


# Chapter 1: Personalizing Dynamics GP

**Select Home Page**

---

 **Welcome to Microsoft Dynamics GP**  
Choose your industry and role.

A home page allows you to view information and initiate tasks that are specific to the work that you do. Choose an industry and a role that best describes your work so that default information specific to your job will be displayed on your home page.

**Your Industry**

Other

**Accounting Manager**

- Accounts Payable
- Accounts Receivable
- Bookkeeper
- Certified Accountant
- Collections Manager
- Customer Service Rep
- Dispatcher
- Human Resources
- IT Operations Manager
- Materials Manager
- Operations Manager

Tasks for this role might include reviewing and approving payroll and bank transactions, reviewing and approving accounts payables, reviewing and approving accounts receivables, processing general ledger transactions, managing the accounting department, and managing month-end and year-end processes.

OK    Cancel

**Link Fields**

Font Color: Blue

Font Style: Underline

Underline Prompts

**Required Fields**

Font Color: Red

Font Style: Bold

Apply

Transaction Entry - T16R1 (ian)

Save Delete Void Post Correct Copy Paste View File Print Available Reports Tools Help

Journal Entry 3,459 Intercompany Batch ID

Transaction Type: Standard Reversing Transaction Date 4/12/2017 Reversing Date

Source Document GJ Reference Currency ID Z-US\$

Customise Home Page - T16R1 (mark)

OK Cancel File Tools Help

### Customize your home page

Modify the content and layout of your home page.

Mark content to display

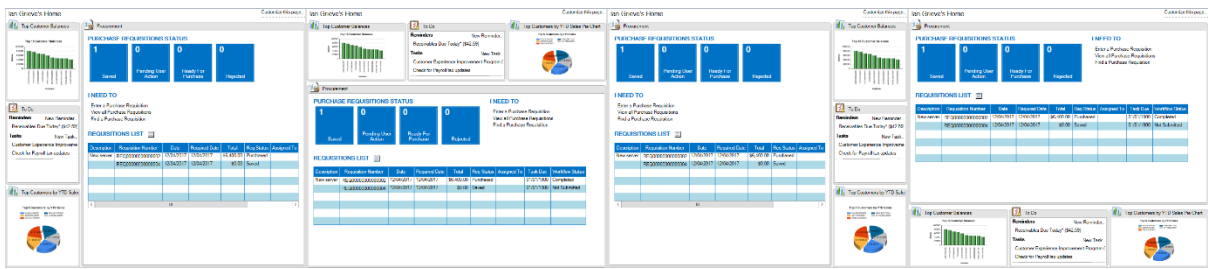
- To Do
- Quick Links
- Connect
- Time Management
- Project Time & Expense
- Business Analyzer
  - Show All
- My Reports
- Procurement
- Power BI
  - Show All

Column Layouts

One Column Two Column Three Column

Column Stack: Top Bottom Right Left

Change Role...



## Ian Grieve's Home

Customize this page...



To Do

### Reminders

- Customers Over Credit Limit\* (7)
- Past Due Customer Transactions\* (345)
- Receivables Due Today\* (4)

### Tasks

- Customer Experience Improvement Program (CEIP)
- Reconcile Bank Statement

New Reminder...

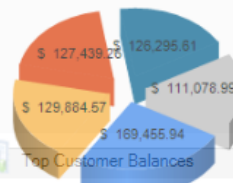


Top Customers by YTD Sales Pie Chart

New Task...

### Top 5 Customers by YTD Sales

- PLAZAONE0001
- MAHLERST0001
- ASTORSUJ0001
- ALTONMAN0001
- VANCOUVE0001



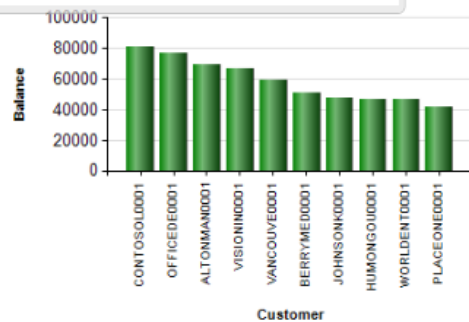
Quick Links

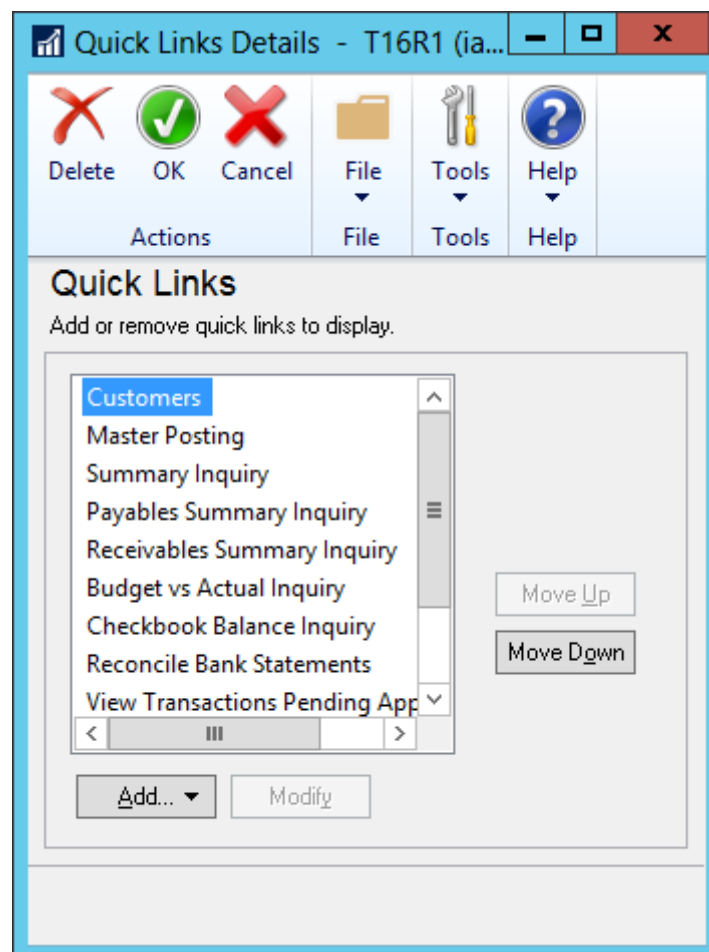
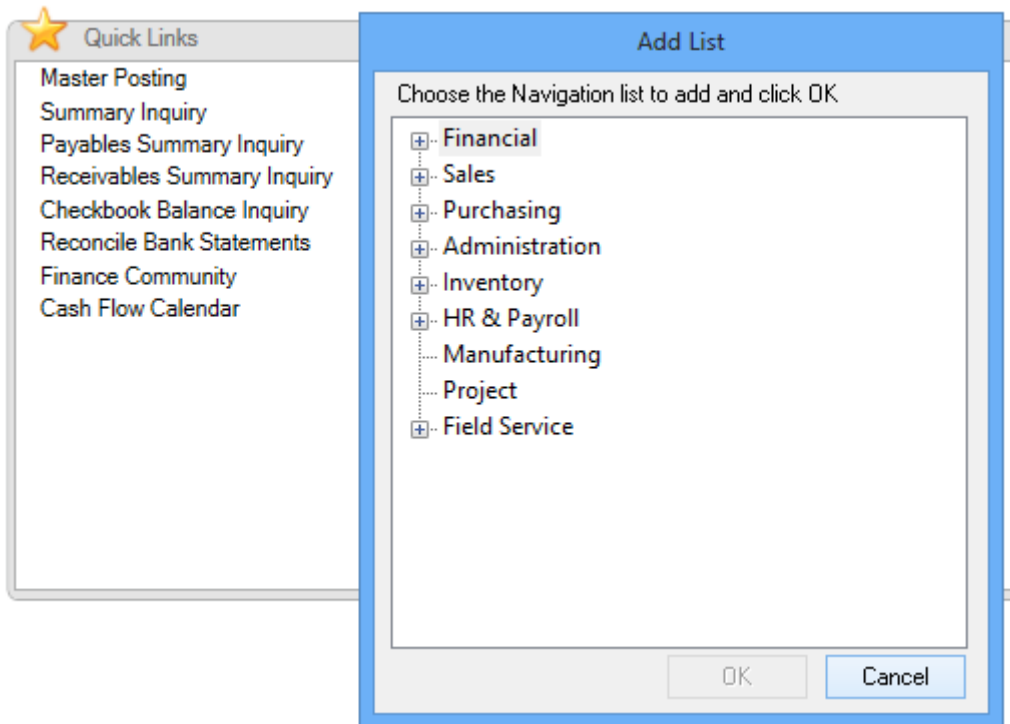
- Master Posting
- Summary Inquiry
- Payables Summary Inquiry
- Receivables Summary Inquiry
- Budget vs Actual Inquiry
- Checkbook Balance Inquiry
- Reconcile Bank Statements
- View Transactions Pending Approval List
- Finance Community
- Cash Flow Calendar

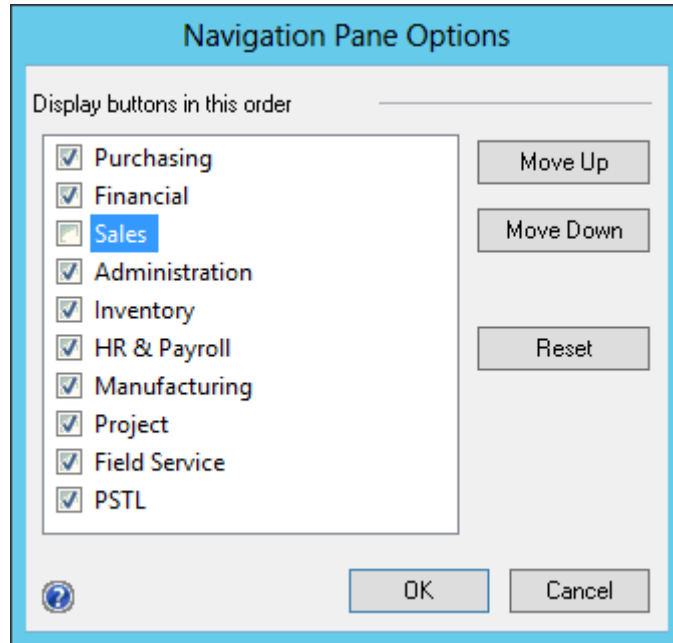


Top Customer Balances

### Top 10 Customer Balances







Microsoft Dynamics GP

Home > Sales > Report List

Transactions > Inquiry > Reports > Cards > Microsoft Dynamics GP

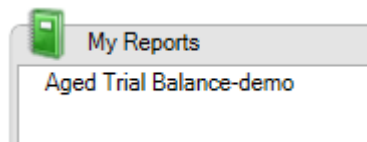
- Sales
- Customers
- Prospects
- Salespeople
- All Sales Transactions
- Receivables Transactions
- ▶ Sales Order Transactions
- Invoicing Transactions
- ▶ Receivables Batches
- Report List
- Microsoft Dynamics GP Reports
- Excel Reports
- Reporting Services Reports
- SmartList Favorites
- Other Reports

Report List (read only) Type to filter

Show results

+ Add Filter

<input type="checkbox"/> Name	Option	Series	Category
<input type="checkbox"/> Account History by Transaction	<<New>>	Sales	History
<input type="checkbox"/> Accounts Due	<<New>>	Sales	Analysis
<input type="checkbox"/> Accounts Due	demo	Sales	Analysis
<input type="checkbox"/> Accounts Due	/D16R1	Sales	T16R1
<input type="checkbox"/> Advanced Picking Setup	<<New>>	Sales	Setup
<input type="checkbox"/> Aged Trial Balance	<<New>>	Sales	Trial Balance
<input checked="" type="checkbox"/> Aged Trial Balance	demo	Sales	Trial Balance



Task List - T16R1 (ian)

File Tools Help Add Note

User ID:  New Task Open

View: All Tasks

Task	Assigned User	Due Date	Date Compl...	Completed By
<input type="checkbox"/> Customer Experience Improvement Progr...	ian	6/14/2016	0/0/0000	

Task - T16R1 (ian)

Save Clear Delete Recurrence File Tools Help Add Note

Actions

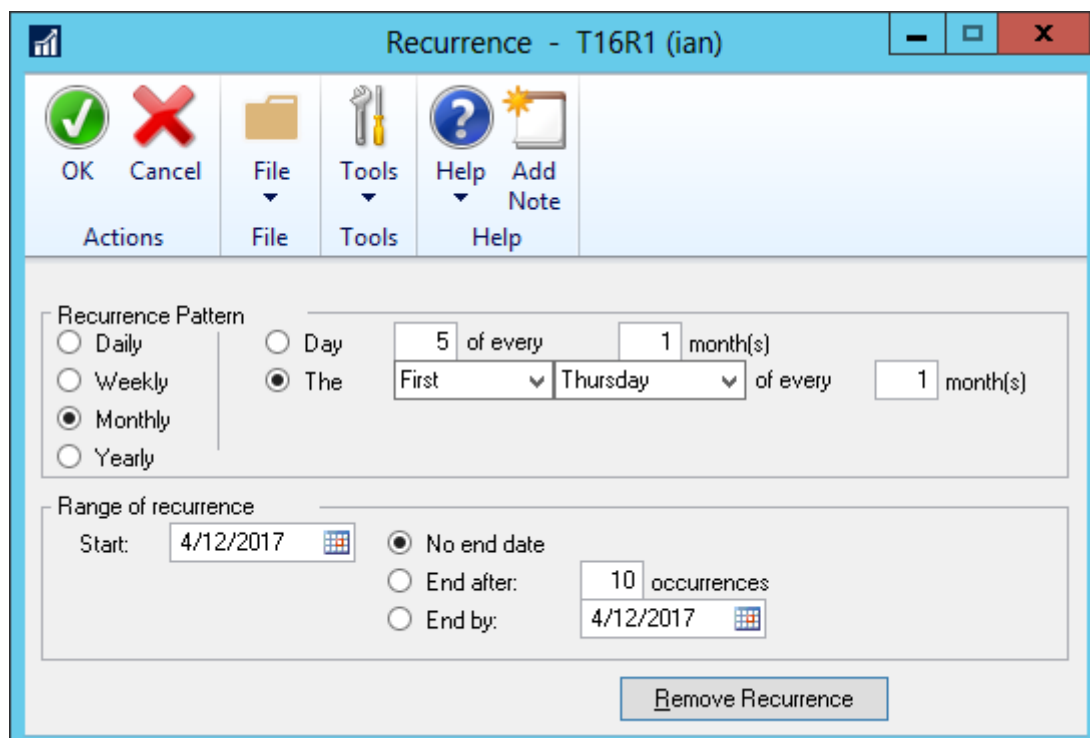
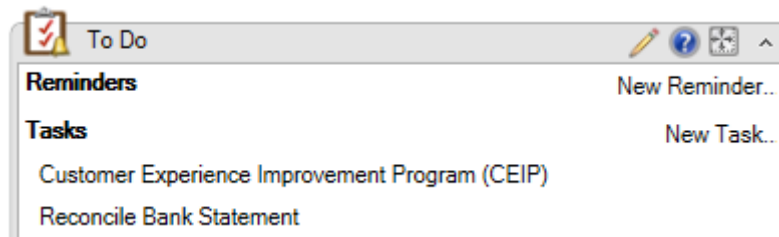
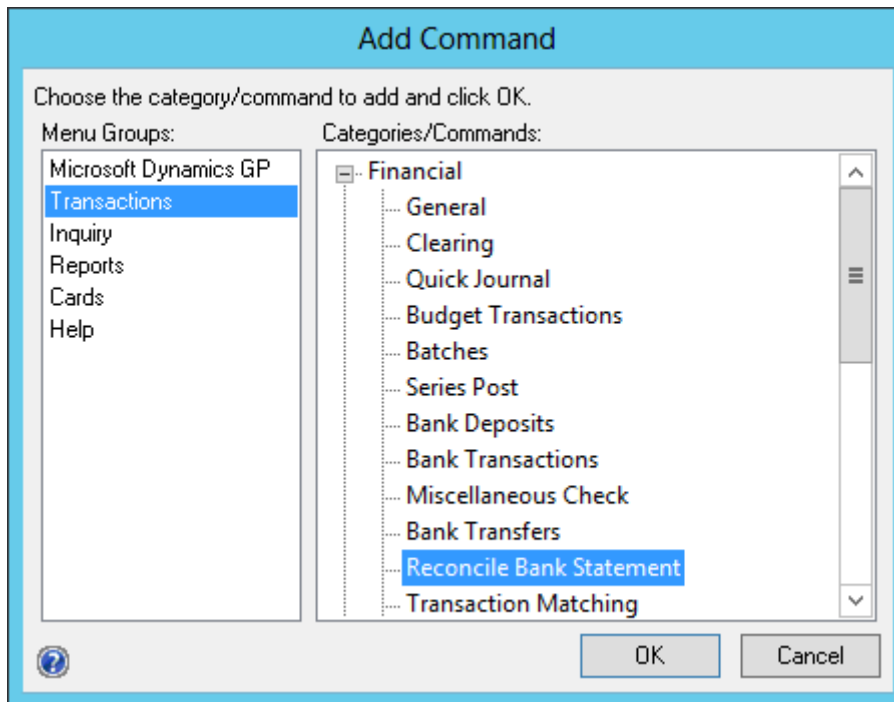
Task:

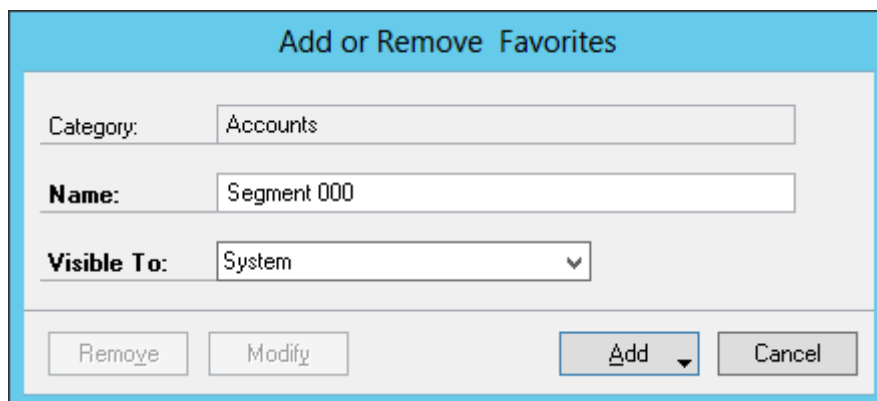
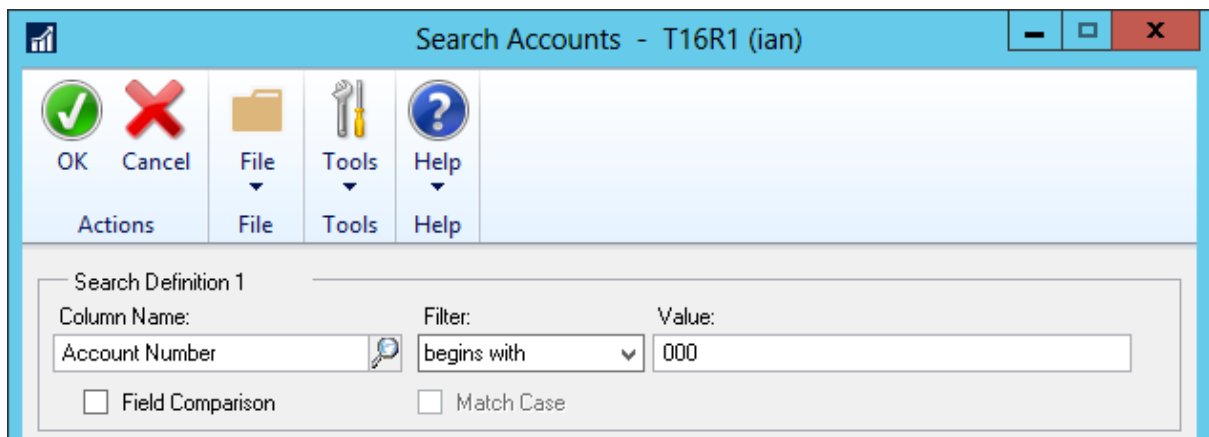
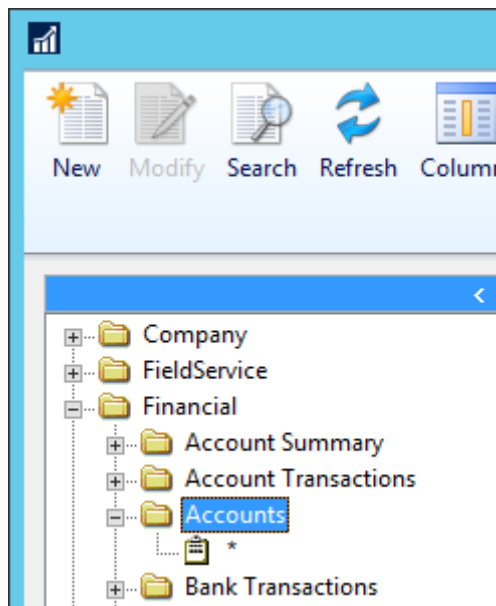
Due Date:  Task Assigned To:

Status:

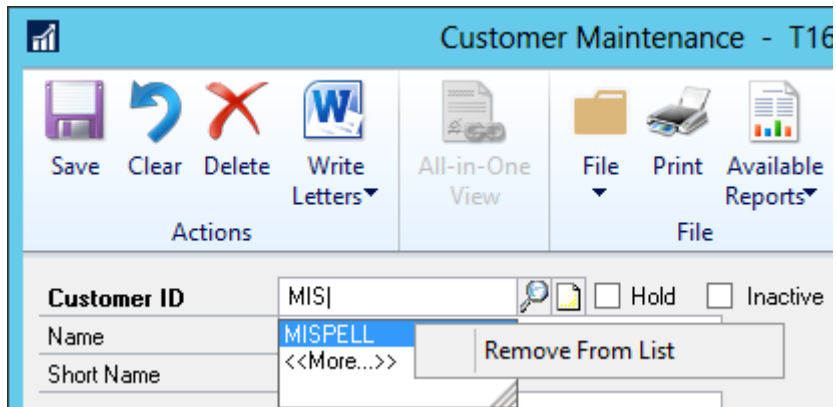
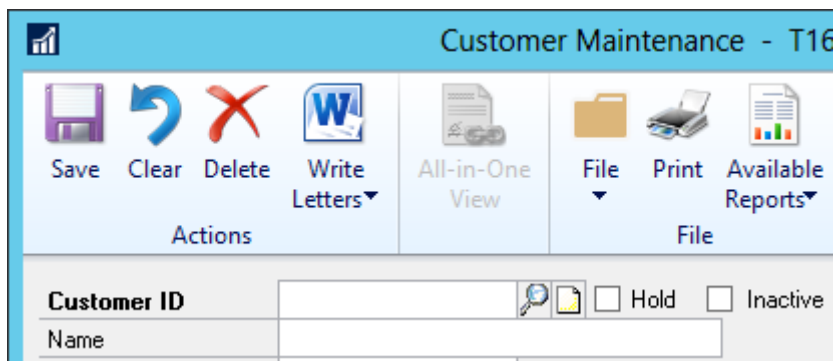
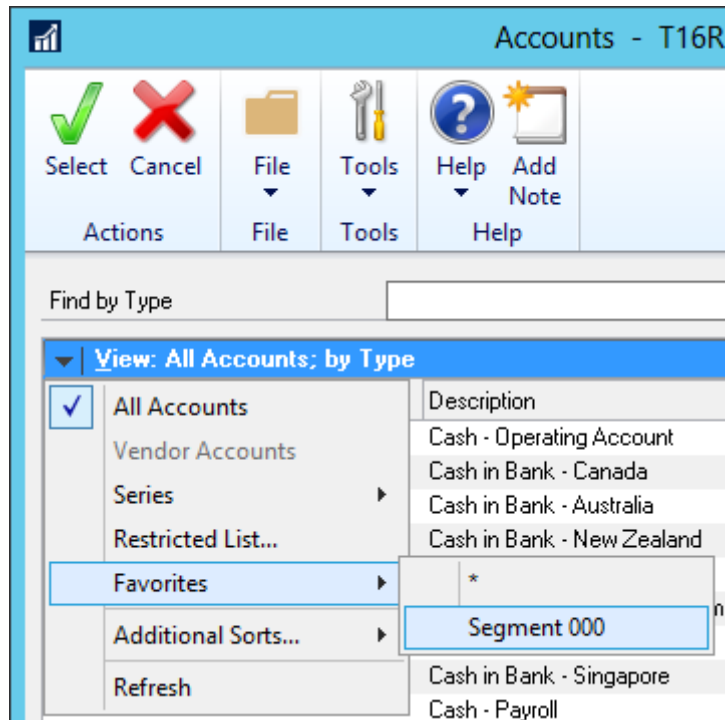
Link To:

Name:









## Chapter 2: Organizing Dynamics GP

Account Maintenance - T16R1 (ian)

Save Clear Delete File Print Available Reports Tools Help Add Note

Actions File Tools Help

Account 000 -2100 -00  Inactive

Description Accounts Payable

Alias AP  Allow Account Entry

Account Entry - T16R1 (ian)

File Tools Help Add Note

File Tools Help

Alias AP

Account 000 -2100 -00

Description Accounts Payable

Co. ID	Account	Debit	Credit
T16R1	000 -2100 -00	\$0.00	\$0.00

**Account Maintenance - T16R1 (ian)**

Save Clear Delete File Print Available Reports Tools Help Add Note

Account: 000 -4192 -00  Inactive

Description: AustralAsian Sales Returns

Alias: A-S-R  Allow Account Entry

Category: Sales Returns and Discounts

Posting Type:  Balance Sheet  Profit and Loss

Level of Posting from Series:

Sales:	Detail
Inventory Control:	Detail
Purchasing:	Detail
Payroll:	Detail

Include in Lookup:

- Sales
- Inventory Control
- Purchasing
- Payroll

Include in Lookup:

- Sales
- Inventory Control
- Purchasing
- Payroll

**User Preferences - T16R1 (ian)**

OK Cancel File Print Tools Help Add Note

User ID: ian

Options

Horizontal Scroll Arrows

Co. ID	Account	Debit	Credit
T16R1	< 000 -2130 -00 >	\$0.00	\$0.00

**Vendor Maintenance Options - T16R1 (ian)**

Vendor ID: MIDWESTA0001  
 Name: Midwest Accounts, Inc.

<u>Currency ID</u>	Z-US\$	<u>Tax ID</u>	
<u>Rate Type ID</u>		<u>Tax Registration</u>	
<u>Payment Terms</u>	Net 30	<u>Checkbook ID</u>	
Discount Grace Period		Type	Other Expenses
Due Date Grace Period		User-Defined 2	
Payment Priority	1	Tax Type:	Not a 1099 Vendor

**Select Payables Checks - T16R1 (ian)**

Batch ID: CHECKS  
 Batch Total: \$0.00  
 Checkbook ID: UPTOWN TRUST  
 Currency ID: Z-US\$








Select: Payment Priority  
 All  From: 1  
 To: 1

Restrictions:  
 Payment Priority from 1 to 1







**Select Payables Checks - T16R1 (ian)**

Batch ID: CHECKS  
 Batch Total: \$1,260,119.29  
 Checkbook ID: UPTOWN TRUST  
 Currency ID: Z-US\$

Customer Master:		Customer Address:	
User-Defined 1	Region	User-Defined 1	User-Defined 1
User-Defined 2	User-Defined 2	User-Defined 2	User-Defined 2
Sales History Includes:			
<input checked="" type="checkbox"/> Sales	<input type="checkbox"/> Discount	<input type="checkbox"/> Freight	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Tax			

<a href="#">Ship To</a>			
<a href="#">Bill To</a>			
<a href="#">Statement To</a>			
<a href="#">Salesperson ID</a>			
<a href="#">Territory ID</a>			
Region			
User-Defined 2			

Internet User Defined Setup - T16R1 (ian)

 OK   
  Cancel   
  File   
  Tools   
  Help   
  Add Note

Actions    File    Tools    Help

Internet User Defined Labels

Label 1	E-mail	Label 5	Login
Label 2	Home Page	Label 6	Password
Label 3	FTP Site	Label 7	User Defined 1
Label 4	Twitter	Label 8	User Defined 2

Internet Information

<a href="#">E-mail</a>	
<a href="#">Home Page</a>	http://www.azurecurve.co.uk
<a href="#">FTP Site</a>	
<a href="#">Twitter</a>	http://twitter.com/azurecurve
<a href="#">Messenger Address</a>	

Account Rollup Inquiry Options - T16R1 (ian)

Save	Delete	File	Print	Tools	Help	Add Note
Actions		File		Tools	Help	

Option ID: Actual vs. Budget

Sort By: Account Columns: 3

Column Heading	Type	Selection
Actuals	Actuals	
Budget	Budget	BUDGET 4
Variance	Calculated	Option OK

Include Accounts:  Posting  Unit

Segment: Account Insert >>  
 From: 4130 Remove  
 To: 4130

Restrictions:

Segment Account = 4100
Segment Account = 4120
Segment Account = 4130

Inquiry

Account Rollup Inquiry - T16R1 (ian)

OK Clear Redisplay File Print Tools Help Add Note

Actual vs. Budget Mgdify Year: 2017 Display:  Net Change  Period Balances

Period	Actuals	Budget	Variance
Beginning Balance	\$0.00	\$0.00	\$0.00
Period 1	\$0.00	\$300.00	\$300.00
Period 2	\$0.00	\$300.00	\$300.00
Period 3	(\$539.55)	\$300.00	\$839.55
Period 4	(\$8,792.14)	\$300.00	\$9,092.14
Period 5	\$0.00	\$300.00	\$300.00
Period 6	\$0.00	\$300.00	\$300.00
Period 7	\$0.00	\$300.00	\$300.00
Period 8	(\$5,755.50)	\$300.00	\$6,055.50
Period 9	\$0.00	\$300.00	\$300.00
Period 10	\$0.00	\$300.00	\$300.00
Period 11	\$0.00	\$300.00	\$300.00
Period 12	\$0.00	\$300.00	\$300.00
Total	(\$15,087.19)	\$3,600.00	\$18,687.19

Account Rollup Detail Inquiry Zoom - T16R1 (ian)

OK File Print Tools Help Add Note

Year: 2017 Period: Period 4 Print Report In:  Summary  Detail

Include Zero Balance Display:  Net Change  Period Balances

Account	Balance	Description
000 -4100 -00	(\$8,792.14)	Sales

Detail Inquiry - T16R1 (ian)

Clear Redisplay View File Print Tools Help Add Note

Account < 000 -4100 -00 >

Description Sales

Year: 2017 Account Balance: (\$15,087.19)

Date:  All  From: 4/1/2017 To: 4/30/2017

Source Document:  All  From: To:

Currency ID:  All  From: To:

Date	Journal Entry	Debit	Credit
4/12/2017	3,398		\$1,313.88
4/12/2017	3,399		\$1,313.88
4/12/2017	3,400		\$215.00
4/12/2017	3,404		\$215.00
4/12/2017	3,405		\$1,313.88
4/12/2017	3,406		\$877.50
4/12/2017	3,407		\$1,127.50
4/12/2017	3,408		\$1,127.50
Total		\$0.00	\$8,792.14

by Account Type

Month End

- Open
- Add
  - Add Window...
  - Add SmartList...
  - Add Macro...
  - Add Web Page...
  - Add External Shortcut...
  - Folder
- Cut
- Copy
- Paste
- Delete
- Rename
- Navigation Pane Options...
- Shortcut Properties...

Customer Experience Improvement Progr  
Reconcile Bank Statement



### Add Window Shortcut

Select a window to add to the shortcut bar.

