

## PERFORM MAINTENANCE ACTIVITIES

### OVERVIEW

The purposes of maintenance are to (1) add, (2) change, or (3) delete default information for the six windows identified on the following page. Information that is changed through maintenance can be categorized into two types:

- (1) Information that makes it easier to record transactions. An example is information in a lookup box to identify customers.
- (2) Information that directly affects the amounts recorded in subsequent transactions. Examples include a change in the unit selling price of a product and a pay rate increase for an employee.

In addition to the maintenance tasks described above, other areas of *Microsoft Dynamics GP* involve maintenance. For example, setting up a new company in *Microsoft Dynamics GP* requires knowledge of most maintenance windows and tasks.

**Accessing a Maintenance Window.** The second column in the Quick Reference Table on the following page shows the sequence of steps necessary to access each maintenance window. Notice that all selections for maintenance are from the Cards category.

**Additional Windows within Each Maintenance Window.** Each of the six maintenance windows has additional windows (sub-windows) that are accessed from the main window. These sub-windows contain additional information related to the main maintenance window. Only certain additional windows are used in the project.

**Instructions for Each Type of Maintenance Window.** Instructions for using each of the six types of maintenance windows is explained in a section that follows. Each section contains window illustrations, along with reference tables for adding, changing, and deleting a record.

## QUICK REFERENCE TABLE

Maintenance Window Name	Steps Necessary to Access Maintenance Window	Functions Performed by Maintenance Window
<a href="#">Customer Maintenance</a>	Click <i>Sales</i> → <i>Cards</i> → <i>Customer</i>	Used to add a new customer, view and/or change data for a customer on file, or delete a former customer.
<a href="#">Vendor Maintenance</a>	Click <i>Purchasing</i> → <i>Cards</i> → <i>Vendor</i>	Used to add a new vendor, view and/or change data for a vendor on file, or delete a former vendor.
<a href="#">Account Maintenance</a>	Click <i>Financial</i> → <i>Cards</i> → <i>Account</i>	Used to add a new general ledger account, view and/or change data for an account on file, or delete an account no longer being used.
<a href="#">Employee Maintenance</a>	Click <i>HR &amp; Payroll</i> → <i>Cards</i> → <i>Employee</i>	Used to add a new employee, view and/or change existing employee information, or delete a former employee.
<a href="#">Item Maintenance</a>	Click <i>Inventory</i> → <i>Cards</i> → <i>Item</i>	Used to add a new inventory item, view and/or change existing information, or delete an item no longer being purchased or sold.
<a href="#">Asset General Information</a> (fixed asset maintenance)	Click <i>Financial</i> → <i>Cards</i> → <i>General</i> <b>Note:</b> General is under the Fixed Assets section of the Cards category.	Used to add a new fixed asset, view and/or change existing information, or retire an asset upon sale or other disposition.

## CUSTOMER MAINTENANCE

### OVERVIEW

The following table includes instructions to add a customer record using the Customer Maintenance–Main window shown at the top of the following page.

### INSTRUCTIONS TO ADD A CUSTOMER RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Sales</i> → <i>Cards</i> → <i>Customer</i> .
Customer ID box (see <i>Customer Maintenance–Main window</i> )	Type the Customer ID.
Name box	Type the customer name.
Class ID box	Select the Class ID for the new customer.
Address ID box	Type [PRIMARY] in the Address ID box.
Customer Maintenance–Main window	Complete the remaining boxes in the Customer Maintenance–Main window at the top of the following page for the new customer, to the extent the information is available. Some boxes may be inapplicable to the new customer.
Customer Maintenance–Accounts window	Click the Accounts tab to access the Customer Maintenance–Accounts window. Review the default general ledger accounts for the new customer and change the information if necessary. Click the OK button.
Customer Maintenance–Options window	Click the Options tab to access the Customer Maintenance–Options window. Review the default information for the new customer and change the information if necessary. Click the OK button.
Customer Maintenance–Main window	Review the contents of the Customer Maintenance–Main window for completeness and accuracy.
Save button— Customer Maintenance–Main window	Click the Save button to save the new customer record.

**Customer Maintenance–Main Window** *Sales → Cards → Customer*

**Customer Maintenance** [X]

Customer Accounts Address Options E-mail

Save Clear Delete All-in-One View Print Help Add Note

Actions File Help

Customer ID: AARONFIT0001  Hold  Inactive Parent Customer ID:

Name: Aaron Fitz Electrical

Short Name: Aaron Fitz Elec

Statement Name: Aaron Fitz Electrical

Class ID: USA-ILMO-T1

Priority: None

Address ID: PRIMARY

Contact: Bob Fitz

Address: One Microsoft Way

City: Redmond

State: WA

ZIP Code: 98052-6399

Country Code: USA

Country: USA

Phone 1: (425) 555-0101 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (312) 555-0101 Ext. 0000

UPS Zone:

Shipping Method: LOCAL DELIVERY

Tax Schedule ID: USASTCITY-6\*

Ship Complete Documents

Warehouses:

WAREHOUSE	Comment 1
PRIMARY	Comment 2
PRIMARY	Trade Discount
PAUL W.	Payment Terms
TERRITORY 1	Discount Grace Period
Retail	Due Date Grace Period
	Price Level

