



Microsoft Dynamics® GP 2010  
**What's New**

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# Introduction

What's New is your guide to enhancements in Microsoft Dynamics® GP 2010.

We add enhancements based on feedback we receive from customers, as well as on market research. Your willingness to help us build better products makes this a more complete solution for small and medium-sized businesses, putting you in a better position to manage your organization successfully. We encourage you to share your thoughts and reactions with us at any time.

Some enhancements described in this documentation are optional and can be purchased through your Microsoft Dynamics GP partner. If you currently have a license for one of these modules and have an active enhancement program, you automatically will receive the enhancements contained in that module.

This document describes enhancements that were added to Microsoft Dynamics GP since Release 10.0 Feature Pack 1.

Descriptions of the enhancements are divided into the following chapters:

[Chapter 1, "Foundation enhancements,"](#) describes enhancements to the Microsoft Dynamics GP system.

[Chapter 2, "Financial enhancements,"](#) describes enhancements to General Ledger, Payables Management, Receivables Management, Encumbrance Management, Collections Management, Electronic Banking, and Analytical Accounting.

[Chapter 3, "Distribution enhancements,"](#) describes enhancements to Inventory Control, Sales Order Processing, and Purchase Order Processing.

[Chapter 4, "Human Resources and Payroll enhancements,"](#) describes enhancements to Human Resources and Payroll.

[Chapter 5, "Manufacturing enhancements,"](#) describes enhancements to Manufacturing.

[Chapter 6, "Field Service Series enhancements,"](#) describes enhancements to the Field Service Series, which includes Service Call Management, Contract Administration, and Returns Management.

[Chapter 7, "Project Accounting enhancements,"](#) describes enhancements to Project Accounting.

[Chapter 8, "Country/region-specific enhancements,"](#) describes enhancements to features for specific countries and regions. These features are available based on the country/region you select during installation.



# Chapter 1: Foundation enhancements

This part of the documentation describes enhancements to the Microsoft Dynamics GP system, and Integration Manager. The following topics are discussed:

- [E-mail functionality](#)
- [Electronic Signatures workflow](#)
- [Home Page](#)
- [Installation and deployment features](#)
- [Rapid Migration Tool for Microsoft Dynamics GP](#)
- [Lookups](#)
- [Microsoft Dynamics Online Connect](#)
- [Navigation pane](#)
- [Reporting](#)
- [Right-click menu enabled](#)
- [Security](#)
- [Unified Communications](#)
- [Word templates](#)
- [Workflow](#)
- [Integration Manager](#)
- [Excel Report Builder](#)

## E-mail functionality

By using the e-mail functionality in Microsoft Dynamics GP, you can embed documents into the body of an e-mail message or send documents as attachments. You can send a single document, batches of documents, or send multiple documents using lists. When setting up the e-mail functionality, you can select which documents you can send and which customers and vendors should receive their documents in e-mail. If you are using Word templates for Microsoft Dynamics GP, you can send predefined or customized forms. See [Word templates](#) on page 7 for more information.

You can send the following documents in e-mail.

Documents	
Sales quote	Receivables finance charges
Sales order	Receivables warranty
Sales fulfillment order	Receivables service/repair
Sales invoice	Standard purchase order
Receivables invoice	Blanket purchase order
Receivables return	Drop-ship purchase order
Receivables debit memo	Vendor remittances
Receivables credit memo	

A document can be sent in either an HTML, XPS, PDF, or DOCX file format type. You also can combine multiple documents to be sent in a single e-mail.

### **Sending customized messages**

You can create predefined messages to send to your customers and vendors. These messages can be assigned to the documents that you want to send in e-mail so all customers or vendors receive the same message for selected documents. For example, you can send a promotional message to your customers when sending sales quotes in e-mail. You also can assign a specific message to an individual customer or vendor. For example, you can send a holiday greeting message to a customer. When you create a message, you can enter an e-mail address so your customer or vendor can reply to your e-mail.


### **Electronic Signatures workflow**

You can now create a standard workflow to enable people to approve a change that requires an electronic signature by using the Microsoft Dynamics Workflow site, instead of approving it within Microsoft Dynamics GP. A new workflow type, Electronic Signatures Workflow, applies to records that are submitted for electronic signatures. When a change is made that causes the Signature Entry window to open, the user can submit the change for workflow approval. The workflow task appears on the Microsoft Dynamics Workflow site, where an authorized person can approve it.

### **Home Page**

#### **Viewing reminders as text or Cues**

You can specify to view predefined reminders and customized reminders as text or as Cues in the home page. A Cue is an icon that increases or decreases in height to indicate the number of records in a particular reminder category.

Reminder as text	Reminder as a Cue
<p><b>Reminders</b></p> <p>Overdue Invoices (46)</p> <p>Payables Due (9)</p> <p>Vendors on Hold* (1)</p>	<p><b>Reminders</b></p>  <p>Overdue Invoices      Payables Due      Vendors on Hold*</p>

#### **Viewing Reporting Services metrics**

You can use Microsoft® SQL Server® Reporting Services 2008 to display graphical representations of Microsoft Dynamics GP data in the metrics area of your home page. Reporting Services metrics appear in the SQL Reporting Services Report list.

#### **Viewing multiple metrics**

Multiple metrics can be displayed in your home page. You also can create your own metrics to display in your home page.

#### **Viewing additional information**

If you want to analyze data in a Reporting Services 2008 metric displayed in your home page, you can click a data point in the metric to open a detailed report for additional information. If you want to view additional data in the detailed report, you can click certain data fields to open the maintenance or inquiry window related to that data field.

## Installation and deployment features

Electronic Funds Transfer (EFT) for Receivables Management is installed along with Microsoft Dynamics GP instead of as a separately selectable Microsoft Dynamics GP feature.

