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 Setup window]

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 window]
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.

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.
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.

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.
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 Segment Setup window](image)

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 window](image)
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 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.
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.

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.
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.

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.
**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.

![Transaction Entry Window](image1)

**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 Window](image2)
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.

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.
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.

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.
**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 Window](image.png)

**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 Maintenance Window](image.png)
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.
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.
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.
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.

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.
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.

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.
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 Structures Window]

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 Window]
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.

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.
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.
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.

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.
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.

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.

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.
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.

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.
**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 Transactions Window]

**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 Inquiry Options Window]
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.

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.
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.

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 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.

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.
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. 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.
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.

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.
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.

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.
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.

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.
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.

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.
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 Window](image1)

**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 Window](image2)
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.

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.
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.