Financial

Tip #1 – Use Keyboard Shortcuts for Marking Cleared Transactions in Bank Rec

Transactions >> Financial >> Reconcile Bank Statement

Select the first transaction, then type CTRL+B (Begin Range).
Select the last transaction, then type CTRL+E (End Range).
Type CTRL+K to mark the selected range.
Tip #2 – Record Bank Deposits

Transactions >> Financial >> Bank Deposits

Once cash receipts are posted, GP needs to be told how the physical checks were compiled and deposited into the bank. Use the Bank Deposit Entry window – Deposit With Receipts option to add posted cash receipts to a deposit. Use the Deposit Without Receipts option to record miscellaneous deposits that were not recorded as a cash receipt. Bank Deposit Entry is for Bank Reconciliation only. There are no General Ledger distributions created.
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Tip #3 – Use Project Accounting to Track Capital Projects

Cards >> Project >> Project

Create a Time & Materials project.

Transactions >> Purchasing >> Receivings Transaction Entry

Record costs to the project (usually via a payable), and distribute to a WIP or Construction in Progress GL account.
When the project is complete and ready to become an asset, record a Miscellaneous Log to move the costs from the WIP account to the FA Clearing account.

The Miscellaneous Log Distribution should reflect the movement of the costs from Construction in Progress to FA Clearing.
Cards >> Fixed Asset >> General

Create the new asset, making sure that the Acquisition Cost is the same as the Miscellaneous Log transaction (which should be the same as the total project cost).

The next time the FA-GL interface is run, the asset cost will be move from the FA Clearing account to the appropriate Fixed Asset account.

All transaction and cost history remains with the project, and shows the transfer of the project costs to the asset via the Miscellaneous Log transaction.
Tip #4 – Reconcile to GL

Tools >> Routines >> Financial
>>Reconcile to GL

Use the Reconcile to GL window to generate a Microsoft Excel spreadsheet that can help you match transactions in General Ledger with the originating transactions in Payables Management and Receivables Management.
Tip #5 — Prevent Subsidiary Ledger Reconciliation Issues

Cards >> Financial >> Accounts

Unmark the Allow Account Entry option in General Ledger Account Maintenance to prevent direct posting to control accounts. Distributions created by a transaction will be allowed, but manual entries will not be allowed.
Tip #6 – Monitor Cash Flow

Inquiry >> Financial >> Cash Flow Calendar

Define an unlimited number of Cash Flow Forecasts and monitor results using the Cash Flow Calendar in Cash Flow Management.

Drill into any day to display details of the cash flow for that day.
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Tip #7 – Create Custom Inquiries

Inquiry >> Financial >> Account Rollup

Use Account Roll-ups to display summarized balances for a specific subset of your General Ledger Accounts.
Click the Modify button to create new Account Rollup Options.
Tip #8 – Correct Entries That Didn’t Originate in the General Ledger

Setup >> Financial >> General Ledger

Mark the Voiding/Correcting of Subsidiary Transactions option in General Ledger Setup to enable saved transactions originating in other modules to be voided or posted transactions originating in other modules to be backed out or backed out and corrected.

Voiding saved transactions originating in other modules will not update the transactions in those modules. You must void or delete the originating transactions using the originating modules.
Message if a correcting entry is attempted with the box unchecked.
Message if a correcting entry is attempted with the box checked.

Click Yes to continue with the correcting entry.

Be aware that the entry will not affect Payables.
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Tip #9 – Restrict Account Access

Cards >> System >> Organizational Tree

Allow visibility to specific General Ledger accounts by assigning them to organizational structure branches.

Users only see accounts to which they are assigned.
The user doesn’t have access to the PURCH or PAY accounts that are defaulted on the transaction. The entries are there, but the user can’t see them.

An account lookup will return only those accounts to which the user is assigned.
When a user attempts to manually enter an account to which they are not assigned, the system behaves as if the account does not exist.
Tip #10 – Keep Your Segmented Balance Sheet in Balance

Organizations that run centralized AP or AR can use Control Account Management to redistribute the balances from the centralized control accounts to the segmented receivables or payables control accounts.
Payables

Tip #11 – Track Vendor Rebates

Transactions >> Purchasing >> Transaction Entry

Record the rebate with a Document Type of “Return”. If the rebate was received as a check, be sure to indicate the check amount.
Transactions >> Financial >> Bank Deposits

Including the amount in the “Check” field will not only record the transaction to the vendor, but will also send the $100 to the bank account to be included in a bank deposit.
Tip #12 – Keep Track of Lost of Destroyed Checks

Transactions >> Financial >> Bank Transaction Entry

To record a destroyed or lost check, enter a Bank Transaction with a Type of Check. Be sure to enter $0.00 for the check amount. Because this is a zero transaction, distributions aren't necessary.

