



Dynamics GP User Group

December 15, 2020

Agenda

2

- Welcome
- Year-End Update and Close
- What's New – Dynamics GP October 2020



Dynamics GP Year-End Update and Close

Agenda

4

- ❑ Year-End Update
- ❑ Inventory Control
- ❑ Receivables Management
- ❑ Payables Management
- ❑ Fixed Assets
- ❑ Analytical Accounting
- ❑ General Ledger
- ❑ Payroll*

Year-End Update

5

- This update is all inclusive of prior updates for Microsoft Dynamics GP 2016 and Microsoft Dynamics GP (18)
- Supported Versions
 - Microsoft Dynamics GP 18.3.1200, includes the October 2020 functionality
 - Microsoft Dynamics GP 2016 - mainstream support ends 7/13/2021
- No Year-End Update is available for Microsoft Dynamics GP 2015 or earlier

Year-End Update

6

- Release Dates:
 - Dynamics GP 18.3.1200, 2016, – November 19th

- 2021 Tax Update (round 1) – Middle of December
- 2021 Tax Update (round 2) - Middle of January

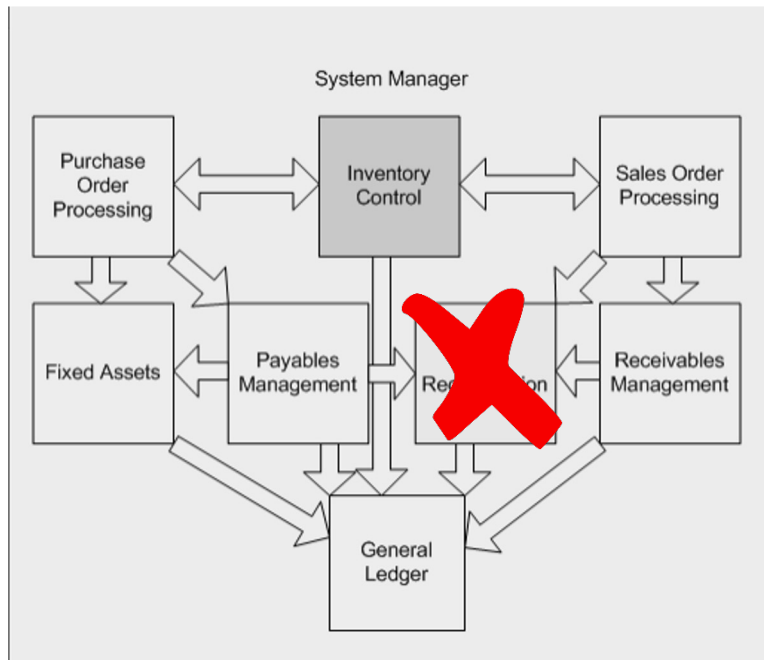
Year-End Update

7

- ❑ For GP 18, the year-end update includes the October 2020 release functionality
- ❑ Template Issues with recent Office Update – September 2020 – FIXED
- ❑ Payroll Box 14 open for all pay types to report COVID pay on W2's.
- ❑ Payroll 941 format changes
- ❑ ACA form and instruction changes
- ❑ New 1099 NEC form for the 2020 tax year. Non-Employee Compensation, which had been included in the 1099 MISC form, has been moved to its own form.
- ❑ Changes were made to the Payables Utility Update 1099 information around updating vendors from 1099 to 1099-NEC
- ❑ Payables 1096 form updated for 1099 NEC amounts.
- ❑ Fixed Asset Luxury Auto Depreciation changes.

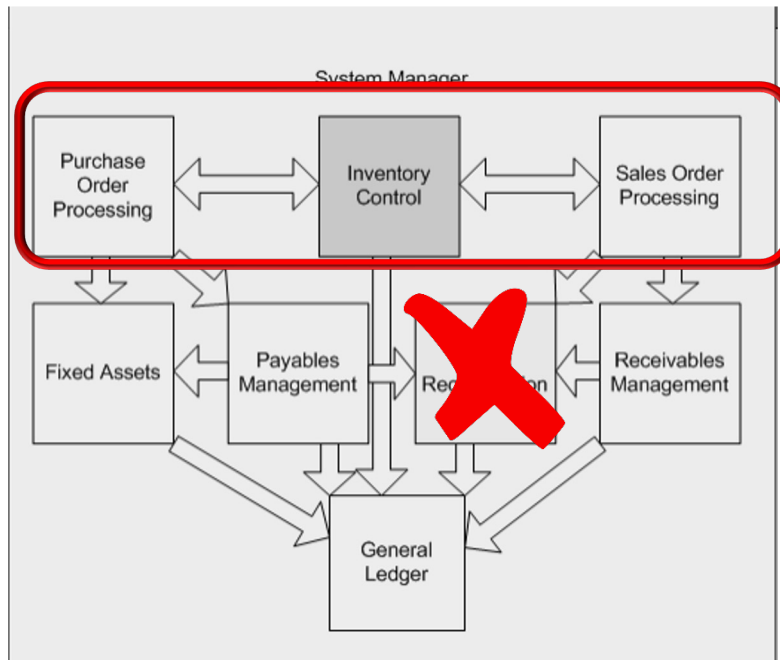
Module Relationships

8



Inventory Control Year-End

9



Inventory Control Year-End

10

- **What does year-end do for inventory?**
 - Moves current year information to history and resets current year to zero (0).
 - Zeros the Quantity Sold field in the Item Quantities Maintenance (Cards >> Inventory >>Quantities/Sites) for each site.
 - Transfers all of your summarized current-year quantities, costs and sales amounts to last-year, for the items which you are maintaining summarized sales history for.
 - Optional at Close:
 - Update the standard cost of each item to the current cost if you use FIFO/LIFO Periodic.
 - Remove discontinued items with 0 quantity
 - Remove sold receipts and Cost Change History. (Date sensitive)
 - Remove sold lot attributes

Inventory Control Year-End

11

- **When should I close Inventory?**

- The Inventory module should be closed at the end of your Fiscal year before any new transactions that would affect inventory quantities are posted

Inventory Control Year-End

12

□ How do I close the year for Inventory?