Human Resources and Payroll Suite is installed as a separately selectable Microsoft Dynamics GP feature instead as an additional component.

When deploying Reporting Services reports using the Microsoft SQL Server Reporting Services Wizard, you can deploy reports to either Native mode (SQL Server Reporting Services) or SharePoint® mode.

## Rapid Migration Tool for Microsoft Dynamics GP

The Rapid Migration Tool simplifies the migration of Peachtree data to Microsoft Dynamics GP. You can migrate master records, transactions, and key configuration settings such as shipping methods and payment terms. Master records include customer records, vendor records, item records, and account records. Transactions include open payables transactions, open receivables transactions, open sales orders, and purchase orders. You also can review and edit information before you complete the migration.

## Lookups

You can define and save a default lookup view for your master records by selecting the Set as Default View option from the View menu or using the right-click menu in the lookup window. The default view you select will be the view displayed when you open the lookup window the next time.

You can set a default view for the following lookup windows.

- Items lookup window
- Accounts lookup window
- Employees lookup window
- Customers and Prospects lookup window
- Salespeople lookup window
- Vendors lookup window

The default view is saved on a per user, per company basis.

## Microsoft Dynamics Online Connect

The Microsoft Dynamics GP home page hosts Microsoft Dynamics Online Connect. Connect displays a series of slides that makes the benefits of the Microsoft Dynamics Business Ready Enhancement Plan easy to find and have access to. The slides allow you to perform self-help support, get information, and perform training from the Microsoft Dynamics GP home page.

Connect is available to all users on the home page and is specific to each user's home page role. CustomerSource access is based on your Business Ready Enhancement Plan.

## Navigation pane

In the navigation pane, you'll see only the series buttons and associate lists for modules that are marked in the Registration window.

## Reporting

### Report lists

Report lists contain a list of reports that are available for you to use. Each series available in the navigation pane has the following report lists.

Report list	Reports that appear in the list
Microsoft Dynamics GP Reports	Report Writer reports for the series.
Excel Reports	Microsoft Excel <sup>®</sup> reports and Office Data Connections for the series.  This report list appears if you specified the location of your Excel reports using the Reporting Tools Setup window.
Reporting Services Reports	SQL Server Reporting Services reports for the series.  This report list appears if you specified the location of your Reporting Services reports using the Reporting Tools Setup window.
SmartList Favorites	All SmartList favorites for the series.
Other Reports	Reports not included in the other report lists, such as Microsoft Word documents for the series.  This report list appears if you specified the location of your reports using the Reporting Tools Setup window.
Report List	All reports for the series and the reports that you've added to your My Reports list.

### Report destinations

In the Report Destination window's Report Type list, you can select Standard to use the Report Writer engine to generate the report. If the report has a Word template associated with it, you can select Template to use Word as the layout engine. See [Word templates](#) on page 7 for more information.

The following table displays the additional file format options you can use when printing to a file.

File format	Description
Text	Text with no formatting. Use this option only if the application you'll use to read the report can't read any other format.
HTML	A format that can be views in a web browser.
XML Data	A text file that contains an XML representation of the report layout and all the report data. Choose this format if you want to process the report using an external application.
Adobe PDF	This format is available if you have the PDFWriter printer driver installed (included with Acrobat 5 and earlier), or Acrobat Distiller from Acrobat 6 or later. PDF (Portable Document Format) files can be read using Adobe Reader software available from Adobe.
Word Document	The Microsoft Office Open XML (.docx) file format used by Word 2007 or later. You can select this format if you select Template as the report type.

## Right-click menu enabled

You can right-click in a text or numeric field to see a shortcut menu. The shortcut menu contains options from the Edit menu.

## Security

### Display security roles and tasks

You can display only the security tasks and items to which access has been granted in the Security Task Setup window, the Security Role Setup window, and the User Security Setup window instead of viewing all security tasks, roles, and items.

### Copy user security settings

You can use the Copy User Security window and the User Setup window to copy security settings (roles, tasks, and company access) you want to copy from one user to another. For example, if you hire a new purchasing agent, you can copy the security settings from an existing purchasing agent instead of manually specifying the security settings. If the new purchasing agent is transferring from another position in your company, copying replaces any existing security settings for the user you are copying to.

### Automatically logging on to Microsoft Dynamics GP and a company

Users now have the option to log on to Microsoft Dynamics GP and their favorite company automatically. For users to have the option to log on to Microsoft Dynamics GP automatically, the system administrator must mark the Enable Remember User field in the System Preferences window.

## Unified Communications

Microsoft Dynamics GP can integrate with some of the Unified Communications capabilities provided by Microsoft Office Communicator 2007 R2 or later. Presence information of your customers, sales people, vendors, and employees can be displayed from within Microsoft Dynamics GP. You also can select actions from Communicator to perform tasks within Microsoft Dynamics GP such as creating a purchase order or opening the Customer Maintenance window.

## Word templates

Predefined Word templates for document types such as sales quotes, and purchase orders are provided for you with Microsoft Dynamics GP. The templates are based on standard reports in Microsoft Dynamics GP. By default, the Word templates functionality is enabled for Microsoft Dynamics GP. You can print the predefined Word templates for your customers and vendors in each of the companies you have access to.

You can create your own template or create a template from an existing template. For example, you may want to change the company logo or change the font size for a template. After creating or modifying a template, you can assign the template to your companies and then to customers or vendors.

The following predefined Word templates are installed with Microsoft Dynamics GP.

