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GENERAL LEDGER TRAINING MICROSOFT DYNAMICS GP 10.0









General Ledger Setup

Use the General Ledger Setup window to set default entries that appear throughout the system. To open this window, click the **Financial** series button, and then click **General Ledger** on the Setup content pane.

🐺 General Ledger Setu	ıp			
File Edit Tools Hel	lp			sa Fabrikam, Inc. 4/12/2007
Next Journal Entry	3,341			
Display: 💿 Net Chang	ge 🛛 🔿 Period Bal	ances		
Retained Earnings — Close to Divisional Acc <u>Account</u> 000 - 30	count Segments 130 - 00		f ^r .	
Maintain History: V Accounts Transactions	Allow: Posting to History Deletion of Saved Tr	ansactions	Update /	Accelerator Information
	Back Out of Intercon	r Subsidiary Transa noany Transactions	ctions	
User-Defined Field Labels	s			
User-Defined 1 L	Jser-Defined 1	User	-Defined 3	User-Defined 3
User-Defined 2 U	Jser-Defined 2	User	-Defined 4	User-Defined 4
			ſ	
i () ()			l	OK Clear

Account Categories

Use the Account Category Setup window to view, add, and edit categories. To open this window, click the **Financial** series button, and then click **Category** on the Setup content pane.

🙀 Account	Category Setup	🛛
File Edit	Tools Help	sa Fabrikam, Inc. 4/12/2007
Number	Category Description	
1	Cash	~
2	Short-Term Investments	
3	Accounts Receivable	
4	Notes Receivable	
5	Inventory	
6	Work in Process	
7	Prepaid Expenses	
8	Long-Term Investments	
9	Property, Plant and Equipment	
10	Accumulated Depreciation	~
		· · · ·
i 🗇 🖉		ОК



Posting Account Setup

Use the Account Maintenance window to set up new posting accounts, or edit information on existing accounts. To open this window, click the **Financial** series button, and then click **Account** on the Cards content pane.

🐺 Account Ma	aintenance			
File Edit 1	Fools Help			sa Fabrikam, Inc. 4/12/2007
🛃 Save 🛃	🕻 Clear 🗎	🗙 <u>D</u> elete		a
Account	000 -1100	-00	Q)→ ₽	Inactive
Description	Cash - Oper	ating Account		
Alias	\$0A		🗹 Allow Account	Entry
Category	Cash			Q
Posting Type: Balance Sh Profit and L Typical Balance	eet oss e:	Level of Posting from Sales: Inventory Control: Purchasing: Payroll:	Series: Detail V Detail V Detail V Detail V	Include in Lookup: Sales Inventory Control Purchasing Payroll
 Debit Credit 		User-Defined 1 User-Defined 2 User-Defined 3 User-Defined 4 Summary	Hist <u>ory</u> Budg	et Analy <u>s</u> is Curre <u>n</u> cy
	by Descriptio	n 🔽		L) 🔘

Unit Account Setup

Unit accounts track non-financial quantities such as number of employees or square footage. Use the Unit Account Maintenance window to enter these accounts. To open this window, click the **Financial** series button, and then click **Unit Account** on the Cards content pane.

🐺 Unit Account Maintenance 📃 🗖 🔀				
File Edit Tools	Help sa Fabrikam	, Inc. 4/12/2007		
🔚 Save 🗶 Clev	ar 🗙 <u>D</u> elete	a		
Account	000-9040-00 🔍 ⇒ 🗋 🖥	Inactive		
Description	Number of Telephone Installations			
Alias	#-TI			
Decimal Places:	2 Series: Sales			
Year:	2007			
Display: 💿 Ne	et Change 🚫 Period Balances			
Period	Amount			
Beginning Balance	0.00 🔼			
Period 1	0.00			
Period 2	0.00 🗏			
Period 3	0.00			
Period 4	0.00			
Period 5	0.00	History		
Period 6	0.00 🗸			
Total	0.00	<u>B</u> udget		
III I I I by Acc	count 💌	۵ 🖒		



Fixed Allocation Account Setup

Fixed allocation accounts are used to distribute percentages of a single transaction among several distribution accounts. Use the Fixed Allocation Maintenance window to enter these accounts. To open this window, click the **Financial** series button, and then click **Fixed Allocation** on the Cards content pane.

🛺 Fixed Alloc	ation Maintenanc	e					
File Edit T	ools Help				sa Fab	rikam, Inc.	4/12/2007
🔚 Save 🛃	Clear 🗙 Del	lete					3
Account	000 -6190 -00			् → _ दि	📃 In	active	
Description	Utilities Expense						
Alias	UEX						
Distribution Acces	unt O 🔺	Paraant		Louis of Poo	ting from	Corios	
100-6190-00		5 00%	~	Cales:	ang nom	Detail	~
200-6190-00		5.00%		Inventoru Co	ntrol	Detail	~
300-6190-00		35.00%		Purchasing		Detail	~
400-6190-00		20.00%		Pavroll		Detail	~
500-6190-00		10.00%					
600-6190-00		25.00%					
		0.00%		Include in L	.ookup:		
				Sales Inventory C	ontrol		
				Purchasing	onaroi		
			~	Payroll			
	Total	100.00%		ı (
	by Account	*					۵ 🗘

Variable Allocation Account Setup

Use the Variable Allocation Maintenance window to enter or edit variable allocation accounts. To open this window, click the **Financial** series button, and then click **Variable Allocation** on the Cards content pane.

🛛 Variable Allocation Maintenance 📃 🗖 🔀							
File Edit T	File Edit Tools Help					sa Fabrikam, Inc.	4/12/2007
🚽 Save 🖉	Clear	X Delete					چ
Account	000-61	80-00		Q > 🗋	ıĘ	Inactive	
Description	Rent Ex	pense					
Alias	REX						
Based On:	,	Level of Posti Sales:	ing from	n Series: Detail	*	Include in Lookup Sales	c
O Trx Period		Inventory Conl	trol:	Detail	~	Inventory Control	
		Purchasing:		Detail	~	Payroll	
		Payroll:		Detail	~		
Distribution Accor 100-6180-00 200-6180-00 300-6180-00 400-6180-00 500-6180-00 600-6180-00 	unt			Selected Accour 100 - 6180 - 00 Breakdown Accc 100 - 9010 - 00	nt <u>ount</u>		
	by Acco	unt	~				۵ 🗘



Account Segment Setup

Use the Account Segment Setup window to enter a description for each account segment number in the accounts entered. This allows account segments to be identified by descriptions, rather than by numbers. To open this window, click the **Financial** series button, and then click **Segment** on the Setup content pane.

🐺 Account Se	gment Setup	
File Edit T	ools Help	sa Fabrikam, Inc. 4/12/2007
🔚 Save 🖉	Clear 🗙 <u>D</u> elete	a
Segment ID	Department	Q
Number	300	Q 🗋
Description	Sales	
		۵ 🕼

Mass Modify Chart of Accounts

Use the Mass Modify Chart of Accounts window to modify groups of accounts. To open this window, click the **Financial** series button, and then click **Mass Modify** on the Cards content pane.

🖼 Mass Modify Chart of Accounts 📃 🖃 🔀								
File Edit	Tools Help					sa Fabrikam,	Inc. 4/	12/2007
Modify:	Сору	V Use Ac	count Description From:	⊙ Exi	sting Accounts	O Account	t Segmer	nts
Account	○ All	: 000 -11 000 -11 © Zero ??? -??	00 -00 30 -00 Balance Accounts () Al ?? -??	I Accounts	Sales: Inventory Contr Purchasing: Pavroll:	ol: Deta Deta Deta	il il il	> > >
Accounts Seg	gment Sort:	by Accou	nt 💌		Display: 💿	All 🔿 Selec	ted Rang	je
000 -1100 -1 000 -1101 -1 000 -1102 -1 000 -1102 -1 000 -1103 -1 000 -1104 -1	00 00 00 00 00 00		Cash - Operating Accou Cash in Bank - Canada Cash in Bank - Australia Cash in Bank - New Zea Cash in Bank - Germany Cash in Bank - United K	nt aland ingdom			^	
000 -1106 -1 000 -1107 -1	00		Cash in Bank - South Af Cash in Bank - Singapor	e	(Cjear	Ma	odify



Setting Up Budgets

By using the Budget Selection window, Microsoft Dynamics GP or Excel can be used to create or update budgets. To open this window, click the **Financial** series button, and then click **Budgets** on the Cards content pane.