- 1) Enter and post all POP, Invoicing/SOP, and Inventory transactions for the current year
- 2) Reconcile SOP, POP, and then inventory
 - a.) *SOP: Sales>>Utilities>>Reconcile*
 - b.) *POP: Purchasing>> Utilities>>Reconcile*
 - c.) *Inventory: Inventory>>Utilities>> Reconcile*
 - d.) *If you are using Project Accounting you must run the Project Utility: Project>>Utilities>>PA Reconcile IV*
- 3) Physical inventory count
 - a.) *Inventory>>Set Up>> Stock Calendar*
 - b.) *Inventory>>Transactions>>Stock Count Schedule*
 - c.) *Inventory>> Transactions>>Stock Count Entry*
 - d.) *If you don't use Stock Calendar and Stock Count Entry, manual entries can be done: Inventory>>Transactions>>Transaction Entry*

Inventory Control Year-End

13

□ Steps to Close Continued:

- 4) Print needed inventory reports
- 5) Make a backup: **Microsoft Dynamics GP>> Maintenance>>Backup**
- 6) Close: **Inventory>>Routines>>Year End**
- 7) Close fiscal periods for inventory: **Company>>Setup>>Fiscal Periods**
- 8) Make a final backup: **Microsoft Dynamics GP>> Maintenance>>Backup**

Inventory Control Year-End

14

- **What are some of the key points to remember?**
 - ▣ Reconcile Order: SOP, POP, and then Inventory, if you are using Project Accounting, run that reconcile as well
 - ▣ Closing must be done before transactions for 2021 can be posted.
 - ▣ There is no year-end closing report for inventory

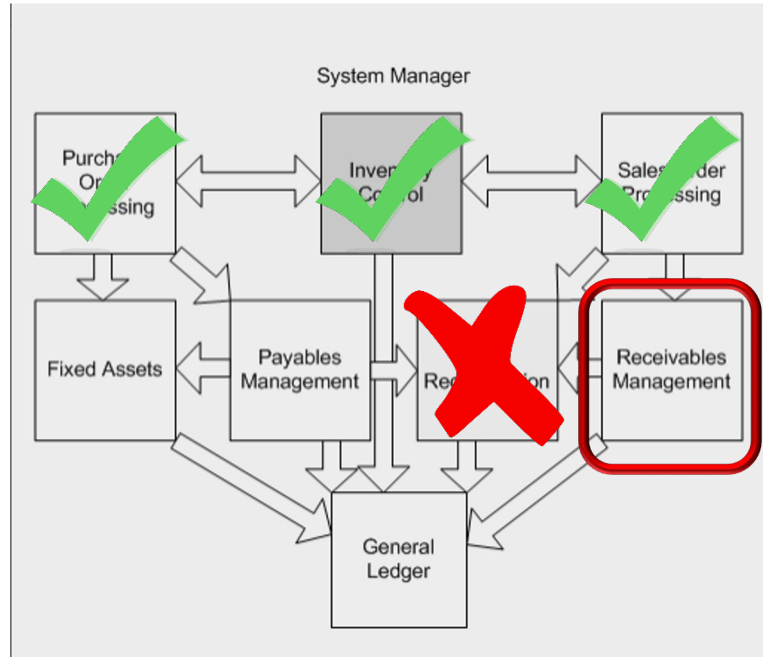
Inventory Control Year-End

15

- **What are some of the related KnowledgeBase articles?**
 - KB 872713: “Year-End Closing procedures in Inventory Control in Microsoft Dynamics GP”
 - KB 864622: “Information about the order in which the reconcile procedures should be run in Microsoft Dynamics GP”
 - KB 855316: “Inventory Accidentally Closed Twice”
 - KB 872172: “Inventory year end close does not remove discontinued items”

Module Relationships

16



Receivables Management End

Year-



17

□ **What gets updated based on closing?**

- Summary Reports
- Amounts Since Last Close View
- Calendar Year Close -clears Calendar Year-to-Date Finance Charge and transfers to Last Year Calendar Field
- Fiscal Year Close - transfers all amounts other than the Calendar YTD Finance Charge amount to the Last Year column in Customer Summary using the Amounts Since Last Closed View (Cards – Sales – Summary)

Receivables Management End

Year-



18

□ When should the close be done?

- The Calendar Year close should be done at the end of the calendar year prior to posting any transactions in the next calendar year.
- The Fiscal Year close should be done at the end of the fiscal year prior to posting any transactions in the next fiscal year.



