Chapter No. 6
"System and Company Setup"
In this package, you will find:
A Biography of the author of the book
A preview chapter from the book, Chapter NO.6 "System and Company Setup"
A synopsis of the book’s content
Information on where to buy this book

About the Author

Victoria Yudin has been designing, implementing, integrating, and customizing business management and accounting systems for over 20 years. She has been a user of Microsoft Dynamics GP (and its Great Plains Software predecessor) since it was available on DOS and has been a Dynamics GP consultant for almost 15 years.

Victoria has the distinction of being the only person in the world named a Microsoft Dynamics GP Most Valuable Professional (MVP) each consecutive year since 2005. She has also been on the DynamicsWorld's Microsoft Dynamics Top 100 Most Influential People list each year since 2010. Victoria has also been in the top 10 of Doug Pitcher’s "most famous, awesome and totally influential Dynamics people" list for all 3 years it has been published. (http://bit.ly/18UaKkL)

Victoria has an undergraduate degree from the Wharton School of Business at the University of Pennsylvania, and has numerous certifications for Microsoft Dynamics GP and related technologies.

For More Information:
In November 2000, Victoria started Flexible Solutions, Inc. to bring together her experience in accounting and business with her love for technology. Flexible Solutions (www.GPReportsViewer.com) is a Microsoft Dynamics GP Partner, offering the GP Reports Viewer add-on for Dynamics GP, as well as Microsoft Dynamics GP implementation, reporting, and support services.

In September 2008, Victoria started her blog, called Ramblings and musings of a Dynamics GP MVP (http://victoriayudin.com) to share her experiences and thoughts with the Dynamics GP community. Currently Victoria's blog gets more than 45,000 hits per month. Victoria also regularly helps fellow Dynamics GP users and consultants on many of the Dynamics GP online forums, including Experts Exchange, where she has earned the rank of Wizard.

Victoria previously authored the Microsoft Dynamics GP 2010 Implementation book and has had articles published on MSDynamicsWorld.com and in the GPUG Magazine.

To my parents, Alexander and Svetlana, thank you for your unconditional and unwavering love and support. None of this would have been possible without your sacrifices and hard work.

Thank you to Mickie Stamm for being so amazing to work with and for teaching me everything I know about SQL.

To Leslie Vail, thank you so much for agreeing to review this book—you have added tremendous value to the content and helped clean up my writing. Thanks to Frank Hamelly for your ideas and for finding all my typos.

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Thank you to all the hard working folks at Packt Publishing for helping me stay on schedule and guiding me through the process.

For More Information:
Microsoft Dynamics GP 2013 Implementation

Microsoft Dynamics GP 2013 is a sophisticated Enterprise Resource Planning system used throughout the world. Implementing Dynamics GP for an organization can be a daunting task, requiring thorough planning and understanding of the available features and options. This book provides guidance for the planning, installation, and setup of Microsoft Dynamics GP 2013 with examples, advice, step-by-step guides, illustrations, and links to useful resources.

While it is specifically written for Microsoft Dynamics GP 2013, most of the concepts and explanations will apply to any Dynamics GP version. The implementation methodology in this book is geared toward small to mid-size companies, and can be useful to both Dynamics GP consultants and end users. Even experienced Dynamics GP consultants will benefit from having detailed instructions for the installation and setup of the core Dynamics GP modules.

By the end of this book, you will have a better understanding of the licensing and the application structure of Dynamics GP, be able to put together an implementation team, install, and set up Microsoft Dynamics GP 2013. You will also learn how to install and configure SQL Server maintenance for Dynamics GP and how to import data using Integration Manager.

What This Book Covers

Chapter 1, Application Structure and Licensing, serves as an introduction to the Microsoft Dynamics GP structure, covering module and series, how Dynamics GP works with Microsoft SQL Server, and the Dexterity development environment that Dynamics GP is written in. New Perpetual Licensing for Dynamics GP will be explained.

Chapter 2, Planning – Business Requirements, discusses putting together an implementation team and steps for starting to plan a Dynamics GP implementation, including data that needs to be populated during the implementation and the tools available to do this.

Chapter 3, Planning – Dynamics GP System, details various components of the Dynamics GP system that need to be planned for, including how many companies to set up, integration with other systems, General Ledger account framework and account format, and numbering schemes for master records. Other topics covered include fiscal year and period setup, users and security planning, tax setup, multicurrency, and posting setup.

For More Information:
Chapter 4, Planning – Infrastructure, covers general concepts for infrastructure planning, including minimum requirements and recommendations for Dynamics GP 2013, considerations for virtual environments, Remote Desktop Services, and networks. Alternatives for placement of shared files and data backups are also discussed.

Chapter 5, Installation of SQL Server, Dynamics GP, and Integration Manager, is a step-by-step guide for installing SQL Server 2012, Dynamics GP 2013, and Integration Manager 12.0. Post-installation steps, including creating Dynamics GP companies and setting up SQL Server maintenance plans, are included.

Chapter 6, System and Company Setup, covers setting up the Dynamics GP 2013 system and companies with detailed step-by-step instructions and recommendations. Topics include multicurrency, account format, taxes, fiscal periods, credit cards, and posting.

Chapter 7, Module Setup – General Ledger, Bank Reconciliation, Payables, and Receivables, includes steps for setting up the General Ledger, Bank Reconciliation, Payables Management, and Receivables Management modules in Dynamics GP 2013. Detailed explanations and recommendations are provided for available setup options.

Chapter 8, Module Setup – Inventory, SOP, and POP, includes steps for setting up the three distribution modules in Dynamics GP 2013. Detailed explanations and recommendations are provided for available setup options.

Chapter 9, Populating Initial Data, is a step-by-step guide to using Integration Manager to import data into Dynamics GP. An introduction to Integration Manager terminology and illustrations of destination mappings for various imports are included.

Chapter 10, Training, Tools, and Next Steps, covers topics such as planning and best practices for training, the various tools available from Microsoft for Dynamics GP 2013, and additional resources available for troubleshooting and maintaining Dynamics GP.

Appendix, General Ledger Account Categories, contains a list of the default General Ledger account categories in Dynamics GP.

For More Information:
System and Company Setup

Once SQL Server and Dynamics GP are installed, you are ready to start the system and company setup. This chapter will cover logging into Microsoft Dynamics GP for the first time and the steps for setting up your Dynamics GP system and company.

Logging into Dynamics GP

After installation and creation of the system database, the sample company, and your new company using Dynamics GP Utilities, you can perform the Dynamics GP application installation on any computer where it will be used. The rest of the setup steps, whether for the system or a company, can be performed on any computer where Dynamics GP is installed.

When you launch Dynamics GP for the first time on a new computer, you will be prompted for a **Server**, **User ID**, and **Password**:

![Login Screen](image)

For More Information:  
For the **Server**, choose the ODBC data source pointing to your SQL Server (remember from **Chapter 5, Installation of SQL Server, Dynamics GP, and Integration Manager**, that this will need to be created identically on each computer).

The first time you log in, use **sa** for the **User ID**. Dynamics GP will detect that this is a new installation and will prompt you to run Dynamics GP Utilities. Select **Yes**, log into Dynamics GP Utilities as **sa**, and follow the prompts. Your local Dynamics GP application will be initialized and synchronized to the settings on the server. Once done, click on the **Launch Microsoft Dynamics GP** button at the bottom of the **Additional Tasks** window.

Log into Dynamics GP again as **sa** and you will see the **Company Login** window with a drop-down selection for the companies that you have created in Dynamics GP. For performing system setup steps, you can choose any company on the list. To perform company setup, you will need to choose the specific company you will be setting up.