Document type	Report Writer report name	Default Word template name
Sales Order Processing Quote	SOP Blank History Options Quote Form	SOP Blank History Options Quote Form Template*
	SOP Blank History Quote Form	SOP Blank History Quote Form Template*
	SOP Blank Options Quote Form	SOP Blank Options Quote Form Template*
	SOP Blank Quote Form	SOP Blank Quote Form Template*
Sales Order Processing Order	SOP Blank History Options Order Form	SOP Blank History Options Order Form Template*
	SOP Blank History Order Form	SOP Blank History Order Form Template*
	SOP Blank Options Order Form	SOP Blank Options Order Form Template*
	SOP Blank Order Form	SOP Blank Order Form Template*
Sales Order Processing Invoice	SOP Blank History Options Invoice Form	SOP Blank History Options Invoice Form Template*
	SOP Blank History Invoice Form	SOP Blank History Invoice Form Template*
	SOP Blank Options Invoice Form	SOP Blank Options Invoice Form Template*
	SOP Blank Invoice Form	SOP Blank Invoice Form Template*
Sales Order Processing Packing Slip	SOP Blank Packing Slip Form	SOP Blank Packing Slip Form Template*
Receivables statement form	RM Statement on Blank Paper	RM Statement on Blank Paper Template*
	MC Statement Blank Form	MC Statement Blank Form Template*
Receivables Sales/Invoices	RM Blank Document	RM Blank Document Template*
Receivables Debit Memos	RM Blank Document	RM Blank Document Template*
Receivables Finance Charges	RM Blank Document	RM Blank Document Template*
Receivables Service/Repairs	RM Blank Document	RM Blank Document Template*
Receivables Warranties	RM Blank Document	RM Blank Document Template*
Receivables Credit Memo	RM Blank Document	RM Blank Document Template*
Receivables Returns	RM Blank Document	RM Blank Document Template*
Purchase Order	POP Purchase Order Blank Form	POP Purchase Order Blank Form Template*
	POP History Purchase Order Blank Form	POP History Purchase Order Blank Form Template*
	POP Purchase Order Rollup Blank Form	POP Purchase Order Rollup Blank Form Template*
	POP History Purchase Order Rollup Blank Form	POP History Purchase Order Rollup Blank Form*
Payable Invoices	PM Blank Document	PM Blank Document Template*
Payable Finance Charges	PM Blank Document	PM Blank Document Template*
Payable Miscellaneous Charges	PM Blank Document	PM Blank Document Template*
Payable Credit Memo	PM Blank Document	PM Blank Document Template*
Payable Returns	PM Blank Document	PM Blank Document Template*
Payable Check Remittance	Check Remittance	Check Remittance Template*

## Workflow

Besides the existing approval step, users can now define “action” steps as part of the workflow definition. The new action step allows you to define an action to be taken during the workflow process rather than just an approval. Once the action has been completed, the action step can be marked as completed and the workflow will advance to the next step. The action step definition includes a description of the action to be taken such as assigning a new employee a unique employee ID or contacting the Better Business Bureau to get a rating on a vendor prior to doing business with them.

You can install Workflow components on a Web server running Windows SharePoint Services.

Refer to the Workflow Administrator's Guide and the Workflow Installation Guide for more information.

## Integration Manager

### Microsoft Dynamics GP eConnect adapter enhancement

A Vendor destination was added for the Microsoft Dynamics GP eConnect adapter.

### Displaying error message details

There is a new window that you can use to convert your existing Integration Manager databases to use in Integration Manager for Microsoft Dynamics GP 10.0.

## Excel Report Builder

Several enhancements have been added to Excel Report Builder, which is included with SmartList Builder. Also, two new tools are included: Drill Down Builder and Navigation List Builder.

### Excel report PivotTables

When building a report in Excel Report Builder, you can choose whether the report should be a standard List or a PivotTable.

### Excel report totals

To automatically total numeric columns at the bottom of an Excel report, you can mark the Display totals at the end of each list option in the List Options window when setting up an Excel Report in Excel Report Builder.

### Publish Excel Report Builder reports

Previously, only the sa user could publish an Excel report created using Excel Report Builder. In Microsoft Dynamics GP 2010, any user with following credentials can publish Excel reports.

- sa user
- DYNOSA user
- A user with the db\_owner database role in SQL Server
- A user with the SysAdmin fixed server role in SQL Server
- A user with the dbCreator fixed server role in SQL Server

### Drill Down Builder

Drill Down builder allows you browse an Excel report and click on data to open a Microsoft Dynamics GP window, SmartList, or Extender Form to view information. You can define the window you want to drill down to view information in a module from any Dexterity-based product. The drill downs you build can be automatically embedded within Excel Report Builder reports. You also can manually add the drill downs to SQL Server Reporting Services reports.

## Navigation List Builder

You can extend the functionality of the Navigation Lists that are available in Microsoft Dynamics GP by customizing them and accessing exactly the data that you want. You can access any table in Microsoft Dynamics GP or any integrating product, as well as external SQL tables and views. The Navigation Lists use the information you select when you define them, thereby improving performance.

You can customize navigation lists in the following ways.

- Select the fields to include in the lists
- Select the fields to include in the Preview Pane and specify the layout
- Restrict the data by default
- Create calculated fields
- Create actions to open forms, run reports, launch files and Web sites and perform standard Microsoft Dynamics GP functions such as transaction posting or customer aging
- Display various status icons

## Chapter 2: Financial enhancements

This part of the documentation describes enhancements to Microsoft Dynamics GP financial modules.

The following information is discussed:

- [General Ledger](#)
- [Payables Management](#)
- [Receivables Management](#)
- [Collections Management](#)
- [Analytical Accounting](#)
- [Electronic Banking](#)
- [Encumbrance Management](#)

### General Ledger

#### **Exclude inactive accounts in Accounts lookup**

You can now exclude all inactive account records from the Accounts lookup window.

#### **Clear recurring batch amounts**

You can now clear the distribution amounts for all transactions on recurring batches after you post a batch. You can navigate through the distribution lines and enter new amounts for each period.