Receivables Management Year-End

19

- **What steps should I take to close the year?**
 1. Post all sales and receivables transactions for the current year
 2. Make a backup: **Microsoft Dynamics GP>>Maintenance>>Backup**
 3. Close: **Sales>>Routines>>Year-End Close**
 4. Close the fiscal periods: **Administration>>Setup>>Company>>Fiscal Periods**
 5. Make a backup: **Microsoft Dynamics GP>>Maintenance>>Backup**

Receivables Management Year-End

20

- **What are some of the key points to remember?**
 - Year-to-date finance charges are not printed on customer statements for December and January
 - Receivables Management is not completely date sensitive meaning that if you do not close the year after you enter all the current year transactions and before you enter transactions for the new year, some areas in GP will contain incorrect information.
 - As there are some date sensitive features the best option to close the year on time
 - Recalc scripts that will adjust the Amounts Since Last Close

Receivables Management Year- End

Year-

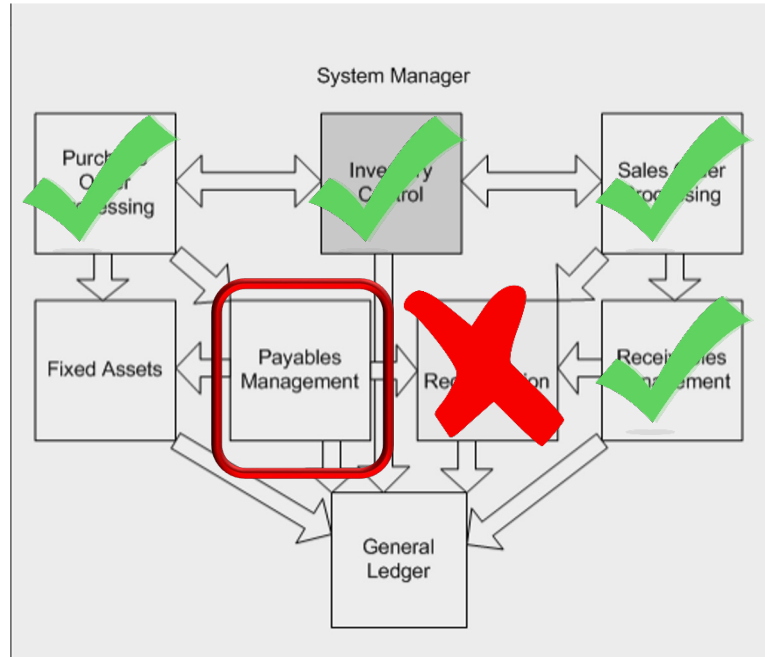


21

- **What are some of the related KnowledgeBase articles that can be referenced?**
 - [KB 857444](#) : “Year-end closing procedures for Receivables Management in Microsoft Dynamics GP”
 - [KB 851140](#) : “Information about performing the year-end closing procedure in Receivables Management in Microsoft Dynamics GP after December 31”
 - [KB 856865](#): “Removing outdated statement runs from the Reprint Statements Window”

Module Relationships

22



Payables Management Year-End

23

□ What does the Year-End Close Process do?

- Calendar close - transfers the 1099 Amount from the Year to Date to the Last Year column in the Amounts Since Last Close view: **Cards >> Purchasing >> Summary >> Yearly Button**
- Fiscal close - process transfers all other amounts from the Year to Date to the Last Year column in the Amounts Since Last Close view: **Cards >> Purchasing >> Summary >> Yearly Button.**
- *If the Year to Date or Last Year amounts are incorrect in the Amount Since Last Close View contact Leaf for scripts that can be ran to correct these amounts.
- When these amounts are transferred this will also affect SmartList amounts that contain Year to Date or Last Year summary columns.
- The Vendor Summary report will also be affected by the transfer of amounts from the Year to Date column to the Last Year column when closing the year.

Payables Management Year-End

24

- **Features to Remember (2013 and newer):**
 - Ability to edit 1099 information at transaction level
 - *Purchasing>>Transactions>>Edit 1099 Transaction information*
 - Update 1099 information at vendor level
 - *Purchasing>>Utilities>>Update 1099 information*
 - New 1099-NEC form with the 2020 year-end Update
 - Greenshades will work with unsupported GP Versions

Payables Management Year-End



25

- **When should the Year-End Close be done?**
 - The **Calendar** Year-End Close Routine should be run at the end of the Calendar year prior to posting transactions in the new year
 - The **Fiscal** Year-End Close Routine should be run at the end of the Fiscal year prior to posting transactions in the new year

Payables Management Year-End

26

□ How do I close the year?

1. Post all transactions for the current year
2. Print the Historical Aged Trial Balance with Options Report: **Purchasing>>Reports>>Trial Balance>>Historical Aged Trial Balance with Options)**
3. Print the Vendor Period Analysis Report: **Purchasing>>Reports>>Analysis>Period**
4. Make a backup: **Microsoft Dynamics GP>>Maintenance>>Backup**
5. Verify and edit 1099 information: **Purchasing>>Routines>>Print 1099**

Payables Management Year-End

27

□ Steps to Close Continued:

6. Print 1099 Statements: ***Purchasing>>Routines>>Print 1099***
7. Make a backup: ***Microsoft Dynamics GP>>Maintenance>> Backup***
8. Close: ***Purchasing>>Routines>>Year-end close***
9. Close fiscal periods: ***Administration>>Setup>>Company>>Fiscal Periods***
10. Make a backup: ***Microsoft Dynamics GP>>Maintenance>>Backup***

Payables Management Year-End

28

- **What are some important points to remember?**
 - Vendor should be marked as 1099-able at the time transactions are posted/paid for 1099 Information to auto-populate.
 - Payables Management is not fully date sensitive.
 - In the Vendor Yearly Summary window, the Summary Views for Calendar Year and Fiscal Year are date sensitive, so will be correct.
 - The Amounts Since Last Close view will move amounts from the Year to Date Column to the Last Year column at the point in time you ran the Year End close process for Payables Management.
 - Recalc scripts that will adjust the Amounts Since Last Close

It is still recommended that you process your year-end closing routines at the actual year end, and before you post any transactions in the new year so this view is correct.