Once posted, the transaction will appear in the Checkbook Register, and will also be available in Bank Reconciliation.
Tip #13 – Guard Against Fraud 1 (Safe Pay)

Implement Safe Pay to integrate with your bank’s Positive Pay system.

A file of every check batch is uploaded to the bank. When a check is presented for payment, it is compared with the check batch processed in GP. Any discrepancies will not be paid by the bank.
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Tip #14 – Guard Against Fraud 2 (EFT for Payables)

Eliminate paper checks and pay vendors electronically with EFT for Payables.

Vendors defined with the appropriate EFT bank information will be paid via ACH as opposed to printing a check. When an EFT batch has been processed in GP, a file is uploaded to the bank to generate the electronic payment.
Tip #15 – Report Correct 1099 Data

The 1099 Modifier is a component of the Professional Services Tools Library, which is now available for download at no charge for all Dynamics GP customers.

If a payables transaction was processed for a vendor that should have been defined as a 1099 vendor, simply complete the 1099 setup for the vendor and run the 1099 Modifier tool. It will review all transactions and mark all documents for all 1099 vendors as 1099 documents. It will also reconcile the amounts to the summary records so that the appropriate data prints on 1099 reports.
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Receivables

Tip #16 – Speed Up Aging

Tools >> Routines >> Sales >> Aging

The aging process itself doesn’t take as long as compiling and printing the corresponding report. Save time by choosing “No Report” on the Receivables Agings Process window.
Tip #17 – Improve Performance for Receivables and Collections

Paid Transaction Removal moves fully applied documents to history. This can significantly speed up transaction lookups, SmartLists and receivables routines and processes.
Tip #18 – Streamline Tracking For Customers Who Are Also Vendors

Transactions >> Sales >> Customer/Vendor Transactions

Use Customer/Vendor Transactions to consolidate balances for Customers who are also Vendors.
Tip #19 – Automate Customer Refunds

Transactions >> Sales >> Refund Checks

Generate refund checks or EFT transactions for customers with credit balances.
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Tip #20 – Clearly Identify Wire Transfer Payments From Customers

Create a Credit Card ID called “WIRE” and choose it as the payment method during Cash Receipts Entry. The payment will be clearly identified as a wire on the customer account.
Tip #21 – Write Off Underpayments

Tools >> Routines >> Write Off Documents

Set a write off limit to automatically write off underpayments. A credit memo document is created and the write off amount is posted to the write off GL account identified in setup.
Tip #22 – Create a Top 10 SmartList

Use the Order By and Max Records options (under Search) to create a “Top 10” SmartList.
Tip #23 – Rename SmartList Columns

Change the names of columns in a SmartList. Simply type the new name in the Display Name column.
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**Tip #24 – Quick Access to Frequently Used SmartLists**

Add a SmartList Favorite to My Reports from the Administration page. Choose the SmartList Favorites Navigation List, and filter for the SmartList Favorite to add. (The favorite name is in the “Option” column.) Check the box to select the favorite and choose the Add To option under My Reports in the Action Pane at the top of the list. Optionally enter a new name that will appear in My Reports.

The SmartList Favorite is now listed under My Reports on the Home Page.
Tip #25 – Summarize SmartLists

Use SmartList Builder to create summarized SmartLists.

Choose the Group By option for the field to summarize by.

Double-click or click the Set Summary Method icon to change the Summary Type.

Summary Methods are:
- Group By
- Sum
- Count
- Average
- Maximum
- Minimum

Choose the Sum option for currency totals.
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Example: Sales Summary by State

<table>
<thead>
<tr>
<th>State</th>
<th>Total Sales YTD</th>
<th>Total Sales QTR</th>
<th>Total Sales YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
<td>$1,250,460.07</td>
<td>$7,156.09</td>
<td>$195,562.06</td>
</tr>
<tr>
<td>VA</td>
<td>$255,084.10</td>
<td>$270,992.24</td>
<td>$93,503.31</td>
</tr>
<tr>
<td>MN</td>
<td>$27,813.01</td>
<td>$6,594.99</td>
<td>$14,348.00</td>
</tr>
<tr>
<td>IL</td>
<td>$25,779.26</td>
<td>$15,940.39</td>
<td>$84,719.05</td>
</tr>
</tbody>
</table>
Tip #26 – Mass-Generate GP Reports

Reports >> XXXXX >> Groups

Each functional area of Dynamics GP has an option to create Report Groups.

Multiple Report Groups can be defined. Accessing the Report Group and clicking the Print button will generate all of the reports in that group, using the option chosen.

Reports >> Combined Group

Once defined, the Report Groups can be added to a Combined Report Group, allowing reports across multiple functional areas to be generated at once.
Tip #27 – Easily Access Financial Reports

Management Reporter 2012

Publish financial statements to SharePoint.

