



Dynamics GP Tips and Tricks

Setting your system up for
success

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During this informative Dynamics GP training session, you will learn a variety of useful skills to help you make the most of a very powerful software package. So that you don't have to try and write everything down and make it easy for you to share what you learn with your colleagues, we have prepared this reference.

What you'll learn:



1 Setting up Dynamics GP for Success for All Staff Members

- 1.1 Set-Up Accounts Correctly to Prevent Mistakes
- 1.2 Check Posting Setups
- 1.3 Use Checklists



2 Navigating Dynamics GP with Ease

- 2.1 Restrict Items in Lookup Windows
- 2.2 Verify User Preferences
- 2.3 Create Shortcuts for Frequent Windows
- 2.4 Create Keyboard Shortcuts for Shortcut Windows
- 2.5 Review Windows Shortcuts
- 2.6 Review Dynamics GP Shortcuts



3 Retrieve information from GP

- 3.1 Quickly Summarize Your SmartList Information Using Excel Pivot Tables
- 3.2 Review New Charts and KPI's

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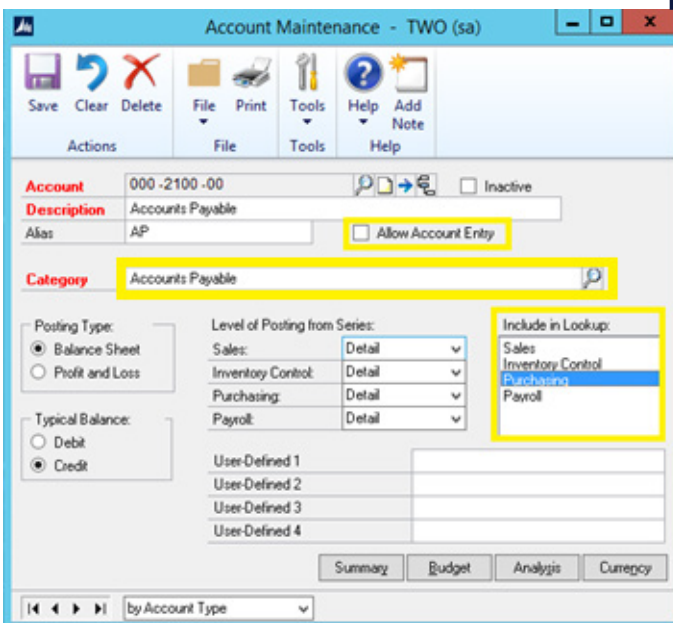
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1 Setting up Dynamics GP for Success for All Staff Members

1.1 Set-Up Accounts Correctly to Prevent Mistakes

Go to: **Cards>>Financial>>Account**

This screen will open.



● Important things to note about this screen:

Allow Account Entry

Turn this option OFF to prevent posting to accounts in the General Ledger that should only be impacted by postings from sub-ledgers (e.g. Accounts Payable, Accounts Receivable, Cash, etc.)

Category

By setting the Account Categories, you can use these groupings and descriptions on financial statements. You can change the names if desired but not the functionality (So renaming Cash to Sales will not make it print on the Profit and Loss rather than the Balance Sheet).

Include in Lookup

Again, to prevent posting to accounts that should not be impacted through specific sub-ledgers you can prevent from including in lookup in addition to preventing account entry. (For example, you may want to exclude the Sales account from being available in the Payroll sub-ledger.)

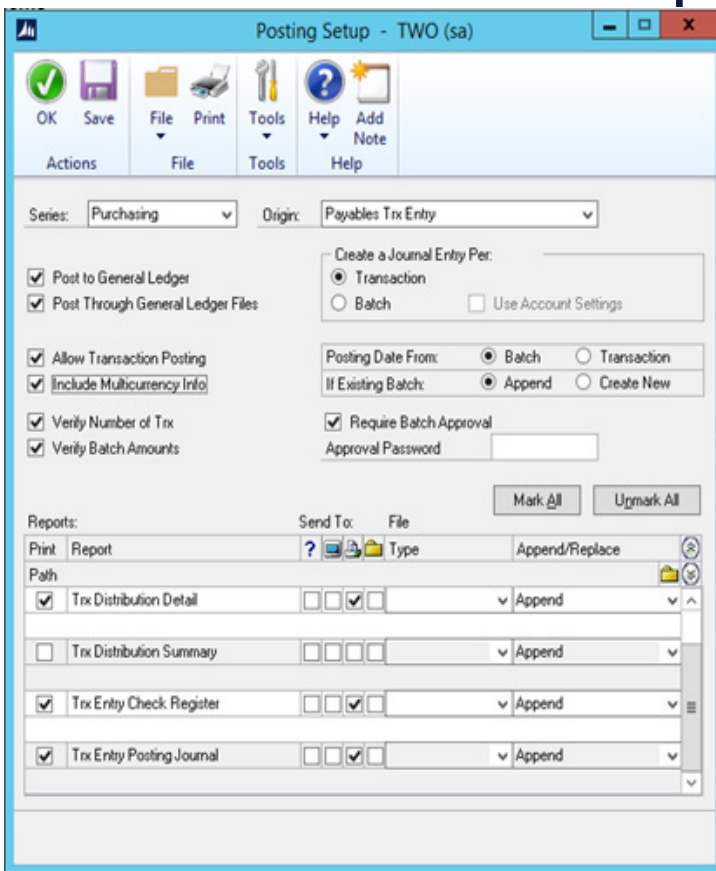
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1.2 Check Posting Setups