Net 30 0.00%

0

0

by Customer ID

**Customer Maintenance–Accounts Window**

**Customer Maintenance** [X]

Customer Accounts Address Options E-mail

OK Help Add Note

Actions Help

Customer ID: AARONFIT0001

Name: Aaron Fitz Electrical

Checkbook ID: UPTOWN TRUST

Description: Computer-Uptown Trust

Cash Account from:  Checkbook  Customer

Cash	Account	Description
	- -	
<a href="#">Accounts Receivable</a>	000 - 1200 - 00	Accounts Receivable
<a href="#">Sales</a>	000 - 4110 - 01	US Sales - Retail/Parts
<a href="#">Cost of Sales</a>	000 - 4510 - 01	Cost of Goods Sold - Retail/Parts
<a href="#">Inventory</a>	000 - 1300 - 01	Inventory - Retail/Parts
<a href="#">Terms Discounts Taken</a>	000 - 4180 - 00	US Sales Discounts
<a href="#">Terms Discounts Available</a>	000 - 1205 - 00	Sales Discounts Available
<a href="#">Finance Charges</a>	000 - 7010 - 00	Finance Charge Income
<a href="#">Writeoffs</a>	000 - 6700 - 00	Bad Debts Expense
<a href="#">Overpayment Writeoffs</a>	- -	
<a href="#">Sales Order Returns</a>	- -	

**Customer Maintenance – Options Window**

**Customer Maintenance** [Close]

Customer Accounts Address **Options** E-mail

OK Help Add Note

Actions Help

Customer ID: AARONFIT0001 Name: Aaron Fitz Electrical

Balance Type	<input checked="" type="radio"/> Open Item	<input type="radio"/> Balance Forward	
Finance Charge	<input type="radio"/> None	<input checked="" type="radio"/> Percent	<input type="radio"/> Amount 1.50%
Minimum Payment	<input checked="" type="radio"/> No Minimum	<input type="radio"/> Percent	<input type="radio"/> Amount \$0.00
Credit Limit	<input type="radio"/> No Credit	<input type="radio"/> Unlimited	<input checked="" type="radio"/> Amount \$35,000.00
Maximum Writeoff	<input type="radio"/> Not Allowed	<input type="radio"/> Unlimited	<input checked="" type="radio"/> Maximum \$25.00

Revalue Customer Post Results To:  Receivables/Discount Acct  Sales Offset Acct

Order Fulfillment Shortage Default: None

Credit Card ID: [ ] Tax Exempt 1: [ ]  
 Credit Card Number: [ ] Tax Exempt 2: [ ]  
 Expiration Date: [ ] Tax Registration: [ ]  
 Bank Name: [ ] Currency ID: Z-US\$  
 Bank Branch: [ ] Rate Type ID: [ ]  
 Language: None Statement Cycle: Monthly

Maintain History:  Calendar Year  Fiscal Year  Transaction  Distribution

Send E-mail Statements: To... [ ] Cc... [ ] Bcc... [ ]

- Notes:**
- (1) The default information in each window will differ depending on the company and Class ID selected.
  - (2) The Customer Maintenance – Address and Customer Maintenance – E-mail windows will not be used in the project.

The following tables include instructions to change information in an existing customer's record or to delete a former customer's record using the Customer Maintenance–Main window.

## INSTRUCTIONS TO CHANGE INFORMATION IN AN EXISTING CUSTOMER'S RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Sales</i> → <i>Cards</i> → <i>Customer</i> .
Customer ID box (Customer Maintenance–Main window)	Select the Customer ID of the customer whose record is to be changed.
Customer Maintenance–Main, Customer Maintenance–Accounts, and Customer Maintenance–Options windows	Determine which customer maintenance window contains the information to be changed. Access the window if it is not already on the screen and enter the revised information.
Save button— Customer Maintenance–Main window	Click the Save button to save the revised customer record.

## INSTRUCTIONS TO DELETE A FORMER CUSTOMER'S RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Sales</i> → <i>Cards</i> → <i>Customer</i> .
Customer ID box (Customer Maintenance–Main window)	Select the Customer ID of the customer being deleted.
Delete button	Click the Delete button to delete the customer.
<i>Microsoft Dynamics GP's</i> "delete this record" message	When the delete message appears, click Delete to delete the customer.
Second message	If there are transactions in the current year or a balance due from a prior year for the selected customer, a warning message appears saying that you cannot delete the customer's record. If the warning message appears, click the OK button.



## VENDOR MAINTENANCE

### OVERVIEW

The following table includes instructions to add a vendor record using the Vendor Maintenance–Main window shown at the top of the following page.

### INSTRUCTIONS TO ADD A VENDOR RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Purchasing</i> → <i>Cards</i> → <i>Vendor</i> .
Vendor ID box (see <i>Vendor Maintenance–Main window</i> )	Type the Vendor ID for the new vendor.
Name box	Type the vendor’s name.
Class ID box	Select the Class ID for the new vendor.
Address ID box	Type [PRIMARY] in the Address ID box.
Vendor Maintenance–Main window	Complete the remaining boxes in the Vendor Maintenance–Main window at the top of the following page for the new vendor, to the extent the information is available. Some boxes may be inapplicable to the new vendor.
Vendor Maintenance–Options window	Click the Options tab to access the Vendor Maintenance–Options window. Review the default information for the new vendor and change the information if necessary. Click the OK button.
Vendor Maintenance–Accounts window	Click the Accounts tab to access the Vendor Maintenance–Accounts window. Review the default general ledger accounts for the new vendor and change the information if necessary. Click the OK button.
Vendor Maintenance–Main window	Review the contents of the Vendor Maintenance–Main window for completeness and accuracy.
Save button— Vendor Maintenance–Main window	Click the Save button to save the new vendor record.

