



Financial Enhancements User Guide

Version 18.2 for Dynamics GP 18.2

Document version: 18

Date: April 6th 2020

Contents

CONTENTS	2
FINANCIALS ENHANCEMENTS	3
SETUP	3
1. PAYMENT TERMS EXTRAS WINDOW	3
1.1 <i>Setting Up Payment Due Date Calculation Options</i>	4
1.2 <i>Examples of Payment Due Date calculation options</i>	4
2. HOLD STATUS ID MAINTENANCE WINDOW	5
2.1 <i>Setting Up Hold Statuses</i>	6
3. ASSIGN HOLD STATUS ID TO CUSTOMER WINDOW.....	6
3.1 <i>Assigning a Hold Status to a Customer</i>	6
TRANSACTIONS	7
4. APPLY SALES DOCUMENTS WINDOW WITH FINANCIALS ENHANCEMENTS	7
5. APPLY SALES DOCUMENTS BY NATIONAL ACCOUNTS AND CUSTOMERS WINDOW.....	8
5.1 <i>Selecting Payments to Apply to Documents</i>	8
6. APPLY BY AGING PERIOD WINDOW	9
6.1 <i>Selecting Aging Periods to Apply Transactions To</i>	10
7. APPLY BY DOCUMENT DATE WINDOW	10
7.1 <i>Selecting Document Dates to Apply Transactions To</i>	11
8. PURCHASE INVOICE REGISTER WINDOW.....	11
8.1 <i>Entering Purchase Invoice Details without Item Details</i>	12
INQUIRIES	12
9. PURCHASE INVOICE REGISTER INQUIRY WINDOW	12
9.1 <i>Viewing Invoice Register Details</i>	13
APPENDIX A	14
FINANCIALS ENHANCEMENTS – ACCESS TO WINDOWS	14
APPENDIX B	15
ALTERNATE MICROSOFT DYNAMICS™ GP WINDOWS IN THE MODULE	15
APPENDIX C	16
ABOUT TRINITY	16

Financials Enhancements

The Trinity Financials Enhancements module provides multiple new areas of functionality to improve the effectiveness of your financials management.

New hold status functionality provides greater controls over Customers placed on hold. Set up hold statuses using the Hold Status ID Maintenance window. The hold status can effectively put an account “On Stop.” When you enter sales transactions for Customers that have been placed On Hold and have an assigned hold status, you will be reminded of this within sales transaction entry, and the associated process holds will be applied to the documents.

The Microsoft Dynamics™ GP Apply Sales Documents window has been enhanced with functionality to view a full list of payments and credits for a Customer. If a national account is selected, then documents for its child accounts will also be displayed. Additional sorting options are also available.

The new Apply Sales Documents by National Accounts and Customers window gives you the functionality to select payments to apply to documents, while the new Apply By Aging Period window lets you select aging periods to which to apply transactions.

With standard Microsoft Dynamics™ GP, a purchase invoice can only be saved when line details have been entered. With purchase invoice register functionality, you can save invoice details to an invoice register without entering item details.

Additional payment due date calculation options allow due dates to be calculated from the end of the current month rather than from the invoice date.

The main features of the Financials Enhancements module are:

- Set up hold statuses to provide greater control over Customers placed on hold
- An additional window for the selection of payments and credits when using the Apply Sales Documents window
- Additional sorting options for documents displayed in the Apply Sales Documents window
- The facility to automatically apply payments by aging period
- The facility to automatically apply payments by document date
- The facility to enter total goods, tax and total invoice details for an invoice without having to enter any line details
- Additional payment due date calculation options

Setup

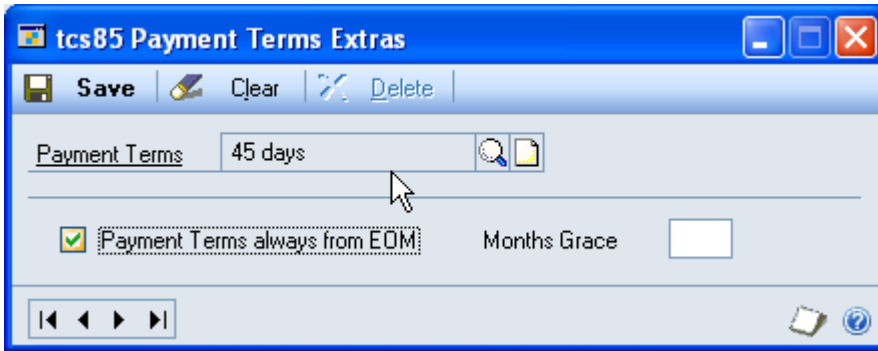
1. Payment Terms Extras Window

Setup >> Trinity >> Financial Enhancements >> Payment Terms Extras

Use the Payment Terms Extras window to:

- Set up additional Payment Due Date calculation options

Note that this window is also available as an Additional option from the Payment Terms Setup window.