Name:

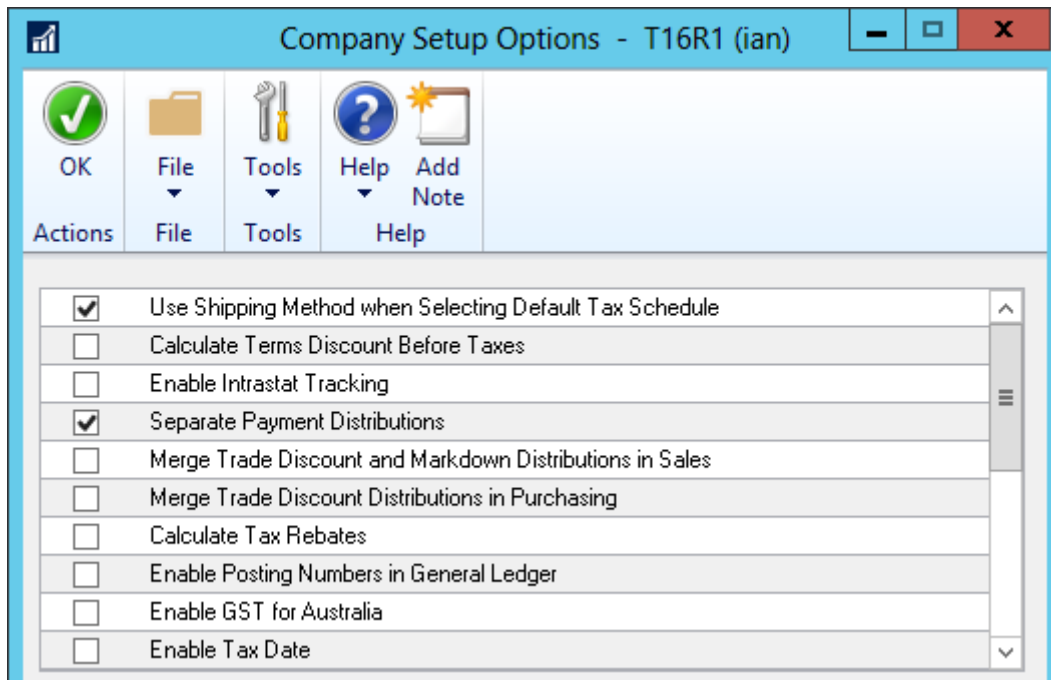
Window:

Available Windows:

- Advanced Security
- Cash Flow Management
- Control Account Management
- CopierSeries
- Dynamics Online Services
- Enhanced Commitment Management
- Enhanced Intrastat
- Excel-Based Budgeting
- FieldService
- Fixed Assets
- HITB Report

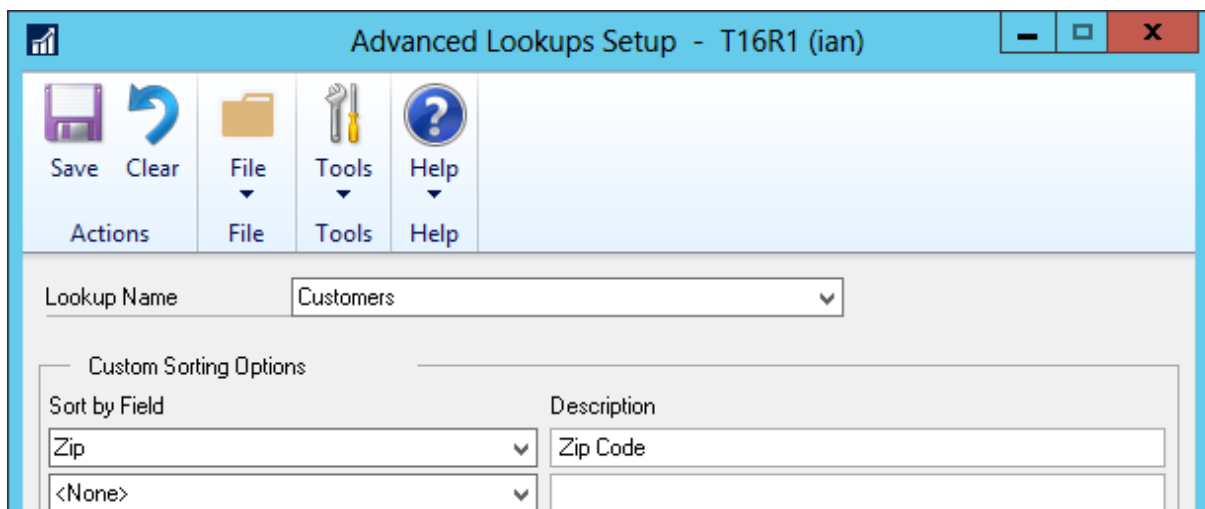
Keyboard Shortcut:

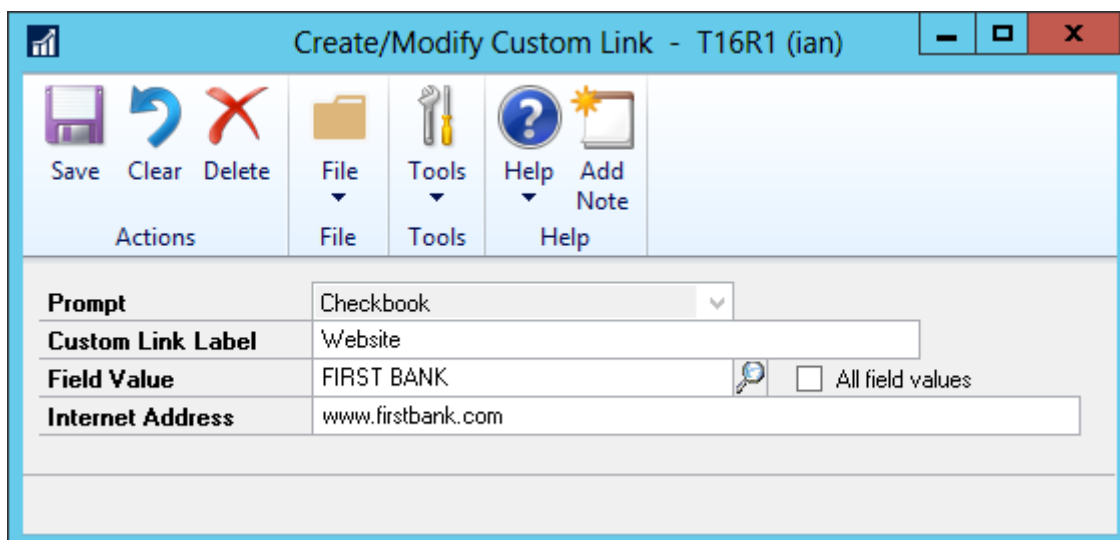
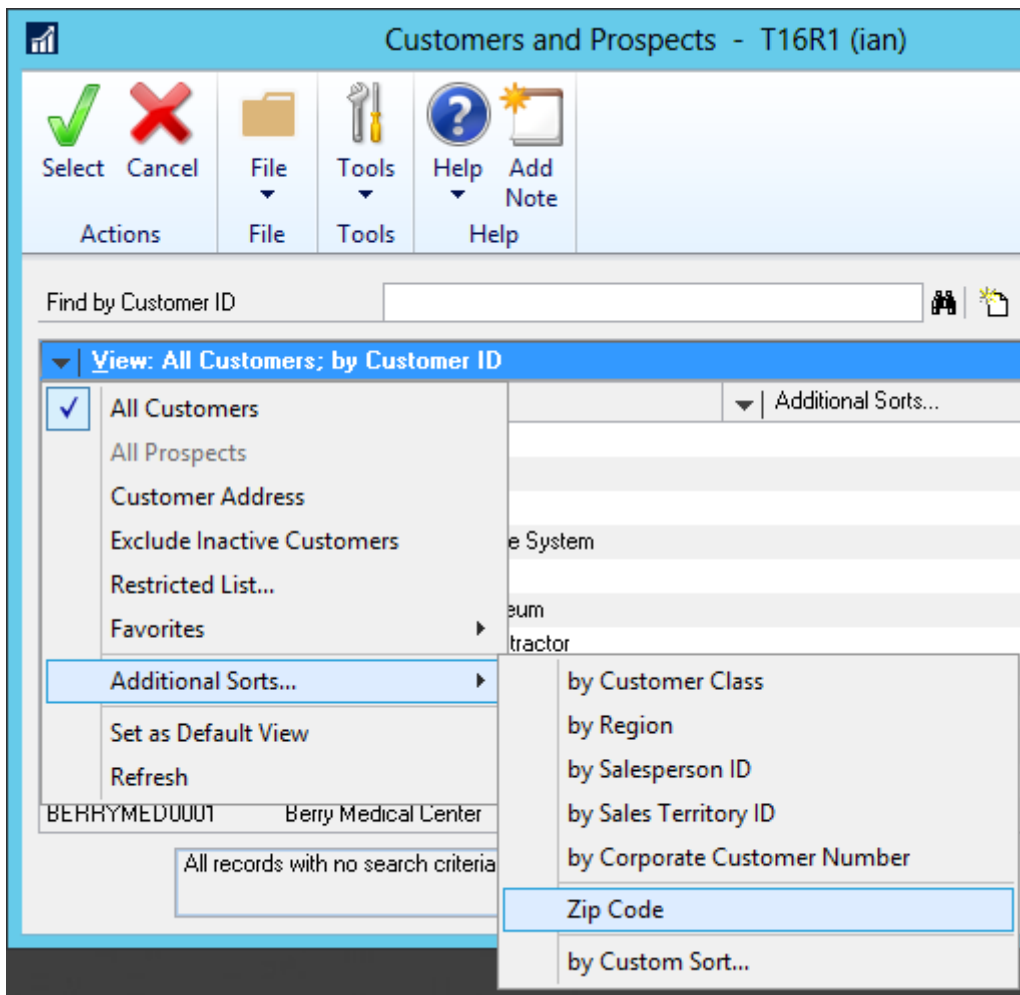
- ▾ Month End
  - 1) Quick Journal Entry
  - 2) Clearing Entry
  - 3) Close Fiscal Period



Account	Debit	Credit
Account A (Purch)	\$100.00	
Account B (Cash)		\$20.00
Account C (Payable)		\$80.00

Account	Debit	Credit
Account A (Purch)	\$100.00	
Account B (Cash)		\$20.00
Account C (Payable)		\$80.00
Account D (Payable)	\$20.00	





Bank Deposit Entry - T16R1 (ian)

Save Clear Delete Post File Print Tools Help Add Note

Actions File Tools Help

Option: Enter/Edit Type: Deposit with Receipts

Deposit Date: 4/12/2017 Deposit Number: 00000000000000000001

Checkbook ID: FIRST BANK Description:

Checkbook Maintenance Website

Date:  All  From 0/0/0000  
 To 0/0/0000

## Chapter 3: Automating Dynamics GP

**User Setup - T16R1 (ian)**

Save Clear Delete Copy Settings Summary File Print Tools Help Add Note

Actions File Tools Help

**User ID** mark Status Active  
**User Name** Mark Polino User Type Full  
**Class ID** Home Page Role

Web Client user only (no SQL Server Account)

**Copy User Settings - T16R1 (ian)**

OK Cancel File Tools Help

Actions File Tools Help

**Security Access**

Enter or select the user whose security settings (roles, tasks, and company access) you want to copy. Copying replaces any existing security settings for the user you are copying to.


Copy From:  
User ID: ian  
User Name: ian Grieve

Home Page and Area Pages

Select which settings you want to copy and then enter or select the user whose settings you want to copy. Copy replaces any existing home page settings for the user you are copying to.

Home Page Role     
  Home Page Content     
  Area Pages

Copy From:

User ID:  






User Name:

Copy To:

User ID:

User Name:

Reminder Preferences - T16R1 (ian)

 OK     
  File     
  Tools     
  Help     
  Add Note

Actions      File      Tools      Help

**Predefined Reminders**

	Remind Me	Remind Me	Display as a Cue
Overdue Invoices	<input checked="" type="checkbox"/>	5 days after due date.	<input checked="" type="checkbox"/>
Payables Due	<input checked="" type="checkbox"/>	3 days before due date.	<input checked="" type="checkbox"/>
Recurring General Ledger Batches	<input checked="" type="checkbox"/>	3 days before post date.	<input checked="" type="checkbox"/>
Recurring Receivables Batches	<input type="checkbox"/>	0 days before post date.	<input type="checkbox"/>
Recurring Payables Batches	<input type="checkbox"/>	0 days before post date.	<input type="checkbox"/>
Items Due for Stock Count	<input type="checkbox"/>	0 days before due date.	<input type="checkbox"/>
Collection Tasks Due	<input type="checkbox"/>	0 days before due date.	<input type="checkbox"/>
Lots Due to Expire	<input type="checkbox"/>		<input type="checkbox"/>

Reminders - T16R1 (ian)

File Tools Help Add Note

User ID:  New Task Open

View: All Reminders

Due Date	User	Description	Amount (function)
8/11/2013		Overdue Invoice: Multitech Office Components - SLS6001	\$215
8/13/2013		Overdue Invoice: Northstar Mall - SLS12005	\$68
8/20/2013		Payable Due: Business Equipment Center - 1001	\$7
8/23/2013		Overdue Invoice: Computers Unlimited - SLS2026	\$95

Sales Posting Journal Options - T16R1 (ian)

Save Clear Delete My Reports Email File Print Tools Help Add Note

Option:  Report:   In Detail

Sort:

Print:  Posting Journal  Detail Breakdown Register  Summary Breakdown Register

Ranges:  From:  To:

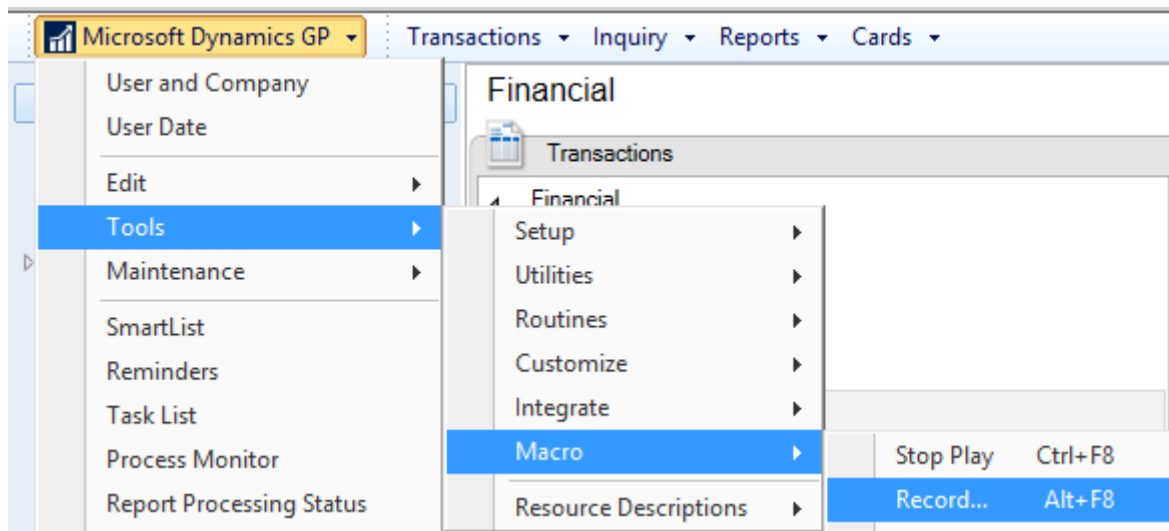
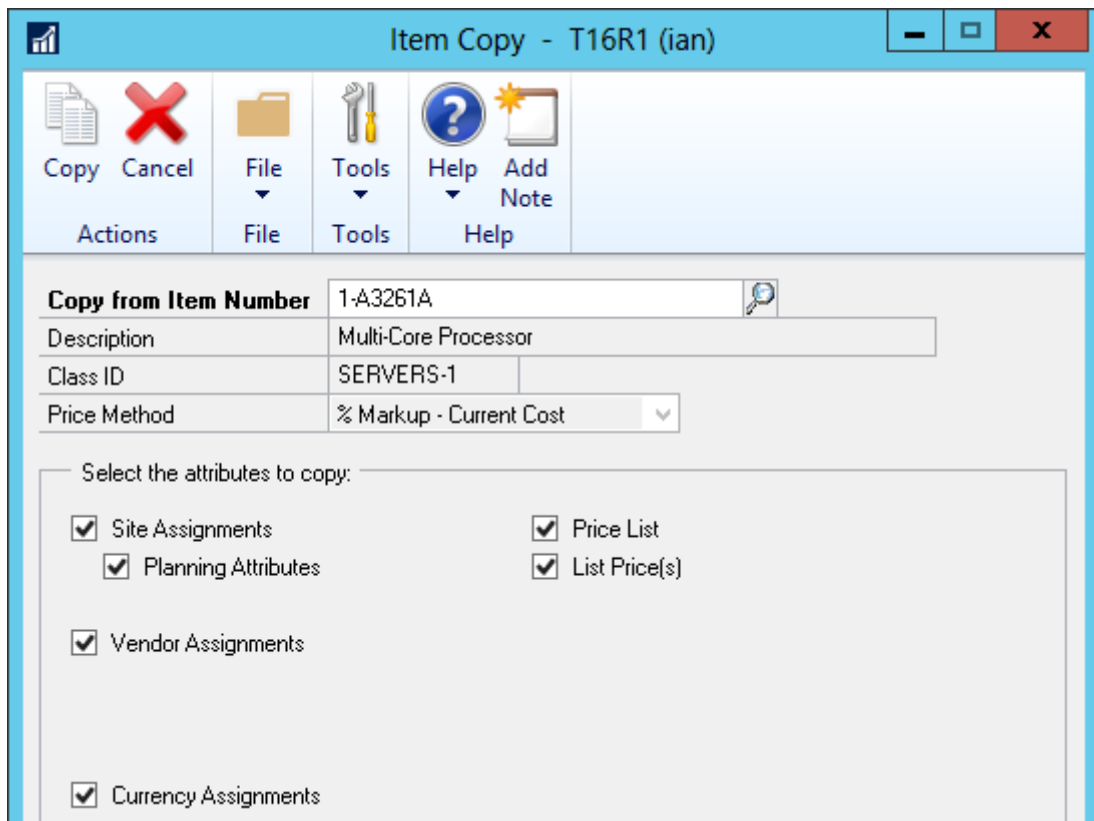
Restrictions:

Sales Posting Journals - T16R1 (ian)

Clear Email File Print Tools Help Add Note

Reports:

Options:





Bank Transfer Entry - T16R1 (ian)

Post Clear File Tools Help Add Note

Option: Enter Transfer

Transfer Number: XFR000000002  
 Transfer Date: 4/12/2017  
 Description: Bank Transfer

Transfer From		Transfer To	
Checkbook ID	UPTOWN TRUST	Checkbook ID	FIRST BANK
Currency ID	Z-US\$	Currency ID	Z-US\$
Account	000 -1100 -00	Account	000 -1100 -00
Dist. Reference		Dist. Reference	
Amount	\$0.00	Amount	\$0.00
		Functional Amount	\$0.00

Macro Status

Current Record Macro: NONE Line: 0

Current Play Macro: :C:\Users\administrator.AZURECURVE\Desl Line: 0 Total Lines: 10

Macro Options

Std International Info  
 Windows Compatibility  
 No User Interface Flash

Jump To Line: 0  
 Pause After Line: 0

Macro Display  
 Lines to Display: 10

1	# DEXVERSION=16.00.0027.000 2 2
2	ShellCommand 'Navigate to \cmdNavigationPane\FinancialButton\FinancialAreaPage' # Fin
3	ClickHitE , 'http://dexterity/product=0/script=ExecuteAreaPageLink/args=0,1556,22' # htt
4	NewActiveWin dictionary 'default' form 'CM_Transfer_Entry' window 'Transfer_Entry'
5	ClickHit field '(L) DDL_Options' item 1 # 'Enter Transfer'
6	MoveTo field '(L) Transfer Number'
7	MoveTo field '(L) Transfer Date'
8	MoveTo field '(L) Description'
9	TypeTo field '(L) Description' , 'Bank Transfer'
10	MoveTo field 'Checkbook ID'

### Select Tables

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

**Select Tables**  
Select the Tables which will be used in the Business Alert definition.

Series:

Tables

- Budget Master
- Budget Summary Master
- CM Checkbook Master
- CM Dennisit Work

Selected Tables

- CM00100\_T1 -- CM Checkbook Master

### Define Alert Formula

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

**Define Business Alert Formula**  
Specify the conditions you want this alert to check for.

Operator

=	<	>	+	-	*	Avg	Sum	Min	Between	Like
<=	>=	<>	/	(	)	Max	Count	And	Or	Not

Table:  Column Name:

Constant:

Business Alert Formula

CM00100\_T1.CURRBLNC < 10000

### Alert Notification

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

**Alert Notification**  
 Select the people who should be notified when the alert conditions are met.

Send To  E-mail  User ID  
 Send  Message Only  Message and Report

Tg...

Alert Recipients

Insert >> Remove Remove All

Message Text

### Select Report Columns

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017





**Select Report Columns**  
 Select the fields which will be displayed in the output text file.

Table

Columns

Report Column	Heading
CM00100_T1.CHEKBKID	Checkbook_ID
CM00100_T1.CURRBLCN	Current_Balance

Control Account Management Account Types - T16R1 (sa)

 Save  
 File  
 Tools  
 Help  
 Add Note

Actions    File    Tools    Help

Account Type

Batch ID

Batch Comment

Reference

Source Document

Segment ID	Control Account	Account Description
00	000 -2100 -00	Accounts Payable
01	000 -2101 -01	Accounts Payable - Canada
02	000 -2101 -02	Accounts Payable - Australia
03	000 -2101 -03	Accounts Payable - New Zealand
04	000 -2101 -04	Accounts Payable - Germany
05	000 -2101 -05	Accounts Payable - United Kingdom
06	000 -2101 -06	Accounts Payable - South Africa
07	000 -2101 -07	Accounts Payable - Singapore

Generate Control Account Management Transactions - T16R1 (sa)

Report Save Generate File Print Tools Help Add Note

Payables

View	Date	Time	User	Account Type	Account Segment	Total Owing
Unsaved	4/12/2017	12:52:29 PM	sa	Payables	Department	\$1,273,866.90

Segment ID	Control Account	Account Description	Amount Owing
Segment ID	Control Account	Description	Total
00	000 -2100 -00	Accounts Payable	\$894,502.45
01	000 -2101 -01	Accounts Payable - Canada	\$379,229.25
02	000 -2101 -02	Accounts Payable - Australia	\$135.20
03	000 -2101 -03	Accounts Payable - New Zealand	\$0.00
04	000 -2101 -04	Accounts Payable - Germany	\$0.00
05	000 -2101 -05	Accounts Payable - United Kingdom	\$0.00
06	000 -2101 -06	Accounts Payable - South Africa	\$0.00
07	000 -2101 -07	Accounts Payable - Singapore	\$0.00

Create Control Accounts Summary Successful

View	Date	Time	User	Account Type	Account Segment	Total Owing
Unsaved	4/12/2017	12:52:29 PM	sa	Payables	Department	\$1,273,866.90

Batch Doc Info Dist Info Fabrikam, Inc.

**Batch / Transactions**

Batch ID: AP CONTROL

Batch Comment: Control Account

Reference: Control Account

Transaction Date: 4/12/2017 Reversing Date: 5/1/2017

No. Transactions: 224  
No. Payments: 47

< Prev Next >

Internet Information - T16R1 (sa)

Save Clear Delete File Print Tools Help Add Note

Select Information for: Customers

Customer ID: CENTRALC0001 Central Communications LTD

Address ID: PRIMARY

E-mail Addresses

To...: ian.grieve@azurecurve.co.uk

Cc...

Bcc...

Sales Transaction Entry - T16R1 (sa)

Save Actions AA Options View Additional Go To File Print E-mail Available Reports Tools Help Add Note

Type/Type ID: Invoice STDINV Date: 4/12/2017

Document No: STDINV2262 Batch ID: EMAIL

Customer ID: CENTRALC0001 Default Site ID: WAREHOUSE

Customer Name: Central Communications LTD Customer PO Number:

Ship To Address: PRIMARY 2345 Auckland St. West Currency ID: Z-US\$

Microsoft Dynamics GP

Home > Sales > Sales Order Transactions >

Microsoft Dynamics GP > Transactions > Inquiry > Reports > Cards >

Sales Order Transactions (read only)

Show results

+ Add Filter

	Date	Document Type	Document Number	Customer Name	Amount
<input type="checkbox"/>	4/12/2017	Invoice	STDINV2262	Central Communications ...	\$64.15
<input checked="" type="checkbox"/>	4/12/2017	Invoice	STDINV2261	Astor Suites	\$1,904.60
<input checked="" type="checkbox"/>	4/12/2017	Invoice	STDINV2260	Aaron Fitz Electrical	\$481.35
<input checked="" type="checkbox"/>	4/12/2017	Invoice	STDINV2259	Central Communications ...	\$89,198.87

Customer E-mail Options - T16R1 (sa)

OK    Cancel    File    Tools    Help    Add Note

Customer ID: CENTRALC0001   Name: Central Communications LTD

Select Document Options

Send Documents as Attachments    Embed Document in Message Body

Attachment Options

Multiple Attachments per E-mail    Set Maximum File Size: 0.00 Megabytes

Email Address based on Doc Type

Enable    Disable

Send Forms as E-mail

<input checked="" type="checkbox"/> Enable	Message ID	Format	Email Address
<input checked="" type="checkbox"/>	Sales Quote	SALES DOCUMENT	DOCX
<input checked="" type="checkbox"/>	Sales Order	SALES DOCUMENT	DOCX
<input checked="" type="checkbox"/>	Sales Fulfillment Order	SALES DOCUMENT	PDF*
<input checked="" type="checkbox"/>	Sales Invoice	SALES DOCUMENT	XPS*

OK    Cancel    File    Tools    Help  
 Actions    File    Tools    Help

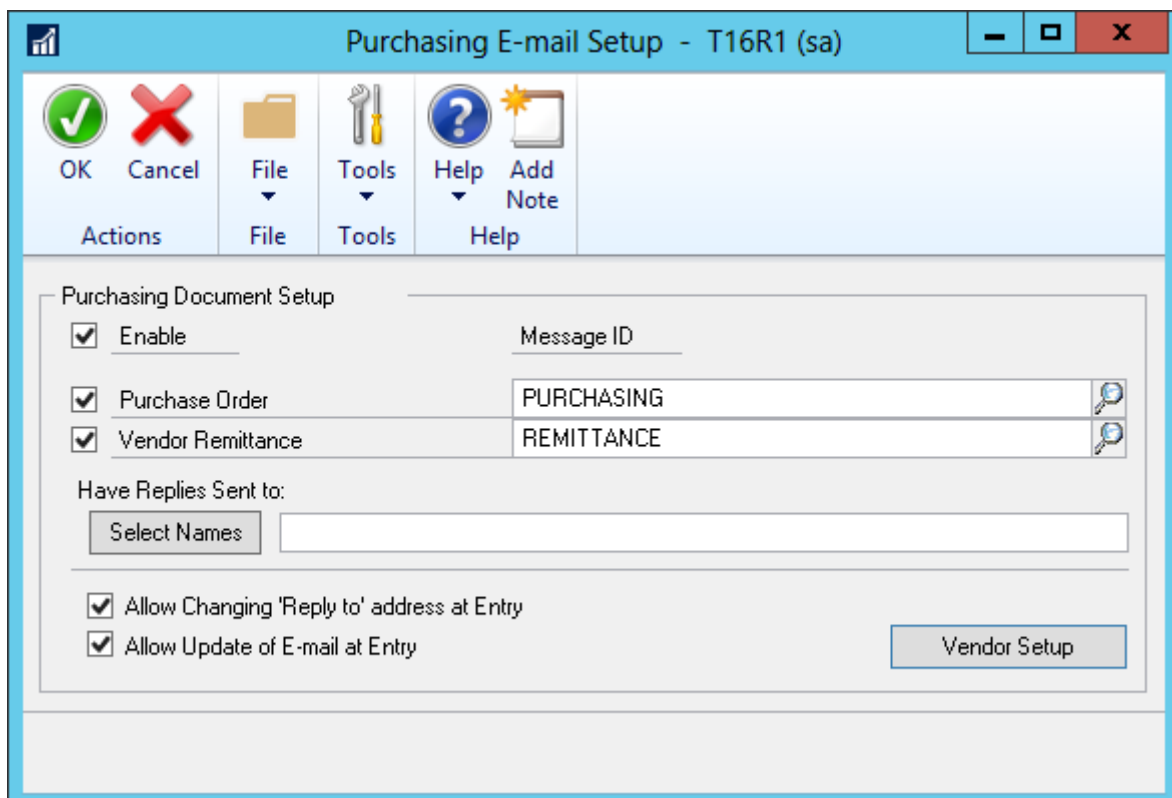
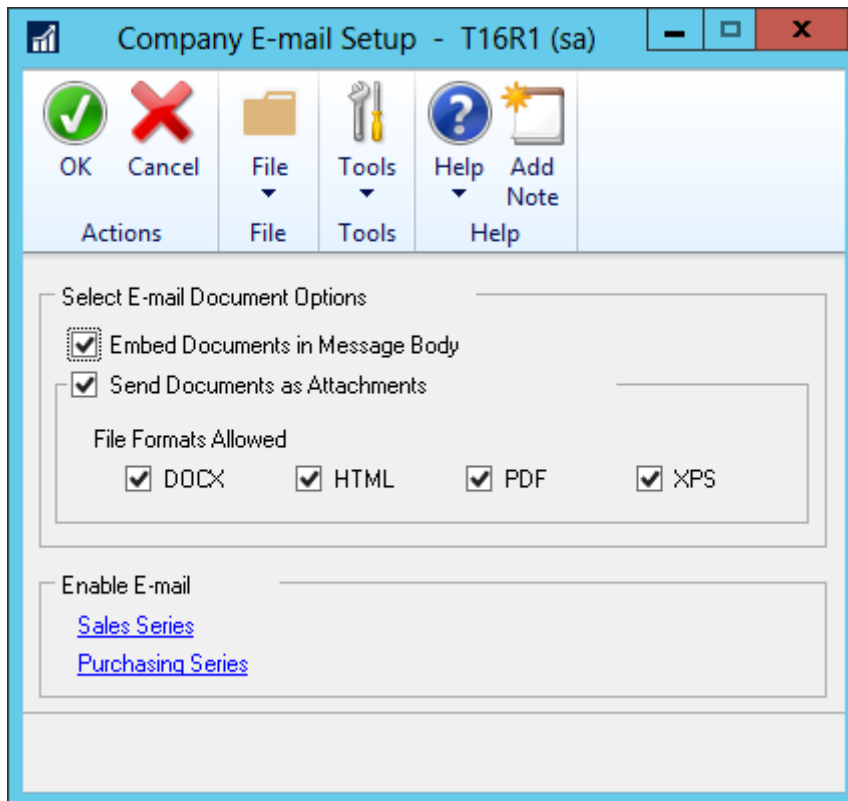
Customer ID:   
 Name:   
 Document Type:

To	Cc	Bcc	Email Address	Address Code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	purchasing@azurecurve.co.uk	BILLING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ian.grieve@azurecurve.co.uk	PRIMARY

Apply To Other Doc. Type

<input type="checkbox"/> Sales Quote	<input type="checkbox"/> Receivables Return
<input type="checkbox"/> Sales Order	<input type="checkbox"/> Receivables Debit Memo
<input type="checkbox"/> Sales Fulfillment Order	<input type="checkbox"/> Receivables Credit Memo
<input type="checkbox"/> Sales Invoice	<input type="checkbox"/> Receivables Finance Charge
<input checked="" type="checkbox"/> Sales Return	<input type="checkbox"/> Receivables Service/Repairs
<input type="checkbox"/> Sales Back Order	<input type="checkbox"/> Receivables Warranty
<input type="checkbox"/> Packing Slip	<input checked="" type="checkbox"/> Customer Statement
<input type="checkbox"/> Receivables Invoice	





**Suggest Sales Item Maintenance - T16R1 (sa)**

Analyze    OK    Additional    File    Tools    Help    Add Note

Actions    Additional    File    Tools    Help

Item Number: 2-A3284A  
 Description: Dual Core Server

Document Type:  Quote  Order  Invoice  Fulfillment Order

Item Number	Description	Suggested Quantity
Sales Script		
256 SDRAM	256 meg SDRAM	1
24X IDE	24x CD-ROM	1
4-A3539A	VGA Color Monitor	1

**Suggest Sales Item Entry - T16R1 (sa)**

OK    Cancel    File    Tools    Help    Add Note

Actions    File    Tools    Help

Item Number: 2-A3284A    Document No.: ORDST2233  
 Description: Dual Core Server    Quantity: 1.00    Type: Order

Customer ID: AARONFIT001    Default Site ID: WAREHOUSE  
 Name: Aaron Fitz Electrical    Currency ID: Z-US\$

Item Number	Site ID	Unit Price	Suggested Quantity	Quantity Available	Quantity to Add
<input checked="" type="checkbox"/> 256 SDRAM	WAREHOUSE	\$229.95	1	6	1
<input checked="" type="checkbox"/> 24X IDE	WAREHOUSE	\$40.00	1	1	1
<input type="checkbox"/> 4-A3539A	WAREHOUSE	\$900.00	1	0	1

Sales Script:

**Company Setup Options - T16R1 (sa)**

OK   
 File   
 Tools   
 Help   
 Add Note

**Actions**    **File**    **Tools**    **Help**

- Calculate Taxes in General Ledger
- Allow Summary-Level Tax Edits
- Require Tax Detail Totals to Match the Pre-Tax Amount
- Specify Tax Details for Automatic Tax Calculation
- Enable VAT Return
- Enable EU Transaction Tracking
- Enable DDR and European Electronic Funds Transfer
- Enable Canadian Tax Detail
- Exclude Tax in Inventory Cost when Tax is Included In Price
- Automatically post cash receipt deposits

**Print Receivables Statements - T16R1 (mark)**

Save   
 Clear   
 Delete   
 E-mail   
 File   
 Print   
 Tools   
 Help   
 Add Note

**Actions**    **File**    **Tools**    **Help**

**Statement ID** BLANK FORM    Description Blank Form  
Last Printed 2/15/2017    Print:  Statements     Alignment Form  
Email Option  Print Remaining Statements

**Address ID** Primary    Date to Print Enter Date 2/15/2017  
Form: On Blank Paper    Summarize to Enter Date  
Customers: by Customer ID    Cut-Off Date Enter Date  
Documents: by Document Number     Reduce Oldest Aging Period Amounts by Unapplied Credit Amounts

Print For:   
 No Activity     Include Type:   
 Zero Balance Due     All     Print:   
 Show Applied Payments     Open Item     Credit Limits     Payment Terms  
 Balance Forward     Finance Charge     Messages  
 Individual Child Statements


Ranges: by Customer ID     All     From:    To:

Restrictions:   
by Type from First to yyyyyyyyyyyyyyyyyy  
               

|< < > >| by Statement ID

## Chapter 4: Leveraging New and Updated Features in Dynamics GP

Company Login



# Microsoft Dynamics GP 2016

Company:

Remember this company

Server:

User ID:

Phone 1	(312) 436-2671 Ext. 0000	User with offline access	bob
Phone 2	(000) 000-0000 Ext. 0000	IV Transfer Document Format	Blank Paper
Phone 3	(000) 000-0000 Ext. 0000		
Fax	(312) 436-2896 Ext. 0000		

	A	B	C	D
1	<b>Distribution Reference</b>	<b>Account</b>	<b>Debit</b>	<b>Credit</b>
2	Correct posting to 000-8510-00	000-8410-00	1250	
3	Correct posting to 000-8410-00	000-8510-00		1250

Transaction Entry - T16R1 (sa)

Save Delete Void Post Correct Copy Paste View File Print Available Reports Tools Help

Journal Entry 3,450  Intercompany Batch ID

Transaction Type:  Standard  Reversing Transaction Date 4/12/2017 Reversing Date 0/0/0000

Source Document GJ Reference Misposting Correction Currency ID ~~4058~~

Screen Output - GL Transaction Paste Validation Report

File Edit Tools Find Help ian Fabrikam, Inc. 4/12/2017

Print Send To Modify 100% Completed 1 Page Page 1

System: 6/18/2016 2:51:52 PM User Date: 4/12/2017 Page: 1 User ID: ian

### GL Transaction Paste Validation Report

Line Number	Account number	Debit Amount	Credit Amount	Description
2	000-8510-0 Account Number does not exists	\$0.00	\$1,250.00	Correct posting to 000-8410-00

Screen Output - Budget Import Exception Report

File Edit Tools Find Help ian Fabrikam, Inc. 4/12/2017

Print Send To Modify 100% Completed 1 Page Page 1

System: 6/18/2016 3:18:18 PM User Date: 6/18/2016 Page: 1 User ID: ian

### Budget Import Exception Report

Fabrikam, Inc.

\* Amounts won't be imported for accounts that don't exist.  
\* Verify budget amounts imported on duplicate accounts.

Account Number	Description	Additional Information
100-5100-00	Salaries and Wages - Administration	This is a duplicate account.
101-5100-00	Salaries and Wages - Administration	This account does not exist.

**Year-End Closing - T16R1 (ian)**

Clear File Tools Help Add Note

Retained Earnings Account 000 -3030 -00

Starting Journal Entry 3,454 Year 2016

Remove Unused Segment Numbers  
 Maintain Inactive Accounts

With Budget Amounts  
 All Inactive Accounts

Last Closing Date 12/31/2015

Step 3 of 7 complete...