If you need help with basic terminology and navigation for Microsoft Dynamics GP, please consult **Chapter 2 and Chapter 3** of the **Microsoft Dynamics GP System User’s Guide**. To open this guide, navigate to the **Help** icon in the upper right corner of the main Dynamics GP window and choose **Printable Manuals**—it will be under the **System** section.

### System setup

System setup for Dynamics GP includes settings that are global to your entire Dynamics GP installation such as the system password, registration, creating users, setting up user security, currency settings, exchange rates, and some additional system-wide settings.

A very useful feature in Dynamics GP is the **Setup Checklist**, which lists all of the setup steps with a brief description of each and provides automatic links to the related setup windows. The setup checklist also gives you the ability to assign tasks to others and change the status of the various installation tasks as you go through them to allow you to easily see the setup progress. In the following sections, the navigation paths for each setup window will be detailed using the Dynamics GP menus. However you may find that bringing up the setup checklist can save you time during the setup. The setup checklist is found by navigating to **Microsoft Dynamics GP | Tools | Setup | Setup Checklist**.

Before starting the setup, there are two recommended changes: showing required fields and setting the system password, described in more detail in the following sections.

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For More Information:

Show required fields

To help with system setup you may want to have Dynamics GP highlight the required fields on windows for you. This option is turned off by default, to turn it on:

1. Click on the Help icon in the upper-right corner of the main Dynamics GP window and click on Show Required Fields. This setting is a toggle, once selected it will display a checkmark next to it to show it is activated.

2. Navigate to Microsoft Dynamics GP | User Preferences. On the User Preferences window, click on Display to open the User Display Preferences window. Change the settings under Required Fields to be something other than the default settings (which are Black and Regular). You can click on Apply to preview your changes and click on OK to close the window.

Changes to the display preferences are specific to the Dynamics GP user. Once set, they will be used on any computer where the same user logs into Dynamics GP.

For More Information:
System and Company Setup

System password
All system setup windows will require the Dynamics GP system password that is typically set during the initial Dynamics GP installation. You can set this password to be blank while performing the system setup, so that you are not constantly prompted for it. To change the system password, navigate to Microsoft Dynamics GP | Tools | Setup | System | System Password. It is strongly recommended to assign a system password once you are done with the system setup.

The following sections can be reached by following the links on the Setup Checklist or by navigating the Dynamics GP menus using the paths shown.

Dynamics GP registration
The Dynamics GP application will install without asking for registration keys, however, you should enter your registration keys prior to continuing with the system setup to ensure that the system is set up with the modules you are registered for. Registration keys can be obtained either from your Dynamics GP partner or from Microsoft.

To enter your registration keys, navigate to Microsoft Dynamics GP | Tools | Setup | System | Registration. On the Registration window enter your Site Name and Registration Keys. The Site Name is listed under License Holder on your licensing information and must appear the exact same way, with the same punctuation, spelling, and spacing. Even though there are five Registration Keys possible, you may have less. The keys listed as—No key—on the licensing information should be left blank on the Registration window.

Click on the Validate button and the Modules list will populate with the Dynamics GP modules you have purchased. It is recommended to uncheck any modules that you are not planning to use to inactivate them. Leaving all the modules activated may cause some functionality not to work as expected and to require setup for those modules prior to entering transactions for other modules. There are also some modules that may conflict with others you are planning to use. Any module can be activated at a later time, if needed, however deactivating modules may be more difficult if they were activated and set up. Some of the modules may not sound familiar, but may be core or internal modules needed for other functionality you are using. If you are unsure about some of the modules on the list, consult with your Dynamics GP resource.

For More Information:
Creating Dynamics GP users

Dynamics GP is licensed for concurrent users, so you can create as many named users as you would like. (Please refer to the Dynamics GP licensing section in Chapter 1, Application Structure and Licensing for more detail on this.) It is recommended to create a user for each individual that will be using Dynamics GP. Try to stay away from creating generic users like "PAYABLES" or "TEMP", as these do not allow for accountability in the system. The following are the steps to create new Dynamics GP users:

1. Log into Dynamics GP as either sa, DYNSA, or a user that has been set up in SQL Server with the sysadmin server role.


3. Enter a User ID. Unlike most user IDs, the Dynamics GP user IDs are case sensitive. Consider making user IDs the same as the users' Windows logins. Even though Dynamics GP uses SQL Server authentication, it may be easier to administer users when all the IDs follow the same pattern.

4. Enter the User Name. While not required, it is helpful to enter the full name of the user, so this information is available when looking through a list of users in the future.

5. Enter and confirm the Password. Dynamics GP passwords are case sensitive. If you leave the password blank, the user will be required to create a password the first time they log into Dynamics GP. While that sounds like a handy feature, this can be a security risk because while the password is blank anyone can log in with just the user ID. This is not a concern if the user will be logging in immediately, however if users may log in for the first time days, or even weeks later, this is not very secure. Users can change their own passwords in Dynamics GP at any time, so create a unique password for each user and ask them to change it as soon as they log in the first time.

6. Class ID is an optional setting that may be useful for grouping users in the future. With the changes to the Dynamics GP security model starting with version 10.0, user classes are not widely used anymore and are not needed for security setup. The Class ID for any user can be changed at any time.

7. Setting the Home Page Role is also optional. If set while creating the user, this will save the user from having to pick their home page role when they first log into Dynamics GP.

8. Select if this will be a Full or Limited user under User Type. For a refresher on this, please refer to the Dynamics GP licensing section in Chapter 1, Application Structure and Licensing.

For More Information:
9. Set the **Advanced SQL Server** options. These options allow using your Active Directory domain password policies with Dynamics GP. This is a feature that sometimes proves cumbersome to use. There are many limitations and workarounds for this, detailed in Microsoft KB article 922456, Frequently asked questions about the advanced SQL Server options in the User Setup window in Microsoft Dynamics GP: https://mbs.microsoft.com/knowledgebase/KBDisplay.aspx?scid=kb;en-us;922456 (requires login). A common recommendation is to uncheck the Advanced SQL Server options when creating new Dynamics GP users.

10. The **Status** will default to **Active** when you are creating a new user. As needed, you can change this to **Inactive** or **Lesson User**. If a user is Inactive, they are not able to log into Dynamics GP. A Lesson User can only log into the sample company.

    

    Lesson Users also do not take up a concurrent user in Dynamics GP. So any number of Lesson Users can be logged into the sample Dynamics GP company without taking away from your total number of concurrent user licenses available.

11. You can click on the **Summary** button to see a list of all your users and licenses.

12. If you already have other users set up, clicking on **Copy Access** will allow you to copy all security settings from another user to the one you have selected.

A typical **User Setup** window is as follows:

[![User Setup Window](image.png)](image.png)

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**For More Information:**

When a user is created in Dynamics GP, a corresponding SQL Server login is created with the DYNGRP role. The user password is encrypted by Dynamics GP so that this login cannot be used outside of the Dynamics GP application.

User security and company access

Once Dynamics GP users are created, they need to be granted access to the Dynamics GP companies they can log into and security needs to be set up for them.

Access to companies

To give a user access to Dynamics GP companies, navigate to **Microsoft Dynamics GP | Tools | Setup | System | User Access**. Select the user in the **Users** list on the left and check the **Access** checkboxes for the companies listed on the right.

When a user is given access to a company in Dynamics GP, the SQL Server login for that user is added to the corresponding SQL Server database.