1.1 Setting Up Payment Due Date Calculation Options

To set up payment due date calculation options using the Payment Terms Extras window:

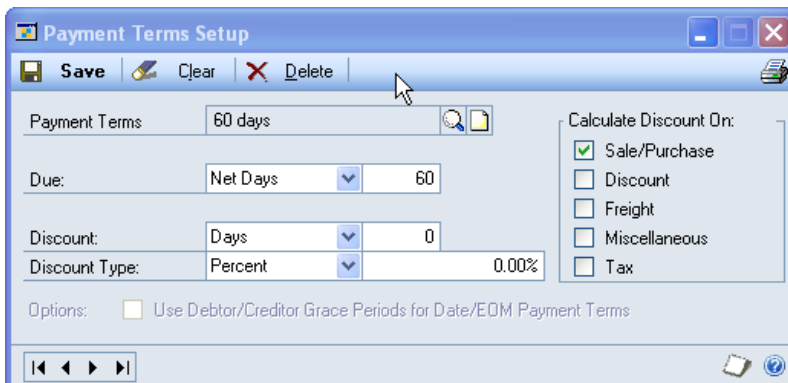
1. Enter a Payment Terms code or select one using the lookup. Note that the additional calculation options are only available for Payment Terms with a Due Date calculation method of “Net Days” or “Date.”
2. Click Payment Terms always from EOM to start the payment due calculation from the end of the current month instead of the invoice date. For example, if the Payment Terms is set to Net Days 45, the due date calculated in standard Dynamics GP is 45 days from the invoice date. With the Payment Terms always from EOM option set, the due date is calculated as 45 days from the end of the current month.
3. Enter a number in the Months Grace field to add additional months before an invoice is due. If a number is entered in the Months Grace field and the Payment Terms is set to Net Days, the number of days is ignored, and the payment due date is calculated as a number of months from the end of the current month. If the Payment Terms is set to Date, the number of Months Grace is added to the calculated date.
4. Click Save

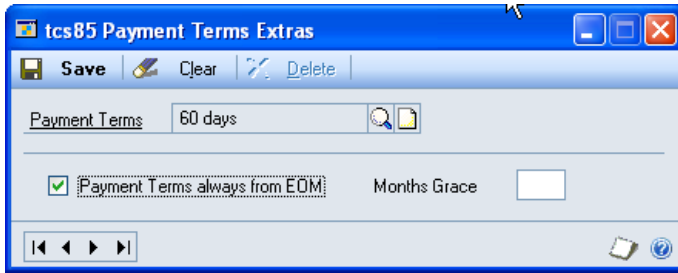
Note that if the Financials Enhancements additional options are set against a Payment Terms code, the alternative due date calculation replaces the standard calculation. The discount date calculation is not affected.

1.2 Examples of Payment Due Date calculation options

Payment Due 60 days from the end of the month

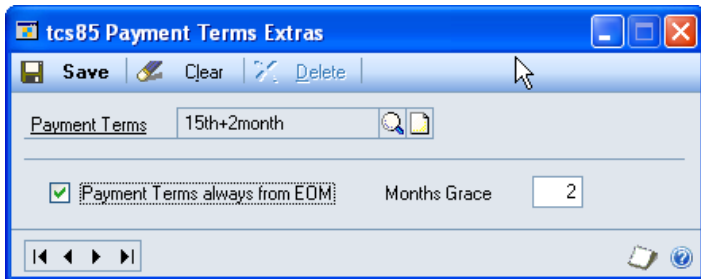
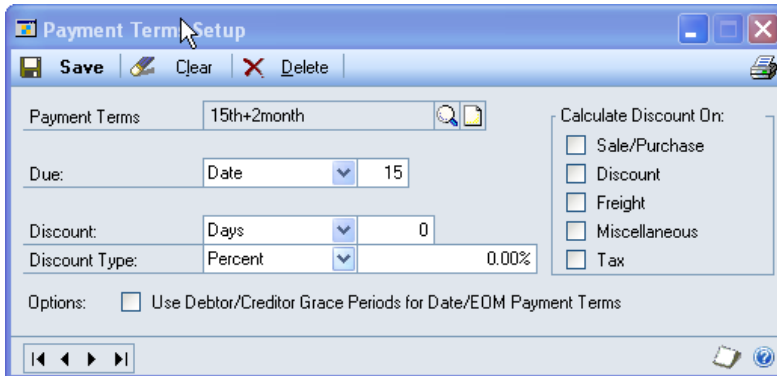
In this example, all October invoices will be due for payment on 30th December.