Reverse Historical Year Close Year

**Unit Account Maintenance - T16R1 (ian)**

Save Clear Delete File Print Tools Help Add Note

Account 000 -9040 -00  Inactive

Description Number of Telephone Installations

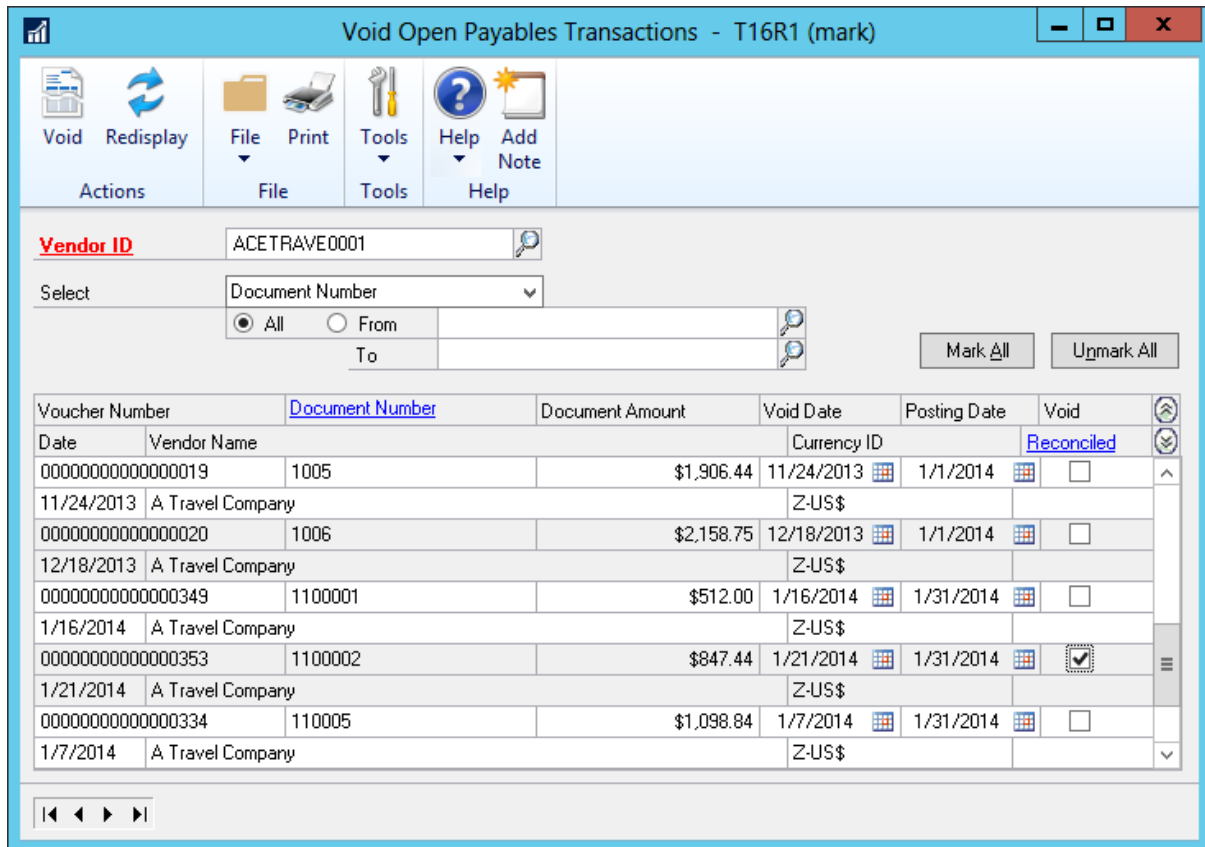
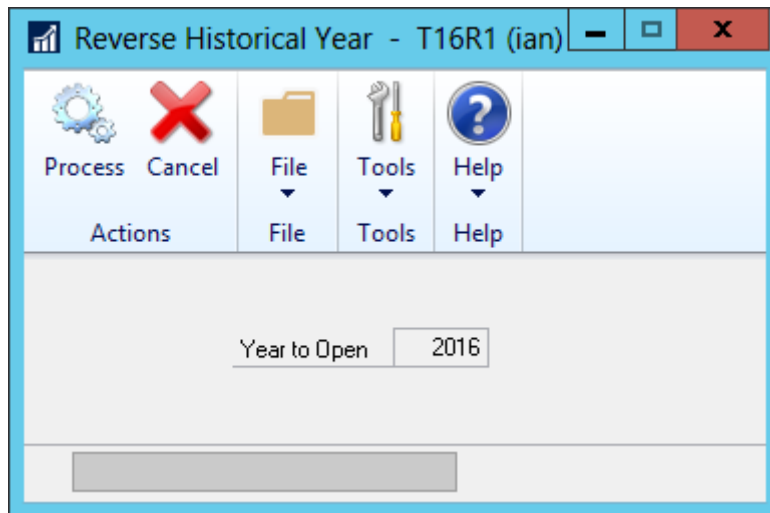
Alias #-T1

Decimal Places: 2

Year: 2017

Series: Sales Purchasing

Clear Balance During Year-End Close







Generate EFT Files - T16R1 (ian)

Series:  Purchasing  Sales

Checkbook ID	UPTOWN TRUST	Transmission Date	4/12/2017
Description	Computer-Uptown Trust	Settlement Date	04/22/2017

Add Pad Blocks

Pad Character	
Number of Pad Chars	0
Pad Lines in Multiple of	0

Delimit Fields

Comma
  Space

Tab
  Other:

Text Qualifier: {none} ▾

{none}
"
'

**Payables Batch Entry - T16R1 (mark)**

Save  
 Clear  
 Delete  
 Post  
 Additional  
 File  
 Print  
 Tools  
 Help  
 Add Note

Actions      Additional      File      Tools      Help

**Batch ID** CC      **Origin:** Computer Check

Comment:

Payment Method:  Check     EFT     Credit Card

Frequency: Single Use      Posting Date: 4/12/2017  
 Check Date: 4/12/2017

Recurring Posting: 0  
 Days to Increment: 0

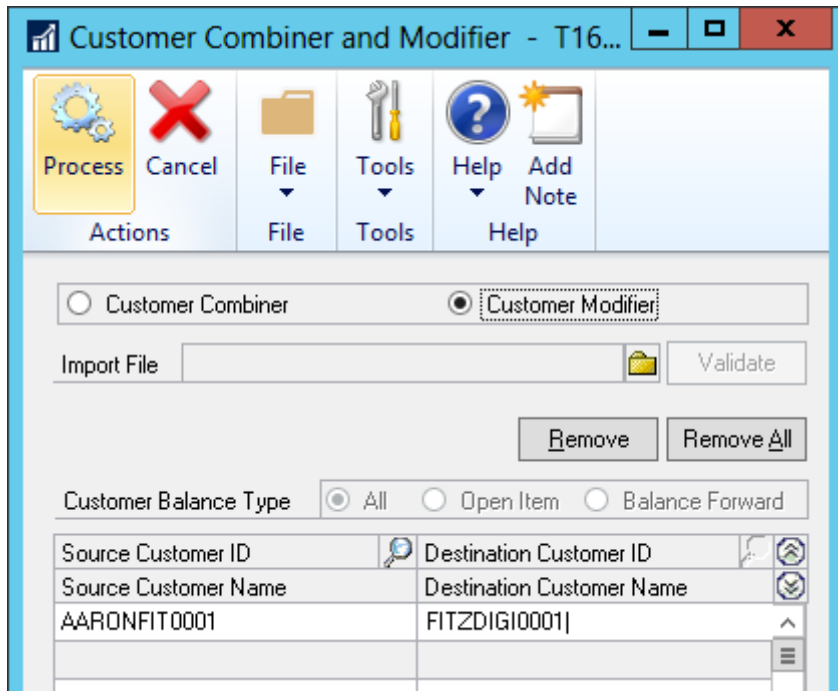
**Card Name**: Bankcard  
**Currency ID**: ~~4US3~~

Last Date Posted:      Times Posted:

	Control	Actual
Transactions		
Batch Total	\$0.00	\$0.00

Approved      User ID:      Approval Date:      Transactions





Save	Clear	Delete	Additional	File	Print	Tools	Help	Add Note
Actions			Additional	File	Print	Tools	Help	Add Note

**Customer ID** AARONFIT0001

Name Aaron Fitz Electrical

**Address ID** ALTONSERVICE

Contact Ron Garland

Address 348 23 East Ave

City Detroit

State MI

ZIP Code 48233

[Country Code](#)

Country USA

UPS Zone |

[Shipping Method](#) DROP SHIP

[Tax Schedule ID](#) USASTCITY-6\*

[Site ID](#)

[Salesperson ID](#)

[Territory ID](#)

User-Defined 1

User-Defined 2

Ship To

Address Name Alton Mfg Service

Print Phone/Fax Number:  Do Not Print  Phone 1  Phone 2  Phone 3  Fax

Phone 1	(313) 555-0109 Ext. 0000
Phone 2	(000) 000-0000 Ext. 0000
Phone 3	(000) 000-0000 Ext. 0000
Fax	(000) 000-0000 Ext. 0000

EFT Bank



# Order

Page 1/1  
 Order ORDST2233  
 Date 4/12/2017

**Fabrikam, Inc.**  
 4277 West Oak Parkway  
 Chicago IL 60601-4277

**Bill To:** Aaron Fitz Electrical  
 One Microsoft Way  
 Redmond WA 98052-6399

**Ship To:** 11403 45 St. South  
 Chicago IL 60603-0776

Purchase Order No.		Customer ID		Salesperson ID	Shipping Method	Payment Terms	Reg Ship Date	Master No.
		AARONFIT0001		PAUL W.	LOCAL DELIVERY	Net 30	4/12/2017	408
Ordered	Shipped	B/O	Item Number	Description		Discount	Unit Price	Ext. Price
1	1	0	2-A3284A 000054	Dual Core Server		\$0.00	\$128,000.00	\$128,000.00
1	1	0	2-A3284A	Dual Core Server		\$0.00	\$128,000.00	\$128,000.00
Deliver To:				Alton Mfg Service Ron Garland 348 23 East Ave Detroit MI 48233 USA (313) 555-0109 Ext. 0000				

**Subtotal** \$256,000.00  
**Misc** \$0.00  
**Tax** \$17,920.00  
**Freight** \$0.00  
**Trade Discount** \$0.00  
**Total** \$273,920.00

Purchasing All-in-One View - T16R1 (mark)

Vendor: ACETRAVE0001      Vendor Name: A Travel Company     

Purchase Orders	Receipts	Invoices	Payments	Returns
Order by PD Date ↑ ↓ \$16,000.00 <input type="checkbox"/> PO Num: <a href="#">PO2077</a> PO Date: 4/12/2017 Closed	Order by Receipt Date ↑ ↓ \$16,000.00 <input checked="" type="checkbox"/> Receipt No: <a href="#">RCT1166</a> Receipt Date: 4/12/2017 Batch ID: 1234	Order by Invoice Date ↑ ↓ \$16,100.00 <input type="checkbox"/> Voucher No: <a href="#">0000000000000459</a> Document Date: 4/12/2017 Doc. No: SADFASFSA	Order by Doc Date ↑ ↓ Pmt No: Date: Doc No:	Order by Doc Date ↑ ↓ Return No: Date: Doc. No:
PO Num: PO Date:	\$16,100.00 <input type="checkbox"/> Receipt No: <a href="#">RCT1164</a> Receipt Date: 4/12/2017 Batch ID: TEST	Voucher No: Document Date: Doc. No:	Pmt No: Date: Doc No:	Return No: Date: Doc. No:

Select Purchase Order Items - T16R1 (ian)

Vendor ID: 
 Currency ID:

Vendor Name: 
 Receipt Number:

Sort By: 
 Display:  All  Marked

PO Number	Item	Qty Shipped
ADVANCED0001		
PO0997		
PO2075		
Site ID	U of M	Qty Ordered
Line	Item Description	Unit Cost
<input type="checkbox"/> PO0997	PHON-ATT-53BK	
WAREHOUSE	Each	1
1	Cordless-Attractive 5352-Black	\$90.25
<input checked="" type="checkbox"/> PO2075	100XLG	
WAREHOUSE	Each	10
1	Green Phone	\$28.46



# Item Transfer Serial Number Entry - T16R1 (ian)



OK



View



File



Tools



Help



Add Note

Actions

View

File

Tools

Help

Item Number 100XLG

Description Green Phone

Extended Quantity 5

From Site ID WAREHOUSE

To Site ID DEPOT

Serial Numbers Selected 0

From Qty Type On Hand

To Quantity Type On Hand

Serial Number

From Bin

To Bin

Show All Bins  Restrict to Bin

Available	From Bin
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Insert >>

Remove

Remove All

Selected	To Bin





Company ID: P16R1 Transfer Event: 4

Transfer By:  Asset  Asset Group

Asset ID: 00004    1

Transfer Type: Sale

Transfer Date: 4/12/2017

Partial Transfer

Cost: \$0.00

Quantity: 0

Percent: 100.00%

Create new asset ID for destination company record

Destination Company Asset Setup

Class ID: AUTO	Account Group ID: VEHICLES
Physical Location ID: B2R100	Location ID: ATLANTA
Structure ID:	Master Asset ID:

Originating Company Asset Retirement

Retirement Event:	2	Spread Options: <input checked="" type="radio"/> Use this amount for each Asset <input type="radio"/> Average evenly over each Asset <input type="radio"/> As a percentage of Corporate Cost <input type="radio"/> As a percentage of Corporate Net Book
Currency ID:	Z-US\$	
Cash Proceeds:	\$37,500.00	
Non-Cash Proceeds:	\$0.00	
Expense of Sale:	\$0.00	

Depreciation Report Options - T16R1 (ian)

Save  
 Clear  
 Delete  
 My Reports  
 Email  
 File  
 Print  
 Tools  
 Help  
 Add Note

Actions      File      Tools      Help

**Option:** HISTORIC      Report: Depreciation Detail       In Detail

Include:
 

- Active
- Retired
- Partial Open

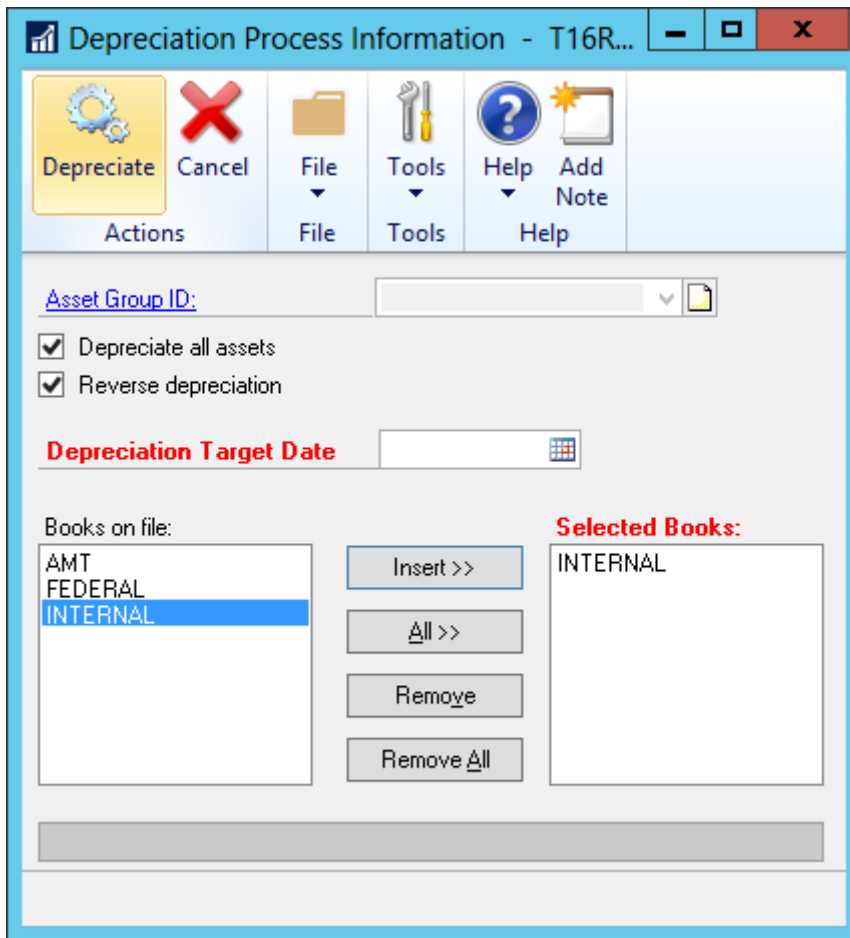
Depreciation as of: End of Previous Fiscal Year      12/31/2016

Calculate with Original Amounts  
 Display Reset Amounts

Ranges: Class ID      **Sort By:** Asset ID

From:      **Book:** INTERNAL  
 To:

Restrictions:  
 Class ID from AUTO to LTRK.



Fixed Assets Company Setup - T16R1 (ian)

OK Clear File Print Tools Help Add Note

Actions File Tools Help

**Corporate Book** INTERNAL  Auto Generate Next Asset ID  
Description Internal Next Asset ID

**Options**

- Require Asset Account
- Auto Add Book Info
- User Data Auto Format
- Default Asset Label from Asset ID
- Validate Custodian
- Allow Reporting Ledgers
- Reset History in Detail**
- Post In Detail

**Purchasing Options**

- Post PM through to FA
- Post POP through to FA
  - by Account
  - by Receipt Line
- Include Matching Invoices
- Delete Purchasing Transactions Immediately

Accounts User-Defined

Fixed Assets General Ledger Posting - T16R1 (ian)

Process  
 Save  
 Post  
 Delete  
 File  
 Print  
 Tools  
 Help  
 Add Note

**Batch ID** FATRX00000001      **Book ID** INTERNAL

**Posting Date** 4/12/2017

**Reference**

**Select:** Class ID  
  All  
  From:

To:

**Restrictions:**

   Class ID from AUTO to LTRK.

Asset ID	Source Doc	Account	Debit	Credit
Year-Period	Trx. Acct Type	Description	Distribution Reference	
00001-001	FADEP	000 -6200 -00	\$11.90	\$0.00
00001-001	FADEP	000 -1505 -00	\$0.00	\$11.90
00002-001	FADEP	000 -6200 -00	\$14.29	\$0.00
00002-001	FADEP	000 -1505 -00	\$0.00	\$14.29
00003-001	FADEP	000 -6200 -00	\$7.74	\$0.00
00003-001	FADEP	000 -1505 -00	\$0.00	\$7.74
00004-001	FADEP	000 -6230 -00	\$709.17	\$0.00
00004-001	FADEP	000 -1535 -00	\$0.00	\$709.17
00006-001	FADEP	000 -6210 -00	\$25.00	\$0.00
<b>Totals:</b>			<b>\$4,512.77</b>	<b>\$4,512.77</b>



**Fixed Assets Batch Inquiry - T16R1 (ian)**

**Batch ID** FATRX00000001      **Book ID** INTERNAL  
**Posting Date** 4/12/2017  
**Reference**

Asset ID	Source Doc	Account	Debit	Credit
Year-Period	Trx. Acct Type	Description	Distribution Reference	
00001-001	FADEP	000 -6200 -00	\$11.90	\$0.00
00001-001	FADEP	000 -1505 -00	\$0.00	\$11.90
00002-001	FADEP	000 -6200 -00	\$14.29	\$0.00
00002-001	FADEP	000 -1505 -00	\$0.00	\$14.29
00003-001	FADEP	000 -6200 -00	\$7.74	\$0.00
00003-001	FADEP	000 -1505 -00	\$0.00	\$7.74
00004-001	FADEP	000 -6230 -00	\$709.17	\$0.00
00004-001	FADEP	000 -1535 -00	\$0.00	\$709.17
00006-001	FADEP	000 -6210 -00	\$25.00	\$0.00
00006-001	FADEP	000 -1515 -00	\$0.00	\$25.00
00007-001	FADEP	000 -6210 -00	\$6.67	\$0.00
<b>Totals:</b>			<b>\$4,512.77</b>	<b>\$4,512.77</b>

System: 30/12/14 4:10:17 1      Fabrikam, Inc.      Page: 1  
 User Date: 12/4/17      User ID: aa

**FIXED ASSETS YEAR-END CLOSING REPORT**

For: AMT  
 Current Fiscal Year: 2018

Asset ID	Pl in Svc	Description	Depr Thru	Cost Basis	Quantity	YTD Depr	YTD Maintenance	Accum Depr	Net Book Status
00001	1/1/15	Office Desk	28/2/17	\$1,000.00	1	\$0.00	\$0.00	\$232.82	\$767.18 Active
00002	31/1/15	Office Desk	28/2/17	\$1,200.00	1	\$0.00	\$0.00	\$279.38	\$920.62 Active
00003	1/3/15	Side Chair	28/2/17	\$650.00	1	\$0.00	\$0.00	\$151.33	\$498.67 Active
00004	1/4/15	Big Automobile	28/2/17	\$42,550.00	1	\$0.00	\$0.00	\$8,436.85	\$34,113.15 Active
00005	15/5/15	Little Truck	1/7/16	\$0.00	1	\$0.00	\$0.00	\$5,128.20	\$13,421.80 Retired
00006	1/7/15	PC	28/2/17	\$1,500.00	1	\$0.00	\$0.00	\$650.78	\$849.22 Active
00007	1/7/15	Monitor 17"	28/2/17	\$400.00	1	\$0.00	\$0.00	\$173.54	\$226.46 Active
00008	1/10/15	Duplicator	28/2/17	\$24,000.00	1	\$0.00	\$0.00	\$5,587.53	\$18,412.47 Active
00009	1/11/15	Building 1	28/2/17	\$100,000.00	1	\$0.00	\$0.00	\$3,216.61	\$96,783.39 Active
00010	1/11/15	Building2	28/2/17	\$120,000.00	1	\$0.00	\$0.00	\$3,859.94	\$116,140.06 Active

*The report lists Down the assets Affected and Associated details*

*Report Header It is printed when Performing the Year-End closing routine*

**Purchase Requisition Entry - T16R1 (ian)**

Save Submit Actions AA View File Print Available Reports Tools Help Add Note

Requisition Number: REQ00000000000001 Date: 4/12/2017  
 Description: New server Required Date: 4/12/2017  
 Comment ID: Requested By: ian  
 Ship To Address: WAREHOUSE 4300 West Elm St. User-Defined 1:  
 User-Defined 2:

Line Items by Order Entered

Line	Item Number	U of M	Quantity Ordered	Unit Cost	Extended Cost
0			0.00	\$0.00	\$0.00

Account: - - Freight: \$0.00  
 Currency ID: Tax: \$0.00  
 Shipping Method: Status:  
 Ship To Address:  
 Comment ID:  
 Required Date: 0/0/0000  
 Requested By:

Previous Next

Total

Requisition Number: Status: New

**Purchase Orders Preview - T16R1 (ian)**

Validate Generate Cancel File Print Tools Help Add Note

Vendor: ADVANCED0001  
 PO: New PO-1  
 Item: 2-A3284A  
 Requisitions: REQ00000000000001

Item	Vendor Item	Vendor ID	PO Number	Drop Ship
2-A3284A	2-A3284A	ADVANCED0001	New PO-1	<input type="checkbox"/>

Qty To Purchase	U of M	Site ID	Unit Cost	Extended Cost
1	Each	WAREHOUSE	\$64,000.00	\$64,000.00

Required Date	4/12/2017	Minimum Order	0
Quantity	1	Economic Order	0
Base U of M	Each	Maximum Order	0
Comment ID		<input type="checkbox"/> Transfer Comments to PO	

Procurement

### PURCHASE REQUISITIONS STATUS

<b>0</b> Saved	<b>1</b> Ready For Purchase
-------------------	--------------------------------

### I NEED TO

- Enter a Purchase Requisition
- View all Purchase Requisitions
- Find a Purchase Requisition

### REQUISITIONS LIST

Description	Requisition Number	Date	Required Date	Total	Status
New server	REQ0000000000000001	4/12/2017	4/12/2017	\$6,400.00	Submitted

### Report Destination

Report Information

Name: General Entry Edit List

Option:

Ask Each Time

Destination

Report Type: Standard

Screen

Printer

File

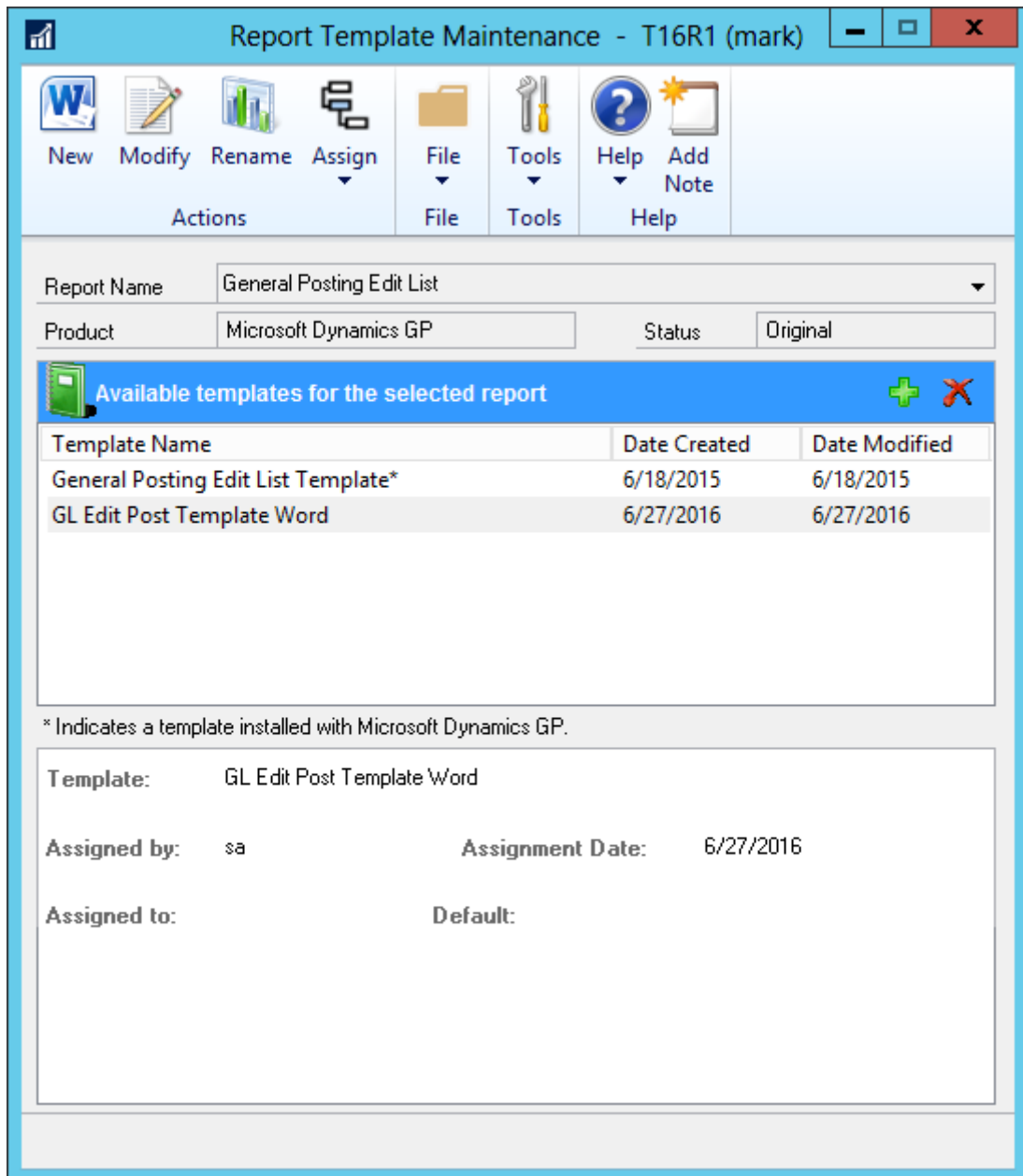
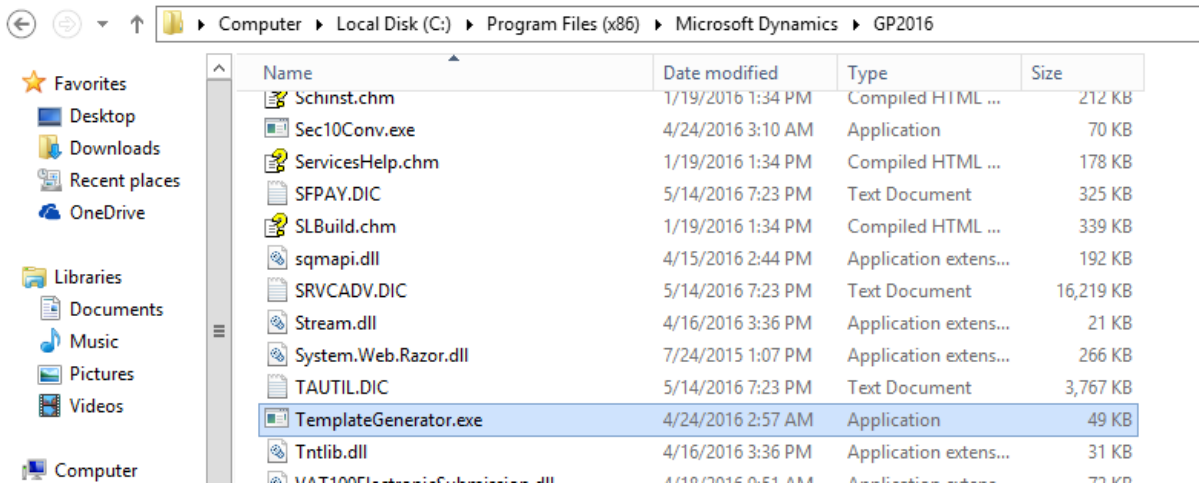
File Name: C:\Users\mpolino\Desktop\GL Edit Posting Temp

File Format: XML Data file

Append  Replace

OK Cancel





**Document Attachment Setup - T16R1 (ian)**

OK     Cancel     File     Tools     Help     Add Note  
 Actions    File    Tools    Help

Allow Document Attachments

Attachment Location Options

Default Location:

Delete file from Default Location after attachment

Maximum File Size  999.99 Megabyte Maximum

Attachment Management Defaults

Allow attachments to be deleted

Delete Password

Attribute Defaults:

<input checked="" type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

Allow attachments to flow from Master Records to Documents:

Allow attachments to flow from Customer Maintenance window  
 Type:  Flow     Not Flow

Allow attachments to flow from Item Maintenance window  
 Type:  Flow     Not Flow

Allow attachments to flow from Vendor Maintenance window  
 Type:  Flow     Not Flow

Allow attachments to flow from PTE Employee Expense Entry window  
 Type:  Flow     Not Flow

Send Attachments in email



OK



File



Tools



Help

Actions

File

Tools

Help

Document Type: Purchase Order

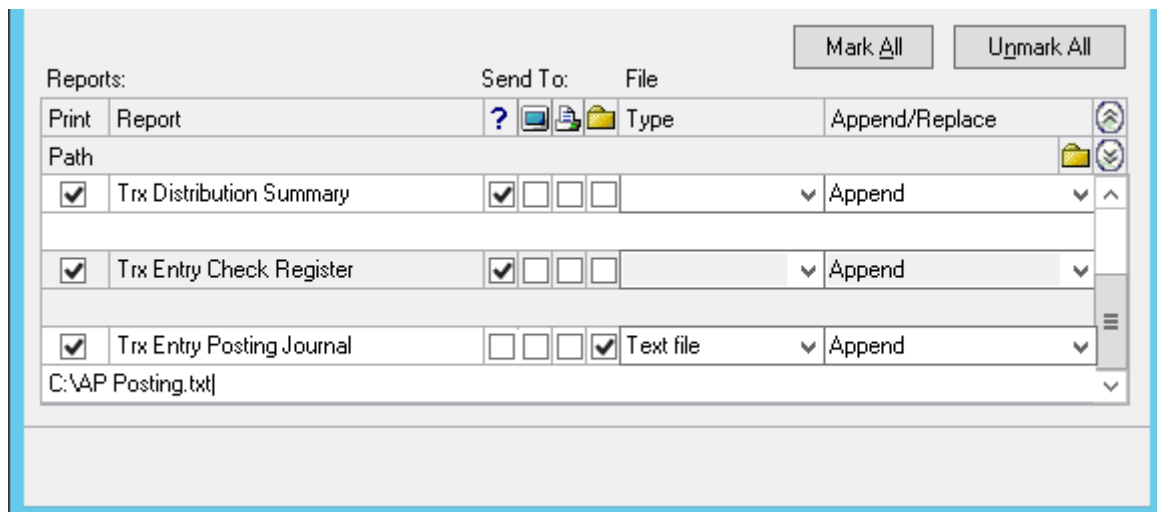
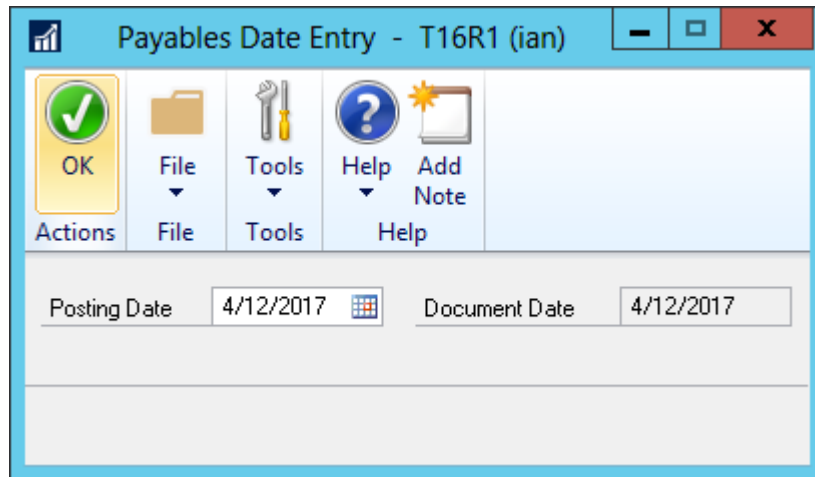
Document Number: PO2076

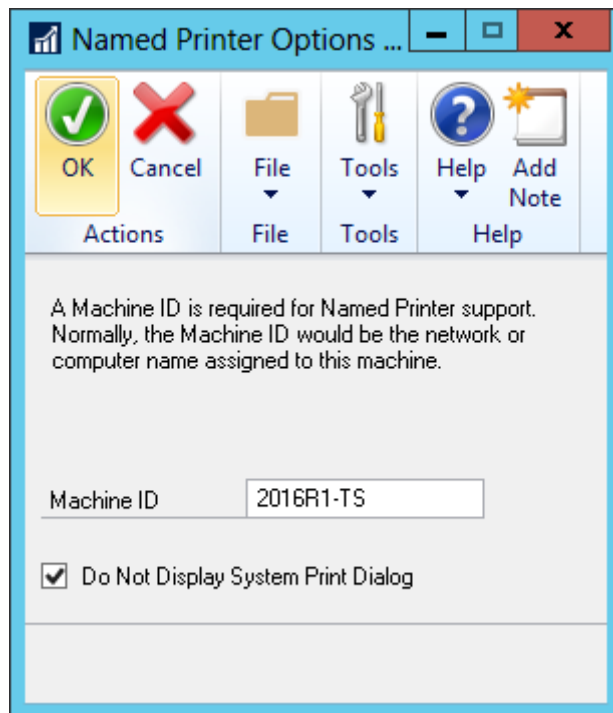
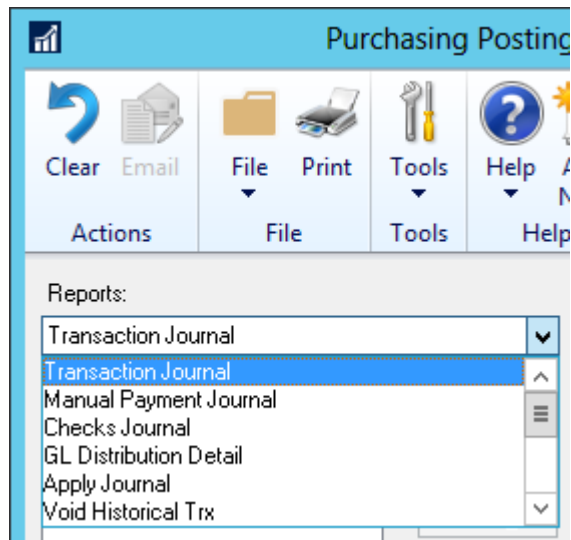
File Attachments:



Active Deleted

	I	D	File Name	Date	Time	User	Origin				
Description											
<input type="checkbox"/>	<input type="checkbox"/>		ADVQ0023.pdf	4/12/2017	5:42:35 PM	ian	PO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

## Chapter 5: Exposing Hidden Features in Dynamics GP





Doc. Date 4/12/2017  

Setup Named Printers - T16R1 (ian)

Save Delete File Print Tools Help Add Note

Actions File Tools Help

Machine ID 2016R1-TS

Printer ID DEFAULT

Printer Class System

User ID

Company Name

Printer Name Microsoft XPS Document Writer

Extra Description

Assign Advanced

Navigation: |<< < > >>|

Company Setup Options - T16R1 (ian)

OK File Tools Help Add Note

Actions File Tools Help

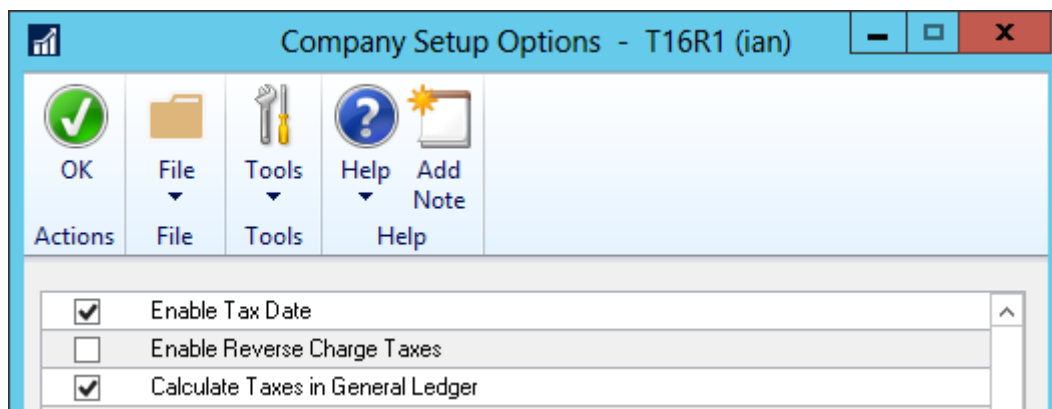
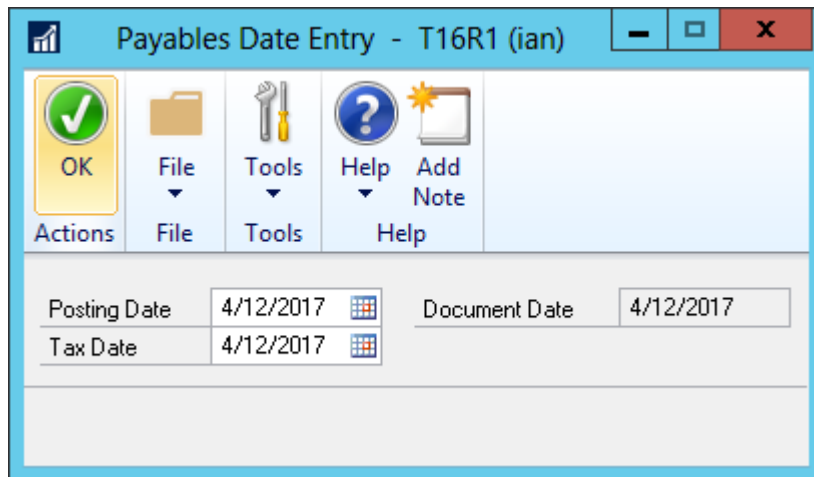
Enable Posting Numbers in General Ledger

Enable GST for Australia

Enable Tax Date

Enable Reverse Charge Taxes

Doc. Date 4/12/2017



**Tax Entry - T16R1 (ian)**

Clear | File | Tools | Help | Add Note

Journal Entry: 3,455

Transaction Type:  Debit  Credit

**Account**: 000 -4100 -00  
Sales

**Sale/Purchase Amount**: \$1,000.00      Taxable Sale/Purchase: \$1,000.00

**Tax Detail**: USASTE-PS6N0  
State Sales Tax      Tax Amount: \$60.00

Distribution Reference: \_\_\_\_\_

**Create**

Co. ID	Account	Debit	Credit
	Description		Exchange Rate
	Distribution Reference		Corresp Co. ID
T16R1	000 -4100 -00	\$0.00	\$1,000.00
T16R1	000 -2300 -00	\$0.00	\$60.00
T16R1	000 -1200 -00	\$1,060.00	\$0.00
T16R1	- -	\$0.00	\$0.00
	<b>Total</b>	\$1,060.00	\$1,060.00
<b>Tax Entry</b>		<b>Difference</b>	\$0.00

by Batch ID      Status: Unposted



**Edit Payables Transaction - T16R1 (ian)**

Save Clear File Tools Help Add Note

Actions File Tools Help

**Vendor ID** ASSOCIAT0001  
Name Associated Insurance Inc.

**Document Type:** Invoice  
**Number** 110003  
Currency ID Z-US\$

Original Amount \$1,132.53  
Document Date 1/5/2014

Remit-To ID  
Discount Date 0/0/0000  
Due Date 2/4/2014

P.O. Number  
Description

by Vendor ID

**Financial Detail Inquiry - T16R1 (ian)**

OK Find Redisplay File Print Tools Help Add Note

Actions File Tools Help

**Asset ID** 00001 1 Office Desk  
Book ID: INTERNAL Internal

Period Filter: 2016-000  
Transaction Account Type Filters:  All Types  
Source Doc. Filters:  All Documents

GL Batch # Filter:

Include Reset Amounts

FA Period	Batch Number	Transaction Acct. Type	Trans. Date	Src Doc.	Amount
2015-001	FATRX000000001	Cost	1/1/1975	FAADD	\$1,000.00
2015-001	FATRX000000001	Clearing	1/1/1975	FAADD	(\$1,000.00)
2015-001	FATRX000000001	Depreciation	1/1/1975	FADEP	\$11.90
2015-001	FATRX000000001	Reserve	1/1/1975	FADEP	(\$11.90)
2015-002	FATRX000000001	Depreciation	1/1/1975	FADEP	\$11.90
2015-002	FATRX000000001	Reserve	1/1/1975	FADEP	(\$11.90)
2015-003	FATRX000000001	Depreciation	1/1/1975	FADEP	\$11.90
2015-003	FATRX000000001	Reserve	1/1/1975	FADEP	(\$11.90)
2015-004	FATRX000000001	Depreciation	1/1/1975	FADEP	\$11.90

by Asset ID by FA Year & Period

Financial Detail Display - T16R1 (ian)

OK     File     Tools     Help  
 Actions    File    Tools    Help

Asset ID	00001	1	Office Desk
Book ID	INTERNAL		Internal
FA Period	2015-001		Transaction Type
			Depreciation
Amount		\$11.90	
Source Document	FADEP		Depr. to Date
Depr. from Date	1/1/2015		1/31/2015
Fiscal Year Added	2006		Post to GL
			Yes
GL Posting Batch	FATRX000000001		GL Posting System Time
			5:03:15 PM
GL Posting System Date	6/18/2016		GL Posting Trx Date
			4/12/2017
GL Posting Account	000 -6200 -00		
Account Description	Depreciation Expense - Furniture & Fixtures		
Transaction Date	1/1/1975	4:15:00 AM	LESSONUSER1
Reset Date	0/0/0000	12:00:00 AM	

FA Period	Batch Number	Transaction Acct. Type	Trans. Date	Src Doc.	Amount
2016-011	FATRX000000001	Reserve	1/1/1975	FAXFR-C	(\$273.76) ^
2016-011	FATRX000000001	Cost	1/1/1975	FAXFR-C	(\$1,000.00)
2016-011	FATRX000000001	Cost	1/1/1975	FAXFR-C	\$1,000.00
2016-012	FATRX000000001	Depreciation	1/1/1975	FADEP	\$11.96
2016-012	FATRX000000001	Reserve	1/1/1975	FADEP	(\$11.96)
2017-001		Depreciation	1/1/1975	FADEP	\$11.90
2017-001		Reserve	1/1/1975	FADEP	(\$11.90)
2017-002	FATRX000000001	Depreciation	1/1/1975	FADEP	\$11.90
2017-002	FATRX000000001	Reserve	1/1/1975	FADEP	(\$11.90) v

|  |  |  | by Asset ID v | by FA Year & Period v

**Actions** v

- Delete
- Void
- Copy PO Lines to Current PO
- Create and Copy New PO**

Copy a Purchase Order - T16R1 (ian)

**Source PO Number** PO0997 
**Source Type** Drop-Ship

**Source Vendor ID** ADVANCED0001 
**Source Currency ID** Z-US\$

**Source Vendor Name** Advanced Office Systems

**Vendor ID** ADVANCED0001 
**Type** Drop-Ship

**Vendor Name** Advanced Office Systems

**Currency ID** Z-US\$

**Document Date** 4/12/2017 
**Customer ID** ADVANCED0001

**Ship-to Address ID** PRIMARY

**Site Option** Use Source PO Sites

**Required Date** 4/12/2017 
**Cost Option** Use Vendor Cost

**Promise Date** 4/12/2017

**Promise Ship Date** 4/12/2017

Mark All Line Items for Copy
  Copy Freight Amount from Source PO

Include Cancelled Lines
  Copy Miscellaneous Amount from Source PO

Include Cancelled Quantities
  Copy Shipping Method from Source PO

Display New PO in PO Entry Window
  Copy Ship-to Address, Ship Method and Tax ID from Source Line

**Required Date** 5/31/2017 
**Cost Option** Use Vendor Cost

**Promise Date** 4/12/2017

**Promise Ship Date** 4/12/2017

**Actions** ▾

- Transfer
- Purchase
- Copy**
- Delete
- Void

**Copy a Sales Order - T16R1 (ian)**

**Source Document**

Document Type	Order
<b>Document Number</b>	ORDST2222
Customer ID	HOLLINGC0001
Document Date	3/31/2017
Currency ID	Z-US\$

**Target Document**

Document Type	Order
Document Number	ORDST2234
Customer ID	AARONFIT0001
Document Date	4/12/2017
Currency ID	Z-US\$

Price Option: 
 Use Price Level from Target Document

Site Option:

Mark All Line Items for Copy
  Include Cancelled Quantities
  Drop-Ship Lines Remain Drop-Ship Lines
  Use Salesperson from Target Document

Copy Line Comments
  Copy Markdowns
  Copy Ship-to Address, Ship Method and Tax ID from Source Line

**Preview Line Items - T16R1 (ian)**

Source Document Type: 
 Target Currency ID:

Source Document Number: 
 Display Kit Components

Process	Item Number	Site ID	Order Quantity	Unit Price	Unit of Measure
	Error Message				
<input checked="" type="checkbox"/>	ANSW-PAN-1450	WAREHOUSE	1	\$109.95	

Setup Named Printers - T16R1 (ian)

Save Delete File Print Tools Help Add Note

Machine ID: 2016R1-TS

Printer ID: DEFAULT

Printer Class: System

User ID:

Company Name:

Printer Name: Microsoft XPS Document Writer

Extra Description:

Assign Advanced

Assign Named Printers - T16R1 (ian)

OK File Print Tools Help Add Note

User ID: ian

Company Name: Fabrikam, Inc.

Machine ID: 2016R1-TS

Task Series: Purchasing

Assign Named Printers - T16R1 (ian)

OK File Print Tools Help Add Note

User ID: ian

Company Name: Fabrikam, Inc.

Machine ID: 2016R1-TS

Task Series: Purchasing

Task Description	Printer Class	Printer ID
Payables - Computer Checks/Cheques Printer	System	CHECKS
Microsoft XPS Document Writer		

Reconcile to GL - T16R1 (ian)

Process Save Delete Cancel Excel File Tools Help Add Note

Actions File Tools Help

**Reconciliation** 1

**Reconciliation Date** 4/12/2017

Date Range **From:** 3/1/2017 **To:** 3/31/2017

**Module:** Payables Management

**Output File** C:\Users\administrator.AZURECURVE\Desktop\PMtoGL\_1\_032017.xlsx

**Accounts:**

Description
000 -2100 -00
000 -2105 -00
- -

	Beginning Balance	Ending Balance
Subledger	\$0.00	\$0.00
General Ledger	\$0.00	\$0.00
Difference	\$0.00	\$0.00

by Reconciliation

Excel spreadsheet showing Payables Transactions and General Ledger Transactions for 3/1/2017 - 3/31/2017. The spreadsheet is divided into several sections: Unmatched Transactions, Potentially Matched Transactions, and Matched Transactions. It includes columns for Posting Date, Vendor ID, Transaction Source, Voucher Number, Document Number, On Account Amount, Transaction Date, Journal Entry, Orig. Transaction Source, Orig. Control Number, Account, and DR. Summary rows show Ending Balances and Net Ending Balances for both PM and GL.

Payables Transactions 3/1/2017 - 3/31/2017						General Ledger Transactions 3/1/2017 - 3/31/2017					
Beginning Balance:						1,807,312.99					
Ending Balance:						1,721,971.80					
Total PM Beginning Balance:						1,807,312.99					
Total PM Ending Balance:						1,721,971.80					
Total GL Beginning Balance:						0.00					
Total GL Ending Balance:						85,341.19					
Difference:						1,807,312.99					

Open Excel  
using Microsoft Dynamics GP  
using Excel

Budget Maintenance - T16R1 (ian)

Save Delete Combine Budgets File Print Tools Help Add Note

Budget ID: MASTER2017  
Description: Master 2017  
Based On: Fiscal Year  
Budget Year: 2017  
Actual Preliminary

Combine Budgets - T16R1 (ian)

Process | File | Tools | Help | Add Note

Actions | File | Tools | Help

Master Budget ID: MASTER2017 | Budget Description: Master 2017

Combine with Budget ID: SALES2017 | SALES2017

Delete Budget After It Is Combined

Prepayment Setup:

Allow Purchase Order Prepayments

Create manual prepayment from Purchase Order Processing

Prepayment Password: [ ]

Prepayment Account: - - [ ]



**Purchase Order Entry - T16R1 (mark)**

Save Blanket Actions AA Attach Options View File Print E-mail Available Reports Tools Help Add Note

Type: Standard  Hold Vendor ID: CIRCUITD0001  
 PO Number: PD1004 Name: Circuit Distributing West  
 Buyer ID: Currency ID: Z-US\$  
 Date: 4/24/2014  
 Allow Document Commitments

Line	Item	U of M	Quantity Ordered	Unit Cost
1	HDWR-SWM-0100	Each	1	\$7,780.25
	Switching Module (<100)	WAREHOUSE	0	\$7,780.25
2	HDWR-SRG-0001	Each	6	\$18.65
	Surge Protector Panel	WAREHOUSE	0	\$111.90
0			0.00	\$0.00
			0.00	\$0.00

Prepayment ≠ \$7,892.15 Subtotal \$7,892.15  
 Remaining PO Subtotal \$7,892.15 Trade Discount \$0.00  
 Freight \$0.00  
 Miscellaneous \$0.00  
 Tax \$0.00  
 Total \$7,892.15

Company Tax Sched | Comment ID

PO Number PO Status Released Revision 0

**Payables Batch Entry - T16R1 (mark)**

Save Clear Delete Post File Print Tools Help Add Note

Batch ID: PREPAY1704 Origin: Computer Check  
 Comment:  
 Payment Method:  Check  EFT  Credit Card  Purchasing Prepayment Batch

Purchasing Prepayment Entry - T16R1 (mark)																																									
OK	Options																																								
View	File																																								
Tools	Help																																								
Add Note																																									
<table border="1"> <tr> <td><b>Prepayment Account</b></td> <td>000 -1400 -00</td> <td></td> <td></td> </tr> <tr> <td>Description</td> <td colspan="3">Prepaid Expenses</td> </tr> <tr> <td>Payment Type:</td> <td><input type="radio"/> Computer Check</td> <td colspan="2"><input checked="" type="radio"/> Manual Payment</td> </tr> <tr> <td>Payment Method:</td> <td><input checked="" type="radio"/> Check</td> <td colspan="2"><input type="radio"/> Credit Card</td> </tr> <tr> <td><b>Checkbook ID</b></td> <td>UPTOWN TRUST</td> <td></td> <td></td> </tr> <tr> <td><b>Check Number</b></td> <td colspan="3">20058</td> </tr> <tr> <td><b>Date</b></td> <td>4/12/2017</td> <td></td> <td></td> </tr> <tr> <td><b>Payment Number</b></td> <td colspan="3">00000000000000483</td> </tr> <tr> <td><b>Cash Account</b></td> <td>000 -1100 -00</td> <td></td> <td></td> </tr> <tr> <td>Description</td> <td colspan="3">Cash - Operating Account</td> </tr> </table>		<b>Prepayment Account</b>	000 -1400 -00			Description	Prepaid Expenses			Payment Type:	<input type="radio"/> Computer Check	<input checked="" type="radio"/> Manual Payment		Payment Method:	<input checked="" type="radio"/> Check	<input type="radio"/> Credit Card		<b>Checkbook ID</b>	UPTOWN TRUST			<b>Check Number</b>	20058			<b>Date</b>	4/12/2017			<b>Payment Number</b>	00000000000000483			<b>Cash Account</b>	000 -1100 -00			Description	Cash - Operating Account		
<b>Prepayment Account</b>	000 -1400 -00																																								
Description	Prepaid Expenses																																								
Payment Type:	<input type="radio"/> Computer Check	<input checked="" type="radio"/> Manual Payment																																							
Payment Method:	<input checked="" type="radio"/> Check	<input type="radio"/> Credit Card																																							
<b>Checkbook ID</b>	UPTOWN TRUST																																								
<b>Check Number</b>	20058																																								
<b>Date</b>	4/12/2017																																								
<b>Payment Number</b>	00000000000000483																																								
<b>Cash Account</b>	000 -1100 -00																																								
Description	Cash - Operating Account																																								

**Item Purchasing Options Maintenance - T16R1 (ma...)**

Save File Print Tools Help Add Note

Actions File Tools Help

**Item Number** 1-A3261A

Description Multi-Core Processor

Base U of M Each

Default Purchasing U of M

U of M	Purchasing Option
Each	Whole
Case	Whole

Revalue Inventory for Cost Variance  
Tolerance Percentage 0.000%

Quantity Tolerance Percentage

<input checked="" type="checkbox"/> Shortage	10.000%
<input checked="" type="checkbox"/> Overage	5.000%

Item Number

**Class Setup - T16R1 (ian)**

Save Clear Delete File Print Tools Help Add Note

Actions File Tools Help

**Class ID** COMP

Description Computer Equipment

Default Asset ID from Class

**Next Asset ID** FAC000001

**Asset General Information - T16R1 (ian)**

Save Clear Go to View File Tools Help Add Note

Actions View File Tools Help

**Class ID** COMP

**Asset ID** FAC000001 1

**Description**

Extended Description

Short Name

Status Active

Master Asset ID

**Payables Management Setup - T16R1 (ian)**

OK Cancel File Print Tools Help Add Note

Actions File Tools Help

Aging Periods:  Due Date  Document Date

Current Period	From:	To:	
1 - 30 Days	0	30	0
31 - 60 Days	31	60	0
61 and Over	61	999	0
			0
			0
			0

Apply By:  Document Date  Due Date

Defaults:

Default Summary View: Amounts Since Last Close

Checkbook ID: UPTOWN TRUST


Password:

Remove Vendor Hold	ACCESS
Exceed Maximum Invoice Amount	ACCESS
Exceed Maximum Writeoff Amount	ACCESS

Options:

- Override Voucher Number at Transaction Entry
- Track Discounts Available in GL
- Print Historical Aged Trial Balance
- Delete Unposted Printed Documents
- Print Tax Details on Documents
- Print Dual Currencies
- Age Unapplied Credit Amounts
- Exclude Expired Discounts from Payments
- Warn if Vendor has Existing Purchase Order

**Microsoft Dynamics GP**

 The vendor has an existing purchase order. Choose Continue to post or save. Choose Go To to close the window and view a purchasing navigation list. Choose Cancel to return to the window.

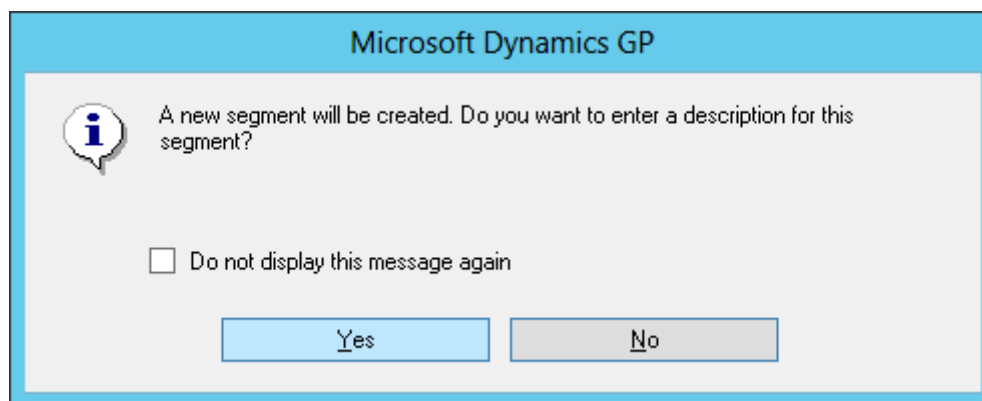
Continue Go To Cancel

## Chapter 6: Improving Dynamics GP with Hacks

|< < > >| by Document No. ▾

Comment ID  🔍 📄 ➔

Comment ID ✎  🔍 📄 ➔

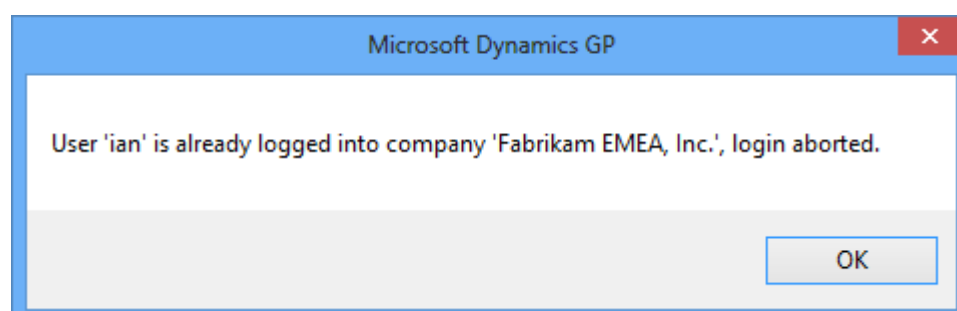


```
SQLQuery2.sql - 201...administrator (62))* X
Delete from SY01401
where coDefaultType = 13
and USERID = 'ian'
```

100 % <

Messages

(1 row(s) affected)



```

Dex.ini - Notepad
File Edit Format View Help
[General]
SQLLogSQLStmt=FALSE
SQLLogODBCMessages=FALSE
SQLLogAllODBCMessages=FALSE
SQLRptsTimeout=0
ReportViewMode=0
Initial=FALSE
Synchronize=FALSE
AutoDisplayUpdate=TRUE
DynHelpPath=C:\Program Files (x86)\Microsoft Dynamics\GP2016\
DexHelpPath=C:\Program Files (x86)\Microsoft Dynamics\GP2016\
Word Macro File=C:\Program Files (x86)\Microsoft Dynamics\GP2016\Data\Letters\WordIntegration.dot
Letters Directory=C:\Program Files (x86)\Microsoft Dynamics\GP2016\Data\Letters\

```

Company Setup Options - T16R1 (mark)

OK   
 Additional   
 File   
 Tools   
 Help   
 Add Note

Calculate Tax Rebates  
 Enable Posting Numbers in General Ledger  
 Enable GST for Australia  
 Enable Tax Date  
 Enable Reverse Charge Taxes  
 Calculate Taxes in General Ledger

Tax Detail Maintenance - T16R1 (mark)

Save   
 Clear   
 Delete   
 File   
 Print   
 Tools   
 Help   
 Add Note

<b>Tax Detail ID</b>	IL STATE TAX R	Description	Reverse
<b>Type</b>	Purchases	History:	<input checked="" type="checkbox"/> Calendar Year <input checked="" type="checkbox"/> Fiscal Year
Tax ID Number	123456789		
<b>Account</b>	000 -2300 -00		
Description	IL State Sales Tax Payable		
Based On:	Percent of Sale/Purchase	Percentage	-7.00000%
Round:	Up to the Next Currency Decimal Digit	Based on Detail	



### Payables Transaction Entry Distribution - T16R1 (mark)

OK Delete Default View Additional File Tools Help Add Note

Vendor ID	ACETRAVE0001	Voucher Number	00000000000000462
Vendor Name	A Travel Company	Document Type	Invoice
Currency ID	Z-US\$	Functional Amount	\$1,000.00
		Originating Amount	\$0.00

Co. ID	Account	Type	Debit	Credit
			Originating Debit	Originating Credit
Distribution Reference				Corresp. Co. ID
TWO	400 -6520 -00	PURCH	\$1,000.00	\$0.00
	Travel - Service/Installation			
TWO	000 -6630 -00	TAXES	\$70.00	\$0.00
	IL State Sales Tax Expense			
TWO	000 -2300 -00	TAXES	\$0.00	\$70.00
	IL State Sales Tax Payable			
TWO	000 -2100 -00	PAY	\$0.00	\$1,000.00
	Accounts Payable			
Functional Totals			\$1,070.00	\$1,070.00
Originating Totals			\$0.00	\$0.00

Redisplay

### Tax Detail Maintenance - T16R1 (mark)

Save Clear Delete File Print Tools Help Add Note

<b>Tax Detail ID</b>	IL STATE TAX	Description	IL State Tax
<b>Type</b>	Purchases	History:	<input checked="" type="checkbox"/> Calendar Year <input checked="" type="checkbox"/> Fiscal Year
Tax ID Number	123456789	Post To:	Vendor Purchase Account
<b>Account</b>	- -		
Description			
Based On:	Percent of Sale/Purchase	Percentage	7.00000%
Round:	Up to the Next Currency Decimal Digit	Based on Detail	



Batch Entry - T16R1 (ian)

Save Clear Delete Post File Print Tools Help Add Note

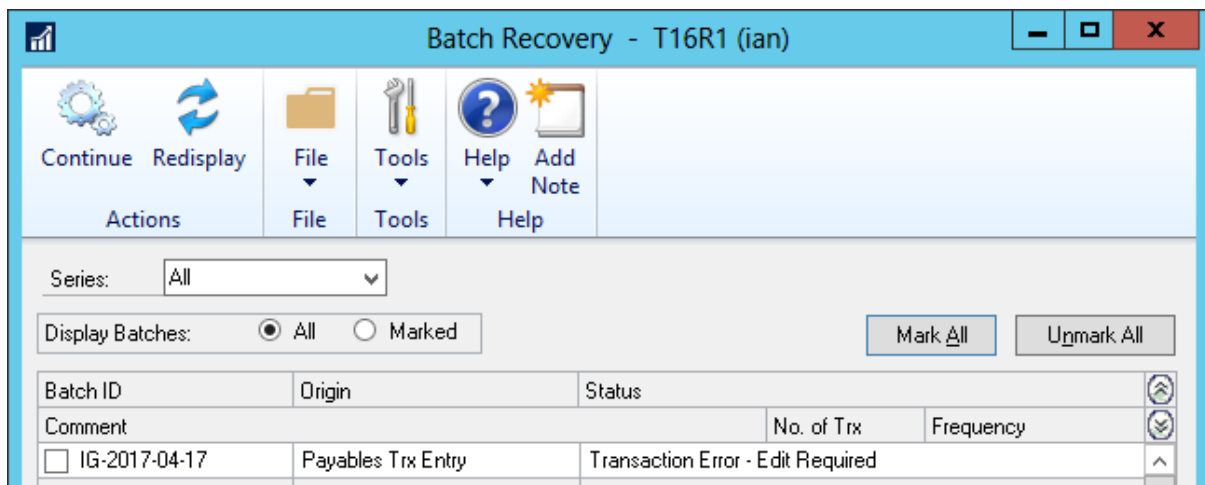
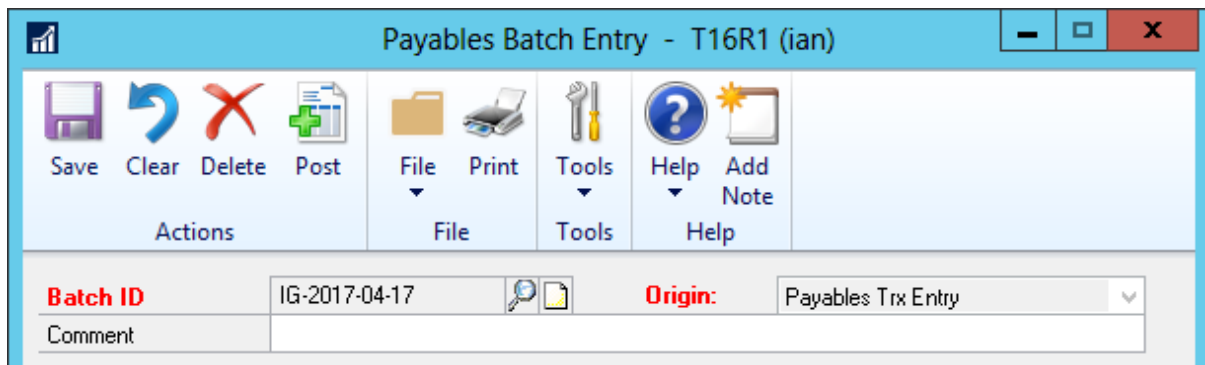
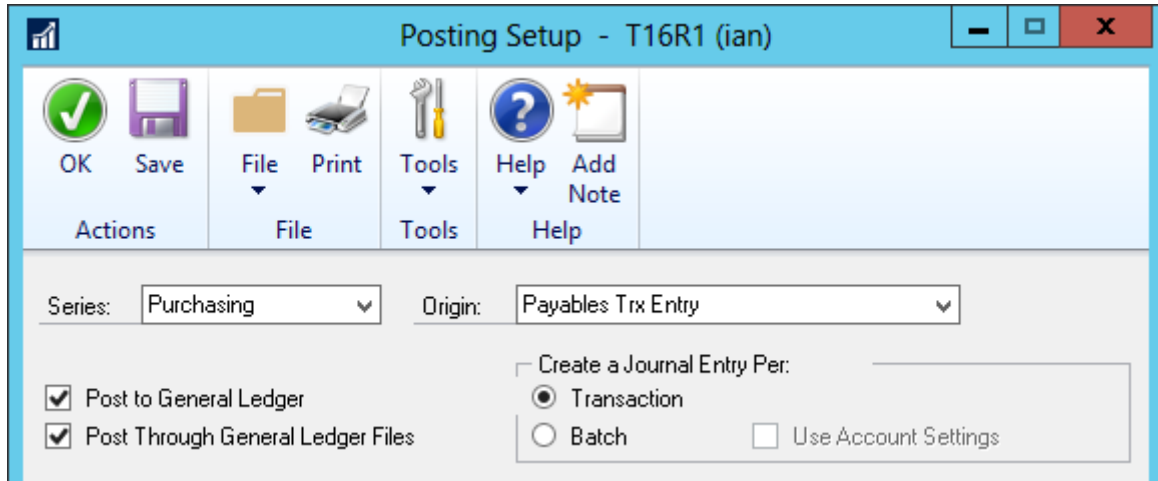
Actions File Tools Help

**Batch ID:** Z TEST RECUR **Origin:** General Entry

Comment

**Frequency:** Monthly  Break Down Allocation  Clear Recurring Amounts

# Chapter 7: Preventing Errors in Dynamics GP

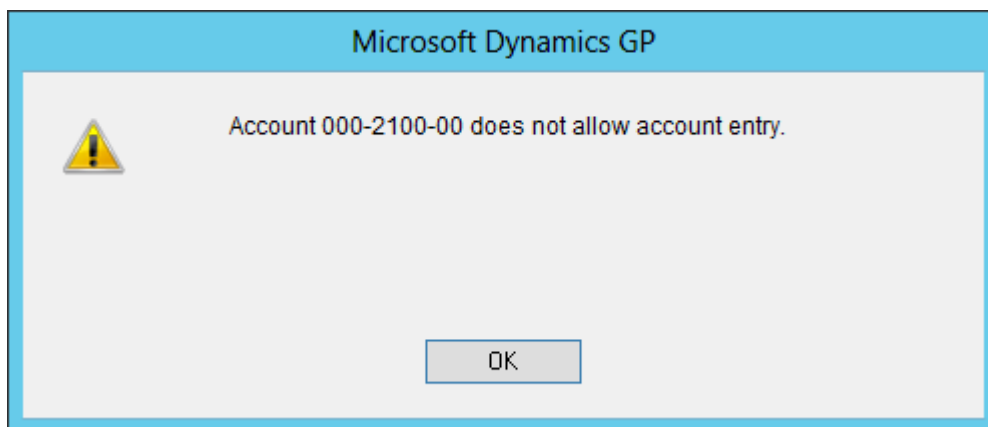


Account Maintenance - T16R1 (ian)

Save Clear Delete File Print Available Reports Tools Help Add Note

Actions File Tools Help

<b>Account</b>	000 -2100 -00	<input type="checkbox"/> Inactive
<b>Description</b>	Accounts Payable	
<b>Alias</b>	AP	<input type="checkbox"/> Allow Account Entry