**Vendor Maintenance–Main Window** *Purchasing* → *Cards* → *Vendor*

**Vendor Maintenance** [X]

Vendor Accounts Address Options E-mail

Save Clear Delete All-in-One View Print Help Add Note

Actions File Help

Vendor ID:   Hold Status: Active

Name: Advanced Office Systems Class ID: USA-US-M

Short Name: Advanced Office

Check Name: Advanced Office Systems

Primary Address:

Address ID: PRIMARY

Contact: Janice Berman Phone 1: (618) 555-0102 Ext. 0000

Address: 678 Sherwood Park South Phone 2: (000) 000-0000 Ext. 0000

City: Arlington Heights Phone 3: (000) 000-0000 Ext. 0000

State: IL Fax: (618) 555-0102 Ext. 0000

ZIP Code: 60004-2922 Tax Schedule: USAUSSTCITY-6\*

Country Code: USA Shipping Method: DROP SHIP

Country: USA UPS Zone:

Address IDs:

Purchase: PRIMARY Vendor Account:

Remit To: PRIMARY Comment 1:

Ship From: WAREHOUSE Comment 2:

1099:

by Vendor ID

**Vendor Maintenance–Options Window**

**Vendor Maintenance** [X]

Vendor Accounts Address Options E-mail

OK Help Add Note

Actions Help

Vendor ID:

Name: Advanced Office Systems

Currency ID: Z-US\$ Tax ID:

Rate Type ID: Tax Registration:

Payment Terms: Net 30 Checkbook ID:

Discount Grace Period: 0 Type: Other Expenses

Due Date Grace Period: 0 User-Defined 2:

Payment Priority: 1 Tax Type: Not a 1099 Vendor

Minimum Order: \$0.00 1099 Box: None

Trade Discount: 0.00% FOB: None

Language: None

Minimum Payment:  No Minimum  Percent  Amount \$0.00

Maximum Invoice Amt:  No Maximum  Amount \$0.00

Credit Limit:  No Credit  Unlimited  Amount \$0.00

Writeoffs:  Not Allowed  Unlimited  Maximum \$0.00

Revalue Vendor Post Results To:  Payables/Discount Acct  Purchasing Offset Acct

Maintain History:

Calendar Year  Transaction

Fiscal Year  Distribution



**Vendor Maintenance–Accounts Window**

**Vendor Maintenance**
✕

Vendor
Accounts
Address
Options
E-mail

Actions
Options
File
Help

Vendor ID

Name

Use Cash Account From:  Checkbook  Vendor

	Account	Description	
<a href="#">Cash</a>	- -		→
<a href="#">Accounts Payable</a>	000 -2100 -00	Accounts Payable	→
<a href="#">Terms Discounts Available</a>	000 -2105 -00	Purchases Discounts Available	→
<a href="#">Terms Discounts Taken</a>	000 -4600 -00	Purchases Discounts Taken	→
<a href="#">Finance Charges</a>	000 -8010 -00	Finance Charge Expense	→
<a href="#">Purchases</a>	500 -6150 -00	Supplies-Allocated - Consulting/Training ...	→
<a href="#">Trade Discount</a>	- -		→
<a href="#">Miscellaneous</a>	000 -6780 -00	Miscellaneous Expense	→
<a href="#">Freight</a>	500 -6500 -00	Postage/Freight - Consulting/Training	→
<a href="#">Tax</a>	000 -6630 -00	IL State Sales Tax Expense	→
<a href="#">Writeoffs</a>	- -		→
<a href="#">Accrued Purchases</a>	000 -2111 -00	Accrued Purchases	→
<a href="#">Purchase Price Variance</a>	000 -4730 -00	Purchase Price Variance - Unrealized	→

- Notes:** (1) The default information in each window will differ depending on the company and Class ID selected.
- (2) The Vendor Maintenance – Address and Vendor Maintenance – E-mail windows will not be used in the project.

The following tables include instructions to change information in an existing vendor's record or to delete a former vendor's record using the Vendor Maintenance–Main window.

## INSTRUCTIONS TO CHANGE INFORMATION IN AN EXISTING VENDOR'S RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Purchasing</i> → <i>Cards</i> → <i>Vendor</i> .
Vendor ID box (Vendor Maintenance–Main window)	Select the Vendor ID of the vendor whose record is to be changed.
Vendor Maintenance–Main, Vendor Maintenance–Options, and Vendor Maintenance–Accounts windows	Determine which vendor maintenance window contains the information to be changed. Access the window if it is not already on the screen and enter the revised information.
Save button— Vendor Maintenance–Main window	Click the Save button to save the revised vendor record.

## INSTRUCTIONS TO DELETE A FORMER VENDOR'S RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Purchasing</i> → <i>Cards</i> → <i>Vendor</i> .
Vendor ID box (Vendor Maintenance–Main window)	Select the Vendor ID of the vendor being deleted.
Delete button	Click the Delete button to delete the vendor.
<i>Microsoft Dynamics GP's</i> "delete this record" message	When the delete message appears, click Delete to delete the vendor.
Second message	If there are transactions in the current year or a balance due from a prior year for the selected vendor, a warning message appears saying that you cannot delete the vendor's record. If the warning message appears, click the OK button.

## GENERAL LEDGER ACCOUNT MAINTENANCE

### OVERVIEW

The following table includes instructions to add a general ledger account record using the Account Maintenance window shown on the following page.