Payment Due 15th of the third month after the invoice date

In this example, all October invoices will be due on January 15th.



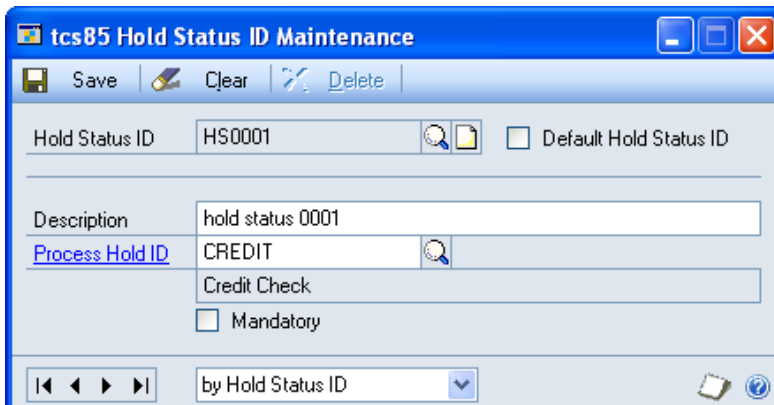
Cards

2. Hold Status ID Maintenance Window

Cards >> Trinity >> Financial Enhancements >> Hold Status ID Maintenance

Use the Hold Status ID Maintenance window to:

- Set up hold statuses



2.1 Setting Up Hold Statuses

To set up hold statuses using the Hold Status ID Maintenance window:

1. Enter a hold status ID or select one using the lookup.
2. Click the Default Hold Status ID checkbox to set the hold status as a default.
3. Enter a description for the hold status.
4. Enter a process hold ID to link to the hold status or select one using the lookup.
5. When you assign a Customer to a hold status, then the selected process hold will be used in sales transaction documents for the Customers' transactions.
6. Click the Mandatory checkbox to automatically apply the process hold to all current sales transactions for Customers to which the hold status is assigned.

3. Assign Hold Status ID To Customer Window

Cards >> Sales >> Customer >> Click Save after selecting the Hold Checkbox unless a Default Hold Status ID has been set up

Use the Assign Hold Status ID to Customer window to:

- Assign a hold status to a Customer

This window will display when you click Save in the Customer Maintenance window when you have just selected that the Customer should be on hold.

Note that if you have a Default Hold Status ID set up, then that will be assigned automatically to the Customer, and this window will not be displayed.

3.1 Assigning a Hold Status to a Customer

To assign a hold status to a Customer using the Assign Hold Status ID To Customer window:

1. Enter a hold status or select one using the lookup.
2. Click OK to assign the hold status to the Customer.
3. If the hold status ID has not been set to mandatory, then a dialogue box will ask if you want to apply the process hold to all documents for the Customer. Click Yes to apply the process hold to all sales documents for the Customer.