#### **Combine multiple General Ledger budgets into a single, master budget**

You can combine multiple General Ledger budgets into a single, master budget, one budget at a time. The master budget can be completely new and have its own budget ID, or it can be one of the two original budgets. This feature is helpful when multiple departments in your organization create their own budgets, which must then be consolidated. The new Combine Budgets window simplifies this process.

#### **Comply with International Financial Reporting Standards (IFRS) requirements**

Microsoft Dynamics GP now includes features that meet compliance standards for IFRS. You can identify transactions for local GAAP, IFRS, or other accounting purposes, and you can define ledgers for each purpose. You can select one or more ledgers for financial reports and inquiries. Also, you can generate distributions automatically as part of the year-end closing or currency revaluation process.

#### **Create budget transactions**

You can now create a transaction solely against a budget. You can view a list of budget transactions, make adjustments, and then update the budget from the list.

### Payables Management

#### **Exclude inactive vendors in Vendors lookup**

You can now exclude all inactive vendor records from the Vendors lookup window. You also can set a default view. For more information about default views, see [Lookups](#) on page 5.

### **Exclude expired discounts from payments**

You can select a Payables Management setup option to exclude expired discounts from payments when you select checks for a computer check run. If you exclude expired discounts and select a range for due date/discount date cutoffs, the discount date for vouchers is compared with the apply date entered in the Select Payables Checks window. If the apply date is after the discount date for a voucher, the voucher isn't included.

### **Select multiple ranges for payables check runs**

To narrow the group of vendors and documents you want to pay, you can select multiple ranges in the Select Payables Checks window. You can select a separate range for vendor IDs, vendor names, class IDs, payment priorities, voucher numbers, document numbers, due date/discount date cutoffs, and document currency. In previous releases of Microsoft Dynamics GP, you could select only one range for vendors and one range for documents to narrow the group of vendors and vouchers to pay.

### **Vendor approval workflow added**

You can submit vendors to a workflow approval process. The process allows multiple approvers, depending on user-defined rules, and allows users who aren't Microsoft Dynamics GP users to approve workflows. When a vendor is ready to be approved, approvers can be notified and the vendor can be approved, using Microsoft Outlook<sup>®</sup>, Microsoft Dynamics GP, or Microsoft Internet Explorer<sup>®</sup>.

## **Receivables Management**

### **Enter negative cash receipts**

You can enter a negative cash receipt for the purpose of decreasing a deposit. The negative amount flows through the system in the same way as a positive cash receipt, but is shown as a deposit with a negative amount.

### **Enter recurring cash receipts batches**

If you receive the same or similar payment amounts from your customers, you can create a recurring batch for your cash receipts to speed data entry.

### **Exclude inactive customers in Customers lookup**

You can now exclude all inactive customer records from the Customers and Prospects lookup window. You also can set a default view. For more information about default views, see [Lookups](#) on page 5.

### **Exclude inactive salespeople from Salespeople lookup**

You can now exclude all inactive salespeople records from the Salespeople lookup window. You also can set a default view. For more information about default views, see [Lookups](#) on page 5.

### **Set up lockboxes at payment processing centers**

You can set up lockboxes at payment processing centers to automatically import cash receipts transaction files into Microsoft Dynamics GP so you don't have to enter each of the transactions individually.

## Collections Management

### View unposted cash amounts

The total of the unposted cash and unposted other cash amounts are now displayed in the Collection Main window. The amounts are displayed in the functional currency, and you can expand the view to see more information on the chosen customer's work records.

### Receive collection reminders

Collection tasks have been added as an option in the Reminder Preferences window. When selected, this reminder appears as an icon on the Microsoft Dynamics GP home page. The icon displays the number of collection tasks that are due and opens a list of the tasks. You can choose items in the list to see details for each item.

### Print collection letters by address ID

If you are printing text or Microsoft Word letters, you can print collection letters based on customers' addresses. When you print a collection letter, all invoices for a customer's address IDs are identified. A collection letter is generated based on the status of each invoice, such as overdue or disputed.

## Analytical Accounting

### Integrate with Payroll (United States)

You can track your employee expenses by transaction dimensions created in Analytical Accounting. You can assign default dimension codes (alias) to payroll posting accounts based on a combination of posting type, employee, department, position, and code. You can view and modify the default information for distributions before you post computer or manual check payments. You can generate multilevel queries and distribution queries to view the breakdown of payroll expenses.

### Automatic security for transaction dimension codes

Security access to use a transaction dimension code is granted automatically to the user who created the code during transaction entry.

## Electronic Banking

The following enhancements were made.

- Create or revise bank format information used to generate EFT files for sales EFT transactions using the EFT File Format Maintenance window.
- Define an EFT number sequence EFT numbers for sales EFT transactions.
- Require Receivables prenote only if your bank requires prenotes.
- Select a single format for the output file or enter multiple formats to tailor a format to a customer.
- Generate electronic payments for customers using the Generate EFT Files window.

## Encumbrance Management

### **Configure encumbrance behavior for approved purchase orders**

You can select what actions occur when a purchase order is approved. Using the Encumbrance Setup window, you can encumber any purchase order lines that are under budget, pre-encumber those that are over budget, or pre-encumber regardless of budget status. Also, you can be alerted to over-budget lines, so that you can decide how to encumber them.

## Chapter 3: Distribution enhancements

This part of the documentation describes enhancements to distribution modules. The following modules are discussed:

- [Inventory Control](#)
- [Purchase Order Processing](#)
- [Sales Order Processing](#)

### Inventory Control

#### Exclude discontinued items from Items lookup

You can now exclude all discontinued items or exclude discontinued items with no quantity available from the Items lookup window. You also can set a default view. For more information about default views, see [Lookups](#) on page 5.

