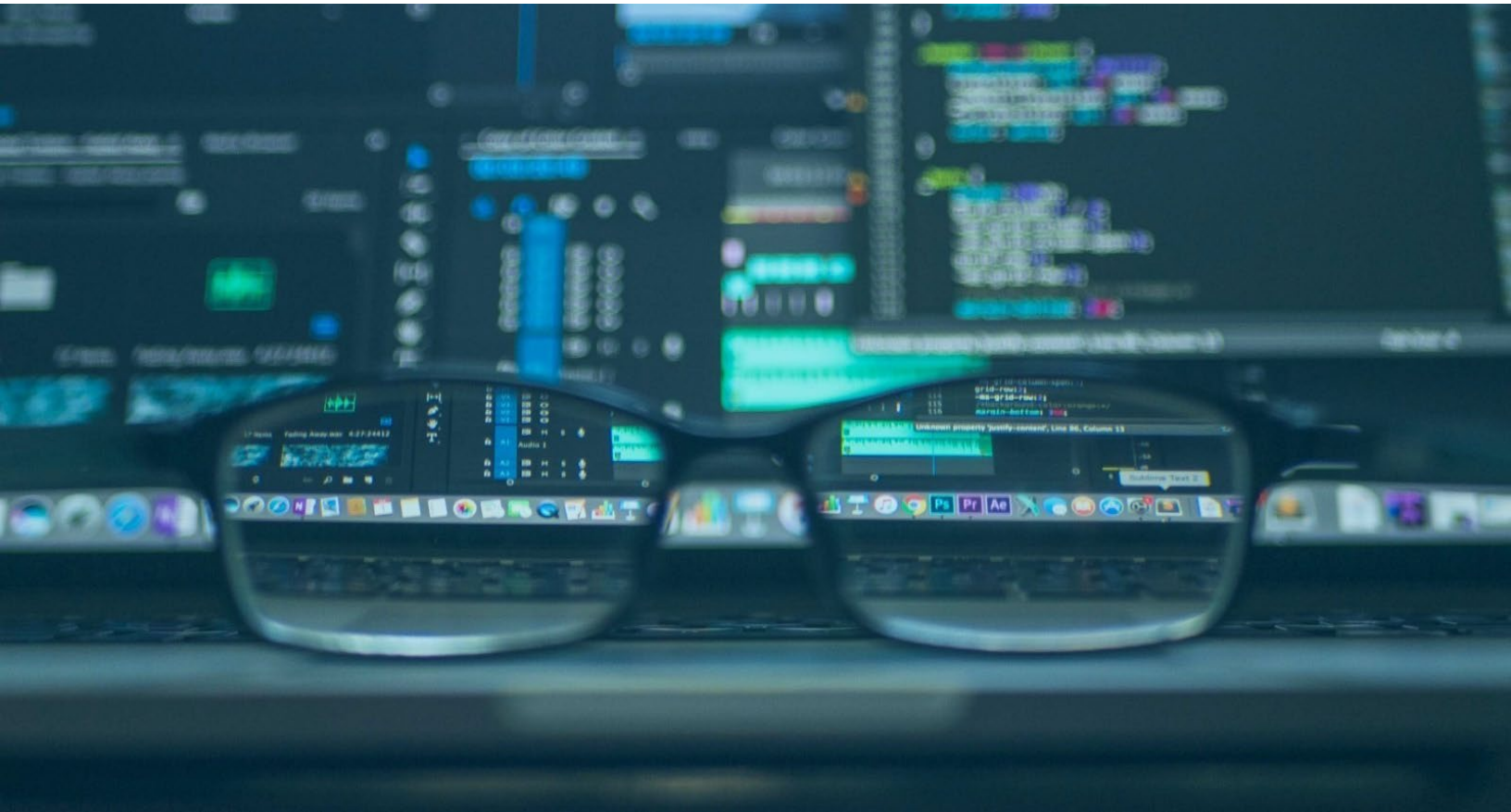




D365 Financial Tags

Microsoft Dynamics 365 Finance and Operations



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Overview

Tracking transactions and related documents and information is one of those user pain points we hear about often. To alleviate the problem, financial tags were introduced in D365 release 10.0.32 with limited use. In the latest release 10.0.37, financial tags are now available in several more journals, making them even more efficient to use. The Financial Tags feature helps resolve the issue by providing visibility of subledger transactions, allowing a company to track data such as sales order numbers, project IDs, and many other references without requiring a document number. The financial tags are used for analyzing data as well as business processes such as ledger settlements. With Financial Tags, there is no need to rely on descriptions or other reference fields to find data, and users can create up to 20 tags on transactions. Financial tags are legal entity-specific and can be imported by using **Financial tag configuration** or **Financial tags custom list value**.

A few key notes to remember:

- Financial tags are stored on the accounting entries but not in subledger tables and are designed to be used for values that are generally not reused, such as document numbers.
- Currently, the use of tags is only available in specific journals, but the list will be expanded with future releases. The list of available journals can be found in the Reference section of this document.
- Some online documentation mentions tags can be entered on document headers, but as of now, they are only available in journals.

