Microsoft Dynamics®

Microsoft Dynamics® GP 2013
What’s New

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Introduction

What's New is your guide to enhancements in Microsoft Dynamics® GP 2013.

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.

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, Multicurrency Management, Fixed Assets Management, and Electronic Banking.

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, "Field Service Series enhancements," describes enhancements to the Field Service Series, which includes Service Call Management, Contract Administration, and Returns Management.

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*
- *Home Page*
- *Installation and deployment features*
- *Reporting*
- *Word templates*
- *Payment Services for Microsoft Dynamics*

E-mail functionality

Sending documents in e-mail messages

If you are using Sales Order Processing, you can send sales back order and packing slip documents in an e-mail message.

Sales Order Processing Transaction lists

You can send a packing slip in an email after selecting the document and choosing Send Packing Slip in the Adv. Distribution group. This change applies to all transaction lists that include Sales Order Processing transactions.

Server type for email

You can select MAPI or Exchange as the server type for email in the System Preferences window. If you select Exchange, you must be using Exchange 2007 Service Pack 1 or greater with Exchange Web Services. The Autodiscover service must be turned on to connect to the Exchange server.

You can use MAPI or Exchange as the server type for email in the Microsoft Dynamics GP desktop client. You can only use Exchange as the server type for email in the Microsoft Dynamics GP Web Client.

Password protection for Word documents

You can send Word documents in email with password protection. With the Protect .docx attachments with a password option marked in the System Preferences window, a password must be entered before the recipient of the document can edit the document. You can select to automatically generate the password for the documents or assign a password yourself.

Home Page

The Metrics area and the Microsoft Office Outlook area have been removed from the home page. The Business Analyzer area has been added to the home page. For the Business Analyzer area on our home page to be available, Microsoft SQL Server® 2008 Reporting Services or later must be installed and set up to use with Microsoft Dynamics GP.

You can use the Customize Home Page window to select the number of columns to display and the location of the columns in your home page.

You can use the Customize Area Page window to select which area pages are displayed in your home page. For example, the Sales area pages provide access to windows used to maintain customer records, enter sales transactions, and print customer statements and more. If you don't want to see the Reports area page for Sales, you can use Customize Area Page window to unmark Reports.

Installation and deployment features

Naming system databases

You can use DYNAMICS as the system database name or enter a different name. If you use a different name for the system database, you can deploy more than one instance of Microsoft Dynamics GP to a single instance of Microsoft SQL Server.

Analytical Accounting

Analytical Accounting is now a subfeature of Fixed Asset Management. If you select to install Analytical Accounting but not Fixed Asset Management, Fixed Asset Management is automatically installed because Analytical Accounting integrates with Fixed Asset Management.

Reporting

Select a printer when printing

You can select which printer to send a report to at the time you are printing the report. After marking the Print option and choosing OK in the Report Destination window, the Windows Print dialog box appears. You can select a different printer for the report in the dialog box. If you are printing a form, such as a check or a purchase order, horizontal and vertical alignment options will be available in the dialog box. The printer you select in the dialog box does not replace the default printer set up in the Print Setup window. Previously, you had to switch to the printer you wanted to use before you print the report.

Print reports from maintenance windows

You can use the Report Assignments window to assign the SQL Server Reporting Services reports you want to print from a specific window. If you have deployed Reporting Services reports, you can print Reporting Services reports from the following windows.

Account Maintenance	Checkbook Maintenance
Customer Maintenance	Salesperson Maintenance
Sales Prospect Maintenance	Vendor Maintenance
Employee Maintenance	Applicant Maintenance
Item Maintenance	

After assigning reports, you can use the Printer icon drop-down list to select a report you want to print from a list of reports. If you chose the Printer icon in the window, the default report assigned to the window is printed. The default report is the first report listed in the Selected Reports column in the Report Assignment window.

Word templates

If you are using Sales Order Processing, the following new predefined Word templates installed with Microsoft Dynamics GP.