Go to: **Microsoft Dynamics GP>>Tools>>Setup>>Posting>>Posting**

This screen will open.



Important things to note about this screen:

Post Through General Ledger Files

Mark this option to prevent users from deleting or modifying batches in the General Ledger that originated in a sub-ledger.

If Existing Batch

You may want to set this option to Append if you do a lot of transaction level posting (posting without batches in sub-ledgers and do not have Post Through General Ledger marked). This will minimize the number of batches to post in the General Ledger.

Reports

You may want to unmark reports that you never print. To save user time, reports that should always go to the printer – set this option here rather than the default of asking the user each time.

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1.3 Use Checklists

**Go to: Microsoft Dynamics
GP>>Tools>>Routines>>
Financial>>Checklists**

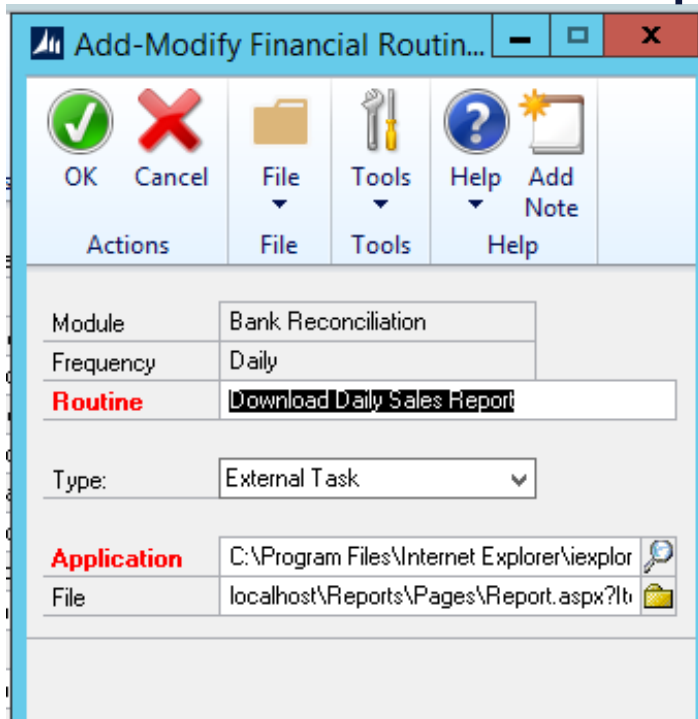
1.3.1.1 Add External Tasks

To add any of the external tasks discussed below, in the Financial Checklists window, click “Add” to open the Add-Modify Financial Routines Window.

1.3.1.1.1 Add a Customized SSRS Report from Your Report Server

1.3.1.1.2 Add a Link to an External Web Site

See screen shot.



Important things to note about this screen:

1.3.1.1.1

- In the Application text box, browse to the location of iexplore.exe (or your preferred browser).
- In the File box, copy and paste the URL for the report. Then backspace to remove the “http://” portion.

For example:

`http://localhost/Reports/Pages/Report.aspx?ItemPath=%2fGP%2fTWO%2fSales%2f-Charts+And+KPIs%2fSales+Account+Transactions+Detail`

Becomes:

`localhost\Reports\Pages\Report.aspx?ItemPath=%2fGP%2fTWO%2fSales%2f-Charts+And+KPIs%2fSales+Account+Transactions+Detail`

1.3.1.1.2

- In the Application text box, browse to the location of iexplore.exe (or your preferred browser).
- In the File box, copy and paste the URL for the report. Then backspace to remove the “http://” portion.