User security

*Chapter 3, Planning – Dynamics GP System* detailed the concepts for planning your Dynamics GP user security. Refer to the decisions you made during your implementation planning for the security you will be setting up for your users. The following is a refresher on the Dynamics GP security components and the navigations paths for them:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Navigation path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operation</td>
<td>The lowest level security building block. Operations include access to windows, reports, tables, tools, posting permissions, and SmartList objects. Operations are already part of the system, so there is no setup for them.</td>
<td>n/a</td>
</tr>
<tr>
<td>Task</td>
<td>A grouping of operations. Tasks typically group operations across common fairly low-level functions, such as creating customers or entering sales transactions. Tasks can cross Dynamics GP products and modules. Multiple tasks can have the same operations.</td>
<td>**Microsoft Dynamics GP</td>
</tr>
</tbody>
</table>
Role

A grouping of tasks. Multiple roles can have the same tasks. When setting up user security in Dynamics GP, users get assigned one or more roles.

Microsoft Dynamics GP | Tools | Setup | System | Security Roles

You can assign roles to your Dynamics GP users on the User Security Setup window (Microsoft Dynamics GP | Tools | Setup | System | User Security).

As security can differ by Dynamics GP company, select a User ID and Company, then select the Roles for that user and company. Multiple roles can be assigned to each user, even if those roles contain overlapping tasks. A user with no roles assigned will be able to log into Dynamics GP, but will not have access to anything in the system.

Before modified forms or reports are set up in Dynamics GP, there will only be one option, called DEFAULTUSER, available in the Alternate/Modified Forms and Reports ID drop-down list. Even though there might only be one choice, this is a required field, so you must select an option for the Alternate/Modified Forms and Reports ID.

For More Information:
Chapter 6

The AFA Reports button will bring up an additional window to set up security for Advanced Financial Analysis (AFA) reports. If AFA will not be used, no setup is needed for AFA. You may recall from the Financial reporting section in Chapter 1, Application Structure and Licensing, that AFA is a financial reporting tool within Dynamics GP that is not used by most companies anymore, and typically Management Reporter or FRx are used instead.

Clicking on the Print icon in the upper-right corner of the User Security Setup window will print a report showing all the roles assigned and the tasks included in each role for the selected user and company. The Copy button will allow you to copy the selected user and company settings to any other company for the same user. Once you have users set up and have granted them access to companies and security roles, you can copy all their permissions on the User Setup window (Microsoft Dynamics GP | Tools | Setup | System | User) by selecting the user to copy to and clicking on the Copy Access button.

It is recommended to create a new user for the person performing the Dynamics GP setup and assign them the POWERUSER role, rather than using the sa login for everything.

Multicurrency setup
Multicurrency setup is global to your entire Dynamics GP installation, so currencies and exchange rates are set up once and shared by all the companies in the system. There are three steps for setting up the system-wide multicurrency: currency setup, exchange tables, and multicurrency access. If you do not plan on using Dynamics GP's multicurrency functionality, you can skip the exchange table setup, but you will still need to go through the other steps in the following sections for the currency you will be using.

Currency setup
Dynamics GP is installed with a number of predefined currencies. If desired, these can be used as they are with no additional setup needed. To see the existing currencies in the system or to create new ones, navigate to Microsoft Dynamics GP | Tools | Setup | System | Currency.
Before a new currency can be used in Dynamics GP, it must be set up on the Currency Setup window. Make sure the Currency Symbol, Negative Sign, Decimal places, and Separators are correct for each currency you plan to use. These settings will control the display of the currency amounts on all windows and reports throughout Dynamics GP. Verify the Payables Check Terminology, as this will determine how amounts in words appear on your payables checks.

For US companies not planning on using multiple currencies, the default Z-US$ already set up for the US Dollar is often used, or you can set up your own currency for this if you prefer to call it something else. There is no issue with setting up multiple currencies in Dynamics GP for the same actual currency. However, you must be consistent with the Currency ID selected on other setup windows, such as Vendor Maintenance Options, Customer Maintenance Options, and so on.

For More Information:
Exchange rate tables

Exchange rate tables must be created for each currency you plan to use that is not your functional currency. Each exchange rate table will define the relationship between the functional currency chosen for a company and the currency of the exchange rate table. There is no built-in method in Dynamics GP to automatically update exchange rates, so typically companies choose to update exchange rates manually on a monthly or quarterly schedule. Often the frequency of the updates will depend on the volatility of the exchange rates.

To create or change an exchange rate table, navigate to Microsoft Dynamics GP | Tools | Setup | System | Exchange Table. The following are examples of a typical exchange rate setup and rate table:

For More Information:
The illustrated settings will cause a transaction entered in Australian dollars to divide the Australian dollar amount by 0.987653 in April and 1.035073 in May to calculate the functional amount for that transaction. With this example, AUD $1 would be US $ 1.0125014 in April and US $ 0.9661154 in May.

The following are explanations of the settings on the Multicurrency Exchange Rate Table Setup window:

- **Rate Frequency** can be changed at any time and determines the default Expiration Date for new exchange rates entered. If you are not sure how often new exchange rates will be entered you can select None, so no expiration date is defaulted. It is important to always have a valid exchange rate, otherwise users may get error messages during transaction entry. This can, however, be mitigated by the Transaction Rate Default setting described further in this section.

- **Rate Variance** is a limit on the difference that will be allowed between a new exchange rate entered and the previous rate. This variance limitation will also apply for any rates entered on-the-fly during transaction entry, if that is allowed. A rate variance of zero means there is no limit. This setting can be changed at any time and is useful for preventing mistakes when typing in exchange rates. For very volatile exchange rates, consider making the rate variance something large or zero.

- **Rate Calculation Method** determines whether the specified currency gets multiplied or divided by the exchange rate entered to arrive at the functional currency. This setting cannot be changed once exchange rates and transactions have been entered.

- **Transaction Rate Default** determines how the system chooses what exchange rate to use:
  - **Exact Date**: A valid exchange rate must exist for the exact date of the transaction. With this option and the exchange rate table shown previously, a transaction dated September 2, 2013 would cause an error, because there is no valid exchange rate for that date. This setting should only be used if you plan on entering daily exchange rates.
  - **Previous Date**: If there is no valid exchange rate for the transaction date, the exchange rate with the closest date prior to the transaction date will be used. If no previous exchange rate exists, the exchange rate with the closest date following the transaction date will be used. With this option and the exchange rate table shown previously, a transaction dated September 2, 2013 will give an error, as there is no unexpired rate with either a previous or future date. This is the typical setting most companies use, in my experience.
Next Date: If there is no valid exchange rate for the transaction date, the exchange rate with the closest future date to the transaction date will be used. If no future exchange rate exists, the exchange rate with the closest date prior to the transaction date will be used. With this option and the exchange rate table shown previously, a transaction dated August 2, 2013 will use the 1.063457 exchange rate, as there is no future exchange rate to use.

- Search for Unexpired Rates is only available if Previous Date or Next Date is chosen for the Transaction Rate Default. This setting allows you to limit the number of days the system will look backward or forward for an exchange rate. For example, if this were set to 20 on the previous example, a transaction dated August 25, 2013 would not have a valid exchange rate, as the latest expiration date is 25 days prior. This setting can be used to allow a bit of a grace period for entering new rates.

The Multicurrency Exchange Rate Maintenance window is opened by clicking on Rates on the Multicurrency Exchange Rate Table Setup window or navigating to Cards | System | Exchange Table. The Date, Time, and Expiration Date will be automatically filled in, but you can change them as needed. Enter the Exchange Rate and select Insert to add an exchange rate. Click on an exchange rate in the table and select Remove to delete the rate. To change an exchange rate previously entered, click on it in the table, change the Date, Time, Exchange Rate, or Expiration Date, then select Modify.

Changing previously entered exchange rates will not update any existing transactions, it will only affect transactions entered after the change is made.