🐺 Budget Selection					
File Edit Tools	Help		sa Fabrikam, Inc. 4/12/2007		
🎦 New 🗙 Delet	re 🎏 Open 🔀 Excel				
✓ View: Budgets; by B	ludget ID				
Budget ID	Description	Year From	To		
BUDGET 2005	Budget 2005	2005	~		
BUDGET 2006	Budget 2006	2006			
BUDGET 2008	Budget 2008	2008			
BUDGET 4	demo	2007			
BUDGET1	demo	2004			
BUDGET2	demo	2004			
BUDGET3	demo	2004			
			~		
			·		

Budget Maintenance

Use the Budget Maintenance window to create budgets for ranges of posting and unit accounts within Microsoft Dynamics GP. To open this window, click the **Financial** series button, click **Budgets** on the Cards content pane, and then click **Open** and select **Using Microsoft Dynamics GP** on the Budget Selection window.

🐺 Budget Maintena	ince		
File Edit Tools	Help		sa Fabrikam, Inc. 4/12/2007
📕 Save 🗙 <u>D</u> el	ete		a
Budget ID B Description B Based On Fi	UDGET 2008 🔍 udget 2008 iscal Year		
Budget Year: 20	008	💿 Actual 🔿 Pre	eliminary
Account Description	00 - 1100 - 00 Cash - Operating Account		
Display: 💿 Net (Change 🔵 Period Bala	ances	
Period	Period Date	Amount	
Beginning Balance	1/1/2008		\$0.00 🔼
Period 1	1/1/2008	\$1	0,000.00
Period 2	2/1/2008	\$1	0,000.00
Period 3	3/1/2008	\$1	0,000.00
Period 4	4/1/2008	\$1	0,000.00
Period 5	5/1/2008	\$1	0,000.00 Methods
Period 6	6/1/2008	\$1	0,000.00
Period 7	7/1/2008	\$1	0,000.00 🔽
	Total	\$120	0,000.00
I∢ ∢ ▶ ▶I by Bu	idget ID 🛛 👻		۵ 🖉



Single-Account Budgets

Use the Single Account Budget Maintenance window to calculate, modify, or delete budgets for individual accounts, one account at a time. To open this window, click the **Financial** series button, and then click **Account** on the Cards content pane. Click the **Budget** button on the Account Maintenance window to open the Single Account Budget Maintenance window.

🖪 Single-Account Budget Maintenance						
File Edit Tools	Help		sa Fabrikam, Inc. 4/12/2007			
🛃 Save 🗙 <u>D</u> ek	ete 🛄 C <u>a</u> lculate		a			
Account 0	00 -1100 -00	Q >				
Description C	ash - Operating Account					
Budget ID B	UDGET 2008	200				
Description B	udget 2008					
Based On Fi	iscal Year	Bud	lget Year: 2008 🛛 💌			
Amount Display: Net C	Source Budget ID Image: Constraint of the second secon					
Period	Period Date	Amount	0.00			
Beginning Balance	1/1/2008	الا 10.000 مادم	2.00			
Period 2	1/1/2008	\$10,000	3.00			
Period 3	2/1/2000	\$10,000				
Period 4	4/1/2008	\$10,000	1.00			
Period 5	5/1/2008	\$10,000	0.00			
	Total \$120,000.00					
I◀ ◀ ▶ ▶I by Ac	count 💊	/	۵ 🖉			

Quick Journal Setup

Quick journals provide a method of timesaving journal entry in a batchless environment. They are used to enter many different types of transactions, and they specify the offset account only once. To open this window, click the **Financial** series button, and then click **Quick Journal** on the Setup content pane.

🛛 Quick Journal Setup						
File Edit Tools Help		sa Fabrikam, Inc. 4/12/2007				
🛃 Save 🗙 Delete		4				
Journal ID G						
Description G	luick Journal					
Source Document	iJ 🔍					
Allow Override	00 -1100 -00 🔍 🔿 🗌 Break Dow	n Allocation				
Account						
000 -1101 -00	Cash in Bank - Canada	^				
000 -1102 -00	Cash in Bank - Australia					
000-1103-00	Cash in Bank - New Zealand					
000 -1104 -00	Cash in Bank - Germany					
000 -1105 -00	Cash in Bank - United Kingdom	Ξ.				
		<u> </u>				
I ◀ ◀ ▶ ▶I by Journal ID		L) 🛞				



Transaction Matching Setup

Use the Transaction Matching Setup window to set the option to use for linking transactions, including whether to require the transactions to link to balance, the next number to use to identify the links, and whether to allow links to be deleted. To open this window, click the **Financial** series button, and then click **Transaction Matching** on the Setup content pane.

🐺 Transaction Matching Setup	
File Edit Tools Help	4/12/2007 »
Next Link Number 1	
Require Links to Balance	
Link to One Account	
Allow Deletion of Links	Password
	OK

Batch Entry

Use the Batch Entry window to create batches to record standard and reversing transactions. To open this window, click the **Financial** series button and click **Batches** on the Transactions content pane.

🖼 Batch Entry	r]				
File Edit T	ools Help			sa I	Fabrikam, Inc	. 4/12/2007			
🛃 Save 🖉	🖬 Save 🖉 Clear 🗙 Delete 🕂 Post 🖉								
Batch ID	GL BATCH	Q 🗋	Origin:	Gener	al Entry	~			
Comment	General Ledger Bat	ch							
Frequency:	Single Use	*	📃 Break Dow	n Allocati	on				
Recurring Posting	3 0		Last Date Pos	ted	0/0/0000				
Days to Incremen	nt O		Times Posted			0			
	Control		Actual						
Journal Entries		0			1				
Batch Total		\$0.00		\$1,0	000.00				
Approved	User ID	Appro-	val Date 1/0/0000		Trans	actions			
						۵ 🗘			



Transaction Entry

Use the Transaction Entry window in General Ledger to enter standard and reversing transactions. To open this window, click the **Financial** series button and click **General** on the Transactions content pane.

, no Eu	it Tools	View Help				sa Fabrikam, In	nc. 4/12/2	200
Save		ete 🗡 🛅 Voir	4 👫 E	ost 🛛 📶	Correct	Сору	₩-	6
Journal E	Entry	1,544 🔍 [🗋 🔲 Inter	company	Batch ID	GL BATCH	0	>
Transactio	n Type:			Transactio	n Date	5/9/2007		
Standa	ard 🔘 Re	versing		Reversing D	ate	9/0/0000		
Source D	ocument	GJ	Q					
Referenc	e	Insurance I	Expense					
Currency	ID	Z-US\$		Q > 🗋				
Co. ID	Account	t t	LAQ→	Debit	i.	Credit		^
and the second second								⇒
Description	1					Exchange nate		
Description Distribution	n Reference					Corresp Co. ID		
Description Distribution TW0	n Reference 000 - 64	100-00			\$500.00	Corresp Co. ID	\$0.00	~
Description Distribution TWB Life Insura	n Reference 000 - 64 nce - Adminis	400 -00 tration			\$500.00	Corresp Co. ID	\$0.00 0000000	<
Description Distribution TWO Life Insura TWO	n Reference 000 - 64 nce - Adminis 000 - 11	400 -00 tration			\$500.00	Corresp Co. ID 0.	\$0.00 0000000 \$500.00	
Description Distribution TWO Life Insurat TWO Cash - Ope	n Reference 000 - 64 nce - Adminis 000 - 11 erating Accou	400 -00 tration 100 -00 nt			\$500.00 \$0.00	Corresp Co. ID 0.	\$0.00 0000000 \$500.00 0000000	
Description Distribution TWO Life Insura TWO Cash - Ope	n Reference 000 - 64 nce - Adminis 000 - 14 erating Accou	400 -00 tration 100 -00 nt			\$500.00 \$0.00	Corresp Co. ID 0.	\$0.00 0000000 \$500.00 0000000	
Description Distribution TWD Life Insura TWO Cash - Ope	n Reference 000 - 64 nce - Adminis 000 - 11 erating Accou	400 -00 tration 100 -00 int	Total		\$500.00	Corresp Co. ID 0.	\$0.00 0000000 \$500.00 0000000 \$500.00	

Calculate Taxes in General Ledger

Use the Tax Entry window to enter taxable transactions that cannot be entered in Payables Management, Receivables Management, Purchase Order Processing, or Sales Order Processing. To open the Tax Entry window, click the **Financial** series button and then click **General** on the Transactions content pane, then click the **Tax Entry** button on the Transaction Entry window.