### INSTRUCTIONS TO ADD A GENERAL LEDGER ACCOUNT RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Financial</i> → <i>Cards</i> → <i>Account</i> .
Account box (see <i>Account Maintenance window</i> )	Type the new general ledger account number.
Description box	Type the title of the new general ledger account.
Category box	Select the general ledger account category using the lookup button.
Posting Type radio buttons	Select the new account's posting type: Balance Sheet or Profit and Loss.
Typical Balance radio buttons	Select the new account's typical balance: Debit or Credit.
Account Maintenance window	Review the contents of the Account Maintenance window for completeness and accuracy.
Save button	Click the Save button to save the new general ledger account record.

**Account Maintenance–Main Window** *Financial* → *Cards* → *Account*

The screenshot shows the 'Account Maintenance' window with the following fields and options:

- Account:** - -
- Description:** [Empty text box]
- Alias:** [Empty text box]
- Category:** [Empty text box]
- Posting Type:**
  - Balance Sheet
  - Profit and Loss
- Typical Balance:**
  - Debit
  - Credit
- Level of Posting from Series:**
  - Sales: Detail
  - Inventory Control: Detail
  - Purchasing: Detail
  - Payroll: Detail
- Include in Lookup:**
  - Sales
  - Inventory Control
  - Purchasing
  - Payroll
- User-Defined:** User-Defined 1, User-Defined 2, User-Defined 3, User-Defined 4
- Buttons:** Summary, Budget, Analysis, Currency
- Footer:** by Account Type

**Note:** The Account Summary, Account History, Single-Account Budget Maintenance, Account Analysis Defaults, and Select Account Currencies windows will not be used in the project.

The following tables include instructions to change information in an existing general ledger account record or to delete a general ledger account record no longer being used.

## **INSTRUCTIONS TO CHANGE INFORMATION IN AN EXISTING GENERAL LEDGER ACCOUNT'S RECORD**

<b>Location</b>	<b>Procedure</b>
Navigation Pane buttons	Click <i>Financial</i> → <i>Cards</i> → <i>Account</i> .
Account box (Account Maintenance window)	Select the general ledger account to be changed.
Various	Determine which box contains the information to be changed. Enter the revised information.
Save button— Account Maintenance window	Click the Save button to save the revised general ledger account record.

## **INSTRUCTIONS TO DELETE A GENERAL LEDGER ACCOUNT RECORD NO LONGER BEING USED**

<b>Location</b>	<b>Procedure</b>
Navigation Pane buttons	Click <i>Financial</i> → <i>Cards</i> → <i>Account</i> .
Account box (Account Maintenance window)	Select the general ledger account being deleted.
Delete button	Click the Delete button to delete the general ledger account.
<i>Microsoft Dynamics GP's</i> "delete this account" message	When the delete message appears, click Delete to delete the general ledger account.
Second message	If there are transactions in the current year or a balance carried forward from a prior year for the selected account, a warning message appears saying that you cannot delete the account. If the warning message appears, click the OK button.

## EMPLOYEE MAINTENANCE

### OVERVIEW

The following table includes instructions to add an employee record using the Employee Maintenance–Main window at the bottom of the following page.

### INSTRUCTIONS TO ADD AN EMPLOYEE RECORD

Location	Procedure
Navigation Pane buttons	Click <i>HR &amp; Payroll</i> → <i>Cards</i> → <i>Employee</i> .
Employee ID box (see <i>Employee Maintenance–Main window</i> )	Type the Employee ID for the new employee.
Class ID box	Select the Class ID for the new employee. Click Yes when asked if you want to use default information from the class record. Another message appears mentioning the Human Resources module. Click Yes.
Address ID box	Type [PRIMARY] in the Address ID box.
Employee Maintenance–Main window	Complete the remaining boxes in the Employee Maintenance–Main window at the top of the following page for the new employee, to the extent the information is available. Some boxes may be inapplicable.
Employee Additional Information Maintenance window	Click the Additional Information button to access the Employee Additional Information Maintenance window. Type the employee’s birth date in the Birth Date box. Click the OK button and close the window.
Employee Maintenance–Main window	Click the Save button. A message appears asking if you want to save the changes to History. Click No.
Employee Pay Code Maintenance window	<p>Select the Employee ID of the employee you just added. Click the Go To menu at the top of the Employee Maintenance–Main window. Click the Pay Codes option to access the Employee Pay Code Maintenance window.</p> <p><b>For salaried employees:</b></p> <ol style="list-style-type: none"> <li>(1) Use the Pay Code lookup button to select the pay code for salaried employees.</li> <li>(2) Type the employee’s pay rate in the Pay Rate box (amount of salary per pay period).</li> <li>(3) Click the Save button.</li> <li>(4) Click No when asked if you want to roll down the change to other pay codes. Close the Employee Pay Code Maintenance window.</li> </ol> <p><b>For hourly employees:</b></p> <ol style="list-style-type: none"> <li>(1) Use the Pay Code lookup button to select the pay code for regular hourly pay.</li> <li>(2) Type the employee’s regular hourly pay rate in the Pay rate box.</li> <li>(3) Click the Save button.</li> </ol>

(table continued on the following page)