For example:

`https://www.ncsecu.org/`

Becomes:

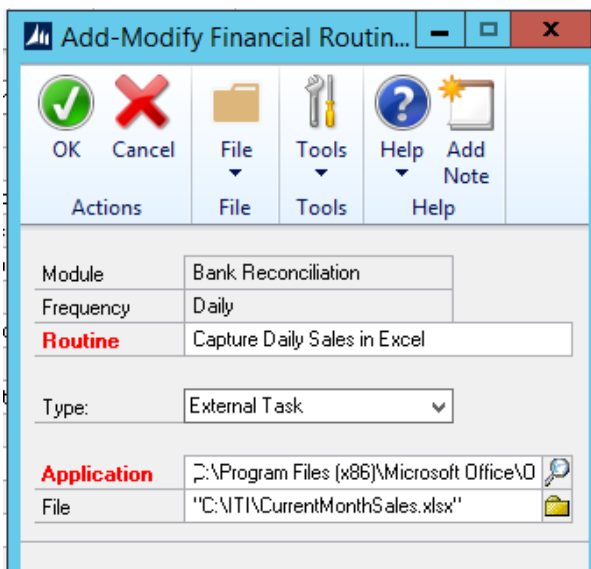
`www.ncsecu.org`

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1.3.1.1.3 Add a Link to an Excel Spreadsheet

See screen shot.

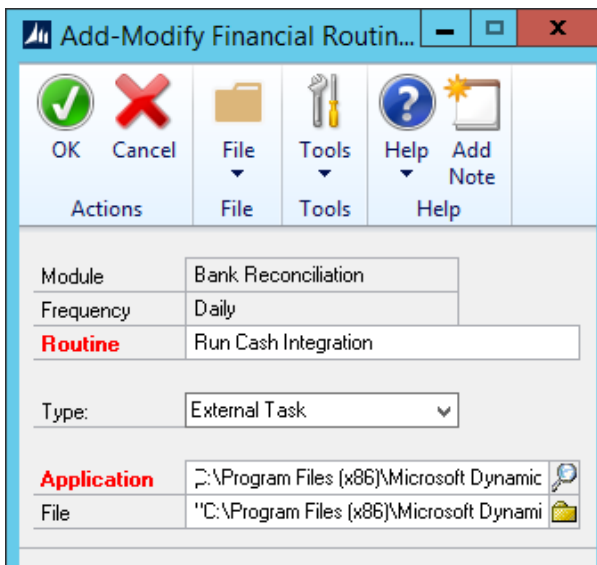


Important things to note about this screen:

- In the Application text box, browse to the EXCEL.EXE file.
- In the File area, browse to the Excel Worksheet (the quotes will be placed around the path for you).

1.3.1.1.4 Add a link to an Integration.

See screen shot.



Important things to note about this screen:

- In the Application text box, browse to the IntegrationManager.Exe file.
- In the File area, browse to the .IMD file (the quotes will be placed around the path for you).