Document type	Report Writer report name	Default Word template name
Sales Order Processing Back Order	SOP Blank History Options Back Order	SOP Blank History Options Back Order Template*
	SOP Blank History Back Order	SOP Blank History Back Order Template*
	SOP Blank Options Back Order	SOP Blank Options Back Order Template*
	SOP Blank Back Order	SOP Blank Back Order Template*
Sales Order Processing Picking Ticket	SOP Blank Picking Ticket Bin Sequenced	SOP Blank Picking Ticket Bin Sequenced Template*
	SOP Blank Picking Ticket Order Entered	SOP Blank Picking Ticket Order Entered Template*
	SOP Blank Options Picking Ticket Form	SOP Blank Options Picking Ticket Form Template*

Payment Services for Microsoft Dynamics

Address Verification Service for Payment Services

Address verification is implemented in Payment Services providing an authorization process that validates the card holder billing address information with the merchant bank's record for the card holder to ensure the card is in the hands of the rightful owner. If the result of the verification is not accepted, the credit card transaction will be voided.

In addition, in Microsoft Dynamics GP, it is the numeric ISO code that is used to identify the country, rather than the entry in the Country Code field. Because various entries may have been made to identify a country - such as US or USA to identify the United States, the one standard number assigned by the ISO is used to verify the country. For a new installation, those ISO codes and the ISO country code will be included when you install the system. For an upgrade from a previous release, the ISO codes will not be implemented, as the system cannot associate the country code with the correct country.

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*
- *Multicurrency Management*
- *Analytical Accounting*
- *Electronic Banking*
- *Fixed Assets Management*
- *Encumbrance Management*

General Ledger

Clear balances of unit accounts during year-end close process

You can mark the Clear Balance During Year-End Close option in the Unit Account Maintenance window to clear the balance for the unit account during the year-end close process. If this option is unmarked, the balance for the account is carried forward to the next year during the year-end close process.

Keep inactive accounts with zero balances during the year-end close

In the Year-End Closing window, you can specify how to handle inactive accounts with zero balances during the year-end close process. You have three options.

- Delete all inactive accounts with zero balances.
- Keep all inactive accounts with zero balances.
- Delete inactive accounts with zero balances that have no budget amounts and keep inactive accounts with zero balances that have budget amounts.

View status during the year-end close

After you choose the Close Year button in the Year-End Closing window, a status bar appears, displaying the steps that are completed during the year-end process.

View net change and period balances for unit accounts at the same time

You can use the Unit Account Maintenance window to view period balances and net change balances for the selected account at the same time.

General Ledger batch approval information is stored

You have the ability to track batch approval information for a General Ledger general journal batch in addition to the posting information that's kept. The approval user (APRVLUSERID) and date (APPRVLDT) are now stored in the Year-to-Date Transaction Open (GL20000) and Account Transaction History (GL30000) tables. You can use Smart List Builder, Excel Builder or a Reporting Services report to add those new columns to a report or inquiry.

Reconcile subledgers to General Ledger

You can use the Reconcile to GL window to generate a Microsoft Excel spreadsheet that can help you match transactions in General Ledger with the originating transactions in Payables Management, Receivables Management, Inventory and Bank Reconciliation. The reconcile routine will not change data automatically, but helps you identify those transactions which may need to be corrected.

Payables Management

Edit payables information

You have the ability to change the remit to address ID on an existing payables transaction, which allows you to edit the payables transaction rather than voiding and reentering for one incorrectly entered or changed address.

You can also edit the 1099 setting for vendor records, allowing you to change an incorrect setting which automatically updates the invoices entered for the vendor.

Reprint remittance forms and check stubs

You can reprint remittance forms and check stubs for posted check payments entered in the Payables Transaction Entry window and for computer checks. You must be keeping transaction history for any vendors that you will be re-creating these reports for. These re-created reports will contain all of the details from the original document as long as the original was printed, the payment isn't voided, or history isn't deleted. In those cases, the re-created report will not contain all of the original detail.