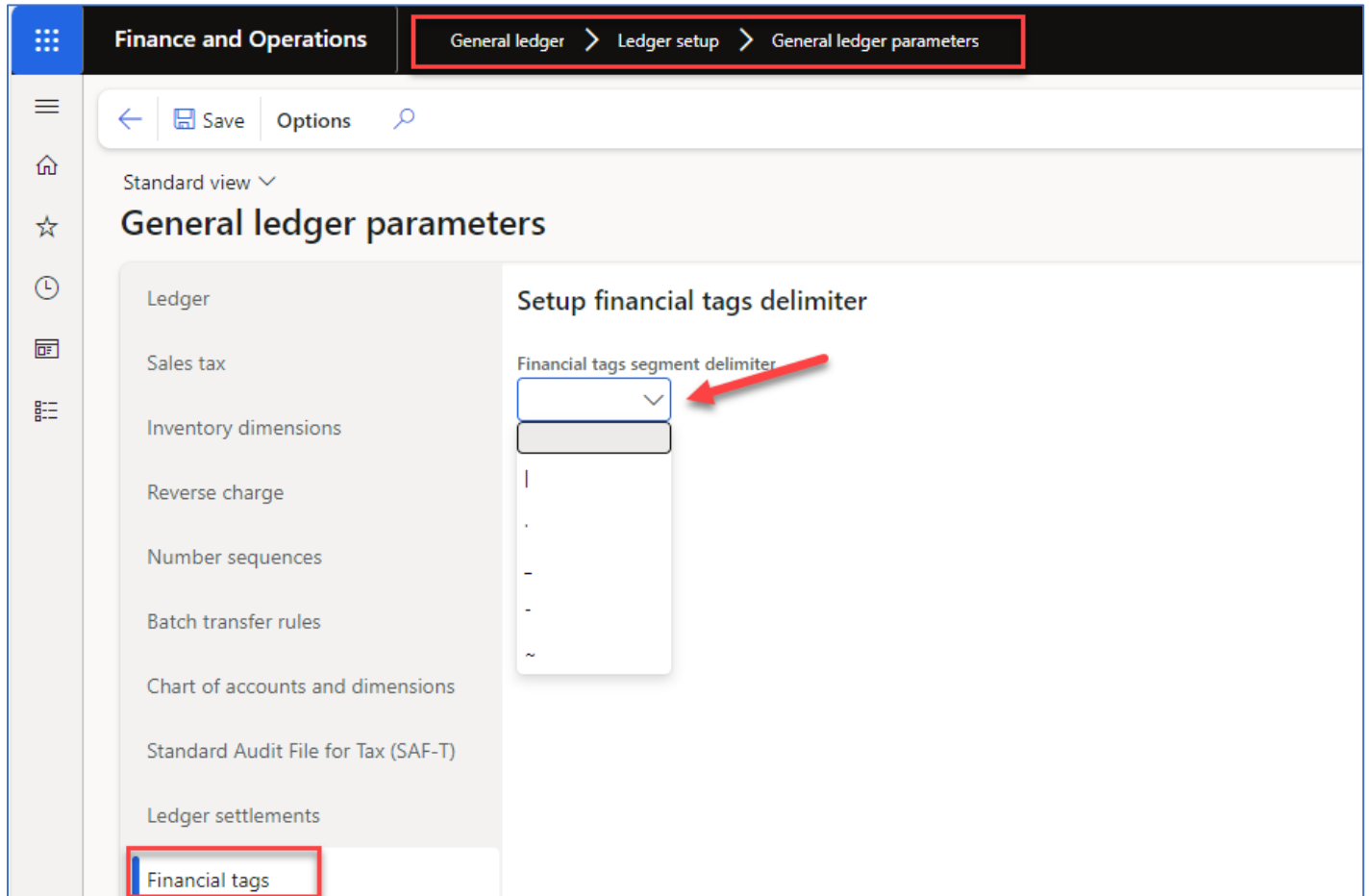
Setup

1. The Financial Tags feature should be on by default, to confirm it is enabled, navigate to **Feature Management**.

Note: The feature can be enabled and disabled at any time if it is disabled, however, tags will no longer be visible on transactions or analytical reports.

Feature name	Status	Enable date	Feature added	Feature state	Module