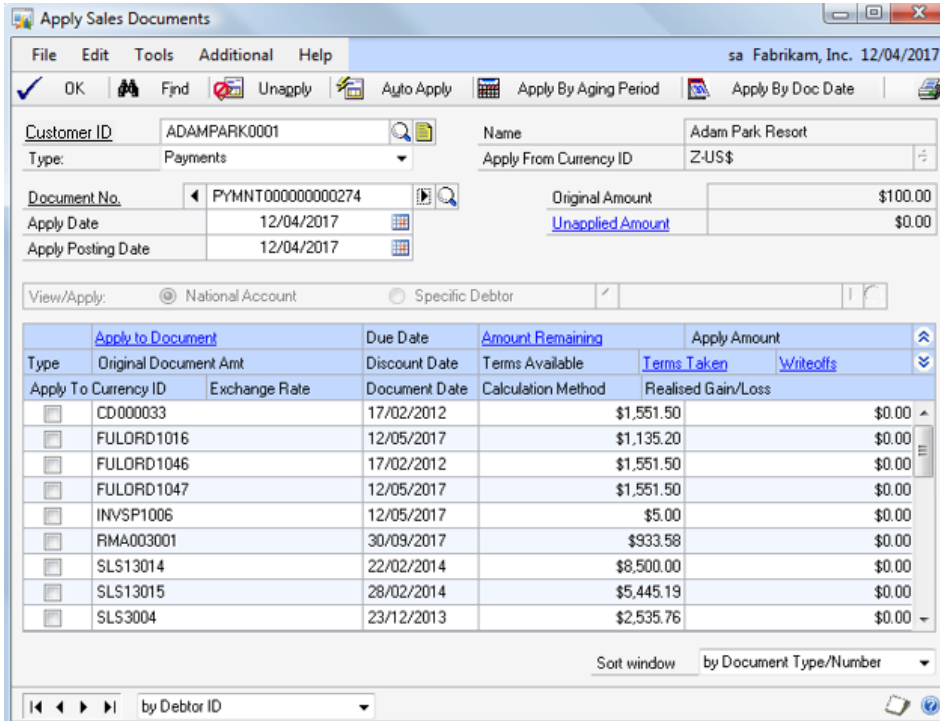
Note that if you don't want to assign a hold status to the Customer, then click the No Hold Status ID button. The Customer will be placed on hold but will follow standard Microsoft Dynamics™ GP procedure.

Also note that if you take a Customer that has current process holds assigned to documents off hold in the Customer Maintenance window, then a dialogue box will ask if you want to remove the process holds.

Transactions

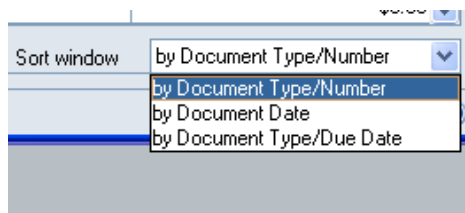
4. Apply Sales Documents Window with Financials Enhancements

Transactions >> Sales >> Apply Sales Documents



The alternate Apply Sales Documents window for the Financials Enhancements module provides the following additional functionality:

1. The Apply Sales Documents by National Accounts and Customers window provides functionality to view a full list of payments and credits for a Customer. If a national account is selected, then documents for its child accounts will also be displayed. The required document can be selected, and details passed through to the Apply Sales Documents window, while the Apply Sales Documents by National Accounts and Customers window remains open in the background, allowing the selection of further documents as required.
2. Additional sort sequences have been added to the window so that you can view documents by document date and by due date.



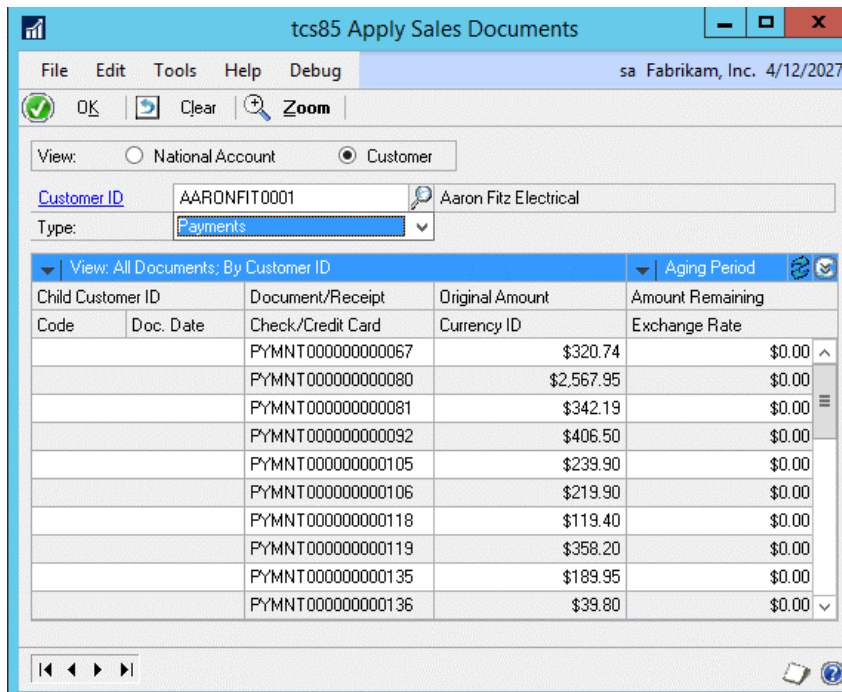
3. The Apply By Aging Period button opens the Apply By Aging Period window. From this window, you can select an aging period - the payment or credit will then be applied automatically to documents that fall into the selected aging period.
4. The Apply By Doc Date button opens the Apply By Document Date window. From this window, you can select the document date range - the payment or credit will then be applied automatically to documents that fall into the selected date range.
5. If the Apply Sales Documents window was opened from the Cash Receipts Entry window, an additional button “Apply Original Cash” is available. This populates the Document No. field with the Receipt id from the Cash Receipts window. This provides a quick way to return to the original cash receipt after applying other credit documents.
6. The note button for the Customer is available on the alternate Apply Sales Document window.