🐺 Tax Entry			
File Edit Tools He	lp I		sa Fabrikam, Inc. 4/12/2007
Journal Entry	3,449		
Transaction Type	💿 Debit 🛛 🔿 Credit		
Account	000 - 4100 - 00	Q >	
	Sales		
Sale/Purchase Amount	\$200.00	Taxable Sale/Purchase	\$200.00
<u>Tax Detail</u>	USASTE-PS6N0		
	State Sales Tax	Tax Amount	\$12.00
Distribution Reference	Normal Sale		
L) @			Create Clear



Clearing Transaction Entry

Use the Clearing Entry window to clear the balance of an account. To open this window, click the **Financial** series button and click **Clearing** on the Transactions content pane.

etenning thu y							JIX
File Edit Tools	View Help				sa Fabrikar	m, Inc. 4/12	/2007
🚽 Save 🛛 🗙 <u>D</u> ele	te γ, V <u>o</u> id ∔ ∰	<u>P</u> ost					
Journal Entry	3,449 🔾		Batch ID		Q	→	
Transaction Date	4/12/2007 🏢	Source [)ocument	GJ	Q		
		Reference	ce	Clear Account			
		reliod					
		reriod	0				-
Account Account Description		Q →	Offset Account	m		Q >	*
Account Account Description Distribution Reference		°enod Q →	<u>Offset Account</u> Offset Descriptic	n		Q >	* *
Account Account Description Distribution Reference 000 -1130 -00			Offset Account Offset Descriptio 000 -1100 -00	n		Q >	* * *
Account Account Description Distribution Reference 000 -1130 -00 Petty Cash			Offset Account Offset Descriptic 000 - 1100 - 00 Cash - Operating	in J g Account		Q >	* *
Account Account Description Distribution Reference 000 - 11 30 - 00 Petty Cash			Offset Account Offset Descriptio 000 - 11 00 - 00 Cash - Operating	n g Account		Q >	* *
Account Account Description Distribution Reference 000 - 1130 - 00 Petty Cash			Offset Account Offset Descriptic 000 - 1100 - 00 Cash - Operating	n J Account		Q >	
Account Account Description Distribution Reference 000 - 1130 - 00 Petty Cash			Offset Account Offset Descriptic 000 - 11 00 - 00 Cash - Operating	in J Account		Q >	« » «
Account Description Distribution Reference 000 - 1130 - 00 Petty Cash			Offset Account Offset Descriptic 000 - 11 00 - 00 Cash - Operating	in g Account			< >> <

Quick Journal Entry

Quick journals provide a method of time-saving journal entry that does not require batches. Use Quick Journal Entry to record particular types of transactions, such as sales on account or monthly payroll, and to specify the offset account just once when setting up the quick journal. To open this window, click the **Financial** series button and click **Quick Journal** on the Transactions content pane.

File Edit Too	ls View Help			sa F	abrikam, Inc. 4/12/20
Save 🗙	<u>D</u> elete 🔀 V <u>o</u>	oid 🕂 🔚 Pos	t		
Journal Entry	3,4	49 🔍 🗋			
Journal ID	QUICK JOURNA			🔲 Break Down Allo	cation
Description	Quick Journal				
Transaction Dat	e 4/12/200	7 🏢 B	eference	Quick Journal	
Source Docume	nt GJ		ffset Account	000 - 1100 - 00	<u>(</u>
Account	K.Q.→	Debit		Credit	8
Description					*
Distribution Referen	ice				
000-1101-00			\$100.00		\$0.00
000-1102-00			\$50.00		\$0.00
			\$75.00		\$0.00
000-1104-00		\$200.00		\$0.00	
			\$75.00		\$0.00
00-1105-00			\$0.00		\$U.UU 😽
			Double contraction of the		AE00.00



Linking Transactions

Use the General Ledger Transaction Link Maintenance window to link distributions from multiple posted transactions. To open this window, click the **Financial** series button and click **Transaction Matching** on the Transactions content pane.

File Edit	Tools '	View	Help							sa	a Fabr	ikam,	Inc. 4	12/2
🔒 Save 🕻	K <u>D</u> eleti	e d	💋 C <u>l</u> ear	🚺 B	edisplay									
Link No		1))	Descriptio	n								1	
Link Date	4/12/2	007		Difference				\$0	00					
Account	000 -1	100 -	00		Q >		Nur	mber	of dist	ributi	ons in	link:		0
Description	Cash -	Opera	ating Accou	int	1 2 4									
Year	2007	~		Display:	🗹 C	ebits	 Image: A start of the start of	Cred	its		Previo	usly u	nlinked	
Date:	0) All	0	From:				1	o:					
Source Docume	ent: 🤇) All	0	From:				0	o:					2
Currency ID:	0) All	0	From:				0	lo:					2
Journal No.:	0) All	0	From:				0	o:					2
Audit Trail Code	e 🤇) All	0	From:				124	lo:					
Date J	ournal No	8	Debit			Cred	dit					Li	ink	1
Audit Trail Code	s:	Sourc	e Doc	Refere	ence						Cu	rrency	<u>ID</u>	
2/1/2007	10	1,201			\$3,263.2	4					\$0.	00 📃]	
2/1/2007	-	1,203			\$1,219.4	9					\$0.	00 🔽]	
2/2/2007	87	,206			\$1,219.4	9					\$0.	00 🔽]	
2/2/2007		,207			\$256.5	9					\$0.	00]	
2/3/2007	2/2	,209			\$406.5	D					\$0.	00 🔽]	
2/4/2007	5/4	,218			\$404.8	4					\$0.	00]	
2/4/2007	10.0	,220			\$42.7	D					\$0.	00 🔽]	
2/4/2007		,298			\$0.0	0					\$78.	40	1	

Transaction Matching Groups

Use the Transaction Matching Group Maintenance window to create and modify groups of transaction distribution links. To open this window, click the **Financial** series button and click **Transaction Matching Groups** on the Transactions content pane.

Transaction	Matching Group Maintenance				\mathbf{X}
File Edit T	ools Help	sa F	abrikam, i	Inc. 4/12/	2007
🖬 Sa <u>v</u> e 🗙	Delete				
Group		Q			
Link No.	Description		Status	Include	
					^
					~
				,r	0
				0	0



Batch Recovery

If there is a power fluctuation or some other posting interruption, or if any transactions in a posted batch contain errors, use the Batch Recovery window to complete posting for interrupted batches or select the batches containing errors for edit. To open this window, click the **Administration** series button and click **Batch Recovery** on the Routines content pane.

🙀 Batch Recovery			
File Edit Tools He	۶p		sa Fabrikam, Inc. 4/12/2007
🍓 <u>C</u> ontinue 🛛 🙋 Re	edisplay		
Series: All	~		
Display Batches: 📀	All 🔘 Marked	M	1ark <u>All</u> U <u>n</u> mark All
Batch ID	Origin	Status	*
Comment		No. of Trx	Frequency 😒
SLSTE00000245	General Entry	Transaction Error - Edit Required	~
14			I
			~
by Batch ID			L) 🔞

Multidimensional Analysis Groups and Codes

Use the Analysis Group Maintenance window to create the group or groups to perform detailed analysis using Multidimensional Analysis. To open this window, click the **Financial** series button and then click **Analysis Groups** on the Cards content pane.

🙀 Analysis Group M	aintenance	
File Edit Tools	Help	sa Fabrikam, Inc. 4/12/2007
🛃 Save 🗙 <u>D</u> ele	te	a
Analysis Group ID Description	VEHICLES Q Company Vehicles	
Analysis Code ID	Description	
CAR	Company Car	<u>^</u>
TRUCK	Delivery Truck	
VAN	Service Van	
		~
		🗇 🥝



Assign Analysis Groups to Accounts

Use the Account Analysis Defaults window to assign analysis groups to accounts it is necessary to track detailed analysis information for. To open this window, click the **Financial** series button and then click **Analysis Defaults** on the Cards content pane.

🙀 Account Analysis De	faults					
File Edit Tools He	lp			sa Fat	orikam, Inc. 4	/12/2007
🖬 Save 🗙 <u>D</u> elete						
Account 000 - 641	0-00)		
Description Vehicle In	nsurance		1 - 1-			
Analysis Group ID	Quantities	Decimal Places		Analysis Typ	e	*
Group Description						≥
VEHICLES		0	Y	Optional		~ ^
			Y			× _
						~
Current Group VEHI	TIES					
Analysis Code ID 🛛 🔍	Posting Desc	ription			Percent	2
Code Description						8
CAR	Car Insuranc	e			30.	00% 🔼
TRUCK	Truck Insura	nce			40.	00%
VAN	Van Insuranc	e			30.	00%
					0.	00%
						~
				Total	100.	00%
						0



Entering Analysis Information in Transaction Entry

The process for entering analysis information is similar in each window. This example illustrates the steps using the General Ledger Transaction Entry window and the Analysis Posting Detail window. In General Ledger, account distributions display directly in the Transaction Entry window; in other module transaction entry windows it usually is necessary to click a **Distributions** button to open a distributions window.