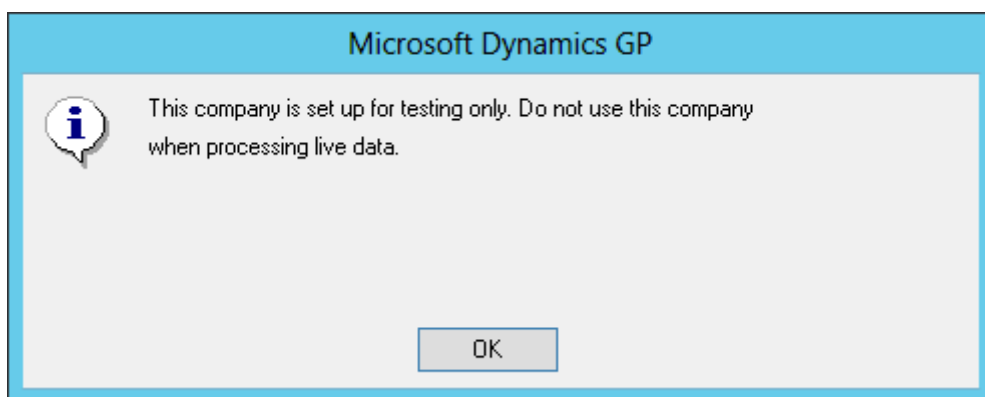


Company Setup - TEST (ian)

OK File Print Tools Help Add Note

Actions File Tools Help

<b>Company Name</b>	Fabrikam <TEST>	<b>Company ID</b>	TEST
---------------------	-----------------	-------------------	------



**Company Setup - T16R1 (ian)**

OK   
 File   
 Print   
 Tools   
 Help   
 Add Note

**Company Name** Fabrikam, Inc.    **Company ID** T16R1

**Address ID** Primary    **User Defined 1**

**Name** Fabrikam, Inc.    **User Defined 2**

**Contact** Taylor Stewart-Cray    **Tax Exempt 1**

**Address** 4277 West Oak Parkway    **Tax Exempt 2**

**City** Chicago    **Tax Registration**

**State** IL    **Sales Tax Schedule** COMPANYSALES

**ZIP Code** 60601-4277    **Purchases Tax Schedule** COMPANYPUR

**Country Code**

Security     Account Security

**Purchase Order Entry - T16R1 (ian)**

Save   
 Blanket   
 Actions   
 AA   
 Attach   
 Options   
 View   
 File   
 Print   
 E-mail   
 Available Reports   
 Tools   
 Help   
 Add Note

**Type:** Standard     Hold    **Vendor ID** ATTRACTI00001

**PO Number** PD1016    **Name** Attractive Telephone Co.

**Buyer ID** LESSONUSER1    **Currency ID** Z-US\$

**Date** 5/8/2015

Allow Document Commitments

Line	Item	U of M	Quantity Ordered	Unit Cost
	Description	Site ID	Quantity Canceled	Extended Cost
1	ACCS-RST-DXWH	Each	5	\$4.55
	Shoulder Rest - Deluxe White	WAREHOUSE	5	\$0.00

Account Segment Setup - T16R1 (ian)

Save Clear Delete File Print Tools Help Add Note

Actions File Tools Help

**Segment ID** Division

Number 300

Description Sales and Marketing

Account Maintenance - T16R1 (ian)

Save Clear Delete File Print Available Reports Tools Help Add Note

Actions File Tools Help

**Account** 300 - 1100 - 02  Inactive

**Description** Sales and Marketing-Accounts Receivable-Marketing

Alias  Allow Account Entry

Account Maintenance - T16R1 (ian)

Save Clear Delete File Print Available Reports Tools Help Add Note

Actions File Tools Help

**Account** 000 - 1100 - 00  Inactive

**Description** Cash - Operating Account

Alias \$0A  Allow Account Entry

**Category** Cash

Posting Type:  Balance Sheet  Profit and Loss

Level of Posting from Series:

Sales:	Detail	▼
Inventory Control:	Detail	▼
Purchasing:	Detail	▼

Include in Lookup:

- Sales
- Inventory Control
- Purchasing
- Payroll

Search Accounts - T16R1 (ian)

OK    Cancel    File    Tools    Help  
 Actions    File    Tools    Help

Search Definition 1

Column Name:  Filter:  Value:

Field Comparison     Match Case

Search Definition 2

Column Name:  Filter:  Value:

Field Comparison     Match Case

Search Accounts - T16R1 (ian)

OK    Cancel    File    Tools    Help  
 Actions    File    Tools    Help

Search Definition 1

Column Name:  Filter:  Value:

Field Comparison     Match Case

Search Definition 2

Column Name:  Filter:  Value:

Field Comparison     Match Case

Chart of Accounts Report Options - T16R1 (ian)

Save    Clear    Delete    My Reports    Email    File    Print    Tools    Help    Add Note  
 Actions    File    Tools    Help    Add Note

Option:  Report:

Screen Output - Posting Accounts

File Edit Tools Find Help ian Fabrikam, Inc. 4/12/2017

Print Send To Modify 100% Completed 15 Pages Page 1

System: 6/19/2016 9:36:45 AM Page: 1  
 User Date: 4/12/2017 User ID: ian

**POSTING ACCOUNTS LIST**  
 Fabrikam, Inc.  
 General Ledger

Ranges: From: To: Sorted By: Division  
 Account: First Last Include:  
 Description: First Last  
 Category: First Last

Account	Description	User-Defined 2	Alias	Category	User-Defined 3	Active	Account Type	Posting Type	User-Defined 4	Typical Balance
000-1100-00	Cash - Operating Account		SOA	Cash		Yes	Posting Account	Balance Sheet		Debit
000-1101-00	Cash in Bank - Canada			Cash		Yes	Posting Account	Balance Sheet		Debit
000-1102-00	Cash in Bank - Australia			Cash		Yes	Posting Account	Balance Sheet		Debit

Options:

<input checked="" type="checkbox"/>	Override Quantity Shortages	Password <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/>	Override Price Levels	
<input checked="" type="checkbox"/>	Allow Deletion of PO Commitments	
<input type="checkbox"/>	Allow Sale of Discontinued Items	

Activate Windows  
Go to Action Center to activate Windows

Item Maintenance - T16R1 (ian)

Save Clear Delete Copy Attach All-in-One View Additional Go To File Print Tools Help

Actions Additional Go To File

<b>Item Number</b>	24X IDE	<input checked="" type="checkbox"/> Inactive
<b>Description</b>	24x CD-ROM	
Short Description	CD ROM	
Generic Description	CD ROM	
	<u>Class ID</u>	<input type="text"/>
Item Type:	Discontinued	Quantity Decimals: 0
Valuation Method:	FIFO Perpetual	Currency Decimals:

Correct Journal Entry - T16R1 (ian)

OK Clear Cancel File Tools Help Add Note

Actions File Tools Help

**Action:**  
Back Out a Journal Entry and Create a Correcting Entry

Original Journal Entry Year 2017

**Original Journal Entry** 1,549



**Transaction Entry - T16R1 (ian)**

**Journal Entry** 3,456  Intercompany **Batch ID** \_\_\_\_\_

**Transaction Type:**  Standard  Reversing
 **Transaction Date** 5/13/2017 
**Reversing Date** 0/0/0000

**Source Document** GJ  
**Reference** Back Out Journal Entry 1549  
**Currency ID** Z-US\$

Co. ID	Account	Debit	Credit
T16R1	000 -1130 -00		\$50.00
T16R1	000 -1100 -00	\$50.00	\$0.00
	- -	\$0.00	\$0.00
<b>Total</b>		\$50.00	\$50.00
Tax Entry		Difference	\$0.00

by Batch ID







Status: Unposted Backout

**Transaction Entry - T16R1 (ian)**

**Journal Entry** 3,456  Intercompany **Batch ID** CORR

**Transaction Type:**  Standard  Reversing
 **Transaction Date** 11/30/2017 
**Reversing Date** 0/0/0000

General Ledger Setup - T16R1 (ian)

OK     Clear     File     Print     Tools     Help     Add Note

Actions    File    Tools    Help

<b>Next Journal Entry</b>	3,457
<b>Next Budget Journal Entry</b>	1
<b>Next Reconciliation</b>	2

Display:

Net Change  
 Period Balances

Retained Earnings

Close to Divisional Account Segments

Account: 000 -3030 -00

Maintain History:

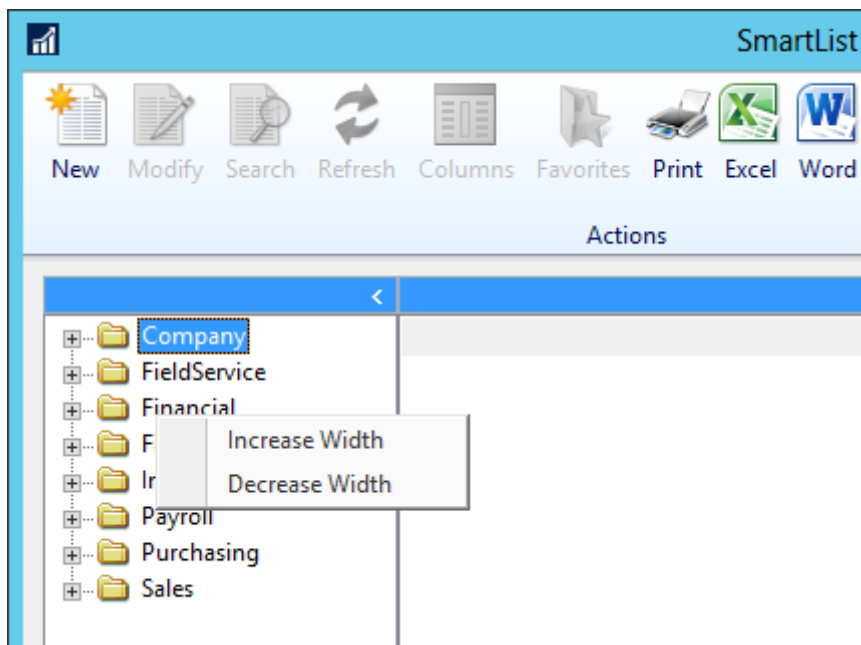
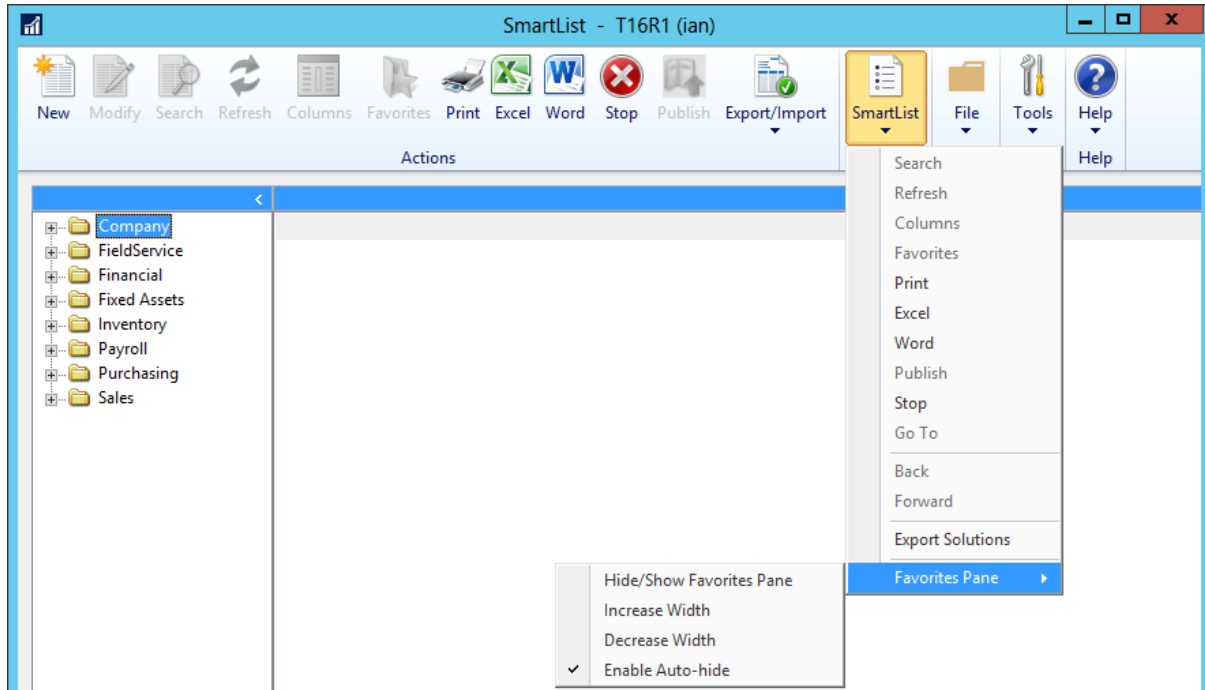
Accounts  
 Transactions  
 Budget Transactions

Allow:

Posting to History  
 Deletion of Saved Transactions  
 Voiding/Correcting of Subsidiary Transactions  
 Back Out of Intercompany Transactions

Update Accelerator Information

# Chapter 8: Harnessing the Power of SmartLists



SmartList - T16R1 (ian)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Go To Publish Export/Import SmartList File Tools Help

Options File Tools Help

Account Summary

Year	Period ID	Account Number	Account Description	Debit Amount	Credit Amount
2013	1	000-1200-00	Accounts Receivable	\$1,826,936.91	(\$1,314,636.73)
2013	0	000-1520-00	Machinery & Equipment	\$1,409,884.30	\$0.00
2013	0	000-1200-00	Accounts Receivable	\$1,202,937.06	(\$206.99)
2013	1	000-1100-00	Cash - Operating Account	\$1,163,034.94	(\$1,122,282.95)
2013	1	000-2100-00	Accounts Payable	\$833,600.14	(\$1,243,415.79)
2013	1	000-4510-01	Cost of Goods Sold - Ret...	\$612,332.96	(\$30,171.48)
2013	1	000-1300-01	Inventory - Retail/Parts	\$588,292.61	(\$726,543.50)

SmartList - T16R1 (ian)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Go To Publish Export/Import SmartList File Tools Help

Options File Tools Help

Account Summary

Year	Period ID	Account Number	Account Description	Debit Amount	Credit Amount
2013	1	000-1200-00	Accounts Receivable	\$1,826,936.91	(\$1,314,636.73)
2014	1	000-1200-00	Accounts Receivable	\$1,826,936.91	\$1,314,636.73
2015	0	000-1200-00	Accounts Receivable	\$1,741,038.07	\$0.00
2013	0	000-1520-00	Machinery & Equipment	\$1,409,884.30	\$0.00
2014	0	000-1520-00	Machinery & Equipment	\$1,409,884.30	\$0.00
2015	0	000-1520-00	Machinery & Equipment	\$1,409,884.30	\$0.00
2013	0	000-1200-00	Accounts Receivable	\$1,202,937.06	(\$206.99)

### Select Order By

Available Columns

- Account Alias
- Account Category Number
- Account Description
- Account Index
- Account Number
- Account Type
- Active
- Adjust for Inflation
- Balance For Calculation
- Conversion Method
- Created Date
- Credit Amount
- Debit Amount
- Decimal Place

Order By

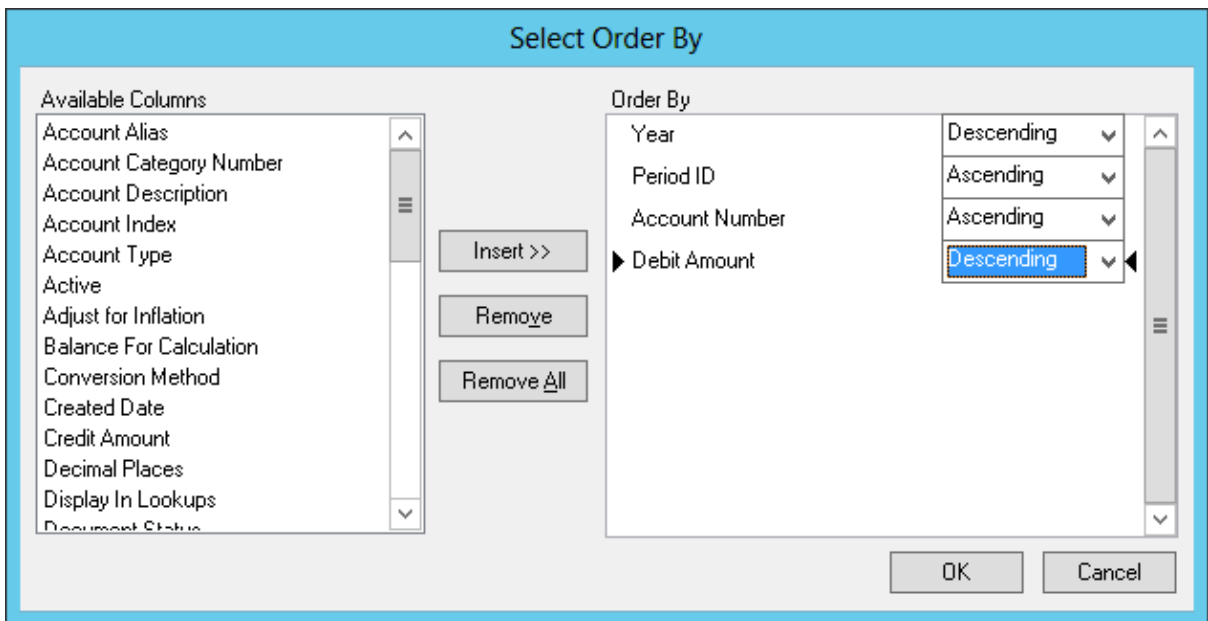
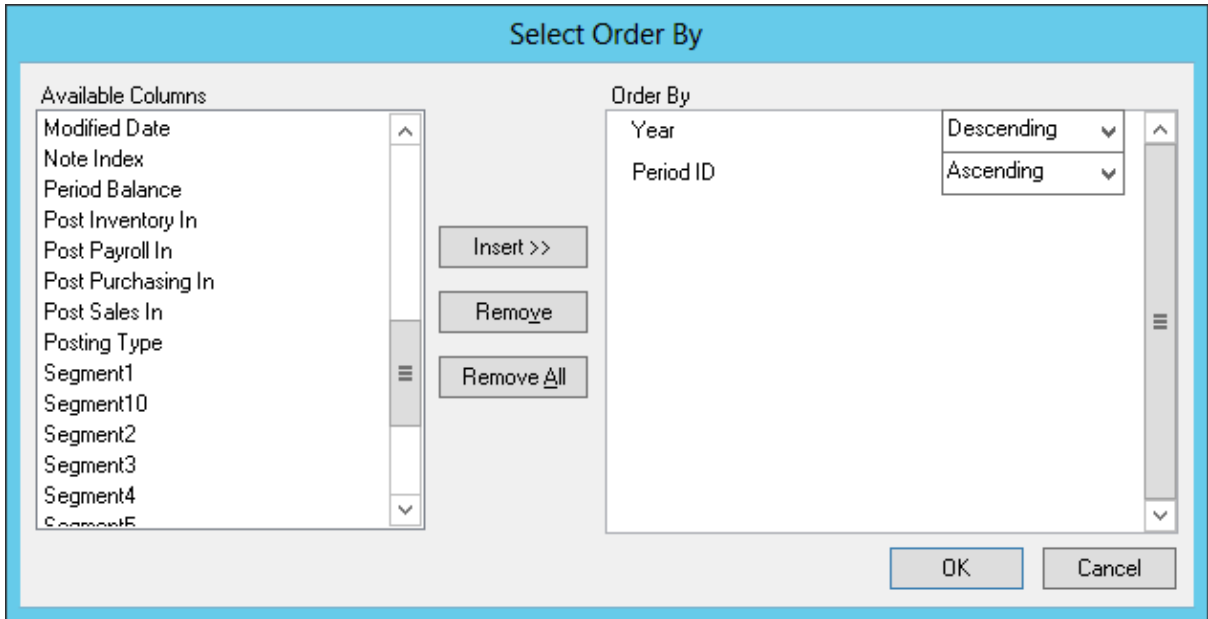
Insert >>

Remove

Remove All

OK

Cancel



SmartList - T16R1 (ian)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Word, Stop, Go To, Publish, Export/Import, SmartList, File, Tools, Help

Options: File, Tools, Help

Account Summary						
	Year	Period ID	Account Number	Account Description	Debit Amount	Credit Amount
Company	2013	0	000-1100-00	Cash - Operating Account	\$338,562.25	\$0.00
FieldService	2013	0	000-1101-00	Cash in Bank - Canada	\$10,510.29	\$0.00
Financial	2013	0	000-1102-00	Cash in Bank - Australia	\$6,573.56	\$0.00
Account Summary	2013	0	000-1103-00	Cash in Bank - New Zeala...	\$8,425.79	\$0.00
Account Transaction	2013	0	000-1104-00	Cash in Bank - Germany	\$5,233.88	\$0.00
Accounts	2013	0	000-1105-00	Cash in Bank - United Kin...	\$8,887.73	\$0.00
Segment 000	2013	0	000-1106-00	Cash in Bank - South Afri...	\$5,102.55	\$0.00
YE BS Errors						

Search Definition 1

Column Name:  Filter:  Value:

Field Comparison  Match Case

Search Definition 2

Column Name:  Filter:  Value:

Field Comparison  Match Case

Search Definition 3

Column Name:  Filter:  Value:

Field Comparison  Match Case

SmartList - T16R1 (ian)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Go To Publish Export/Import SmartList File Tools Help

Options File Tools Help

Bank Transactions

Company	Checkbook ID	GL Posting Date	Description	Source Document	Checkbook Amount
Company	UPTOWN TRUST	4/8/2017		RMCSH	\$44,458.35
FieldService	UPTOWN TRUST	4/11/2017		RMCSH	\$59,277.79
Financial	UPTOWN TRUST	4/18/2017		RMCSH	\$23,111.52
Account Summary	UPTOWN TRUST	4/20/2017		RMCSH	\$28,799.40
Account Transaction	UPTOWN TRUST	4/21/2017		PMCHK	\$99,927.81
Accounts	UPTOWN TRUST	4/21/2017		PMCHK	\$25,601.92
Bank Transactions	UPTOWN TRUST	4/21/2017		PMCHK	\$65,932.66
Multidimensional A	UPTOWN TRUST	4/21/2017		PMCHK	\$10,418.10
Fixed Assets	UPTOWN TRUST	4/21/2017		PMCHK	\$123,973.64
Inventory	UPTOWN TRUST	4/21/2017		PMCHK	\$12,000.00
Payroll	UPTOWN TRUST	4/21/2017		PMCHK	\$29,265.50
Purchasing	UPTOWN TRUST	4/21/2017		PMCHK	
Sales					

**Search Vendors - T16R1 (ian)**

OK     Cancel     File     Tools     Help  
 Actions    File    Tools    Help

Search Definition 1

Column Name:  Filter:  Value:

Field Comparison     Match Case

Search Definition 2

Column Name:  Filter:  Value:

Field Comparison     Match Case

**Search Tax Detail Transactions - T16R1 (ian)**

OK     Cancel     File     Tools     Help  
 Actions    File    Tools    Help

Search Definition 1

Column Name:  Filter:  Value:

Field Comparison     Match Case

**Change Column Display**

Display Name	Original Name
Journal Entry	Journal Entry
Series	Series
TRX Date	TRX Date
Account Number	Account Number
Account Description	Account Description
Debit Amount	Debit Amount
Credit Amount	Credit Amount

### Columns

Find Next

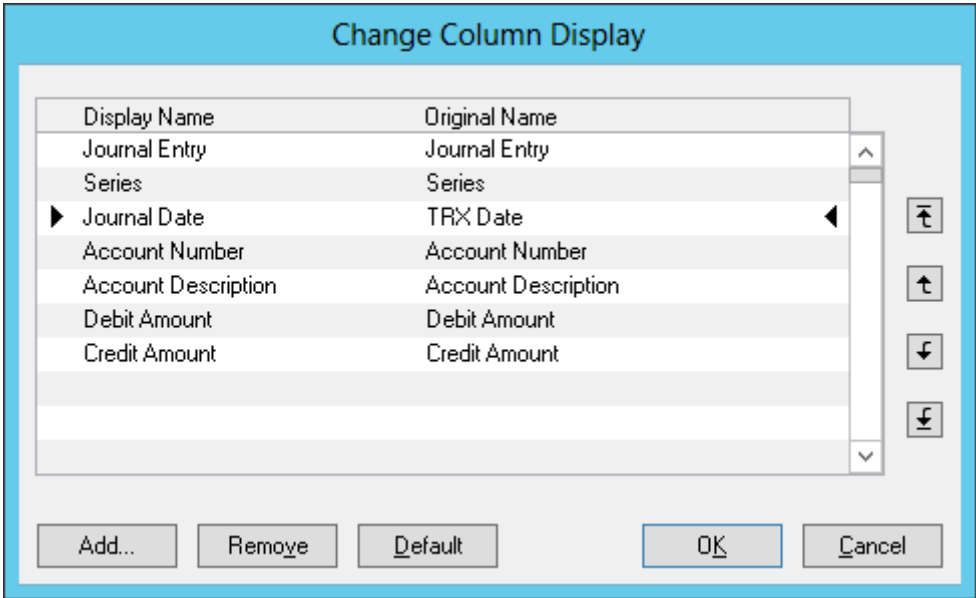
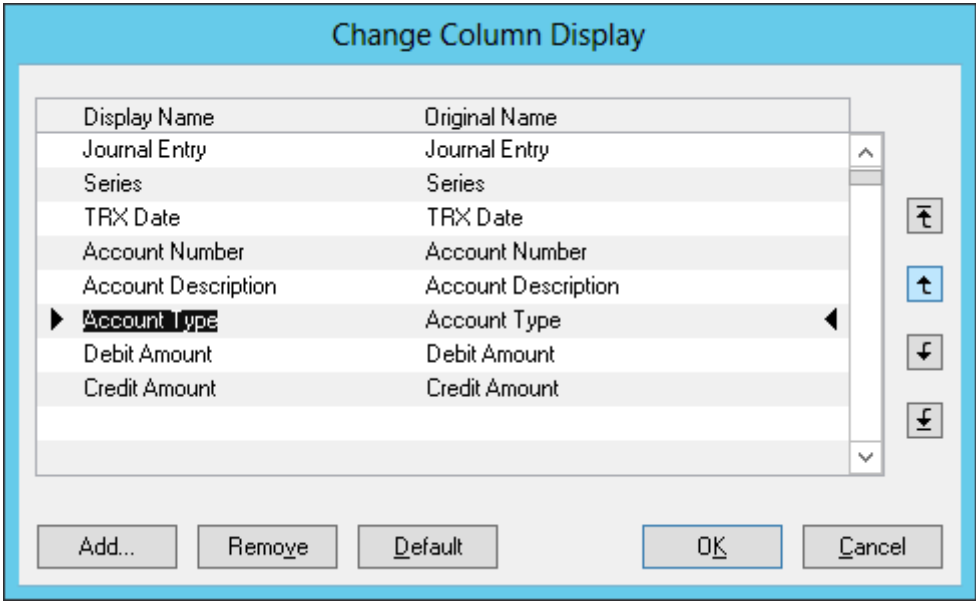
▼ Available Columns

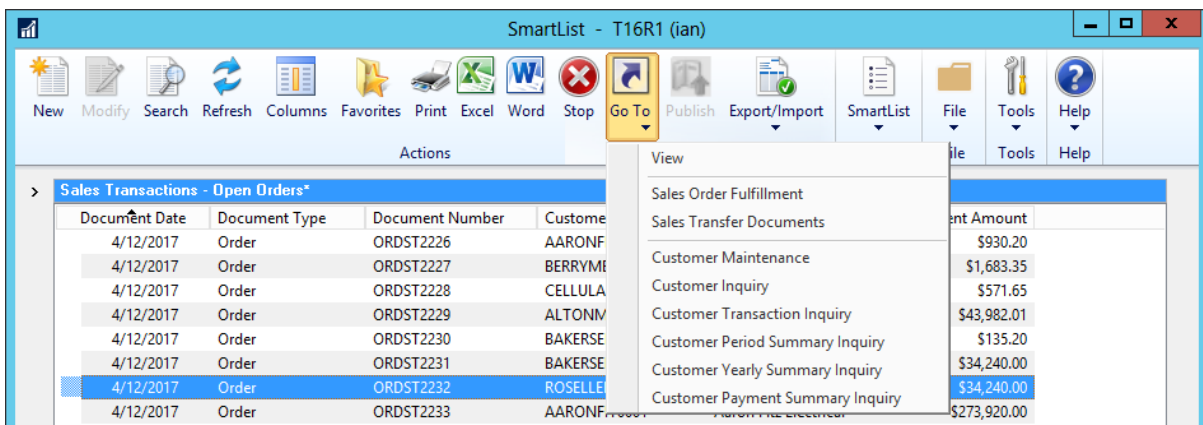
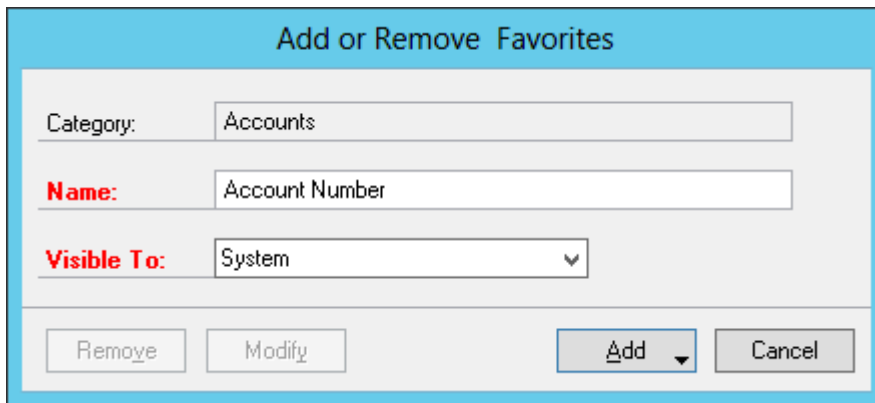
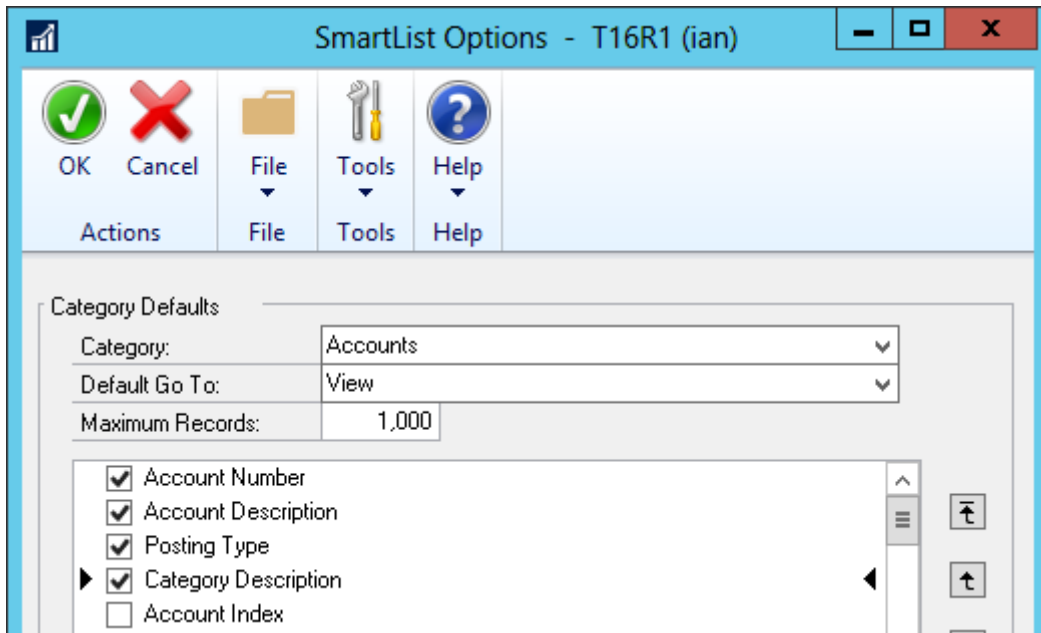
Field Name	Type	Size
Account	String	94
Account Category Number	Drop Down List	10
Account Description from Account Master	String	99
Account Index	Long Integer	20
Account Type	Drop Down List	10
Account Type from Account Master	Drop Down List	99
Active	Yes/No	10
Adjust for Inflation	Yes/No	10

### Change Column Display

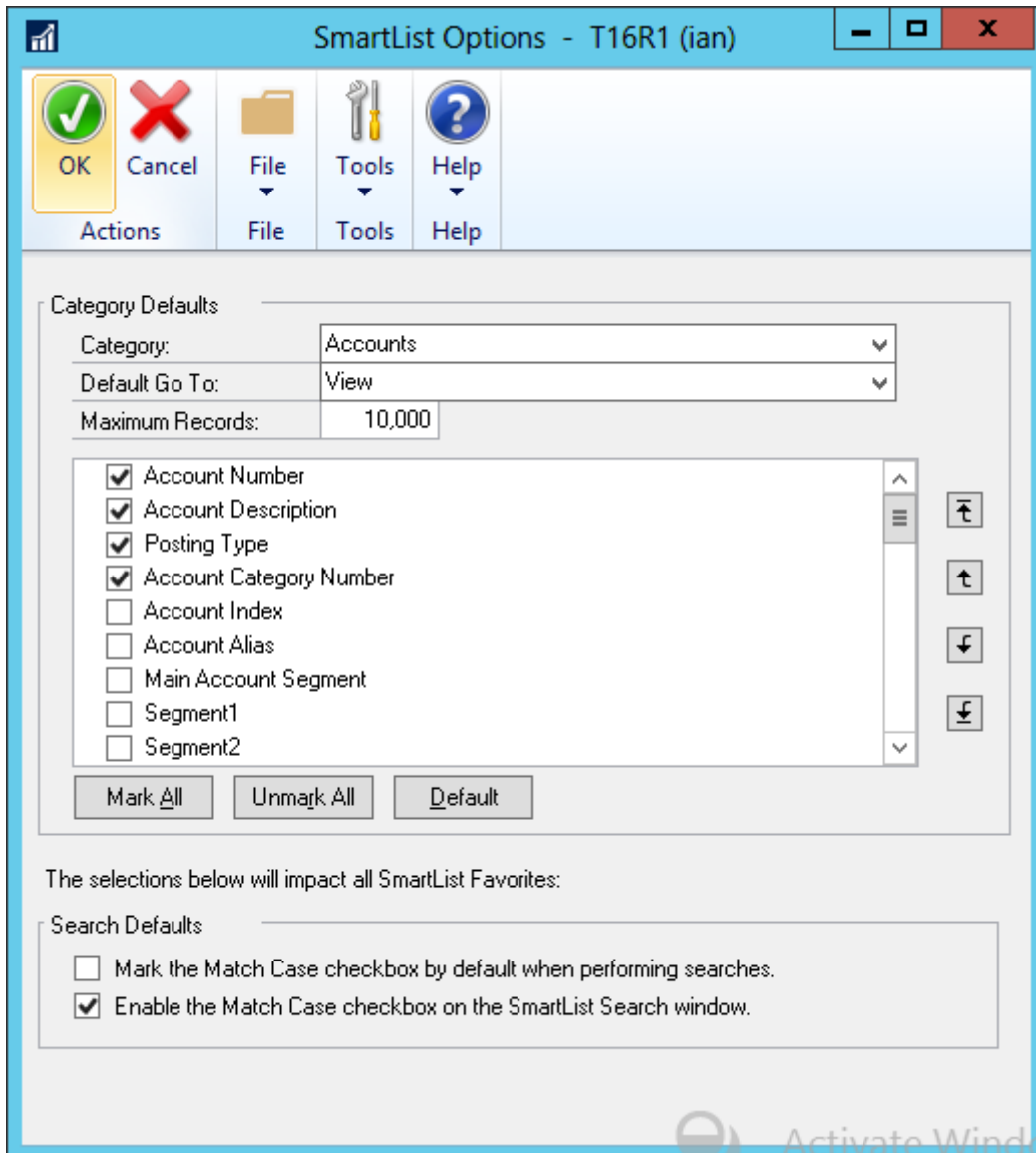
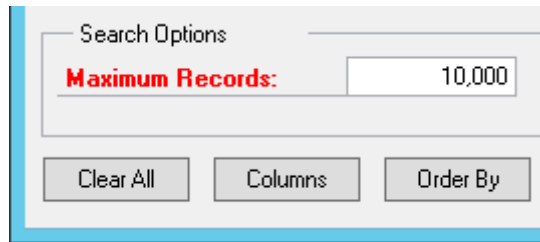
Display Name	Original Name
Journal Entry	Journal Entry
Series	Series
TRX Date	TRX Date
Account Number	Account Number
Account Description	Account Description
Debit Amount	Debit Amount
Credit Amount	Credit Amount
▶ Account Type	Account Type







