



# Microsoft Dynamics GP 2013 New Features

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## Module 6: Human Resources and Payroll

**Microsoft®**

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# Module 1: Payroll

This module introduces the new enhancements to U.S. Payroll for Microsoft Dynamics GP 2013.

## Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation
- Be registered for Payroll
- Understand Payroll functionality

## What You Will Learn

After completing this module, you will be able to:

- Describe the feature changes with Payroll

## Lesson 1: Payroll Code Modifier

This lesson explains additional functionality added to Payroll and Human Resource, which allows you to modify existing Pay, Benefit and Deduction codes.

### What You Will Learn

After completing this lesson, you will be able to:

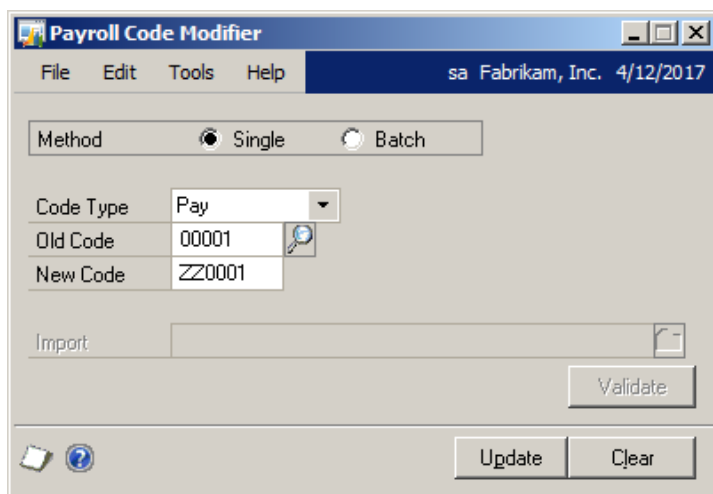
- Modify your existing Pay, Benefit and Deduction codes either single or a batch method.

## Payroll Code Modifier

In Microsoft Dynamics GP 2013, you will have the ability to modify the ID (code) of a Pay code, Deduction or Benefit. The user will be able to modify multiple codes at once or a single code.

### How to modify your code

Navigate to **HR & Payroll**, click **Payroll Code Modifier** from the **Utilities** area page. This will bring you into the **Payroll Code Modifier** window.



Microsoft Dynamics GP 2013 will not allow you to change codes while a payroll pay run is in process.

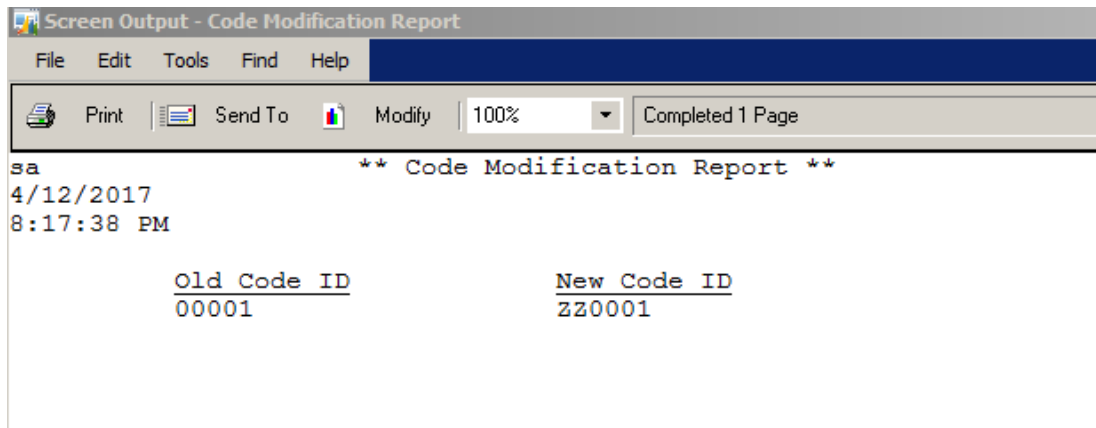
**Figure 1: Payroll Code Modifier**

You will have the ability to select and modify the names of codes of the following types via the Payroll Code Modifier Utility: pay codes, benefits and deductions.

If you have an excel spreadsheet list of codes you want to change, you can choose the 'Batch' option to change multiple codes at one. Once you choose a document to import, the validate button will become available to verify the codes to change.

A report will print after the change is made, and will verify the name of the old and new codes the utility changed.





**Figure 2: Code Modification Report**



**Note:**

You cannot combine 2 different code names, and this will change all history tables. A back up is highly recommended prior to this option, and a suggestion would be to try this in test first.

Examples of column names updated for each type in any table that has the column:

Pay Code

UPRTRXCD, PAYROLCD, PAYRCORD, BSPAYRCD, BSDONCDE

Benefit

BENEFIT, BSDONCDE, PAYROLCD, STTBFTCD, ENBNFTCD

Deduction

DEDUCTION, PAYROLCD, BSDONCDE, STTDEDCD, ENDEDCCD



**Note:**

This will change data in the company and system (formally Dynamics) database.

When you select to update codes, Microsoft Dynamics GP 2013 will change the code that appears in tables referenced or belonging to third party products, if the columns are the same as noted above.

For example, if you have a third party table that included the column (BENEFIT) and you changed a benefit code through this utility the third party table will also be updated. If the column were a benefit, but the column ID was in the table (BENEFITS), the code modifier would not update the third party table.

A common request for this would be if you want your codes that are no longer used and inactivated to change with “ZZ”. Then the code will fall to the bottom of your lookup’s.



**Note:**

This new functionality will not change Microsoft Dynamics GP Business Portal data or Benefit Self Service data for Business Portal. The Payroll Code Modifier will only change Human Resource and Payroll information.

If you are using Business Portal, be aware of data issues this may cause. Another area to watch over would be PDK.

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. With the code modifier, can you combine two codes to one?

False

2. The Microsoft Dynamics GP 2013 code modifier will change 3<sup>rd</sup> party (ISV’s) tables if the column names are the same?

True

## Lesson 2: Payroll Pay Code History Edit

This lesson explains additional functionality added to Payroll, which allows you to modify values in the employee pay code history window.

### What You Will Learn

After completing this lesson, you will be able to:

- Modify your existing payroll history Workers Comp, SUTA, and FUTA information.

## Payroll Pay Code History Edit

### How to Edit Employee Pay History Information

You will need to turn on editing capability to allow for modification of payroll history information for Workers Comp, SUTA, and FUTA.

Navigate to **HR & Payroll**, click **Payroll** from the **Setup** area page. This will bring you into the **Payroll Setup** window. From this window click **Options**, this will bring you into the **Payroll Setup Options** window. Mark the box **Edit Financial Fields**.

The screenshot shows the 'Payroll Setup Options' window. The 'Options' section on the right contains several checkboxes. The 'Edit Financial Fields' checkbox is checked and highlighted with a red rectangle. Other visible options include 'Enable Fiscal Year Tracking', 'Track Days Worked', 'Track Weeks Worked', and 'Display Pay Rate on Trx'. The left side of the window shows fields for 'Next Transaction Number', 'Payment', 'Adjustment', 'Computer Check', 'Manual Check', 'Decimal Places', and 'Pay Rate'.

Figure 3: Payroll Setup Options – Edit Financial Fields

Once you have enabled the **Edit Financial Fields** in **Payroll Setup**, you will be able to change the Workers Comp, SUTA, and FUTA fields in the **Employee Pay Code History** window. Only those three fields are available to edit.

Navigate to **HR & Payroll**, click **Pay Code** from the **Cards** area page. Choose an employee and Pay code that you want to edit pay history information, and then click **History**.

Click to expand the second line, and edit the fields to correct your Workers Comp, SUTA and FUTA report information. If you enter a code that does not exist, Microsoft Dynamics GP 2013 will prompt you to add it.

**Employee Pay Code History**

File Edit Tools Help sa Fabrikam, Inc. 4/12/2011

Employee ID: ACKE0001  
 Name: Ackerman, Pilar  
 Pay Code: SALY  
 Description: Salary Pay Code

Year: 2017

| Date     | Amount Paid | Pay Rate    | Premium | Hours/Units | Days | Weeks                               |
|----------|-------------|-------------|---------|-------------|------|-------------------------------------|
| 1/1/2017 | \$937.50    | \$22,500.00 | \$0.00  | 86.67       | 9.00 | 1.90                                |
| SPTS     | CSP         |             | ILWC01  | IL          |      | <input type="checkbox"/>            |
| 2/1/2017 | \$937.50    | \$22,500.00 | \$0.00  | 86.67       | 9.00 | 1.90                                |
| SPTS     | CSP         |             | ILWC01  | IL          |      | <input checked="" type="checkbox"/> |
| 3/1/2017 | \$677.88    | \$10.81     | \$0.00  | 62.67       | 9.00 | 1.90                                |

Figure 4: Employee Pay Code History



**Note:**

You cannot change all fields in the payroll history window with Edit Financial Fields marked. This window saves to the UPR30300, Payroll Transaction History table. The fields you can change are:

Microsoft Dynamics GP field  
 W/Comp  
 SUTA  
 FUTA

Table Field UPR30300  
 WRKRCOMP  
 SUTASTAT  
 SBJTFUTA

Changing these fields does not require a recalculation of data. The next time you print the Period End Reports for FUTA, SUTA, Workers Comp, the changes are visible.

