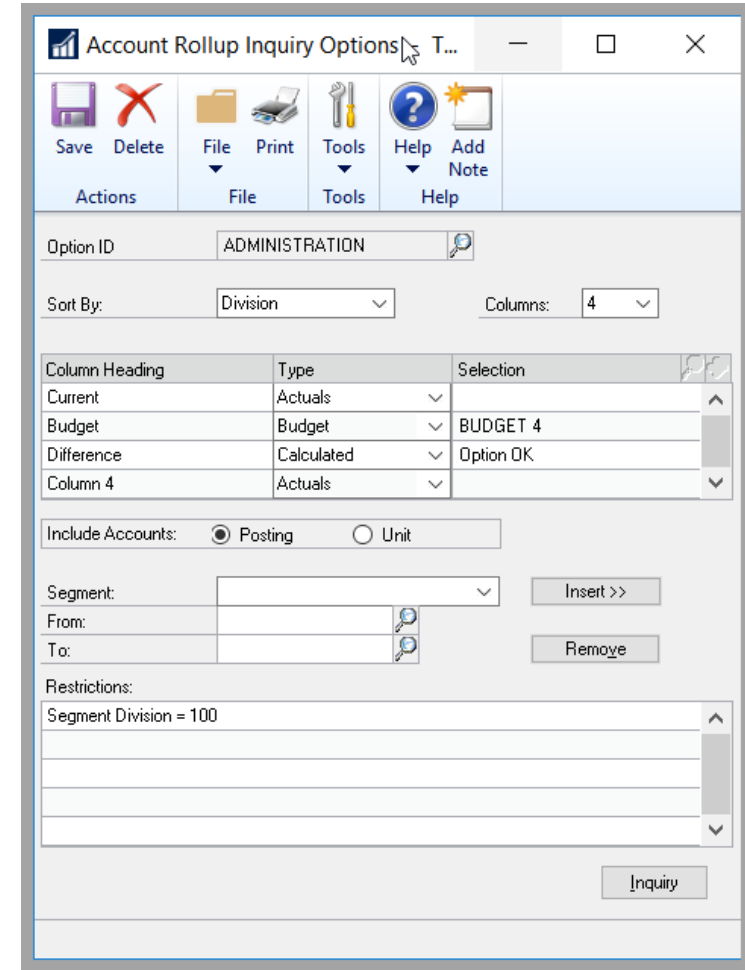
Inquiry

1. Account Rollups
2. Use MDA
3. Custom Links
4. Make Calls using Teams
5. Speed up Payables/Receivables Inquiry
6. Bank Recs - Search Faster!
7. Bank Recs – Search Better!!



Account Rollups

- Allow for single window inquiry of multiple accounts
- Division Totals!
- All Wages!
- Include Budget Data!



The screenshot shows a software window titled "Account Rollup Inquiry Options". It features a menu bar with "Save", "Delete", "File", "Print", "Tools", "Help", and "Add Note". Below the menu bar is a table with columns "Column Heading", "Type", and "Selection". The table contains rows for "Current", "Budget", "Difference", and "Column 4". Below the table are fields for "Option ID" (set to "ADMINISTRATION"), "Sort By" (set to "Division"), and "Columns" (set to "4"). There are also fields for "Include Accounts" (radio buttons for "Posting" and "Unit"), "Segment", "From", and "To". A "Restrictions" section contains a text box with "Segment Division = 100". At the bottom right is an "Inquiry" button.

Column Heading	Type	Selection
Current	Actuals	
Budget	Budget	BUDGET 4
Difference	Calculated	Option OK
Column 4	Actuals	

Financial / Inquiry / Financial / Account Rollups

Account Rollups

- Modify Year
- Net Change or YTD
- Printable Reports

Account Rollup Inquiry - TWOSM (sa)

Option ID: ADMINISTRATION Modify Year: 2027 Display: ☒ Net Change ☐ Period Balances

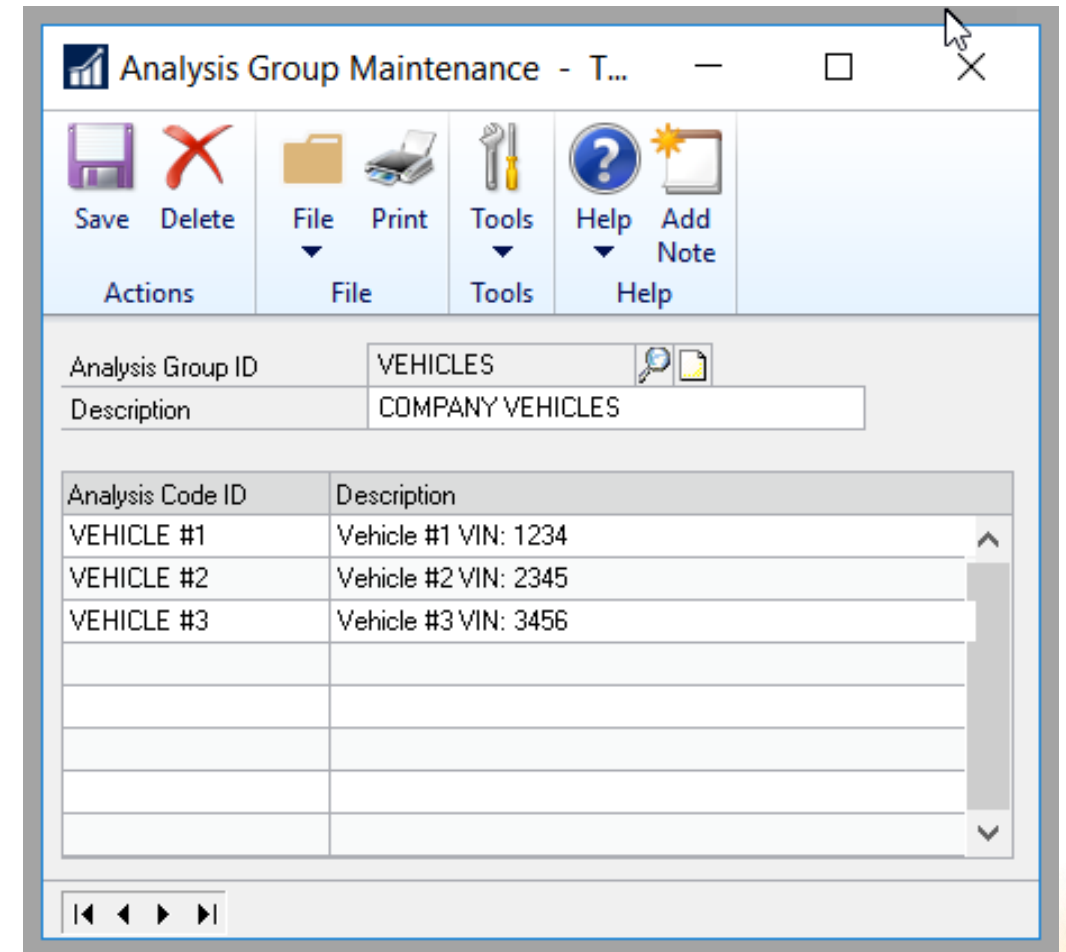
Period	Current	Budget	Difference	Cumulative
Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00
Period 1	\$2,331.65	\$2,100.00	\$231.65	\$2,331.65
Period 2	\$1,824.17	\$2,100.00	(\$275.83)	\$1,824.17
Period 3	\$1,840.53	\$2,100.00	(\$259.47)	\$1,840.53
Period 4	\$1,838.43	\$2,100.00	(\$261.57)	\$1,838.43
Period 5	\$1,867.01	\$2,100.00	(\$232.99)	\$1,867.01
Period 6	\$2,355.83	\$2,100.00	\$255.83	\$2,355.83
Period 7	\$1,839.95	\$2,100.00	(\$260.05)	\$1,839.95
Period 8	\$1,837.67	\$2,100.00	(\$262.33)	\$1,837.67
Period 9	\$1,851.90	\$2,100.00	(\$248.10)	\$1,851.90
Period 10	\$1,841.25	\$2,100.00	(\$258.75)	\$1,841.25
Period 11	\$1,842.97	\$2,100.00	(\$257.03)	\$1,842.97
Period 12	\$1,812.11	\$2,100.00	(\$287.89)	\$1,812.11
Total	\$23,083.47	\$25,200.00	(\$2,116.53)	\$23,083.47

Financial / Inquiry / Financial / Account Rollups



Analysis Groups

- Track non-GL expenses/incomes
- A lite version of Analytical Accounting
- Project Accounting
- Example – Vehicle Expenses, by Vehicle
- Create Groups with Custom Code ID's



The screenshot shows a software window titled "Analysis Group Maintenance - T...". It features a toolbar with icons for Save, Delete, File, Print, Tools, Help, and Add Note. Below the toolbar, there are input fields for "Analysis Group ID" (containing "VEHICLES") and "Description" (containing "COMPANY VEHICLES"). A table below these fields lists analysis groups with columns "Analysis Code ID" and "Description".

Analysis Code ID	Description
VEHICLE #1	Vehicle #1 VIN: 1234
VEHICLE #2	Vehicle #2 VIN: 2345
VEHICLE #3	Vehicle #3 VIN: 3456

Analysis Groups

- Identify GL Accounts to target
- Associate GL with Analysis Group
- Set Analysis Type
 - Required
 - Optional
 - Fixed
 - None

Account Analysis Defaults - TWOSM (sa)

Menu: Delete, Save, File, Tools, Help, Add Note

Actions: File, Tools, Help

Account: 000-6410-00

Description: Vehicle Expense

Analysis Group ID	Quantities	Decimal Places	Analysis Type
Group Description			
VEHICLES	<input type="checkbox"/>	0	Required

Current Group: VEHICLES

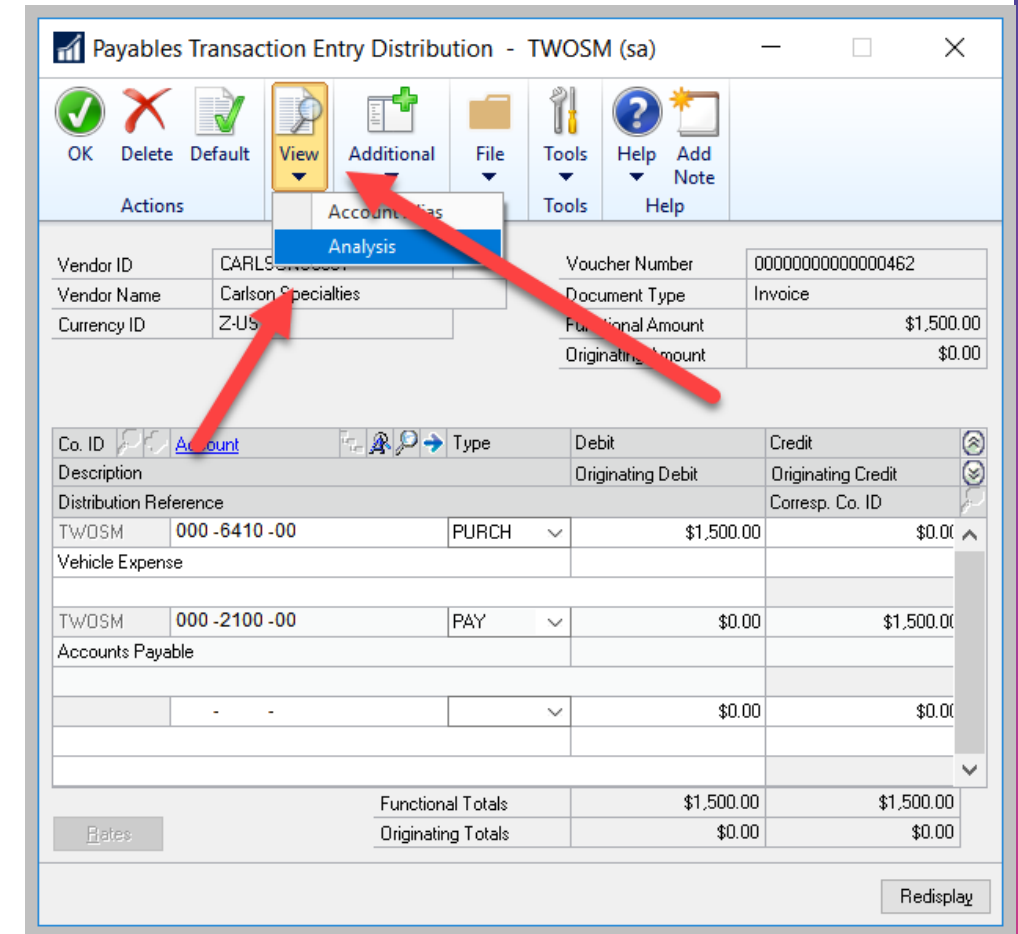
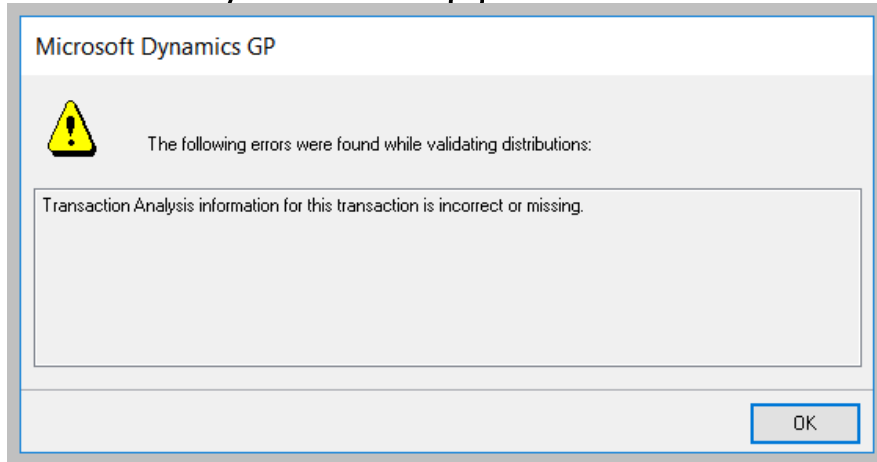
Analysis Code ID	Posting Description	Percent
Code Description		
		0.00%
Total		0.00%

Financial / Cards/ Financial / Analysis Groups



Analysis Groups

- Identify GL Accounts to target
- Associate GL with Analysis Group
- Identify during Transactions