Transaction Entry									×
File Edit Tools Vie	w Help					sa Fabrika	am, Inc.	4/12/2	2007
📕 Save 🗙 Delete	∕; Void ♣	<u>P</u> os	t 🚝	Correct		Сору	l	-⊘	3
Journal Entry	3,451 🔍 🗋 🔲	Interco	mpany	Batch II				Q	>
Transaction Type: Standard ORevers	sing	Ti Ri	r ansactio eversing D	on Date Jate		4/12/2007			
Source Document	GJ	2							
Reference	Insurance					Account &	Analucie		
Currency ID	Z-US\$		•			button	Sharysis		
Co. ID	E.A.	λ → De	ebit		1	Credit			*
Description									۲
Distribution Reference					1	Corresp Co. I	ID		3
TW0 000-6410	-00			\$1,50	00.00			\$0.00	^
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					0.00			40.00	*
		otal		\$	JU.UU			\$U.UU #0.00	
Tax Entry				Differen	ce			\$U.UU	
I ◀ ◀ ▶ ▶I by Batch I	D 🗸			Stat	us	Unposted		0	0

🐺 Analysis Posting Det	ail		
File Edit Tools He	lp		sa Fabrikam, Inc. 4/12/2007
Account	000 -6410 -00		
Description	Vehicle Insurance		
Posting Amount	✓ \$1,500.00 ↓		
Document Number	4 3451 L		
Analysis Group ID	🔍 Group Description		Analysis Type
VEHICLES	Company Vehicles		Optional 🔼
			✓
Current Group VE	HICLES Auto Allocate		
Analysis Code ID 🛛 🔍	Posting Description	Quantity A	Amount 😒
Code Description			8
CAR	Car Insurance	0	\$450.00 🔼
TRUCK	Truck Insurance	0	\$600.00
VAN	Van Insurance	0	\$450.00
		\$0.00	\$0.00
			~
		Total	\$1,500.00
۵ 🕼		OK	Delete Def <u>a</u> ult



🌉 Analysis Inquiry							
File Edit Tools He	lp				5	a Fabrikam, In	c. 4/12/2007
🧹 OK 🛛 🛃 Redisp	play						
Analysis Group ID	VEHICLE	S	Q				
Group Description	Company	Vehicles					
Analysis Code ID	 TRUC 	Ж	▶ 🔍	_			
Code Description	Delivery T	ruck					
Include: 🗹 Unposted	🗹 Op	en 🔽 Hi	story	View:	Бу Асс	count	~
Account		Document N	umber	Amount		Quantity	8
Account Description		Date	Posting Date	Posting Description			8
000-6410-00		3458			\$600.00		0 🔨
Vehicle Insurance		4/12/2017	4/12/2017	Truck Insurance			
			1				
			1				
			1				
							×
	Code Totals \$600.00 0.00000						
							D 📀

Define Intercompany Relationships

Before intercompany transactions can be entered in Microsoft Dynamics GP, define relationships between companies where intercompany transaction interaction is allowed using the Intercompany Setup window.

To open this window, click the Administration series button and then click Intercompany on the Setup content pane.

			F_ the second second	
riginating Company ID	Compar	ny Name	Fabrikam, Inc.	
estination Company Name:				
second Company	Accounts			
cme, Inc.	Originating Cor	mpany		
amily Health Center	Due To	000-2035	-00	Q
	Description	Intercoma	pny payable Family Health Center	
	Due From	000-1200	-10	
	Description	Intercomp	any Receivable from Family Health Center	
	Destination Co	mpany		
	Due To	000-2035	-00	
	Description	Intercomp	any Payable to Fabrikam	
	Due From	000-1200	-10	Q
	Description	Intercomp	any Receivable from Fabrikam	



Entering Intercompany Transactions

Use the Transaction Entry window in General Ledger to enter intercompany transactions. To open this window, click the **Financial** series button and then click **General** on the Transactions content pane in the originating company.

🙀 Transaction Entry			
File Edit Tools Vie	w Help		sa Fabrikam, Inc. 4/12/2007
🔚 Save 🗙 Delete	12: Void 14: 1	Post 👫 Correct 🞼	Сору 🛛 🔯 🍜
Journal Entry	3,451 🔍 🗋 🔲 Inte	rcompany Batch ID	Q >
Transaction Type: Standard ORever:	sing	Transaction Date Reversing Date	4/12/2007
Source Document Reference	GJ 🔍		
Currency ID	Z-US\$	Q >	 Account Analysis button
Co. ID	- (AQ →	Debit	Credit 📀
Description			Exchange Rate 🛛 📿 😆
Distribution Reference			Corresp Co. ID
TWO 000-6410	-00	\$1,500.00	\$0.00 🔼
	Total	\$0.00	\$0.00
Tax Entry		Difference	\$0.00
I ◀ ◀ ▶ ▶I by Batch I	D 💌	Status	Unposted 🛛 🧳 🎯

Organizational Structures Setup

Use the Organizational Structure Setup window to add, define, rename and delete levels and entities. To open this window, click the **Administration** series button and then click **Organizational Structure** on the Setup content pane.

🐺 Organizatio	🛛 Organizational Structure Setup						
File Edit T	ools Help			sa Fabrikam,	Inc. 4/12/2007		
Organizational	Labels						
Level 1	Company		Company				
Level 2	Division		Division				
Level 3	Department		L. Depa	artment			
Level 4							
Entity ID	Company	Description					
Central		The Central Comp	bany		~		
East		The East Compar	ሦ				
West		The West Compa	ny				
					×		
i 🖓 🥥 🔞	🛃 🗘 🔞 Ск						

Define Organizational Relationships



Use the Organizational Tree window to define the parent/child relationships among the entities in the organization. To open this window, click the **Administration** series button and then click **Organizational Tree** on the Cards content pane.

🗔 Or	ganizat	tional T	ree				
File	Edit	Tools	Relationships	Help		sa Fabrikam, In	c. 4/12/2007
The (Central Ci Cent East West	ompany ral :			Child Entities Hardware Software		2
- 3	70					(ОК

Define Entity Relationships

Use the Define Entity Relationships window to define the organizational parent/child relationships. Click the **Define Relationship** button on the Organizational Tree window to open this window.

🚜 Define Entity Relationships 📃 🗖 🔀						
File Edit Tools Help		sa Fabrikam, Inc. 4/12/200	07			
🍓 Process 🛛 🎻 Redispla	ay					
Defining Relationship For:	East					
Select Entities From:	Division					
Search For		Mark <u>A</u> ll U <u>n</u> mark All)			
Selected Entity ID		Description				
Hardware		Hardware Sales & Service				
Software		Software Development				
		×				
2 Total Selected						
			0			



Copying Relationships

Use the Copy Organizational Structures window to save time in setting up the organizational structure. To open this window, click the **Copy Relationships** button on the Organizational Tree window.

🙀 Copy Organizational Stru	ctures 📃 🗖 🔀
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2007
Copy From	
Company	East 🔍
Division	
Department	Q
Copy to All Entity IDs Company	West
Division	<u> </u>
Department	
 Add to Existing Structure 	Replace Existing Structure
L	Copy Cancel

Assign User Classes to the Organizational Structure

Use the Organizational Structure Assignment window to assign user classes to positions. To open this window, click the **Administration** series button and click **User Classes** on the Setup content pane, and then click the **Organization** button on the User Class Setup window.

💀 Organizational Structure Assignment						
File Edit T	ools Help					sa Fabrikam, Inc. 4/12/2007
Class ID Description I Grant Acces	ACCOUNTIN General Acco ss To All Acco	G punting Per unts	sonnel]		
Company		Central		Q	The Central Comp	any
Division		Software		Q	Software Develop	ment
Department				Q		
				C.		
	Assigned Pos	itions				
Insert >> Remove						
Remove <u>A</u> ll						
L) 💿						OK Cancel



Assign Users to the Organizational Structure

Use the Organizational Structure Assignment window to assign individual users to entities within the organization. To open this window, click the **Administration** series button and then click **User** on the Setup content pane. Enter or select a user in the User Setup window, then click the **Organization** icon to open the Organizational Structure Assignment window.

🐺 Organizational Structure Assignment						
File Edit Tools Hel	р	s	a Fabrikam, Inc. 4/12/2007			
User ID LESSONU User Name LESSONU Grant Access To All Ac	JSER1 JSER1 counts]				
Company	Central	🔍 The Central Company	y			
Division	Hardware	🔍 Hardware Sales & Se	arvice			
Department						
Assigned F	Positions					
Insert >>						
Remove						
Remove <u>A</u> ll						
۵ 🗘			OK Cancel			

Assign a Range of Accounts to the Organization Structure

Use the Organizational Structure Mass Assignment window to assign ranges of accounts to positions in the organizational structure or to change previous assignments. To open this window, click the **Administration** series button and then click **Organizational Assignments** on the Cards content pane.