Users can then subscribe to the SharePoint site and receive notifications when new or updated reports are published.
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Support

Tip #28 – Get Help!


GP Window – http://www.gpwindow.com/

GPUG – www.gpug.com
CustomerSource - [https://mbs.microsoft.com/customersource/](https://mbs.microsoft.com/customersource/)

YouTube – [www.youtube.com](http://www.youtube.com) – search “Dynamics GP”

Internet Search – Dynamics GP <insert your question or area of interest>.

Examples:
- Dynamics GP Payables Management
- Dynamics GP void AP check
- Dynamics GP year end

[bing] dynamics gp year end close

94,100,000 RESULTS
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Tip #29 – Provide Clear Documentation of Support Issues

One of the capabilities of the Dynamics GP Support Debugging Tool is to capture a screen shot and e-mail it, along with system status information, from within GP.

Choose Capture Screenshots (or CTRL+S) from the Tools menu on any window (including system and error messages!).
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The information can also be saved and accessed later.

About the Support Debugging Tool:

The Support Debugging Tool is **Partner-facing**, and is not supported by Microsoft. If you are interested in the capabilities of the Support Debugging Tool, please contact Socius for assistance with downloading and installation.
Tip #30 – Track Inventory Movement

In-Transit Transfer Entry

In-Transit Transfers provide added visibility and process for internal inventory transfers.

Transactions can be assigned to a “via site”, which can be defined as a general in-transit site or as a specific company vehicle.

Landed Costs can also be assigned to each shipment line to add additional costs to the transfer, if necessary.

Picking tickets and packing slips can also be generated to provide picking and shipping information to warehouse personnel.

Once shipped, the inventory shows in the via site (if recorded).
The receipt of inventory is recorded by the receiving site in the same way as a PO receipt is recorded – using Receivings Transaction Entry – but with a transaction type of In-Transit Inventory.
In the Item Lookup window, click the down-arrow to the left of “View”.

Choose Exclude All Discontinued Items to remove all discontinued items from Item Lookup.

Choose Exclude Discontinued Items with no Quantity Available to include only those discontinued items with a remaining quantity available.

Choose Set as Default View to save the selection.
Tip #32 – Properly Close Purchase Orders

Transactions >> Purchasing >> Edit Purchase Orders

For situations where vendors under-ship goods and the PO is considered complete, do not change the original PO amount before closing the PO. Instead, use the Edit Purchase Order Status to indicate the Quantity Canceled for the PO and then change the status to closed. This will provide a proper history of vendor performance, which allows businesses to make better purchasing decisions.

This will provide a proper history of vendor performance, which allows businesses to make better purchasing decisions.
Tip #33 – Faster Sales Document Printing

Transactions >> Sales >> Sales Transaction Entry >> Options >> Quick Print Setup

Choose the options for printing Orders, Invoices, Packing Slips and Picking Tickets.

Once the options are set, sales documents can be printed by choosing Options >> Quick Print in Sales Transaction Entry, or by typing the CTRL+Q keyboard shortcut.

Quick Print is also available in the Sales Transaction Inquiry and the Order Fulfillment windows.
Tip #34 – Check for Duplicate Customer Purchase Order Numbers

Help your customers avoid duplicate orders by activation the SOP PO Number Check tool in the Professional Services Tools Library.

Rules on how to handle duplicate PO’s can be defined for each type of sales document.
If a duplicate PO is found, the system issues a prompt based on the validation rules defined during setup.

About the Professional Services Tools Library:

The Professional Services Tools Library (or PS Tools) is a collection of 51 additions to Dynamics GP. The collection is available free of charge to all Dynamics GP customers that are current on their Enhancement Plan. Contact your Socius Consultant or Account Manager for information on downloading, installing, and using the tools.
Tip #35 – Manage Sales Document Approvals

Tools >> Setup >> Sales >> Process Holds

Use Sales Process Holds to manage approvals and workflow for Sales Transaction entry documents.

Process Holds can be enter manually or set to apply by default for specific sales document Type ID’s. A default “over credit limit” Process Hold can also be defined for each Type ID.

When a Hold exists for a given sales document, a red cue is provided on the Holds button. Click on the button to view the Holds.
Clear one or more Holds by clicking Remove or Remove All and entering the appropriate password for each Hold.
System

Tip #36 – Personalize GP

Personalize your GP experience by defining User Preferences.

User Preferences provides the ability to set defaults for report destination and sales document type, as well as display and enter key options.
Tip #37 – Improve Data Entry Performance

AutoComplete makes recommendations for completing fields based on previous entries. If AutoComplete is not properly managed, it can slow down data entry.

AutoComplete Setup can be found in User Preferences. It can be disabled or set to automatically remove unused entries after a specific number of days. The maximum number of entries to store per field can also be defined.