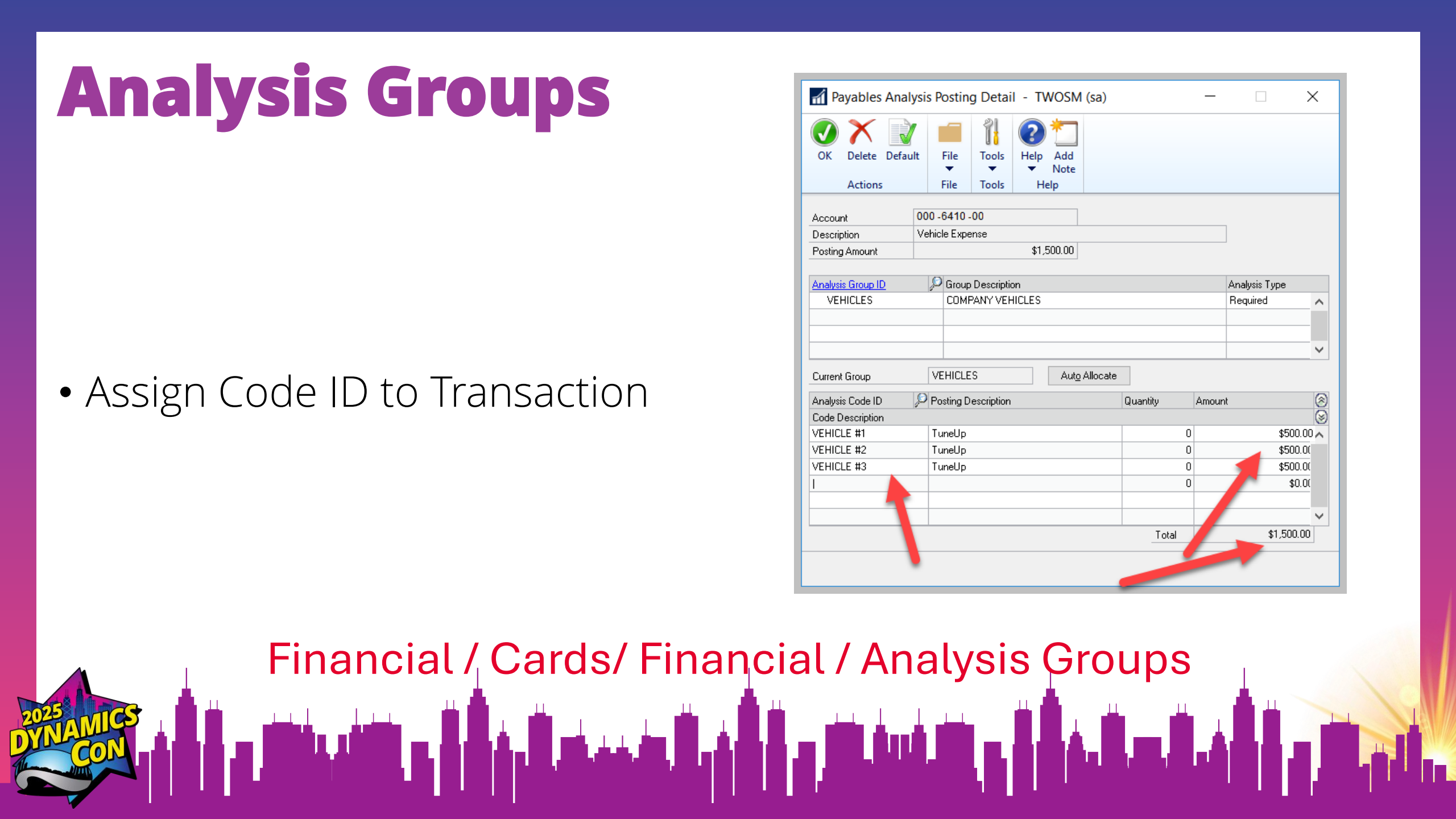


Financial / Cards/ Financial / Analysis Groups



- Assign Code ID to Transaction

Financial / Cards/ Financial / Analysis Groups



Analysis Group/Code SmartList

- Out of the Box
- Custom SQL View
- <https://lifehacks365.com/2018/04/30/dimension-analysis-for-mda-sql-view-for-dynamics-gp/>

The screenshot displays the SmartList - TWOSM (sa) application interface. The main window shows a tree view on the left with folders like Company, FieldService, Financial, and Multidimensional Analysis. The right pane shows a table titled 'Multidimensional Analysis' with columns: DTA_Group_ID, Document Number, DTA_Group_Amount, and Journal Entry. A red arrow points to the 'New' button in the top toolbar. Another red arrow points to the 'VEHICLES' row in the table. A third red arrow points to the 'VEHICLES' entry in the 'Analysis Group ID' field of the 'Analysis Inquiry - TWOSM (sa)' window. The 'Analysis Inquiry' window also shows fields for Group Description, Analysis Code ID, and Code Description, along with checkboxes for 'Include' (Unposted, Open, History) and a 'View' dropdown set to 'by Account'.

DTA_Group_ID	Document Number	DTA_Group_Amount	Journal Entry
VEHICLES	00000000000000462	\$1,500.00	3452
VEHICLES	00000000000000462	\$1,500.00	3452
VEHICLES	00000000000000462	\$1,500.00	3452

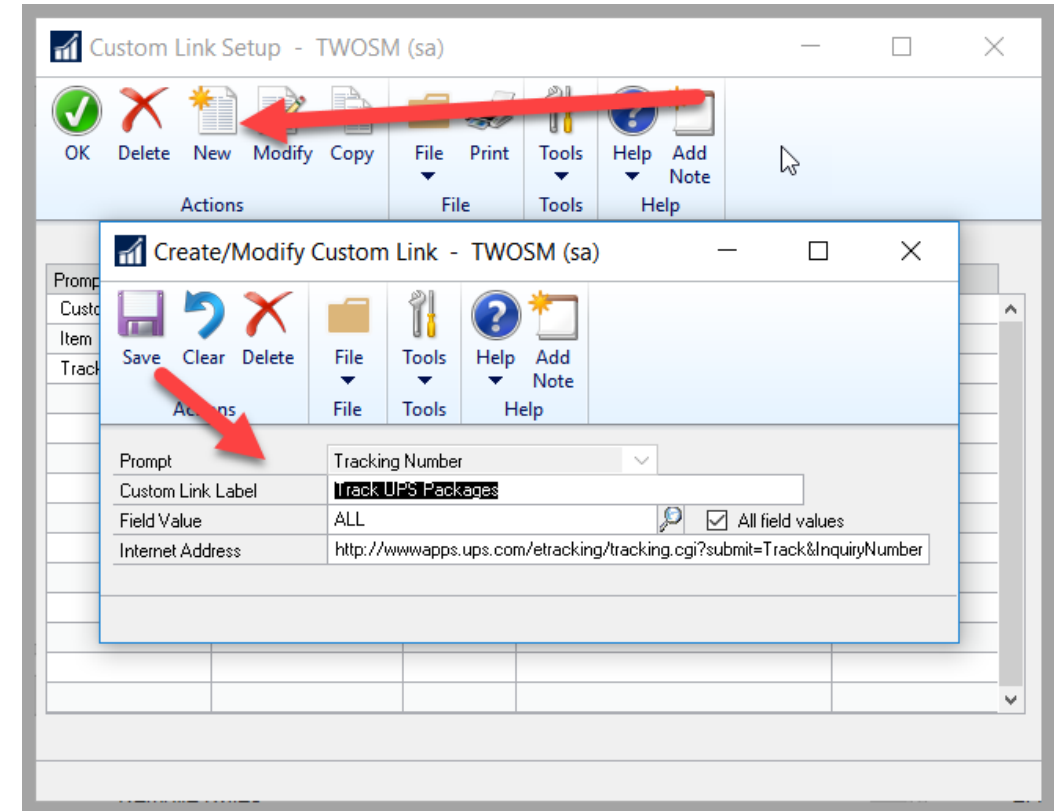
Account	Document Number	Amount	Quantity
Account Description	Date	Posting Date	Posting Description
000 - 6410 - 00	00000000000000462	\$500.00	

SmartList / Financial / Multidimensional Analysis



Custom Links

- Add Tracking links for various couriers
- Enter Tracking # in user defined tracking field



<https://lifehacks365.com/2018/05/30/gp-lifehacks-105-track-packages-using-dynamics-gp-custom-links/>

Administration / Setup / Company / Custom Links



Custom Links

- Add Tracking links for various couriers
- Enter Tracking # in user defined tracking field

Sales User-Defined Fields Entry - TWOSM (sa)

OK Cancel File Tools Help Add Note

Tracking Numbers

Track UPS Packages

Document Origin

List 2

List 3

Quote Sent Date 0/0/0000

Date Field 2 0/0/0000

Priority

Confirmation

Ordered by

Text Field 4

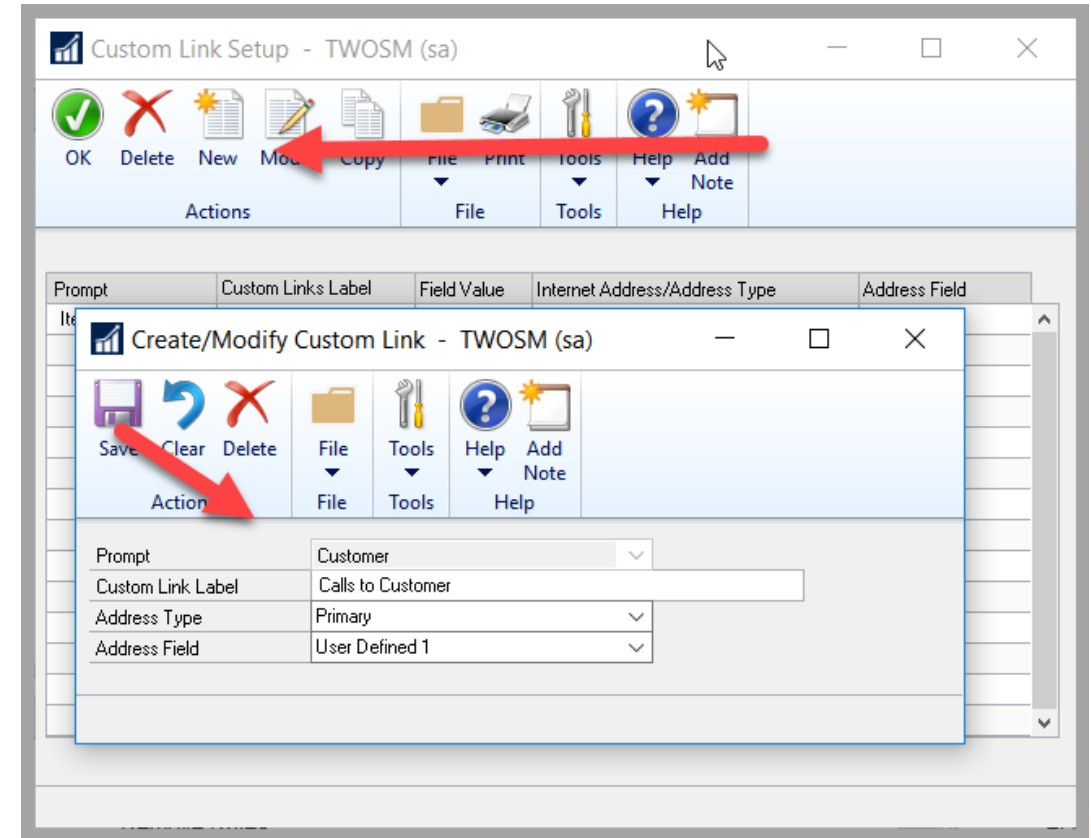
Text Field 5

Administration / Setup / Company / Custom Links



Make Customer Calls using Teams

- Invoke Calls directly from within GP!



Administration / Setup / Company / Custom Links

Make Customer Calls using Teams

Customer Maintenance - TWOSM (sa)

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

Customer ID: AARONFIT0001 ☐ Hold ☐ Inactive [Parent Customer ID](#)



Name: Aaron Fitz Electrical

Short Name: Aaron Fitz Elec

Statement Name: Aaron Fitz Electrical

[Class ID](#): USA-ILMD-T1

Priority: None

[Address ID](#): PRIMARY  

Contact: Bob Fitz

Address: One Microsoft Way

City: Redmond

State: WA

ZIP Code: 98052-6399

[Country Code](#): USA

Phone 1: (425) 555-0101 Ext. 0000

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

Phone 3:

Fax: (312) 555-0101 Ext. 0000

UPS Zone:

[Shipping Method](#): LOCAL DELIVERY

[Tax Schedule ID](#): USASTCITY-6*

☐ Ship Complete Documents

[Ship To](#): WAREHOUSE

[Bill To](#): PRIMARY

[Statement To](#): PRIMARY

[Salesperson ID](#): PAUL W.

[Territory ID](#): TERRITORY 1

Type: Retail

User-Defined 2:

Comment 1:

Comment 2:

Trade Discount:

[Payment Terms](#): Net 30

Discount Grace Period:

Due Date Grace Period:

[Price Level](#):


Accounts Address Options E-mail Project


by Customer ID

Internet Information - TWOSM (sa)

Save Clear Delete File Print Tools Help Add Note

Select Information for: Customers

[Customer ID](#): AARONFIT0001  Aaron Fitz Electrical

[Address ID](#): PRIMARY  One Microsoft Way

E-mail Addresses:

To:

Cc:

Bcc:

Internet Information:

[E-mail](#)

[Home Page](#)


[FTP Site](#)

[Image](#)

[Messenger Address](#)

Login:

Password:

[User Defined 1](#): tel: +1234567890 

[User Defined 2](#):

Additional Information:

Make Customer Calls using Teams

Sales Transaction Entry - TWOSM (sa)

Save Actions AA Options View Additional Go To File Print E-mail Tools Help Add Note Help

Type/Type ID Invoice STDINV Date 4/12/2027
Document STDINV2261 Batch ID EMAIL
Customer ID ASTORSUI0001 Default Site ID WAREHOUSE
Customer PO Number
Currency ID Z-US\$

Customer Maintenance
Calls to Customer

Item Number	D	U of M	Invoice Quantity	Unit Price	Extended Price
3-A2965	<input type="checkbox"/>	Each	1	\$1,780.00	\$1,780.00
	<input type="checkbox"/>		0.00	\$0.00	\$0.00

Amount Received	\$0.00	Subtotal	\$1,780.00
Terms Discount Taken	\$0.00	Trade Discount	\$0.00
On Account	\$1,904.60	Freight	\$0.00
Comment ID		Miscellaneous	\$0.00
		Tax	\$124.60
		Total	\$1,904.60

by Document No. Document Status



Bank Rec

- Sort Options
- Only have Type and Date?
- New to GP2018!