#### Go To navigation added

If you're using the Available To Promise (ATP) feature in Inventory Control, you can click the Go To button in the Items window to open the Inventory Available to Promise Inquiry window.

### Purchase Order Processing

#### Roll down promised date and promised ship date changes

You can change the promised date and promised ship date for a standard or drop-ship purchase order and roll down the date changes to the line items on the purchase order. The current promised date, original promised date, and the promised ship date on a line item are updated depending on the status of the line item.

#### Link invoicing to whether any received goods are returned

You can choose whether returned goods are replaced on the original purchase order, when to close purchase orders that include returned goods, and how to invoice returned goods.

#### Define lot number masks

You can define a lot number mask and automatically generate a specific number of lot numbers when receiving an item, saving data entry time and reducing the chance of errors.

#### Receive in-transit transfer items

You can automatically receive in-transit transfer items using the Select In-Transit Items window and the Receivings Transaction Entry window.

### Sales Order Processing

#### Print back ordered items on picking tickets

You can use the Print Sales Documents window, the Sales Document Print Options window, and the Bulk Picking Print window to print back-ordered items on picking tickets



# Chapter 4: Human Resources and Payroll enhancements

This part of the documentation describes enhancements to Microsoft Dynamics GP Human Resources and U.S. Payroll.

The following information is discussed:

- [Human Resources](#)
- [U.S. Payroll](#)
- [Advanced Human Resources](#)
- [Advanced Payroll](#)
- [Benefit Self Service](#)
- [U.S. Payroll Extensions](#)
- [PTO Manager](#)

## Human Resources

### Assign employee secondary status codes

You can create secondary status codes to provide more detail about an employee's status, such as why an employee is inactive or isn't being paid. For example, you could set up codes for inactive employees who are taking military or family leave, or active employees who are on probation, awaiting a grant assignment, or between school terms.

You can set up separate status codes for active and inactive employees, and print a report listing all available status codes. You can assign the new codes using the Employee Maintenance window, and view assigned codes using the Employee Inquiry window.

### Easier setup of position control plans and funding

You can use position control to plan the positions that you will have in your organization and to track the funding sources for those positions. Several enhancements simplify the process of creating position plans and accounting for them. You can now copy a position plan to create a new one. You also can export position plans to Excel, and import plans from Excel. You can set up fund account information to specify the general ledger accounts that are affected during payroll processing for employees who hold a seat for a position. New reports include history reports, Plan Details, Plan Analysis, and Seat Expiration.

## U.S. Payroll

### Exclude inactive employees in Employees lookup

You can now exclude all inactive employees from the Employees lookup window. You also can set a default view. For more information about default views, see [Lookups](#) on page 5.

### **Map pay, deduction, and benefit codes to multiple W-2 boxes**

For pay, deduction and benefit codes, you can now designate as many as four different locations where the same amounts will be printed on W-2 statements. You can specify a label for each location.

The change affects the following U.S. Payroll windows: Pay Code Setup, Employee Pay Code Maintenance, Deduction Setup, Employee Deduction Maintenance, Benefit Setup, and Employee Benefit Maintenance.

### **More flexibility when deducting multiple garnishments**

If multiple garnishments are levied against an employee, you can now deduct the garnishments in a particular sequence until reaching the limit specified in the Garnishment Maximum window.

Garnishments with earlier sequence numbers will be deducted first, followed by those with later sequence numbers. When employee pay is calculated, Payroll will keep a running total of all garnishment deductions. If the full amount of a given garnishment can't be deducted without the total exceeding the maximum value you define, Payroll will deduct as much of the garnishment as possible. If the same maximum is applied to garnishments with later sequence numbers, those garnishments won't be deducted.

You can use this feature to set a limit on total garnishments taken from an employee's pay, while prioritizing which garnishments are taken. To do this, you set a minimum pay amount in relation to all of the sequenced deductions.

The Payroll documentation now includes a section explaining various methods of handling multiple garnishments.

### **Process concurrent pay runs**

Payroll has support for processing concurrent pay runs, accommodating organizations that have multiple payroll clerks who conduct separate pay runs for different departments or business units. As in previous releases, only one user at a time can calculate payroll checks, print checks, and print direct deposit earning statements. However, if another user now tries to perform one of these tasks at the same time, the processing request will be queued. You can use the Multiuser Payroll Setup window to specify the maximum wait time and how often the processing request will be retried.

### **Reprint paystubs and earnings statements**

You can now use the Payroll Check Inquiry window to reprint a report that contains paystube and direct deposit earnings statement information. The Payroll Check Inquiry scrolling window also includes a new check box that lets you select any combination of individual paycheck transactions to view and print. If you select multiple paychecks, a separate report is printed for each paycheck.

### **Track fiscal year values for pay, benefits, and deductions**

You can now track fiscal year as well as calendar year amounts for compensation, deductions, and benefits, and set both fiscal and calendar year limits in Payroll and Human Resources. Payroll inquiries can display summary totals by fiscal period and fiscal year, and you can select fiscal year or calendar year when reconciling or removing payroll summary information. Use the Payroll Setup Options window to enable fiscal year tracking.

You can display fiscal year amounts in the following U.S. Payroll windows: Employee Summary Inquiry, Employee Tips Summary Inquiry, Employee Record Summary Inquiry, Payroll Summary Inquiry, Payroll Tips Summary Inquiry, Employee Pay History Inquiry, and Employee Pay Codes History.

You can also set fiscal year maximums in the following U.S. Payroll windows: Deduction Setup, Benefit Setup, Employee Benefit Maintenance, and Employee Deduction Maintenance. If you are also using Human Resources, you can enter maximums in the following windows: Miscellaneous Benefits Setup, Retirement Plans Setup, and Miscellaneous Benefits Enrollment.