🙀 Organizationa	l Structur	e Mass Assign	ment						
File Edit Tool	s Help						sa Fabrikam	, Inc. 4	\$/12/2007
Company Division Department	1	Central Software		C T C S	he Central Co oftware Deve	ompany elopment			
Company ID	TWO	Q	Company	Name	Fabrika	m, Inc.			
 Assign 	O Remove	Assigned	O Remove.	All Assigned	4	🗹 Appl	y To Parent Le	vels	
Restrictions: Range Segment ID	Segment ID Departmen	t 🔍		From To	400 400				0
Insert >> Remove Remove All								<u>D</u> eta	ils
L) ©						(Process		Clear



Restrictions

Select the type of range to select - segment or account - then enter restrictions for the range of accounts to assign and click **Insert**. Multiple ranges of each type can be inserted into the **Restrictions** list. If inserting multiple ranges, any account that falls within one of the ranges defined are assigned.

Click **Details** to open the Organizational Assignment Details window, and view the accounts that fall within the ranges selected, and make changes if necessary.

🐺 Organizat	ional Assignment Detai	ls 🔲 🗖 🔀
File Edit	Tools Help	sa Fabrikam, Inc. 4/12/2007
Search for		Central L Software
Account	~	Mark <u>All</u> U <u>n</u> mark All
Included	Account	Description
1 🗸	400-5100-00	Salaries and Wages - Service/Installation US 🛛 👔 🔼
	400-5101-00	Salaries and Wages - Service/Installation Canada
 Image: A set of the set of the	400-5110-00	Overtime Pay - Service/Installation US
V	400-5111-00	Overtime Pay - Service/Installation Canada
 Image: A start of the start of	400-5120-00	Bonuses - Services/Installation US
	400-5121-00	Bonuses - Services/Installation Canada
V	400-5130-00	Commissions - Service/Installation US
	400-5131-00	Commissions - Service/Installation Canada
V	400-5140-00	Profit Sharing - Service/Installation US
	400-5141-00	Profit Sharing - Service/Installation Canada
	400-5150-00	Employee Benefits - Service/Installation
	400-5160-00	Health Insurance Expense - Service/Installation 🛛 🗸
32	Total Included	
Q 🕘		ОК



Assign an Individual Account to the Organizational Structure

Use the Organizational Structure Assignment window available from any of the four account windows to assign individual accounts to positions in the organizational structure. Posting accounts, unit accounts, variable allocation accounts, and fixed allocation accounts can be assigned to positions in the organizational structure.

🙀 Organizatio	nal Structu	re Assig	nment			
File Edit T	ools Help					sa Fabrikam, Inc. 4/12/2007
Class ID Description I Grant Acces	ACCOUNTIN General Acco Is To All Accou	G unting Per ints	sonnel			
Company		Central		0	The Central Comp	any
Division		Software		୍ଦ	Software Develop	ment
Department				୍ଦ		
	Assigned Posi	tions				
lnsert >>						
Remo <u>v</u> e						
۵ 🗘					(OK Cancel

Activating Account Security

The organizational structure, along with the user class, user, and account assignments, do not take effect until Account Security is activated in the Company Setup window. To open this window, click the **Administration** series button and then click **Company** on the Setup content pane.

🔜 Company Setup						
File Edit Tools	Help				sa Fabrikam, Inc. 4/12	2/2007
Company Name	Fabrikam, Inc.		Company ID	TWO		
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			
			Tax Registration			
			Sales Tax Schedul	e	COMPANYSALES	Q
City	Chicago		Purchases Tax Sch	nedule	COMPANYPUR	Q
State	IL					
ZIP Code	60601-4277					
County			Security			
Country Code		Q	🗹 Account Secur	ity		
Country	United States					
Phone 1	(312) 436-2671 Ext. 0000					
Phone 2	(000) 000-0000 Ext. 0000					
Phone 3	(000) 000-0000 Ext. 0000					
Fax	(312) 436-2896 Ext. 0000					
3 () ()			<u>Options</u>	Internet	User Defined Address	
						·



Correcting a Posted Transaction

Posted journal entries can be backed out and corrected by using the Correct Journal Entry window. To open this window, click the **Financial** series button and then click **General** on the Transactions content pane. On the Transaction Entry window, click the **Correct** button.

sa Fabrikam, Inc. 4/12/2017
~
7

Reconcile

Use the Reconcile Financial Information window to reset account totals in the chart of accounts, so they match the posted transaction amounts. To open this window, click the **Financial** series button and then click **Reconcile** on the Utilities content pane.

🙀 Rea	concile	e Finan	cial Inf	ormation	
File	Edit	Tools	Help	sa Fabrik	am, Inc. 4/12/2017
Recor □ Al ☑ Yi □ B.	ncile: location ear: atches	Account	s)pen	History	2017 💌
0	0				Rec <u>o</u> ncile

Reconcile to GL

Use the Reconcile to GL window to reconcile the Payables Management or Receivables Management sub-ledgers to the General Ledger. To open this window, click the **Financial** series button and click **Reconcile to GL** on the Routines content pane.

🙀 Recon	cile to C	jL			
File Ed	lit Tool	s Help			sa Fabrikam, Inc. 4/12/2007
Module:	Payable	s Management	*	Accounts: Description	
Date	From: To:	3/1/2007 3/31/2007		-	
					×
۵ 🗘					Process Cancel



Reconcile Report

Analysis of the reconciliation results is an important aspect of the process. In order to provide the appropriate tools to perform an analysis, the results are sent to an Excel spreadsheet. Excel provides the typical functionality of any spreadsheet, such as re-sorting the data, adding comments to the data, adding totals, etc.

Acrosoft Date	I - Sample UI_1									
DH DR 1	ine great Format In	ols Date Window	949						Type a question in	e foilir 🛛 🖌
	J J J Z Z A	13 B . 1 1	- 10. x - 01 10 -0	100% + 40	aria)	2.0	- D / U	E = =	5. + 11.21 (建筑)	
223	SMISSIRE	AT TERMOND	Internet and Participation	11	1			and the second	and the second se	
A10 .	& Unmatched	fransactions.								
A	0	Ċ	D	- E		G	N M C	1	(J)	K
	R	leceivables Trai 5/1/05 - 5/3	nsactions 005			_		Genera	l Ledger Transaction 5/1/05 - 5/30/05	£.
			Boginning Balance:	\$360.25					Beginning Balance:	Acco
		Te	tal RM Beginning Balance:	\$360.25						
		10	stal GL Beginning Dalance:	\$360.25					-	
			Deference:	\$2.00					-	
22					Unm	atched Transa	actions			
Pested Date	Customer Number	TRX Source	Document Number	On Account Amount		Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Namber	Acco
6/30/200	5 ADVANCED0002	SLSTE00000234	INV1013	(Jacob) (100 Jacob) \$29.00						
				4 DS5673		5/3/2005	551	OLTR000000001		
				-		5(4/2005	552	OLTRX0000082	<u>8</u>	
00-00-00		1957322	15 00000 0	Pote	ntial	ly Matched Tr	ansactions	and the second second	Ber un a segurar de	15110
Posted Date	Customer Number	TRX Source	Document Number	On Account Amount	1	ransaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Acco
6/10/200	5 ASSOCIATEOD1	SLSTE00000231	STD#4/2740	\$15.00		\$/10/2005	541	5LSTE00000237	STDINV2240	
5/30/200	5 ADVANCED0002	SLSTE00000234	INV1813	\$105.00		5/30/2005	605	0LTRX00000082	<u></u>	
					Mat	tched Transac	tions			
Posted Date	Customer Namber	TRX Source	Document Number	On Account Amount		Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Acco
5/1/200	5 ENELLINO0001	FIMEL80000000	CM126002	(\$15.00)		\$11/2005	631	FMSL50000000	CM126002	
100000	A LOUGH AN CAN MARKED AND			- Turborar		\$/1/2005	571	RMSL50000002	CM126002	
\$/1/200	5 HOMEFURN0001000	RMSL50000000	CREDT00000000000	(\$7.00)		\$1,2005	\$32	RMSL50000003		
5/1/200	5. AARONFIT0001	RMSL50000000	DM20005	\$35.00						
5/1/200	5 ISNINDUS0001	RMSLE0000000	I.: BAV1010	\$145.00						
5/1/200	5 KELLYCON0001	SLSTE00000234	NV1012	\$220.00		\$/1/2005	533	BLSTE00000234		
\$/1/200	5 ADVANCED0002	SLSTE00000234	INV1013	\$30.00		5/1/2005	633	SLSTE0000234		
5/1/200	5 CENTRALCOOP1	SLSTE00000234	86/1014	\$540.00						
5/2/200	5 REYNOLDBOOD1	RMCSH0000000	PMT116012	(\$75.00)		5/2/2005	540	FMCBH00000002	PMT116012	
5/13/200	5 MAHLERSTDOD1	FMC5H0000048	PrMP4T00000000001	(\$55.00)		5/13/2005	542	RMC5H0000048	PYMNT0000000061	
	in an					5/13/2005	542	FMC3H00000048	PYMNT00000000081	
5/16/200	5 BAYERSEM0001	RMAPY00000004	RETRN00000000002	\$0.60		5/16/2005	502	RMAPY00000004	RETRN00000000002	
6/21/200	5. AARONFIT0001	RMMBC0000001	BALE50000001003	\$20.00		5/21/2005	590	RMMBC00000001	SALES00000001003	
5/29/200	5 OFFICEDE0001	BLSTE00000235	6TDR4/2237	\$60.00		5/29/2005	603	SLBTE00000235	STDIN/2237	
	Concernation and the second		Ending Balance:	\$1,207.05					Ending Balance:	
									Net Federa Ralancer	
			Total UM Engline Balancer	\$1 297 84					the course could be	
			Total GL Engline Balance:	\$1,298,95						
			Difference	(12.00)						
			Constance.		-					

Remove History

Use the Remove History window to delete history records that are no longer needed. To open this window, click the **Financial** series button and then click **Remove History** on the Utilities content pane.