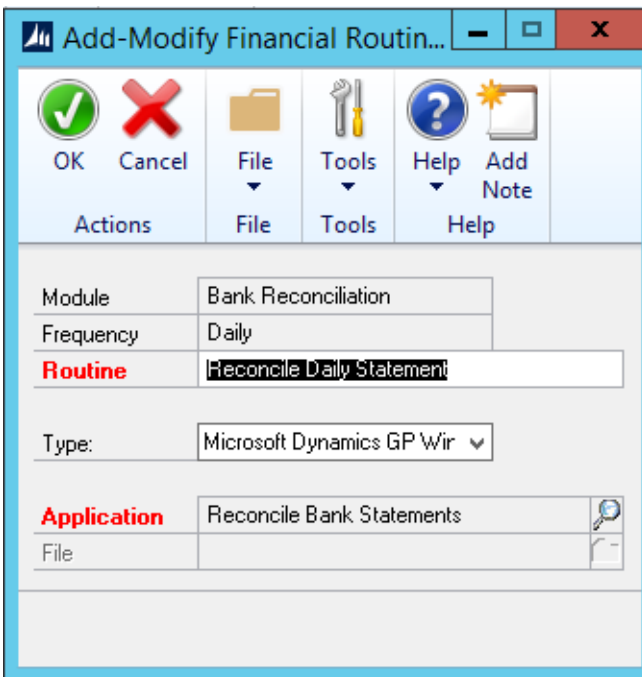
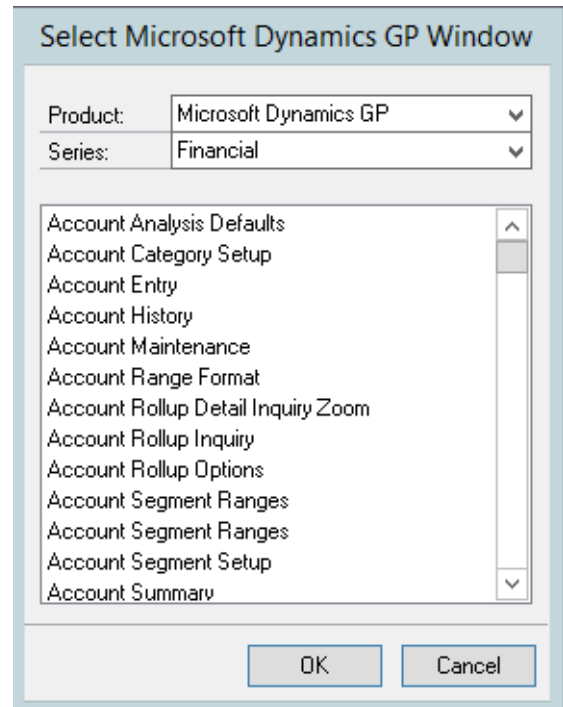
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1.3.1.2 Add a Link to a Dynamics GP Window.
In the “Type” drop-down list, select “Microsoft Dynamics GP Window”.

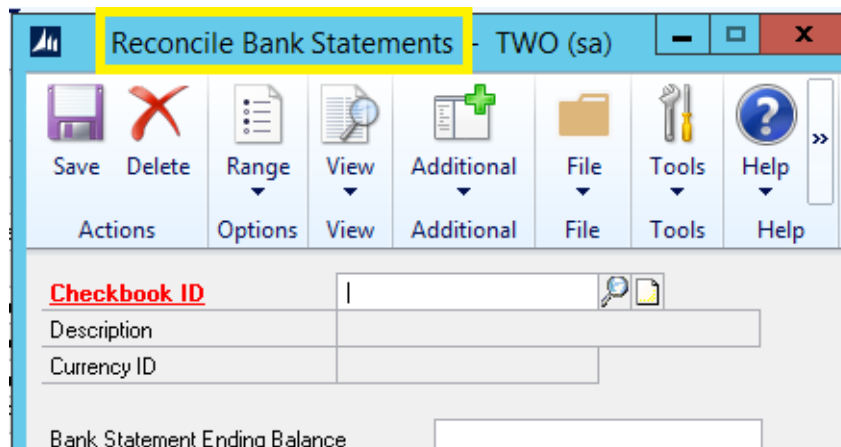
1.3.1.2.1 Add a link to a Core Window

See screen shot.



- In the “Type” drop-down list, select “Microsoft Dynamics GP Window.”
- In the Application look-up select the appropriate Product and Series.

Hint: If you don't know the name of the window, navigate to it as normal to find the name.



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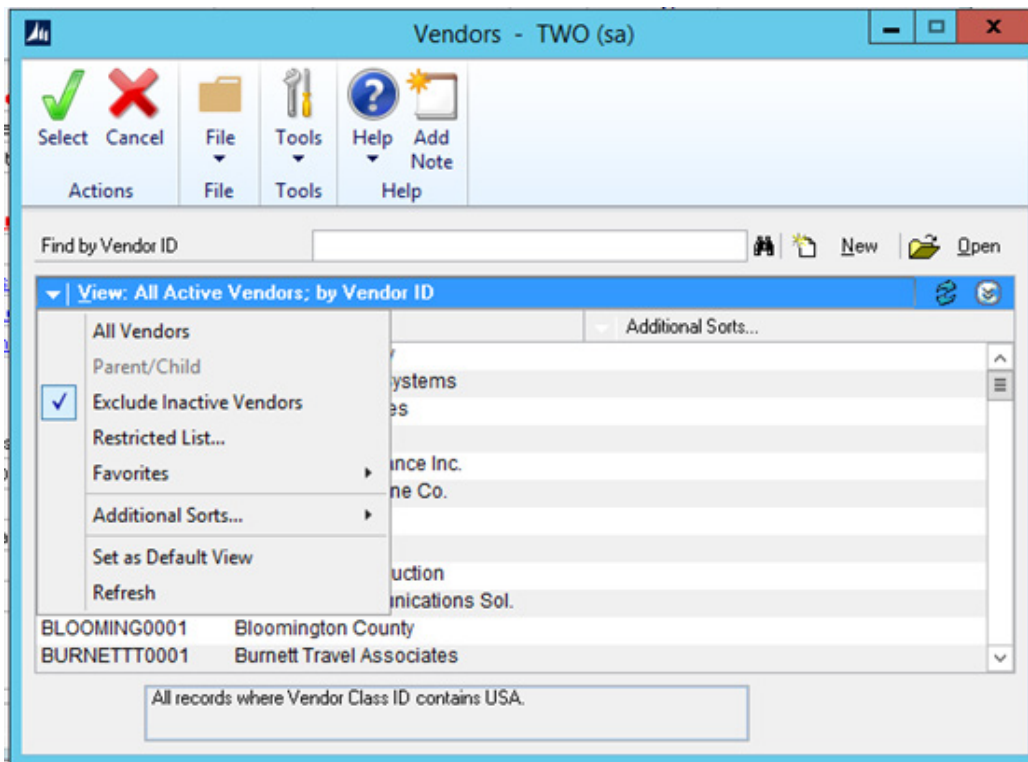
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2 Navigating Dynamics GP with Ease