Financial tags	On	8/31/2023	8/31/2023	On by default	General ledger

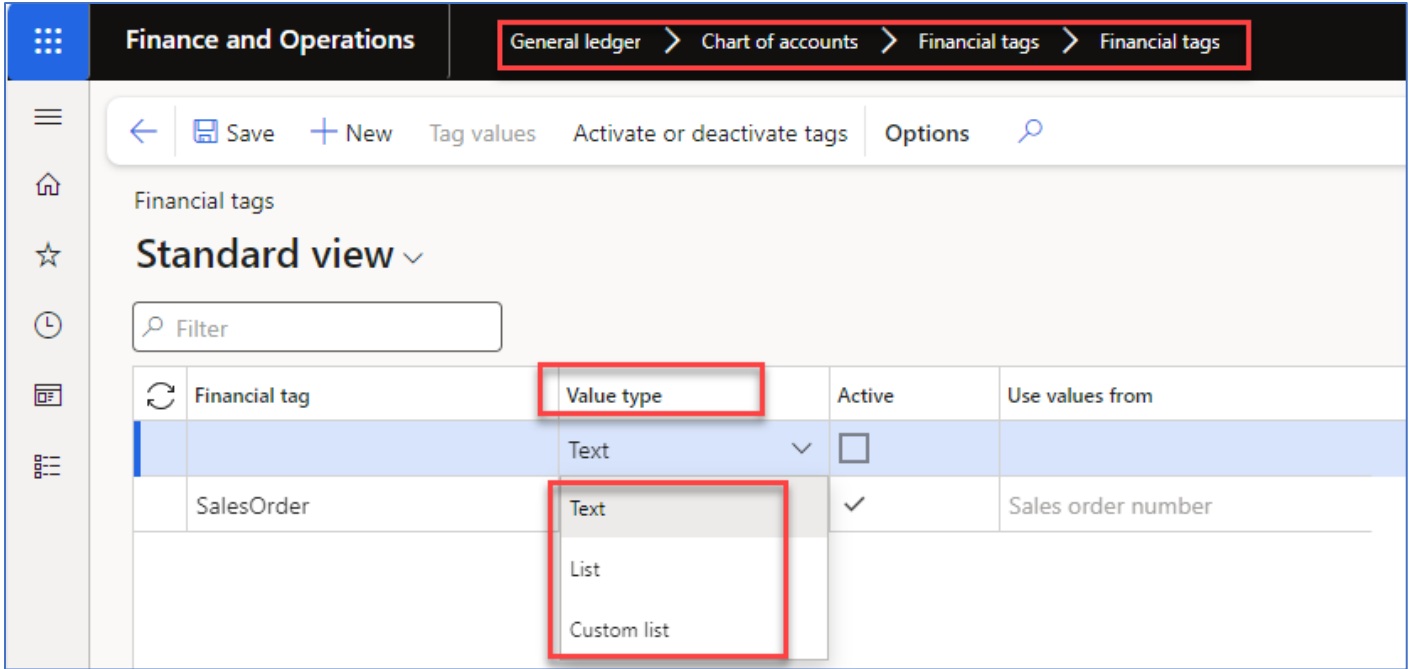
2. Define a delimiter for financial tags and select one that makes sense with your current structure because they cannot be changed.
 - a. Navigate to: **General ledger > Ledger setup > General ledger parameters.**
 - b. Click the **Financial tags** button on the left side of the form.
 - c. Select a delimiter from the dropdown list.