Information for voiding reconciled payments

In Payables Management, a field has been added to the Void Historical Payables Transactions window and the Void Open Payables Transactions window that displays whether a payment has been reconciled in Bank Reconciliation. This field is informational, we do not recommend voiding payments that have been reconciled with your checkbook, but you are not prohibited from doing so.

Voiding check enhancements

When you have credit memos or returns applied to an invoice, and want to void an payment that is applied to the same invoice, the credit memo or return is automatically unapplied from the invoice and can be reapplied as needed.

Additionally, when credit card payments are applied to an invoice, a separate invoice is created for the credit card vendor. When a credit card payment is voided, the associated credit card vendor invoice is voided as well.

Receivables Management

Define labels for user defined fields in Customer Address Maintenance

The user defined fields in Receivables Management can be used to track additional customer address information throughout the system. The labels for the user defined fields that appear in the Customer Address Maintenance window can now be defined so that users can know what information to track in those fields.

Apply unposted multicurrency cash receipts

If you’re using Multicurrency Management, you can apply unposted cash receipts to transactions in the same currency as the cash receipt.

Multicurrency Management

Average exchange rate calculation method for currency translation

An option for selecting the method for calculating the average exchange rate is added to the currency translation defaults. You can calculate the average exchange method using the exchange table, a rate average calculation or a rate days average calculation. The difference between the two average calculation methods is that the rate average is a straight average of all rates divided by the number of days. Rate days average uses the number of days a rate is effective as part of the calculation.

Rate Average = (sum of rates)/(number of rates) per period

Rate Days Average = [Sum (rates*number of days)/(number of days in the month)]

Analytical Accounting

Integrate Analytical Accounting with Fixed Asset Management

For Fixed Asset Management transactions, you can create assignments and enter transaction dimension codes for the distribution accounts that are linked to an account class. You can save transactions with analysis information to a batch prior to posting the batch. You can view analysis information created for transactions in the Analytical Inquiry windows.

Electronic Banking

BAI2 bank format added to Electronic Reconcile

The Electronic Reconcile module is modified to support the *Cash Management Balance Reporting Specifications Version 2* (BAI2) release from the Bank Administration Institute (BAI). Additional fields needed for the format have been added as well as default entries for those fields are provided.

EFT field length

In Electronic Banking, you can choose whether you want to use a field delimiter to separate each field in an EFT flat file. Then, you can also specify the character you want to use for the field delimiter. In addition, you can choose an optional text qualifier for fields that map to a constant or data field. Text qualifiers will use two characters in your line length, for example, if your line length is set up 10, and you select single quote (') as your qualifier, and the data is nine characters in length, the qualifier will make your field length 11 characters, which is over the maximum length, so be sure to set your field length accordingly.

EFT settlement date

You can specify a settlement date for EFT transmissions. The settlement date is the date the funds are to be transferred to the vendor, which is different than the transmission date, which is when the files are sent to the bank. For example, if you are generating the file on Friday, but won't be transmitting until Monday, you'll enter Monday's date in the Transmission Date. Often, the settlement occurs after the transmission, so you'd change the Settlement Date to Tuesday's date.

Fixed Assets Management

Historical depreciation amounts

By marking the Reset History in Detail option in the Fixed Assets Company Setup window, each depreciation transaction taken for an asset in closed years will have an offsetting transaction created. If the Reset History in Detail option is not marked, a summary transaction is created in the last period of the most recent closed year for all depreciation taken for the asset in closed years.

Fixed Assets Depreciation Detail and Fixed Assets Depreciation Ledger reports

When printing the Fixed Assets Depreciation Detail report or the Fixed Assets Depreciation Ledger report, you can enter a cutoff date and have the depreciation amounts calculated through that date. For example, if you select End of Previous Month, the report includes depreciation transactions as of the last day of the previous month. This allows you to print the report using a defined historical date.

Book Setup window update

After an asset for a book has been depreciated, you can't change the current fiscal year in the Book Setup window.