Payables Management Year-End

29

- **What are some of the related KnowledgeBase articles that can be referenced?**
 - ▣ KB 875169: “Year-end closing procedures for the Payables Management module in Microsoft Dynamics GP”
 - ▣ KB 918536: “How to change the 1099 amount for a vendor who was not marked as a 1099 vendor in the year that the transactions were posted in Payables Management in Microsoft Dynamics GP”

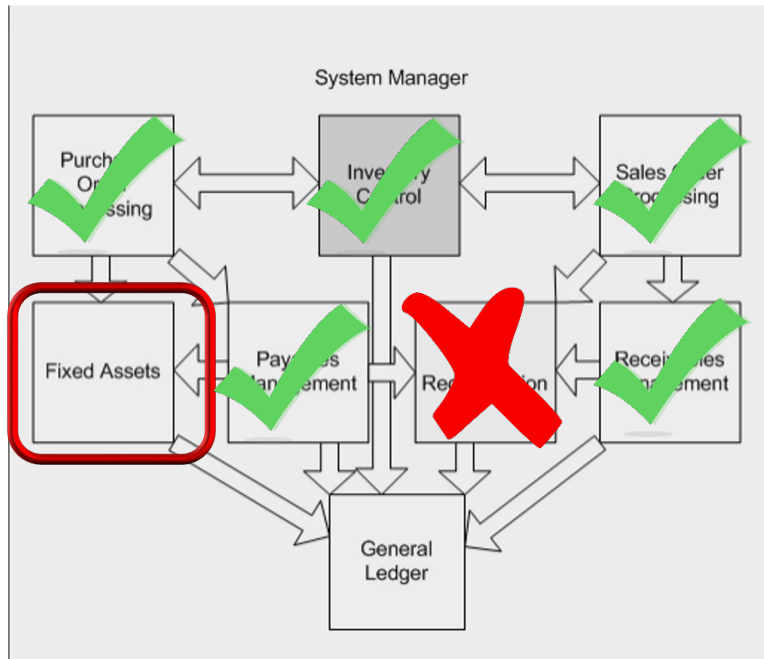
2020 Year-End Close

30

☐ Break

Module Relationships

31



Fixed Assets Year-End

32

- **When should the Year End Close be done?**
 - Fixed Assets Year End-Close should be processed after Payables Management is closed, and before closing the General Ledger
 - Each book can be closed separately, but ALL books must be closed before you can do any processing in Fixed Assets for the new year

Fixed Assets Year-End

33

□ What does the Year-End Close process do?

- In the Asset General Information Window (Cards >> Fixed Assets >> General):
 - The YTD Maintenance amount is cleared from the Expand last Maintenance Date Window
 - The Quantity is copied to the **Begin Quantity** field in the Expand Quantity Window
- In the Asset Book Window (Cards >> Fixed Assets >> Book):
 - The YTD Depreciation Amount is cleared
 - Cost Basis is copied to Begin Year Cost field
 - Life to Date Depreciation is copied to Begin Reserve field
 - Salvage Value is copied to Begin Salvage field

Fixed Assets Year-End

34

□ What does the Year-End Close process do? (continued)

- In the Book Setup Window (Microsoft Dynamics GP >> Tools >> Setup >> Fixed Assets >> Book):
 - The Current Fiscal Year is increased for each closed book

- Dynamics GP 2015 and later has Fixed Assets Year-End report (Status report of all assets affected by the close)

Fixed Assets Year-End

35

□ Updates

▣ YES! Luxury Auto Maximum Depreciation Deduction

Amounts: The maximum depreciation deduction amounts allowed for luxury vehicles has been updated for assets placed in service in calendar year 2020 to comply with IRS Guidelines:



Fixed Assets Year-End

36

□ What steps should I take to close the year?

1. Enter all fixed asset transactions for current year
2. Depreciate all assets through the **last day of the current FA year** before closing the year:
Financial>>Routines>>fixed Assets>>Depreciate
3. Perform the GL Posting process: **Financial>>Routines>>Fixed Assets>>GL Posting**
4. Print any year-end reports that you'll need
5. Verify FA calendar is built correctly: **Financial>>Utilities>>Fixed Assets>>Build Calendar**
6. Verify FA quarters are setup correctly for fiscal years: **Financial>>Utilities>>Fixed Assets>>Quarter**
7. Create backup: **Microsoft Dynamics GP>>Maintenance>>Backup**
8. Close: **Financial>>Routines>>Fixed Assets>>Year-End**
9. Create backup: **Microsoft Dynamics GP>>Maintenance>> Backup**

Fixed Assets Year-End

37

□ What are some key points to remember?

- All assets **must be 'depreciated through' the last day of the current Fixed Assets year. **This is VERY important**.**
 - The last day of the Fixed Assets year can be confirmed by navigating to the Fixed Assets Calendar Setup window:
 - Microsoft Dynamics GP 2013 and up: Microsoft Dynamics GP >> Tools >> Setup >> Fixed Assets >> Calendar
 - Microsoft Dynamics GP 2010 and below: Microsoft Dynamics GP >> Tools >> Utilities >> Fixed Assets >> Calendar
- When you close the year in Fixed Assets, you must do it for each 'Book' you have set up.
- All 'Books' should be closed before you run depreciation for the new year!?
- GP 2015 and After includes a Fixed Asset Year-End Closing Report...worth a look

Fixed Assets Year-End

38

- **What are some of the related KnowledgeBase articles that can be referenced?**
 - KB 865653: “The year-end closing procedures for the Fixed Asset Management module in Microsoft Dynamics GP”

Analytical Accounting Year-End

39

- **When should the year-end close be done?**
 - ▣ There is no separate year-end close process for AA. It automatically closes along with the GL year-end close, so any steps to check AA data should be done prior to closing the GL year.