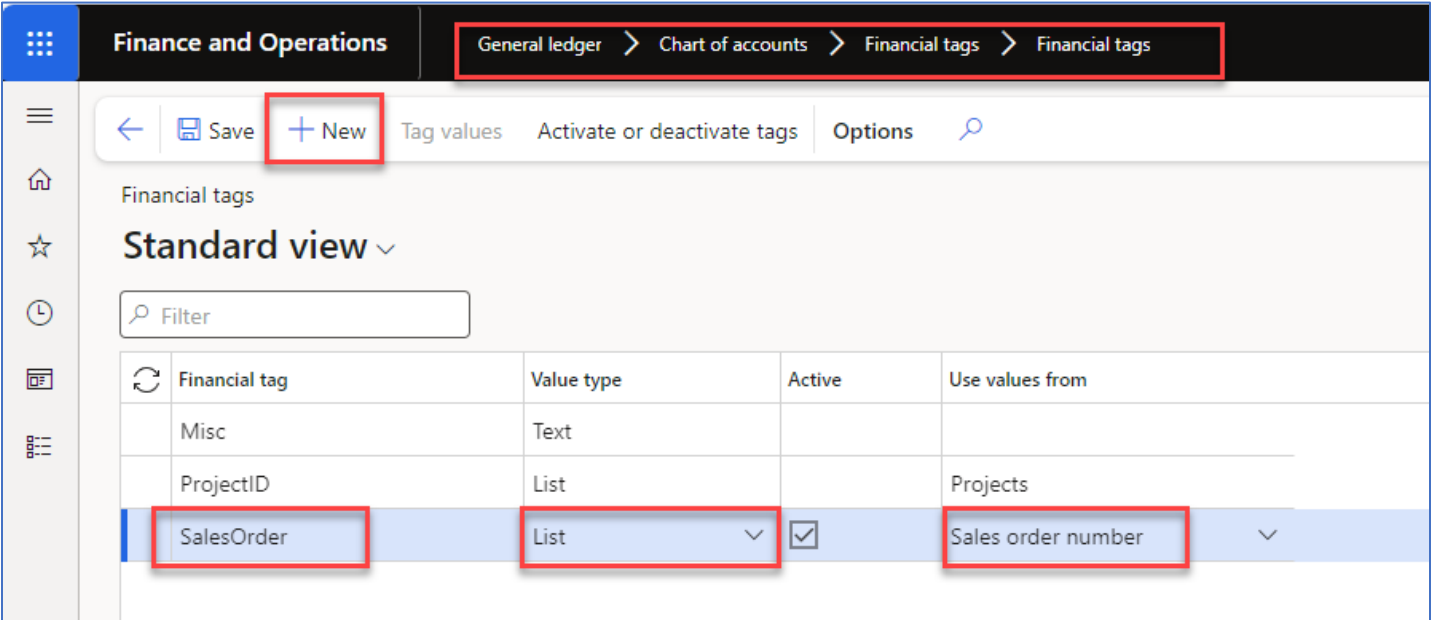
Create Financial Tags

Tags can have different value types:

- Text – the user types in whatever text the tag should be when creating the transaction.
- List – The value for the tag will come from a source such as invoice numbers or sales order numbers.
- Custom list – The user can create their own source list of values.