**INSTRUCTIONS TO ADD AN EMPLOYEE RECORD** *(continued)*

Location	Procedure
Employee Pay Code Maintenance window	<p>(4) If the employee’s overtime pay rate is based on a factor of his or her hourly pay rate, click Yes when asked if you want to roll down the change to other pay codes. Otherwise, click No.</p> <p>(5) If the employee also has an overtime pay rate, use the Pay Code lookup button to select the pay code for overtime pay.</p> <p>(6) If the employee’s overtime pay rate is based on a factor of his or her hourly pay rate, enter the factor in the Pay Factor box (enter 1.5 for example). If the employee’s overtime pay rate is not based on a factor of his or her hourly pay rate, type the overtime pay rate in the Pay Rate box.</p> <p>(7) Click the Save button. Close the Employee Pay Code Maintenance window</p>
Employee Tax Maintenance window	Click the Go To menu at the top of the Employee Maintenance–Main window. Click the Tax Information option to access the Employee Tax Maintenance window. Complete the remaining portions of the window, to the extent the information is applicable and available. Click the Save button. Close the window.
Employee Maintenance–Main window	Review the contents of the Employee Maintenance–Main window for completeness and accuracy.
Save button— Employee Maintenance–Main window	Click the Save button to save the new employee record.

**Employee Maintenance–Main Window** *HR & Payroll → Cards → Employee*

The screenshot shows the 'Employee Maintenance' window with the following fields and sections:

- Employee ID:** Input field with search and refresh icons.
- Class ID:** Input field with search icon and an 'Inactive' checkbox.
- Last Name:** Fields for First, Middle, and Suffix.
- Soc Sec Number:** Input field with a hyphenated format.
- Hire Date:** Input field with a calendar icon.
- Adjusted Hire Date:** Input field with a calendar icon.
- Last Day Worked:** Input field with a calendar icon.
- Date Inactivated:** Input field with a calendar icon.
- Reason:** Input field.
- Secondary Status:** Input field with search icon.
- SUTA State:** Input field with search icon.
- Workers' Comp:** Input field with search icon.
- Employment Type:** Dropdown menu set to 'Full Time Regular'.
- Address ID:** Input field with search and refresh icons.
- Address:** Input field.
- City, State, ZIP Code, Country:** Input fields.
- Phone 1, 2, 3:** Input fields with a format of '(000) 000-0000 Ext. 0000'.
- Department, Position, Location, Supervisor:** Input fields with search icons.
- Buttons:** Save, Clear, Delete, Go To, Print, Help, Add Note, and an 'Actions' menu.
- Footer:** Navigation arrows and a dropdown set to 'by Employee ID'.

**Employee Additional Information Maintenance Window**

**Employee Additional Information Maintenance** [X]

Actions    File    Help

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Employee ID:   Inactive    GP User ID:

Name:

Birth Date:      Minimum Net Pay:  \$0.00  
 Nickname:     Work Hours per Year:  2080  
 Alternate Name:

Gender:  N/A    Last Rev. Date:   
 Ethnic Origin:  N/A    Spouse:

Marital Status:  N/A    Cash Account From:  Checkbook  Employee  
 Spouse Name:   
 Spouse SSN:  - -    Account:  - -

Calculate Minimum Wage Balance    Description:

**Employee Pay Code Maintenance Window**

**Employee Pay Code Maintenance** [X]

Actions    Help

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**Employee ID**:     Inactive     Data Entry Default  
 Name:

**Pay Code**:      Pay Type:  Hourly  
 Description:

Based on Pay Code:      SUTA State:    
 Pay Factor:  0.00    Workers' Comp Code:    
 Pay Rate:  \$0.00    Maximum per Period:  \$0.00  
**Unit of Pay**:  Hourly    Advance Amount:  \$0.00  
 Pay Period:  Weekly  
 Pay per Period:  \$0.00  
 Shift Code:

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

Report As Wages  
 W-2 Box:  0  
 W-2 Label:

Flat Tax Rates:
 Federal:  0.00%  
 State:  0.00%

Accrue:
 Vacation  
 Sick Time

  

   by Employee ID

**Employee Tax Maintenance Window**

The screenshot shows the 'Employee Tax Maintenance' window with the following fields and options:

- Actions:** Save, Clear, Help, Add Note
- Employee ID:** [Text Field]
- Name:** [Text Field]
- Federal Filing Status:** Married (dropdown)
- Married withhold as Single:** No (dropdown)
- EIC Filing Status:** Not Eligible (dropdown)
- Federal Withholding:**
  - Number of Exemptions: 0
  - Additional Withholding: \$0.00
  - Estimated Withholding: \$0.00
- W-2 Check Boxes:**
  - Statutory Employee
  - Retirement Plan
- Transaction Entry Defaults:**
  - Tax Withholding State: [Text Field]
  - Local Tax Code: [Text Field]
- Check Boxes:**
  - Household Employee
  - Medicare Qualified Gov't Employee
  - Qualified Employee (HIRE)
  - Withhold New York State Tax Difference
- Buttons:** State Tax, Local Tax
- Navigation:** [Navigation icons]

- Notes:**
- (1) The default information in each window will differ depending on the company and Class ID selected.
  - (2) The Employee Maintenance – Address and the Employee Maintenance – Vac/Sick windows will not be used in this project.

The following tables include instructions to change information in an existing employee’s record or to delete a former employee’s record using the Employee Maintenance–Main window.