2.1 Restrict Items in Lookup Windows

Go to: **Cards>>Purchasing>>Vendor>>Vendor ID Lookup**

This screen will open.



2.1.1 Exclude Inactive Vendors

Mark this option to exclude inactive vendors in the list.

2.1.2 Set as Default View

Mark this option after marking to exclude inactive vendors if you want this to be the default each time you do a lookup.

2.1.3 Restricted List

Choose this option if there is another field on the Vendor Card you need to find the account by (e.g. Phone Number). Unfortunately, this cannot be set as a default.

2.1.4 Favorites

You can also view this list as selected by one of your SmartList favorites. Again, this cannot be set as a default.

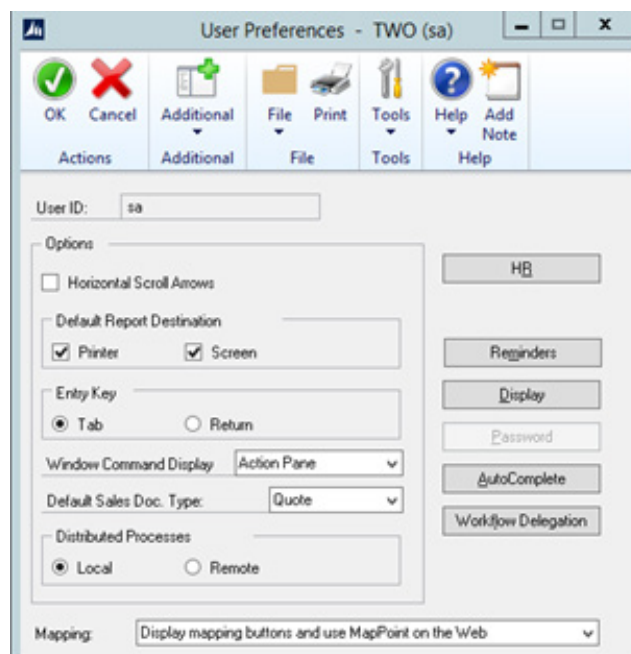
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2.2 Verify User Preferences

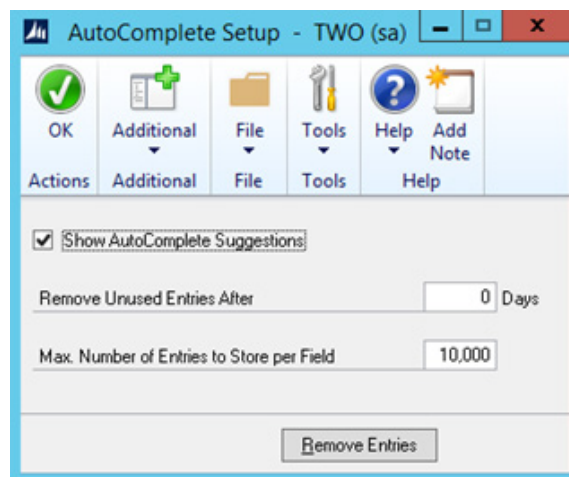
Go to: Dynamics GP>>User Preferences

This screen will open.



Click “AutoComplete”

This screen will open.