5. Apply Sales Documents by National Accounts and Customers Window

Transactions >> Trinity >> Financials Enhancements >> Apply Sales Documents by National Accounts and Customers window

Use the Apply Sales Documents by National Accounts and Customers window to:

- Select payments to apply to documents



Note that this window is also available as an Extras option from the Apply Sales Documents window.

5.1 Selecting Payments to Apply to Documents

To select payments to apply to documents using the Apply Sales Documents by National Accounts and Customers window:

1. From the View options, select National Account or Customer.

2. Enter a Parent Customer ID / Customer ID or select one using the lookup.

If you select to view a national account, you can only select a national (parent) account. Payments or credits for the parent and all child accounts will be displayed in the scrolling window.

You can select to restrict the documents displayed by using the View option as detailed in step 3. Note that if you select to view a Customer, then only payments and credits for that Customer will be displayed, regardless of whether it is a parent or child account.

3. Select a Type from the drop-down menu to display in the scrolling window.

All relevant documents will be displayed in the scrolling window.

Note that you can click the View button to select how you view displayed documents; for example, if you are viewing a national Customer, then you can select to view documents for the parent Customer ID or child Customer ID only.

You can also choose to display only those documents with an amount remaining, only those without an amount remaining or all documents regardless of the amount remaining.

You can click the Aging Period button to select to display only those documents from a particular aging period.

4. Click on a line in the scrolling window to select it then click the Zoom button.

The Apply Sales Documents window will open, displaying the selected Customer/document details.

The Apply Sales Documents by National Accounts and Customers window will remain open so that further documents can be selected as and when required.

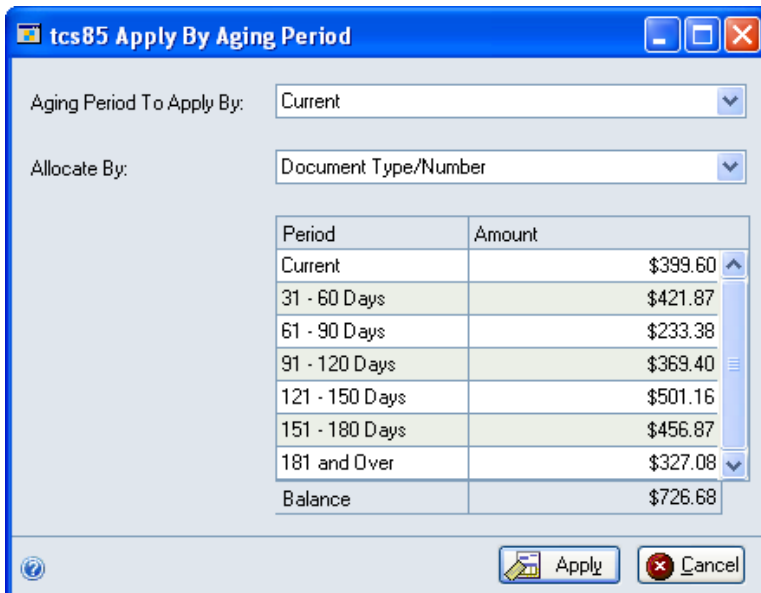
5. Click OK to close the window.

6. Apply By Aging Period Window

Transactions >> Sales >> Apply Sales Documents >> Apply By Aging Period button

Use the Apply By Aging Period window to:

- Select aging periods to apply transactions to



Note that it is recommended you only use this window if you regularly use Microsoft Dynamics™ GP aging routines functionality.