1000 Bank Transaction Completed First 1000 records with no search criteria.



Search Account Transactions - T16R1 (ian)

OK    Cancel    File    Tools    Help  
 Actions   File   Tools   Help

Search Definition 1

Column Name:	Filter:	Value:
Trx Date	is between	Beginning of Period
<input type="checkbox"/> Field Comparison	<input type="checkbox"/> Match Case	0/0/0000
		End of Period
		0/0/0000

Search Definition 2

Column Name:	Filter:	Value:
Debit Amount	is greater than	1000000
<input type="checkbox"/> Field Comparison	<input type="checkbox"/> Match Case	

Add or Remove Favorites

Category: Account Transactions

**Name:** Debit > \$1m

**Visible To:** System

Custom Reminder - T16R1 (ian)

Actions      File      Tools      Help

**SmartList Favorite**

Debit > \$1m

Category: Account Transactions

Visible to: System

**Remind me when**

Number of records  
 is greater than 0

Total of column  
 0.00

Display as a Cue

To Do

**Reminders** New Reminder..

253 Overdue Invoii  
 40 Payables Due  
 1 Debit > \$1m

SmartList - T16R1 (ian)

Actions      Options      File      Tools      Help

> Account Transactions - Debit > \$1m

Journal Entry	Series	TRX Date	Account Number	Account Description	Debit Amount	Credit Amount
3449	Financial	4/12/2017	000-2100-00	Accounts Payable	\$1,273,866.90	\$0.00

Options

Load To Do: Reminders by default on Home Page

Enable Remember User

Default SmartList Visibility:

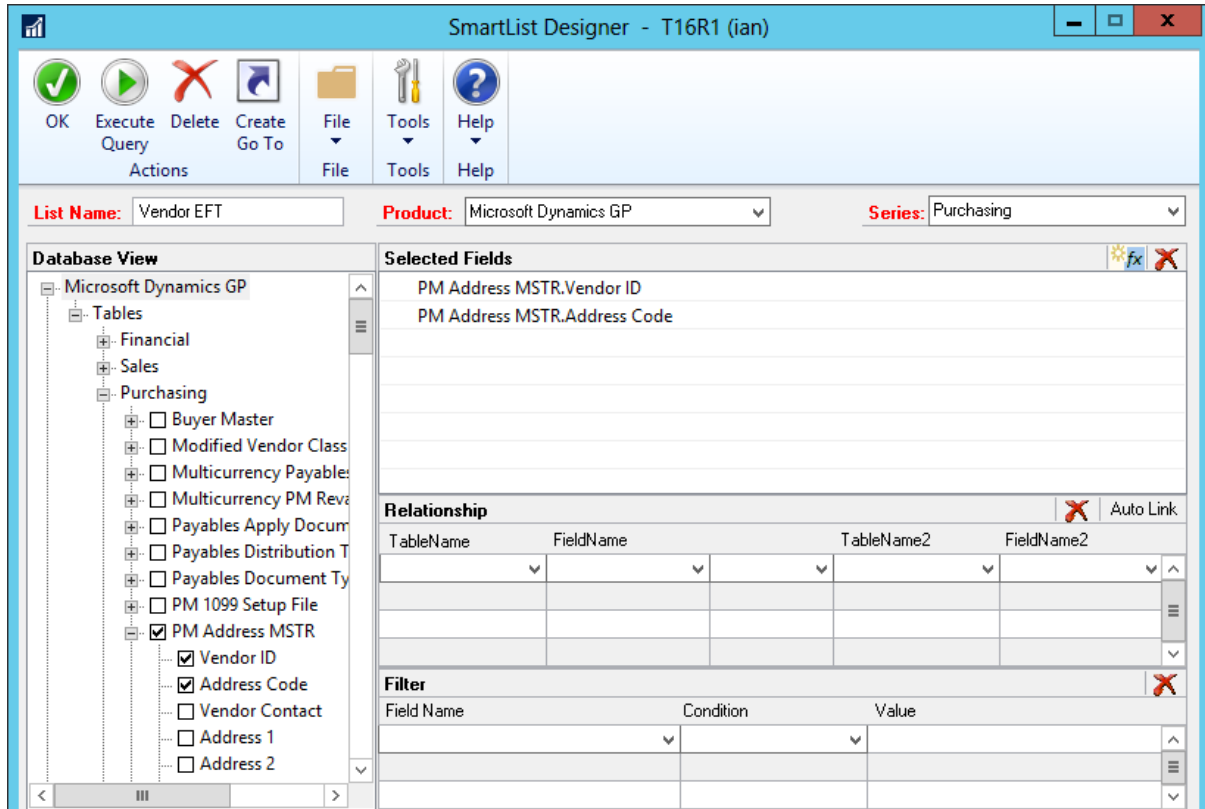
**Add or Remove Favorites**

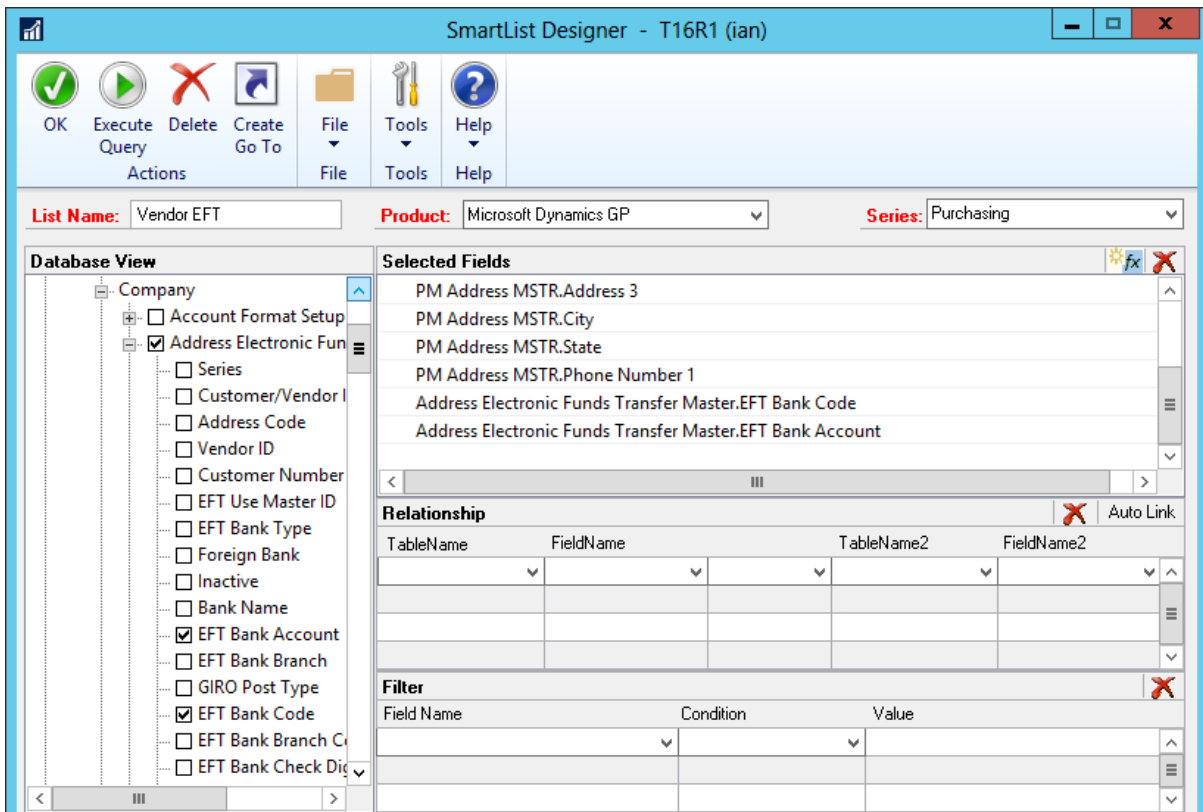
Category:

**Name:**

**Visible To:**

# Chapter 9: SmartList Designer





Relationship				Auto Link
TableName	FieldName	TableName2	FieldName2	
PM Address MSTR	Vendor ID			^
		Left Join		≡
		Inner Join		
		Cross Join		∨

Relationship				Auto Link
TableName	FieldName	TableName2	FieldName2	
PM Address MSTR	Vendor ID	Left Join	Address Electronic	Vendor ID
PM Address MSTR	Address Code	Left Join	Address Electronic	Address Code
				≡
				∨



SmartList - T16R1 (ian)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Excel, Word, Stop, Publish, Export/Import, SmartList, File, Tools, Help

Vendor EFT - \*

VendorID	Address Code	Vendor Contact	Address 1	Address 2	Address 3	City
ACETRAVE0...	PRIMARY	Greg Powell	123 Riley Street			Syd
ACETRAVE0...	REMIT TO	Greg Powell	Box 342			Syd
ADVANCED...	PRIMARY	Janice Berman	678 Sherwood ...			Arli
ADVANCED...	WAREHOUSE	Lindsey Vaughn	283 42 St Norht			Arli
ALLENSON0...	PRIMARY	Doug Allen	543 Washington			Chi
AMERICAN0...	PRIMARY	Dan Martin	1234 Allen Stre...			Chi
ASSOCIATO...	PRIMARY	Wade Tonnesson	12345 West Pe...			Wa
ASSOCIATO...	REMIT TO	Associated Insuranc...	P.O. Box 3847			Wa
ATTRACTIO...	PRIMARY	Ford Marks	P.O. Box 9876			Chi
ATTRACTIO...	WAREHOUSE	Joe Swanson	1345 East High...			Chi
AUTOFINA0...	PRIMARY	Lindsey Guidera	6789 Broadway			Gra
BEAUMONT...	PRIMARY	Phil Beaumont	1234 East Cres...			Chi
BERGERON0...	PRIMARY	Francine M. Gergeron	876 12 London...			Mo
BLOOMING...	PRIMARY	County Treasurer	5432 West Main			Chi
BLOOMING...	REMIT TO	County Treasurer	P.O. Box 1002			Chi

SmartList Designer - T16R1 (ian)

Actions: OK, Execute Query, Delete, Create Go To, File, Tools, Help

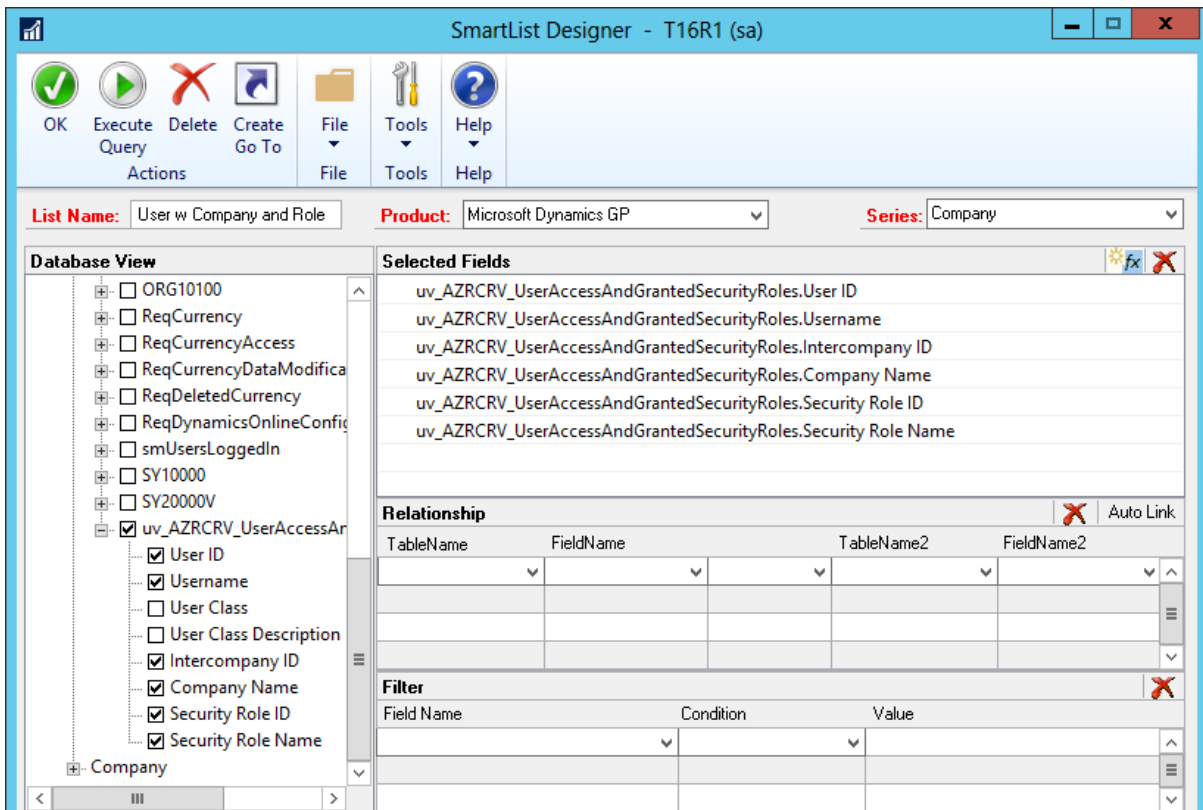
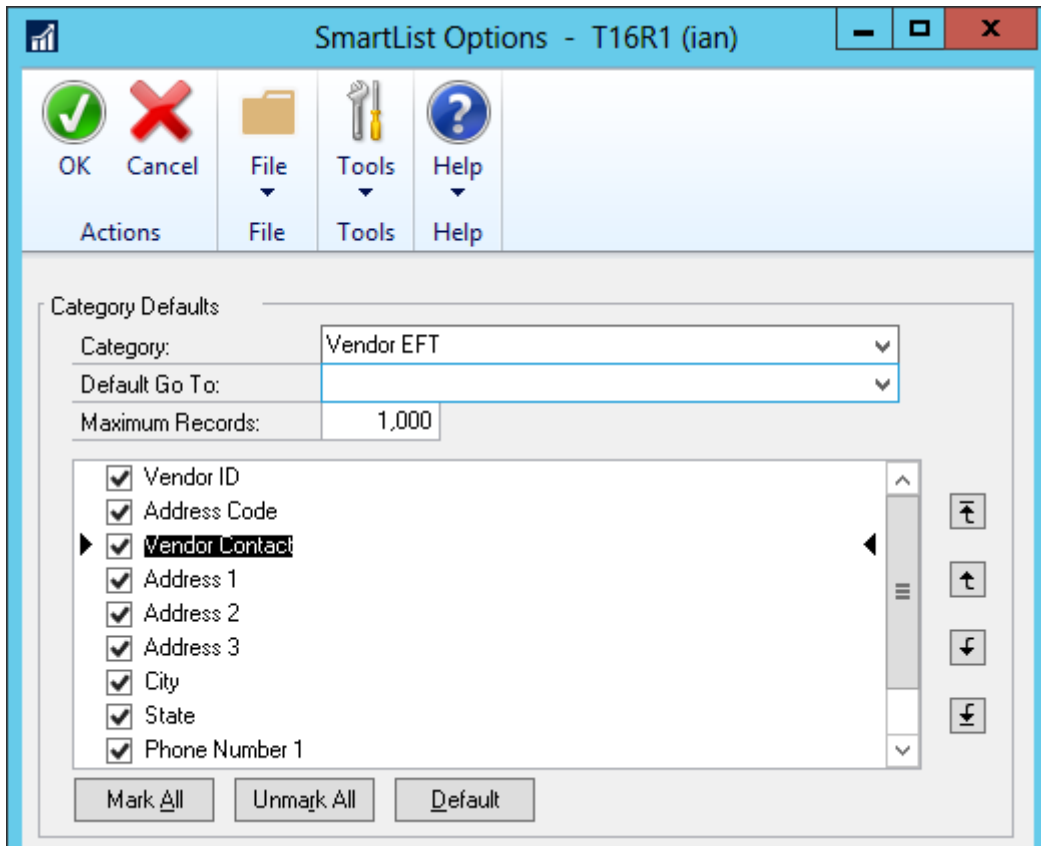
List Name: Vendor EFT    Product: Microsoft Dynamics GP    Series: Purchasing

Result's Preview    T-SQL Query

Vendor ID	Address Code	Vendor Contact	Address 1	Address 2	Address 3	City	State
ACETRAVE0001	PRIMARY	Greg Powell	123 Riley Street			Sydney	NSW
ACETRAVE0001	REMIT TO	Greg Powell	Box 342			Sydney	NSW
ADVANCED0001	PRIMARY	Janice Berman	678 Sherwood ...			Arlingto...	IL

Result's Preview    T-SQL Query

```
select [PM00300].[VENDORID] AS 'Vendor ID',
[PM00300].[ADRSCDDE] AS 'Address Code',
[PM00300].[VNDCNTCT] AS 'Vendor Contact',
[PM00300].[ADDRESS1] AS 'Address 1',
[PM00300].[ADDRESS2] AS 'Address 2',
[PM00300].[ADDRESS3] AS 'Address 3',
[PM00300].[CITY] AS 'City',
[PM00300].[STATE] AS 'State'
```



File Name: C:\Users\administrator.AZURECURVE\Desktop\SmartList Expo

Filter		
Field Name	Condition	Value
uv_AZRCRV_UserAccessAndGranted		
uv_AZRCRV_UserAccessAndGrantedSecurityRoles.Company Name		

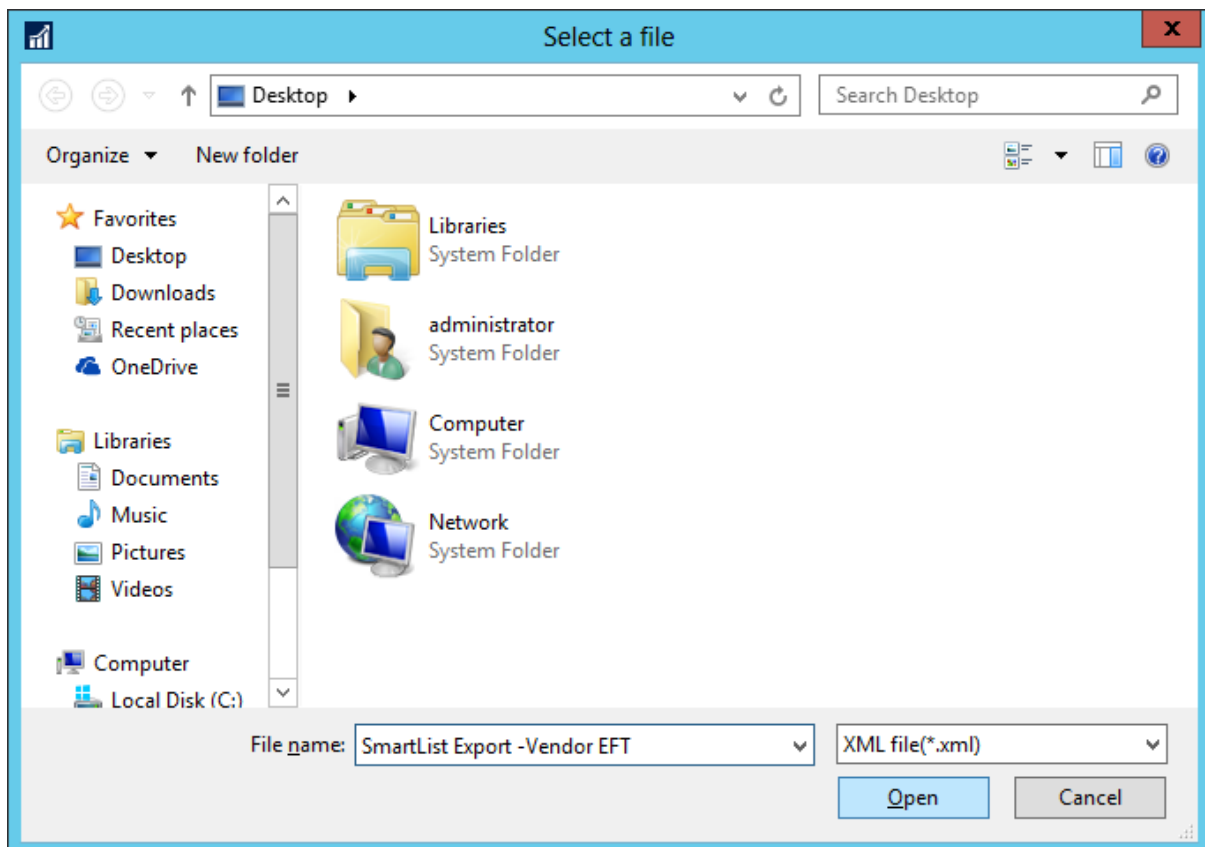
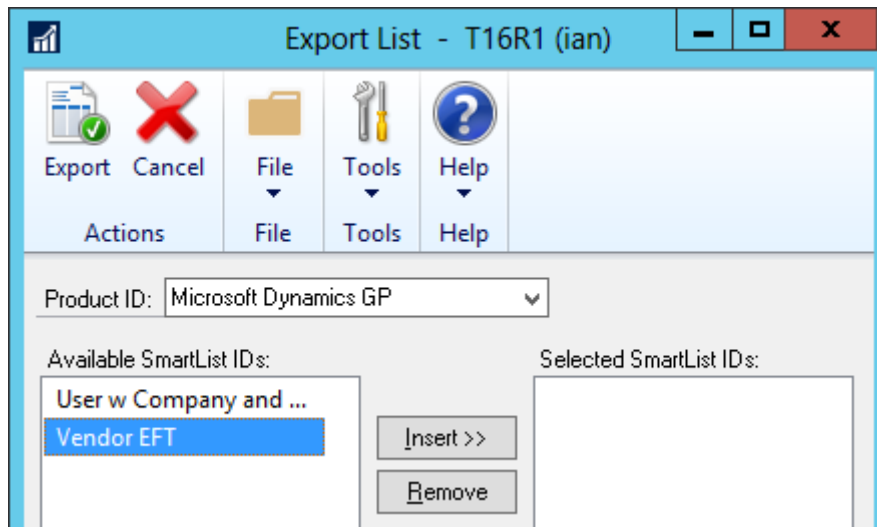
Filter		
Field Name	Condition	Value
uv_AZRCRV_UserAccessAndGranted		
	Like	
	Not like	
	Is	
	Is not	
	Is any of	
	Is none of	
	More than	
	More than or equal to	

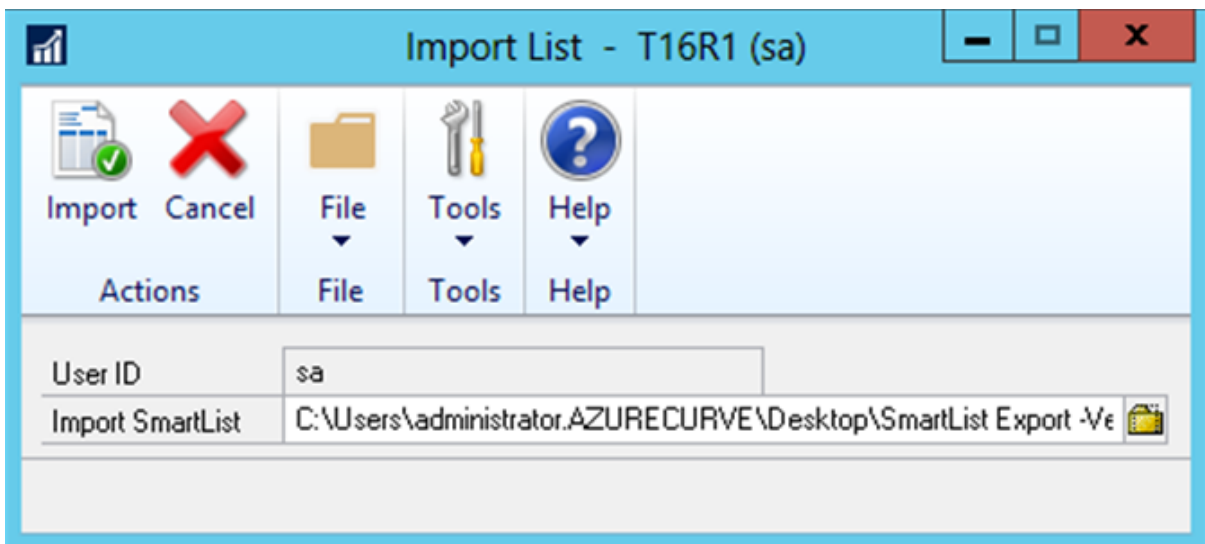
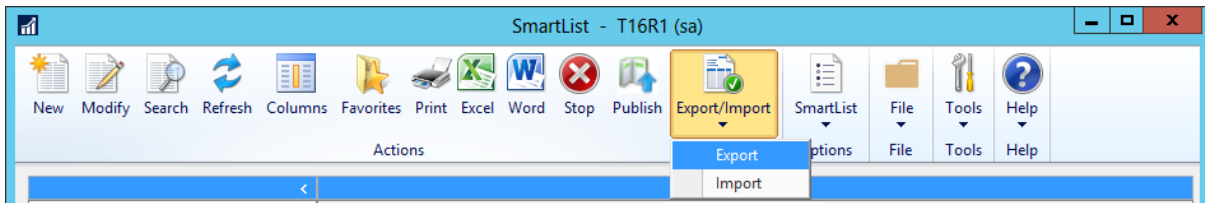
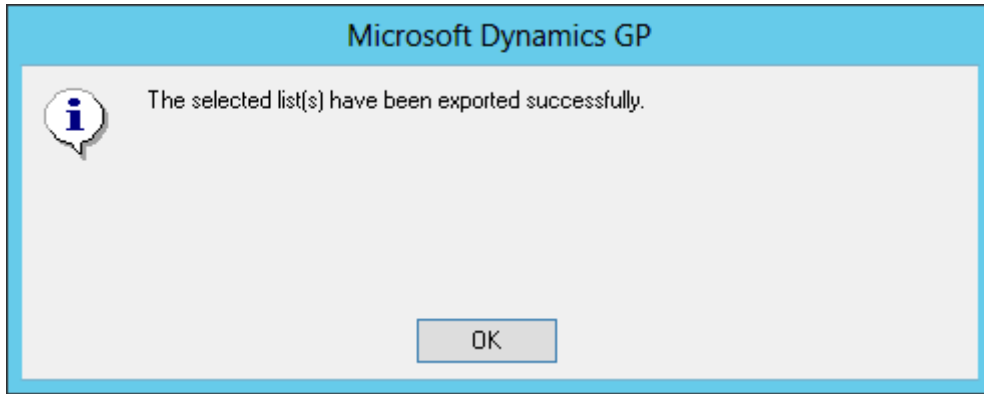
Filter		
Field Name	Condition	Value
uv_AZRCRV_UserAccessAndGranted	Not like	%TEST%

SmartList - T16R1 (sa)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Publish Export/Import SmartList File Tools Help

Actions Export Import Options File Tools Help





## Report Destination

### Report Information

Name: Import SmartList Exception Report

Option:

### Destination

Report Type: Standard

Screen

Printer

File

File Name:

File Format:

Append

Replace

OK

Cancel

## Microsoft Dynamics GP



The selected list(s) has been imported successfully.

OK

Screen Output - Import SmartList Exception Report

File Edit Tools Find Help sa Fabrikam, Inc. 4/12/2017

Print Send To Modify 100% Completed 1 Page Page 1

System: 6/20/2016 8:43:42 PM Import SmartList Exception Report Page ID: 1  
 User Date: 4/12/2017 Fabrikam, Inc. User ID: sa

Total List: 1  
 Succeeded: 0  
 Failed: 1

SmartList Name	Message
Vendor EFT	The import failed as a smartlist exists with the same details.

Reporting Tools Setup - T16R1 (ian)

OK Cancel File Print Tools Help

Actions File Tools Help

Setup

Reporting Services **Excel Reports** Management Reporter Power BI OData

System Level

Location Network Share  Using SharePoint Online

Reports Directory C:\XLReports\

SmartList - T16R1 (ian)

New Modify Search Refresh Columns Favorites Print Excel Word Stop Publish Export/Import SmartList File Tools Help

Actions Options File Tools Help


< User w Company and Role - \*





	A	B	C	D	E	F
1	User ID ▾	Username ▾	Intercompany ID ▾	Company Name ▾	Security Role ID ▾	Security Role Name ▾
2	sa	sa	T16R1	Fabrikam, Inc.	POWERUSER	POWERUSER
3	sa	sa	P16R1	Perfect Image Limited	POWERUSER	POWERUSER
4	sa	sa	A16R1	azurecurve Publishing	POWERUSER	POWERUSER
5	sa	sa	TEST	Fabrikam <TEST>	POWERUSER	POWERUSER
6	DYN SA	DYN SA	T16R1	Fabrikam, Inc.	POWERUSER	POWERUSER
7	DYN SA	DYN SA	P16R1	Perfect Image Limited	POWERUSER	POWERUSER
8	DYN SA	DYN SA	A16R1	azurecurve Publishing	POWERUSER	POWERUSER
9	DYN SA	DYN SA	TEST	Fabrikam <TEST>	POWERUSER	POWERUSER
10	iang	Ian Grieve	T16R1	Fabrikam, Inc.	POWERUSER	POWERUSER
11	iang	Ian Grieve	P16R1	Perfect Image Limited	POWERUSER	POWERUSER
12	iang	Ian Grieve	A16R1	azurecurve Publishing	POWERUSER	POWERUSER

### Microsoft Dynamics GP



Republish the Excel report to include the new changes for the smartlist.

# Chapter 10: Connecting Dynamics GP to Microsoft Office 2016

2016717-101424.XLS

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Clipboard Font Alignment Number

	A	B	C	D	E	F
	Year	Period ID	Account Number	Account Description	Debit Amount	Credit Amount
1	2013		0 000-1100-00	Cash - Operating Account	338,562.25000	0.00000
2	2013		0 000-1101-00	Cash in Bank - Canada	10,510.29000	0.00000
3	2013		0 000-1102-00	Cash in Bank - Australia	6,573.56000	0.00000
4	2013		0 000-1103-00	Cash in Bank - New Zealand	8,425.79000	0.00000
5	2013		0 000-1104-00	Cash in Bank - Germany	5,233.88000	0.00000
6	2013		0 000-1105-00	Cash in Bank - United Kingdom	8,887.73000	0.00000
7	2013		0 000-1106-00	Cash in Bank - South Africa	5,102.55000	0.00000
8	2013		0 000-1107-00	Cash in Bank - Singapore	3,772.87000	0.00000
9	2013		0 000-1110-00	Cash - Payroll	925.44000	0.00000
10	2013		0 000-1120-00	Cash - Flex Benefits Program	345.32000	0.00000
11	2013		0 000-1130-00	Petty Cash	175.00000	0.00000
12	2013					

Financial Accounts Account Transa... Checkbooks General Ledger ... Report List Microsoft Dyna... Excel Reports Reporting Servi... SmartList Favori... Other Reports Assets

Account

Fixed Allocation Variable Allocation Unit Account Journal Entry Quick Entry All Accounts

Reports Go To

Accounts (read only) Type to filter

Show results Add Filter

View Transactions Detail Inquiry Summary Inquiry Send To Excel

<input checked="" type="checkbox"/>	Account Number	Description	Account Type
<input checked="" type="checkbox"/>	000-1100-00	Cash - Operating Account	Posting Account
<input checked="" type="checkbox"/>	000-1101-00	Cash in Bank - Canada	Posting Account
<input checked="" type="checkbox"/>	000-1102-00	Cash in Bank - Australia	Posting Account
<input checked="" type="checkbox"/>	000-1103-00	Cash in Bank - New Zealand	Posting Account

Search Account Summary - T16R1 (ian)

OK    Cancel    File    Tools    Help  
 Actions   File   Tools   Help

Search Definition 1

Column Name:  Filter:  Value:

Field Comparison    Match Case

Search Definition 2

Column Name:  Filter:  Value:

Field Comparison    Match Case

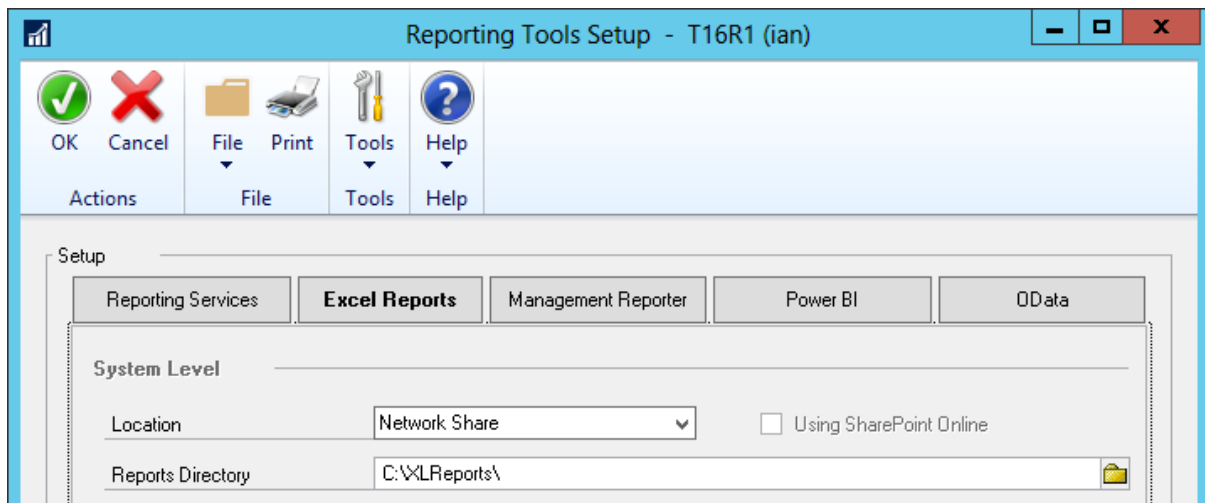
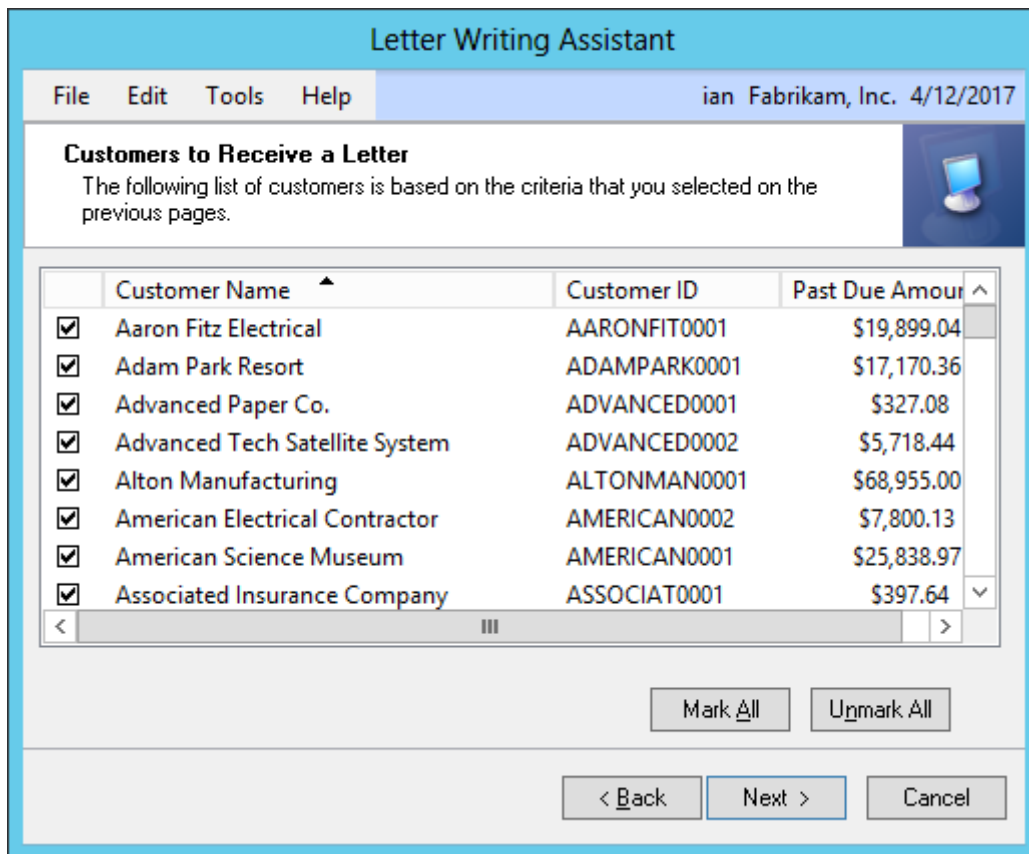
Document1 - Word

File Home Insert Design Layout References Mailings Review View Tell me Share

Calibri (Body) 11 A<sup>+</sup> A<sup>-</sup> Aa B I U abc x<sub>2</sub> x<sup>2</sup> AaBbCcDc AaBbCcDc AaBbCc

Normal No Spac... Heading 1

Year	Period ID	Account Number	Account Description	Debit Amount	Credit Amount
2013	0	000-3030-00	Retained Earnings	\$36,183.69	(\$466,119.46)
2014	0	000-3030-00	Retained Earnings	\$36,183.69	\$460,708.41
2015	0	000-3030-00	Retained Earnings	\$25,422.23	\$435,316.58



Microsoft Dynamics GP

Home Administration Excel Reports

Microsoft Dynamics GP Transactions Inquiry Reports Cards

Administration  
All Reports List  
My Reports List  
Microsoft Dyna...  
**Excel Reports**  
Reporting Servi...  
SmartList Favi...  
Other Reports  
SmartList Desig...