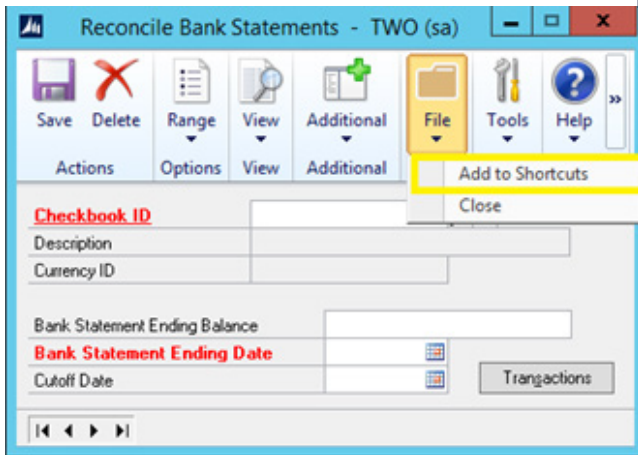
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2.3 Create Shortcuts for Frequent Windows

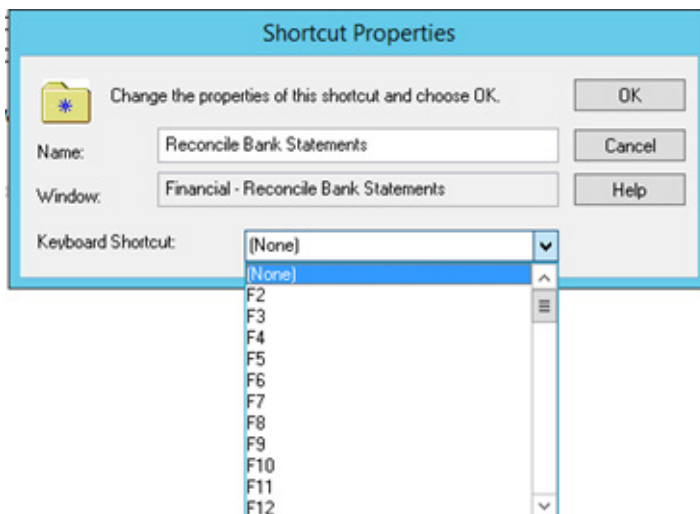
Go to: The window for which you wish to create a shortcut, click “File” and then click “Add to Shortcuts”

See screen shot.



2.4 Create Keyboard Shortcuts for Shortcut Windows

See screen shot.



Additional Resources on Dynamics GP Shortcuts:

Keyboard Shortcuts: <https://mbs2.partners.extranet.microsoft.com/Knowledgebase/kbdisplay.aspx?WTNTZSMNWUKNTMMYVTQUUXNN-ZOUKYPPPWUNTKZWUYRUSSYLN>

Encore Blog: <http://blog.encorebusiness.com/dos-doing-it-old-school/>

Additional Resources on Windows Shortcuts:

- Windows 7: <https://support.microsoft.com/en-us/help/17073/windows-using-keyboard#using-keyboard=windows-7>
- Windows 8: <https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts#keyboard-shortcuts=windows-8>
- Windows 10: <https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>