## Lesson Review

You will now be able to edit posted payroll pay code history for Workers Comp, SUTA, and FUTA to correct your period end reports.

Answer the following questions to confirm your understanding of lesson topics.

1. With **Edit Financial Fields** turned on, you can change the Department and Position in the **Employee Pay Code History** window.  
False
2. User SA is the only user that has rights to make changes to the Workers Comp, SUTA, and FUTA fields.  
False

## Lesson 3: Check Print Default

---

This lesson explains additional functionality added to Payroll. This will warn the user, if allow the payroll check and earnings statements to default as check and not alignment.

### What You Will Learn

After completing this lesson, you will be able to:

- Change your setup so a check will default and not alignment.

## Payroll Check Print Default

### Changes made to Existing Windows

Navigate to HR & Payroll, click **Payroll** from the **Setup** area page. This will bring you into the **Payroll Setup** window where a new drop down option is listed under Default – Print.

You will be able to choose among the following when specifying defaults:

- Alignment Forms
- Checks/Earnings Statements

When you specify Alignment Form as the default, Microsoft Dynamics GP 2013 will use *Check Alignment* in the Print Payroll Checks window when you process payroll.

When you specify Checks/earnings Statements as the default, Microsoft Dynamics GP 2013 will use a Payroll Check or Direct Deposit Earnings statement as a default in the Print Payroll checks window when you process payroll.

A new column was added to the Payroll Setup Table (UPR41200) Check\_Print\_Default. When you upgrade Microsoft Dynamics GP will default the field to a 1 for Alignment Form. If you go in and set it to Checks/Earnings Statements, the value in the table is 2.



#### Note:

Microsoft Dynamics GP 2013 will continue to print an alignment form from a prior upgrade until a user goes into the above setup to change the default option.

Figure 5: Payroll Setup

Figure 6: Print and Post Payroll Checks

## Lesson Review

Topics covered in this lesson include the following:

- There is a new default option in the Payroll Setup window that allows Microsoft Dynamics GP 2013 to not default the payroll check to print as alignment.

Answer the following questions to confirm your understanding of lesson topics.

- The new default option is available in what Payroll window?  
Payroll Setup
- In an upgrade, Microsoft Dynamics GP 2013 will set the default value to what?  
Alignment Form

## Lesson 4: Payroll Duplicate Check

This lesson explains additional functionality added to Payroll, which will warn you if Microsoft Dynamics GP 2013 is going to print duplicate checks.

### What You Will Learn

After completing this lesson, you will be able to:

- Turn on the Payroll Duplicate checks report and be warned when a duplicate check is going to post.

### Payroll Duplicate Check

It is important not to have duplicate checks post to payroll because you will have issues trying to void those checks in the future. The check will not be selectable in the void window. Microsoft Dynamics GP 2013 does not know which of the duplicate checks you want to void.

To enable the duplicate checks report to print during the payroll process, click **Microsoft Dynamics GP**, click **Tools**, click **Setup**, click **Posting and Posting**, click **Series of Payroll**, and then click **Origin of Computer Checks**. Mark to enable the **UPR Duplicate Checks** report, and then select a **Send To:** option.

Figure 7: Posting Setup



#### Note:

Microsoft Dynamics GP 2013 will restrict potential duplicate checks to the checks processed with the same Checkbook ID as selected in the Print Payroll Checks window.

Microsoft Dynamics GP 2013 will check for duplicate checks when the Checkbook ID selected on the Print Checks window is NOT marked as Duplicate Check Number. To determine if this is marked, click **Cards**, click **Financial** and then click **Checkbook**. In this window if the below option is marked, it indicates allow for duplicates. If you do not want duplicates in payroll, you will want to unmark this option.

The screenshot shows the 'Checkbook Maintenance' window. The 'Checkbook ID' is 'PAYROLL' and the 'Description' is 'Payroll - Lakes Bank'. The 'Cash Account' is '000 - 1110 - 00'. The 'Next Check Number' is '11635' and the 'Next Deposit Number' is '00000000000000000001'. The 'Last Reconciled Date' is '12/15/'. The 'Bank Account' is '5034033033' and the 'Bank ID' is 'Lakes Bank'. The 'Payables Options' section includes 'Max Check Amount', 'Password', 'Duplicate Check Numbers' (unchecked), and 'Override Check Number' (checked). A red box highlights the 'Duplicate Check Numbers' checkbox.

**Figure 8: Checkbook Maintenance**

During the print checks and print direct deposit earnings statement process, Microsoft Dynamics GP 2013 will check for duplicate check numbers in the following two tables:

- UPR30100 – Payroll Check History
- UPR10208 – Payroll Work Check

Below is an example where a check posted using check number 10081 from a prior payroll. You will receive a warning:

“Duplicate checks exist for this range of check numbers. Do you want to continue?”

If you click **YES**, payroll will continue as normal and print and post with duplicate checks.

If you click **CANCEL**, the UPR Duplicate Checks Report will print and you can change your check number and continue with printing and posting checks.



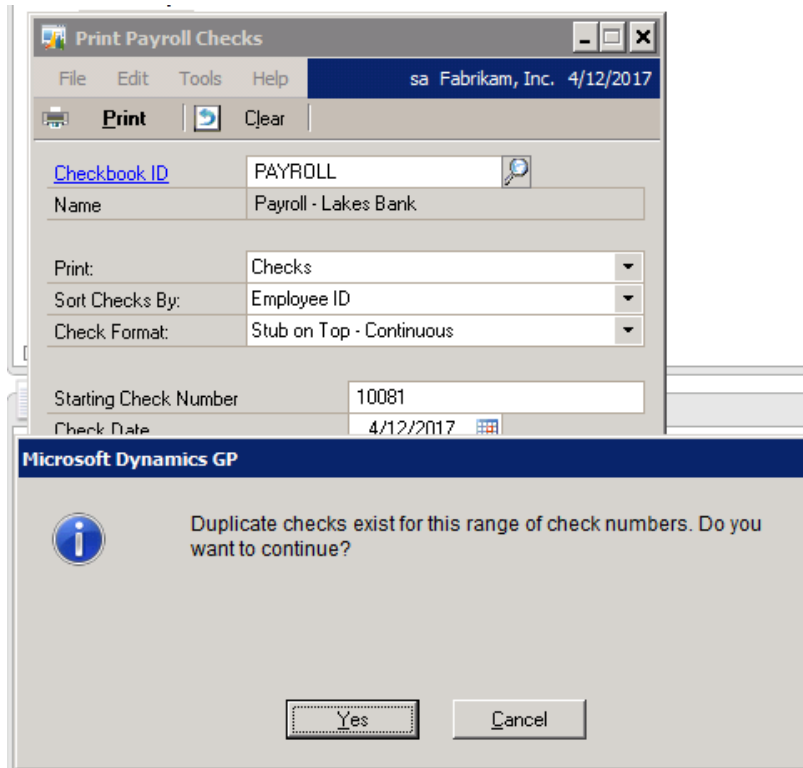


Figure 9: Print Payroll Checks – message

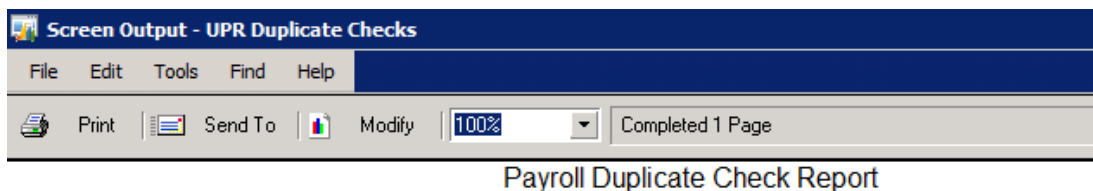


Figure 10: Screen Output – UPR Duplicate Checks

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. Duplicate checks will stop the payroll process and make you fix the duplicate number before you can post?

False

2. Duplicate check feature looks thru what two tables to find a duplicate?

This feature looks thru UPR30100 check history and UPR10208 for current payroll work table.

## Lesson 5: Payroll Build Check File Exception Report

This lesson explains additional functionality added to Payroll, which gives the user running payroll a build exception report of only warnings and critical errors when they process payroll.

### What You Will Learn

After completing this lesson, you will be able to:

- Turn on the build exception report and process payroll quicker.

### Payroll Build Check File Exception Report

A common issue that arises is that the build report may be 40 pages. The report can be difficult to sift thru in order to find the warnings and critical errors in a timely manner to continue with payroll.