View Print Send in E-mail >> Edit Report Option Edit Report Add to Rename Remove from GP Report Print this List Export

Actions Modify My Reports New Reports

Excel Reports (read only) Type to filter Hide Options

Show results  
+ Add Filter

<input type="checkbox"/>	Name	Option	Series	Category
<input type="checkbox"/>	T16R1 Accounts	C:\XLReports\Data Connect...	Financial	T16R1
<input type="checkbox"/>	T16R1 Accounts Default	C:\XLReports\Reports	Financial	T16R1
<input type="checkbox"/>	T16R1 Accounts Default	C:\XLReports\Data Connect...	Financial	T16R1
<input type="checkbox"/>	T16R1 AccountSummary	C:\XLReports\Data Connect...	Financial	T16R1

**! SECURITY WARNING** External Data Connections have been disabled [Enable Content](#)

Excel Options

General  
Formulas  
Proofing  
Save  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-ins  
**Trust Center**

Help keep your documents safe and your computer secure and healthy.

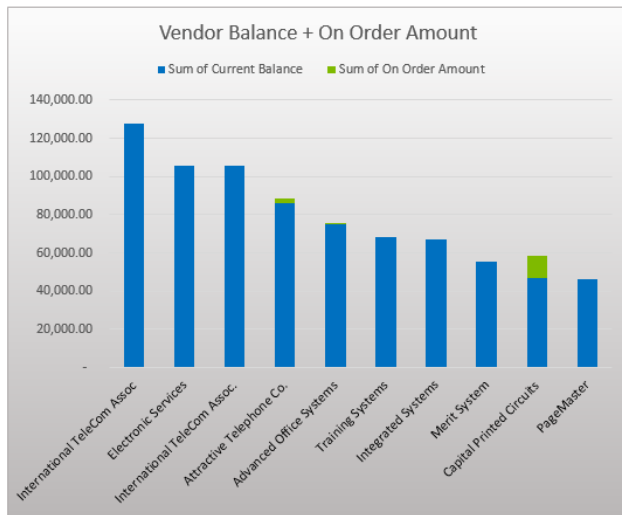
**Security & more**

Visit Office.com to learn more about protecting your privacy and security.  
[Microsoft Trustworthy Computing](#)

**Microsoft Excel Trust Center**

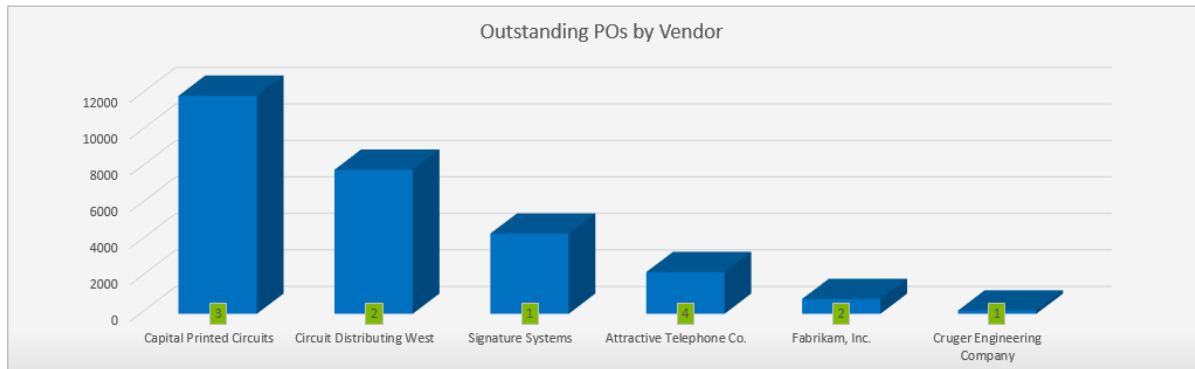
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings. [Trust Center Settings...](#)

## Purchasing Dashboard



Items	Purchase Orders	Requisitions
Below Order Point Quantity: 39	Late Shipments: 8	Submitted: 0
Received Not Invoiced: 17	Saved: 0	

Vendor	Balance
International TeleCom Assoc	\$127,760
Electronic Services	\$105,976
International TeleCom Assoc.	\$105,508
Attractive Telephone Co.	\$86,016
Advanced Office Systems	\$74,939
Training Systems	\$68,359
Integrated Systems	\$66,810
Merit System	\$55,164
Capital Printed Circuits	\$46,827
PageMaster	\$46,257



[ashboard](#) |
 [OrderPtQty](#) |
 [Reqs\\_Submitted](#) |
 [Reqs\\_Saved](#) |
 [Outstanding\\_POs](#) |
 [Received\\_Not\\_Invoiced](#) |
 [PurchLineItems](#) |
 [VendorBalance](#) |
 [+](#)

### Query Wizard - Choose Columns

What columns of data do you want to include in your query?

Available tables and columns:

- ACTINDX
- ACTNUMBR\_2
- ACTNUMBR\_3
- ACTNUMBR\_4
- ACTNUMBR\_5
- ACTNUMBR\_6

>

<

<<

Columns in your query:

- ACTNUMBR\_1

Preview of data in selected column:

? Preview Now
Options...
< Back
Next >
Cancel

**Query Wizard - Filter Data**

Filter the data to specify which rows to include in your query.  
If you don't want to filter the data, click Next.

Column to filter:      Only include rows where:

ACTNUMBR\_1  
ACTNUMBR\_2  
ACTNUMBR\_3  
ACTDESCR  
DEBITAMT  
CRDTAMNT  
PERDBLNC  
PERIODID  
**YEAR1**

YEAR1

equals      2017

And     Or

\_\_\_\_\_      \_\_\_\_\_

And     Or

\_\_\_\_\_      \_\_\_\_\_

And     Or

Microsoft Query

File Edit View Format Table Criteria Records Window Help

SQL

Query from Dynamics GP

GL11110

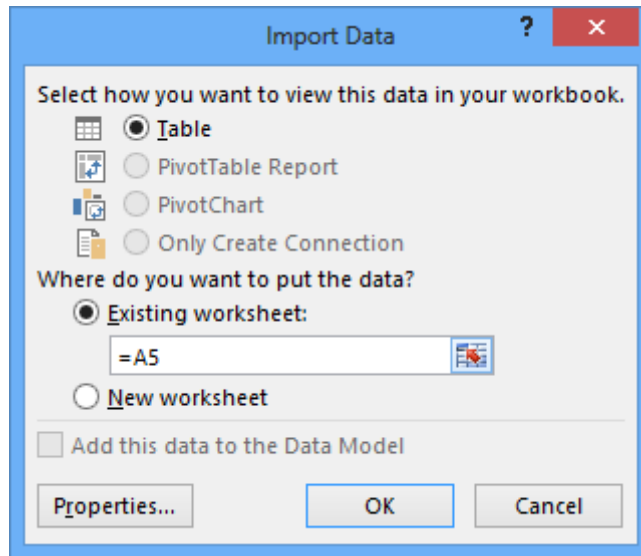
\*  
ACCATNUM  
ACCTENTR  
ACCTTYPE  
ACTALIAS  
ACTDESCR

Criteria Field: YEAR1

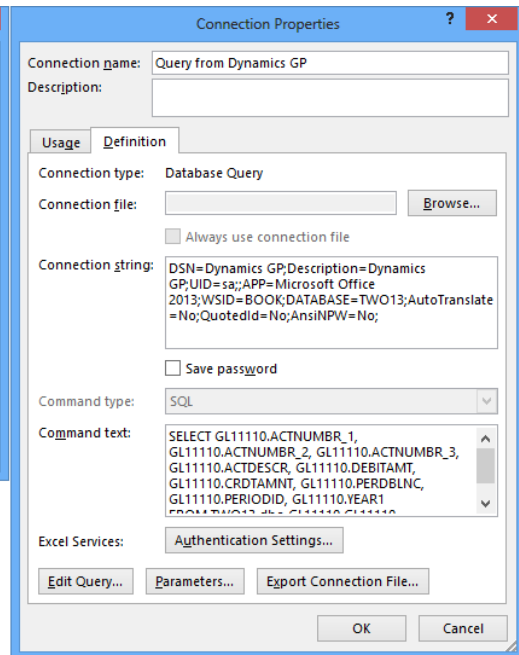
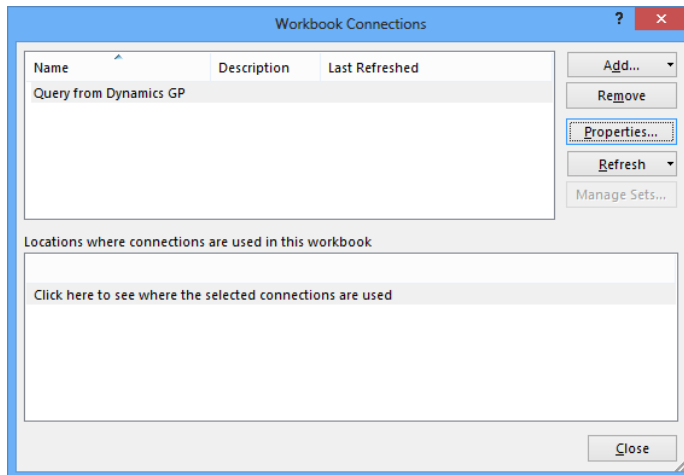
Value: [SumYear]

or:

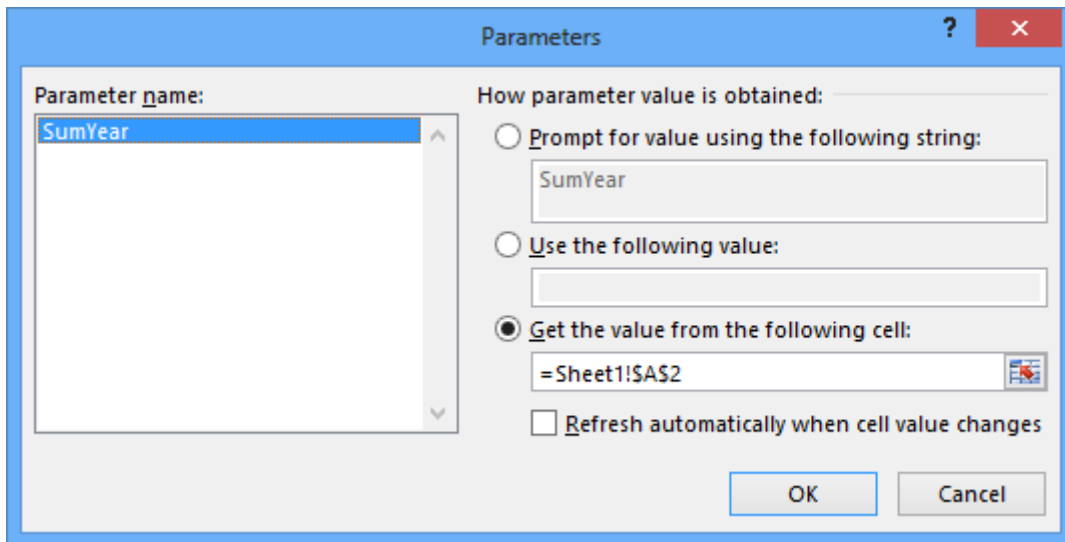
ACTNUMBR	ACTNUMBR	ACTNUMBR	ACTDESCR	DEBITAMT	CRDTAMNT
000	1100	00	Cash - Operating Account	56583.42000	2994.59000
000	1100	00	Cash - Operating Account	33422.79000	96695.26000
000	1100	00	Cash - Operating Account	185709.22000	12945.09000
000	1100	00	Cash - Operating Account	.00000	50.00000
000	1110	00	Cash - Payroll	.00000	43414.75000
000	1110	00	Cash - Payroll	.00000	21263.99000
000	1110	00	Cash - Payroll	.00000	21982.79000



	ACTNUMBR_1	ACTNUMBR_2	ACTNUMBR_3	ACTDESCR	DEBITAMT	CRDTAMNT
5						
6	000	1100	00	Cash - Operating Account	56583.42	2994.59
7	000	1100	00	Cash - Operating Account	33422.79	96695.26
8	000	1100	00	Cash - Operating Account	185709.22	12945.09
9	000	1100	00	Cash - Operating Account	0	50

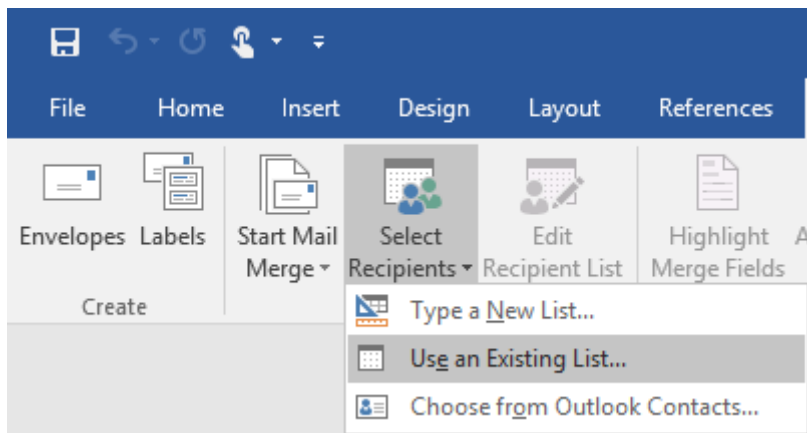
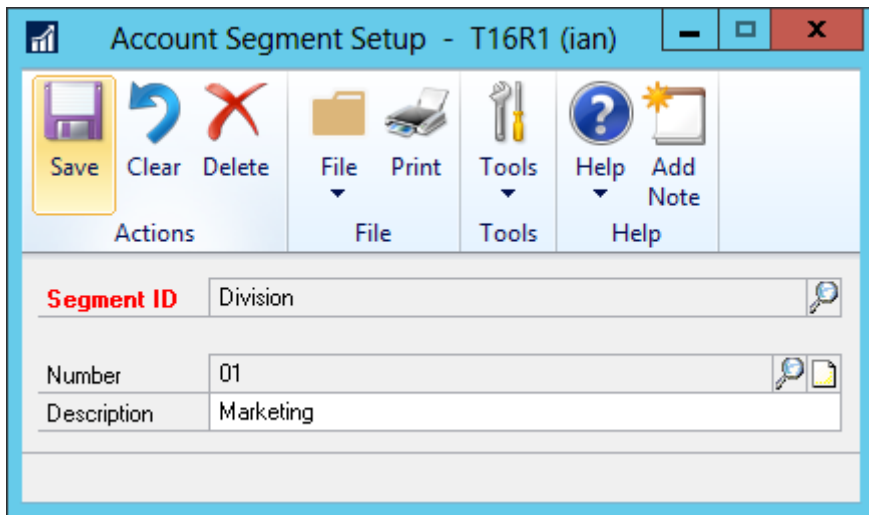
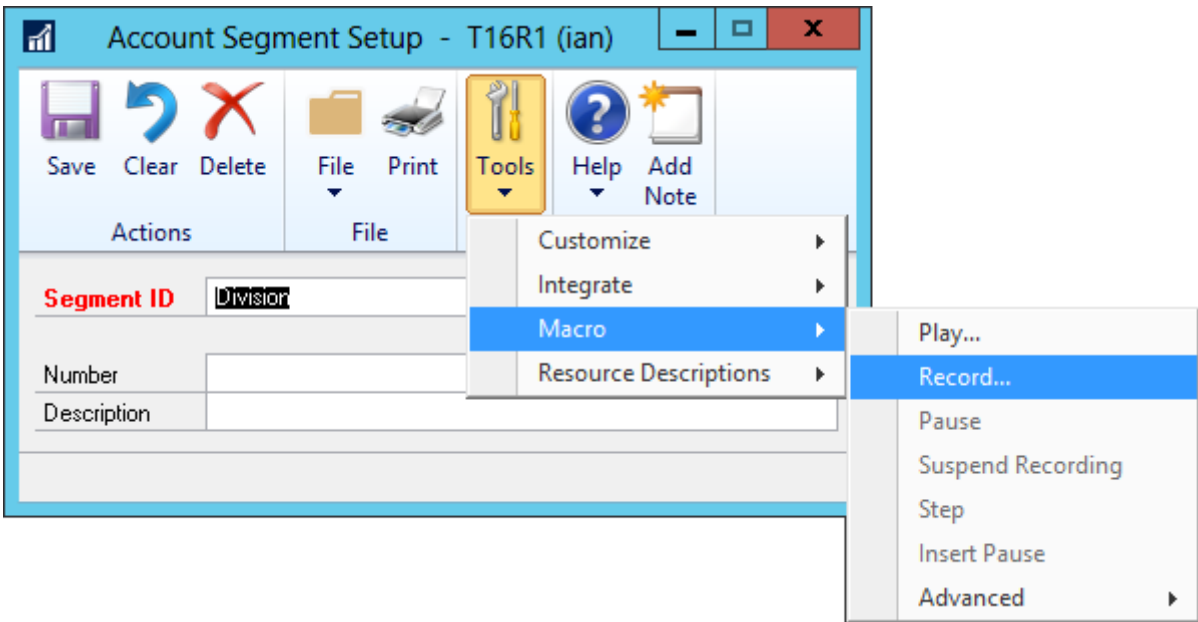




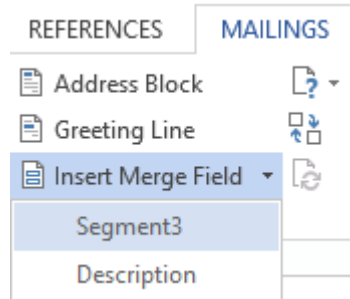


ACTNUMBR_1	ACTNUMBR_2	ACTNUMBR_3	ACTDESCR	DEBITAMT	CRDTAMNT
000	1100	00	Cash - Operating Account	55699.93	0
000	1100	00	Cash - Operating Account	76022.07	5528.13
000	1100	00	Cash - Operating Account	233681.95	140.5
000	1100	00	Cash - Operating Account	5279.5	0

	A	B	C
1	Segment3	Description	
2	01	Marketing	
3	02	HR	
4	03	Plant	
5	04	Operations	
6	05	Shipping	



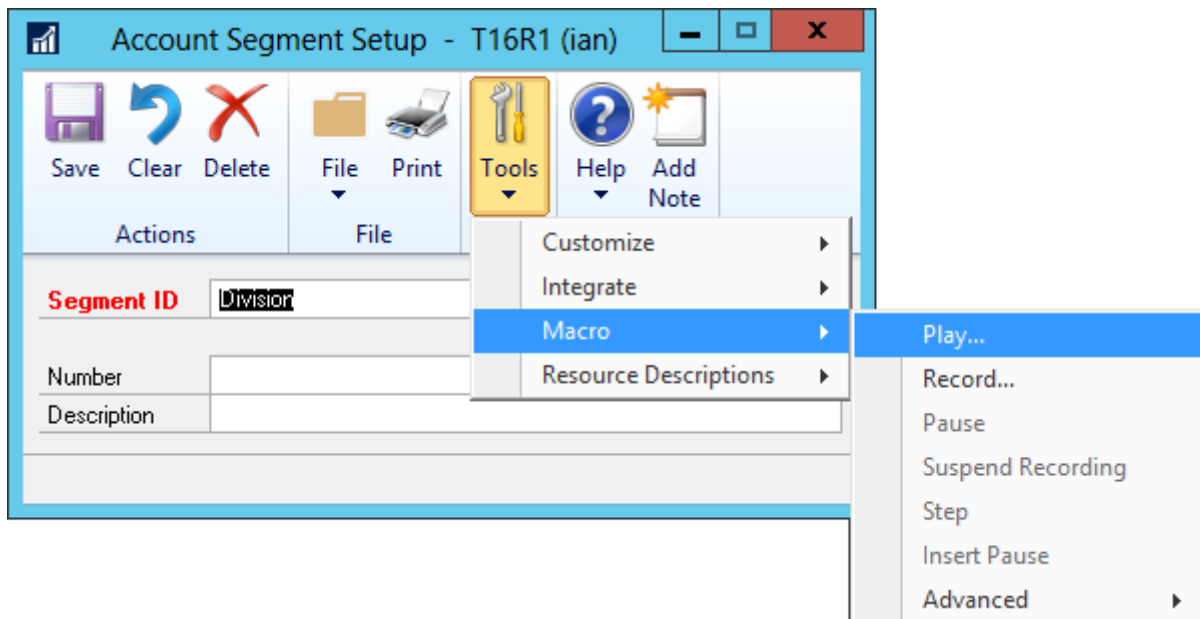
```
ActivateWindow dictionary 'default' form 'GL_Segment_Maintenance' window  
'GL_Segment_Maintenance'  
TypeTo field 'Segment ID' , '01'
```



```
ActivateWindow dictionary 'default' form 'GL_Segment_Maintenance' window  
'GL_Segment_Maintenance'  
TypeTo field 'Segment ID' , '«Segment3»'
```

```
TypeTo field Description , 'Marketing'  
MoveTo field 'Save Button'  
ClickHit field 'Save Button'
```

```
TypeTo field Description , '«Description»'  
MoveTo field 'Save Button'  
ClickHit field 'Save Button'
```



### Add or Remove Favorites

Category:

**Name:**

**Visible To:**

### Export Solutions

ian Fabrikam, Inc. 4/12/2017

Name:

Document:

Preparation Macro:

Completion Macro:

Visible To:

Application:

Works for Favorites:

- Account Summary
- Export Solution**
- Account Transactions

SmartList - T16R1 (ian)

Actions: New, Modify, Search, Refresh, Columns, Favorites, Print, Word, Stop, Go To, **Excel**, Publish, Export/Import, SmartList, File, Tools, Help

ExportSolution

Options, File, Tools, Help

Account Summary - Export Solution

Quick Export

Year	Period ID	Account Number	Account Description	Debit Amount	Credit Amount
2013	0	000-1100-00	Cash - Operating Account	\$338,562.25	
2013	0	000-1101-00	Cash in Bank - Canada	\$10,510.29	
2013	0	000-1102-00	Cash in Bank - Australia	\$6,573.56	
2013	0	000-1103-00	Cash in Bank - New Zeala...	\$8,425.79	
2013	0	000-1104-00	Cash in Bank - Germany	\$5,233.88	
2013	0	000-1105-00	Cash in Bank - United Kin...	\$8,887.73	

**Sales Transaction Entry - T16R1 (ian)**

Save Actions AA Attach Options View Additional Go To File Print E-mail Available Reports Tools Help Add Note

**Type/Type ID:** Invoice SERVIN **Date:** 9/25/2018

**Document No.:** INVS3014 **Batch ID:** CONTRACTS

**Customer ID:** RIVERSID0001 **Default Site ID:** WAREHOUSE

**Customer Name:** Riverside University **Customer PO Number:**

**Ship To Address:** PRIMARY 5678 Herman St. **Currency ID:** Z-C\$

Line Items by Order Entered

Item Number	D	U of M	Invoice Quantity	Unit Price	Extended Price
5-CONTRACTS	<input type="checkbox"/>	Each	1	C\$4,831.60	C\$4,831.60
5-CONTRACTS	<input type="checkbox"/>	Each	1	C\$0.00	C\$0.00
5-CONTRACTS	<input type="checkbox"/>	Each	1	C\$0.00	C\$0.00

**Sales Document Print Options - T16R1 (ian)**

Cancel File Print Tools Help Add Note

**Form to Print:** Documents

**Sort Documents By:** Doc Type/Number

**Currency To Print:** Originating

**Destination**

Print Document

Send Document in E-mail

**Documents**

Reprint Previously Printed/Sent

Include Kit Components

Print Customer Item

Print Ship To Addresses with Lines

Include Tax Details

Print Dual Currencies

Line Item and Summary Taxes

Summary Taxes Only

**Include**

Quotes

Orders

Fulfillment Orders

Invoices

Returns

Back Orders

Picking Tickets

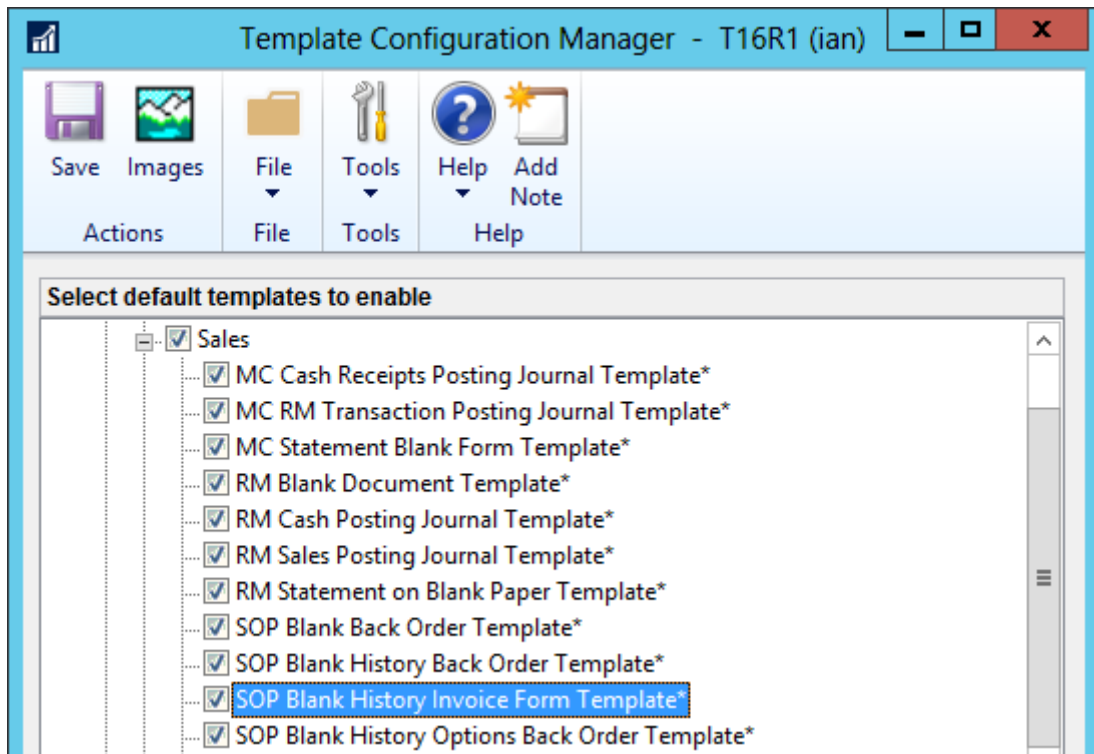
Packing Slips

**Format**

Blank Paper

Blank Paper

Blank Paper



# Chapter 11: Maintaining Dynamics GP

**Fiscal Periods Setup - T16R1 (ian)**

OK     Calculate     Redisplay     File     Print     Tools     Help     Add Note

Year:     **First Day**      Historical Year  
**Last Day**        

**Number of Periods**

Period	Period Name	Date	Series Closed						
			Financial	Sales	Purchasing	Inventory	Payroll	Project	
1	Period 1	1/1/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↑
2	Period 2	2/1/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Period 3	3/1/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Period 4	4/1/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Period 5	5/1/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Period 6	6/1/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Period 7	7/1/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Period 8	8/1/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	↓

**Mass Close Fiscal Periods - T16R1 (ian)**

OK   
 File   
 Print   
 Tools   
 Help   
 Add Note

Year:    
Series:

Origin:

Periods:   
 All   
 From:

To:

Series	Origin	Period Name	Closed
Purchasing	Euro Conversion	Period 3	<input type="checkbox"/>
Purchasing	Payables Trx Entry	Period 3	<input checked="" type="checkbox"/>
Purchasing	Payment Entry	Period 3	<input type="checkbox"/>

**AutoComplete Setup - T16R1 (ian)**

OK   
 File   
 Tools   
 Help   
 Add Note

Show AutoComplete Suggestions

Remove Unused Entries After     Days

Max. Number of Entries to Store per Field



### Receivables Management Setup - T16R1 (ian)

OK
 Cancel

File
 Print

Tools
 Help
 Add Note

Aging Periods

	From:	To:
Current	0	30
31 - 60 Days	31	60
61 - 90 Days	61	90
91 - 120 Days	91	120
121 - 150 Days	121	150
151 - 180 Days	151	180
181 and Over	181	999

Passwords

Exceed Credit Limit	ACCESS
Remove Customer Hold	
Exceed Maximum Writeoffs	ACCESS
Waive Finance Charge	ACCESS

Options

<input checked="" type="checkbox"/> Track Discounts Available in GL	<input checked="" type="checkbox"/> Reprint Statements	<input type="checkbox"/> Display Over Credit Icon
<input checked="" type="checkbox"/> Print Historical Aged Trial Balance	<input type="checkbox"/> Print Tax Details on Documents	<input type="checkbox"/> Warn If Customer Over Credit

### Paid Sales Transaction Removal - T16R1 (ian)

Process
 Clear
 Cancel

File
 Tools

Help
 Add Note

Customers:

by Customer ID

All  From:

To:

Class ID:  All  From:

To:

Remove:

<input checked="" type="checkbox"/> NSF	<input checked="" type="checkbox"/> Void	<input checked="" type="checkbox"/> Waived	<input checked="" type="checkbox"/> Paid Transactions	<input checked="" type="checkbox"/> Checks
---	--	--	---	--

**Cut Off:**

2/12/2017

4/12/2017

Balance Forward Consolidation

Print Register



Manage Automated Client Updates - T16R1 (sa)

Save Clear Delete File Tools Help Add Note




Actions File Tools Help

**Update Name** Service Pack 1

Update clients at next use

**UNC path to the update file**  
 \\myserver\DynamicsCentral\Service Packs\MicrosoftDynamicsGP-KBXXXXXXXX-v16-ENU.msp

Dictionary Locations:

Application	C:\Program Files (x86)\Microsoft Dynamics\GP21	
Forms	C:\Program Files (x86)\Microsoft Dynamics\GP21	
Reports	C:\Program Files (x86)\Microsoft Dynamics\GP21	

Back Up Company - T16R1 (sa)

OK Cancel File Tools Help Add Note

Actions File Tools Help

Select the company to backup.

**Company Name:** Fabrikam, Inc.

Database Name: T16R1

Use local storage  
 Use Microsoft Azure storage

Select the backup file:

C:\Program Files (x86)\Microsoft Dynamics\GP2016\backup\T16R1.