You can specify a calendar ID for the book. The calendar ID assigned to the book will be used for processing financial transactions such as retiring, depreciating, and transferring assets.

Depreciation Process Information window

You can reverse depreciation for all assets or for a group of assets using the Depreciation Process Information window.

The Progress button was removed from the Depreciation Projection window and the Depreciation Process Information window and replaced with a progress bar.

Posting in detail to General Ledger

General Ledger can be updated with Fixed Asset Management transactions in detail if you mark the Post in Detail option in the Fixed Assets Company Setup window. When a batch is posted from the Fixed Assets General Ledger Posting window, a General Ledger journal entry is created for each Fixed Assets Management transaction in the batch. For example, two Fixed Assets Management transactions are created when you depreciate all assets for a month and then retire several assets. When you post a batch from the Fixed Assets General Ledger Posting window for those two transactions, a General Ledger journal entry is created for each Fixed Assets Management transaction.

If the option is unmarked, all transactions are summarized into a single journal entry by account. When you post a batch from the Fixed Assets General Ledger Posting window, there will be one General Ledger distribution per account in the one journal entry.

Edit distributions before posting batch to General Ledger

You can review or edit the account distributions for a batch of Fixed Asset transactions before creating the batch in General Ledger using the Fixed Assets General Ledger Posting window. If the batch information is incorrect, you can delete the batch in Fixed Assets Management.

Intercompany transfers

You can use the Fixed Assets Intercompany Transfer window to transfer assets from one company (originating company) to a different company (destination company). You can transfer a single asset or a group of assets. Asset setup information is transferred with the assets to the destination company so you don’t have to set up the assets in the destination company. During the transfer, the asset or asset group is automatically retired in the originating company. You can only transfer assets within the same instance of Microsoft Dynamics GP.

Automatically generating the next asset ID

You can mark the Auto Generate Next Asset ID option in the Fixed Assets Company Setup window to automatically generate the next asset ID in the Asset General Information window. After marking the option, you can enter the next asset ID to use when adding a new asset. If you leave this field blank, you will have to enter the asset ID in the Asset General Information window when creating a new asset.

By automatically generating the next asset ID when transferring an asset to a destination company, you can avoid duplication issues with the existing asset IDs in the destination company. The next asset ID from the destination company's Fixed Assets Company Setup window is used to generate the new asset ID. If you are not creating a new asset ID for a destination company record, the existing asset ID for the asset in the originating company is used for the asset general record in the destination company.

Fixed Assets Management calendars

Use the Fixed Assets Calendar Setup window to create multiple calendars in Fixed Assets. When you create a calendar, you can base the calendar on the Fiscal Period Setup window, the calendar year, or an existing calendar year. For example, you can create a calendar for the corporate book that needs to depreciate assets according to the year set up in the Fiscal Period Setup window while the tax book needs a calendar to depreciate assets according to the calendar year.

You also can define whether the fiscal year is longer or shorter that a twelve period year and enter the percentage of a full year's depreciation that should be taken in that short or long year.

Integrate Analytical Accounting with Fixed Asset Management

For Fixed Asset Management transactions, you can create assignments and enter transaction dimension codes for the distribution accounts that are linked to an account class. You can save transactions with analysis information to a batch prior to posting the batch. You can view analysis information created for transactions in the Analytical Inquiry windows.

Encumbrance Management

Multiple budget selection for encumbrance

You can select multiple budgets for each fiscal year, for example, if you have several departments each using separate budgets, but you want to validate them all.

Encumbrance integration with General Ledger

You can validate account amounts entered in General Ledger. Only transactions with a General Entry origin will be validated. Once you choose to enable the integration in Encumbrance setup, you select the accounts you'll encumber. You'll receive a warning if the previously encumbered amounts, actual posted amounts and budget for the period is exceeded.

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

Select multiple serial numbers at one time

You can select multiple serial numbers by holding the Shift key while choosing numbers in any window where serial numbers are selected, rather than one number at a time. The Insert button will move all the selected numbers from the Available list to the Selected list.