With the exception report in Microsoft Dynamics GP 2013, the warnings and critical errors are presented to the user in one quick report to allow you faster resolution to payroll problems.

To enable the Build Check file Exception report to print during the payroll process click **Microsoft Dynamics GP**, click **Tools**, click **Setup**, click **Posting** and **Posting**, click **Series of Payroll**, and then click **Origin of Computer Checks**. Mark to enable the Build Check File Exception report and select a **Send To:** option.

The screenshot shows the 'Posting Setup' window in Microsoft Dynamics GP 2013. The window has a menu bar with 'File', 'Edit', 'Tools', and 'Help'. The title bar says 'Posting Setup' and the user is 'sa Fabrikam, Inc.'. The 'Series' dropdown is set to 'Payroll' and the 'Origin' dropdown is set to 'Computer Checks'. There are several checkboxes for posting options: 'Post to General Ledger' (checked), 'Post Through General Ledger Files' (unchecked), 'Allow Transaction Posting' (unchecked), 'Include Multicurrency Info' (unchecked), 'Verify Number of Trx' (unchecked), and 'Verify Batch Amounts' (unchecked). There are also radio buttons for 'Create a Journal Entry Per:' with 'Transaction' selected and 'Batch' unselected. There are checkboxes for 'Post In Detail' (unchecked) and 'Use Account Settings' (unchecked). There are radio buttons for 'Posting Date From:' with 'Batch' selected and 'Transaction' unselected. There are radio buttons for 'If Existing Batch:' with 'Append' selected and 'Create New' unselected. There is a checkbox for 'Require Batch Approval' (unchecked) and a text field for 'Approval Password'. There are buttons for 'Mark All' and 'Unmark All'. The 'Reports:' section has a table with columns 'Print', 'Report', 'Send To:', and 'Path'. The 'Send To:' column has a dropdown menu with 'File' selected. The 'Path' column has a dropdown menu with 'Benefit Register' selected. The 'Build Check File Exception' row is highlighted with a red box. The 'Check Posting Register' row is also highlighted.

| Print                               | Report                   | Send To: | Path                       |
|-------------------------------------|--------------------------|----------|----------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | File     | Benefit Register           |
| <input type="checkbox"/>            | <input type="checkbox"/> | File     | Benefit Register-PPR       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | File     | Build Check File Exception |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | File     | Check Posting Register     |

Figure 11: Posting Setup

This report will print after the payroll build check file report, during processing of payroll.

```

System:      10/22/2012 9:13:58 PM
User Date: 4/12/2017

Fabrikam, Inc.
CHECK FILE EXCEPTION REPORT
U.S. Payroll

Employee ID   Name                               Code   Description                               Batch ID
-----
Error/Warning Message
-----
Message Type: *****CRITICAL*****
BARB0001      Barbariol, Angela                  SALY   Salary Pay Code
***** Tax record does not exist for the employee.

Message Type: *****WARNING*****
BARB0001      Barbariol, Angela                  SALY   Salary Pay Code
***** The pay is subject to state tax, but no state was specified.

REEV0001      Reeves, Randy                      SALY   Salary Pay Code
***** The pay is subject to state tax, but no state was specified.

STEW0001      Stewart, Jim                       SALY   Salary Pay Code
***** The pay is subject to state tax, but no state was specified.

TIBB0001      Tibbott, Diane                    SALY   Salary Pay Code
***** The pay is subject to state tax, but no state was specified.

WEST0001      West, Paul                        SALY   Salary Pay Code
***** The pay is subject to state tax, but no state was specified.

YOUN0001      Young, Rob                        SALY   Salary Pay Code
***** State tax record does not exist for the employee.

Total Employees:      6

```

**Figure 12: Payroll Exception Report**

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. Where do you go to turn on the printing of this report?

Navigate to **Tools**, click **Setup**, click **Posting**, and then click **Posting**.

2. Will this new report print after you calculate your payroll check?

False

## Lesson 6: FICA Tax Sheltered Annuity Deductions

This lesson explains additional functionality added to Payroll deductions, which will split out FICA to FICA Social Security and FICA Medicare.

### What You Will Learn

After completing this lesson, you will be able to:

- Tax Shelter a deduction by FICA Social Security, but tax the deduction on FICA Medicare.

### FICA TSA Deductions

Prior to Microsoft Dynamics GP 2013, Payroll only supported the ability to identify a deduction as being exempt from the calculation of Social Security and Medicare taxes. However, a deduction is currently either exempt from both Social Security and Medicare tax calculations or neither.

A new checkbox was added to the Deduction setup and employee deduction, to allow user to split out the FICA Tax TSA sheltered from option to FICA Medicare and FICA Social Security in Microsoft Dynamics GP 2013.

Navigate to **HR & Payroll**, click **Deduction** from the **Setup** area page. For the employee level, click **Deduction** from the **Cards** area page

There are deductions where you may need to split out Medicare and Social Security to TSA the deduction from wages. (Example: Government, Pension, Non-Profit)

#### GP 2013

#### GP 2010

The image displays two side-by-side screenshots of the 'Deduction Setup' window in Microsoft Dynamics GP. The left screenshot is for GP 2013, and the right is for GP 2010. Both windows show the 'TSA Sheltered From' section with checkboxes for 'Federal Tax', 'FICA Soc Sec', 'FICA Medicare', 'State Tax', and 'Local Tax'. In the GP 2013 version, the 'FICA Soc Sec' and 'FICA Medicare' checkboxes are highlighted with a red box. In the GP 2010 version, the 'FICA Tax' checkbox is highlighted with a red box. The 'Deduction Code' is 'TSA' in GP 2013 and 'FLEX' in GP 2010. The 'Description' is 'TSA' in GP 2013 and 'FLEX' in GP 2010. The 'Deduction Type' is 'Standard' in both. The 'Frequency' is 'Weekly' in both. The 'Based on Pay Codes' is 'All' in both. The 'Pay Codes' are 'BONS' in both. The 'Method' is 'Fixed Amount' in both. The 'Deduction' is 'Single' in both. The 'Maximum' is 'Pay Period' in both. The 'Calendar' is 'Fiscal Year' in both. The 'Lifetime' is 'Lifetime' in both.

Figure 13: Deduction Setup

**Note:**

The core SmartLists were not changed to include this new field. Use SmartListBuilder or Excel Report Builder to create a report if needed.

The following are the table changes at the setup and employee level that is impacted with the new column (SHFRFICAMED) added to each existing table.

```
--SETUP
select SHFRFICAMED, SHFRFICA, * from UPR40900
--EMPLOYEE
select SHFRFICAMED, SHFRFICA, * from UPR00500
```

Microsoft Dynamics GP Payroll will calculate deductions in the same order it has prior. Rules may be over ridden if the **transaction required** box is marked at the deduction, based on when and if they will be take when not enough wages apply.

**Note:**

If you have FICA Tax marked prior to the update to Microsoft Dynamics GP 2013; on Microsoft Dynamics GP 2013, both FICA Social Security and FICA Medicare will be marked. You can change the codes to the corrected TSA sheltered from after the update.

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. New reports and core SmartLists were changed to accommodate the field FICA Medicare in Microsoft Dynamics GP 2013.

False

2. Once you upgrade to Microsoft Dynamics GP 2013, you will need to manually go and update the FICA Medicare field for all the current TSA deductions.

False

## Module 2: Human Resource

This module introduces the new enhancements to Human Resources in Microsoft Dynamics GP 2013.

### **Before You Begin**

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Be registered for Human Resource.
- Understand Human Resource functionality.

### **What You Will Learn**

After completing this module, you will be able to:

- Describe the feature changes with Human Resource.

## Lesson 1: Age Based Life Insurance Auto Update

This lesson explains additional functionality added to Human Resource, which allows you to update your life insurance aged based information on birthday and end of year.

### What You Will Learn

After completing this lesson, you will be able to:

- Modify existing or create new life insurance codes, with age based tables. Users can specify if they would like the amounts to update on the employees birthday or end of year.

### Age Based Life Insurance Auto Update

Microsoft Dynamics GP 2013 supports an “End of Year” method for calculating life insurance premiums determined by age-based tables.

End of year will set the record age to the age which the employee will be, at the end of the current calendar year. This age will be used to determine premium amounts.

The design of the product in versions prior to Microsoft Dynamics GP 2013 would be; if you have a Life Insurance code setup with Age based tables, the system would automatically update the employee information on the day of their birthday.

Some Life Insurance policies want the rate to change at the end of the year, not on the employee’s birthday.

Navigate to **HR & Payroll**, expand **Benefits and Deductions** from the **Setup** area page under **Human Resource**, and then click **Life Insurance**.