Select Bank Transactions - TWOSM (sa)

OK Range View File Print Tools Help Add Note

Actions Options View File Tools Help

Checkbook ID: UPTOWN TRUST Display: All Sort: by Type Ascending

by Type
by Date
by Payment
by Deposit

Type	Number	Date	C	Payment	Balance
DEP	20001	1/9/2024	<input type="checkbox"/>	\$0.00	\$130,368.25
DEP	20002	1/16/2024	<input type="checkbox"/>	\$0.00	\$228,576.73
DEP	20003	1/23/2024	<input type="checkbox"/>	\$0.00	\$161,252.58
DEP	20004	1/23/2024	<input type="checkbox"/>	\$0.00	\$460,357.76
DEP	20005	1/31/2024	<input type="checkbox"/>	\$0.00	\$17,567.11
DEP	20006	1/31/2024	<input type="checkbox"/>	\$0.00	\$16,956.84
DEP	20007	1/31/2024	<input type="checkbox"/>	\$0.00	\$46,477.47
DEP	20008	1/31/2024	<input type="checkbox"/>	\$0.00	\$100,939.66
CHK	031702	3/17/2027	<input type="checkbox"/>	\$6,927.46	\$0.00
CHK	1000.1	8/1/2023	<input type="checkbox"/>	(\$395.59)	\$0.00
CHK	1000.2	7/25/2023	<input type="checkbox"/>	(\$1,000.00)	\$0.00

Cleared Transactions

	No. of	Total Amount
Payments	0	\$0.00
Deposits	0	\$0.00

Adjusted Bank Balance (\$75,995.03)
Adjusted Book Balance \$65,994.14
Difference (\$141,989.17)

Adjustments

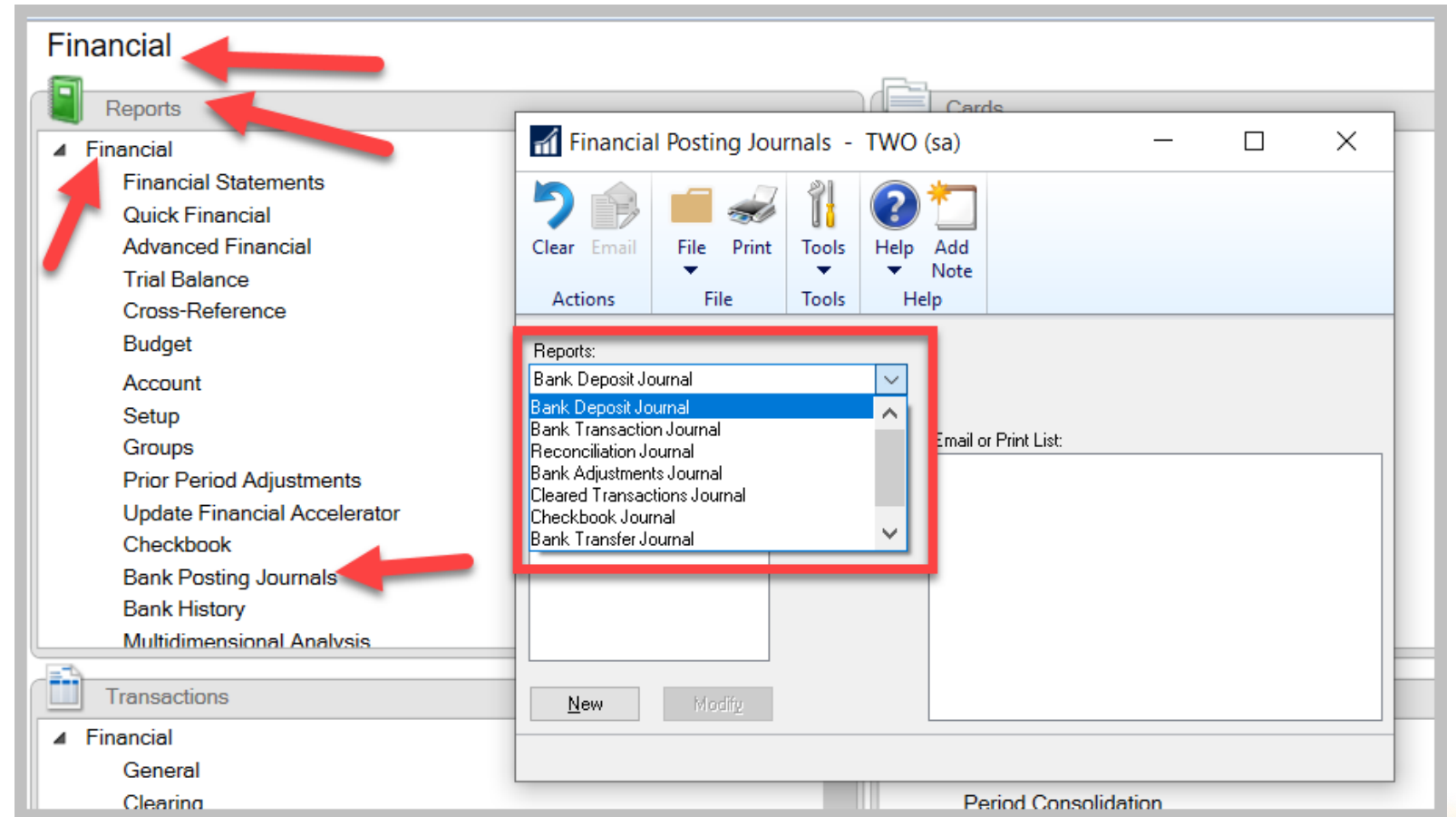
Reconcile

Financial / Transactions / Financial / Reconcile Bank Statement



Bank Rec

- Reprint Reports

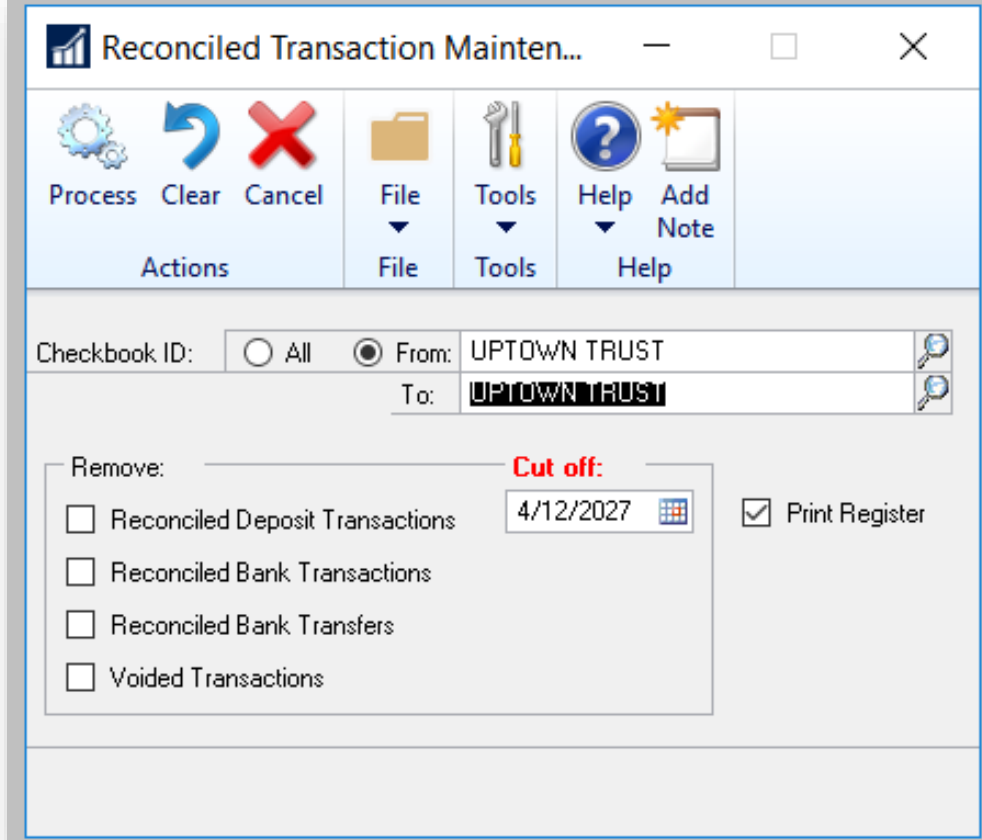


Financial / Reports / Bank Posting Journals

Remove Reconciled Data

- Moves Reconciled data to history table
- Speeds up Reconciliation tasks
- *Can't Void if moved to history

<https://community.dynamics.com/gp/b/dynamicsgp/archive/2016/12/22/microsoft-dynamics-gp-2016-r2-bank-reconciliation-reconciled-transaction-maintenance>



The screenshot shows the 'Reconciled Transaction Maintenance' window. The title bar reads 'Reconciled Transaction Mainten...'. The menu bar includes 'Process', 'Clear', 'Cancel', 'File', 'Tools', 'Help', and 'Add Note'. Below the menu bar, there are sections for 'Checkbook ID' (with radio buttons for 'All' and 'From: UPTOWN TRUST') and 'To: UPTOWN TRUST'. A 'Remove:' section contains four checkboxes: 'Reconciled Deposit Transactions', 'Reconciled Bank Transactions', 'Reconciled Bank Transfers', and 'Voided Transactions'. A 'Cut off:' date field is set to '4/12/2027'. A 'Print Register' checkbox is checked.

Financial / Routines / Financial / Reconciled Transactions Maintenance



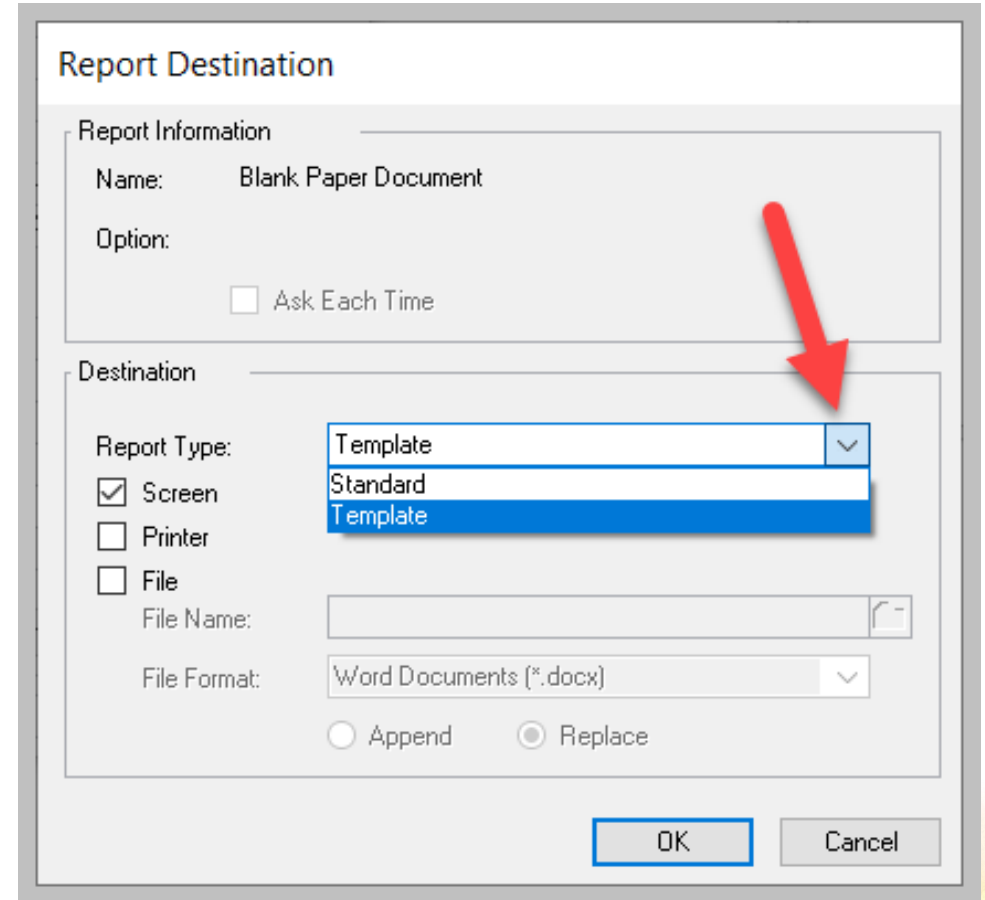
Reporting

1. Change Report Type
2. Find Tables and Fields like a pro*
3. Trial Balance - Excel formatted
4. Account Categories
5. Posting Reports
6. All-in-One Views



Change Report Type

- Word report printing but it shouldn't be?
- GP Report printing but it should be Word?



The screenshot shows the 'Report Destination' dialog box. It has two main sections: 'Report Information' and 'Destination'. In the 'Report Information' section, the 'Name' is 'Blank Paper Document' and the 'Option' is 'Ask Each Time' (unchecked). In the 'Destination' section, the 'Report Type' dropdown menu is open, showing 'Template', 'Standard', and 'Template' (highlighted). The 'Screen' checkbox is checked, while 'Printer' and 'File' are unchecked. The 'File Name' field is empty, and the 'File Format' is 'Word Documents (*.docx)'. The 'Append' radio button is selected, and the 'Replace' radio button is unselected. The 'OK' and 'Cancel' buttons are at the bottom right. A red arrow points to the 'Report Type' dropdown menu.