Multicurrency access
Before a Dynamics GP company can use a currency or an exchange rate table, you need to allow that company access to the currency and exchange rate table. This is done on the Multicurrency Access Setup window (Microsoft Dynamics GP | Tools | Setup | System | Multicurrency Access), which will only be available when no other users are logged into Dynamics GP.
System and Company Setup

On the **Currencies** list, select one currency at a time and then check the **Access** checkboxes for the companies that can use this currency. If you will be using multiple currencies, select the **Exchange Tables IDs** one at a time and check the **Access** checkboxes for the companies that can use the exchange tables:

![Multicurrency Access Setup](image)

**Additional system-wide setup**

There are a few additional system-wide settings that you may want to go through before moving on to your company setup. These are optional and include system preferences, reporting tools setup, and SmartList options.

**System preferences**

You can set overall system preferences for Dynamics GP by navigating to Microsoft Dynamics GP | Tools | Setup | System | System Preferences. All of these settings are optional.

- The **SharePoint URL** is used to enable searching Dynamics GP data from SharePoint.

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• The Email Preferences section allows you to set options for emailing from Dynamics GP. Selecting Exchange for the Server Type requires Exchange 2007 SP 1 or greater with Exchange Web Services and will mean that users are prompted for an Exchange login every time they want to email from Dynamics GP. This is not recommended for most implementations and I typically see MAPI selected for the Server Type. The option to add a Password to .docx attachments is not typically something we see used, if you do decide to use this, make sure to test it to ensure that it will work with your business workflow.

If Outlook 64-bit will be used for e-mailing documents from Dynamics GP, the Server Type must be Exchange. If Outlook 32-bit will be used, either Server Type can be selected.

• Under Home Page Defaults the Load To Do: Reminders option controls whether reminders are loaded on each new user’s home page by default.

• Remember User is a feature that was added in Dynamics GP 2010. This activates the Remember user and password and Remember this company checkboxes on the Dynamics GP login windows. Unfortunately, there is no way to separate these two options, which is something I have seen requested many times. While many companies may feel that remembering the company is a nice option for users, remembering the User ID and password may be against security policies in some organizations.

If you are worried about the safety of allowing the user ID and password to be saved, here is a blog article by Mariano Gomez addressing this: http://bit.ly/11qWjGm.

Reporting tools setup
If you have already deployed SQL Server Reporting Services and Excel reports for your Dynamics GP companies, you can skip this step. However, if you did not deploy these yet, have installed a new component after deploying them, or want to look at the current settings and deployment status, you can do that now by navigating to Microsoft Dynamics GP | Tools | Setup | System | Reporting Tools Setup.

For More Information:
SmartList options

SmartList options allow you to predefine default settings for SmartLists. This may be something you need to come back to after your users have started entering data into Dynamics GP; however, since these changes do not affect any existing SmartList Favorites, it might be helpful if some of these are changed upfront. For example, all SmartLists will default to show only the first 1,000 records found. If you already know that you have 2,000 customers or 5,000 inventory items, you may want to change the related SmartLists to have a higher number of records shown by default.

To open the SmartList Options window, navigate to Microsoft Dynamics GP | Tools | Setup | System | SmartList Options. Choose the SmartList Category and change the settings as desired. In addition to changing the Maximum Records shown by default, you can also change the Default Go To action (this is what happens when users double click on a record in SmartList) and the columns shown in the default SmartList along with their order. The Search Defaults options may be useful if you are using a binary sort order, otherwise it is recommended to leave them as defaulted.
A common pet peeve of many Dynamics GP users is that the **Credit Amount** is shown before the **Debit Amount** on the **Account Transactions** SmartList. This is a great example where changing this during setup will help your users avoid having to change it every time they search for General Ledger transactions in SmartList.

If you had set the system password to blank during the system setup, you may want to change it now by navigating to Microsoft Dynamics GP | Tools | Setup | System | System Password.

**Company setup**

Once system-wide settings are in place, you will be ready to set up your Dynamics GP company. Any company-specific setup must be done while logged in to that company. Dynamics GP company setup includes the following:

- Account format
- Account setup
- Multicurrency
- Tax Details and Tax Schedules
- Company setup
- Fiscal Periods
- Shipping Methods
- Payment Terms
- Credit Cards
- Posting setup
- E-mail setup

The following sections will go through each of these topics in detail.

You can still use the Setup Checklist to navigate to the setup windows described in the following section; however, they will not go in order, so navigation to each window using the main Dynamics GP menus will also be included.

For More Information:

Account format

The account format can be different for each Dynamics GP company, as long as it conforms to the maximums of the account framework you selected during your initial Dynamics GP installation. To define the account format for your company, navigate to Microsoft Dynamics GP | Tools | Setup | Company | Account Format. No other users can be logged into the Dynamics GP company when you are making changes to the account format for the company.

The NJW company decided on account format XXXX-XX-XXX, representing Natural Account—Subaccount—Division. So their total account length is nine (separators are not counted) and their total number of segments is three.

On the Account Format Setup window change the number of Segments first, then the Account Length. This will automatically change the scrolling list under Segment to show the same number of lines as segments. Change the Name and Length of each Segment and identify the Main Segment ID. The Main Segment ID is important for sorting and searching options on various Dynamics GP windows, and is critical for Management Reporter or FRx to interact with the Dynamics GP General Ledger accounts correctly.
The default for **Separate with** is a dash (‐), and while it is possible to change the separator, I have never seen a single company do this.

If you are planning to enter letters instead of numbers for any of your segments, you can change the **Display Width** of that segment. This will resize the width of that segment on every window where it is displayed. There are three possible widths, depending on what letters will be used. For example, the letter W takes up a lot more real estate than the letter I. This setting can be changed at any time, so you may want to see how your account numbers display before making any changes.

**Account setup**

General Ledger accounts are needed to perform many other setup steps and should be created as the next step. Even if you have decided to import your chart of accounts, it is helpful to know how to set up new accounts for any that you may want to create manually.

There are four types of General Ledger accounts in Dynamics GP:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Account</strong></td>
<td>Posting accounts are the typical financial accounts that comprise a company’s Chart of Accounts and keep track of financial data. Posting accounts are often simply referred to as ‘Accounts’.</td>
<td>Cards</td>
</tr>
<tr>
<td><strong>Unit Account</strong></td>
<td>Unit accounts are used to track non-financial data, for example head count or square footage in a department. Unit accounts can be used for calculations on reports and for allocation calculations. One-sided transactions can be entered for unit accounts.</td>
<td>Cards</td>
</tr>
<tr>
<td><strong>Fixed Allocation Account</strong></td>
<td>Fixed allocation accounts allow transaction amounts to automatically be allocated to multiple posting accounts based on hard coded percentages. These allocations occur during posting, so the fixed allocation accounts never have a balance.</td>
<td>Cards</td>
</tr>
<tr>
<td><strong>Variable Allocation Account</strong></td>
<td>Variable allocation accounts allow transaction amounts to automatically be allocated to multiple posting accounts based on other account balances (either posting accounts or unit accounts). These allocations occur during posting, so the variable allocation accounts never have a balance.</td>
<td>Cards</td>
</tr>
</tbody>
</table>

---

For More Information:  
To create a new posting account, navigate to **Cards | Financial | Account**. Type in the **Account** number. As you start typing you will receive the following pop-up message:

![Microsoft Dynamics GP](image)

Dynamics GP attempts to get the name for each unique segment of your GL accounts, so that it can suggest names for new accounts created in the future. Most companies find this distracting and not very helpful. To turn off these reminders, check the **Do not display this message again** checkbox and click on **No** to close the window.