1. Navigate to: **General ledger > Chart of accounts > Financial tags > financial tags.**
2. Click **New** at the top of the form.
3. Enter a name for the financial tag.
4. Select a value type.
5. Select a source if the value type is List.
6. Click **Activate or deactivate tags** in the action pane.



7. Select the tags to activate, then click the directional arrow to move them to the **Activate** pane.

8. Click OK at the bottom of the form.

The screenshot shows the 'Activate or deactivate financial tags' dialog box. The dialog has two main sections: 'INACTIVE FINANCIAL TAGS' and 'ACTIVE FINANCIAL TAGS'. In the 'INACTIVE' section, 'ProjectID' is selected with a checkmark, and 'Misc' is listed below it. In the 'ACTIVE' section, 'SalesOrder' is listed. Between the two sections are two buttons: a right-pointing arrow and a left-pointing arrow. A red box highlights the 'ProjectID' row in the inactive section, and another red box highlights the right-pointing arrow button. At the bottom right of the dialog, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

Financial Tag Default Values

Tags can be entered on journal headers, and they will default to new lines that are added to the journal. They can also be added at the journal line.

Tag values on **non-source** (Text value type financial tags) automatically default from the header to summary accounts such as Accounts Payable, but the tag values for other accounts such as expense or revenue, come from the lines by default.

Tag values on source documents (List value type financial tags) will default based on the general ledger parameter for summary accounts, which is usually accounting distributions.

When there are subsequent or child documents related to a source document, they will inherit the financial tags from the source/parent document. For example, financial tags on packing slips will automatically default from the sales order financial tag.

Using Financial Tags

Example: Add tags to a vendor Invoice Journal to link the purchase order to the invoice.

1. Navigate to: **Accounts payable > Invoices > Invoice journal.**
2. Create a new invoice journal.
3. Add a financial tag for the purchase order number related to the invoice being entered.
4. Add the financial tag for the offset account.
5. Post the journal.

The screenshot shows the 'Vendor invoice journal' in 'Standard view'. The breadcrumb navigation is 'Accounts payable > Invoices > Invoice journal'. The table below shows a transaction with a 'Financial tags' dropdown menu open, listing 'PurchaseOrder' and 'InvoiceNumber'. Red callouts provide instructions: 'Add the tag to the offset account.' points to the 'Offset financial tags' column, and 'click the dropdown arrow and select a PO.' points to the 'PurchaseOrder' option in the dropdown.

Account type	Account	Account name	Financial tags	Invoice date	Invoice	Debit	Credit	Total amount	Offset account type	Offset account	Offset financial tags
Vendor	1001	Acme Office Supplies	PurchaseOrder					0.00	Ledger	606300-001----	

Review Posted Transactions with Tags

Once transactions are posted, the financial tags will appear on the accounting entry in the general ledger.

The screenshot shows the 'Finance and Operations' interface with the 'General ledger' menu open. The 'General ledger' option is highlighted in the left sidebar. In the main menu, 'Inquiries and reports' is expanded, and 'Voucher transactions history' is highlighted with a red box. Other options in the 'Inquiries and reports' menu include 'Trial balance', 'Accounting source explorer', 'Voucher transactions', and 'Outstanding encumbrances'.