Report Destination

Report Information

Name: Blank Paper Document

Option: ☐ Ask Each Time

Destination

Report Type: Template

☒ Screen

☐ Printer

☐ File

File Name:

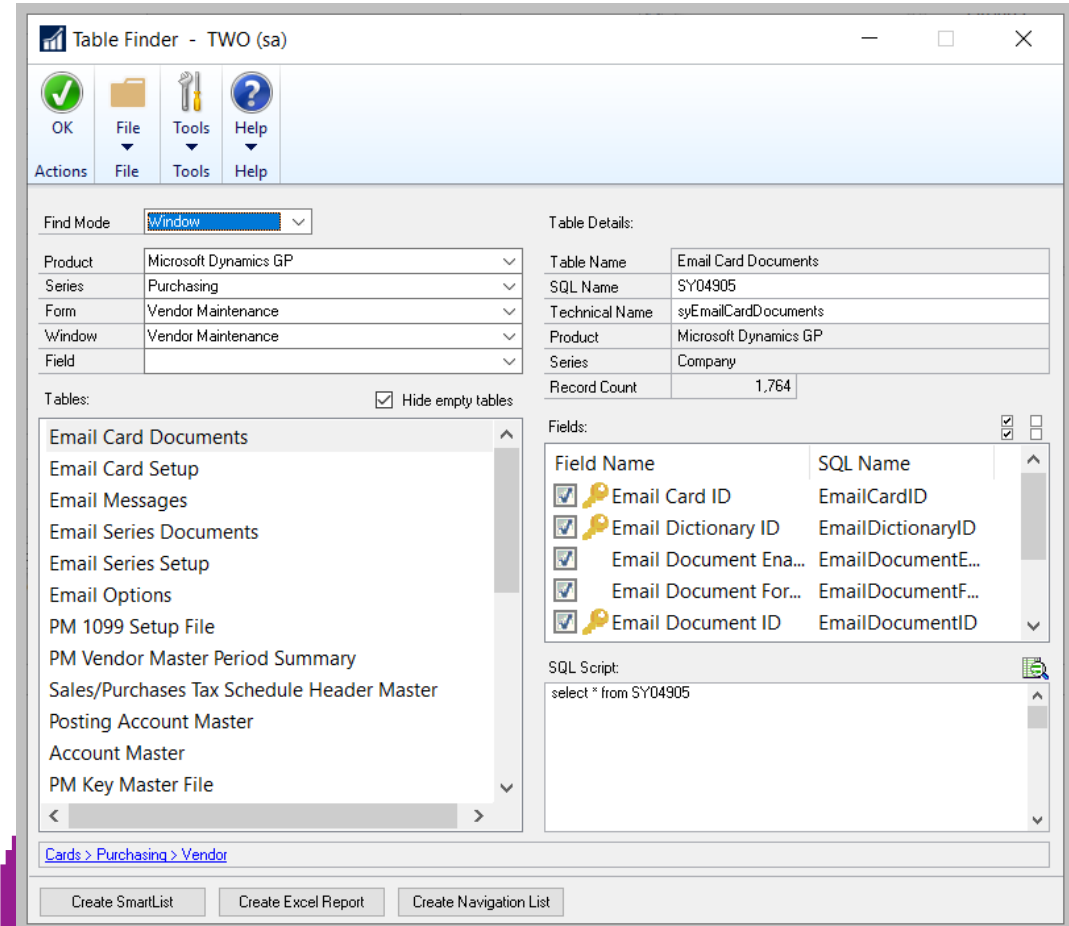
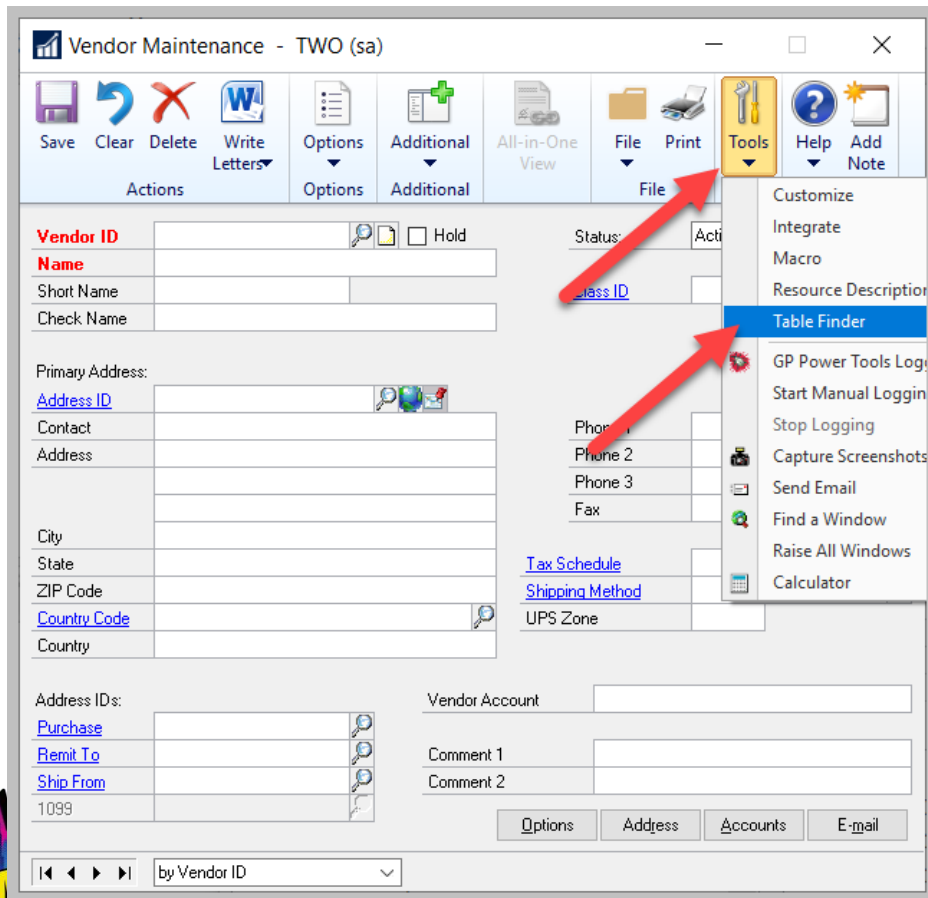
File Format: Word Documents (*.docx)

☐ Append ☒ Replace

OK Cancel

Find Tables like a Pro!

- Do you have SmartList Builder?



Trial Balance - Excel formatted

Delete Page Header fields
or
Turn off section

CSV opens in Excel without
removing rows

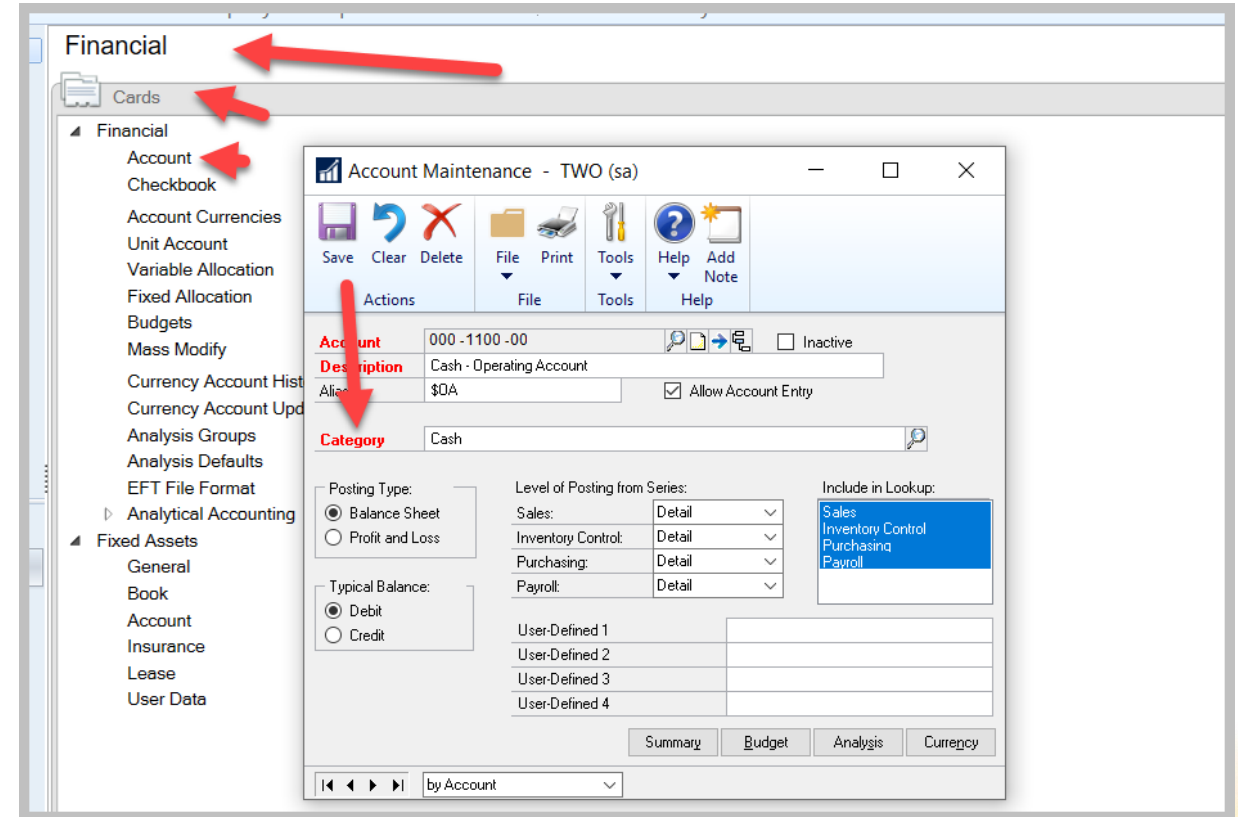
Page header won't print

Report Layout: Trial Balance Summary

Page Header							
TRIAL BAL		Per Date	Per Time	Per Day	Per Year	Per Month	Per Quarter
Company Name							
Invoice	Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
Report Header							
TRIAL BAL		Per Date	Per Time	Per Day	Per Year	Per Month	Per Quarter
Company Name							
General Ledger							
Legend(8)							
From:	To:						
From:	To:						
From:	To:						
F1 - Account Number							
Account	Account Number	Account Description	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
Report Footer							
Accounts		Beginning Balance	Debit	Credit	Net Change	Ending Balance	
Grand Totals:	Account Number	Beginning Balance	Debit Total	Credit Total	Net Change Total	Ending Balance Total	

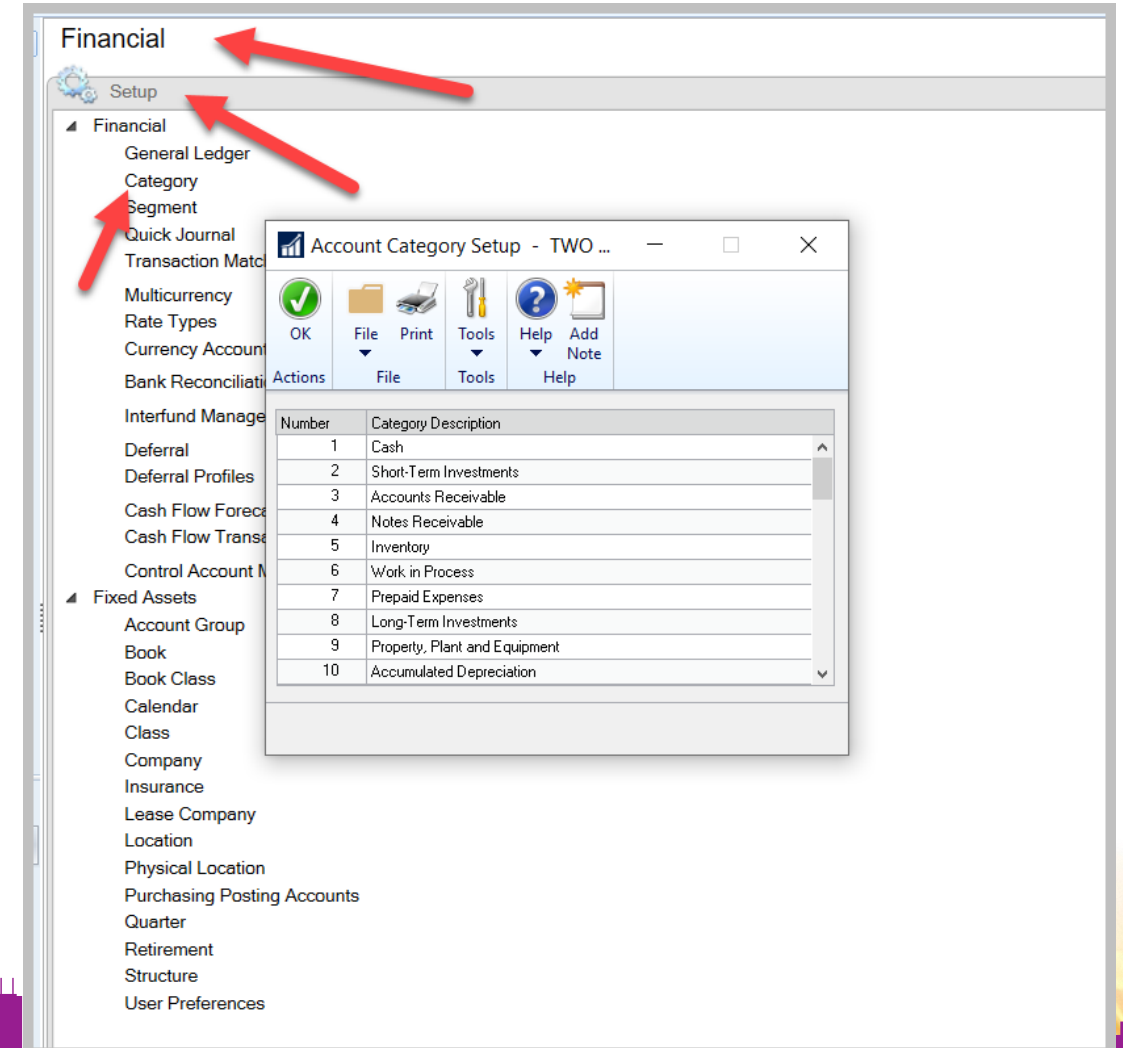
Account Categories

- Build Reports based on Categories
- Prevent the need to add new accounts to financial reports



Account Categories

- Account Categories work with Management Reporter
- Create categories that match your reporting components



Posting Setup

- Turn off unused/unneeded reports
- Setup Defaults
 - Printer
 - Screen
 - File

Posting Setup - TWOSM (sa)

OK Save File Print Tools Help Add Note

Series: Purchasing Origin: Payables Trx Entry

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

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

☐ Post to General Ledger
☐ Post Through General Ledger Files

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

☐ Verify Number of Trx
☐ Verify Batch Amounts

☐ Require Batch Approval
Approval Password:

Reports:

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

Administration / Setup / Posting / Posting

All-in-One Views

- Filter by vendor and related documents
- Adjust filters per user and document type
- Script to fix number of records returned

Purchasing All-in-One View - TWO (sa)

Vendor: ACETRAVE0001 Vendor Name: A Travel Company

Purchase Orders Order by PO Date ↑↓

Amount	PO Num	PO Date	Status
\$3.29	PO2075	4/12/2027	Closed
\$32.90	PO2081	4/12/2027	Closed
\$753.75	PO2082	4/12/2027	Change Order
\$3.29	PO2088	4/12/2027	New
\$34,152.00	PO2071	4/1/2027	New

Receipts Order by Receipt Date ↑↓

Amount	Receipt No	Receipt Date	Batch ID
\$32.90	RC11170	4/12/2027	sa

Invoices Order by Invoice Date ↑↓

Amount	Voucher No	Document Date	Doc No
\$32.90	00000000000000534	4/12/2027	INV8745162