6.1 Selecting Aging Periods to Apply Transactions To

To select aging periods to apply transactions to using the Apply By Aging Period window:

1. When a Customer ID, type, and document number have been selected in the Apply Sales Documents window, click the Apply By Aging Period button to display the Apply By Aging Period window.
2. The Apply By Aging Period window will open, displaying the aging period descriptions set up in the Receivables Management Setup window and the period balances for the selected Customer.

Details in the scrolling window are for display purposes only. Allocations will be made based on your drop-down menu selection.

Note that if a national account has been selected through the Apply Sales Documents by National Accounts and Customers window, then the following rules apply:

Specific Customer selected	Aging periods and totals displayed for selected Customer only
Specific Customer not selected	Aging periods and totals displayed are summary balances for all child and parent national accounts linked to the currently selected national account

3. From the Aging Period To Apply By drop-down menu, select the aging period to which you want to allocate documents.
4. From the Allocate By drop-down menu, select whether to apply allocations by document date, document due date, or document number.

If there is insufficient payment or credit to apply to all invoices in the selected aging period, then as many documents as possible in the aging period will be allocated until the balance is used up. Allocation will be made based on the Allocate By drop-down menu.

5. Click the Apply button. The Payment or credit from the document number selected in the Apply Sales Documents window will be assigned to all documents in the selected aging period until the balance is used up.

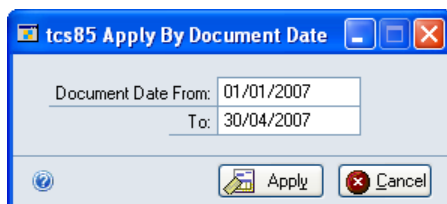
Note that you can click Cancel at any point to close the window.

7. Apply By Document Date Window

Transactions >> Sales >> Apply Sales Documents >> Apply By Doc Date button

Use the Apply By Document Date window to:

- Select document dates to apply transactions to



7.1 Selecting Document Dates to Apply Transactions To

To select document dates to apply transactions to using the Apply By Document Date window:

1. When a Customer ID, type, and document number have been selected in the Apply Sales Documents window, click the Apply By Doc Date button to display the Apply By Document Date window.
2. Enter a document date range.
3. Click the Apply button. The payment or credit from the document number selected in the Apply Sales Documents window will be assigned to all documents in the selected document date range until the balance is used up.

If there is insufficient payment or credit to apply to all invoices in the selected document date range, then as many documents as possible in the date range will be allocated until the balance is used up. Allocation will be made based on the Allocate By drop-down menu.

Note that you can click Cancel at any point to close the window.

8. Purchase Invoice Register Window

Transactions >> Purchasing >> Enter / Match Invoices >> Additional >> Purchase Invoice Register

Use the Purchase Invoice Register window to:

- Enter purchase invoice details without item details

Receipt No.	RCT1183	Creditor Doc. No.	00003934
Vendor ID	ADVANCED0001	Date	12/04/2007
Goods Amount	\$90.25	Status	New
Tax	\$9.03	Last Amended By	sa
Total	\$99.28	Date	12/04/2007
Date to be Cleared	12/04/2007	Assign To User	sa
Comments			
User ID	Date	Time	Description
sa	09/05/2005	16:31:22	Receipt Number Created

With standard Microsoft Dynamics™ GP, a purchase invoice can only be saved when line details have been entered. With purchase invoice register functionality, you can save invoice details to an invoice register without entering item details.

If you open a receipt number that you have previously set up invoice register details for, then the Purchase Invoice Register window will be displayed automatically.

An invoice register can be at one of three different statuses:

New	A new invoice register
Amended	An invoice register that has been amended
Posted / Matched	An invoice register that has been posted or matched

8.1 Entering Purchase Invoice Details without Item Details

To enter purchase invoice details without item details in the Purchase Invoice Register window:

1. The window will open with the currently selected creditor and receipt number displayed.
Any previous editing on the receipt will be displayed in the scrolling window.
2. Enter the goods amount and the tax amount for the invoice. The goods amount should be the result of the following calculation based on receipt amounts:
(Subtotal - Trade Discount Amount) + Freight Amount + Misc Amount
Note that these figures may be edited as and when required.
3. Enter a Date to be Cleared if required.
This field is for user reference purposes only.
4. If required, enter a user in the Assign To User field or select one using the lookup.
This field is for user reference purposes only.
5. Enter any comments as required.
6. Click Save.