1. Using the example above, open the vendor invoice journal and click the **voucher** button.

Voucher transactions | 00638 : APIN000052

Standard view * v

Overview General

Journal number	Voucher	Date	Ledger account	Account name	Currency	Amount in tra...	PurchaseOrder	Amount	Posting type
021450	APIN000052	10/30/2023	200110-001-	Accounts Payable - Other	USD	-627.00	000003	627.00	Vendor balance
021450	APIN000052	10/30/2023	606300-001----	Office Supplies Expense	USD	627.00	000003	627.00	Ledger journal

2. The financial tag is now part of the transaction posting data.

- *Remember: Financial Tags are not actually part of the ledger account; they simply allow us to track internal transactions.*

Editing Financial Tags

Since financial tags aren't part of the ledger account or the account structure, users can edit tags after they have been posted. Before editing tags, the **Allow edits to internal data on general ledger vouchers** must be enabled in the Feature Management workspace.

1. To edit a financial tag, navigate to: **General ledger > Inquiries and reports > Voucher transactions**.
2. Select a field.

3. Enter a value to search for in the selected field.

Inquiry

Select query
Previously used query

Range Sorting Joins

+ Add Remove

Table	Derived table	Field	Criteria
General journal en... <input checked="" type="checkbox"/>	General journal en... <input type="checkbox"/>	Journal number <input type="checkbox"/>	00638
General journal entry	General journal entry	Voucher	
General journal entry	General journal entry	Date	
Main account	Main account	Main account	

Note: Red callouts in the image indicate: "Select a field to search by." pointing to the "Journal number" field, and "Enter a value to search for." pointing to the value "00638" in the Criteria column.

4. Select the line you want to edit. *Note: When editing tags, the change must be made on each line, the system doesn't edit all lines in the journal at once.*
5. Under **Edit voucher**, select **Edit internal voucher data**.

Finance and Operations General ledger > Inquiries and reports > Voucher transactions

View subledger journal Transaction origin Transactions Audit trail **Edit voucher** Posted sales tax Original document Accounting

Voucher transactions

Standard view *

Overview General

Journal nu...	Voucher	Date	Year closed	Ledger account	PurchaseOrder	Account name
021450	APIN000052	10/30/2023		606300-001----	000003	Office Supplies Expense
021450	APIN000052	10/30/2023		200110-001-	000003	Accounts Payable - Other

Note: Red callouts in the image indicate: "Edit voucher" dropdown menu, and "Edit internal voucher data" option selected.

6. Click the dropdown arrow in the **New financial tags** filed and select a new tag.
7. Enter a value for the new tag.

Standard view * v

Edit internal voucher data

Bulk update selected records v

Filter

	Ledger account	Account name	Voucher	Current financial tags	New financial tags	Current description	New description
<input checked="" type="checkbox"/>	606300-001----	Office Supplies Expense	APIN000052	---000003	---000003		

Select a new tag and enter a value.

Financial tag name	Financial tag value
SalesOrder	
ProjectID	
Misc	
PurchaseOrder	000003
InvoiceNumber	#11012023

8. Review the journal lines, the new tag has been added to the entry.

Finance and Operations

General ledger > Inquiries and reports > Voucher transactions

View subledger journal Transaction origin Transactions Audit trail Edit voucher v Posted sales tax Original document Accounting source

Voucher transactions

Standard view * v

Overview General

Journal nu...	Voucher	Date	Year closed	Ledger account	PurchaseOrder	InvoiceNumber
021450	APIN000052	10/30/2023		606300-001----	000003	#11012023
021450	APIN000052	10/30/2023		200110-001-	000003	

References

<https://learn.microsoft.com/en-us/dynamics365/finance/general-ledger/financial-tag>

Financial Tags are available in the following journals:

- General journal
- Global general journal
- Allocation journal
- Fixed asset journal
- All asset leasing journals
- Periodic journal
- Reporting currency adjustment journal
- Customer payment journal
- Vendor payment journal
- Invoice journal (vendor)
- Global invoice journal (vendor)
- Invoice register