Payments Order by Doc Date ↑↓

Amount	Pmt No	Date	Doc No
\$32.90	00000000000000483	4/12/2027	Doc No: 20085

Returns Order by Doc Date ↑↓

Amount	Return No	Date	Doc No
--------	-----------	------	--------

Credit Documents Order by Doc Date ↑↓

Amount	Voucher No	Date	Doc No
--------	------------	------	--------

Previous 5 Next 5 Previous 5 Next 5 Previous 5 Next 5 Previous 5 Next 5 Previous 5 Next 5

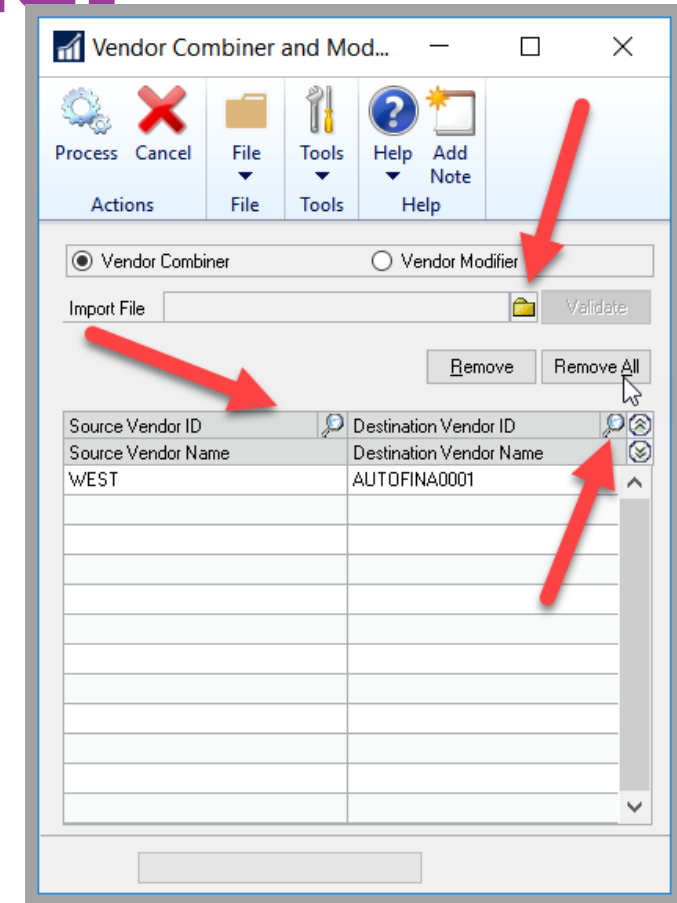
Fix "Stuff"

1. Combine Customers/Vendors
2. Navigation List Errors
3. Workflow Errors
4. Unapply Sales Docs



Vendor Modifier/Combiner

- Additional Combiners/Modifiers
 - Checkbooks
 - Salesperson
 - Territory
 - GL Account
 - Items
- Manual OR Load from File

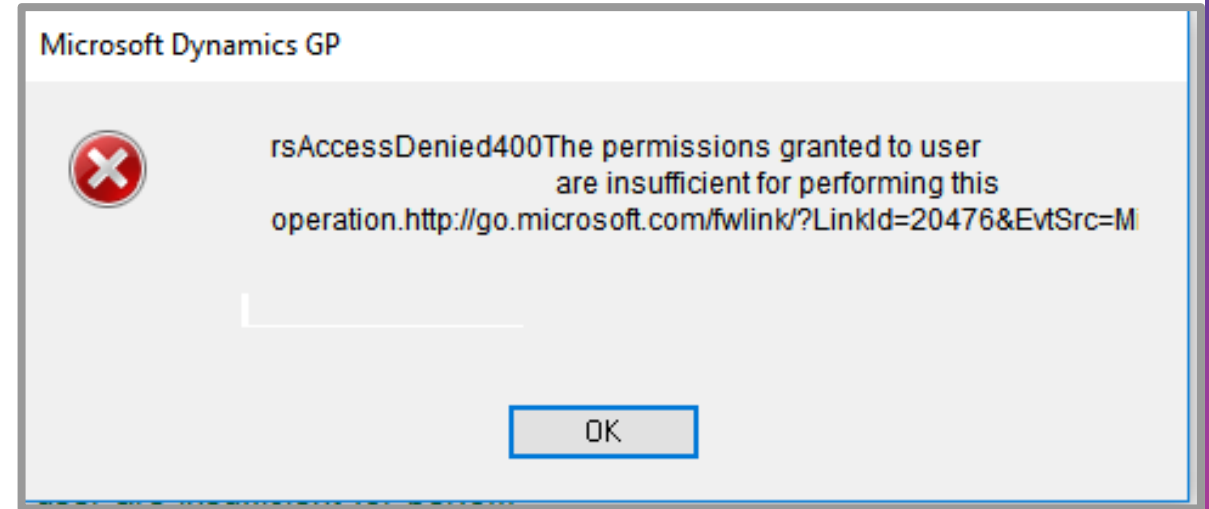


Purchasing / Utilities / Vendor Combiner and Modifier



Navigation List Errors

- Script to Run and prevent this error
- On more recent versions of GP, you can turn these off by using a setting under System Preferences



<https://lifehacks365.com/2017/07/07/gplifehack-117-how-to-quickly-resolve-navigation-list-errors/>



Workflow Errors

```
exec wfDeployCLRAssemblies
```

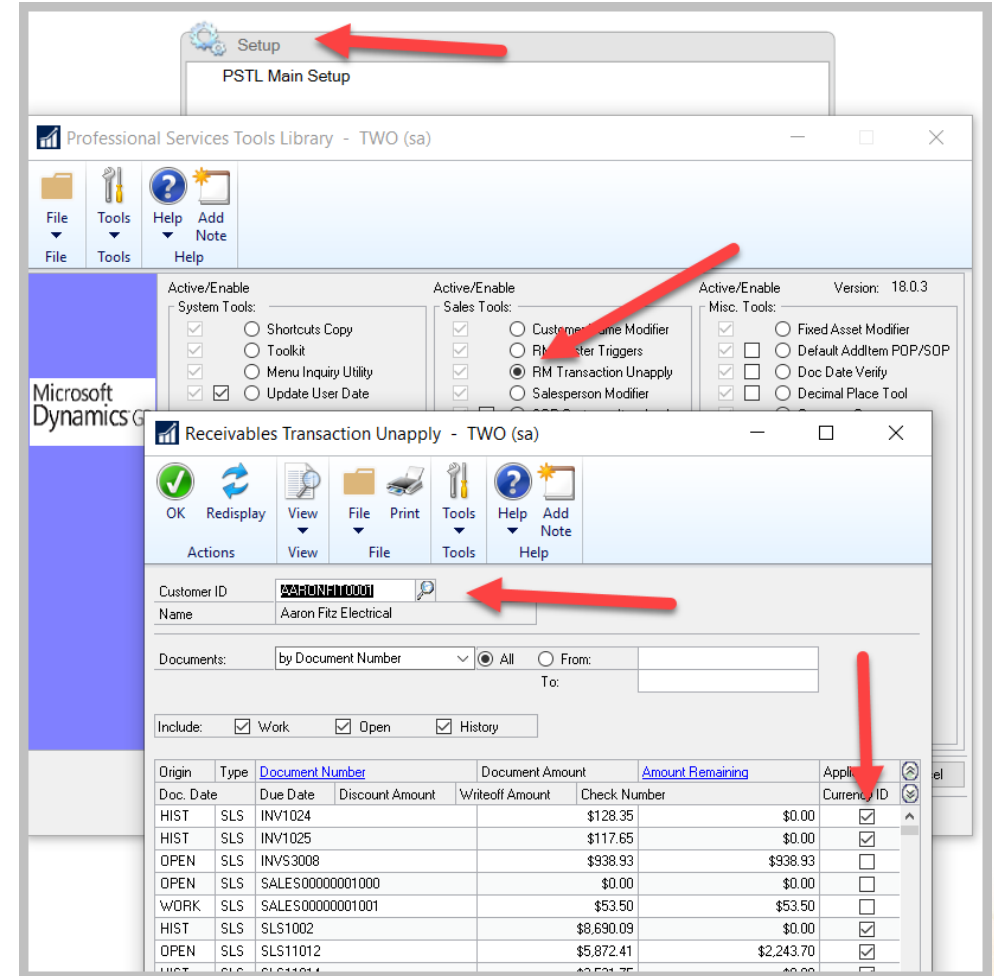
Run against company database
using SSMS

Clears 90% of workflow errors



Unapply Sales Document

- Applied incorrectly and want to 'undo'?
- You can for sales documents...
- Not for other areas



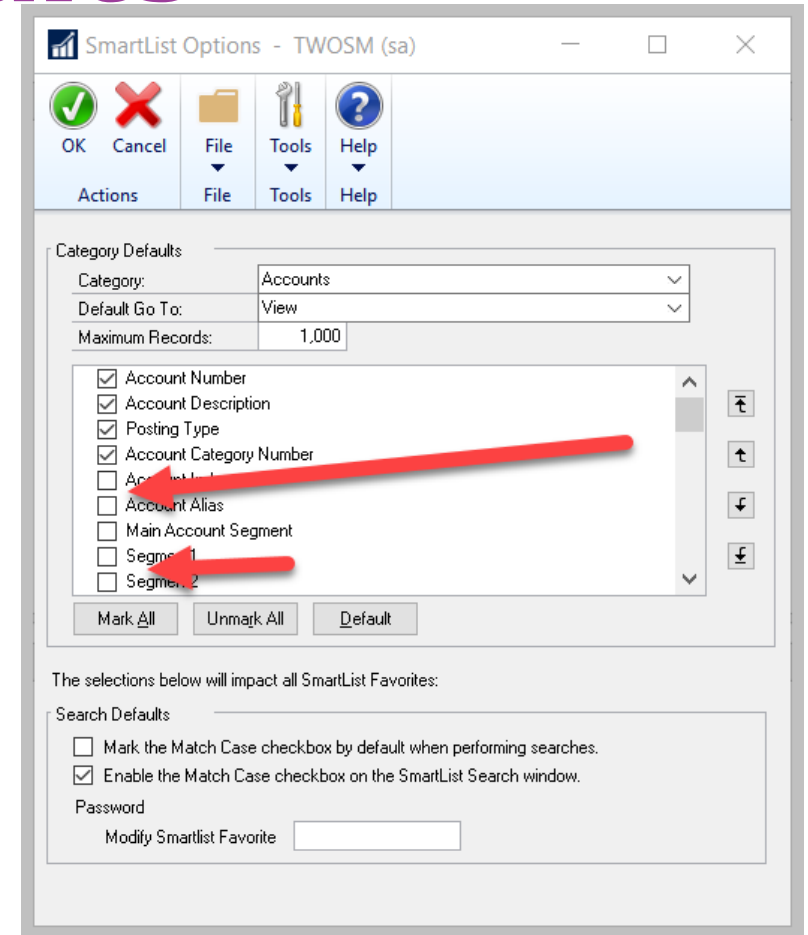
SmartLists

1. Fix Favorite Pane
2. Change Go To
3. Any Field
4. Password Favorites
5. Maximum Records
6. And/Or
7. WildCards



SmartList Options/Defaults

- Add Columns by Default instead of manually adding
- Change Default Go To



SmartList Options - TWOSM (sa)

OK Cancel File Tools Help

Actions File Tools Help

Category Defaults

Category: Accounts

Default Go To: View

Maximum Records: 1,000

☒ Account Number

☒ Account Description

☒ Posting Type

☒ Account Category Number

☐ Account Alias

☐ Main Account Segment

☐ Segment 1

☐ Segment 2

Mark All Unmark All Default

The selections below will impact all SmartList Favorites:

Search Defaults

☐ Mark the Match Case checkbox by default when performing searches.

☒ Enable the Match Case checkbox on the SmartList Search window.

Password

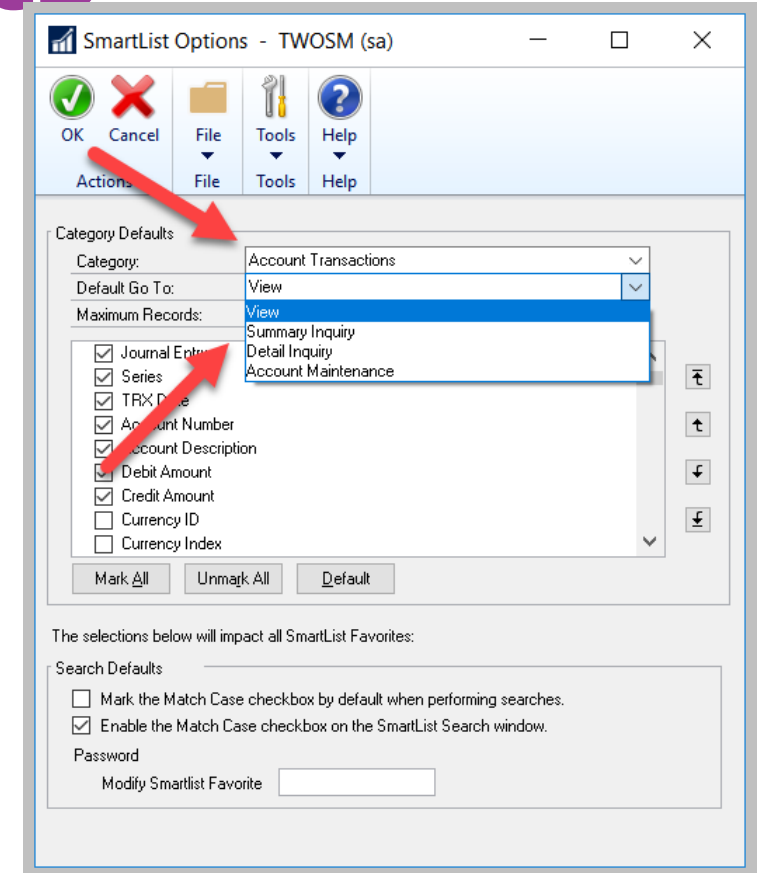
Modify Smartlist Favorite

Administration / Setup / Setup / System / SmartList Options



SmartList Options/Defaults

- Change Default Go To



Administration / Setup / Setup / System / SmartList Options



Any Field

- “Any Field”
- Find value in ANY field in the SmartList

SmartList - GP18R (sa)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Stop, Go To, Word, Publish, Export/Import, Smart

Vendors

Vendor ID	Vendor Name	Address 1
ALLENSON0001	Allenson Properti...	543 Washington
AMERICAN0001	AmericaCharge	1234 Allen Street East

Search Vendors - GP18R (sa)

Actions: OK, Cancel, File, Tools, Help

Search Definition 1

Column Name: Any Field Filter: contains Value: allen

Field Comparison Match Case

Search Definition 2

Column Name: Filter: is equal to Value:

Field Comparison Match Case

Search Definition 3

Column Name: Filter: is equal to Value:

Field Comparison Match Case

Search Definition 4

Column Name: Filter: is equal to Value:

Field Comparison Match Case

Search Options

SmartList Search - Wildcards!