The screenshot displays the 'Life Insurance Setup' window. The 'Premium Method' section is highlighted with a red box, showing the 'Age Based' radio button selected. Below it, the 'End of Year' radio button is also selected, and the 'TABLE' button is visible. The table at the bottom shows the following increments:

|          | Increments | Fixed Premium |
|----------|------------|---------------|
| Employee | \$5,000    |               |
| Spouse   | \$2,000    |               |

Figure 14: Life Insurance Setup



When you update to Microsoft Dynamics GP 2013, the radio button will default to the Birthday option, as that is what is available in prior versions. You can change the codes once you upgrade to End of Year if it applies.

The process works exactly how it did on prior versions. The update process automatically runs when the first user logs into Microsoft Dynamics GP for the day. Some Life Insurance policies want the rate to change at the end of the year, not on the employee's birthday.

If our code sees that you already have a record in the SY01402 where coDefaultType = -2 and USRDFSTR = today's date, the process does not run. This is an example where you would like to disable the life insurance process that automatically runs.

You would want to update this table with such a record before any users log in each day. That would prevent the age based update from happening.

```
/* Date: 10/06/2012 Time: 13:59:33
stmt(15744008):*/
EXEC TWO.dbo.zDP_SY01401F_1 NULL,NULL,NULL,NULL
```

```
/* Date: 10/06/2012 Time: 13:59:33
stmt[15744008]:*/
EXEC TWO.dbo.zDP SY01401SS 1 'sa',-2
```

```

/* Date: 10/06/2012 Time: 13:59:33
stmt(15741544):*/
BEGIN UPDATE TWO.dbo.SY01401 SET USRDFSTR = 10/06/2012 WHERE USRDFSTR = 10/25/2012 AND USERID = 'sa' AND
coDefaultType = -2 SELECT @@@rowcount END

```

[illegible]

```
/* Date: 10/06/2012 Time: 13:59:34
stmt(15703800):*/
EXEC DYNAMICS.dbo.zDP_SY02100SS_1 -1, 414, 10, 0
```

```

/* Date: 10/06/2012 Time: 13:59:34
stmt{15744008}:*/
SELECT COUNT(BENEFITKIND_I) FROM TWO.dbo.BE010130 WHERE BENEFITKIND_I = 2

```

```
/* Date: 10/06/2012 Time: 13:59:34  
stmt(15741544):*/  
EXEC TWO.dbo.zDP_BE010130F_5 2','','2,'bbbbb'bbbbbbbbb'bbbbbbb'
```

If the age based tables are not a fit for the client, you may want to look at a fixed amount option.

A new column was added to the setup and employee table to track the option chosen.

If the `LIFEINSURTYPE` column is set to a 1 this indicates End of Year for that particular code.

If the `LIFEINSURTYPE` column is set to a 0 this indicates Birthday for that particular code.



During the upgrade, process this column will be auto populated with a 0.

Example:

Setup - `select LIFEINSURTYPE, * from BE020230 where BENEFIT = 'life'`

Employee - `select LIFEINSURTYPE, * from BE010130 where BENEFIT = 'life'`

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. When you upgrade the *LIFEINSURTYPE* field will be set to a 1?

False

2. Where is the new life insurance indicator added?

Navigate to Human Resource, click Benefits and Deductions, and then click Life Insurance Setup.

## Lesson 2: VETS Updates

This lesson explains the changes that were made in Microsoft Dynamics GP 2013 around VETS (Veteran's Employment and Training Service) reporting.

For additional information about VETS reporting:

<http://www.dol.gov/vets/vets100filing.htm>

### What You Will Learn

After completing this lesson, you will be able to:

- Describe the new fields for VETS tracking.

## VETS-100

It is important to understand the Microsoft Dynamics GP Human Resource is designed to print the VETS-100 report, not the VETS-100A report. Below is a detailed explanation of the difference of the two. The most obvious difference is the categories of veterans included on each report.

With the release of Microsoft Dynamics GP 2013, there is a new VETS tracking field added to the **Employee** and **Applicant** information windows, which allows you to tack **Armed Forces Service Medal Veteran**. This new field is specific to the VETS-100A report and not added to the VETS-100 report.

You can track this information and create a report that lists the employee with this VETS status.

Navigate to **HR & Payroll**, click **Employee** from the **Cards** area, and then click **Human Resource**.

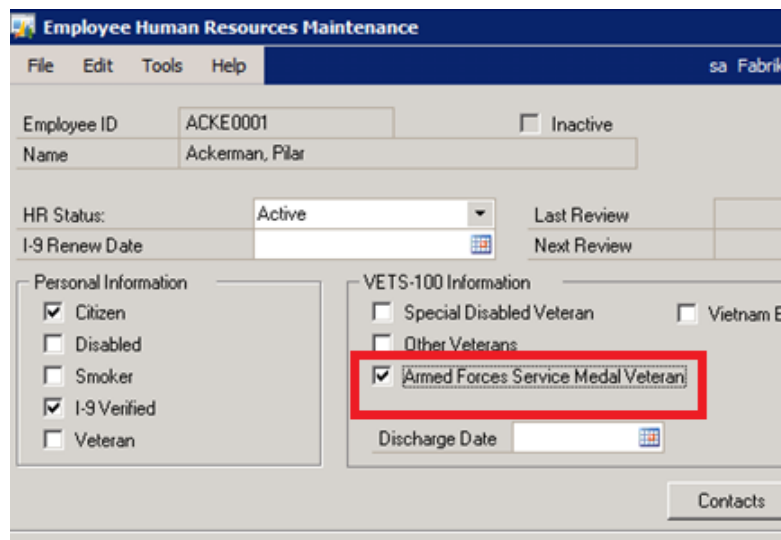


Figure 15: Employee Human Resources Maintenance

**Note:**

The Employee maintenance window saves to the UPR00100 Employee Master table.

The new column in the table (AFSMVET) stores the Armed Forces Services Medical Veteran.

The Applicant information is stored in the HR2APP12 table located in the DYNAMICS (system) database. AFSMVET column was added to this table.

\*\*A new column, RECSEPVET, was added to the UPR00100 and HR2APP12 tables. However, this is not used within the application for VETS tracking.

Navigate to **HR & Payroll**, click **Applicant** from the **Cards** area.

The VETS-100 Report reflects the categories of veterans covered under the affirmative action provisions of VEVRAA prior to the JVA amendments.

Accordingly, the VETS-100 Report calls for Federal contractors and subcontractors to report the number of employees and new hires during the reporting period who are:

- (1) Special disabled veterans;
- (2) Veterans of the Vietnam era;
- (3) Other protected veterans (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded); and
- (4) Recently separated veterans (veterans within 12 months from discharge or release from active duty).

**Figure 16: Applicant**

### **VETS-100A Report - Not supplied by Microsoft Dynamics GP 2013**

The JVA amendments eliminated the coverage category of "Vietnam era veterans", and added the category "Armed Forces service medal veterans." In addition, the JVA amendments expanded the coverage of "recently separated veterans" from one year after discharge or release from active duty to three years. Finally, the JVA amendments expanded

the coverage of veterans with disabilities to include all veterans with service connected disabilities. The VETS-100A Report reflects the categories of veterans covered under the JVA amendments, and requests that Federal contractors and subcontractors report the number of employees and new hires during the reporting period belonging to the following categories:

1. Disabled veterans
2. Other protected veterans. Veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded.
3. Armed Forces service medal veterans. Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
4. Recently separated veterans. Veterans within 36 months from discharge or release from duty.

The other significant difference between the VETS-100 and VETS-100A Report forms is in the job categories. The job categories on the Veterans' Employment Report forms are consistent with the job categories used on the E-1 Report. EEOC revised the EEO-1 Report in 2005 (November 28, 2005, 70 FR 71294), and the revisions included dividing the Officials and Managers category in two subgroups. The sub groups are Executives/ Senior Level Officials and Managers, and First/Mid Level Officials and Managers. The VETS-100A Report adopts the job categories used on the revised EEO-1 Report, while the VETS-100 Report has a single Officials and Managers job category.

## Lesson Review

You now know the difference between the VETS-100 and VETS-100A report, and what report capability we have in Microsoft Dynamics GP 2013.

Answer the following questions to confirm your understanding of lesson topics.

1. Microsoft Dynamics GP 2013 will print the Armed Forces Service Medal Veteran on the VETS-100 report.  
False
2. In Microsoft Dynamics GP 2013, you can now print the VETS-100A report.  
False

## Lesson 3: Requisition List added to Navigation List

This lesson explains additional functionality added to Human Resource, which allows you to quickly see a listing of Human Resource Requisitions.

### What You Will Learn

After completing this lesson, you will be able to:

- Navigate to the new Requisition list from the Navigation List area.

## Human Resource Requisition Navigation List

Customers will now have the ability to quickly see a listing of Requisitions within Microsoft Dynamics GP 2013.

From the list, there are number of actions an end-user can take such as add a new requisition, edit an existing requisition, custom filter the list of requisitions, print a requisition list, or export the list to Microsoft Excel.