🙀 Remove	History		
File Edit	: Tools	Help	4/12/2017 »
Transaction Account Hi	n History: story:	Remove Remove	Print
Year:	2013	~	
Range:) All	Period	🔿 Date
Period		0	
Date	0/0/000		
То	0/0/000	0	<u>R</u> anges
۲		Process	Cancel

Archive Matched Transactions



Use the Archive Matched Transactions window to send transaction distribution links to history. To open this window, click the **Financial** series button and then click **Archive Matched Transactions** on the Utilities content pane.

🐺 Archive Matched Trans	sactions 🔲 🗖 🔀
File Edit Tools Help	4/12/2017 »
🍓 Process 🔯 Cancel	
Archive Cutoff Date:	11/20/2017 🏢
Archive All Balanced Links	
	۵ 🗘

Account Rollups

Use the Account Rollup Inquiry Options window to define the segment ranges and types of information to view in Account Rollup Inquiry. To open this window, click the **Financial** series button, click **Account Rollup** on the Inquiry content pane and then click the **Modify** button on the Account Rollup Inquiry window.

🙀 Account Rollup Inquir	y Options	
File Edit Tools Help		sa Fabrikam, Inc. 4/12/2017
🛃 Save 🗙 <u>D</u> elete		
Option ID Sampl	e	۹
Sort By: Segme	ent1 💌	Columns: 2 💌
Column Heading	Туре	Selection CI+
Column 1	Budget 🗸	NEW
Column 2	Actuals 🛛 👻	
		×
Include Accounts: <i> O Pos</i>	ing 🔘 Unit	
Segment		✓ Insert >>
From:	Q	
To:	Q	Remove
Restrictions:		
		^
		<u> </u>
		Inquiry
		۵ 🕼

jmc^{it}

Summary Inquiry

Use the Summary Inquiry window to view summary account balances in a net change and period balance format for open years. To open this window, click the **Financial** series button and then click **Summary** on the Inquiry content pane.

🙀 Summary Ing	juiry					×
File Edit Too	ols \	/iew Help			sa Fabrikam, Inc. 4/12/20	017
🗶 Clear					🚫 - .	4
Account C Description C	000 - 1 Cash - (100-00 Dperating Account	Q →		Year: 2017	~
Period	[Debit	Credit	Net Change	Period Balance	
Beginning Balance	;	\$0.00	\$0.00	\$0.00	\$0.00	^
Period 1		\$0.00	\$0.00	\$0.00	\$0.00	
Period 2		\$56,583.42	\$2,994.59	\$53,588.83	\$53,588.83	
Period 3		\$33,422.79	\$96,695.26	(\$63,272.47)	(\$9,683.64)	
Period 4		\$185,709.22	\$13,445.09	\$172,264.13	\$162,580.49	
Period 5		\$0.00	\$50.00	(\$50.00)	\$162,530.49	
Period 6		\$0.00	\$0.00	\$0.00	\$162,530.49	
Period 7		\$0.00	\$0.00	\$0.00	\$162,530.49	
Period 8		\$0.00	\$0.00	\$0.00	\$162,530.49	
Period 9		\$0.00	\$0.00	\$0.00	\$162,530.49	
Period 10		\$0.00	\$0.00	\$0.00	\$162,530.49	
Period 11		\$0.00	\$0.00	\$0.00	\$162,530.49	
Period 12		\$0.00	\$0.00	\$0.00	\$162,530.49	
						~
Totals		\$275,715.43	\$113,184.94	\$162,530.49	\$162,530.49	
					Currency	
II I I I I	у Ассо	unt Type 🛛 🔽				0

Detail Inquiry

Use the Detail Inquiry window to display detailed information about transactions posted to any of the open fiscal years. To open this window, click the **Financial** series button and then click **Detail** on the Inquiry content pane.

🌉 Detail Inqu	iry					
File Edit ⁻	Fools View Help				sa Fabrikam, Inc. 4/1	2/2017
🗶 Clear 🛛	Bedisplay				1	- 🎒
Account Description	000 - 1100 - 00 Cash - Operating Ac	coupt	→ 90			
Description		oodiik				
Year:	2017 💌 Ac	count Balance:		\$162,530.4	9	
Date:		From:		To		
Source Docume	nt: (•) All (•)	From:				\mathbf{Q}
Currency ID:	• All • O	From:		Q To:		ā
						-
Date	Journal Entry	Debit		Credit		*
Audit Trail Code	Source Docu	iment Reference	e	<u>(</u>	Currency ID	*
2/1/2017	1,201		\$3,263.24		\$0.00	^
2/1/2017	1,203		\$1,219.49		\$0.00	
2/2/2017	1,206		\$1,219.49		\$0.00	
2/2/2017	1,207		\$256.59		\$0.00	
2/3/2017	1,209		\$406.50		\$0.00	
2/4/2017	1,218		\$404.84		\$0.00	
2/4/2017	1,220		\$42.70		\$0.00	
2/4/2017	1,298		\$0.00		\$78.40	~
	Total		\$275,715.43		\$113,184.94	
	by Account Type	*			2	70



Journal Entry Inquiry

Use the Journal Entry Inquiry window to display information about transactions using a search by journal entry number, rather than by account. To open this window, click the **Financial** series button and then click **Journal Entry Inquiry** on the Inquiry content pane.

🔏 Journal Entry In	quiry				
File Edit Tools	View Help			sa Fabrikam, Inc	4/12/201
🗸 ок				5	8-4
Journal Entry		1 🗋	Audit Trail Code	GLTHS00000001	
Transaction Date	12/31/2013		Batch ID	1998 BBAL	
Source Document	BBF		Reference	BEGINNING BALANCE	
			Currency ID	Z-US\$ 🗧 🗧	2
Account	<i>₿.</i> →	Debit		Credit	\$
Account Description				Exchange Rate	×
Distribution Reference					
000 -1100 -00			\$338,562.25	\$	60.00
000 -1110 -00			\$925.44	\$	60.00
000 -1120 -00			\$345.32	5	00.00
000 -1130 -00			\$175.00	\$	\$0.00
000-1140-00			\$15,656.96	\$	\$0.00
000-1200-00			\$1,202,937.06	\$	00.00
000-1210-00			\$0.00	\$27,37	71.40
000-1260-00			\$250.00	\$	00.00
000-1300-01			\$217,439.74	\$	0.00
	Total		\$4,236,345.33	\$4,236,34	5.33
Intercompany			Difference	4	\$0.00
					D

History Summary Inquiry

Use the History Summary Inquiry window to view summary account balances in a net change and period balance by period format for an historical fiscal year. To open this window, click the **Financial** series button and then click **History Summary** on the Inquiry content pane.

🙀 History Summary	y Inquiry			
File Edit Tools	View Help			sa Fabrikam, Inc. 4/12/2017
🗶 Clear				🔯 -
Account 000	-1100 -00 - Operating Account	Q >		Year: 2013 🗸
		1		Tour.
Period	<u>Debit</u>	<u>Credit</u>	Net Change	Period Balance
Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00 🔨
Period 1	\$0.00	\$0.00	\$0.00	\$0.00
Period 2	\$0.00	\$0.00	\$0.00	\$0.00
Period 3	\$0.00	\$0.00	\$0.00	\$0.00
Period 4	\$0.00	\$0.00	\$0.00	\$0.00
Period 5	\$0.00	\$0.00	\$0.00	\$0.00
Period 6	\$0.00	\$0.00	\$0.00	\$0.00
Period 7	\$0.00	\$0.00	\$0.00	\$0.00
Period 8	\$0.00	\$0.00	\$0.00	\$0.00
Period 9	\$0.00	\$0.00	\$0.00	\$0.00
Period 10	\$0.00	\$0.00	\$0.00	\$0.00
Period 11	\$0.00	\$0.00	\$0.00	\$0.00
Period 12	\$0.00	\$0.00	\$0.00	\$0.00
				~
Totals	\$0.00	\$0.00	\$0.00	\$0.00
				Currency
II I I I I by Ac	count Type 🛛 🔽			۵ 💭



History Detail Inquiry

Use the History Detail Inquiry window to view the transactions posted to specific accounts in previous years. To open this window, click the **Financial** series button and then click **History Detail** on the Inquiry content pane.