Analytical Accounting Year-End

40

- ❑ **What does the GL Year End Process do in AA?**
 - ❑ Automatically moves open year AA data to historical tables (AAG3000x → AAG4000x)
 - ❑ Update AA tables with Balance Brought Forward (BBF) entry to match BBF in GL
 - ❑ Any dimensions marked to be included in Year End close will be consolidated and tied to BBF entry

Analytical Accounting Year-End

41

□ What steps should I take to close the year?

1. Run scripts to check AA data against GL (Call Leaf)
2. Ensure Include in Year End Close is selected:
Administration>>Setup>>Company>>Analytical Accounting>>Options
3. Individually mark dimensions to close: **Financial>>Cards>>Analytical Accounting>>Transaction Dimension**
4. Create backup: **Microsoft Dynamics GP>>Maintenance>>Backup**

Analytical Accounting Year-End

42

- **What are some important points to remember?**
 - AA automatically closes with General Ledger
 - Run through scripts in KB2910626 (Call Leaf)
 - Management Reporter (Data Mart) reads from AA tables
 - Make sure AA is installed and enabled on workstation where GL is being closed!

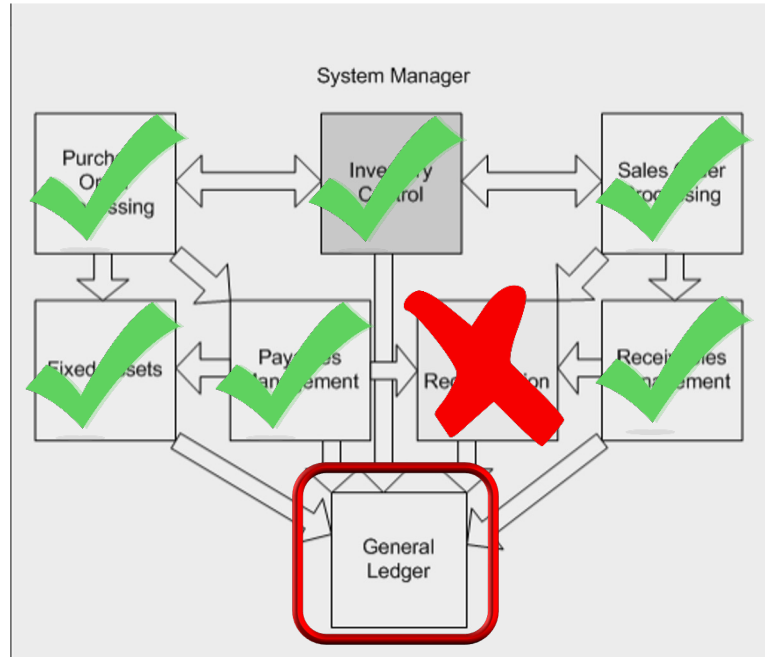
Analytical Accounting Year-End

43

- **What are some of the related KnowledgeBase articles that can be referenced?**
 - KB 2910626: “Financial Reports from Management Reporter do not match the General Ledger Trial Balance Reports in Microsoft Dynamics GP”
 - KB 960356 - *The Year End Close procedures for Analytical Accounting in Microsoft Dynamics GP.*

Module Relationships

44



General Ledger Year-End

45

- **What does the Year-End Close process do?**
 - Moves all open year transactions from the GL20000 table to the GL30000 table
 - Creates balance brought forward (BBF) journal entries
 - Removes inactive GL accounts without a balance/history.
 - GP 2013 R2 and later will clear out Unit Accounts if marked
 - Profit/Loss accounts close out to Retained Earnings; Balance Sheet Accounts roll forward

General Ledger Year-End

46

- **What does the Year-End Close process do? (Cont.)**
 - ▣ The Fiscal Period tables are updated to mark the year just closed as a historical year
 - ▣ Automatically closes Analytical Accounting
 - ▣ Year-end Close Report prints (cannot reprint)

General Ledger Year-End

47

- **When should the Year-End Close be done?**
 - After all other Year End Close processes are complete for other modules
 - Before printing the January financial statements.

General Ledger Year-End

48

□ What steps should I take to close the year?

1. Post final adjusting entries
2. Print an account list or SmartList to verify posting type of each account:
Financial>>Reports>>Financial>>Account
3. Close the last period of the fiscal year: ***Administration>>Setup>>Company>>Fiscal Periods***
4. Run Checklinks on the Financial series: ***Microsoft Dynamics GP>.Tools>>Maintenance>>Check Links***
5. Verify settings in the GL Setup window: **Financial>>Setup>>Financial>>General Ledger**
6. Print a Detailed Trial Balance
7. Print year-end financial statements

General Ledger Year-End

49

□ Steps to Close Continued

8. Make a backup (preglclose20XX)
9. Close: **Financial>>Routines>>Financial>>Year-end Closing**
10. Close all fiscal periods for all the series:
Administration>>Setup>>Company>>Fiscal Periods
11. Print Trial Balance and Financials for review
12. Make a backup (PostGLClose20xx)