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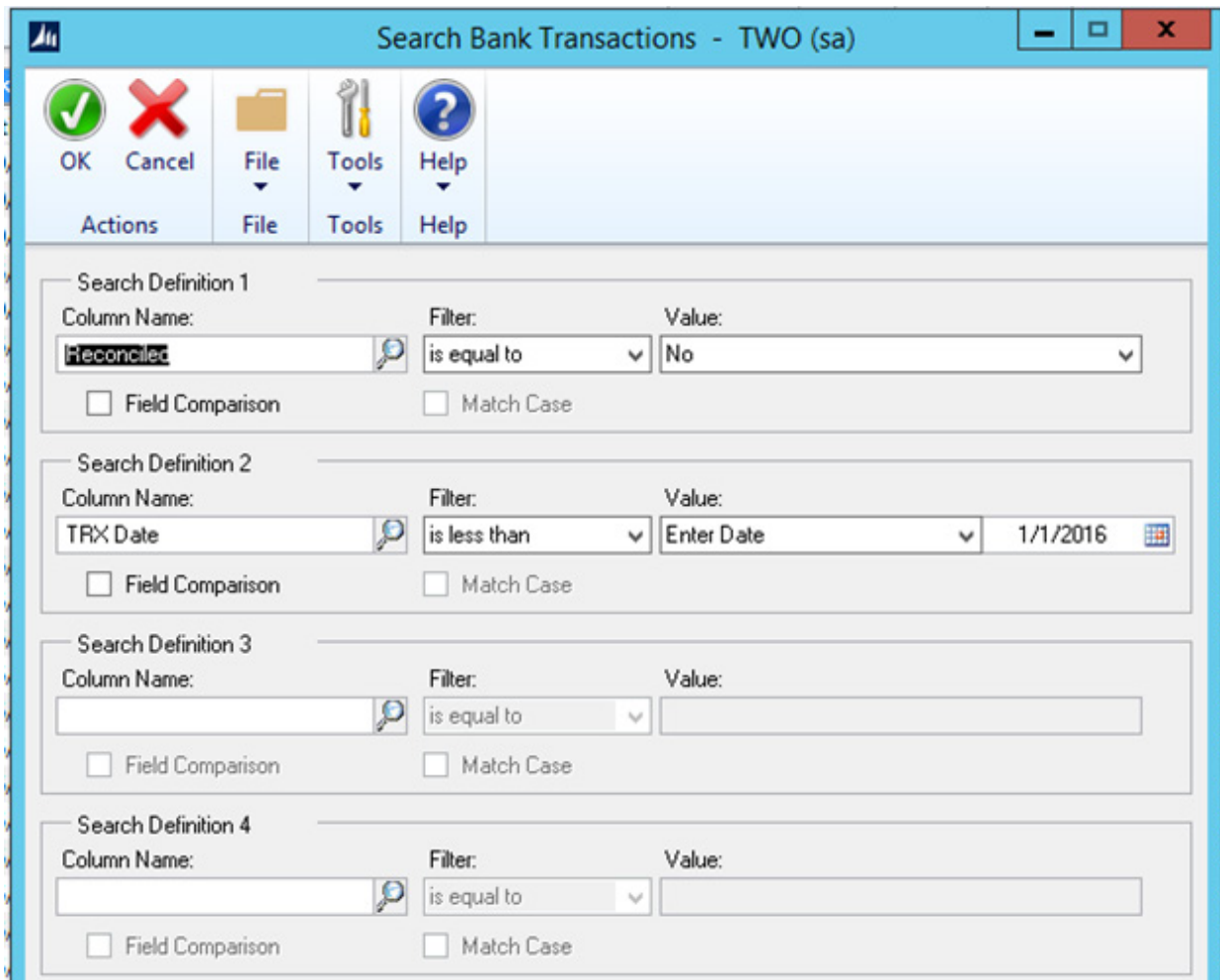
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3 Finding and Using Important Information Stored in GP

3.1 Quickly Summarize Your SmartList Information Using Excel Pivot Tables

3.1.1 Create a Stale Checks SmartList

- **Go to: Microsoft Dynamics GP>>SmartList**
- **Expand the Financial Folder. Expand the Bank Transactions Folder. Select the Default List “(*)”.**
- **Click “Search” to Open the Search Bank Transactions window and set the definitions as shown in the screen shot:**

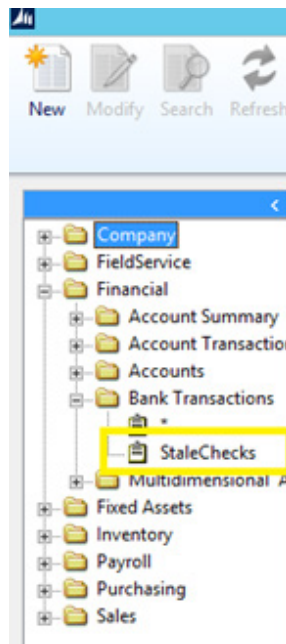


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- Click “Favorites” to add it as a favorite.

See screen shot.



- Click “Excel” to export the list to Excel.

See screen shot.

A screenshot of an Excel spreadsheet showing a table of checkbook transactions. The table has columns for Checkbook ID, CM Trx Number, GL Posting Date, Description, Source Document, and Checkbook Amount. The data includes transactions for FLEX BENEFITS, PAYROLL, and UPRCC.

