



# 2023 Lunch and Learn Derrick Club

# GP Breakout Session

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- What's New
- Tips & Tricks
- Reporting
- 3<sup>rd</sup> Party Solutions

# What's New in GP

## Print Cash Receipts

- Highly requested feature
- Available as either a GP report or Word Template (can assign to a specific customer and email)
- Can be printed from the Cash Receipts Entry or the Receivables Transaction navigation list

## Summary post CC payments to Bank Reconciliation

- Now you can set Summary or Transaction on an AP batch using CC for payment
- Setup option under Payables Setup
- Credit Card must be setup to be Used by Company and associated with a chequebook

## Chequebook Inquiries

- Chequebook Balance and Chequebook Register Inquiry windows
- You can now set your filters and sorts before populating the list
- Saves time if you have high volume of data

## Bank Reports

- Reprint Bank Journals - can now restrict by range of Audit Trail Codes
  - Bank Deposit Journal
  - M/C Bank Deposit Journal
  - Cleared Trx Journal
  - O/S Trx Report
  - Bank Adjustments Journal – both Audit Trail Code and Date range
- Bank History Reports – can now use Date Range to filter

## Transaction Level Post through GL without Printing GL Posting Journal

- Transaction level posting through the GL required the GL Posting journal to be selected
- This is no longer required



## Inactivate Vendor Address ID

- Now you can set the status of a vendor address record as Inactive
- Vendor Address Maintenance – print report listing all transactions for and address
- Will be warned going forward that address is inactive

## Print and Email Documents at the same time

- Purchasing emailing and printing now works the same as Sales
- Purchasing Navigation list or Purchase Order window
- Select Send in E-mail and Print a Copy or Print Remaining

## Filter Navigation Lists by Batch ID or Batch Source

- Filter by Batch ID or Batch Source
- Available for
  - Account Trx
  - Sales, Receivables, Sales Order and Invoicing Trx
  - Purchasing, Payables, PO and Item Trx
- Access by adding columns to saved list

## Add Time option to Report Scheduler

- Report Scheduler allows scheduling of reports or checklinks
- Can now schedule a specific time

## E-mail Approve Automatically Post Workflow Batches

- Auto post of batch when workflow is complete was added in 2021
- Now the batch can auto post if the workflow approval was done by email

# Tips & Tricks

## Default Printer

- Assign default printer for GP
- Assign default printer for specific window

## Customize Pages and Menus

- Any user can customize the way their menus and series pages appear
- Copy area page settings between users



## Budgets

- Multiple budgets
- Export to Excel
- Import from Excel

## Excel Dashboards

- Dashboards reports provided out-of-the-box
- Can provide Excel file to user and just Refresh each time you open it

## Change Customer, Vendor, Account ID's

- Customer Modifier under Routines
- Vendor Modifier under Routines
- Account Modifier in PSTL

## Master Triggers

- PSTL (Professional Services Tools Library)
- Can specify to replicate Customers, Vendors or Accounts across GP companies

## Financial Smartlist – Who, What and When

- Account transaction Smartlist showing the vendor, source document and who posted the entry

## Fiscal Period Close – specific GP functions

- The Mass Close button allows control over specific GP functions

## Restricted Lookups

- Exclude inactive customers or vendors
- Use Smartlist Favourite
- Set Default View