General Ledger Year-End

50

- **New(ish) Features to remember (GP2013 R2 and later)**
 - ▣ Reverse Historic Year – no longer an act of Congress!
Financial>>Routines>>Financial>>Year-end Closing>>Reverse Historical Year
 - ▣ “Maintain Inactive Accounts”
 - All Inactive Accounts
 - Just those with Budget Amounts
 - ▣ Progress Bar
 - ▣ Unit Account Maintenance-Clear Balance During Year-End Close

General Ledger Year-End

51

- **What are some important points to remember?**
 - Make a backup! Don't bypass errors!
 - Have all other users out of Dynamics GP when you perform the year end close
 - Perform the Year-End Close at the server
 - Make sure that you have enough free space on the server to allow for the GL20000 table to double in size
 - The year end close routine does appear to hang at 50%, but it is still processing, so **let it run**

12/20/20XX	Administration Expenses	\$500
	Cash	\$500

□	12/20/20XX	Administration	\$500
		Cash	\$500
□	12/31/20XX	Retained Earning	\$500
		Cash	\$500

General Ledger Year-End

53

- **What are some of the related KnowledgeBase articles that can be referenced?**
 - KB 864913: “Changing the posting type on an account after you close the year”
 - KB 857582: “Query to clear beginning balances for unit accounts” (new options in GP 2013)
 - KB 871679: “How to set up an adjusting period”
 - KB 850615: “How to use divisional retained earnings accounts”
 - KB 850741: “Retained Earnings account not found”
 - KB 856550: “General Ledger year end close still in process and batches cannot be posted”

US Payroll Year-End

54

- **When should the Payroll Year End Close be done?**
 - After ALL current year pay runs are complete AND
 - After making a backup AND
 - Before processing pay runs in the new year

US Payroll Year-End

55

- **What does the Payroll Year End Close process do?**
 - Creates the 'Year End Wage' file containing annual wage information used to generate W2's, W3's, 1099's, 1094/1095's and Federal Magnetic Media for the year being closed.

US Payroll Year-End

56

- What's New?
 - Due to the changes in 2020, the year end update should be installed and any COVID pay codes updated for Box 14 prior to closing the 2020 year for W2's to be correctly labeled.
 - There are larger Affordable Care Act form and instruction changes (ACA)!!
- What's Not
 - There are NO W-2, W-3 or W-4 form changes! YEAH!
 - There are NO EFW2 form changes.

US Payroll Year-End

57

Employee Pay Code Maintenance - TWO (sa)

Save Clear Delete Redisplay File Tools Help Add Note

Actions File Tools Help

Employee ID: ACKE0001 Inactive Primary Pay Code
 Name: Ackerman, Pilar Data Entry Default
 Pay Code: SALY
 Description: Salary Pay Code Pay Type: Salary

Start Date: End Date: SUTA State: IL
 Based on Pay Code: Workers' Comp Code: ILWC01
 Pay Factor: 0.00 Maximum per Period: \$0.00
 Pay Rate: \$22,500.00 Advance Amount: \$0.00
 Unit of Pay: Annually
 Pay Period: Semimonthly
 Pay per Period: \$937.50
 Shift Code:

Subject To Taxes: Federal State FUTA
 FICA Soc Sec Local SUTA
 FICA Medicare

Report As Wages: W-2 Box: 14 W-2 Label: COVID

Flat Tax Rates

US Payroll Year-End

58

□ What steps should I take to close the year?

1. Ensure latest payroll tax update is installed for 2020: **Microsoft Dynamics GP>>Maintenance>>US Payroll Updates>>Check for Tax Updates**
2. Complete pay runs, month-end, period-end, or quarter-end procedures for the current year
3. Complete year-end file: **HR & Payroll>>Routines>>Year-end Closing**
4. Verify W-2 and 1099-R statement information: **HR & Payroll>Routines>>edit W-2's/ Edit 1099-Rs**
5. Print W-2 statements and W-3 Transmittal form: **HR & Payroll>>Routines>>Print W-2's**
6. Print 1099-R forms and 1096 Transmittal form: **HR & Payroll >Routines>>Print 1099-R**
7. (Optional) Create W-2 Electronic file: **HR & Payroll>>Routines>>W-2 Electronic File**
8. (Optional) Archive inactive employee HR information: **HR & Payroll>> Utilities>>Human Resources>>Archive Employee**

US Payroll Year-End

59

□ What steps should I take to close the year? Cont.

9. Close fiscal periods for the payroll series for 2020:
Administration>>Setup>>Company>>Fiscal Periods
10. Install payroll tax update for 2021: ***Microsoft Dynamics GP>>Maintenance>>US Payroll Updates>>Check for Tax Updates***
11. ***Do not install this tax table update until ALL pay runs for the 2020 year are completed.**

US Payroll Year-End

60

□ Key points to remember:

▣ Year End Wage File

- Held in UPR10100-UPR10107 tables
- Year End Wage Report
- Edit & Print W-2s
- Create W-2 Electronic File (W200005, W200006)

▣ **Prior** to processing pay runs in New Year

- Install Payroll Tax Update Round 1
 - Microsoft Dynamics GP >> Maintenance >>
U.S. Payroll Updates >> Check for Payroll Tax Updates
 - Downloads & Updates >> Tax Updates (manual)

- ▣ If you need to void a check or run 2020 tax reports be sure to set your system date back to 12/31/2020.