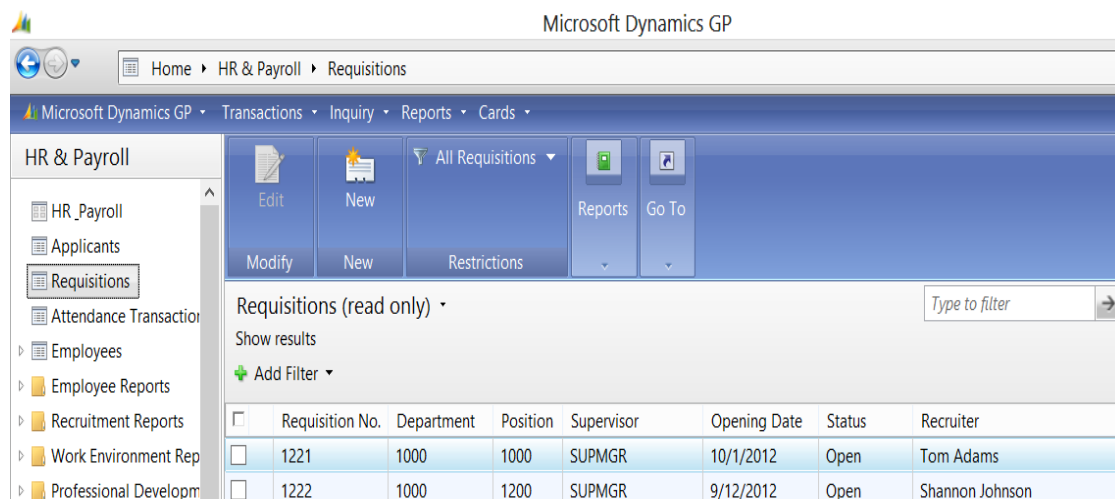


Figure 17: Requisitions

## Lesson Review

Answer the following question to confirm your understanding of lesson topics.

1. Will the Requisition List export to Excel?

True

2. There are custom filters added to the Requisition list?

True

## Module 3: Advanced Human Resource

This module introduces the new enhancements to Advanced Human Resource in Microsoft Dynamics GP 2013.

Office Presence was added for all Employee and Manager areas, in Advanced Human Resource.

### Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Have Advanced Human Resource installed
  - Human Resources and Payroll Suite from the Microsoft Dynamics GP 2013 Selectable Features list.
- Be registered for Advanced Human Resource
- Understand Advanced Human Resource functionality.

### What You Will Learn

After completing this module, you will be able to:

- Describe the feature changes with Advanced Human Resource.

## Lesson 1: Label User Defined

This lesson explains additional functionality added to Advanced Human Resource, which will all you to label the user-defined fields in Certification and License.

### What You Will Learn

After completing this lesson, you will be able to:

- Modify your existing Advanced Human Resource User Defined fields.

### Label User Defined

This is similar to what is known as Extra Fields functionality in core Human Resource.

Microsoft Dynamics GP 2013 Advanced Human Resource Certification and License now has user defined fields, which can be custom labeled specific for the business.

Navigate to **HR & Payroll**, expand **Certification, Licenses and Training** from the **Setup** area page under **Human Resource**, and then click **User Defined Fields**.

The label definitions are configured in the User Defined Field Setup. This is held in a new table - CLM40001.

| Certifications User Defined Fields |                 |
|------------------------------------|-----------------|
| User Defined 1                     | CERT 1 - ONSITE |
| User Defined 2                     | CERT 2 - REMOTE |
| User Defined 3                     | CERT 3          |
| User Defined 4                     | CERT 4          |

| Licenses User Defined Fields |           |
|------------------------------|-----------|
| User Defined 1               | LICENSE 1 |
| User Defined 2               | LICENSE 2 |
| User Defined 3               | LICENSE 3 |
| User Defined 4               | LICENSE 4 |

Figure 18: User Defined Field Setup

Navigate to **HR & Payroll**, expand **Certification, Licenses and Training** from the **Cards** area page under **Human Resource**, and then click **Certification or License**.

**Certification Entry**

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Clear Delete

Employee ID [Text Box] [Search Icon]

Department [Text Box]

Position [Text Box]

Certification Code [Text Box] [Search Icon] [File Icon]

Certification Number [Text Box] ☐ Inactive

Issued By Agency [Text Box] [Search Icon]

Original Issue Date [Text Box] [Calendar Icon]

Date Renewed [Text Box] [Calendar Icon] Expiration Date [Text Box] [Calendar Icon]

|                 |            |        |            |
|-----------------|------------|--------|------------|
| CERT 1 - ONSITE | [Text Box] | CERT 3 | [Text Box] |
| CERT 2 - REMOTE | [Text Box] | CERT 4 | [Text Box] |

Figure 19: Certification Entry

**License Entry**

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Clear Delete

Employee ID [Text Box] [Search Icon]

Department [Text Box]

Position [Text Box]

License Number [Text Box] [Search Icon] [File Icon] ☐ Inactive

License Type [Text Box] [Search Icon]

Issued By Agency [Text Box] [Search Icon]

Issued By State [Text Box] [Search Icon] Date Renewed [Text Box] [Calendar Icon]

Original Issue Date [Text Box] [Calendar Icon] Expiration Date [Text Box] [Calendar Icon]

|           |            |           |            |
|-----------|------------|-----------|------------|
| LICENSE 1 | [Text Box] | LICENSE 3 | [Text Box] |
| LICENSE 2 | [Text Box] | LICENSE 4 | [Text Box] |

Figure 20: License Entry

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. The user defined fields are also on the Training window for Advanced Human Resources.

False



## Lesson 2: Delete Certification, License and Training History

This lesson explains additional functionality added to Advanced Human Resource, which allows you to delete Certification, License, and Training History.

### What You Will Learn

After completing this lesson, you will be able to:

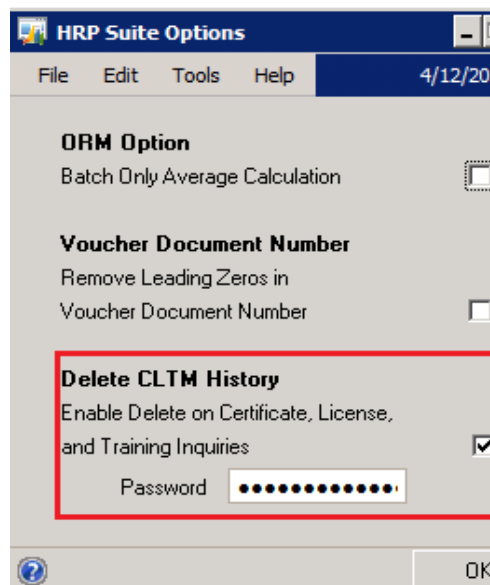
- Set a password to delete history.
- Delete Advanced Human Resource history.

### Delete Certification, License and Training History

The Certification, License, Training portion of Advanced Human Resource does not allow you to delete events for the records pertaining to Certification, License, and Training History. With the new functionality added into Microsoft Dynamics GP 2013, you can set a system password that you enter prior to deleting a record from history.

Navigate to **HR & Payroll**, click **HRP Suite Options** from the **Setup** area page.

Mark the checkbox and enter a password to protect the deletion of data. By default, the box is not marked.



Microsoft Dynamics GP will encrypt the password and store it in a new table, CLM40000.

Passwords are case-sensitive.

Figure 21: HRP Suite Options

1. Navigate to **HR & Payroll**, expand **Human Resource**, expand **Employee**, click either **Certifications**, **Training**, or **License** from the **Card** area page, and then click **history**.
2. Navigate to **HR & Payroll**, expand **Human Resource**, and click either **Certification History**, **Training History**, or **License History** from the **Inquiry** area page.

Once you enter the password, Microsoft Dynamics GP 2013 will warn you “Are you sure you want to delete this record?” Click **Delete**

### Figure 22: Certification History

### Figure 23: Results

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. The password that is entered will save to the table unencrypted.

False

## Lesson 3: Notification of Expiry Dates for Advanced HR

This lesson explains additional functionality added to Advanced Human Resource, which will enhance user experience around expiry date events in Advanced HR.

### What You Will Learn

After completing this lesson, you will be able to:

- Identify when employees expiry dates are approaching.

### Notification of Expiry Dates

When you deploy Excel based reports for Microsoft Dynamics GP 2013, a new report will be created that has employee and manager emails included along with expiry dates and information about what is expired.

You can take this report, and do a mail merge to create an email list to managers or employees.