### **Use workflow to manage employee onboarding**

You can now create a standard workflow to manage the process of onboarding a new employee. A new workflow type, Employee Onboard Approval, applies to employee records in the Employee Maintenance window, the Human Resources Hire window, and the Employees list. You can activate the workflow by using the Workflow List page, which can be opened from the Payroll Setup window.

### **Use workflow to manage employee maintenance**

You can now create a standard workflow to manage the process of making common changes to employee records, such as changing a name or making an employee inactive. A new workflow type, Employee Personnel Approval, applies to employee records in the Employee Maintenance window and the Employees list. You can activate the workflow by using the Workflow List page, which can be opened from the Payroll Setup window.

## **Advanced Human Resources**

This module is part of the Human Resources and Payroll Suite, which can be installed as an additional product. New features include the following:

### **Use security tasks and roles for the Human Resources and Payroll Suite**

Implementation of the Human Resources and Payroll Suite is now easier than ever. The system administrator can now grant specific Human Resources roles to users. This enables the users to have access to the windows and reports necessary for their specific job function.

### **View and print Excel-based reports for Certification, License and Training Manager**

Certification, License and Training Manager allows you to track certifications, licenses, training and other data for employees using back office functionality. You also can view and report on this data via reports. It is necessary, however, for managers and other company officials, who may not be users of the Microsoft Dynamics GP system, to have access to this data for decision making purposes. These individuals can now use Microsoft Office Excel reporting to meet their unique needs for viewing and sorting certification, license and training data and for customizing the presentation of data to satisfy their requirements.

## **Advanced Payroll**

This module is part of the Human Resources and Payroll Suite, which can be installed as an additional product. It integrates with U.S. Payroll. New features include the following:

### **Use menu navigation for pay policy management “Use Add-On” functionality**

You now can access the “Use Add-On” functionality of Pay Policy Manager through menu navigation. You also can benefit from user interface enhancements that allow the mass updating of employees using a Pay Policy Manager add-on. The pay policy management functionality previously used an alternate window for employee maintenance. Now, you can more easily open the Use Add-On window when Project Accounting is integrated with U.S. Payroll.

## **Benefit Self Service**

This module is part of the Human Resources and Payroll Suite, which can be installed as an additional product. It integrates with Business Portal. New features include the following:

### **Track the benefit enrollment process**

Benefit Enrollment Summary makes it easy to track and report on the status of benefit enrollment for individual employees. Benefit Self Service now provides the ability for managers to determine at a glance which employees have started enrollment and which steps they have taken toward completing it. Benefit Enrollment Summary also allows you to view and print detailed reports on this information so managers can take appropriate action. Empowering managers means reduced workload for human resources (HR) personnel.

### **View and print benefit self service confirmation statements**

Benefit enrollment is easier than ever, now that the employee can follow the process every step of the way. Empowering the employee to check their own benefit submission status means fewer requests and work for HR personnel. Benefit Self Service now provides the ability to view and print benefit selections before and after submitting them. It also allows you to view historical and current benefits that have been posted.

## **U.S. Payroll Extensions**

This collection of features for U.S. Payroll is part of the Human Resources and Payroll Suite, which can be installed as an additional product. New features include the following:

### **Create differential pay transactions more easily**

You now can create blended rate calculations which can be applied to gross wage transactions for the purpose of paying a blended premium amount without the need for a separate transaction. Previously, you were required to create separate transactions for the blended premium amounts which had the effect of overstating employee hours worked. Now, when you specify a particular transaction as a differential transaction, the system will automatically update the related wage transactions and subsequently remove the differential transaction. Thus, you will no longer be required to overstate employee hours worked.

### **Use multiple overtime rate calculation methods per pay code**

Previously, when a situation called for a pay code transaction to be blended in more than one way, you had to create an additional transaction in the build and blend each one with a distinct overtime rate manager (ORM) method. This would have the side effect of overstating hours worked for an employee and could also negatively impact minimum wage calculations. Now, you can assign more than one ORM calculation method to a pay code. The result is that you can use a blended rate for more than one part of the transaction and hours are no longer overstated.

### **Specify payroll edit report preferences**

You now can use the standard Posting Reports setup options for pre-posting reports that are printed after calculating check and the reports that are printed during the posting process. By specifying the report destination, you can differentiate between how the system prints the pre-posting report from the posting report.

## **PTO Manager**

This module is part of the Human Resources and Payroll Suite, which can be installed as an additional product. New features include the following:

### **Assign paid time off (PTO) configurations to employees**

You now have the ability to assign a configuration to multiple employees who have similar or identical PTO configurations. A PTO Setup window allows you to create configurations which can be used as default information for employee records by using the PTO code. Subsequent changes to codes can be rolled down to multiple employees. Additionally, you have access to a new Employee PTO Maintenance window which is more intuitive, efficiently organized, and allows for easy changing of PTO settings by using the PTO code.



## Chapter 5: Manufacturing enhancements

This part of the documentation describes enhancements to Manufacturing. The following information is discussed.

- [\*Right-click menu enabled\*](#)
- [\*Production Functions enhancements\*](#)
- [\*Manufacturing Core Functions enhancement\*](#)

### Right-click menu enabled

You can right-click in a text or numeric field to see a shortcut menu. The shortcut menu contains options from the Edit menu.

### Production Functions enhancements

The following user interface enhancements have been made to the Sales Forecasting window.

- The Issue To prompt name has changed to Site ID.
- Tooltips have been added to the browse buttons and Find button near the top of the scrolling window to help you to move among the sales forecast records.
- Items in the scrolling window can be sorted in ascending or descending order by item number or the item's unit cost. To sort the items by item number, click the ITEM NUMBER column heading. To sort the items by unit cost, click the UNIT COST column heading.
- Two shortcut keys have been added so you can move between the forecast periods in the scrolling window. Press ALT + < to move to the next period on the left or press ALT + > to move to the next period on the right.
- The Sales Item Number Find window can be opened from the Item Number Find window.