- % Wildcard (Anything Variable)

<https://lifehacks365.com/2018/05/16/gp-lifehacks-163-smartlists-gone-wild-search-functionality-explained/>

The screenshot displays the SmartList application interface. The left pane shows a tree view of folders including Company, FieldService, Financial, Account Sum, Account Trar, Accounts, Bank Transac, Dimension A, Multidimensi, Trial Balance, Fixed Assets, and Human Resourc. The main pane shows a table of Account Transactions with columns: Journal Entry, Series, TRX Date, and Account Number. A red box highlights the 'Account Number' column. The right pane shows the 'Search Account Transactions - GP18R (sa)' dialog box. It contains three search definitions. Search Definition 1 is configured with 'Column Name: Account Number', 'Filter: contains', and 'Value: 000-%-01'. Red arrows point to the 'Field Comparison' checkbox and the 'Value' field in Search Definition 1. Search Definition 2 and Search Definition 3 are also visible but not configured.

SmartList - GP18R (sa)

Search Account Transactions - GP18R (sa)

Account Transactions

Journal Entry	Series	TRX Date	Account Number
1	Financial	12/31/2023	000-1300-01
1	Financial	12/31/2023	000-1310-01
2	Financial	12/31/2023	000-2101-01
32	Financial	1/9/2024	000-1310-01
33	Financial	1/15/2024	000-1300-01
33	Financial	1/15/2024	000-1310-01
45	Financial	1/30/2024	000-1300-01
45	Financial	1/30/2024	000-1310-01
46	Financial	1/30/2024	000-1300-01
47	Financial	1/10/2024	000-1300-01

Search Definition 1

Column Name: Account Number Filter: contains Value: 000-%-01

☐ Field Comparison ☐ Match Case

Search Definition 2

Column Name: Filter: is equal to Value:

☐ Field Comparison ☐ Match Case

Search Definition 3

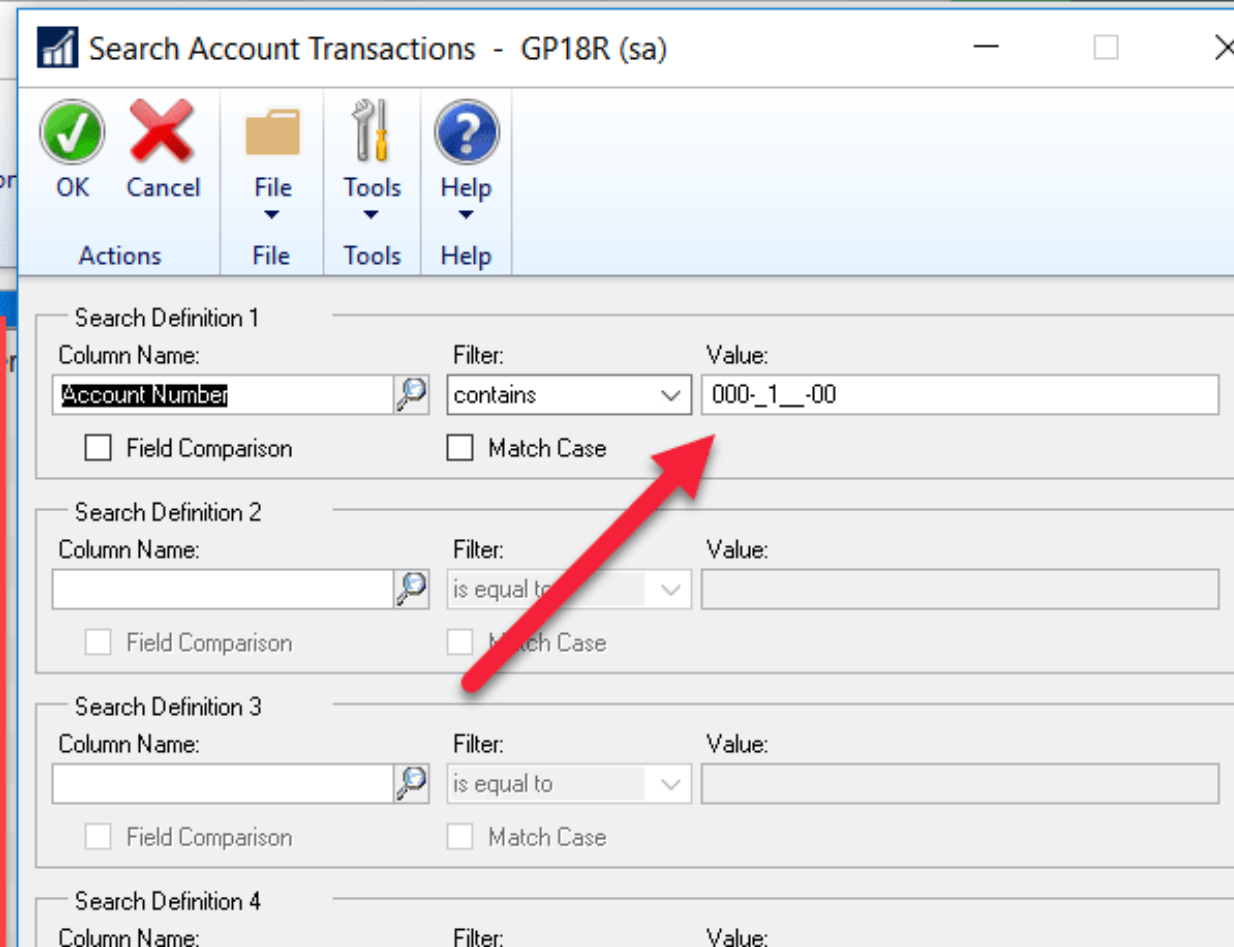
Column Name: Filter: is equal to Value:

☐ Field Comparison ☐ Match Case

SmartList Search - Wildcards!

- _ Wildcard (Anything in specific space)

<https://lifehacks365.com/2018/05/16/gp-lifehacks-163-smartlists-gone-wild-search-functionality-explained/>



SmartList Search - Wildcards!

- [] Wildcard (Single Space OR statement)

<https://lifehacks365.com/2018/05/16/gp-lifehacks-163-smartlists-gone-wild-search-functionality-explained/>

SmartList - GP18R (sa)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Go To Publish Export/Import

Actions

	Journal Entry	Series	TRX Date	Account Number
Company				
FieldService				
Financial				
Account Sum	689	Payroll	1/15/2024	100-5150-00
Account Trar	689	Payroll	1/15/2024	100-5170-00
Accounts	689	Payroll	1/15/2024	200-5170-00
Bank Transac	690	Payroll	1/15/2024	100-5150-00
Dimension A	690	Payroll	1/15/2024	100-5170-00
Multidimensi	690	Payroll	1/15/2024	200-5170-00
Trial Balance	691	Payroll	1/15/2024	100-5150-00
	691	Payroll	1/15/2024	100-5170-00
Fixed Assets	691	Payroll	1/15/2024	200-5170-00
Human Resourc	692	Payroll	1/15/2024	100-5150-00
Inventory	692	Payroll	1/15/2024	100-5170-00
Payroll	692	Payroll	1/15/2024	200-5170-00

Search Account Transactions - GP18R (sa)

OK Cancel File Tools Help

Actions File Tools Help

Search Definition 1

Column Name: Account Number Filter: begins with Value: [12][0][0][-][5][1]

☐ Field Comparison ☐ Match Case

Search Definition 2

Column Name: Filter: is equal to Value:

☐ Field Comparison ☐ Match Case

Search Definition 3

Column Name: Filter: is equal to Value:

☐ Field Comparison ☐ Match Case

Search Definition 4

Column Name: Filter: is equal to Value:

SmartList Search - Wildcards!

- Use in conjunction with other searches

<https://lifehacks365.com/2018/05/16/gp-lifehacks-163-smartlists-gone-wild-search-functionality-explained/>

SmartList - GP18R (sa)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Word, Stop, Go To, Publish, Export/Import

Account Transactions

Journal Entry	Series	TRX Date	Account Number
692	Payroll	1/15/2024	100-5150-00
692	Payroll	1/15/2024	100-5170-00
692	Payroll	1/15/2024	200-5170-00
693	Payroll	1/15/2024	100-5150-00
693	Payroll	1/15/2024	100-5170-00
693	Payroll	1/15/2024	200-5170-00
694	Payroll	1/15/2024	100-5150-00
694	Payroll	1/15/2024	100-5170-00
694	Payroll	1/15/2024	200-5170-00
695	Payroll	1/15/2024	100-5150-00
695	Payroll	1/15/2024	100-5170-00
695	Payroll	1/15/2024	200-5170-00

Search Account Transactions - GP18R (sa)

Actions: OK, Cancel, File, Tools, Help

Search Definition 1

Column Name: Account Number Filter: begins with Value: [12][0][0][-][5][1]

Field Comparison Match Case

Search Definition 2

Column Name: Journal Entry Filter: is greater than Value: 691

Field Comparison Match Case

Search Definition 3

Column Name: Filter: is equal to Value:

Field Comparison Match Case

Search Definition 4

Column Name: Filter: is equal to Value:

Closing Time...

1. Mass Close
2. Account Type SmartList
3. Year End Closing Window
4. 1099 Edits
5. Wage File
6. JE to a closed year
7. Reversing a closed year



Close Individual Areas of the system

Fiscal Periods Setup - TWOSM (sa)

OK Calculate Redisplay File Print Tools Help Add Note

Year: 2027 First Day: 1/1/2027 Last Day: 12/31/2027 Historical Year ☐

Number of Periods: 12

Open All Close All

Period	Period Name	Date	Series Closed					
			Financial	Sales	Purchasing	Inventory	Payroll	Project
1	Period 1	1/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Period 2	2/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Period 3	3/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Period 4	4/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Period 5	5/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Period 6	6/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Period 7	7/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Period 8	8/1/2027	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mass Close

Tools / Setup / Company / Fiscal Periods

Close Individual Areas of the system

- Alternately, open individual areas
 - Rather than opening entire period

The screenshot shows the 'Mass Close Fiscal Periods - TWOSM (sa)' window. Red arrows point to the following fields:

- Year: 2027
- Series: All
- Origin: Financial: Bank Transaction Entry
- Periods: From: 4 Period 4, To: 4 Period 4

Buttons at the bottom right include 'Open All', 'Close All', and 'Redisplay'.

Series	Origin	Period Name	Closed
Financial	Bank Transaction Entry	Period 4	<input type="checkbox"/>

Tools / Setup / Company / Fiscal Periods

Close Individual Areas of the system

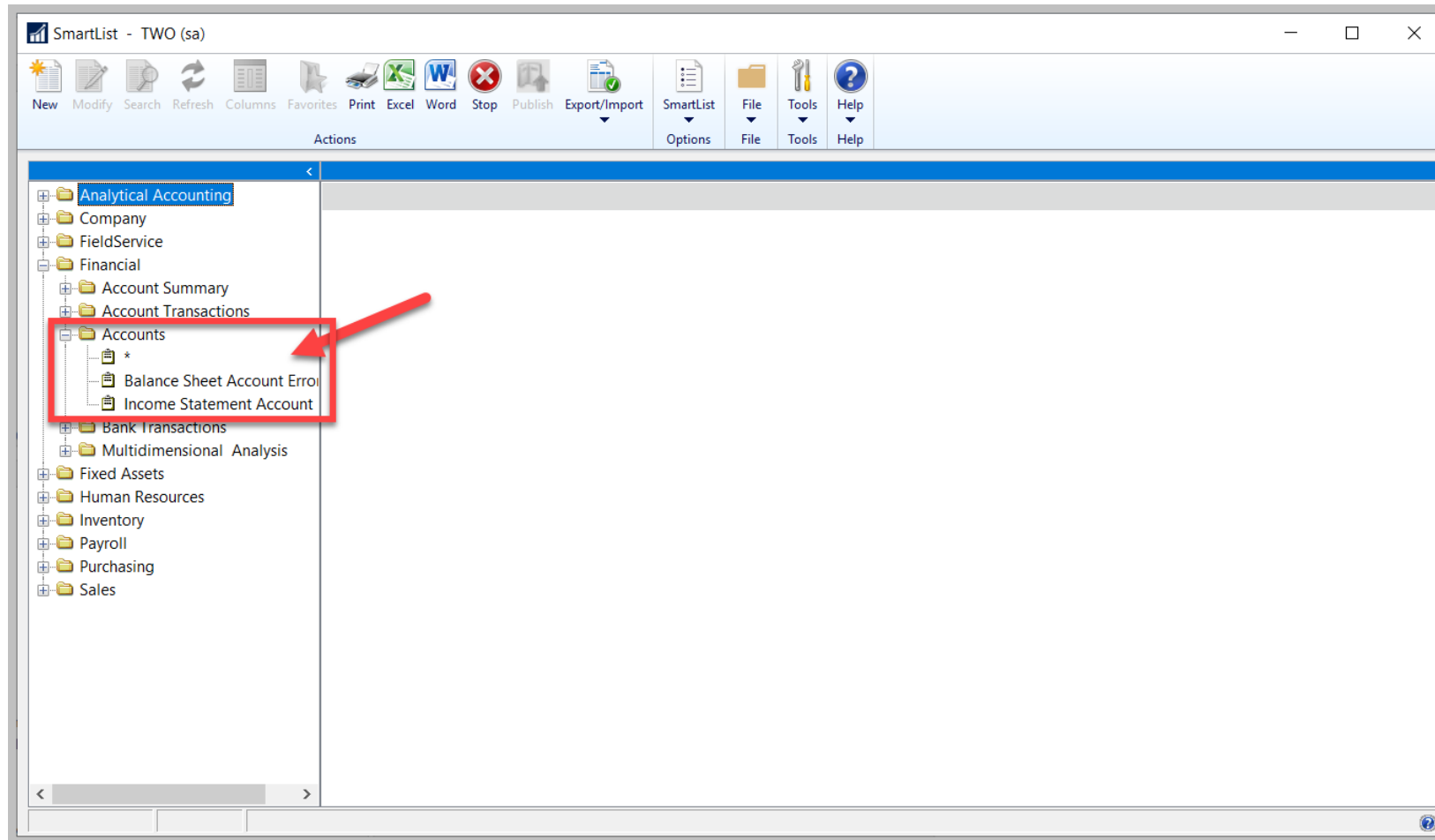
- SQL View for SmartList to Monitor Status
- <https://lifehacks365.com/2017/09/14/detailed-period-closing-list/>

