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Microsoft Dynamics™

GENERAL LEDGER TRAINING MICROSOFT DYNAMICS GP 10.0



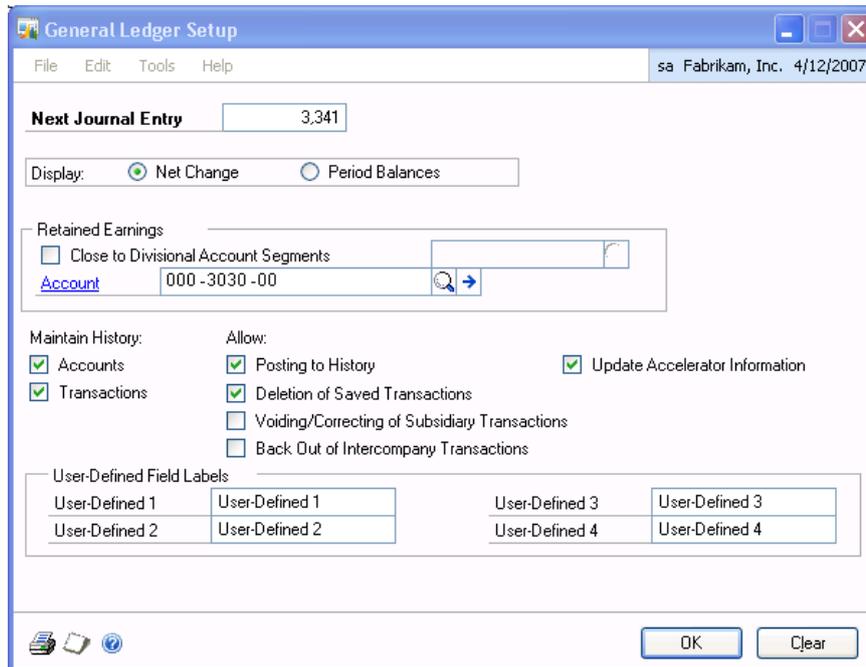
INVESTORS IN PEOPLE



JM Computing Ltd
Registered in Cardiff No. 1131358
Registered Office as above

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

File Edit Tools Help sa Fabrikam, Inc. 4/12/2007

Next Journal Entry: 3,341

Display: Net Change Period Balances

Retained Earnings

Close to Divisional Account Segments

Account: 000 -3030 -00

Maintain History:

- Accounts
- Transactions

Allow:

- Posting to History
- Update Accelerator Information
- Deletion of Saved Transactions
- Voiding/Correcting of Subsidiary Transactions
- Back Out of Intercompany Transactions

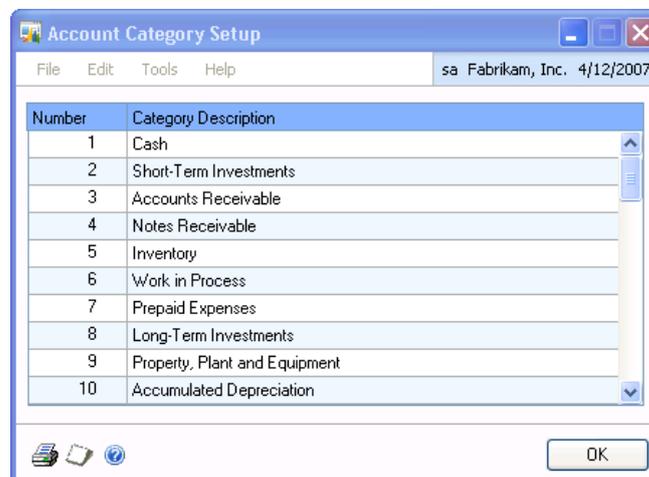
User-Defined Field Labels

User-Defined 1	User-Defined 1	User-Defined 3	User-Defined 3
User-Defined 2	User-Defined 2	User-Defined 4	User-Defined 4

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

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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

OK

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 000 -1100 -00 Inactive

Description Cash - Operating Account

Alias \$0A Allow Account Entry

Category Cash

Posting Type:
 Balance Sheet
 Profit and Loss

Typical Balance:
 Debit
 Credit

Level of Posting from Series:
 Sales: Detail
 Inventory Control: Detail
 Purchasing: Detail
 Payroll: Detail

Include in Lookup:
 Sales
 Inventory Control
 Purchasing
 Payroll

User-Defined 1
 User-Defined 2
 User-Defined 3
 User-Defined 4

Summary History Budget Analysis Currency

by Description

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.