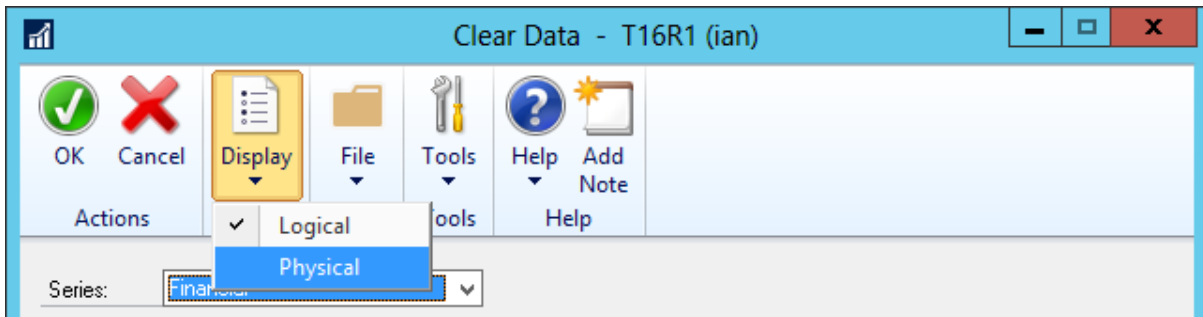
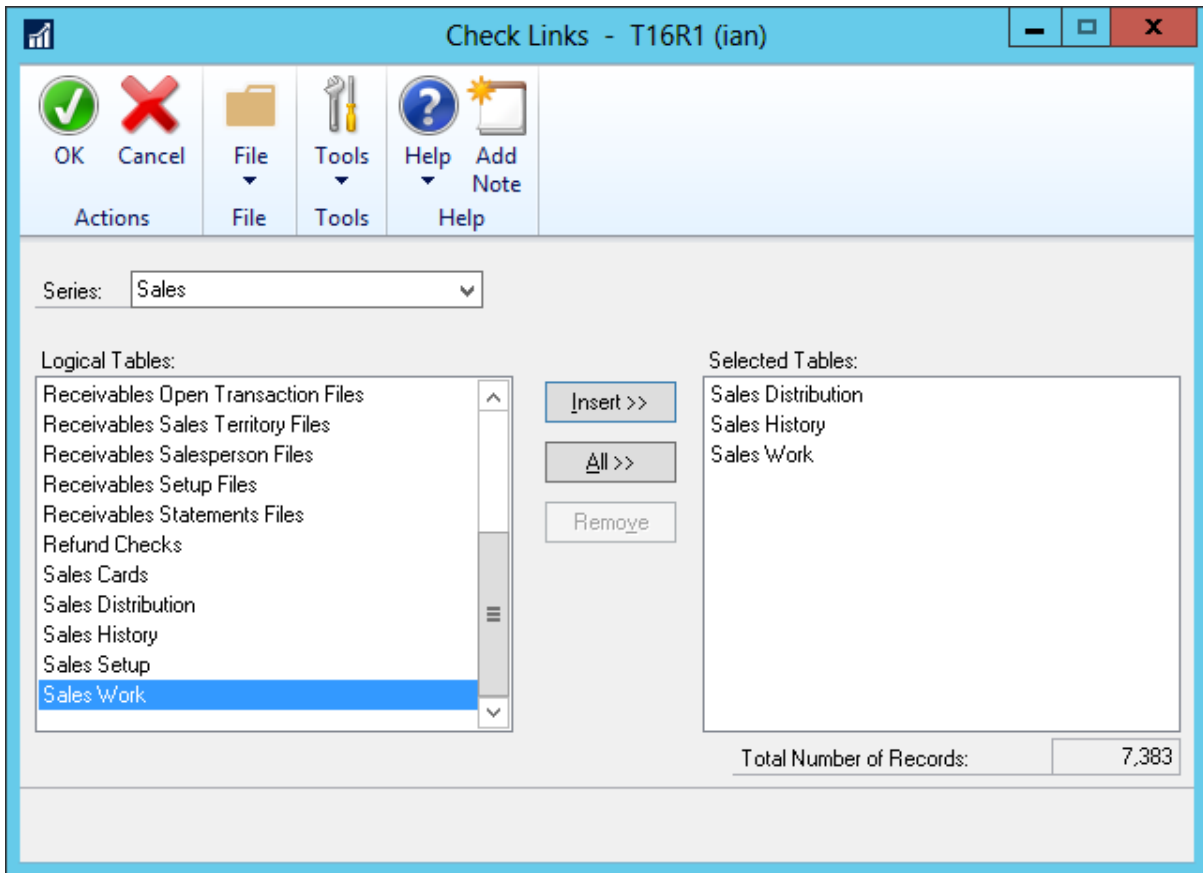
Access key:

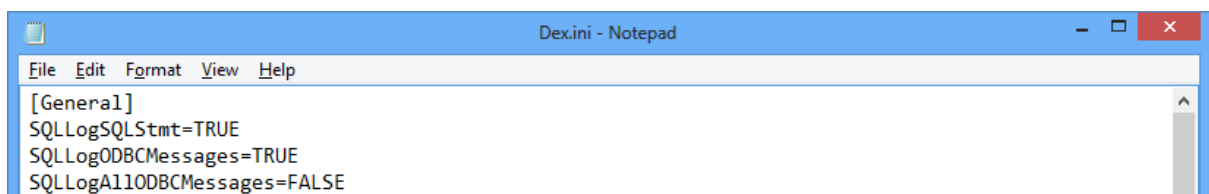
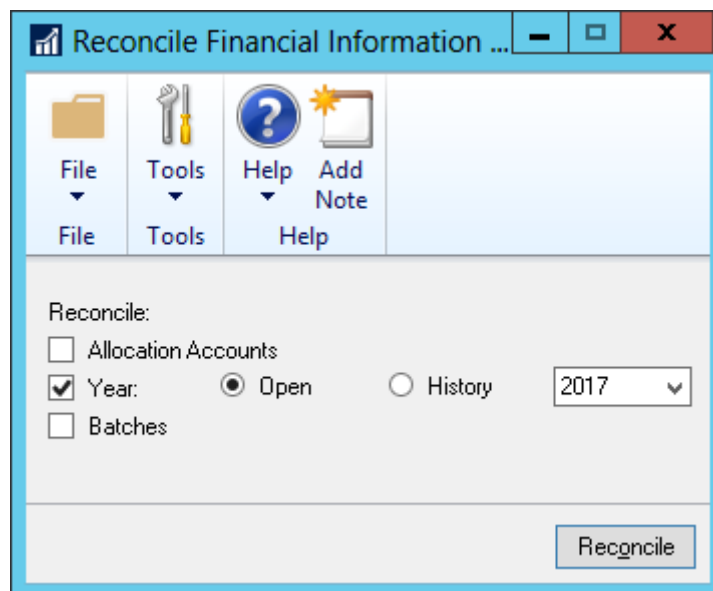
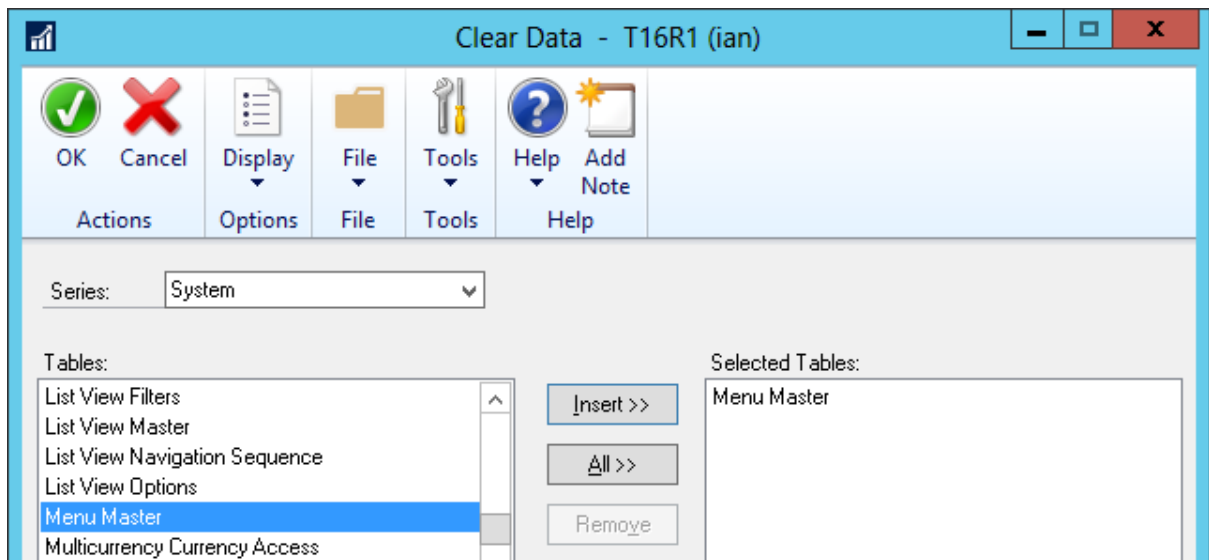
URL to container:

File Name:

Use compression

Verify account





## Chapter 12: Extending Dynamics GP Professional Services Tools Library

**Company Copy - T16R1 (sa)**

Process Cancel File Tools Help Add Note

Source Company: T16R1

Destination Company: P16R1

Select Data and/or Report Options to copy data from Source to Destination Company.

Data

Report Options

Select which modules you wish to copy from Source to Destination Company.  
For more information on the tables involved in the process, please check the help file.

<input type="checkbox"/> All Modules	<input type="checkbox"/> Payroll	<input type="checkbox"/> Extended Pricing
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Payables	<input type="checkbox"/> Invoicing
<input checked="" type="checkbox"/> Financial	<input checked="" type="checkbox"/> Receivables	<input type="checkbox"/> Human Resources
<input checked="" type="checkbox"/> Inventory	<input checked="" type="checkbox"/> Sales Order Processing	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Fixed Assets	<input checked="" type="checkbox"/> Purchase Order Processing	<input checked="" type="checkbox"/> Bill of Materials
<input type="checkbox"/> Multicurrency	<input type="checkbox"/> Advanced Financials	<input type="checkbox"/> Project Accounting





**Vendor Maintenance - T16R1 (sa)**

Save Clear Delete Write Letters Attach Options All-in-One View File Print Available Reports Tools Help

Actions Options File Tools Help

**Vendor ID** PERFECTI001  Hold Status: Active

**Name** Perfect Image Ltd. **Class ID**

Short Name Perfect Image

Check Name Perfect Image Ltd.

Primary Address:

**Address ID** PRIMARY

Contact Ian Grieve Phone 1 (191) 238-2111 Ext. 2163

Address Equinox House Phone 2

Cobalt 3.2 Phone 3

Silver Fox Lane Fax

City North Tyneside

State

ZIP Code

**Country Code**

Country I

**Tax Schedule**

**Shipping Method**

UPS Zone

Address IDs:

**Purchase** PRIMARY

**Remit To** PRIMARY

**Ship From** PRIMARY

1099

Vendor Account

Comment 1

Comment 2

Options Address Accounts E-mail

by Vendor ID

**Inventory Site Combiner - T16R1 (sa)**

Cancel File Tools Help Add Note

Actions File Tools Help

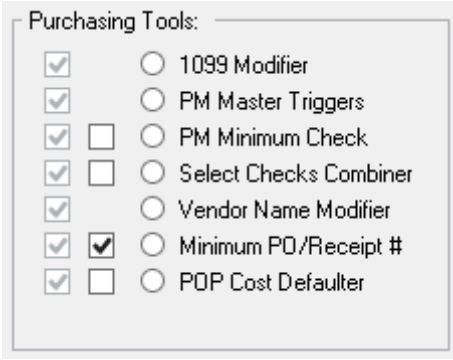
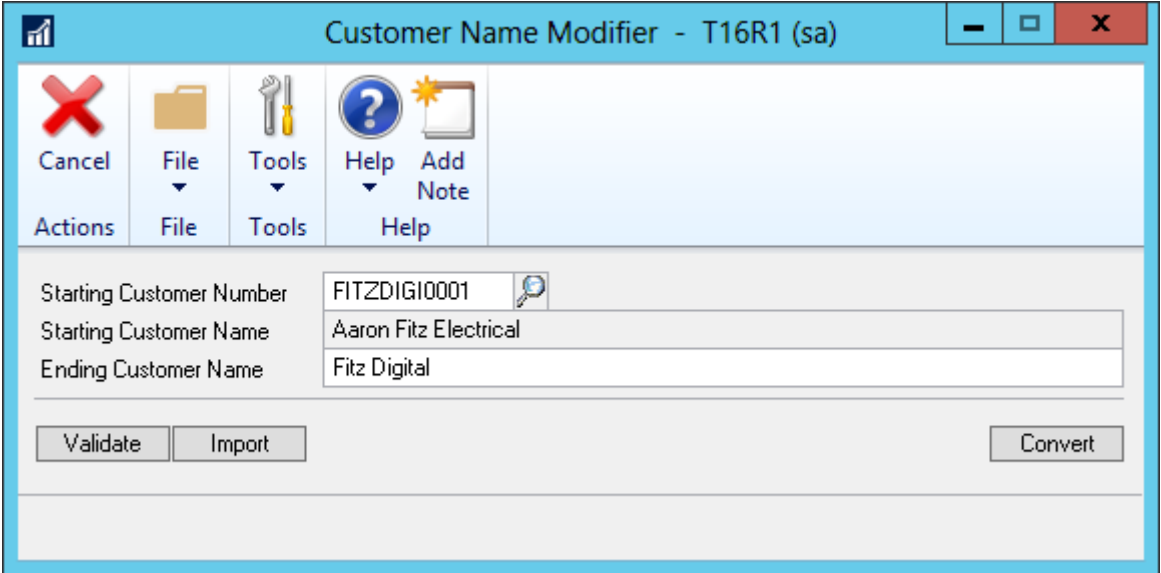
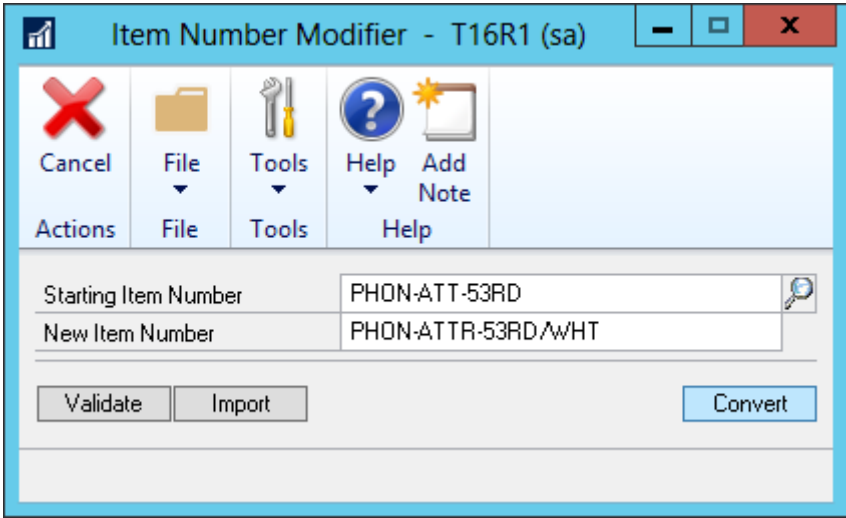
Starting Site ID: 01-NW

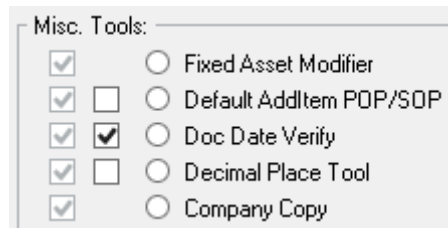
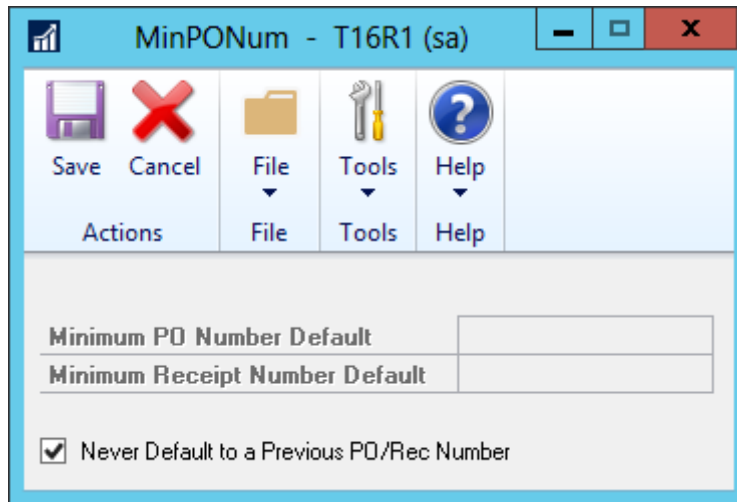
Starting Site Description Northwest Regional

Combined Into Site ID: 01-N

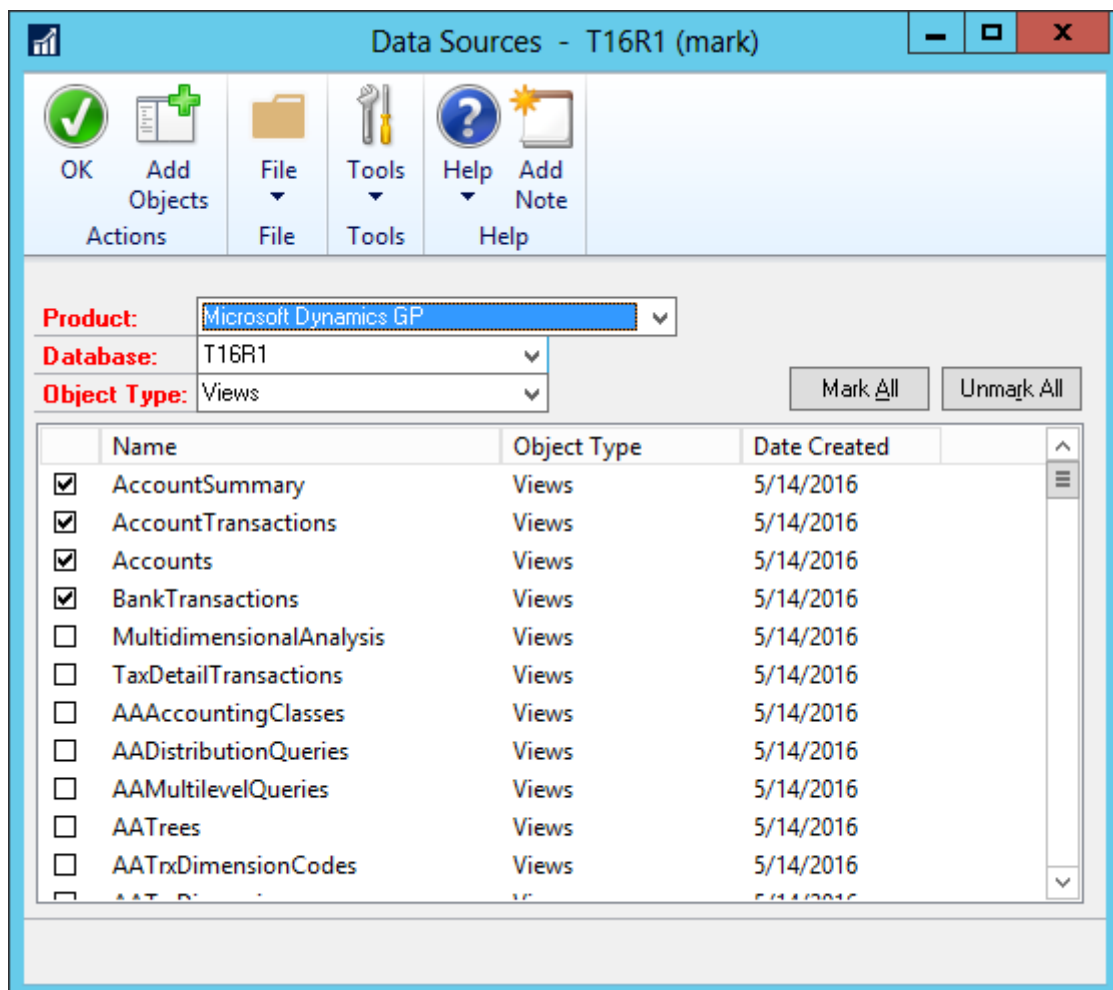
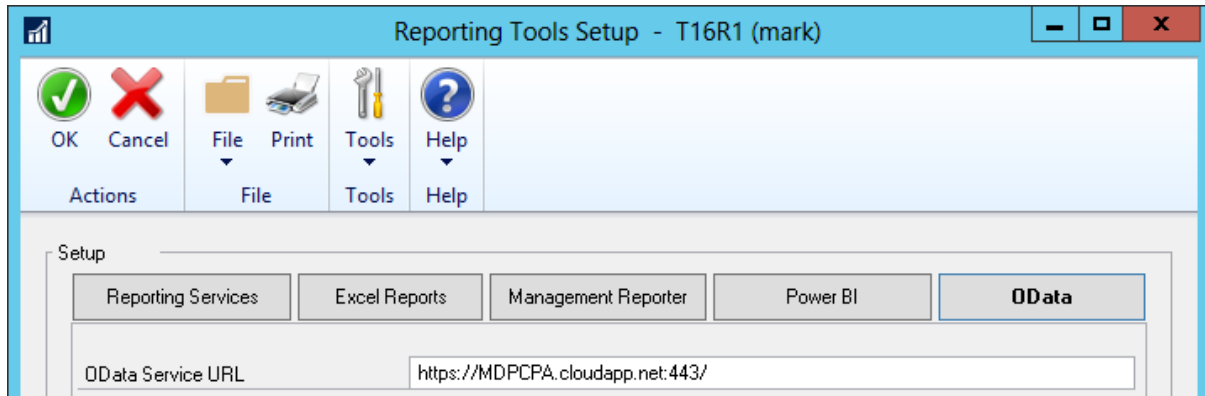
Combined Site Description North Regional

Validate Import Convert





# Chapter 13: Modern Business Intelligence for Dynamics GP



**Publish Odata - T16R1 (mark)**

OK     File     Print     Tools     Help     Add Note

Product: **Microsoft Dynamics GP**    Object Type: **All**    Database: **T16R1**       

Object type	Object Name	Service Name	Publish	OData URL
Views	AccountSummary	AccountSummary	<input checked="" type="checkbox"/>	https://MDPCPA.cloudapp.net:443/GPOData/T16R1/AccountSummary
Views	AccountTransactions	AccountTransactions	<input checked="" type="checkbox"/>	https://MDPCPA.cloudapp.net:443/GPOData/T16R1/AccountTransactions
Views	Accounts	Accounts	<input checked="" type="checkbox"/>	https://MDPCPA.cloudapp.net:443/GPOData/T16R1/Accounts
Views	BankTransactions	BankTransactions	<input checked="" type="checkbox"/>	https://MDPCPA.cloudapp.net:443/GPOData/T16R1/BankTransactions

\*Users with a SQL Database Owner role will inherit security access to all published OData objects.

**User Setup - T16R1 (mark)**

**User ID**                 **Status**

**User Name**         **User Type**

**Class ID**         **Home Page Role**

Web Client user only (no SQL Server Account)     Payroll View for Human Resources

SQL Server Account     Directory Account

**Windows Account**  
       

By using a Windows Account to access Microsoft Dynamics GP Web Client, a SQL Server login account is not required.

**User Security Setup - T16R1 (mark)**

Save Clear Copy File Print Tools Help Add Note

Actions File Tools Help

User: mpolino Mark Polino

Company: Fabrikam, Inc.

User Type: Full

Roles: Rectangular Snip

Display Selected Roles

Security Role ID	Name
<input type="checkbox"/> MFG_INQUIRY*	Manufacturing Reporting and Inquiry
<input checked="" type="checkbox"/> OD_ACCOUNTING MANAGER*	Odata Accounting Manager
<input checked="" type="checkbox"/> OD_AP COORDINATOR*	OD_AP COORDINATOR
<input checked="" type="checkbox"/> OD_AR COORDINATOR*	Odata Accounts Receivable Coordinator
<input type="checkbox"/> OD_BOOKKEEPER*	Odata Bookkeeper
<input type="checkbox"/> OD_CERTIFIED ACCOUNTANT*	Odata Certified Accountant
<input type="checkbox"/> OD_COLLECTIONS MANAGER*	Odata Collections Manager
<input type="checkbox"/> OD_CUSTOMER SERVICE REP*	Odata Customer Service Representative
<input type="checkbox"/> OD_DISPATCHER*	Odata Dispatcher
<input type="checkbox"/> OD_EXECUTIVE*	Odata Executive

**Alternate/Modified Forms and Reports ID:** DEFAULTUSER

AFA Reports

**Security Task Setup - T16R1 (mark)**

Save Clear Delete Copy File Print Tools Help Add Note

Actions File Tools Help

**Task ID:** RPT\_FIN\_004\* **Category:** Financial

**Task Name:** General Ledger reports

**Task Description:** Trial-Balance, cross-reference, account, setup, Multidimensional Analysis and Transaction Matching

Product: Microsoft Dynamics GP

Type: SQL Objects

Series: Views

User Type: Full

### Data Connection Wizard

**Connect to a Data Feed**

Enter the information required to connect to a data feed.

1. Location of the data feed

Link or File:

2. Log on credentials

Use the sign-in information for the person opening this file  
 Use this name and password

User Name:

Password:

A	B	C	D	E	
1	Account_Number	Account_Description	Posting_Type	Account_Category_Number	Account_Alias
2	000-2311-00	Springfield City Tax Payable	Balance Sheet	Taxes Payable	S-CSTP
3	300-6100-00	Training - Sales	Profit and Loss	Other Employee Expenses	TRN-S
4	400-5150-00	Employee Benefits - Service/Installation	Profit and Loss	Other Employee Expenses	EB-SI
5	000-7304-00	Rounding Writeoff - Germany	Profit and Loss	Other Income	
6	300-5140-00	Profit Sharing - Sales	Profit and Loss	Salaries Expense	PS-S

### Access an OData feed

<https://mdpcpa.cloudapp.net/GPOData/Account...>

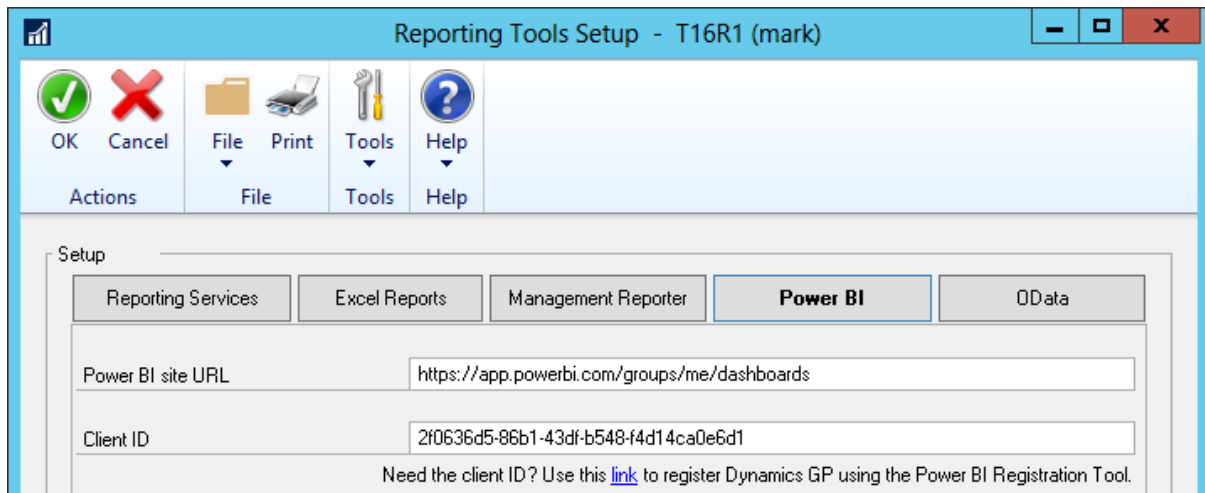
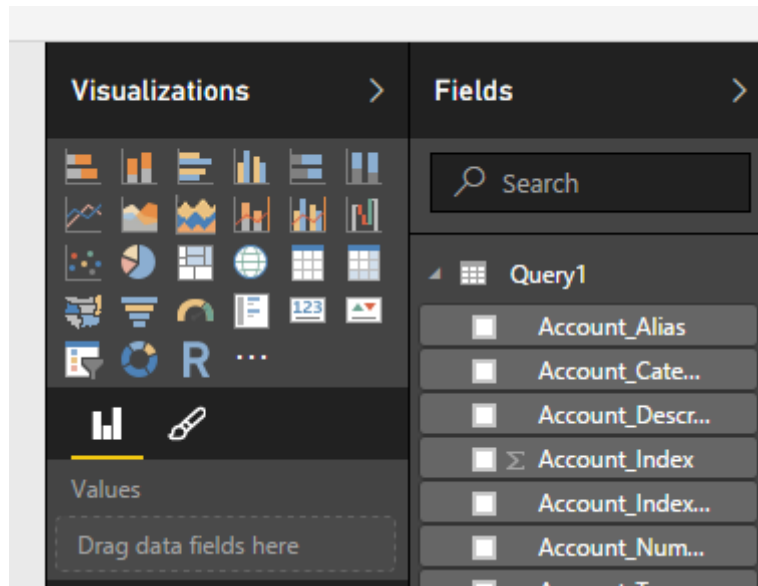
Use your Windows credentials to access this OData feed.

Use my current credentials  
 Use alternate credentials

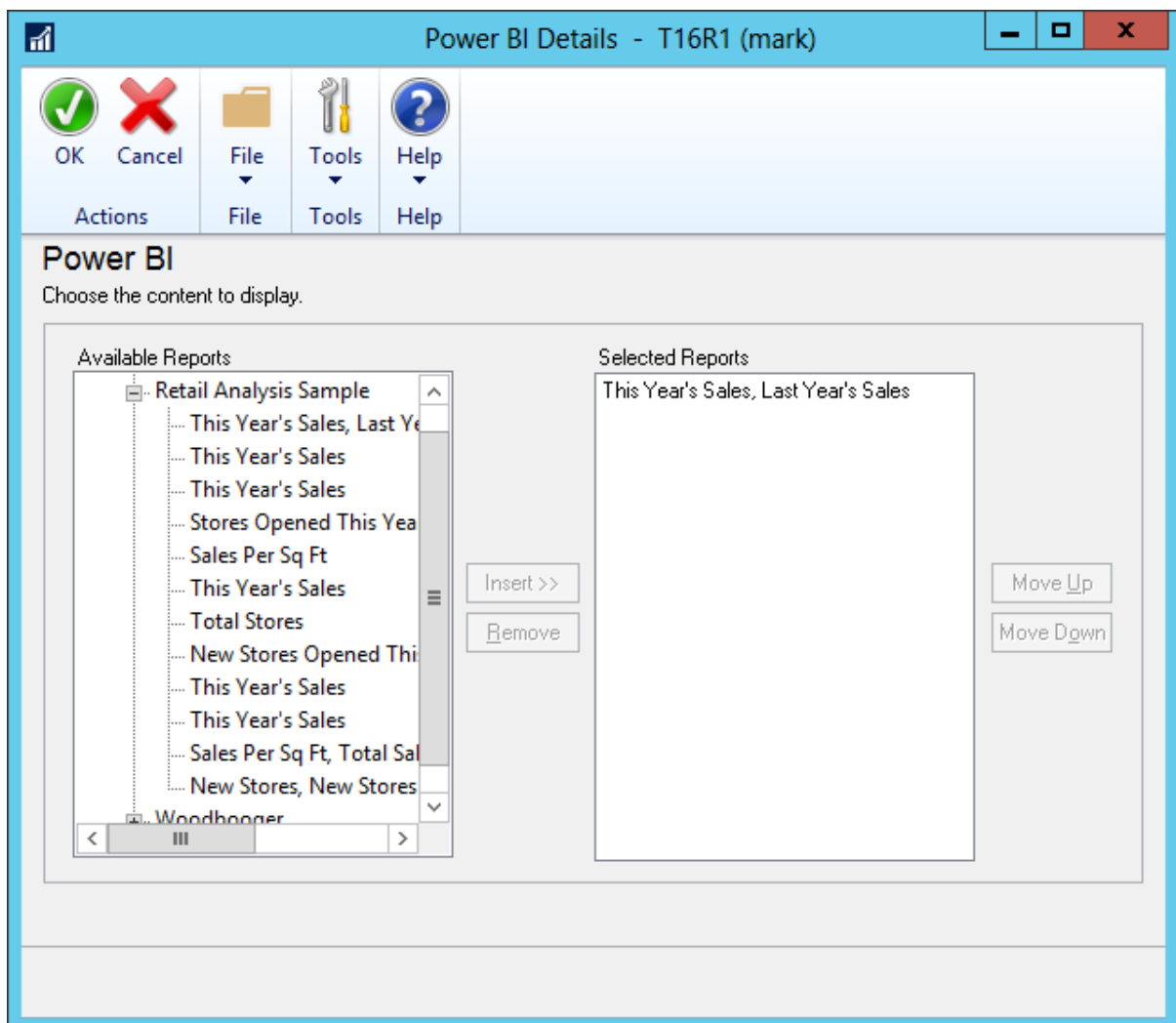
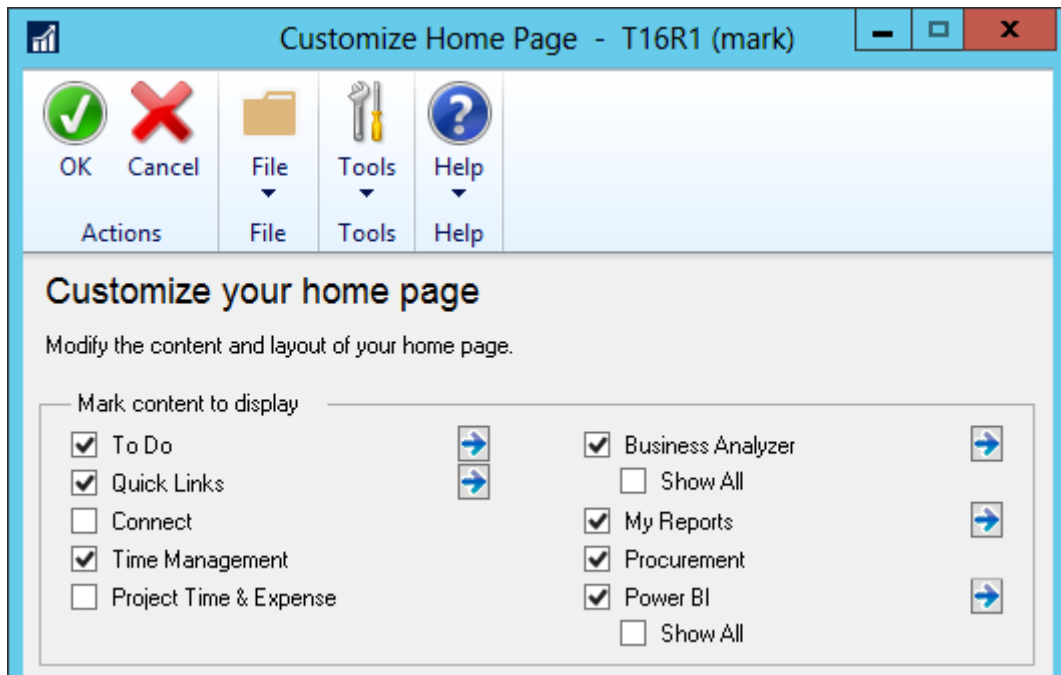
Username:

Password:

Select which level to apply these settings to:







# Mark Polino's Home



Power BI

## This Year's Sales, Last Year's Sales

BY FISCAL MONTH

● This Year Sales ● Last Year Sales