The window will close, and you will return to the Purchasing Invoice Entry window. If you do not enter the same details in this window, then when you click Save, you will receive a message that details on the invoice register do not match details on the invoice. Click Continue to proceed with the save.

Note that a warning message will also be displayed if there are different totals on the invoice and the invoice register, and you are attempting to post the invoice.

Click the Delete button to delete any details entered.

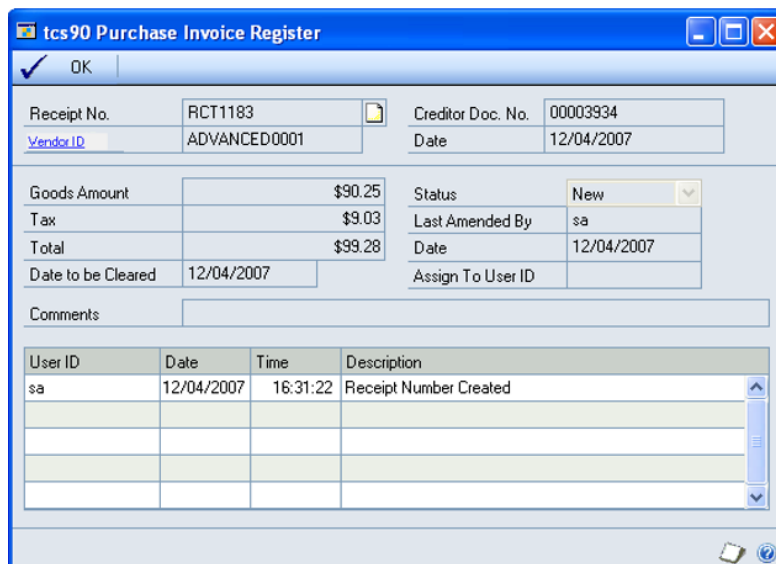
Inquiries

9. Purchase Invoice Register Inquiry Window

Inquiry >> Purchasing >> Purchase Order Documents >> Select a receipt and click the Receipt No. link

Use the Purchase Invoice Register Inquiry window to:

- View invoice register details



9.1 Viewing Invoice Register Details

To view invoice register details using the Purchase Invoice Register Inquiry window:



1. The window will display automatically with the Purchase Invoice Inquiry Zoom window when you click the Receipt No link in the Purchase Order Processing Document Inquiry window.

All details from the Purchase Invoice Register window will be displayed.

2. Click OK to close the window.

Appendix A

Financials Enhancements – Access to Windows

Window Name	 Menu Access	 Other Access
Apply By Aging Period		Transactions >> Sales >> Apply Sales Documents >> Apply By Aging Period button
Apply By Document Date		Transactions >> Sales >> Apply Sales Documents >> Apply By Doc Date button
Apply Sales Documents by National Accounts and Customers	Transactions >> Trinity >> Financials Enhancements >> Apply Sales Documents by National Accounts and Customers window	Transactions >> Sales >> Apply Sales Documents >> Additional >> Apply By National Accounts
Assign Hold Status ID To Customer		Cards >> Sales >> Customer >> Click Save after selecting the Hold Checkbox unless a Default Hold Status ID has been set up
Hold Status ID Maintenance	Cards >> Trinity >> Financial Enhancements >> Hold Status ID Maintenance	
Payment Terms Extras	Setup >> Trinity >> Financial Enhancements >> Payment Terms Extras	Tools >> Setup >> Company >> Payment Terms >> Additional >> Payment Terms ID Extras
Purchase Invoice Register	Transactions >> Purchasing >> Enter / Match Invoices >> Additional >> Purchase Invoice Register	
Purchase Invoice Register Inquiry		Inquiry >> Purchasing >> Purchase Order Documents >> Select a receipt and click the Receipt No. link

Appendix B

Alternate Microsoft Dynamics™ GP Windows in the Financial Enhancements Module

Window Name	Series	Modification
Apply Sales Documents	Sales	New sorting options fields New Apply By Aging Period button to display the Apply By Aging Period window

Appendix C

About Trinity

Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite

Use the About Trinity Suite window to check your registration information and installation details. The window will tell you which Trinity modules you are registered to use and which have been installed on your system.