🐺 History Det	ail Inquiry					
File Edit T	Fools View	Help			sa Fabrikam, Inc.	4/12/2017
🗶 Clear 🛛 🧭	Bedisplay					🔊 - 🍠
Account	000 -1205 -00)	Q → 9₀			
Description	Sales Discount	s Available				
Year:	2013 💌	Account Balance	9:	\$206.	99	
Date:	💿 All	O From:	0/0/0000	🗄 To: 0/	0/0000 🏢	8
Source Docume	nt: 💿 All	🔘 From:		🔍 To:		Q
Currency ID:	💽 All	🔘 From:		🔍 To:		Q
Date	Journal Entry	Debit		Credit		*
Audit Trail Code	Source	Document	Reference		Currency ID	×
12/31/2013		802	\$206.9	3		\$0.00 🔼
						=
	Tatal		¢000 0			0.00
	lotal		\$206.3	·		φυ.υυ
	by Account Typ	e 💙				۵ 🎝

Budget Summary Inquiry

Use the Budget Summary Inquiry window to view balances and budget amounts or net change for current, future or previous periods. To open this window, click the **Financial** series button and then click **Budget Summary** on the Inquiry content pane.

🙀 Budget Sumn	nary Inquiry			
File Edit Too	ols Help		sa Fabrikam,	Inc. 4/12/2017
🗶 Clear				
Account (000 -1100 -00	Q >		
Description (Cash - Operating Account			
Budget ID	NEW Q		Year 201	7
Description	vew Budget			
Display: 💿 N	let Change 🔵 Period B	alances		
Period	Period Date	Amount		
Beginning Balance	1/1/2017		\$0.00	^
Period 1	1/1/2017		\$0.00	. =
Period 2	2/1/2017		\$0.00	
Period 3	3/1/2017		\$0.00	
Period 4	4/1/2017		\$0.00	
Period 5	5/1/2017		\$0.00	~
	Total		\$0.00	
	y Account Type 🛛 🔽			۵ 💭



Net Change Inquiry

Use the Net Change Inquiry window to view changes - the debit amounts, credit amounts, and overall net change - to the balance of a selected account for any of the open fiscal years. To open this window, click the **Financial** series button and then click **Net Change** on the Inquiry content pane.

🐺 Budget vs Act	tual Inquiry			
File Edit Too	ls Help		sa	Fabrikam, Inc. 4/12/2017
🜌 Clear 🛛 👔	Redisplay			_
Account 0	00 -1100 -00	Q →		
Description C	ash - Operating Account			
Budget ID B	UDGET 2008 🔍		Year 2018	
Description B	udget 2008			
Display 💿) Net Change 🔿 Period	Balances		
Period	Actual	Budget	Variance	Variance Percent
Beginning Balance	\$0.00	\$0.00	\$0.00	0.00% 🔼
Period 1	\$0.00	\$10,000.00	(\$10,000.00)	(100.00)%
Period 2	\$0.00	\$10,000.00	(\$10,000.00)	(100.00)% 🧾
Period 3	\$0.00	\$10,000.00	(\$10,000.00)	(100.00)%
Period 4	\$0.00	\$10,000.00	(\$10,000.00)	(100.00)%
Period 5	\$0.00	\$10,000.00	(\$10,000.00)	(100.00)% 🗸
Total	\$0.00	\$120,000.00	(\$120,000.00)	(100.00)%
	Account Type	~		۵ 🕼

Budget vs. Actual Inquiry

Use the Budget vs. Actual Inquiry window to view budget and actual amounts for a particular account and Budget ID by period. This comparison can be based upon net change or period balances of the selected account. To open this window, click the **Financial** series button and then click **Budget vs. Actual** on the Inquiry content pane.

🐺 Budget vs A	lctual	Inquiry								X
File Edit T	ools	Help					sa	i Fabrikam, Ind	:. 4/12/	2017
🜌 Clear 🛛 🥳	Rec	display								3
Account	000 -1	1100-00		Q >						
Description	Cash -	Operating Ac	count							
Budget ID	BUDG	ET 2008	Q			Year	2018			
Display	⊙ Nel	t Change	Period	Balances						
Period		<u>Actual</u>		Budget		Variance		Variance Perc	cent	_
Beginning Balan	се		\$0.00		\$0.00		\$0.00	1	0.00%	^
Period 1			\$0.00	\$10,0	00.00		(\$10,000.00)	(10	0.00)%	=
Period 2			\$0.00	\$10,0	00.00		(\$10,000.00]	(10	0.00)%	
Period 3			\$0.00	\$10,0	00.00		(\$10,000.00)	(10	0.00)%	
Period 4			\$0.00	\$10,0	00.00		(\$10,000.00]	(10	0.00)%	
Period 5			\$0.00	\$10,0	00.00		(\$10,000.00]	(10	0.00)%	~
Το	otal		\$0.00	\$120,0	00.00		(\$120,000.00)	(1	00.00)%	
	by Acc	ount Type		~					0	0



Link Number Inquiry - Transaction Matching

Use the Transaction Matching by Link Number Inquiry window to view detailed information about an individual transaction distribution link record. To open this window, click the **Financial** series button and then click **Transaction Match by Link Number** on the Inquiry content pane.

🙀 Transactio	m Matching	by Link Number	Inquiry				×
File Edit	Tools Help				sa Fabrikam, Ind	: 4/12/	2017
🗸 ок	🤹 Redisplay						6
Link Number		0 🔍 🗋 Status		🚺 Viev	v Archived Links		
Description							
Link Date							
Group							
Jml No. A	Account		Debit Amount		Credit Amount		\$
Distribution Refe	erence						×
							^
							~
		Total					-
			Diff	erence]
						D	0
						~	

Account Inquiry - Transaction Matching

Use the Transaction Matching by Account Inquiry window to view the transaction distributions, for a single account, that are linked with other distributions. To open this window, click the **Financial** series button and then click **Transaction Match by Account** on the Inquiry content pane.

🐺 Transacti	ion Matching I	by Account	Inquiry					
File Edit	Tools View	Help				sa Fabrikan	n, Inc. 4	/12/2017
🖌 ок	👔 Redisplay							چ
Account	000 -110	0 -00		Q 🗋	→			
Description	Cash - Op	erating Accour	nt					
Year	2017	~						
Transactions:	💿 All	0	Linked	0	Unlinked			
Link Status:	 Saved 	Links 🔘	Archived Link	s				
Groups:	💿 All	0	Single			0		
Date	Journal No.	Debit			Credit		<u>Link</u>	*
Audit Trail Co	de Source	e Doc	Reference			Currency I	D	*
2/1/2017	1,201		\$3,	263.24		\$0.00		~
2/1/2017	1,203		\$1,	219.49		\$0.00		
2/2/2017	1,206		\$1,	219.49		\$0.00		
2/2/2017	1,207		\$	256.59		\$0.00		
2/3/2017	1,209		\$	406.50		\$0.00		
2/5/2017	1,212		\$1,	027.15		\$0.00		
2/5/2017	1,213		\$	427.74		\$0.00		
2/5/2017	1,216		\$	342.30		\$0.00		
2/4/2017	1,218		\$	404.84		\$0.00		
2/4/2017	1,220			\$42.70		\$0.00		~
								۵ 💭



Group Inquiry - Transaction Matching

Use the Transaction Matching by Group Inquiry window to view the transaction distribution links that are assigned to a group. To open this window, click the **Financial** series button and then click **Transaction Match by Account** on the Inquiry content pane.

🐺 Transaction	Matching Group Inqui	у					
File Edit T	File Edit Tools Help sa Fabrikam,						
🧹 ок 🔮	Redisplay						
Group		Q					
Link Number	Description	9	itatus				
			^				
			~				
			- 🗇 🎯				

Account Rollup Inquiry

Use the Account Rollup Inquiry window to view user defined segment inquiries using the options created in the Account Rollup Inquiry Options window. To open this window, click the **Financial** series button and then click **Account Rollup** on the Inquiry content pane.