Checkbook ID	CM Trx Number	GL Posting Date	Description	Source Document	Checkbook Amount
FLEX BENEFITS	IAJ000000013	01/30/2014		CMTRX	2,120.00000
FLEX BENEFITS	DAJ000000014	01/30/2014		CMTRX	600.00000
FLEX BENEFITS	DAJ000000015	01/30/2014		CMTRX	1,520.00000
PAYROLL	IAJ000000001	01/15/2014		CMTRX	76,800.00000
PAYROLL	IAJ000000004	01/30/2014		CMTRX	37,000.00000
PAYROLL	10000	01/15/2014		UPRCC	977.78000
PAYROLL	10001	01/15/2014		UPRCC	625.92000
PAYROLL	10002	01/15/2014		UPRCC	964.48000
PAYROLL	10003	01/15/2014		UPRCC	932.02000
PAYROLL	10004	01/15/2014		UPRCC	602.46000

- Click “Insert” and then click “Pivot Table.”

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- Drag and drop “Checkbook Amount” into the “Values” section. Drag and drop “Checkbook ID” into the “Columns” section. This will show you a sum of the stale checks by checkbook.

See screen shot.

PivotTable Fields ▼ ✕

Choose fields to add to report: ⚙️ ▼

- Checkbook ID
- CM Trx Number
- GL Posting Date
- Description
- Source Document
- Checkbook Amount** ▼

MORE TABLES...

- You can then add details like the CM Trx Number to the Rows area to then get a list of all of the checks that make up these amounts. Or to get a summary by transaction origin, drag and drop the Source Document to the Rows area.

See screen shot.

Drag fields between areas below:

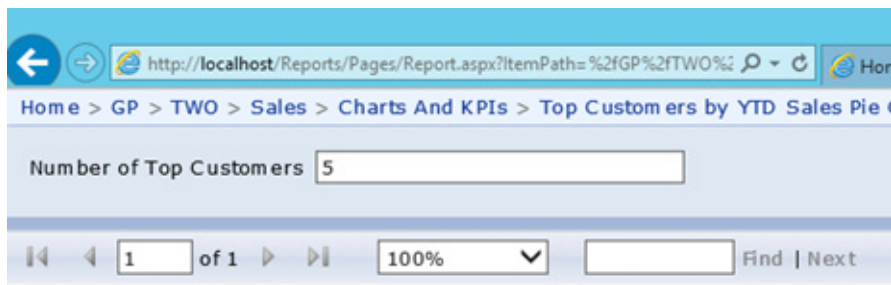
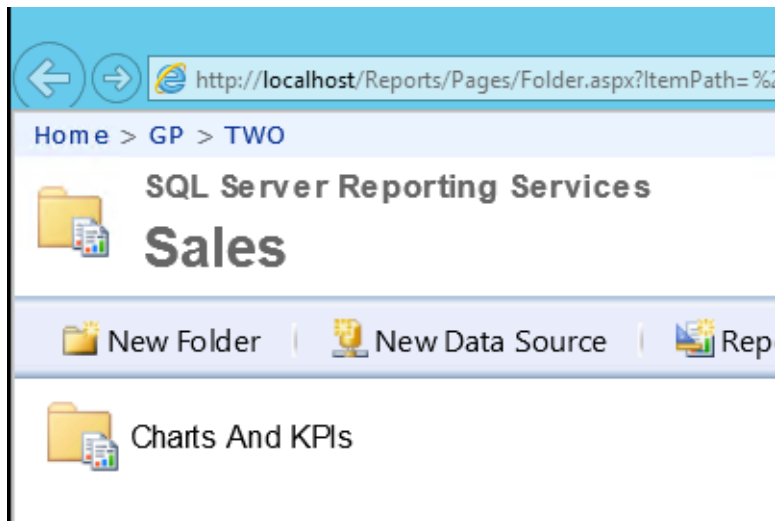
▼ FILTERS	 COLUMNS
	Checkbook ID ▼
☰ ROWS	Σ VALUES
	Sum of Check... ▼

	A	B	C	D	E	F
1						
2						
3	Sum of Checkbook Amount	Column Labels ▼				
4	Row Labels	FLEX BENEFITS	PAYROLL	PETTY CASH	UPTOWN TRUST	Grand Total
5	CMDEP			119.54	1162496.4	1162615.94
6	CMTRX	4240	113800	25	40888.73	158953.73
7	PMCHK				243322.93	243322.93
8	PMPAY				496175.01	496175.01
9	UPRC		668019.23			668019.23
10	Grand Total	4240	781819.23	144.54	1942883.07	2729086.84
11						

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3.2 Review New Charts and KPI's (Available with GP2015 and later)



Top 5 Customers by YTD Sales

- PLAZAONE0001
- MAHLERST0001
- ASTORSUI0001
- ALTONMAN0001
- VANCOUVE0001