## INSTRUCTIONS TO CHANGE INFORMATION IN AN EXISTING EMPLOYEE’S RECORD

Location	Procedure
Navigation Pane buttons	Click <i>HR &amp; Payroll</i> → <i>Cards</i> → <i>Employee</i> (or other appropriate window option).
Employee ID box (Employee Maintenance–Main window)	Select the Employee ID of the employee whose record is to be changed.
Employee Maintenance–Main, Employee Additional Information Maintenance, Employee Pay Code Maintenance, and Employee Tax Maintenance windows	Determine which employee maintenance window contains the information to be changed. Use the Additional Information button or the Go To menu to access the appropriate window if it is not already on the screen and enter the revised information. Click <i>HR &amp; Payroll</i> → <i>Cards</i> → <i>Pay Code</i> for a change of pay rates, and identify salary, hourly, and overtime by first selecting the Pay Code, then changing the rate of pay. Click the Save button after each Pay Code change. For hourly employees whose overtime pay rate is based on a factor of their regular pay rate, click Yes to roll down the hourly pay code change to other pay codes. Otherwise, click No.
Save button— Employee Maintenance window	Click the Save button to save the revised employee record. When asked for a reason for the change, select the reason and click OK.

## INSTRUCTIONS TO DELETE A FORMER EMPLOYEE’S RECORD

Location	Procedure
Navigation Pane buttons	Click <i>HR &amp; Payroll</i> → <i>Cards</i> → <i>Employee</i> .
Employee ID box (Employee Maintenance–Main window)	Select the Employee ID of the employee being deleted.
Delete button	Click the Delete button to delete the employee.
<i>Microsoft Dynamics GP’s</i> “delete this record” message	When the delete message appears, click Delete to delete the employee.
Second message	If there are transactions in the current year for the selected employee, a warning message appears saying that you cannot delete the employee’s record. If the warning message appears, click the OK button.

## INVENTORY ITEM MAINTENANCE

### OVERVIEW

The following table includes instructions to add an inventory item record using the Item Maintenance–Main window shown at the top of the following page.

### INSTRUCTIONS TO ADD AN INVENTORY ITEM RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Inventory</i> → <i>Cards</i> → <i>Item</i> .
Class ID box (see <i>Item Maintenance–Main window</i> )	Select the Class ID for the new inventory item. Click Yes when asked if you want to update the item with default information from the selected class.
Item Maintenance–Main window	Complete the remaining boxes in the Item Maintenance–Main window, to the extent the information is available. Some boxes may be inapplicable.
Item Maintenance–Accounts window	Click the Accounts tab to access the Item Maintenance–Accounts window. Review the default general ledger accounts and change the information if necessary. Click the OK button.
Item Price List Maintenance window	Click the Go To menu at the top of the Item Maintenance–Main window. Click the Price List option to access the Item Price List Maintenance window. Click Yes when asked if you want to save the changes first. Next, copy the price level information from an existing inventory item to the new item. To do this, click the Copy button. Use the Source Item Number lookup button to select any inventory item already on file. Click the Process button. Click the Cancel button in the Report Destination window. Click the Save button to save the price list information and then close the Item Maintenance–Price List window.
Item Quantities Maintenance window	Click the Go To menu at the top of the Item Maintenance–Main window. Click the Quantities/Sites option to access the Item Quantities Maintenance window. Click the Site ID radio button. Use the Site ID lookup button to select the site where the inventory will be held. Click the Save button. Click the All radio button next to the Sites description field. Use the Default Site ID lookup button to select the site to be used as the default site for purchases. Click Save and close the window.
Item Purchasing Options Maintenance window	Click the Go To menu at the top of the Item Maintenance–Main window. Click the Purchasing option to access the Item Purchasing Options Maintenance window. Select the default purchasing unit of measure. Click Save and close the window.
Item Vendors Maintenance window	Click the Go To menu at the top of the Item Maintenance–Main window. Click the Vendors option to access the Item Vendors Maintenance window. Use the Vendor ID lookup button to select the vendor from whom the inventory is purchased. Type the vendor item number in the Vendor Item box (the default is the item number you entered in the main window). Click the Save button. Close the window.
Item Maintenance–Main window	Review the contents of the Item Maintenance–Main window for completeness and accuracy.
Save button	Click the Save button to save the new inventory item record.







**Item Price List Maintenance Window**

**Item Price List Maintenance** [Close]

Save Delete Options Copy Print Help Add Note

Item Number: 1-A3261A  
Description: Multi-Core Processor

Price Method: % Markup - Current Cost U of M Schedule: EACH  
Base U of M: Each  
Quantity Decimals: 0  
Standard Cost: \$17,000.00  
Current Cost: \$16,000.00

Price Group: [Empty] U of M: [Empty]  
Default Selling U of M: Each  
Default Price Level: RETAIL

Price Level	U of M	All	Percent	Price
RETAIL	Each	<input checked="" type="checkbox"/>	100.00%	\$32,000.00
Z-US\$			1	999,999,999,999
RETURN	Each	<input checked="" type="checkbox"/>	80.00%	\$28,800.00
Z-US\$			1	999,999,999,999
		<input type="checkbox"/>	0.00%	\$0.00
			0.00	0.00

Remove Currency Decimals: [Empty] List Price: \$0.00

Navigation: [Home] [Back] [Forward] [End] Item Number: [Dropdown]

**Item Quantities Maintenance Window**

**Item Quantities Maintenance** [Close]

Quantities Bins Planning Stock Count

Save Clear Delete All-in-One View Additional Go To Help Add Note

Item Number: [Empty] Inactive Base U of M: [Empty]

Description: [Empty]

Site Lookup:  All  Assigned  
Sites:  All  Site ID: [Dropdown]

Description: [Empty]  
Default Site ID: [Empty]  
Bin: [Empty]  
Item Print Option: Both  
Last: [Empty]  
Order Quantity: 0.00  
Receipt Quantity: 0.00  
Order Date: [Empty]  
Receipt Date: [Empty]  
Order Vendor ID: [Empty]  
Vendor Name: [Empty]  
Primary Vendor ID: [Empty]  
Vendor Name: [Empty]  
Landed Cost Group ID: [Empty]