Change standard cost for periodic valuation items

In order to keep standard cost for periodic valuation items balanced, a utility to change item standard cost has been added. When you change the standard cost using this utility, an adjusting transaction is created and posted. You can see the results in the new Standard Cost Posting Journal. A new posting account is added for tracking the standard cost revaluation.

If you are using the Manufacturing module, use the windows in that module to change the standard cost.

Inactivate items

Inventory items can be inactivated in order to prevent the sale, purchase or processing of an item. Inactivating allows you to maintain history for your inventory items while those items are not in use. Certain restrictions apply to inactivating, such as items on an active kit or bill of materials cannot be inactivated.

Inactivate site and item-site relationships

If a site is no longer used, you can inactivate a site in order to prevent it from being entered on any new transactions. However, existing transactions can be posted so that your inventory on hand can be reduced. This will keep the site in your system until you're ready to delete it. You will also be able to exclude inactive sites on the Site List report.

You also can inactivate an item-site relationship. This is useful if you no longer stock an item at a particular site. If you inactivate the item-site relationship, no new transactions for that item-site combination can be entered, but existing transactions can be posted. Inactivating the item-site relationship does not affect the site ID or the item at other sites.

Reason codes

Reason codes are added throughout Inventory Management for tracking inventory movement. You can set up reason codes that can be entered on Inventory transactions to provide a log of what is occurring in your warehouses as well as identify trends that can provide insight into daily operations.

Bin transfer history

A document number is added to Inventory Management for tracking Bin Transfer transactions if you are using multiple bins. You can also view item bin transfers in a new inquiry window. This allows better tracking of those transactions, and also allows you to remove history specific to bin transfers.

Select multiple serial numbers at one time

You can select multiple serial numbers by holding the Shift or CTRL key while choosing numbers in any window where serial numbers are selected, rather than one number at a time. The Insert button will move all the selected numbers from the Available list to the Selected list.

Purchase Order Processing

Receive a message when purchase order line item is not fully invoiced

You can select a setup option to receive a warning message that a line item has a remaining quantity to invoice when closing a purchase order or a purchase order line item in the Edit Purchase Order Status window.

You can require a password to be entered if you want to limit the users who can close purchase orders and purchase order line items when there is a remaining quantity to invoice.

Track serial and lot numbers for drop-ship purchase orders

You can enter serial numbers and lot numbers when invoicing a drop-ship purchase order or drop-ship blanket purchase order.

Quantity tolerances

You can specify quantity tolerances for shortages and overages for the quantity ordered when receiving against a standard purchase order or a blanket purchase order. Quantity tolerances are not calculated for purchase orders created from Sales Order Processing documents.

For inventoried items with an item type of Sales Inventory or Discontinued, you can set up a quantity tolerance for shortages and overages using the Item Purchasing Options Maintenance window. For non-inventoried items, you can set up a quantity tolerance overage and shortage using the Purchase Order Processing Setup window.

Prepayments for purchase orders

If a vendor requires a prepayment for a purchase, you can enter a prepayment amount if you have marked the Allow Purchase Order Prepayments option in the Purchase Order Processing Setup window. By marking this option, you can enter a prepayment amount for a purchase order and generate the prepayment as computer check in Payables Management. If you want to enter manual prepayments, you must mark Create manual prepayment from Purchase Order Processing.

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.

Combine multiple fulfillment orders into one invoice

If you're using sales fulfillment workflow, you can combine multiple fulfillment orders for the same customer onto a single invoice, simplifying the invoice for your customer. All the fulfillment orders must be at the same status in the workflow and contain the same bill to address, currency information, payment terms and commission details. Additionally, you can process fulfillment orders for a number of different customers at once, each creating a separate invoice. The new invoices and their corresponding fulfillment orders are given a new master number in order to link them together.