US Payroll Year-End

61

- Helpful Documents, Numbers, Sites, and Articles:
 - ▣ Tax Forms – 800-432-1281
www.microsoftbusinesschecks.com
 - ▣ IRS Forms and Publications
<http://www.irs.gov/formspubs/index.html>
 - ▣ Accuwage for Electronic File Verification
<http://www.ssa.gov/employer/accuwage/index.html>
 - ▣ KB 850663 “Year-end closing procedures for Microsoft Dynamics GP Payroll”

2021 Round 1 Tax Update

62

- Should be available Mid December
- **Do not install this tax table update until ALL pay runs for the 2020 year are completed.**

KB Resources - Recap

63

- Year-End Closing Procedures:
 - KB 888003 – General Ledger
 - KB 872713 – Inventory
 - KB 857444 – Receivables Management
 - KB 875169 – Payables Management
 - KB 856563 – Fixed Assets
 - KB 960356 – Analytical Accounting
 - KB 850663 – US Payroll
 - KB 861806 – Canadian Payroll

Additional Resources

64

- **Microsoft Dynamics GP Directory —:**

<https://mbs.microsoft.com/customersource/northamerica/GP/learning/documentation/system-requirements/dynamicsgpresource>

- **Blog**

<https://community.dynamics.com/gp/b/dynamicsgp>

- **Year-End Blog Series**

<https://community.dynamics.com/gp/b/dynamicsgp/posts/microsoft-dynamics-gp---2020-year-end-blog-series-schedule>

- **Microsoft Dynamics Community** <https://community.dynamics.com/default.aspx>

Leaf Contact Information

65

- Terry Lister, CPA, CGMA
 - tlister@leafsoftwaresolutions.com

- Leaf Team/Support
 - gpsupport@leafsoftwaresolutions.com

Questions?





Microsoft Dynamics GP, October 2020 Release– What's New?

December 15, 2020

October 2020 New Functionality

68

- ❑ Two new User Defined fields in General transaction entry.
- ❑ Configure labels in General Ledger Setup.
- ❑ Included in the Edit list and Posting journal.

Transaction Entry - TWO (sa)

Save Delete Void Post Correct Copy Paste View Additional File Tools Help

Journal Entry 3787 Intercompany Batch ID

Transaction Type: Standard Reversing Transaction Date 4/12/2027 Reversing Date

Source Document GJ Reference Currency ID Z-US\$

User-Defined 1 User-Defined 2

Co. ID	Account	Debit	Credit
Description			Exchange Rate
Distribution Reference			Corresp Co. ID
		\$0.00	\$0.00
			0.0000000
Total		\$0.00	\$0.00
		Difference	\$0.00

by Batch ID Status Unposted

October 2020 New Functionality



69

- ❑ Import credit card transactions as payable invoices or manual payments.
- ❑ The imported transactions must be saved as a batch and appropriate distributions must be created for each transaction.
- ❑ Company gets their credit statement electronically or they can download the transactions to a qbo/qfo/qfx file locally.

October 2020 New Functionality



70

- ❑ In the Payable Management Setup page.
- ❑ Two buttons have been added: Vendor Map and Trx Type Map.
- ❑ <https://docs.microsoft.com/en-us/dynamics-gp/whats-new/import-credit-card-transactions>

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		1	30
31 - 60 Days		31	60
61 and Over		61	999
			0
			0
			0

Apply By: ☒ Document Date ☐ Due Date

Defaults:

Default Summary View	Fiscal Year
Checkbook ID	53
Check Format	Stub on Top
Sort Checks By	Payment Number
List Documents on Remittance	All Documents
<input checked="" type="checkbox"/> Print Previously Applied Documents on Remittance	

Options:

<input checked="" type="checkbox"/> Override Voucher Number at Transaction Entry
<input type="checkbox"/> Track Discounts Available in GL
<input checked="" type="checkbox"/> Print Historical Aged Trial Balance
<input type="checkbox"/> Delete Unposted Printed Documents
<input type="checkbox"/> Print Tax Details on Documents
<input type="checkbox"/> Print Dual Currencies
<input type="checkbox"/> Age Unapplied Credit Amounts
<input type="checkbox"/> Exclude Expired Discounts from Payr
<input checked="" type="checkbox"/> Warn if Vendor has Existing Purchase O
<input checked="" type="checkbox"/> Enable Long Description in Payables Transacti

Allow Duplicate Invoices Per Vendor:

☐ Yes
☐ No
☒ Recurring Transactions Only

Options Classes 1099 Setup **Vendor Map** **Trx Type Map**

Vendor Mapping - TWO (sa)

OK File Tools Help Add Note

Actions File Help

Credit Card (Org)	Vendor ID
AMEX	AMEX0001

Transaction Type Account Mapping - TWO03 (sa)