To remove individual entries, highlight the entry to remove, right click, and choose Remove From List.
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Tip #38 – Approve Batches Prior to Posting

Tools >> Setup >> Posting >> Posting

Transaction Entry windows have an optional Batch Approval that can be enabled in the Posting Setup window, including a password that needs to be entered for each batch before it can be posted.

Users attempting to post an unapproved batch will receive a message.
Batches can be approved by opening the Batch Entry window, checking the Approved box, and entering the password.
Tip #39 – Personalize GP 2

Modify and customize toolbar for quick access frequently used GP windows.

Toolbar customization is accessed from the Layout button in the top right of the GP Home Page, next to the Address Bar.
Select the Toolbar to modify.

Add, delete, or re-order each control.

Choose Modify Selection to change the appearance of the item on the toolbar.
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Tip # 40 – Quickly Open Windows and SmartLists

A keyboard shortcut can be added to any window, SmartList, web page, external application, or macro in the Navigation List.

Right-click on the shortcut, choose Properties, and choose a Keyboard Shortcut from the list.
Tip #41 – Find that Window!

The buttons at the bottom of the Navigation Pane provide access to the Area Page for the selected functional area. In the example above, the Financial area shows Navigation and Report Lists, as well as all financial-focused GP windows.
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Tip #42 – Color by Company

Tools >> Support Debugging Tool >> Options >> Administrator Settings >> Company

The Support Debugging Tool allows administrators to change the theme and colors for each company, making them clearly distinguishable by users.

A theme can be chosen, and additional customizations can be added for the Toolbar, Background and Headings.

In this example, the administrator has changed the colors for Fabrikam to green …
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... and the colors for USD Company to pink.

Users can clearly tell which company they have logged into!

About the Support Debugging Tool:

The Support Debugging Tool is Partner-facing, and is not supported by Microsoft. If you are interested in the capabilities of the Support Debugging Tool, please contact Socius for assistance with downloading and installation.
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Tip #43 – Date Shortcuts

Use the following shortcuts to quickly change the value for any Dynamics GP date field:

+ Advance one day
- Go back one day

Enter the day (12 in the example). GP will default the month and year.

Enter the month and day (04/12 in the example). GP will default the year.
Tip #44 – Show Required Fields

User Preferences >> Display

Change the preference for required fields color and font style in User Preferences.
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Activate the setting in Help >> Show Required Fields.

Required fields in all GP windows will be displayed in the color and font selected.
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Tip #45 – Create Custom Help

Click on the note icon next to help (bottom right) to add custom help for each window in Dynamics GP.

As with other notes in Dynamics GP, the icon changes to yellow when there is a note attached.
Doc Date Verify is one of the tools available in the Professional Services Tools Library.

Once activated, this tool will verify that document dates fall in a valid fiscal period when entered in Payables Transaction Entry or Receivables Transaction Entry. If the date does not fall within a valid fiscal period, a message will be issued and the user will not be allowed to continue until the date is in a valid period. This customization will also do a validation if the period is closed.

Standard GP will issue a message for an invalid fiscal period, but allows the user to continue to enter the transaction.
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Doc Date Verify issues a message, and the user will not be allowed to continue entering the transaction until the date is in a valid period. This customization will also do a validation if the period is closed.

About the Professional Services Tools Library:

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Tip #47 – Resolve Security Errors

Tools >> Support Debugging Tool

The Security Profiler window can be used to identify which form or report is causing unexpected security privileges or access denied errors. Just open the Security Profiler and then perform the action in Microsoft Dynamics GP that causes the error to appear. The details of the resource causing the error will be displayed.

About the Support Debugging Tool:

The Support Debugging Tool is Partner-facing, and is not supported by Microsoft. If you are interested in the capabilities of the Support Debugging Tool, please contact Socius for assistance with downloading and installation.
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Tip #48 – Right-Click!

Cut/Copy/Paste, Clear, Select All, and Undo functions are accessible from any field with a right mouse click.
Most master records in Dynamics GP provide users with the ability to enter a “Class ID”.

Class ID’s serve multiple purposes:

- Efficient entry of new records – All new records assigned to a particular class will take on the attributes of that class. Individual attributes can then be changed at the record level.
- Faster updates to existing records – Updates made to a class can roll down to the members of that class.
- Reporting – Use class as a way to segment records for reporting.
Tip #50 – Secure Fields

Implement Field Level Security to apply Security Modes to Dynamics GP Fields. In the example, a password will be required before any changes can be made to the Price Level field in Customer Maintenance. The Password ID (SALESMGR) can be used in multiple Field Level Security definitions. Security is assigned by user/user class and company.

Before the user can move onto the Price Level field, they must enter the Sales Manager password.