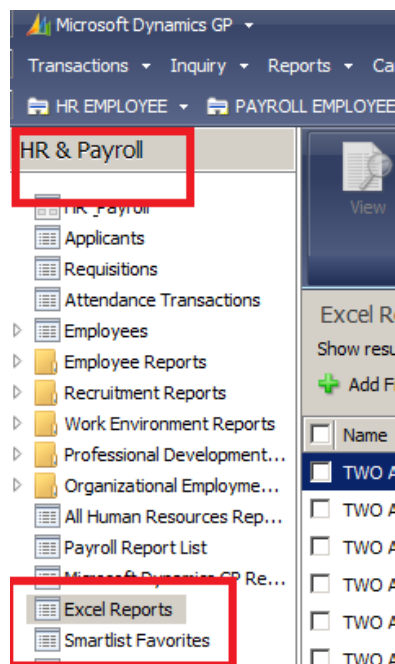


Figure 24: HR & Payroll – Excel Reports

How to Deploy Excel Reports:

<http://support.microsoft.com/kb/949524>

### Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. Are there new Excel based reports in Microsoft Dynamics GP 2013  
True

## Module 4: Payroll Extensions

This module introduces the new enhancements to Payroll Extensions of Microsoft Dynamics GP 2013. Payroll Extensions consists of Deduction in Arrears, Payroll Integration to Payables and Overtime Rate Manager.

Office Presence was added for all Employee and Manager areas in Payroll Extensions.

### Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Have Payroll Extensions installed
  - Human Resources and Payroll Suite from the Microsoft Dynamics GP 2013 Selectable Features list.
- Understand Payroll Extensions functionality.

### What You Will Learn

After completing this module, you will be able to:

- Describe the feature changes with Payroll Extensions.

## Lesson 1: Deduction in Arrears – Mandatory Arrears

This lesson explains additional functionality added to Deduction in Arrears, which will allow you to process Mandatory Arrears more effectively.

### What You Will Learn

After completing this lesson, you will be able to:

- Use the new Mandatory Arrears window with template functionality.

## Mandatory Arrears = Automation

The Microsoft Dynamics GP Deduction in Arrears product, currently allows the user to run a mandatory arrears process in order to generate arrears transactions. Business's that process multiple pay runs and have large volumes of transactions are requesting automation to the product and additional efficiencies.

In Microsoft Dynamics GP 2013, improvements to existing functionality were made. In addition, new template functionality was added which will streamline the mandatory arrears process. The new feature set will introduce automation in the forms of reminders that will prevent the user from forgetting to run the mandatory arrears process after payroll posting is complete.

Navigate to **HR & Payroll**, and then click **Arrears Template Setup** from the **Setup** area page.

The screenshot shows the 'Arrears Template Setup' window. It includes a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below the menu is a toolbar with 'Save', 'Clear', and 'Delete' buttons. The main form area contains several input fields: 'Template ID' with a search icon, 'Template Description', 'Check Date From' with a calendar icon, 'Check Frequency' with a dropdown arrow, 'Deduction Code' with a search icon, 'Deduction Frequency' with a dropdown arrow, and an 'Include \$0.00' checkbox. At the bottom, there is a section titled 'Arrears Reminder Task' containing an 'Activate for Users' checkbox and a 'User Security Task' field with a search icon. Navigation buttons (back, forward, etc.) are located at the bottom left of the window.

During payroll process, post, system will check to see if the arrears reminder task is marked for users and if so post a tasks for the users in that role.

This template information is held in the following table  
APR\_DIA40300

Figure 25: Arrears Template Setup

Navigate to HR & Payroll, and then click **Mandatory Arrears** from the **Transaction** area page.

**Mandatory Arrears**

File Edit Tools Help sa Fabrikam, Inc. 1/1/2050

Post Clear Redisplay Post Batches

Arrears Template ID: HEALTH

Payruns to Include

Check Date From: 1/1/2050 To: 1/1/2050

Mark All UnMark All

|                                     | Audit Control Code | Build ID | Pay Run Start Date | Pay Run End Date |
|-------------------------------------|--------------------|----------|--------------------|------------------|
| <input checked="" type="checkbox"/> | UPRCC0000082       | REGULAR  | 1/1/2050           | 1/1/2050         |
| <input type="checkbox"/>            |                    |          |                    |                  |
| <input type="checkbox"/>            |                    |          |                    |                  |
| <input type="checkbox"/>            |                    |          |                    |                  |
| <input type="checkbox"/>            |                    |          |                    |                  |
| <input type="checkbox"/>            |                    |          |                    |                  |
| <input type="checkbox"/>            |                    |          |                    |                  |

Calculated Arrears

**Deduction Frequency**: Weekly

Deduction Code: INS1

Arrears Date: 1/1/2050

☐ Include \$0.00 Mark All UnMark All

| Employee ID | Deduction Code | Arrears Amount |
|-------------|----------------|----------------|
| CLAY0001    | INS1           | \$47.95        |
| KENN0001    | INS1           | \$47.95        |
| WEEKLY      | INS1           | \$47.95        |
| WEST0001    | INS1           | \$47.95        |
|             |                |                |
|             |                |                |

Calculate

- When selecting pay runs you can “mark all” and “unmark all” pay runs in the scrolling window.
- You can specify an Arrears Template ID for Mandatory Arrears.
- You can run the Mandatory Arrears process by 2 steps, select an Arrears Template ID and press the “Post” button.

Figure 26: Mandatory Arrears

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. Will the new arrears functionality add a reminder task for the payroll user to run the Mandatory Arrears process?

True

## Lesson 2: Deduction in Arrears Selectable Posting Report

This lesson explains additional functionality added to Deduction in Arrears, which will allow you to turn off the deduction in arrears report during payroll posting.

### What You Will Learn

After completing this lesson, you will be able to turn off the Deduction in Arrears report during payroll processing.

### Selectable Posting Report

Many customers have asked to disable the Deduction in Arrears (DIA) report that prints during the payroll process. As soon as you start to use DIA, this report prints. To disable or enable the DIA Deduction Build Report, to not print during the payroll process: click **Microsoft Dynamics GP**, click **Tools**, click **Setup**, click **Posting**, click **Posting**, click **Series of Payroll**, and then click **Origin of Computer Checks**. Mark to enable/disable the DIA Deduction Build Report.

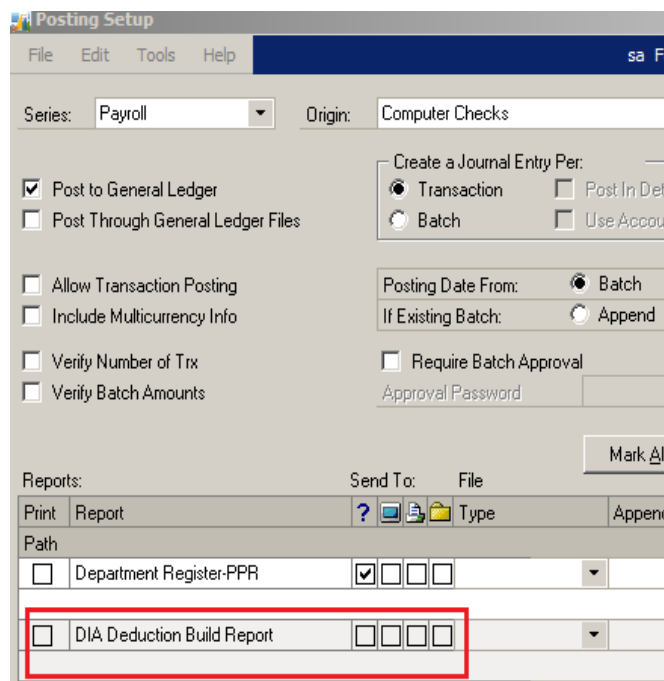


Figure 27: Posting Setup

### Lesson Review

1. Is there a new report to disable DIA payroll process report?

Yes



## Lesson 3: Payroll Integration to Payables – Modifiable Voucher Number

This lesson explains additional functionality added to Payroll Integration to Payables (PIP), which will allow you to modify the voucher number and remove the leading zeroes.

### What You Will Learn

After completing this lesson, you will be able to:

- Modify the voucher number to remove the leading zeroes.

### Modify Voucher Number

Payroll Integration to Payables generates a voucher document number prefaced by “PIP” and a series of leading zeroes. The leading zeroes caused some payable checks to not display the entire number due to the field length.

You will have the ability to specify that Microsoft Dynamics GP 2013 generate a document voucher number, with or without leading zeroes.

Navigate to **HR & Payroll**, and then click **HRP Suite Options** from the **Setup** area page. Mark the checkbox **Voucher Document Number**.

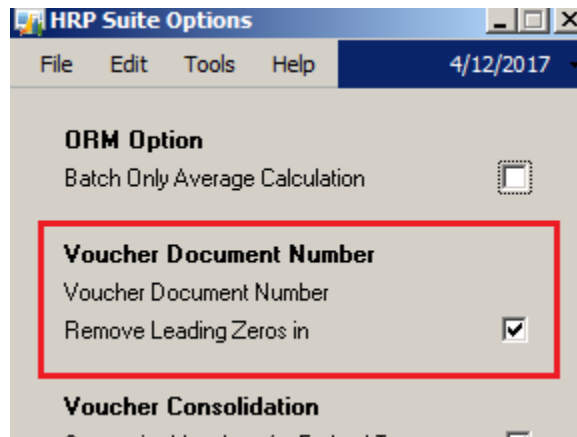


Figure 28: HRP Suite Options

This will be stored in the following table  
APR\_PIP00100

Microsoft Dynamics GP 2013 will check for duplicates with in the logic so it will be prevented.