The following are explanations for the fields on the **Account Maintenance** window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>The General Ledger account number—separators will automatically be added, so you can just type the numbers or letters.</td>
</tr>
<tr>
<td>Description</td>
<td>Account name with a maximum of 50 characters.</td>
</tr>
<tr>
<td>Inactive</td>
<td>Used to inactivate accounts no longer used. This is unchecked by default.</td>
</tr>
<tr>
<td>Alias</td>
<td>Optional field that can be used for speeding up data entry for long GL accounts. Most companies do not use aliases, especially with relatively short account numbers.</td>
</tr>
<tr>
<td>Allow Account Entry</td>
<td>Checked by default, this controls whether users will be able to manually type this account number on transactions. Some companies choose to uncheck this for control accounts, such as Cash, Inventory, Accounts Payable, and Accounts Receivable, to prevent errors and reconciliation issues. This can be changed at any time by users with security access to the <strong>Account Maintenance</strong> window.</td>
</tr>
<tr>
<td>Category</td>
<td>A required field that helps group GL accounts. <strong>Appendix, General Ledger Account Categories</strong> contains a list of the default account categories in Dynamics GP.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Posting Type</td>
<td><strong>Balance Sheet</strong> or <strong>Profit and Loss</strong>—this is a critical setting that controls behavior of account balances during the year-end close process. <strong>Balance Sheet</strong> account balances are brought forward to the following year, <strong>Profit and Loss</strong> balances are closed out into Retained Earnings.</td>
</tr>
<tr>
<td>Typical Balance</td>
<td>Either <strong>Debit</strong> or <strong>Credit</strong>—select whatever the typical entry for this account would be. This is not critical, but is sometimes helpful when manually entering General Ledger transactions or creating reports.</td>
</tr>
<tr>
<td>Level of Posting from Series</td>
<td>Available for <strong>Sales</strong>, <strong>Inventory</strong>, <strong>Purchasing</strong>, and <strong>Payroll</strong> modules, this works together with the company's posting setup to determine whether posting from subledgers creates summary or detail entries in the General Ledger. It is typically not recommended to control the posting detail at the GL account level, as it gets cumbersome to maintain and confusing for users. These will all be defaulted to <strong>Detail</strong>, which is the recommended setting.</td>
</tr>
<tr>
<td>Include in Lookup</td>
<td>This setting determines whether the account will be shown in a default lookup (or search) from a transaction for each module listed. By default all the series are selected, and this is typically the recommended setting.</td>
</tr>
<tr>
<td>User Defined</td>
<td>Four additional fields are available to hold information for each account. When migrating from other systems these are sometimes used to store the corresponding account numbers from the old system. The labels for these fields can be changed on the <strong>General Ledger Setup</strong> window which will be discussed in <em>Chapter 7, Module Setup – General Ledger, Bank Reconciliation, Payables, and Receivables</em>.</td>
</tr>
<tr>
<td>Buttons at the bottom</td>
<td>Summary: Opens a window showing the summary of the period balances for the selected account for open years.</td>
</tr>
<tr>
<td></td>
<td>History: Opens a window showing the summary of the period balances for the selected account for historical years.</td>
</tr>
<tr>
<td></td>
<td>Budget: Opens the <strong>Budget Maintenance</strong> window to allow entry or changes of budgets (the budget must already exist).</td>
</tr>
<tr>
<td></td>
<td>Analysis: Opens the <strong>Account Analysis Defaults</strong> window of the Multidimensional Analysis (MDA) module.</td>
</tr>
<tr>
<td></td>
<td>Currency: Allows multicurrency setup for the account—this will not be available until the currency settings for the company are completed and is typically easier done on a more global scale, rather than one account at a time.</td>
</tr>
</tbody>
</table>
The following is a typical General Ledger account:

![Account Maintenance](image)

**Multicurrency**

If you are following the **Setup Checklist** in Dynamics GP, **Multicurrency** setup is listed under the **Financial** series, however it is important to complete this before some of the other setup steps. Even if you are not planning on using the Multicurrency functionality, you will need to define the functional currency for your Dynamics GP company.

For More Information:

Navigate to Microsoft Dynamics GP | Tools | Setup | Financial | Multicurrency to open the Multicurrency Setup window. The Functional Currency is the currency your financial records will be kept in and is not possible to change once you start entering transactions into Dynamics GP. The Reporting Currency may often be the same as your Functional Currency. If you are setting up a subsidiary with a different functional currency than your main company, the reporting currency will typically be the functional currency of your main company. The Default Transaction Rate Types are the defaults, but can be changed as needed during transaction entry.

The Currency Translation Default Exchange Table IDs section is fairly new to Dynamics GP and allows for reporting on your General Ledger accounts in a currency that is not the functional or originating currency of each transaction. This can get very complicated quickly and it is best to consult with your Dynamics GP resource if you have a need for this.

If you will be using Multicurrency, decide whether to allow any of the Exchange Rate Options and (optionally) enter Passwords for the selections:

---

For More Information:
Note that the passwords are not masked, so anyone with access to this window will be able to see and change them. When the settings on this window are changed, you will receive the following pop-up message:

![Microsoft Dynamics GP](image)

**Check Links** is a process that checks for consistency between related Dynamics GP tables, restores missing or damaged data, and clears out orphaned records. Best practice is to make a backup of your system and company databases prior to running this process.

Check links is found under **Microsoft Dynamics GP | Maintenance | Check Links**. Select **Financial** under **Series**, select **Multicurrency Setup** in the list of **Logical Tables**, and click on **Insert** to move your selection to the **Selected Tables** list.

![Check Links](image)

When you click on **OK** you will be asked for a **Report Destination**, select **Screen**. This process should run fairly quickly and return with a **No errors found** message on the report. If your report shows any errors, consult with your Dynamics GP resource.

---

For More Information:

If you are planning on using multiple currencies and have already set up exchange rate tables during the system setup in the preceding sections, you can complete the Multicurrency setup for your Dynamics GP company by navigating to **Microsoft Dynamics GP | Tools | Setup | Financial | Rate Types**. One at a time, select the **Exchange Table IDs** that you plan to use with this company and the **Rate Types** to be used with each. The **Accounts** button will open the Multicurrency Posting Account Setup by Rate Type window where you can select realized gain/loss and rounding accounts for this particular exchange rate table and type. If you will be using different GL accounts for different exchange rates and types, fill in the accounts on this window. Otherwise, if these accounts will be the same for all exchange rates and types, leave this blank. You will have an opportunity to define these accounts on a company-wide basis further on in the setup process.

**Taxes**

If you will be tracking sales or purchase taxes in Dynamics GP, you will first need to set up **Tax Details** and **Tax Schedules**. Recall from the Sales and purchase taxes section of Chapter 3, Planning – Dynamics GP System that tax details are the lowest level of taxes that need to be tracked or reported on and tax schedules are groupings of one or more tax details. Tax schedules are assigned to customers, vendors, items, and transactions in Dynamics GP.

**Tax Details**

To start setting up taxes, navigate to **Microsoft Dynamics GP | Tools | Setup | Company | Tax Details**. To create a tax detail:

1. Type in a **Tax Detail ID**—this cannot be changed later.
2. Type in a **Description**—the description will help you identify this tax detail on reports and it can be changed at any time.
3. Select **Sales** or **Purchases** for the **Type**. This cannot be changed later.
4. The **History** checkboxes will be checked by default. It is recommended to track all history in Dynamics GP, so leave these checked.
5. Optionally, enter the **Tax ID Number**. This ID is informational only, but may be a handy place to store this information.
6. Fill in the GL **Account** number for the tax. This account will be credited for sales taxes and debited for purchase taxes.
7. Select what the tax should be calculated on under **Based On**. The most common option for this is **Percent of Sale/Purchase**. Two other common options are **Tax Included with Item Price**, which backs out the tax from a sale amount, and **Percent of Sale/Purchase plus Taxable Taxes**, which is used when setting up taxable taxes.