Quantities:

On Hand	0.00
Allocated	0.00
Sold	0.00
Returned	0.00
In Use	0.00
In Service	0.00
Damaged	0.00
Back Ordered	0.00
Non Purch Req	0.00
On Order	0.00
Drop-Ship PO	0.00

Navigation: [Home] [Back] [Forward] [End] by Item Number: [Dropdown]

### Item Purchasing Options Maintenance Window

### Item Vendors Maintenance Window

- Notes:** (1) The default information in each window will differ depending on the company and Class ID selected.
- (2) The following inventory maintenance windows (tabs) will not be used in the project:  
Item Maintenance – Options and Item Maintenance – Suggest Items.

The following tables include instructions to change information in an inventory item's record or to delete an inventory item record no longer being purchased or sold using the Item Maintenance–Main window.

## INSTRUCTIONS TO CHANGE INFORMATION IN AN EXISTING INVENTORY ITEM'S RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Inventory</i> → <i>Cards</i> → <i>Item</i> .
Item Number box (Item Maintenance–Main window)	Select the Item Number of the inventory item record being changed.
Item Maintenance–Main, Item Maintenance–Accounts, Item Price List Maintenance, Item Quantities Maintenance, and Item Vendors Maintenance windows	Determine which inventory maintenance window contains the information to be changed. Access the window if it is not already on the screen and enter the revised information.
Save button— Item Maintenance–Main window	Click the Save button to save the revised inventory item record.

## INSTRUCTIONS TO DELETE AN INVENTORY ITEM NO LONGER BEING PURCHASED OR SOLD

Location	Procedure
Navigation Pane buttons	Click <i>Inventory</i> → <i>Cards</i> → <i>Item</i> .
Item Number box (Item Maintenance–Main window)	Select the Item Number of the inventory item being deleted.
Quantity Available button	Look in the Quantity Available box. If the quantity is zero, skip to the next step. If there is a quantity greater than zero in this box, you cannot delete the item. Close Item Maintenance–Main window.
Delete button	Click the Delete button to delete the inventory item record.
<i>Microsoft Dynamics GP's</i> “delete this record” message	When the delete message appears, click Delete to delete the inventory item record.
Second message	If there are transactions in the current year for the selected inventory item, a warning message appears saying that you cannot delete the record. If the warning message appears, click the OK button.

## FIXED ASSET MAINTENANCE

### OVERVIEW

The following table includes instructions to add a fixed asset record using the Asset General Information window shown at the top of the following page.

### INSTRUCTIONS TO ADD A FIXED ASSET RECORD

**Note:** For the purchase of a fixed asset, it must first be recorded through the appropriate transaction window before being added to the fixed asset subsidiary ledger (purchase on account — in Reference material section Receive Goods From a Purchase Order; purchase with a note — in Reference Material section Prepare a General Journal Entry).

Location	Procedure
Navigation Pane buttons	Click <i>Financial</i> → <i>Cards</i> → <i>General</i> .
Class ID box	Select the Class ID for the new fixed asset. Class IDs are usually already set up for different types of assets such as vehicles, machinery and equipment, buildings, etc.
Asset ID box (see <i>Asset General Information window</i> )	Type an asset identification number in the Asset ID box. An example of an asset identification number is "000005."
Description box	Type a description of the new asset.
Acquisition Date box	Type the date the asset was acquired in the Acquisition Date box.
Acquisition Cost box	Type the cost of the asset in the Acquisition Cost box.
Date Added box	Type the date the asset was acquired in the Date Added box.
Save button	Click the Save button.
Asset Account window	Click the Go To menu at the top of the Asset General Information window. Select the Account option to open the Asset Account window. Review the default posting accounts and make any necessary changes. Click the Save button. Close the Asset Account window.
Asset Book window	Click the Go To menu at the top of the Asset General Information window. Select the Book option to open the Asset Book window. In the Book ID box, select the method that is used for corporate (book) reporting.* Review the information in the window. You will rarely need to modify the information in this window because most of it is determined by information entered in previous windows. Click the Save button and close the window.
Asset General Information window	Review the contents of the Asset General Information window for completeness and accuracy.
Save button	Click the Save button to save the new fixed asset record.

\* The Book ID box is used to enter different methods of depreciation for the same asset for book depreciation, tax depreciation, and alternative minimum tax (AMT) depreciation. Only book depreciation is covered in this project.