Ship to address enhancements

An Address Name is added to the sales ship to address entry windows which can be printed on sales documents. This is helpful in situations when the name of the receiver of goods doesn’t match the name of the person ordering, for example, if goods are shipped directly to a vendor. An option for printing a phone or fax number on the sales documents is also added.

An option for combining drop ship sales items onto purchase orders is also added. You can create one purchase order from one multiple-line sales order that contains different ship-to addresses, which is useful when you have a sales order for one company that is drop-shipped to multiple locations. Or, you can create one purchase order from multiple sales orders when you drop ship to multiple shipping addresses. This is useful if you have several sales orders and you’re drip shipping the same item to multiple locations and only one purchase order is necessary to purchase the correct quantity of the items.

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*
- *Human Resources and Payroll Suite*
- *Advanced Human Resources*
- *U.S. Payroll Extensions*
- *PTO Manager*

Human Resources

Life insurance premium age based on birthday or end of year

If you use age based life insurance benefits, you can select to base the premium methods on employee's age on their birthdays or age at the end of the year.

U.S. Payroll

Default print option

You can select a default option for printing alignment forms or checks/earning statements. If aligning your checks isn't necessary for each pay run, select Checks/ Earning Statements in the Payroll Setup window, when you print, the checks or earning statements will be printed. You can always change the option at printing time to print the alignment form, if you choose checks/earning statements as a default.

Warning for duplicate checks

During the print checks or print earnings statements process, a warning will appear if a duplicate check number is found for the selected checkbook, if duplicate check numbers are not allowed for the checkbook. You can choose to proceed with the duplicate check or stop the processing. If you stop processing a Payroll Duplicate Check Report will be printed which displays the duplicate check number and table in which it's found.

The option to allow duplicate check numbers is found in the Checkbook Maintenance window (Financial >> Cards >> Checkbook).

New Build Check File Exception Report

A new Build Check File Exception Report will print after the Build Check File Report is printed during the build check process. The Build Check File Exception Report displays only the warnings and critical messages that occur during the build providing a quick look at any exceptions that occur, rather than finding the errors in the longer Build Check File Report. The Build Check File Report is not changed.

Edit Pay Code History information

Employee pay code entries for Workers Compensation, SUTA and FUTA can be edited in the Employee Pay Code History window as long as the Edit Financial

Fields option is marked in the Payroll Setup Options window. When a code entry is changed, the employee pay code history is updated to reflect the change.

FICA Tax Sheltered Annuity changes

The TSA Sheltered from FICA Tax option has been changed to two separate options; FICA Social Security and FICA Medicare to allow each deduction to be exempt separately. In the Deduction Setup and the Employee Deduction Maintenance windows, the two check boxes replace the one Sheltered from FICA Tax check box. If, prior to upgrading to Microsoft Dynamics GP 2013, the TSA Sheltered from FICA Tax check box was marked, the two new check boxes will be marked during the upgrade. Likewise, if it was previously unmarked, the two will be unmarked during the upgrade. If you have history for the employee record, you won't be able to later change the entries set during the upgrade.

This change will not affect deduction sequences or computer check processing. Depending on the selection in the TSA Sheltered from option prior to upgrading, the system will process the deductions in the same manner as it did for FICA Tax.

Modify pay, benefit and deduction codes

Circumstances may arise in which you need to change the code used for pay codes, benefit codes and deduction codes. A utility is added for modifying the code used either on a single code basis or using a batch to import a text file containing code changes. This is useful if, for example, your company is changing from a vacation to a paid time off code, or if you're using codes from a legacy system in which numbers are used and you want to use a code that is more self-explanatory.

If there are additional products installed, all 3rd party tables should be tested for validation.

Human Resources and Payroll Suite

Unified communications implemented

An office presence indicator is added to Human Resources and Payroll Suite windows containing employee and manager IDs, matching functionality elsewhere in Microsoft Dynamics GP.

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:

Advanced Warning Notice

The Required Certification/License/Training Inquiry report when printed using Excel includes email addresses for the employee and supervisor so that you can send notifications when certain certificates, licenses or training credentials are due to be renewed.