### Manufacturing Core Functions enhancement

#### Changing standard costs

You can use the Standard Cost Changes window to roll the cost changes only to the item at a single level or roll cost changes to all levels in which the item exists.



# Chapter 6: Field Service Series enhancements

This part of the documentation describes enhancements to the Field Service Series. The following topics are discussed:

- [\*Service Call Management\*](#)
- [\*Contract Administration\*](#)
- [\*Depot Management\*](#)
- [\*Returns Management\*](#)
- [\*Preventive Maintenance\*](#)

## Service Call Management

### **Automatically move billed service calls to history**

A new check box has been added to the Service Setup – Service window. If selected, service calls are automatically transferred to history when the billing process is complete.

### **Check links in the Field Service Series**

You now have the ability to restore damaged data by using a new window, Field Service Series Check Links. You should check links if, after rebuilding a table, the rebuild report shows no damaged records but the original problems persist.

### **Enter non-inventoried items**

You are now able to enter non-inventoried items throughout the Field Service Series. A check box option in the Service Setup window activates the feature. When you enter a non-inventoried item, you can specify an eight-character unit of measure or accept the default “Each.” You will not receive messages that an item doesn’t exist. The item’s description field will be blank and not editable. Item warehouse quantities won’t be checked, and inventory transfers or adjustments won’t be created.

### **Escalate service calls to multiple manager levels**

In addition to the previous ability to escalate service calls to a technician’s manager, you can now send escalation notices to the manager’s manager, and to the manager of the manager’s manager. You can specify the additional manager levels in the Service Type Escalation window.

When specifying a technician’s manager in the Technician Maintenance window, a lookup window is now available to help you select a valid technician ID.

### **Generate payables vouchers for subcontractor charges**

You can automatically generate vouchers in Payables Management for subcontractor labor, expenses, or additional charges. The vouchers are created during service call billing. To enable this feature, you must specify a Vendor ID for each subcontractor technician. You also can designate subcontractor service types.

### **Post labor information to U.S. Payroll**

You can now post labor information from Field Service to U.S. Payroll. New setup options, Payroll Integration and Post to Payroll, are added to the Service Setup window. When these options are activated, Field Service integrates to U.S. Payroll for labor or indirect labor. Payroll transactions can be based on the information that is entered in the Service Call Entry – Labor, Labor Information, Indirect Labor Entry/Update windows in Service Call Management, Labor Information and Labor Posting windows in Depot Management, and in a new window, Field Service Labor – Payroll. This feature also integrates the cost from the employee's pay code to the labor record in Field Service.

### **Use kit items in the Field Service Series**

You can add kit items to parts lines, and you can make changes to the component lines, including quantity ordered. You can create a purchase order from a kit item or from one or more component items. Inventory requirements for kit items are managed at the kit component level for purchase orders and transfers. You can specify a kit as a part for an engineered change order. The resulting service calls that are generated include the kit item and the components that are specified in a new window, Service Parts – Kit Components.

## **Contract Administration**

### **Assign multiple service hour ranges per day on contracts**

You can now specify up to four non-overlapping service hour ranges per day on contracts, instead of a single range. The change affects the Contract Type Maintenance, Contract Coverage Periods, Contract Line Periods, and Contract Site Coverage Periods windows.

### **Check links in the Field Service Series**

You now have the ability to restore damaged data by using a new window, Field Service Series Check Links. You should check links if, after rebuilding a table, the rebuild report shows no damaged records but the original problems persist.

### **Enhanced contract lookup windows**

The Contract Lookup and Contract History Lookup windows have new sort and find options, as well as additional scrolling window fields. The windows now display the contract type, address ID, and purchase order number for the contract. The contract type, customer name, address ID, bill-to customer ID, and purchase order number are now available as sort and find options.

### **Bill contract activity for each site to a specific address**

You can now specify a unique billing address for each site. This allows you to generate separate invoices for each site, and for contracts that service one site to be billed to another site. The Contract Billing window now displays the contract's customer ID and billing ID, as well as the bill-to customer ID and bill-to address ID. When you enter a bill-to address using the Contract Site Maintenance window, the billing customer and address ID from the contract header appear as defaults.

### **Consolidate billing for multiple contracts on one invoice**

You now have the option to consolidate billing for multiple contracts into one invoice. A single invoice will be generated for all contracts that apply to customers having the same bill-to address, making it easier for those customers to review and pay contracts. You can choose this option for each customer and address combination, using the Customer Extensions window.

### **Define more flexible billing frequencies**

You have more flexibility in setting up the frequency of contract billing. The options for monthly, bi-monthly, quarterly, semi-annual, and annual billing have been removed. Instead, you can specify a one-time billing or a recurrence based on the number of days, weeks, months, or years. For example, you can now set up biannual billing (Every 2 Years), bi-weekly billing (Every 2 Weeks), or cycle billing (Every 28 Days).

### **Reconcile contract revenue with General Ledger**

You can now analyze your deferred contract revenue to check for any discrepancies between the information in Contract Administration and General Ledger. A new report, Contract Deferred Revenue Reconciliation, shows the posted and remaining deferred revenue by account or by contract number. A new window, Reconcile Contract Revenue, allows you to create revenue records that might be missing because fiscal periods were not available when the contract was created or because the contract uses a liability type other than Straight Line. You also can re-create posted revenue records that might have been inadvertently deleted. When the reconciliation process is complete, an exception report provides details about the transactions that are created.

### **Use kit items in the Field Service Series**

You can enter kit items directly on contract lines. When you do so, only the kit is copied to the contract, not the components. You can use the Add Configuration button to add a kit and its components to a contract.