---

**For More Information:**

8. Select a rounding method under **Round**. The most common method is **To the Nearest Currency Decimal Digit** which should help you get as close as possible to the tax calculations if you were doing them manually. Note that this is not the default rounding method on this window. No matter which rounding method you choose, it is important to have the same rounding method for all your tax details.

9. Enter the tax **Percentage**.

10. If applicable, enter the **Taxable Percent** and **Min** and **Max** values for **Taxable Amount**. These are used when either a portion of the sales gets taxed or there are minimums or maximums for an item to be taxable. When a **Min** value is entered, the **Include** option gets enabled and you can choose if the tax is based on the **Full Amount** up to the maximum or the **Amount Within Range**, using the difference between the **Min** and **Max** values. If a **Max** value is entered, the **Qualifiers** option is enabled so you can choose how the tax is calculated.

11. If you are setting up a tax that another tax is calculated on, select the **Taxable Tax** checkbox.

While there are a lot of options on the **Tax Detail Maintenance** window, a typical tax setup is fairly simple and looks like the following example:
Tax Schedules

Once all your tax details are created, you can set up tax schedules by navigating to Microsoft Dynamics GP | Tools | Setup | Company | Tax Schedules. On the Tax Schedule Maintenance window, type in a Tax Schedule ID (this cannot be changed once saved) and Description. Select one tax detail at a time from the list of the Available Tax Detail IDs on the left and click on Insert. The selected tax detail will be added to the list of Selected Tax Detail IDs on the right.

In the following example, the NYC SALES tax schedule includes the NY STATE and NYC tax details:

<table>
<thead>
<tr>
<th>Tax Schedule ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NY STATE</td>
<td>New York City Sales Tax</td>
</tr>
<tr>
<td>NYC</td>
<td></td>
</tr>
</tbody>
</table>

There is no limit on how many tax details and tax schedules can be set up and the same tax detail can be part of any number of tax schedules. Changing the percentage on a tax detail will cause all the tax schedules using that tax detail to calculate with the new percentage for future transactions. No existing transactions, whether they are already posted or not, will change when changes are made to a tax detail or tax schedule.

Company

There are a number of company settings, such as addresses, tax registration, internet user defined field labels, and additional setup options, that are grouped together on the Company Setup window in Dynamics GP. To open the Company Setup window, navigate to Microsoft Dynamics GP | Tools | Setup | Company | Company.

For More Information:
Company Setup window

The name you entered for your company when you were creating it in Dynamics GP Utilities will show at the top under **Company Name**. You can change the **Company Name** at any time, and this is what controls the name that shows in the drop-down list of companies available when you log into Dynamics GP. It is also what shows at the top of every window in Dynamics GP. For example, NJW has decided there is no reason to have the ***Inc.*** shown here, so they have changed the **Company Name** to **Not Just Widgets**. As soon as **OK** is clicked on the **Company Setup** window this change will be propagated throughout Dynamics GP.

When creating a test company, you can add `<TEST>` to the end of the **Company Name**. This will cause a message to pop up every time a user logs into that company, letting them know this is a test company and should not be used for live data. If you are using the Payroll module, this will also cause employees created in the test company to not be counted against the purchased registered employee count.

> The letters TEST must be in all capitals for this feature to work.

You can see the SQL database name for this company under **Company ID** — this is informational only and cannot be changed.

Because a company could have multiple addresses, each address needs to be assigned an **Address ID**. These are alphanumeric and can be up to 15 characters long. The recommendation for company **Address IDs** is to pick something simple and meaningful to users. So if a company has two offices and three warehouses, one option for their **Address IDs** may be: **NJ OFFICE, NY OFFICE, NJ WAREHOUSE, NY WAREHOUSE, and PA WAREHOUSE**.

On the **Company Setup** window, enter the **Address ID** for the main company location. The **Name** field under the **Address ID** is where the full company name should be entered and this is what will be printed on reports. Enter the **Contact, Address, Phone, and Fax** details for the main location. Additional addresses can be entered by clicking on the **Address button**, which will open the **Company Addresses Setup** window.

---

**For More Information:**

There are two User Defined and two Tax Exempt fields that can hold additional information that may need to be added to various reports or just stored. The Tax Registration field should be filled in with the company's tax ID (EIN), this will be what populates on the 1099 forms printed by Dynamics GP. If you prefer not to put the tax registration number here, the EIN can be filled in manually every time you print 1099s. Defaults for the Sales and Purchases Tax Schedules for the company can optionally be filled in.

The Security checkbox will be checked by default—it is strongly recommended to leave this checked. Unchecking Security will disable all the security settings in Dynamics GP. The following is an example of the NJW Company Setup window after having changed the Company Name and filled in the details:

For More Information:
Internet user defined

Clicking on the Internet User Defined button on the Company Setup window will open the Internet User Defined Setup window. There are eight labels that can be changed for the internet information stored for a Dynamics GP company. These labels are shared by vendors, customers, inventory items, salespeople, and company addresses, so if you decide to change them, try to use labels that will be generic across all those objects.

The Internet User Defined Labels can be changed at any time, however, if they are changed after data is already entered, additional data manipulation may be required to move the data into appropriate fields.

The following is an example of the Internet User Defined Setup window with a few changes from the defaults. As the last two fields (corresponding to Label 7 and Label 8) have browse buttons next to them, NJW has decided to make them file locations for customer or vendor contracts and proposals:

![Internet User Defined Setup window](image)

As soon as the changes are made, these labels will now be used on the Internet Information window (accessed by clicking on the Internet icon to the right of the Address ID field):

For More Information:
The **E-mail Addresses** section on the **Internet Information** window is used if you are sending e-mail documents from Dynamics GP to your customers and vendors. These should be in the regular e-mail address format and you can enter multiple e-mail addresses separated by a semicolon (;) in each of the fields.

**For More Information:**
In the Internet Information section any e-mail addresses must be prefaced with a \texttt{MAILTO:} to work. URLs and file locations can be in the regular format, as shown in the previous example.

**Company options**
Clicking on the \textbf{Options} button on the Company Setup window opens the Company Setup Options window. Here you will find a lengthy list of options that can be turned on or off as needed for various functionality inside Dynamics GP. A detailed explanation of each option can be found by clicking on the \texttt{Help} icon or \texttt{F1} on your keyboard and selecting \texttt{Fields}.

Most of these options are either only applicable to particular countries or rarely used, and only two are checked by default:

- \textbf{Use Shipping Method when Selecting Default Tax Schedule}: Typical Dynamics GP functionality is to determine what tax schedule to use for purchasing and sales transactions based on the type of shipment method selected. For example, on a sales invoice, if the shipment is being delivered to the customer, then the customer’s tax schedule is used. If the customer is picking up the shipment at your location, then your company’s tax schedule is used. Unchecking this option would cause Dynamics GP not to take the shipment method into consideration and would always use the tax schedule for the customer or vendor on transactions.

- \textbf{Allow Summary-Level Tax Edits}: This option allows tax summary values to be edited, which may be useful for some reports. Changing summary values does not change any transactional data or calculations. Most companies do not use summary values, however it does not hurt anything to leave this option enabled.

For most Dynamics GP implementations the preceding two options are the only ones that need to be selected.

If you need to track use taxes, take a look at this method described on the Dynamics University blog: \url{shar.es/J9kjH} which make use of the \texttt{Enable Reverse Charge Taxes} option on the Company Setup Options window.