Closing List

Fiscal_Year	Period	Period_Start_Date	Period_End_Date	Series	Origin_Name	Status	Dex_Row_ID
2020	Period 1	1/1/2020	1/31/2020	Purchasing	Returns Trx Entry	Open	34
2020	Period 1	1/1/2020	1/31/2020	Financial	Bank Deposit Ent	Open	36
2020	Period 1	1/1/2020	1/31/2020	Financial	Bank Transaction...	Open	37
2020	Period 1	1/1/2020	1/31/2020	Financial	Clearing Entry	Open	38
2020	Period 1	1/1/2020	1/31/2020	Financial	Currency Revalua...	Open	39
2020	Period 1	1/1/2020	1/31/2020	Financial	Euro Conversion	Open	40
2020	Period 1	1/1/2020	1/31/2020	Financial	General Entry	Open	41
2020	Period 1	1/1/2020	1/31/2020	Financial	Quick Entry	Open	42
2020	Period 1	1/1/2020	1/31/2020	Financial	Reconcile Bank C...	Open	43



Account Type SmartList



Search Accounts - TWO (sa)

OK Cancel File Tools Help

Actions File Tools Help

Search Definition 1

Column Name: Main Account Segment Filter: is less than Value: 4000

☐ Field Comparison ☐ Match Case

Search Definition 2

Column Name: Posting Type Filter: is equal to Value: Profit and Loss

☐ Field Comparison ☐ Match Case

Search Definition 3

Column Name: Account Type Filter: is equal to Value: Posting Account

☐ Field Comparison ☐ Match Case

Search Definition 4

Column Name: Filter: is equal to Value:

☐ Field Comparison ☐ Match Case

Search Options

Maximum Records: 1,000 Search Type: Match All

Clear All Columns Order By

Search Accounts - TWO (sa)

OK Cancel File Tools Help

Actions File Tools Help

Search Definition 1

Column Name: Main Account Segment Filter: is greater than Value: 3999

☐ Field Comparison ☐ Match Case

Search Definition 2

Column Name: Posting Type Filter: is equal to Value: Balance Sheet

☐ Field Comparison ☐ Match Case

Search Definition 3

Column Name: Account Type Filter: is equal to Value: Posting Account

☐ Field Comparison ☐ Match Case

Search Definition 4

Column Name: Filter: is equal to Value:

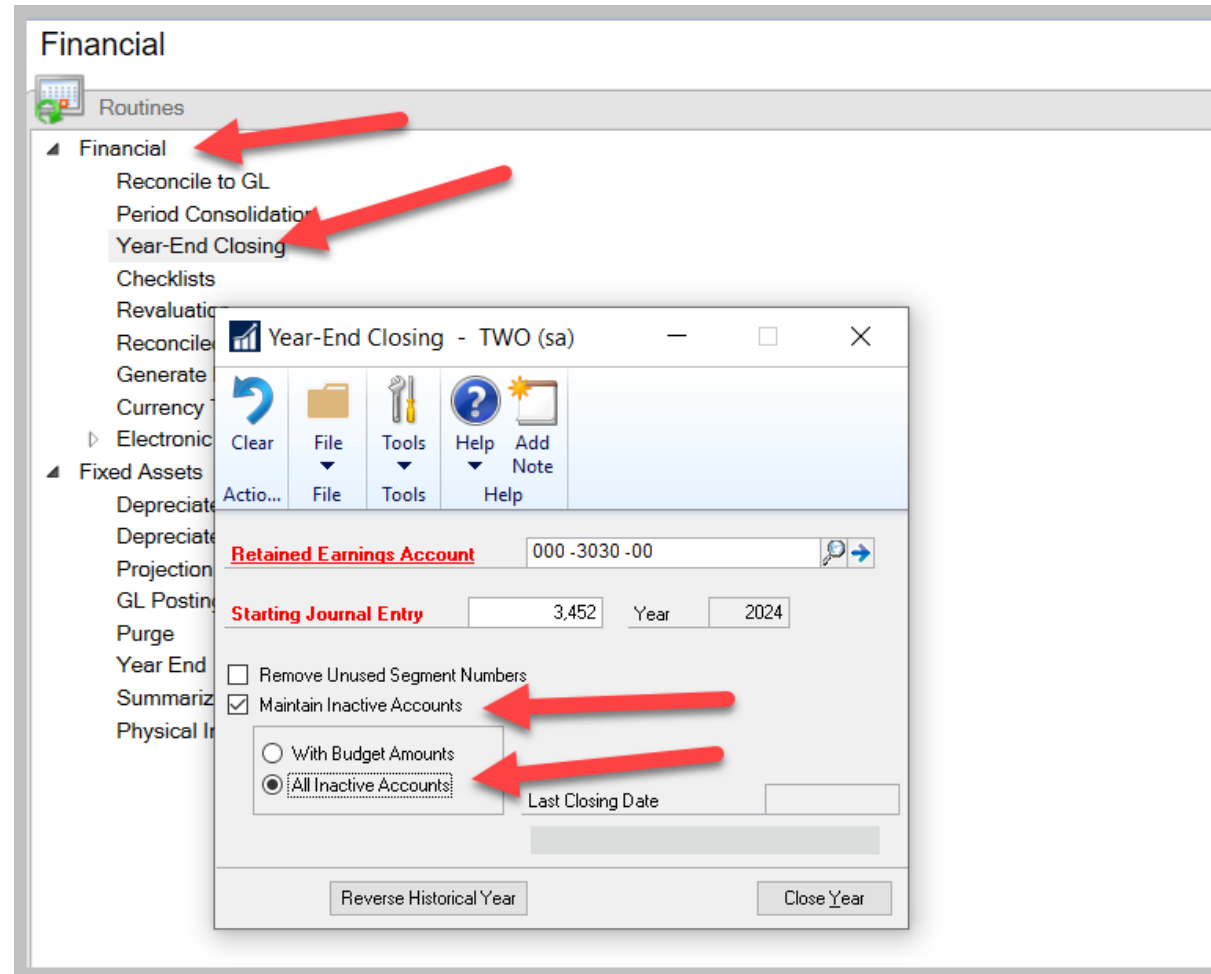
☐ Field Comparison ☐ Match Case

Search Options

Maximum Records: 1,000 Search Type: Match All

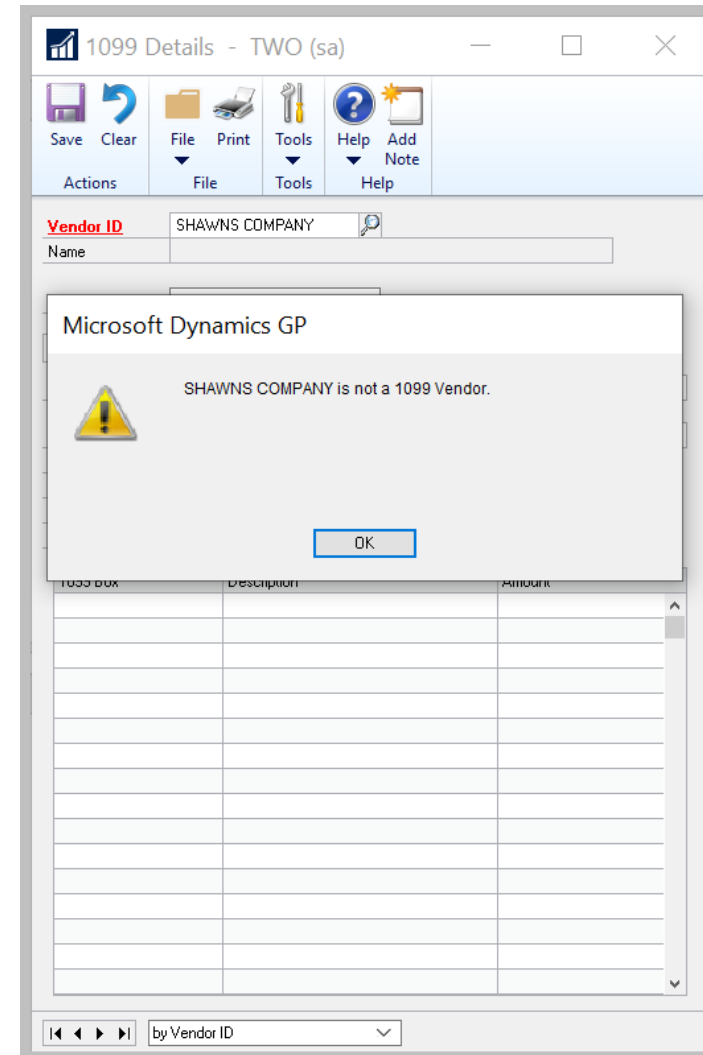
Clear All Columns Order By

Year End Close Window



1099 Edits

- Change ALL transactions for a vendor.
- Added the vendor, but setup incorrectly?



1099 Audit/Review SmartList

SmartList - TWO (sa)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Publish Export/Import SmartList File Tools Help

Actions

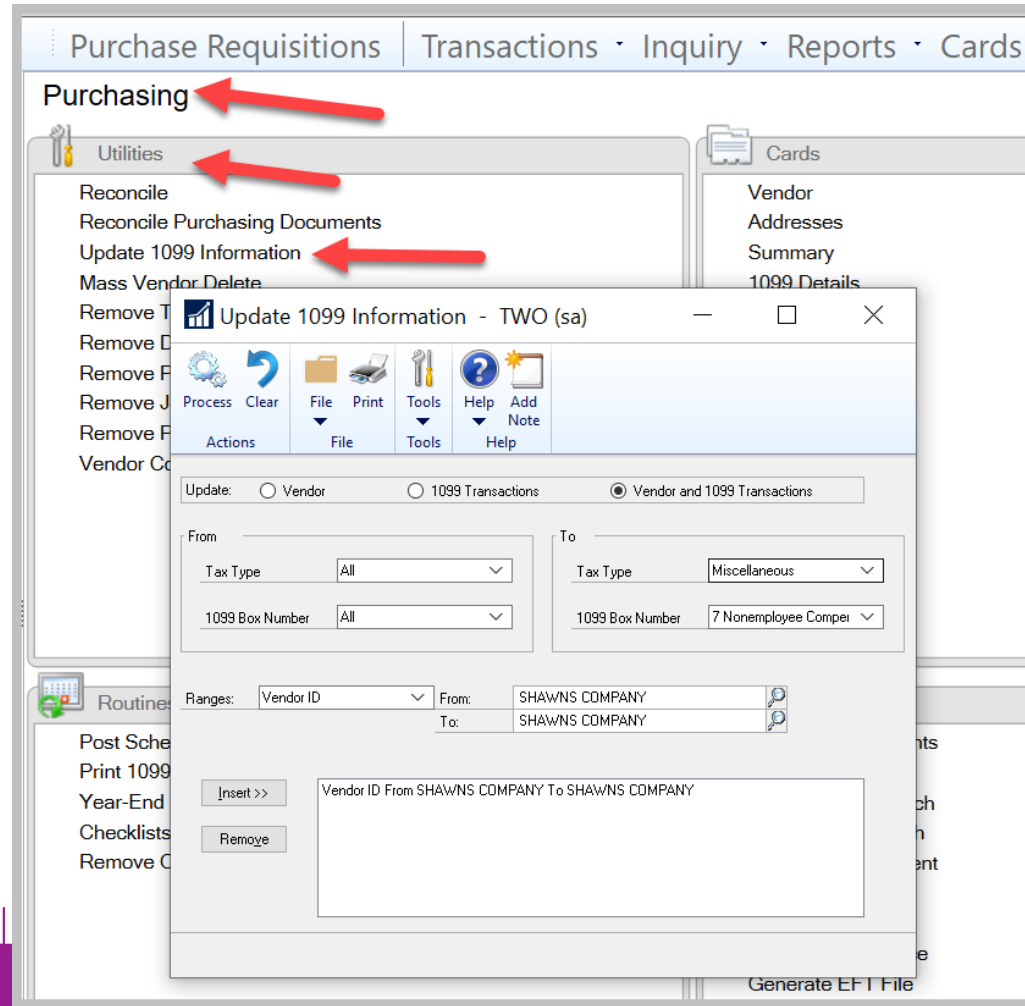
1099 AUDIT

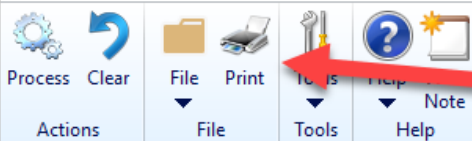
Vendor_ID	Vendor_Name	Vendor_Check_Name	Class_ID	Vendor_Status	Type	1099_Box_Number	Tax_Registration_Numb
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	1a Ordinary Dividends	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	1b Qualified Dividends	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	2a Capital Gain Dist.	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	2b Unrecap. 1250 Gain	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	2c Section 1202 Gain	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	2d 28% Rate Gain	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	3 Nontaxable Dist.	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	4 Federal Tax Withheld	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	5 Investment Expense	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	6 Foreign Tax Paid	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	8 Cash	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	9 Noncash	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	10 Exempt Interest Di...	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	11 Specified Private ...	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend	14 State Tax Withheld	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Dividend		
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	1 Interest	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	2 Early Withdrawal	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	3 U.S. Savings Bond I...	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	4 Federal Tax Withheld	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	5 Investment Expense	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	6 Foreign Tax Paid	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	8 Tax-Exempt Interest	
BEAUMON...	Beaumont Const...	Beaumont Construction	USA-US-M	Active	Interest	9 Private Activity Bon	

<https://lifehacks365.com/2017/12/18/1099-year-end-edit-sql-view-for-dynamics-gp/>



Change ALL transactions?





Update: ☐ Vendor ☐ 1099 Transactions ☒ Vendor and 1099 Transactions

From:
 Tax Type:
 1099 Box Number:
 Ranges:
 Vendor:
 Insert >>
 Remove

Screen Output - PM Update 1099 Information Preview

File Edit Tools Find Help

Print Send To Modify 100% Completed 1 Page

System: 10/14/2019 1:34:47 PM
User Date: 4/11/2027

UPDATE 1099 INFORMATION PREVIEW REPORT Fabrikam, Inc.

Payables Management

Insert >>

Remove

Ranges:

Vendor ID: SHAWNS COMPANY - SHAWNS COMPANY
Vendor Name: First - Last
Vendor Class: First - Last
Type: First - Last
Voucher Number: First - Last
Document Date: First - Last

Sorted By: Vendor ID

Print 10
Year-En
Checklis
Remove

Vendor ID: SHAWNS COMPANY Vendor Name: SHAWNS COMPANY
Old Tax Type: Not a 1099 Vendor Old 1099 Box Number:
New Tax Type: Miscellaneous New 1099 Box Number: 7 Nonemployee Compensation

Document Number	Old Tax Type	New Tax Type	Old 1099 Box Number	New 1099 Box Number	Old 1099 Amount
00000000000000461	Not a 1099 Vendor	Miscellaneous		7 Nonemployee Compensation	\$0.00
00000000000000462	Not a 1099 Vendor	Miscellaneous		7 Nonemployee Compensation	\$0.00



Reports

Trial Balance
History
Analysis
Check Information

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dor
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mary
9 Details

Want to change single transactions?