**Asset General Information Window** *Financial → Cards → General*

**Asset General Information** [Close]

Save Clear Go to View Help Add Note

Actions View Help

**Class ID** FURN      **Status** Active

**Asset ID** 000005 1      **Master Asset ID**

**Description** Office Desk

**Extended Description**

**Short Name** Desk

**Type:** New

**Property Type:** Personal

**Account Group ID** FURN & FIXTURE

**Acquisition Date** 01/31/2017

**Currency ID** Z-US\$

**Acquisition Cost** \$1,200.00

**Physical Loc ID**

**Asset Label**

**Structure ID**

**Custodian**

**Manufacturer Name**

**Location ID** ALPHARETTA

**Quantity** 1

**Last Maintenance**

**Date Added** 01/31/2017

Auto Add Book Info

by Asset ID

**Asset Account Window**

**Asset Account** [Close]

Save Clear Delete Go to AA View Help Add Note

Actions View Help

**Asset ID** 000005 1      **Status** Active

**Account Group ID**

**Accounts:**

Account	Account Description
<b>Depr. Expense</b> 000 -6200 -00	Depreciation Expense - Furniture & Fixtures
<b>Depr. Reserve</b> 000 -1505 -00	Accumulated Depreciation-Furniture & Fixtures
<b>Prior Year Depr.</b> 000 -6200 -00	Depreciation Expense - Furniture & Fixtures
<b>Asset Cost</b> 000 -1500 -00	Furniture & Fixtures
<b>Proceeds</b> 000 -1190 -00	Cash Suspense
<b>Rec. Gain/Loss</b> 000 -8030 -00	Gain or Loss on Sale of Assets
<b>Non Rec. Gain/Loss</b> 000 -8030 -00	Gain or Loss on Sale of Assets
<b>Clearing</b> 000 -1590 -00	FA Clearing

by Asset ID



**Asset Book Window**

**Asset Book** [X]

Save Clear Delete Go to AA View Help Add Note

Actions View Help

Asset ID: 000005 1 Office Desk

Book ID:

Place in Service Date: [Calendar Icon]

Depreciated to Date: [Calendar Icon]

Begin Year Cost: \$0.00

Cost Basis: \$0.00

Salvage Value: \$0.00

Yearly Depr. Rate: \$0.0000

Current Depreciation: \$0.00

YTD Depreciation: \$0.00

LTD Depreciation: \$0.00

Net Book Value: \$0.00

Fully Depreciated Flag Status: Active

Original Life Year, Days: 00 000

Remaining Year, Days: 00 000

Amortization Code: [Dropdown]

Amortization Amt / Pct: \$0.00

Initial Allowance Pct: 0.00%

Special Depr Allowance: 0.00%

Depreciation Method: [Dropdown]

Averaging Convention: [Dropdown]

Switchover: [Dropdown]

Luxury Automobile: [Dropdown]

Luxury Van or Truck

Luxury Electric Auto

by Asset ID

**Retirement Maintenance Window**

**Retirement Maintenance** [Maximize] [Close]

Retire Clear Cancel Help Add Note

Actions Help

Asset ID: [Dropdown]

Retirement Date: [Calendar Icon]

Retirement Type: [Dropdown]

Retirement Code: [Dropdown]

Currency ID: Z-US\$

Retirement Event: 0

Quantity	Cost	Percent	Cash Proceeds	Non-Cash Proceeds	Expenses of Sale
Originating Amounts					
0	\$0.00	0.00%	\$0.00	\$0.00	\$0.00

0 \$0.00 0.00%

by Asset ID



The following table includes instructions to change information in a fixed asset record.

## INSTRUCTIONS TO CHANGE INFORMATION IN AN EXISTING FIXED ASSET RECORD

Location	Procedure
Navigation Pane buttons	Click <i>Financial</i> → <i>Cards</i> → <i>General</i> .
Asset ID box (Asset General Information window)	Select the Asset ID of the fixed asset record to be changed.
Asset General Information, Asset Account, and Asset Book windows	Determine which fixed asset maintenance window contains the information to be changed. Access the window if it is not already on the screen, enter the revised information and click the Save button. <b>Warning:</b> Changes made in most boxes of the Asset General Information and Asset Book windows will affect depreciation calculations for the underlying asset. Do not make any depreciation-sensitive changes for this project.

The following table includes instructions to retire a fixed asset when it is sold.

## INSTRUCTIONS TO RETIRE A FIXED ASSET WHEN IT IS SOLD

Location	Procedure
Navigation Pane buttons	Click <i>Financial</i> → <i>Transactions*</i> → <i>Retire</i> .
Asset ID box (Retirement Maintenance window)	Use the Asset ID lookup button to select the asset being sold.
Retirement Date box	Type the sale date in the Retirement Date box.
Retirement Type box	Select Sale in the Retirement Type box.
Cost box	Type the cost basis of the asset being sold in the Cost box. For partial sales, type only the cost basis of the portion of the assets being sold.
Percent box	Do not change the contents of the Percent box. <i>Microsoft Dynamics GP</i> automatically calculates this box.
Cash Proceeds box or Non-Cash Proceeds box	For proceeds received in the form of cash or a check, type the net proceeds in the Cash Proceeds box. For non-cash sales, type the net proceeds in the Non-Cash Proceeds box.**
Retire button	Click the Retire button. A message appears asking if you want to continue. Click OK. Another message appears saying that retirement is completed. Click OK. Close the Retirement Maintenance window.
Bank Transaction Entry window, Bank Deposit Entry window	<i>If you entered cash proceeds for the fixed asset sale, refer to Reference material section, Receive a Miscellaneous Cash Receipt, to record a miscellaneous cash receipt. The amount of the net proceeds should be recorded as a debit to cash and a credit to the fixed assets clearing account. After recording the miscellaneous cash receipt, refer to Reference material section, Make a Bank Deposit, to record a bank deposit for the net proceeds.</i>
Transaction Entry window	<i>If you entered non-cash proceeds for the fixed asset sale, refer to Reference material, Prepare a General Journal Entry, to record a general journal entry. The amount of the net proceeds should be recorded as a debit to the account where the non-cash proceeds belong (miscellaneous receivable, for example) and a credit to the fixed assets clearing account.</i>

\* This is the only maintenance task that uses the Transactions category, not the Cards category.

\*\* Net proceeds equal the gross selling price less expenses of sale. The Expenses of Sale box is not used in this project.