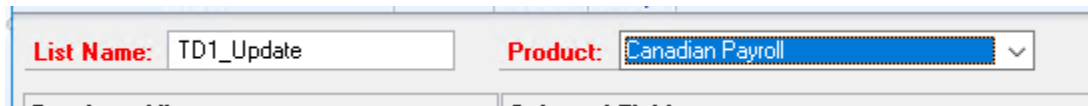


CREATE A SMART LIST TO CHECK TAX UPDATED AMOUNTS

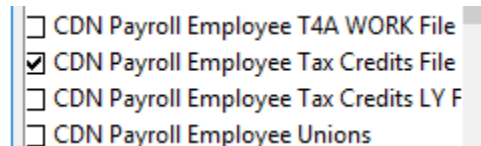
CREATE NEW SMARTLIST

1. Open SmartList
Microsoft Dynamics GP > SmartList
2. Select New
 - List Name = TD1_Update
 - Product = Canadian Payroll



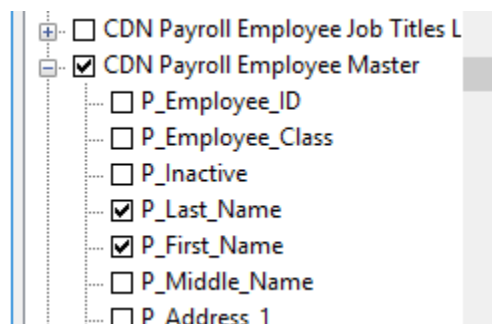
The screenshot shows a configuration window for a SmartList. The 'List Name' field contains 'TD1_Update' and the 'Product' dropdown menu is set to 'Canadian Payroll'.

3. Expand Canadian Payroll > Tables > Project
Note: It might take a minute to load
4. Find and select
 - CDN Payroll Employee Tax Credits



The screenshot shows a list of tables under the 'CDN Payroll Employee Tax Credits' category. The 'CDN Payroll Employee Tax Credits File' option is selected with a checkmark.

5. Find and expand
 - CDN Payroll Employee Master
Select
 - P_Last_Name
 - P_First_Name



The screenshot shows the 'CDN Payroll Employee Master' table expanded. The 'P_Last_Name' and 'P_First_Name' fields are selected with checkmarks.

6. In the Relationship section first line Select
 - TableName = First table on the list
Note the field is too small to show the whole table name
 - FieldName = P_Employee_ID
 - Join type = Left Join

- TableName2 = Remaining table
- FieldName2 = P_Employee_ID

Relationship				
TableName	FieldName		TableName2	FieldName2
CDN Payroll Emplo	P_Employee_ID	Left Join	CDN Payroll Emplo	P_Employee_ID

7. Click Execute Query
8. Click OK



This list will now show on your list of SmartLists under Canadian Payroll. However, only Powerusers can access it. Security will need to be granted to this SmartList for other users to view it.

SECURITY

1. Create a new task or find an existing Task that is part of the User's security
 - Product = SmartList
 - Type = SmartList Object
 - Series = SmartList Objects
 - Select TD1_Update