For More Information:  
\url{www.packtpub.com/microsoft-dynamics-gp-2013-implementation/book}
Fiscal Periods

Fiscal Periods define the structure of your accounting periods and years in Dynamics GP. Each company set up in Dynamics GP has a completely independent fiscal period setup. During installation, Dynamics GP will create a default fiscal year based on the calendar year of the installation date. Prior to entering any transactions into Dynamics GP, be sure to go through the fiscal period setup, especially if your fiscal year is not a calendar year with twelve standard months.

To open the Fiscal Periods Setup window navigate to Microsoft Dynamics GP | Tools | Setup | Company | Fiscal Periods. Depending on how much historical data you have decided to enter or import, you may need to set up multiple fiscal years. For example, NJW uses a calendar fiscal year and has decided to import ending balances for 2010, and then monthly balances for 2011, 2012, and 2013. The following are the steps to create years 2010 through 2013 for NJW:

1. Type 2010 in the Year field and press Tab.
3. Confirm that the Number of Periods is 12. (This should be the default.)
4. Click on Calculate. This will fill in the grid with twelve lines, one for each month.
5. Confirm that the Date column has the correct beginning date for each period/month. If your fiscal periods are not calendar months, you will need to manually type in the beginning date for each period in the Date column.
6. Optionally, change the Period Name for each Period to the name of the month. This is not required, and certainly for a calendar fiscal year, it is easy to understand that Period 5 is May. However, the Period Name is what will show on all Dynamics GP reports and inquiry windows and it is much easier for users to see the month names here. For a non-calendar fiscal year this is even more important. To speed up progress on this window, once you finish typing in a month name, press the down arrow on the keyboard to go to the next month.

If you are setting up multiple years or multiple companies, it may be faster to use the script provided in this blog post to change the period names: http://bit.ly/10JBhy2.

7. Once done with 2010, repeat steps 1 through 6 for years 2011 through 2013. For the year already created during installation, you only need to repeat steps 5 and 6.

For More Information:
**System and Company Setup**

When done, your **Year** drop-down should look like the following example:

```
| Year: | 2013 | 2010 | 2011 | 2012 | 2013 |
```

The **Fiscal Periods Setup** window for the year 2013 should look similar to the following:

![Fiscal Periods Setup](image)

Note that there is no **Save** button on the **Fiscal Periods Setup** window. All changes on this window are applied as soon as they are made. If you are looking to test or experiment with changes on this window, switch to the Fabrikam sample company instead of testing in your live company.

---

**For More Information:**

Shipping Methods

Shipping Methods in Dynamics GP perform two functions:

- They can be used to determine the tax schedule used for a particular transaction.
- They can store information to be used internally and communicated to customers or vendors about the method of shipment for a transaction.

To create or modify shipping methods, navigate to Microsoft Dynamics GP | Tools | Setup | Company | Shipping Methods. If you selected Load Shipping Methods and Payment Terms when you were creating your company in Dynamics GP Utilities, you will already have a number of shipping methods available.

To create a new shipping method only a Shipping Method ID and the Shipping Type are required – all other fields are optional and can be left blank. As most reports and windows in Dynamics GP will only show the Shipping Method ID (and not the Description), consider making the ID something descriptive enough and appropriate for users, customers, and vendors to see. The following is an example of a typical Shipping Method Setup window:

If you are planning on storing the Carrier, Contact, and Phone Number and want to make this available to the Dynamics GP users, make sure that the users needing this data have security access to the Shipments Methods Setup window or the Shipping Methods report under Reports | Company | Setup.

For More Information:
Payment Terms

Payment Terms in Dynamics GP help communicate the terms for each transaction to vendors and customers. More importantly, in most cases, they automatically calculate due dates which can save time and effort during transaction entry.

To create or modify payment terms navigate to Microsoft Dynamics GP | Tools | Setup | Company | Payment Terms. If you chose Load Shipping Methods and Payment Terms when you were creating your company in Dynamics GP Utilities, you will already have a number of payment terms available.

To create new payment terms only the Payment Terms ID is required. Entering the Payment Terms ID only will allow the payment terms to be used for informational purposes, but will default the due date of a transaction using these payment terms to the transaction date.

The following are explanations of the fields available for payment terms setup:

<table>
<thead>
<tr>
<th>Field / Options</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Terms</td>
<td>The Payment Terms ID is what will be shown on all transactions, reports, and windows in Dynamics GP. Try to make this something that will be clear to Dynamics GP users, vendors, and customers.</td>
</tr>
<tr>
<td>Due Net Days</td>
<td>Enter the number of days to add to the invoice date to determine the due date.</td>
</tr>
<tr>
<td>Date EOM None Next Month Discount Days Date EOM None</td>
<td>Enter the date a payment is due. For example, if the payment is always due on the 20th of the month, enter 20. This will make the due date the 20th of the same month for any transactions entered through and including the 19th of that month, and the 20th of the following month for any transactions entered on the 20th or after.</td>
</tr>
<tr>
<td>EOM None</td>
<td>This selection will make the due date be the last date of the month of the transaction.</td>
</tr>
<tr>
<td>None</td>
<td>Choosing None will make the due date the same as the transaction date.</td>
</tr>
<tr>
<td>Next Month</td>
<td>Enter the date of the next month when the payment will be due.</td>
</tr>
<tr>
<td>Discount Days</td>
<td>Enter the number of days after the invoice date that a discount will be available for.</td>
</tr>
<tr>
<td>Date EOM None</td>
<td>Enter the date until which a discount will be available.</td>
</tr>
<tr>
<td>EOM None</td>
<td>This option will allow a discount until the end of the month of the transaction date.</td>
</tr>
<tr>
<td>None</td>
<td>Use this option for no discount available.</td>
</tr>
</tbody>
</table>

For More Information:

### Chapter 6

<table>
<thead>
<tr>
<th>Field / Options</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Type</td>
<td>Either a <strong>Percent</strong> or <strong>Amount</strong> is possible for the Discount Type.</td>
</tr>
<tr>
<td>Calculate Discount On</td>
<td>Select all the components of the total that a discount will be calculated on.</td>
</tr>
<tr>
<td>Use Customer/Vendor Grace Periods for Date/EOM Payment Terms</td>
<td>This option is only available when selecting <strong>Date</strong>, <strong>EOM</strong>, or <strong>Next Month</strong> under <strong>Due</strong>, and will add the days entered during the customer or vendor setup to the due date specified for the payment terms. For example, for terms of EOM 65, you can enter <strong>Date</strong> and 4 under <strong>Due</strong> and 60 for the <strong>Due Date Grace Period</strong> for the vendor or customer with these terms. With this setup, a transaction dated May 5th will calculate the due date as August 4th. This might not always be exact, but it is very close and does not require customization or manual intervention during transaction entry.</td>
</tr>
</tbody>
</table>

The following is an example of how the setup would look for payment terms of 2% 10 days/Net 30 days:

![Payment Terms Setup](image)

Note that this example only has the **Sale/Purchase** option checked for the discount calculation, so only the subtotal of the transaction using these payment terms will be used to calculate the discount.

For More Information:  
Credit Cards

Credit Cards in Dynamics GP can be used to record payments to vendors and payments from customers. Please refer to the detailed discussion in Chapter 3, Planning – Dynamics GP System to see which credit card setup options will work best for your company. Often a combination of various options will be needed.