OK File Tools Help Add Note

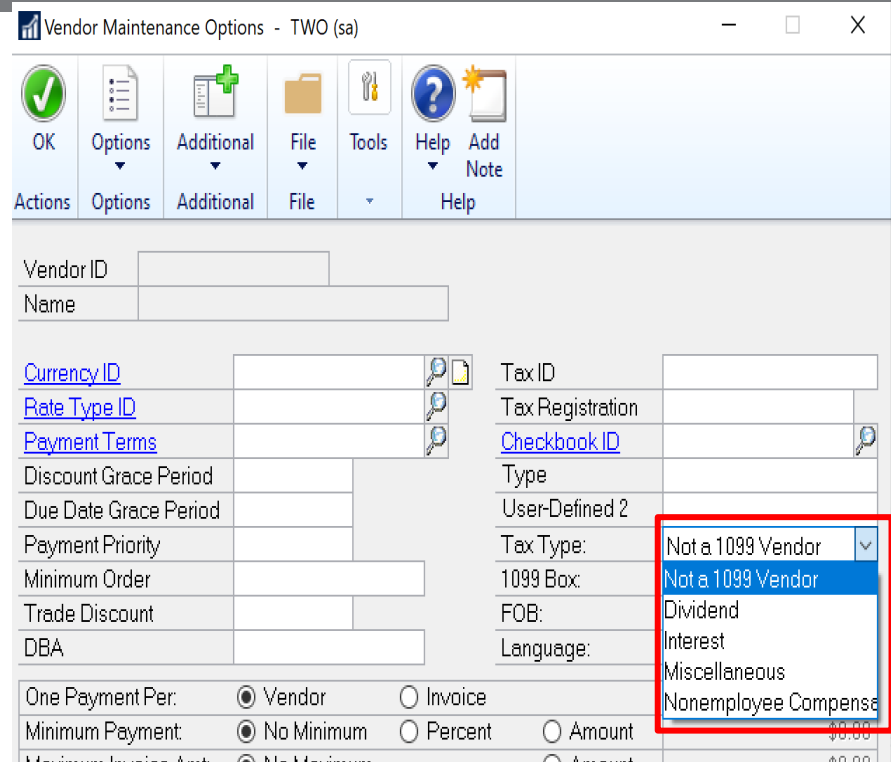
Actions File Help

Transaction Type	Account
DELTA AIR LINES	100 -6520 -00
	- -

October 2020 New Functionality

72

- ❑ IRS changes. Non-employee compensation has been moved to its own form and other values are moving to different boxes on the 1099 MISC form.
- ❑ You can find this on Vender .. Options.







Vendor Maintenance Options - TWO (sa)



Actions Options Additional File Tools Help Add Note

Vendor ID:

Name:

Currency ID:  

Rate Type ID:  

Payment Terms:  

Discount Grace Period:

Due Date Grace Period:

Payment Priority:


Minimum Order:

Trade Discount:

DBA:


Tax ID:

Tax Registration:

Checkbook ID: 

Type:

User-Defined 2:

Tax Type: 

1099 Box:

FOB:

Language:

One Payment Per: ☒ Vendor ☐ Invoice

Minimum Payment: ☒ No Minimum ☐ Percent ☐ Amount

Maximum Invoice Amt: ☒ No Maximum ☐ Amount

Not a 1099 Vendor

Not a 1099 Vendor

Dividend

Interest

Miscellaneous

Nonemployee Compense

October 2020 New Functionality



73

- The Year-End update will correct the type when the update is run.
- You can also correct the form with the Update 1099 Information Utility

Vendor ID	ACETRAVE0001
Name	A Travel Company
Currency ID	Z-US\$
Rate Type ID	
Payment Terms	Net 30
Discount Grace Period	
Due Date Grace Period	
Payment Priority	1
Minimum Order	
Trade Discount	
DBA	
One Payment Per:	<input checked="" type="radio"/> Vendor <input type="radio"/> Invoice
Tax ID	
Tax Registration	
Checkbook ID	53
Type	Other Expenses
User-Defined 2	
Tax Type:	Nonemployee Compe
099 Box:	1 Nonemployee Comx
FOB:	None
Language:	None

October 2020 New Functionality



74

- ❑ Export and import data with Excel from the Stock Count and Stock Count Schedule windows, giving you more flexibility with this process.
- ❑ The Excel file format should be modeled after the IV Stock Count Forms by Site ID report.

October 2020 New Functionality



75

- **Fields in the spreadsheet**
- A1 – Site ID; C1 - Header for Serial/Lot indicator; D1 - header for Serial/lot#; E1 – header Quantity on hand
- A2 Item Number; B2 Item Description; C2 indicator if item is serial/lot/blank; D2 UofM e2 Quantity that has been counted; D3-D... Serial #s/Lot #s that have been counted.

October 2020 New Functionality



76

- Maximum print output screen
 - Users no longer have to manually maximize the print output screen each time they print a report to the screen - the report will automatically pop out to full screen mode for you!

October 2020 New Functionality



77

- Copy/Paste Purchasing transactions from Excel
 - The same copy/paste functionality that you know from General Ledger is now available for Purchasing!. Use the Transaction Entry window to copy/paste PM Transactions and PM Distributions.
 - In the **Payables Transactions** window. found under **Purchasing**, click **Transactions**, and choose **Transaction Entry**. Choose the **Vendor ID** and put your cursor in the **Purchasing** field and then choose the **Paste** button in the tool bar.

October 2020 New Functionality

78

	A	B	C	D	E	F	G	H
1	Vendor	Purchase	Trade Disc.	Freight	Misc.	Document Number	P.O. Number	Cash
2	ACETRAVEL0001	\$1,000.00	\$10.00	\$100.00	\$10.00	12345	8675309	\$500.00
3								

- The Excel spreadsheet must have the required fields in this order to copy paste correctly; not all amount fields need to have an amount. You must copy/paste all data fields only; do not include the header fields.

- Vendor
- Purchases
- Trade Discount
- Freight
- Misc.
- Document Number
- P.O. Number
- Cash - if the cash field has an amount, the **Payables Cash Entry** window will automatically open after clicking the "Paste" button.

October 2020 New Functionality



79

- Distributions will default from the Vendor record unless you paste in distributions. It is not required to do distributions.
- In the **Payables Transactions** window, found under **Purchasing**, click **Transactions**, and choose **Transaction Entry**. Choose the **Vendor ID**, click **Distributions**, copy lines from Excel, choose the **Paste** button from the menu which will populate the information. Close the **Distribution** window, if you are prompted with a warning you can choose OK.

Questions?