🐺 Account Rollup I	Inquiry			
File Edit Tools	Help			sa Fabrikam, Inc. 4/12/2017
🧹 ОК 🛛 🜌 СІ́е	ear 🔯 Redisplay			چ
Option ID Sample		dify Year: 2017	💌 Display: 💿 Net Char	nge 🔘 Period Balances
Period	Column 1	Column 2	Column 3	
Beginning Balance	\$0.00	\$0.00	\$0.00	~
Period 1	\$0.00	\$600.00	(\$600.00)	
Period 2	\$0.00	\$600.00	(\$600.00)	
Period 3	\$0.00	\$600.00	(\$600.00)	
Period 4	\$10,500.00	\$600.00	\$9,900.00	
Period 5	\$0.00	\$600.00	(\$600.00)	
Period 6	\$0.00	\$600.00	(\$600.00)	
Period 7	\$0.00	\$600.00	(\$600.00)	
Period 8	\$0.00	\$600.00	(\$600.00)	
Period 9	\$0.00	\$600.00	(\$600.00)	
Period 10	\$0.00	\$600.00	(\$600.00)	
Period 11	\$0.00	\$600.00	(\$600.00)	
Period 12	\$0.00	\$600.00	(\$600.00)	~
Total	\$10,500.00	\$7,200.00	\$3,300.00	i - i
				۵ (2



Report Groups

At various times, a procedure may require that several different reports be printed in a single step. All Microsoft Dynamics GP report options created within a series can be saved in groups and printed together from the Groups window for that series. To open the Financial Groups window, click the **Financial** series button and then click **Groups** on the Reports content pane.

🐺 Financial Groups				
File Edit Tools Help			sa Fabrikam, Inc.	4/12/2017
🚽 Save 🖋 Clear 🗙 Delete 🎒	<u>P</u> rint			
Financial Reports:		Financial Groups:		
Cross-Reference		Trial Balance/Peri	bd	*
Report				
Reports:				
Source Document				
Report Options:		Group Members:		
Source Document-demo	Insert >>	Detailed-demo Source Document	-demo	
	Remo <u>v</u> e			
				۵ 🖒

Report List

The Report List window can be used to view all application reports or reports in a particular series such as the Financial series. To open this window, click the **Financial** series button and then click **Report List** on the Navigation Pane.

View Print Print	Export Report Edit Report Option	dd to ename emove from	eport Excel Report	SQL Report Packs	Print this List
Actions Report List (read only) * Show results Where Name contains En Add Filter	Modify My	Reports	New	Type to filter	Reports → Hide Options
🔽 Name 👻	Option	Series	Category		^
Worksheet	< <new>></new>	Financial	Trial Balance		
Worksheet	demo	Financial	Trial Balance		
Variable Allocation	< <new>></new>	Financial	Account		
Variable Allocation	demo	Financial	Account		
User ID	< <new>></new>	Financial	Transaction Matching	-	
Unit Accounts	< <new>></new>	Financial	Account		
Unit Accounts	demo	Financial	Account		
Undeposited Receipts	< <new>></new>	Financial	Checkbook		
Undeposited Receipts	demo	Financial	Checkbook		
Transfers	< <new>></new>	Financial	Transactions		
Transfers	SAMPLEDATA	Financial	Transactions		
Summary	<	Financial	Trial Balance		~
					1 of 161 records selected.
Variable Allocation					
Option : demo C Series : Financial P	ategory : Account roduct : Microsoft Dynamics GP		Му Re Destin	port Name : ation : Screen	



Consolidating a Period

Use the Period Consolidation window to consolidate the transactions in a specific period. Consolidating a period totals the transaction detail into a single summary transaction balance for each account that is carried forward to the next period. To open this window, click the **Financial** series button and then click **Period Consolidation** on the Routines content pane.

🙀 Per	iod Co	onsolid	ation		×
File	Edit	Tools	Help	sa Fabrikam, Inc. 4/12/20	17
Year:	0	Open	History	2017 💌	_
Period		O 🔍 E	Beginning Bala	ance <u>R</u> anges	
5	٥			OK Clear	

Close the Fiscal Period

Use the Fiscal Periods Setup window to close a period for the financial series. Completing this step is optional. To open this window, click the **Administration** series button and then click **Fiscal Periods** on the Setup content pane.

🐺 Fiscal Periods Setup									
File Edit Tools Help sa Fabrikam, Inc. 4/12/201									
🗸 ок	🖌 OK 🛛 🛲 Calculate 🔯 Redisplay 🖉								
Year: 2017 V First Day 1/1/2017 Historical Year									
		Last Day	12/31/201	7 🏢		ſ	Open All	Close.	All
Number of Periods 12									
Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project	
1	Period 1	1/1/2017 🛄				1			^
2	Period 2	2/1/2017 🔠							
3	Period 3	3/1/2017 🛄		100					
4	Period 4	4/1/2017 🔠							1
5	Period 5	5/1/2017 🔠							-
6	Period 6	6/1/2017 🔠							
7	Period 7	7/1/2017 🏢							
8	Period 8	8/1/2017 🏢							~
							C	<u>M</u> ass Clo)se
								5	1



Mass Close

Click the **Mass Close** button on the Fiscal Periods Setup window to open the Mass Close Fiscal Periods window. Use this window to close fiscal periods by origin, series and period. This window also provides the ability to close individual origins for ranges of periods or for all periods.

🐺 Mass Close Fiscal Periods 📃 🗖 🗙				
File Edit Tools	; Help	sa Fabrikam, Inc. 4/12/2017		
Year: 2017	Series: All	•		
Origin: All	•			
Periods: 📀	All O From: 1 O Period 1			
	To: 12 C Period 1	2		
		<u>Open All</u> Close All		
Series	Origin	Period Name Closed		
Financial	Bank Deposit Entry	Period 1		
Financial	Bank Transaction Entry	Period 1		
Financial	Bank Transfer Entry	Period 1		
Financial	Clearing Entry	Period 1		
Financial	Currency Revaluation	Period 1		
Financial	Euro Conversion	Period 1		
Financial	General Entry	Period 1		
₿ ⊅ 0		OK Redisplay		

Set Up a New Fiscal Year

Before a year-end closing can be performed, a new fiscal year must be set up using the Fiscal Periods Setup window. Balance Sheet account balances post as beginning balances in the new fiscal year during the year-end closing process, so a new year must be set up prior to closing. To open this window, click the **Administration** series button and then click **Fiscal Periods** on the Setup content pane.

🐺 Fiscal Periods Setup									
File E	File Edit Tools Help sa Fabrikam, Inc. 4/12/201						/2017		
🗸 ок	🗸 OK 🗐 Calculate 📝 Redisplay 🕴 🎒								
Year:	2017 💌	First Day	1/1/2017		Historical Year				
		Last Day	12/31/2017	• •		ſ	Open All	Close A	
Number	of Periods 12							<u> </u>	
					Series (Closed			
Period	Period Name	Date	Financial	Sales	Purchasing	Inventory	Payroll	Project	
1	Period 1	1/1/2017 🔠				1			~
2	Period 2	2/1/2017 🔠							
3	Period 3	3/1/2017 🛄				100			
4	Period 4	4/1/2017 🔢							
5	Period 5	5/1/2017 🔢							
6	Period 6	6/1/2017 🔠							
7	Period 7	7/1/2017 🔢							
8	Period 8	8/1/2017 🏾 🧾							~
							C	Mass Clo	se
								0	



Year-End Closing

Use the Year-End Closing window to close the fiscal year in General Ledger. To open this window, click the **Financial** series button and then click **Year-End Closing** on the Routines content pane.

💀 Year-End Closing					
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017				
Retained Earnings Account 000 - 3030 -	00 🔍 🔸				
Starting Journal Entry 3,342	Year 2014				
Remove Unused Segment Numbers					
Last Closing Date					
	Clear Close Year				

Quick Financial Statements

Use the Quick Financial Setup window, to quickly define the layout for financial statements. Financial statement layouts must be defined before they can be printed in Microsoft Dynamics GP. To open this window, click the **Financial** series button and then click **Quick Financial** on the Reports content pane.

🖫 Quick Financial Setup					
File Edit	Tools Help			sa Fabrikam, Inc. 4/12/2017	
🖬 Save	🖉 Clear 🗙	<u>D</u> elete			
Report	Balance Sheet		Q		
Туре:	Balance Sheet		*		
Net Income	/Loss Source	Profit & Loss Statem	ent		
Optional Co YTD Budge YTD History Ratio	lumns: t	Insert >> Remove	Selecte Descrip YTD	ed Columns: otion	
		Open: 2017	~	History:	
	by Report Name	×		90	



Printing Financial Statements

Use the Financial Statement Report Options window to define how financial statements should be printed. To open this window, click the **Financial** series button and then click **Financial Statements** on the Reports content pane. Select a report on the Financial Statement Report window and click **New** to create a new option.

🔜 Financial S	Statement Report Options				
File Edit	Tools Help	sa Fabrikam, Inc. 4/12/2017			
🔚 Save 🛛	💋 Clear 🛛 🗙 Delete 🛛 🎒 Print				
Option:	Normal	Report Profit & Loss Statement			
Amounts: Detail	Description:	Include: Zero Balances Use Accelerator Unit Accounts			
Segment ID		Individual Report			
From: To:	() ()	Calculate Ratio: 💿 Individual 🚫 All			
<u>Insert >></u>	Restrictions:	Columns:			
Remo <u>v</u> e		Bevert			