To open the Credit Card Setup window navigate to Microsoft Dynamics GP | Tools | Setup | Company | Credit Cards. Both credit cards accepted from customers and ones used as payment by the company are set up on this window, and one credit card can be setup as both, as illustrated in the screenshot below. In this example PAYPAL is accepted as payment from customers and will go into a General Ledger account. PAYPAL is also a vendor of the company and is used to pay other vendors:

![Credit Card Setup Window](image)

It is recommended to keep the Card Name short, but as descriptive as possible, so that Dynamics GP users can easily pick the correct credit card from a list of choices when entering transactions. While it is not possible to change Card Names afterwards, you can create as many additional credit cards as needed and there is no issue with multiple credit cards pointing to the same Vendor ID, Checkbook ID, or Account Number.

For More Information:  
If vendors, checkbooks, or GL accounts are not setup yet, you may want to mark this as a setup task that you need to return to after these other components are in place.

Posting setup
The two windows that control posting behavior in Dynamics GP are **Posting Setup** and **Posting Accounts Setup**.

Posting
Options chosen on the **Posting Setup** window determine the behavior of each type of transaction that is posted in Dynamics GP. To open the **Posting Setup** window, navigate to **Microsoft Dynamics GP | Tools | Setup | Posting | Posting**. Transactions on the **Posting Setup** window are grouped by **Series**, for example Payables Management and Purchase Order Processing transactions will be under the Purchasing Series. Once you select a **Series**, the available transactions for the series will populate the **Origin** drop-down:

Any changes made when the **Origin** is set to **All** will propagate to all the transactions for the selected **Series** when the **Save** button is clicked. As only changes will propagate, if the **All** selection already shows the desired setting, it does not necessarily follow that each transaction within the **Series** has that same setting. So while it may be more time consuming to go through each individual transaction **Origin**, you are safer doing that than making changes using the **All** selection.

For More Information:
Chapter 3, Planning – Dynamics GP System, covered quite a bit of detail and theory on the available posting setup options. The following is a list of the posting settings and recommendations for them:

- **Post to General Ledger**: This should be checked for every transaction type.
- **Post Through General Ledger Files**: For companies just starting to use Dynamics GP it may be advantageous to leave this option unchecked, so that users have an opportunity to examine the GL transactions that get created as a result of subledger transaction postings. However, eventually I typically see most companies select this setting to automatically post subledger postings through to the General Ledger, as that saves time.
- **Allow Transaction Posting**: This is typically left checked, allowing users to post a transaction without having to save it in a batch first. If you want to ensure users put all transactions in batches, you can uncheck this option.
- **Include Multicurrency Info**: If Multicurrency is being used, this should be checked, otherwise it should not.
- **Verify Number of Trx and Verify Batch Amounts**: These options are available to help catch mistakes during data entry. If a batch of 20 cash receipts is being entered and the total of the cash receipts is $25,000, these totals can be entered during the creation of the cash receipt batch as control totals. As each cash receipt is saved, the actual totals will be incremented by Dynamics GP. Once transaction entry is done, if the actual totals for the batch do not match the control totals, Dynamics GP will prevent the batch from being posted. Most companies do not choose to use these options, as they can slow down transaction entry.
- **Create a Journal Entry Per**: The most commonly used setting for this is Transaction, which will allow for the most detailed level of records kept. Companies with very large volumes of certain types of transactions may decide to change this.
- **Posting Date From**: The more common setting for this is Transaction, although this can greatly depend on the accounting habits and practices within each company.
- **If Existing Batch**: Append is recommended so that your system does not end up with a very large number of batches quickly.

For More Information:
• **Require Batch Approval**: Most companies do not use this option, however this is another setting that may depend greatly on your accounting practices and the desired controls. With this, one user can enter transactions, but will not be able to post a batch until someone approves it by typing in a password. The password can be different for each transaction type.

• **Reports**: There are a number of posting reports that print for every transaction posted in Dynamics GP. If you choose a transaction type under **Origin** you will see all the reports for that particular transaction type listed at the bottom. When you choose **All** for **Origin** you will see every report possible for the **Series** you have selected.

By default, all the reports are set to print to the printer and many companies find this to be a big waste of paper. Some reports are quite useful, so it may not be practical to turn all the reports off (which sometimes becomes tempting when five reports come out after posting each transaction). An alternate option may be to change all reports globally to automatically print to the screen, so the users can look at each report and decide whether they want to print that particular report to the printer. You can change all the posting reports to print to the screen by running the following SQL script against your company database in SQL Server Management Studio:

```
UPDATE SY02200
SET PRNTJRNL = 1, ASECTMNT = 0, PRTOPRNT = 0, PRTOSCNT = 1,
PRTOFLNT = 0, EXPTTYPE = 0, APNDRPLC = 0
```

The **OK** button on the **Posting Setup** window will close the window. The **Save** button will apply your selections and clear all the options, but keep the window open.

All changes on the **Posting Setup** window, except those made using the **All** origin, are applied right away. If users are posting transactions in Dynamics GP or unposted batches for a particular type of transaction exist, making changes to the posting settings can have unpredictable results.
The following is an example of the **Sales Transaction Entry** posting settings using the previous recommendations:

Note that this transaction type has seven posting reports associated with it. Typically, companies will decide to turn off at least three or four of these reports, depending on the details of their sales transactions, but it is recommended to have the users take a look at the reports first to see if they are deemed useful.

For More Information:

Posting Accounts

Posting Accounts are company-wide defaults used by Dynamics GP to determine what General Ledger accounts to use for various transaction components. Setting up posting accounts can reduce the amount of time and effort it takes to enter transactions into Dynamics GP, and can also help avoid errors caused by users choosing incorrect accounts during transaction entry.

The company-wide posting accounts will be superseded by the accounts set up on individual objects, such as vendors, customers, inventory items, and multicurrency rate types. Also, during transaction entry, almost every transaction in Dynamics GP allows the user to override defaulted accounts prior to posting the transaction. If there is only one Accounts Receivable or Accounts Payable GL account, consider specifying these globally for the entire company. This will eliminate the need of setting them up for each customer or vendor, or having the users type the account numbers in every time a transaction is entered.

To set up posting accounts, navigate to Microsoft Dynamics GP | Tools | Setup | Posting | Posting Accounts. The Posting Accounts Setup window will list all available Posting Accounts that can be set up in Dynamics GP. You may find it easier to navigate around this window and find accounts if you choose a series under the Display drop-down first.

There is no requirement to fill in every Posting Account, as many companies may not ever enter transactions that will use all the possible accounts listed. Only fill in what is needed and what is global to the entire company. If you have not yet created your entire Chart of Accounts in Dynamics GP, you may want to mark this as a setup task to return to once the GL account numbers are created.

Any changes to posting accounts will only affect future transactions. No existing transactions will be updated when changes are made on the Posting Accounts Setup window.

E-mail setup

Starting with Dynamics GP 2010, functionality was added to e-mail certain types of reports directly out of Dynamics GP to your customers and vendors. Each module that allows e-mailing functionality will have some additional setup steps, however the company e-mail setup must be completed first.

For More Information:
System and Company Setup

Company e-mail setup
To set up the company-wide options for e-mail, navigate to Microsoft Dynamics GP | Tools | Setup | Company | E-mail Settings. On the Company E-mail Setup window, select whether to allow the option to Embed Documents in Message Body on an e-mail, Send Documents as Attachments, or both. If Send Documents as Attachments is selected, choose the File Formats Allowed:

We will address the Enable E-mail settings for the Sales Series and Purchasing Series when we talk about those modules in more detail in Chapter 7, Module Setup General Ledger, Bank Reconciliation, Payables, and Receivables.

Summary
In this chapter, we went over logging into Microsoft Dynamics GP for the first time and the basic steps of setting up the Dynamics GP system, including creating users and setting up security. Company setup steps were detailed and illustrated with examples.

In the next chapter, we will move on to setting up core Dynamics GP modules.
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