Delete History Records

A setup option is added to provide the ability to delete certification, license and training history and use password protection to do so. You can delete individual certifications, license and training history records from the Certification History, License History and Training History windows.

Editable labels for user defined fields added to CLTM functionality

You can set up labels for four user-defined fields for certifications and licenses for tracking additional information not provided by the system The labels you set will appear as fields in the Certification Entry and License Entry windows.

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:

Mandatory Arrears Templates with Reminders

Templates for calculating and posting mandatory arrears are provided which help make the calculation process easier and more automated. You can set up mandatory arrears reminder tasks and which user security task receives the reminder. This template information will be printed on mandatory arrears reports. Additionally, batch posting is available for posting multiple sets of arrears at once.

Deduction in Arrears Report settings

You can specify settings for the Deductions in Arrears Report in the Posting Setup window.

PIP Voucher Consolidation

A setup option is added for summarizing vouchers for federal tax. You can consolidate PIP vouchers during payroll processing on an employee basis into one voucher. The amounts are calculated by summing each of the following amounts:

- FICA SS (employee)
- FICA SS (employer)
- FICA Med (Employee)
- FICA Med (employer)
- Federal Tax

Payables integration voucher options

If you're using the Payables integration with Payroll extensions you can remove leading zeros on voucher document numbers for individual vendors using an option in the HRP Suite Options window. An option to summarize vouchers for federal tax on a per-employee basis is also added.

Use custom voucher descriptions

You can create custom voucher descriptions to better identify the information on the voucher, if you're using the Payables integration with Payroll. When setting up payroll vendors, depending on the transaction type, different variables can be assigned to the type, such as court case number or last four digits of the employee social security number. The information for those variables will appear on the voucher description.

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:

Update HR Vacation Calendar with PTO information

During payroll processing, you can select to update the vacation calendar with PTO information. This will capture the date and code used for PTO processing for employees, create an absence record in the Absence Entry window with the Employee ID, Start Date, End Date and comment, and use that information to create a vacation calendar entry.

Manual checks update PTO

When processing a manual check for an employee that contains pay codes which impact hours worked, the system will update the vacation and sick fields in the Life-To-Date Hours Worked section of the Employee PTO Maintenance window.

Negative carryover

Negative balances for vacation and sick time can be carried over. Any adjustments, accruals and taken amounts are processed and combined on the new balance for the ensuing period.

PTO detail and history

Several enhancements have been made to allow greater PTO detail and reporting:

- View detailed PTO adjustment data in a new PTO Detail Inquiry window
- Print the detailed PTO adjustment transaction history for an employee
- Generate a PTO adjustment transaction for each employee during payroll processing
- Create a negative adjustment for vacation or sick transactions
- Display PTO detail records by year with additional range criteria
- Generate a detailed beginning balance transaction for PTO default when processing the year end PTO utilities.

PTO Exception Report

An employee PTO exception report can be printed for the most recent year that contains a PTO transaction detail record. That year's transactions are included in the calculations. Any employee that has a current balance for either sick time or vacation time that is not equal to the transaction balance will be included on the report.

Chapter 5: 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*
- *Returns Management*

Service Call Management

Update back ordered item quantity from service calls and work orders

The back ordered quantity in the Item Inquiry and Item Quantities Maintenance windows will be updated by any quantity back ordered on a service call or depot work order, giving you a truer representation of your inventory quantities.

Update Item Allocation Inquiry from Field Service Series modules

You can view item quantities allocated from Field Service series documents from the Item Allocation Inquiry window. From the Item Inquiry window, use the zoom on the Allocated field to open the Item Allocation Inquiry window, where Field Service now appears in the Module Restrictions box. You can also use the Document Number field zoom to open the Field Service series inquiry window displaying the original document.