[illegible]

Year End Wage File

- Year End Wage File
Run Year End Wage File @ Any Time to Audit/Self Check
Do Not make changes in W2 Edit Window – Save until ‘official year end’ or make actual changes in Payroll.
Pre Year End Inactive Employees!

The image shows two overlapping windows. The background window is titled 'Payroll Year-End Closing...' and has a 'File' menu and a 'Tools' menu. It contains a section 'Create Year-End Wage File for Year' with a dropdown set to '2027'. Below this are 'Process' and 'Cancel' buttons. The foreground window is a 'Microsoft Dynamics GP' dialog box with an information icon. It contains the text: 'Year End Wage records already exist for the selected reporting year. Do you want to delete them?'. At the bottom are 'Delete' and 'Cancel' buttons.

The image shows two overlapping windows. The background window is titled 'Print W-2 Forms - TWO04 (sa)' and has a menu bar with 'File', 'Edit', 'Tools', 'Find', and 'Help'. It contains a 'Year' dropdown set to '2027' and a 'Publish to Employee Self Service' checkbox. Below this are 'Print W-2's For:' radio buttons (Normal Year-End, Pre-Year-End), 'Employee Type' radio buttons (Regular, Medicare Qualified Govt), and 'Employee ID' radio buttons (All, From). There are also fields for 'Starting Control Number' and 'Order'. The foreground window is titled 'Screen Output - W-2 One-Wide Forms with Box' and has a menu bar with 'File', 'Edit', 'Tools', 'Find', and 'Help'. It contains a 'Print' button, a 'Send To' button, a 'Modify' button, and a '100%' dropdown. The main content area displays a W-2 form for 'Fabrikam, Inc.' with the following details: Employer identification number (EIN) 23-8260216, Employer's name, address, and ZIP code 4277 West Oak Parkway, Chicago, IL 60601-4277, Employee's first name and initial ANGELA, Last name BARBARIOL, Employee's address and ZIP code 456 CEDAR AVE, FORT WAYNE, IN 46001, Employee's state ID number 391735836017, State wages, tips, etc. 18225.80, and State income 401K. The form is labeled 'Form W-2 Wage and Tax Statement' and 'Copy 1-For State, City, or Local Tax Department'.



JE to a Closed Year

- Post to MOST RECENT closed FY
- Fiscal Period MUST be open in Fiscal Period Setup as well.
- Automatically updates retained earnings.
- Leave Unchecked until needed!

The screenshot shows the 'Financial' menu in the top navigation bar, with a red arrow pointing to it. Below it, the 'Setup' sub-menu is expanded, and a red arrow points to the 'Financial' option. The 'General Ledger Setup - TWO (sa)' window is open, showing various configuration options. A red box highlights the 'Posting to History' checkbox under the 'Maintain History' section, which is currently checked. Other options include 'Accounts', 'Transactions', 'Budget Transactions', 'Voiding/Correcting of Subsidiary Transactions', and 'Back Out of Intercompany Transactions'. The 'Display' section shows 'Net Change' selected. The 'Retained Earnings' section has a checkbox for 'Close to Divisional Account Segments' and a text field for 'Account' with the value '000 -3030 -00'. The 'Reporting Ledgers' section has a checkbox for 'Allow' and a table with columns 'Ledger Name' and 'Description'. The 'User-Defined Field Labels' section is at the bottom.

Ledger Name	Description
BASE	Base Ledger

Reverse a closed year

- Only reverse most recent closed year.
- Can reverse multiple years by repeating this process.

Year-End Closing - T...

Clear File Tools Help Add Note

Retained Earnings Account 000-3030-00

Starting Journal Entry 3,455 Year 2024

☐ Remove Unused Segment Numbers

☐ Maintain Inactive Accounts

☒ With Budget Amounts

☐ All Inactive Accounts

Reverse Historical Year Close Year

- BONUS ROUND!!!



Payroll Copy Paste

Excel window: PAYROLL COPY EX - Excel, Theresa Nistler (ENAVATE, Inc.)

Excel ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Tell me, Share

Excel data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee ID	Trx Type	Code	Amount	Pay Rate	Dept	Position	Date From	Date To				
2	ACE0001	PAYCODE	SALY	8		ACCT	SUP	4/2/2027	4/2/2027				
3	BARB0001	PAYCODE	HOURL	86.67									
4	BARB0001	DEDUCTI	EPU	25									
5	BARR0001	PAYCODE	HOURL	86.67									
6													

Payroll Transaction Entry - TAUG (sa)

Batch ID: PRTRX

Transaction Defaults:

Pay Period From: 4/1/2027 To: 4/15/2027

Days Worked: 10.00

Weeks Worked: 2.00

Data Entry Options:

Current Options: No Options

View: Transactions, by Order Entered

TRX #	Employee ID	Employee Name	Trx Type	Code	Dept	Amount	Pay Rate
743	ACE0001	Ackerman, Pilar	Pay Code	SALY	ACCT	8	\$0.00
744	BARB0001	Barbariol, Angela	Pay Code	HOURL	INST	86.67	\$0.00
745	BARB0001	Barbariol, Angela	Deduction	EPU		\$25.00	\$0.00
746	BARR0001	Bar, Adam	Pay Code	HOURL	INST	86.67	\$0.00
0						\$0.00	\$0.00

Summary Post AR CR

- Summary Post AR Cash Receipts
- Don't see this? Turn on auto post cash receipts – setup/company/company/options

Receivables Batch Entry - TWO (sa)

Save Clear Delete Post File Print Tools Help Add Note

Batch ID: 1 Origin: Cash Receipts Entry

Comment:

Frequency: Single Use Posting Date: 4/12/2027

☐ Use last day of the month

Recurring Posting: 0 Days to Increment: 0

Times Posted: 0 Last Date Posted: 0/0/0000

	Control	Actual
Transactions	0	0
Batch Total	\$0.00	\$0.00

User ID: Approval Date: 0/0/0000

Approved ☐ Transactions

Receivables Batch Entry - TWO (sa)

Save Clear Delete Post File Print Tools Help Add Note

Batch ID: 1 Origin: Cash Receipts Entry

Comment:

Frequency: Single Use Posting Date: 4/12/2027

☐ Use last day of the month

Recurring Posting: 0 Days to Increment: 0

Times Posted: 0 Last Date Posted: 0/0/0000

	Control	Actual
Transactions	0	0
Batch Total	\$0.00	\$0.00

User ID: Approval Date: 0/0/0000

Approved ☐ Transactions

Auto Post Workflow Batches

- Automatically post Workflow Approval Batches!

The screenshot shows the 'Workflow Maintenance' window for a user named 'TVO (sa)'. The window has a ribbon with tabs for 'Actions', 'New Workflow', 'New Step', 'File', 'Tools', 'Help', and 'Add Note'. The 'Actions' tab is active, showing icons for Save, Clear, Delete, Copy, Export/Import, New Workflow, New Step, File, Tools, Help, and Add Note. The 'Workflow Name' is 'New Workflow' and the 'Workflow Type' is 'Payables Batch Approval'. The 'Options' section has several checkboxes: 'Send notifications for completed actions', 'Allow approver to delegate tasks', 'Allow originator to be an approver', 'Always require at least one approver', 'Use alternate final approver', and 'Automatically post when workflow complete' (which is checked). The 'When a task is overdue' section has radio buttons for 'Take no action', 'Escalate to next approver', 'Escalate to:', and 'Automatically reject the overdue task'.

Workflow Maintenance - TVO (sa)

Save Workflow Clear Delete Workflow Copy Export/Import New Workflow New Step File Tools Help Add Note

Purchasing

Payables Batch Approval
New Workflow
Payables Transaction Approval
Purchase Order Approval
Purchase Requisition Approval
Purchasing Invoice Approval
Receivings Transaction Approval
Vendor Approval

Workflow Name: New Workflow
Description:
Workflow Type: Payables Batch Approval

Step Condition Assignment

Options:

☐ Send notifications for completed actions
☐ Allow approver to delegate tasks
☐ Allow originator to be an approver
☐ Always require at least one approver
☐ Use alternate final approver
☒ Automatically post when workflow complete

When a task is overdue:

☒ Take no action
☐ Escalate to next approver
☐ Escalate to:
☐ Automatically reject the overdue task

BONUS – NEW FEATURES!

- Financial Summary Inquiry Redisplay

Summary Inquiry - TWO05 (sa)

Account: 000 - 1100 - 00
Description: Cash - Operating Account
Year: 2027

Period	Debit	Credit	Net Change	Period Balance
Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00
Period 1	\$0.00	\$0.00	\$0.00	\$0.00
Period 2	\$56,583.42	\$2,994.59	\$53,588.83	\$53,588.83
Period 3	\$33,422.79	\$96,695.26	(\$63,272.47)	(\$9,683.64)
Period 4	\$185,709.22	\$12,945.09	\$172,764.13	\$163,080.49
Period 5	\$0.00	\$50.00	(\$50.00)	\$163,030.49
Period 6	\$0.00	\$0.00	\$0.00	\$163,030.49
Period 7	\$0.00	\$0.00	\$0.00	\$163,030.49
Period 8	\$0.00	\$0.00	\$0.00	\$163,030.49
Period 9	\$0.00	\$0.00	\$0.00	\$163,030.49
Period 10	\$0.00	\$0.00	\$0.00	\$163,030.49
Period 11	\$0.00	\$0.00	\$0.00	\$163,030.49
Period 12	\$0.00	\$0.00	\$0.00	\$163,030.49
Totals	\$275,715.43	\$112,684.94	\$163,030.49	\$163,030.49

Currency

BONUS – NEW FEATURES!

- Exclude Fully Applied Transactions

Print Receivables Statements - TWO05 (sa)

Save Clear Delete E-mail File Print Tools Help Add Note

Actions File Help

Statement ID: BLANK FORM Description: Blank Form

Last Printed: Print: ☒ Statements ☐ Alignment Form

Email Option: ☐ Print Remaining Statements

Address ID: Date to Print: Enter Date 2/15/2027

Form: On Blank Paper Summarize to: Enter Date

Customers: by Customer ID Cut-Off Date: Enter Date

Documents: by Document Number ☐ Reduce Oldest Aging Period Amounts by Unapplied Credit Amounts

Print For: Show Applied Payments Exclude Fully Applied Payments Consolidated National Account

Include Type: ☒ All ☐ Open Item ☐ Balance Forward

Print: ☒ Credit Limits ☒ Payment Terms ☒ Finance Charge ☒ Messages ☐ Individual Child Statements

Ranges: by Customer ID ☒ All ☐ From: To:

Restrictions: by Type from First to yyyyyyyyyyyyyyyyyy

Insert >> Remove

E-mail Options Messages Destination

BONUS – NEW FEATURES!

- 1099 Pre-Printed Lines

Print 1099 - TWO05 (sa)

Clear File Print Forms Tools Help Add Note

Company Fabrikam, Inc.

Address ID Primary

Address 4277 West Oak Parkway

City Chicago

State IL

ZIP Code 60601-4277

Phone (312) 436-2671 Ext. 0000

Email Address

Payer's Federal ID Number

1099 Year 2027

1099 Type Miscellaneous Form Type One Wide with Box

Vendors Vendor ID All From To

☐ CORRECTED (if checked)

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$	OMB No. 1545-0115 Form 1099-MISC (Rev. January 2022) For calendar year 2027	Miscellaneous Information
Fabrikam, Inc. 4277 West Oak Parkway Chicago IL 60601-4277 (312) 436-2671 Ext. 0000		2 Royalties \$	4 Federal income tax withheld \$ 0.88	
PAYER'S TIN	RECIPIENT'S TIN	3 Other income \$	5 Fishing boat proceeds \$	Copy B For Recipient
RECIPIENT'S name A Travel Company Street address (including apt. no.) City or town, state or province, country, and ZIP or foreign postal code		6 Medical and health care payments \$	7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>	
		8 Substitute payments in lieu of dividends or interest \$	9 Crop insurance proceeds \$	
		10 Gross proceeds paid to an attorney \$	11 Fish purchased for resale \$	
		12 Section 409a deferrals \$	13 FATCA filing Requirement <input type="checkbox"/>	This is important tax information and is being furnished to the IRS. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		14 Excess golden parachute payments \$	15 Nonqualified deferred compensations \$	
Account number (see instructions)		16 State tax withheld \$	17 State/Payer's state no. \$	
		18 State income \$		


Form **1099-MISC** (Rev. 1-2022) (keep for your records) www.irs.gov/Form1099MISC Department of the Treasury - Internal Revenue Service





Shawn's DynamicsCon Sessions!



Title	Date	Time	Room
Copilot for Business Central—What You Need to Know and How to Use It!	05/14/2025	9:45 AM	Regency Ballroom C
GP Life Hacks—Tips and Tricks for EVERY User!	05/15/2025	9:45 AM	San Francisco
How to Prepare For Your Dynamics GP Migration		1:15 PM	San Francisco
Copilot LifeHacks—Tips and Tricks for M365		3:30 PM	Gold Coast
Ask the MVP's		9:00 AM	Regency Ballroom A



Shawn Dorward  **ReQlogic** sa.global

Vice President | Microsoft MVP | Worlds Okayest Shawn

Email: ShawnD@saglobal.com LinkedIn: [ShawnMD](https://www.linkedin.com/in/ShawnMD) Blog: LifeHacks365.com





John's DynamicsCon Sessions!



Title	Date	Time	Room
BC from GP—User Experience and Questions	05/14/2025	1:00 PM	New Orleans
GP Life Hacks – Tips and Tricks for EVERY User!	05/15/2025	9:45 AM	San Francisco
Using GP Without Opening the Program	5/16/2025	10:15 AM	New Orleans



Email: JohnK@saglobal.com
LinkedIn: [John Kirsch](#)

Blog: [John, ERP and More](#)
Twitter: [@TheJohnKirsch](#)





GP Life Hacks

Tips and Tricks for Every User!

05/15/2025 | 9:45 AM | San Francisco



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- **Blog:** LifeHacks365.com
- **X:** [LifeHacks365com](#)

Shawn Dorward

Vice President | Microsoft MVP | Worlds Okayest Shawn





**2025
DYNAMICS
CON**