## **Depot Management**

### **Use kit items in the Field Service Series**

You can include kits on parts lines for depot work orders. Only inventory-type kit components can be used.

## **Returns Management**

### **Use kit items in the Field Service Series**

You can enter kit items for return material authorization (RMA) documents, and you can make changes to the component lines. If a kit is included on an originating sales order or service call, it can be included on a return materials authorization (RMA) document. A Sales Order Processing return is generated for the components that are included on the RMA for credit, replace, or cross-ship RMAs. RMA lines can draw the kit components for the replacement or cross-ship order document from either the item kit components or from the RMA line kit components. By default, they use the RMA line kit components. Inventory-type kit inventory components can be processed to RTVs or to work orders. If necessary, you can scrap kit components or return-to-stock.

## Preventive Maintenance

### Preventive maintenance event generation options

Two new options are available in the Service Setup – PM window, which give you more flexibility in the way preventive maintenance (PM) events are generated.

- If the Do Not Combine PM Events check box is selected, separate service calls are generated for each preventive maintenance event. Otherwise, preventive maintenance events that occur within a given preventive maintenance generation routine are combined.
- If the Contracted Equipment Only check box is selected, preventive maintenance events are generated only for equipment covered under contract.

### Use kit items in the Field Service Series

You can specify kit items as parts for a preventive maintenance event. Service calls that are generated as a result of these events include the kit item and the components for the kit.

# Chapter 7: Project Accounting enhancements

This part of the documentation describes enhancements to Project Accounting. The following topics are discussed:

- [\*Benefit allocation feature enhanced\*](#)
- [\*Reporting\*](#)

## Benefit allocation feature enhanced

The benefit allocation feature added in Release 10.0 Feature Pack 1 has been further enhanced.

This feature allows you to allocate employee benefits to specific projects, to show the true cost of the work performed. When an employee timesheet entered in Project Accounting is posted, a Benefit Allocation routine is run, which calculates benefits for a particular period of time, and splits them proportionately among projects the employee worked on.

### Benefit Allocation window

You now can select ranges of projects and cost categories, in addition to employees and check dates.

### Cost Category Class Setup window

You now can associate benefits with a cost category class. A Go To button has been added to the Cost Category Class Setup window, which opens the PA Benefit Setup window, in which you can select the associated benefits. When you make changes to an existing cost category class, you will have the option to roll down changes to associated benefits as well as cost categories.

### Benefit Cost Category Accounts window

If you are associating benefits with a cost category class, you can use the Benefit Cost Category Accounts window to assign posting accounts to specific benefits, if the account used for the associated cost category class isn't appropriate. This window is available from the Go To button in the PA Benefit Setup window.

### Budget Maintenance window

A Go To button has been added to the Budget Maintenance window, which opens the PA Benefit Setup window. This button provides an alternative path to the PA Benefit Setup window.

### Benefit Allocation Error List

A report is now printed at the conclusion of the benefit allocation process, listing any errors that occurred.

## Reporting

The following SQL Server Reporting Services reports were added.

### Trial balance

Report name	Description
Project Accounting Aged Trial Balance	Provides a receivables aged trial balance for selected projects.
Project Accounting Detail Trial Balance	Displays the values for each account affected in Project Accounting. This report is updated to include all Project accounts.

### Billing

Report name	Description
Pre-Billing Worksheet - CP/FP (Billable)	Allows you to view a pre-billing worksheet for Cost Plus/Fixed Price type projects that are billable.

### Project status

Report name	Description
Project Accounting Closed Projects	Provides details on closed projects.
Project Accounting Profit and Loss	Provides the profit and loss for a project or range of projects during a selected period of time.

### Performance

Report name	Description
Project Accounting Unbilled Expense vs Retainer	Compares the project retainer against the charged expenses and the retainer balance for a given project.
Project Accounting Revenue Recognition Transactions	Displays the revenue recognition transactions for a given project.
Project Accounting Budget vs. Actual with Variance	Provides the ability to group budget and actual expenditures for a project for selected cost categories and time period.
Project Accounting Combined History Report	Transaction detail report for cost transactions of any given project or range of projects.

## Chapter 8: Country/region-specific enhancements

This document contains a brief description of the features that are included in this release to comply with the legal and business requirements.

This information is divided into the following sections:

- [VAT Daybook](#)
- [Fixed Asset Enhancements](#)
- [Export Financial Data](#)
- [GDPDU \(Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen\)](#)

### VAT Daybook

**Available worldwide** VAT Daybook can be selected for installation in all countries/regions.

**Canadian GST/HST return** You can use VAT Daybook to generate the Canadian GST/HST return in electronic format. You can set up the reporting periods for the return as specified by the tax Canada Revenue Agency. You can assign the tax detail IDs to consider for each line of the return. You can set up the default claim percentage for input tax credit for each tax detail ID. You can change this percentage for each transaction before you generate the return. You can resubmit the return after making changes, if required.

### Fixed Asset Enhancements

Fixed Assets Enhancements is a tool that allows you to create a depreciation method to calculate depreciation for low-cost and low-value assets.

This product is automatically installed when you choose to install the Fixed Assets Management product for Australia or New Zealand installations.

### Export Financial Data

Export Financial Data is a tool that allows you to export the ACCON account balance report for the users in Belgium and the ETAFI account balance report for the users in France. These reports are exported to a format that can be imported by the respective legal authorities.

This product is available for selection only for Belgian or French installations.

### GDPDU (Grundsätze zum Datenzugriff und zur Prüfbarkeit digitaler Unterlagen)

GDPDU is a tool that allows you to extract tax related data from Microsoft Dynamics GP based German legal requirements. You can send this data to the auditor for analysis before submitting the final report to the tax authorities.

You can choose to install this feature from the ...\\DvdImage\\Interntl\\Products\\ folder located within your Microsoft Dynamics GP installation package.