When you elect to have the system generate a document voucher number without leading zeroes, Microsoft Dynamics GP 2013 will apply the change on the next voucher to be created for a given vendor and remove sufficient zeroes to allow for normal incrementing of the document voucher number.

Example: If the current voucher is PIP000000000000999, the next voucher to be created for this vendor will be PIP1000. If the current voucher is PIP000000000000988, the next voucher to be created will be PIP989.



**Note:**

When you switch methods for number generation, Microsoft Dynamics GP 2013 will not modify historical records.

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. When you make changes to the Voucher document number, will the system go thru and change all the history records as well?

No

## Lesson 4: Payroll Integration to Payables – Custom Voucher Description

This lesson explains additional functionality added to Payroll Integration to Payables (PIP), which will allow you to have a custom voucher description.

### What You Will Learn

After completing this lesson, you will be able to:

- Create a customized voucher description to print on the payables check.

### Custom Voucher Description

In Microsoft Dynamics GP 2013, you can create a custom voucher description. Many customers asked for this functionality around Garnishments.

Navigate to **HR & Payroll**, expand **Payables Integration**, and then click **Vendors** from the **Setup** area page. Use the go to option, and then click Description Variables.

The image shows two side-by-side screenshots from Microsoft Dynamics GP 2013. The left window is titled 'Payroll Vendor Setup' and shows the configuration for an 'Employee Deduction' transaction. It includes fields for Employee ID (ACKE0001), Employee Name (Ackerman, Pilar), Deduction Code (EPU), and Description (Employee Purchases). The Vendor field shows ACETRAVE0001 and Vendor Name (A Travel Company). The Voucher Description field contains the formula [LST4SS]+[DESCRP]+. The right window is titled 'Voucher Description Variables' and lists various variables that can be used in the voucher description, such as [EMPLID], [EMPNAME], [CHKDTE], [LST4SS], [USECOD], [DESCRP], [CRTNAM], and [CRTDOC].

Figure 29: Payroll Vendor Setup



#### Note:

You will still have the ability to manually key in the Voucher Description field, as in prior versions. Anything a customer has in this field at time of upgrade will upgrade and not over write.

Information needs to be copied and pasted as the screen shot shows, and a + needs to be in the middle of each field.

Mark the checkbox **Voucher Document Number**. You will have the following data types to print on the payables check:

|             |   |
|-------------|---|
| Employee ID | Employee Name (Last Name, First Name)   |
| Check Date  | Last 4 digits of Social Security Number |
| Code        | Description of transaction              |
| Court Name  | Court Document ID (Garnishment Only)    |

You will receive a warning when you save. If trying to save to deduction that is not a garnishment.

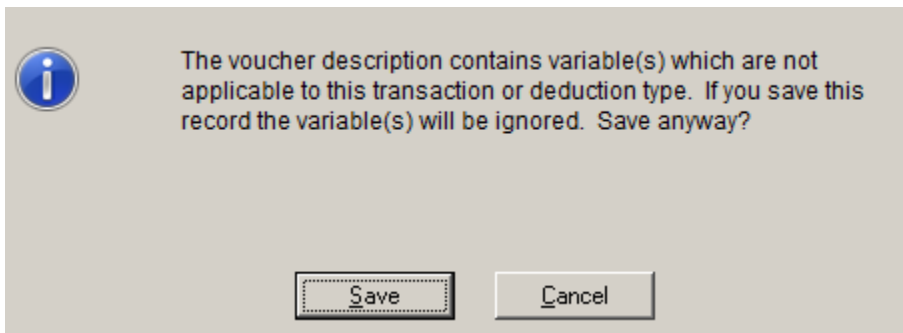


Figure 30: Warning message

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. When you upgrade, will all your voucher descriptions that were keyed be lost?

No

## Lesson 5: Payroll Integration to Payables Summarize by Voucher Type

This lesson explains additional functionality added to Payroll Integration to Payables (PIP), which will allow you to sum your federal transactions that post to Payables.

### What You Will Learn

After completing this lesson, you will be able to:

- Change how your Payroll to Payables information is posted to Payables.

### Summarize by Voucher Type

Customers indicate it would be nice to sum all the federal line items as 1 when it updates Payables.

Navigate to **HR & Payroll**, and then click **HRP Suite Options** from the **Setup** area page.

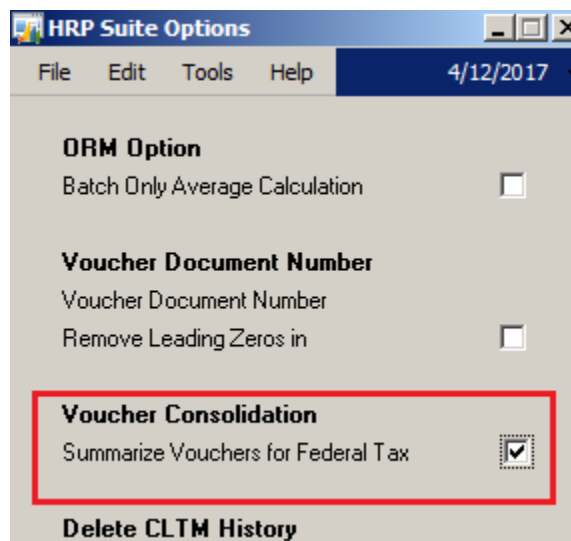
Mark the checkbox **Voucher Consolidation**. The next time you post information from Payroll to Payables, it will sum as indicated below.

When you mark to summarize PIP vouchers, the system will consolidate PIP vouchers for the following during the payroll processing on a per employee basis into one voucher.

FICA SS (Employee)  
FICA Med (Employee)

FICA SS (Employer)  
FICA Med (Employer)

Federal Tax



This will be stored in the following table  
APR\_PIP00100

Figure 31: HRP Suite Options

Example: Not summed.

System: 10/29/2012 12:46:07 PM Fabrikam, Inc. Page: 1  
User Date: 4/12/2017 PAYROLL CHECK POSTING REGISTER User ID: sa  
U.S. Payroll

Ranges:  
Audit Trail Code UPRCC00000085  
Posted Date 4/12/2017

| Account Number         | Description                    | Employee ID | Hours | DR         | CR                    |
|------------------------|--------------------------------|-------------|-------|------------|-----------------------|
| 000-1110-00            | Cash - Payroll                 | ACKE0001    |       |            | \$802.41              |
| 000-2161-00            | IL State Withholding Payable   | ACKE0001    |       |            | \$42.16               |
| 000-2170-00            | Federal Withholding Payable    | ACKE0001    |       |            | \$231.93              |
| 000-5100-00            | Salaries and Wages             | ACKE0001    |       | \$1,000.00 |                       |
| 100-5170-00            | Payroll Taxes - Administration | ACKE0001    |       | \$14.50    |                       |
| 200-5170-00            | Payroll Taxes - Accounting     | ACKE0001    |       | \$62.00    |                       |
| Total Number of Hours: |                                |             | 0.00  | Totals:    | \$1,076.50 \$1,076.50 |

Figure 32: Payroll

```
select DOCAMNT, * From PM10000 where BACHNUMB='UPRCC00000085 '
```

|   | DOCAMNT  | BACHNUMB      | BCHSOURC  | VCHNUMWK          | VENDORID     | DOCNUMBR            | DOC |
|---|----------|---------------|-----------|-------------------|--------------|---------------------|-----|
| 1 | 98.94000 | UPRCC00000085 | PM_Trxent | 00000000000000468 | ACETRAVE0001 | PIP0000000000000010 | 1   |
| 2 | 41.99000 | UPRCC00000085 | PM_Trxent | 00000000000000469 | ACETRAVE0001 | PIP0000000000000011 | 1   |
| 3 | 14.50000 | UPRCC00000085 | PM_Trxent | 00000000000000470 | ACETRAVE0001 | PIP0000000000000012 | 1   |
| 4 | 62.00000 | UPRCC00000085 | PM_Trxent | 00000000000000471 | ACETRAVE0001 | PIP0000000000000013 | 1   |
| 5 | 14.50000 | UPRCC00000085 | PM_Trxent | 00000000000000472 | ACETRAVE0001 | PIP0000000000000014 | 1   |

Figure 33: Payables

Example: Marking the sum option, which is new to Microsoft Dynamics GP 2013.