Shipping address overrides remain throughout the service call process

When you override the shipping address on a part line with a miscellaneous address ID, that shipping address is used throughout the service call process for that part. A tax schedule ID is added to the Misc. Address Maintenance window, so that when that shipping address override is used on the part, the tax schedule assigned to the address is used to calculate the tax on the invoice in Sales Order Processing.

Super session date history is maintained

When entering equipment supersessions, the date is added to the supersession history key in order to record and recall all changes to the supersession, including those made on the same day.

Hotline notes are resorted newest first

Notes entered Hotline Entry window are displayed in the Call Number Note window newest first, so that you always have the most recently entered information at the top of the window. Any additional notes you enter in the Note window will remain where you entered them, instead of sorting to the top of the window.

Sale of discontinued items can be more restrictive

When a discontinued part is entered on a service call or depot work order, and the quantity available is less than the quantity entered, a window will appear showing you the quantities available so that you are able to make a decision such as changing the quantity entered or substituting the item.

Allow sale of discontinued item setting	Password required?	Results
Unmarked (not allowing sales)	Passwords can't be set up if not allowing the sale	No discontinued items can be entered on a service call or depot parts posting. Additionally, no kit items can be entered if they have been discontinued.
Marked	Required	When a discontinued item is entered, you will immediately receive the password entry window. Once the password is entered, if the quantity entered is larger than the quantity available, the new Discontinued Item Quantity Available window opens, and you can view the available quantity at the tech site and at the restocking site. The quantity on the line will be changed to the quantity available. You won't be able to change it to a quantity larger than what's available. If the quantity entered is less than the quantity available, you can continue with the order with no further interruption.
Marked	Not Required	If the quantity entered is larger than the quantity available, the new Discontinued Item Quantity Available window opens, and you can view the available quantity at the tech site and at the restocking site. The quantity on the line will be changed to the quantity available. You won't be able to change it to a quantity larger than what's available. If the quantity entered is less than the quantity available, you can continue with the order with no further interruption.

Create equipment cards from Manufacturing orders

You can automatically create equipment records from Manufacturing order receivings and from Manufacturing Quick Orders. You can also decide whether you want to create equipment records from non-serialized items on manufacturing orders as well.

Contract Administration

Locate unposted revenue for a single contract

A Contract Number field is added to the Contract Revenue Recognition window. You can select a contract and view only the unposted revenue entries for that contract for all periods up to and including the fiscal year and period selected. You can then post the revenue for the single contract.

Consolidate revenue recognition into a single General Ledger entry

The contract revenue recognition process creates a General Ledger batch named LIABI which contains the account information from all marked contracts to be posted. This batch will contain one journal entry consolidating the account information by fiscal period and year, and you will be able to see the account detail for each contract line.

Contract lines can be moved for open service calls

You can move contract lines even if the line is on an open service call. Any open lines are updated with new contract parts, labor and miscellaneous percentages and extended prices are recalculated. In addition, if the contract move changes the Customer ID or Address ID, that information will be updated on the service call.

Returns Management

Multiple user editing allowed

Two or more users can edit the same RMA; however, they cannot edit the same line on the RMA. If one user is editing a line, the subsequent users attempting to edit the line will receive a message that the line is being edited. Additional lines can be added by inserting a new row when another user is editing the last empty row on an RMA.

Item descriptions appear on Sales Order Processing returns

Item descriptions entered on RMA credit will be displayed on resulting Sales Order Processing returns when the RMA receiving is complete. Each line on the Sales Order Processing Return displays the original item description, rather than an automatically generated description.

Return quantities to any quantity type

You can return quantities to other inventory quantity types to more accurately account for the return. For example, if a return is because of a damaged product, you'll be able to return the item to the Damaged quantity type instead of the always returning to On Hand. You can set up a default quantity type for returns, which then can be changed during the RMA entry.

Consolidate multiple RMA cross-ship lines to a single Sales Order Processing order

You can optionally consolidate multiple cross shipped lines on an RMA onto a single Sales Order Processing order document. As long as the SOP order is open, any additional lines cross shipped for that same RMA will be added to the same sales order.