Ranges:  
Audit Trail Code UPRCC00000086  
Posted Date 4/12/2017

| Account Number         | Description                    | Employee ID | Hours | DR         | CR                    |
|------------------------|--------------------------------|-------------|-------|------------|-----------------------|
| 000-1110-00            | Cash - Payroll                 | ACKE0001    |       |            | \$802.41              |
| 000-2161-00            | IL State Withholding Payable   | ACKE0001    |       |            | \$42.16               |
| 000-2170-00            | Federal Withholding Payable    | ACKE0001    |       |            | \$231.93              |
| 000-5100-00            | Salaries and Wages             | ACKE0001    |       | \$1,000.00 |                       |
| 100-5170-00            | Payroll Taxes - Administration | ACKE0001    |       | \$14.50    |                       |
| 200-5170-00            | Payroll Taxes - Accounting     | ACKE0001    |       | \$62.00    |                       |
| Total Number of Hours: |                                |             | 0.00  | Totals:    | \$1,076.50 \$1,076.50 |

Figure

34: Payroll

```
select DOCAMNT, * From PM10000 where BACHNUMB='UPRCC00000086 '
```

|   | DOCAMNT   | BACHNUMB      | BCHSOURC  | VCHNUMWK          | VENDORID     | DOCNUMBR            | DO |
|---|-----------|---------------|-----------|-------------------|--------------|---------------------|----|
| 1 | 231.93000 | UPRCC00000086 | PM_Trxent | 00000000000000474 | ACETRAVE0001 | PIP0000000000000015 | 1  |

Figure 35: Payables

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. The Voucher consolidation will sum for the state tax information too.

False

# Module 5: PTO Manager

This module introduces the new enhancements to PTO Manager within Microsoft Dynamics GP 2013.

Office Presence was added for all Employee and Manager area's in PTO Manager.

## Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Have PTO Manager installed
  - Human Resources and Payroll Suite from the Microsoft Dynamics GP 2013 Selectable Features list.
- Be registered for PTO Manager.
- Understand PTO Manager Functionality.

## What You Will Learn

After completing this module, you will be able to:

- Describe the feature changes with PTO Manager.



## Lesson 1: Integration with Human Resource Calendar

This lesson explains additional functionality added to PTO Manager that will integrate PTO Manager events to the Human Resource Calendar.

### What You Will Learn

After completing this lesson, you will be able to:

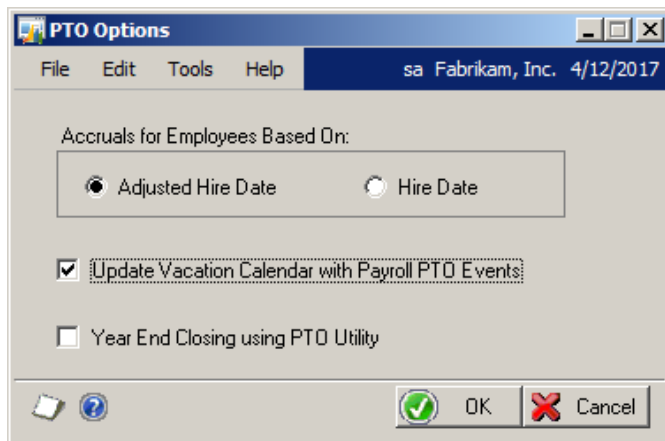
- Update Vacation Calendar in Human Resource with Payroll PTO Events.

### Human Resource Calendar Integration point

Microsoft Dynamics GP 2013 PTO Manager can be configured to update the Human Resource calendar with absence records.

Navigate to **HR & Payroll**, click **PTO Options** from the **Setup** area page under **PTO Manager**.

Mark the checkbox **Update Vacation Calendar with Payroll PTO Events**.



This information is held  
in the following table  
APR\_PTO00100

Figure 36: PTO Options



#### Note:

Also when you create the payroll year end and have the “Year End Closing using PTO Utility” unmarked in this window, you will be warned, Do you wish to apply carry over and reset PTO YTD amounts? During year end closing.

### Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. Is there an integration point between PTO Manager and Human Resource?

Yes

## Lesson 3: View and Print PTO Detail and History

This lesson explains additional functionality added to PTO Manager that allows you to view detailed information about the PTO balance and print it.

### What You Will Learn

After completing this lesson, you will be able to:

- View detailed PTO information.

### Ability to view and print PTO detail and history

In prior versions, it was difficult to drill into the detail of an employee's PTO balance. This was because you would not know all the information.

In Microsoft Dynamics GP 2013, a new window was added to display this information to a user. There is a drop down for multiple years of history and ability to restrict by year with sort options.

Navigate to **HR & Payroll**, click **PTO** from the **Card** area page, and then click **GoTo PTO Detail Inquiry**.

PTO Detail Inquiry

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

OK Clear

Employee ID: ACKE0001 Employee Name: Pilar Ackeman

Vacation Available: (42.00) Sick Available: 0.00

Select by: Check Date All From: To: Year: 2017 Redisplay

| Trx Type           | Vac   | Sick | Date     | Check # | Comment | User ID | Change Date |
|--------------------|-------|------|----------|---------|---------|---------|-------------|
| Balance Adjustment | -5.00 | 0.00 | 1/1/2017 |         | reduce  | sa      | 4/12/2017   |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |
|                    |       |      |          |         |         |         |             |

Figure 37: PTO Detail Inquiry



#### Note:

This information is stored in PTO30100. You can also print from this window.

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. This will show any adjustments you make in the system to your balances.

True

## Lesson 4: PTO Adjustment Entry

This lesson explains additional functionality added to PTO Manager that allows you to enter adjustment transactions and keep track of this detail.

### What You Will Learn

After completing this lesson, you will be able to:

- Enter PTO Adjustment transactions.

### Ability to enter PTO adjustments

In Microsoft Dynamics GP 2013, you can enter adjustments to PTO balances and detail records by the PTO Adjustment Entry window.

Navigate to **HR & Payroll**, click **PTO** from the **Card** area page, and then click **GoTo PTO Adjustment Entry**.

Figure 38: PTO Adjustment Entry



#### Note:

PTO Adjustments can affect balance, transaction detail, or both. Depending on the option chosen, this could change the UPR00100 and PTO30100 tables

There is also an exception report that tells you if the summary is off from the detail.

Navigate to **HR & Payroll**, click **PTO** from the **Report** area page, and then in the drop down click **PTO Exception Report**.

The screenshot shows the 'PTO Reports' application window. The title bar indicates 'sa Fabrikam, Inc. 4/12/2017'. The menu bar includes File, Edit, Tools, and Help. Below the menu bar are buttons for 'Clear' and 'Print'. The main area has a 'Reports:' section with a dropdown menu set to 'PTO Exception Report'. Below this is an 'Options:' section with a large empty box and buttons for 'Insert >>' and 'Remove'. To the right is a 'Print List:' section with another large empty box. At the bottom left are 'New' and 'Modify' buttons. Below the application window, the following text is displayed:

User Date: 4/12/2017 PTO Exception Report  
U.S. Payroll

| Employee ID | Name            | Vacation Current Balance | Vacation Trx Balance | Sick Current Balance | Sick Trx Balance |
|-------------|-----------------|--------------------------|----------------------|----------------------|------------------|
| ACKE0001    | Ackerman, Pilar | 13.00                    | -5.00                | 0.00                 | 0.00             |

Below the table, a SQL query is shown: `select * from PTO30100`. Below the query is a table with the following data:

| EMPLOYID | CHEKDATE | CHEKNMBR                | ID_Trx_Type | SEQNUMBR | ID_Sick_Time_Accrued | ID_Vacation_Time_Accrued | COMMENT1          | USERID | CHANGEDATE_J            | DE |
|----------|----------|-------------------------|-------------|----------|----------------------|--------------------------|-------------------|--------|-------------------------|----|
| 1        | ACKE0001 | 2001-01-01 00:00:00.000 | 3           | 1        | 0.00000              | -45.00000                | reduce time taken | sa     | 2017-04-12 00:00:00.000 | 1  |
| 2        | ACKE0001 | 2017-01-01 00:00:00.000 | 4           | 1        | 0.00000              | -5.00000                 | reduce            | sa     | 2017-04-12 00:00:00.000 | 2  |
| 3        | ACKE0001 | 2012-10-29 00:00:00.000 | 3           | 1        | 0.00000              | 8.00000                  |                   | sa     | 2017-04-12 00:00:00.000 | 3  |

Figure 39: PTO Reports



**Note:**

From the report, you can tell the summary pulls from UPR00100, where the detail derives from the PTO30100 by check date.

## Lesson Review

Answer the following questions to confirm your understanding of lesson topics.

1. Is there a way to reconcile between detail and summary information of the PTO balances?

Yes, via the exception report.

## Module 6: Canadian Payroll

This module introduces the changes to Canadian Payroll of Microsoft Dynamics GP 2013.

### Before You Begin

Before starting this module, you should:

- Have access to a Microsoft Dynamics GP 2013 installation.
- Have Canadian Payroll installed
  - You need to select Canada as a country option to have visibility to install Canadian Payroll.
- Be registered for Canadian Payroll
- Understand Canadian Payroll functionality.

### What You Will Learn

After completing this module, you will be able to:

- Describe the changes with Canadian Payroll.