Account 000 -9040 -00 Inactive

Description Number of Telephone Installations

Alias #-TI

Decimal Places: 2 Series: Sales
Purchasing

Year: 2007

Display: Net Change Period Balances

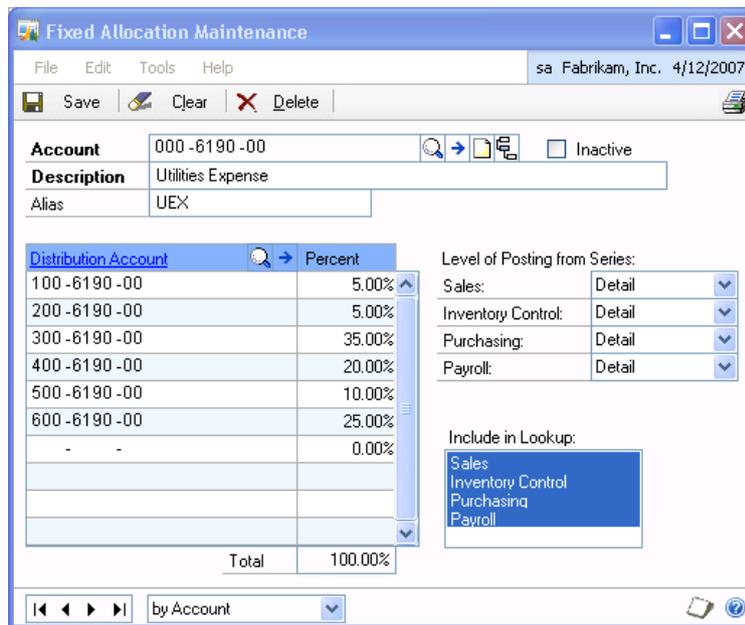
Period	Amount
Beginning Balance	0.00
Period 1	0.00
Period 2	0.00
Period 3	0.00
Period 4	0.00
Period 5	0.00
Period 6	0.00
Total	0.00

History Budget

by Account

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.



The screenshot shows the 'Fixed Allocation Maintenance' window for account 000-6190-00, described as 'Utilities Expense' with alias 'UEX'. It features a table for distribution accounts and a list of series for posting levels.

Distribution Account	Percent
100 -6190 -00	5.00%
200 -6190 -00	5.00%
300 -6190 -00	35.00%
400 -6190 -00	20.00%
500 -6190 -00	10.00%
600 -6190 -00	25.00%
- -	0.00%
Total	100.00%

Level of Posting from Series:

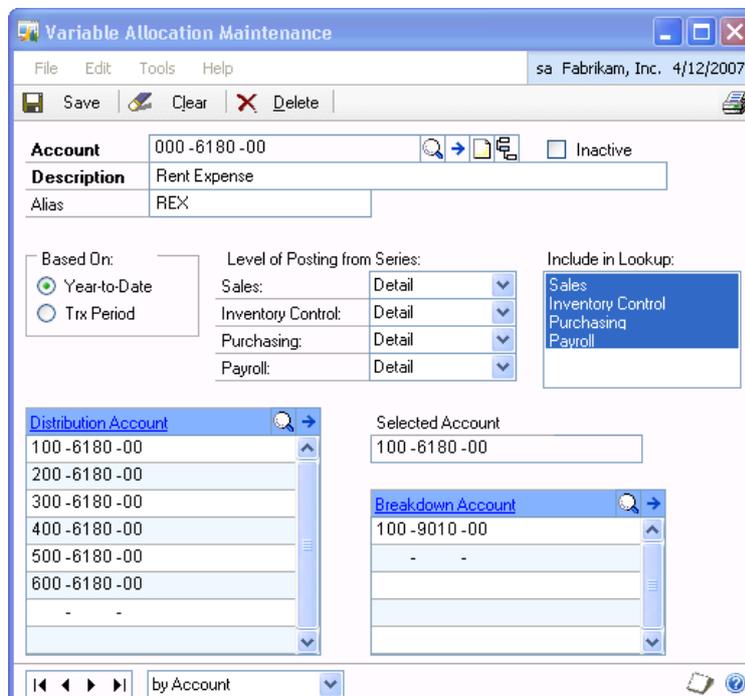
- Sales: Detail
- Inventory Control: Detail
- Purchasing: Detail
- Payroll: Detail

Include in Lookup:

- Sales
- Inventory Control
- Purchasing
- Payroll

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.



The screenshot shows the 'Variable Allocation Maintenance' window for account 000-6180-00, described as 'Rent Expense' with alias 'REX'. It includes options for 'Based On' (Year-to-Date or Trx Period), a table for distribution accounts, and a 'Breakdown Account' section.

Based On:

- Year-to-Date
- Trx Period

Level of Posting from Series:

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

Include in Lookup:

- Sales
- Inventory Control
- Purchasing
- Payroll

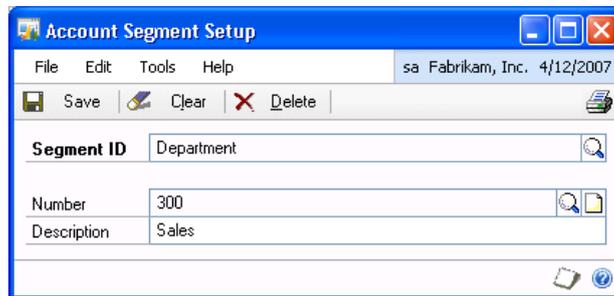
Distribution Account
100 -6180 -00
200 -6180 -00
300 -6180 -00
400 -6180 -00
500 -6180 -00
600 -6180 -00
- -

Selected Account: 100-6180-00

Breakdown Account
100 -9010 -00
- -

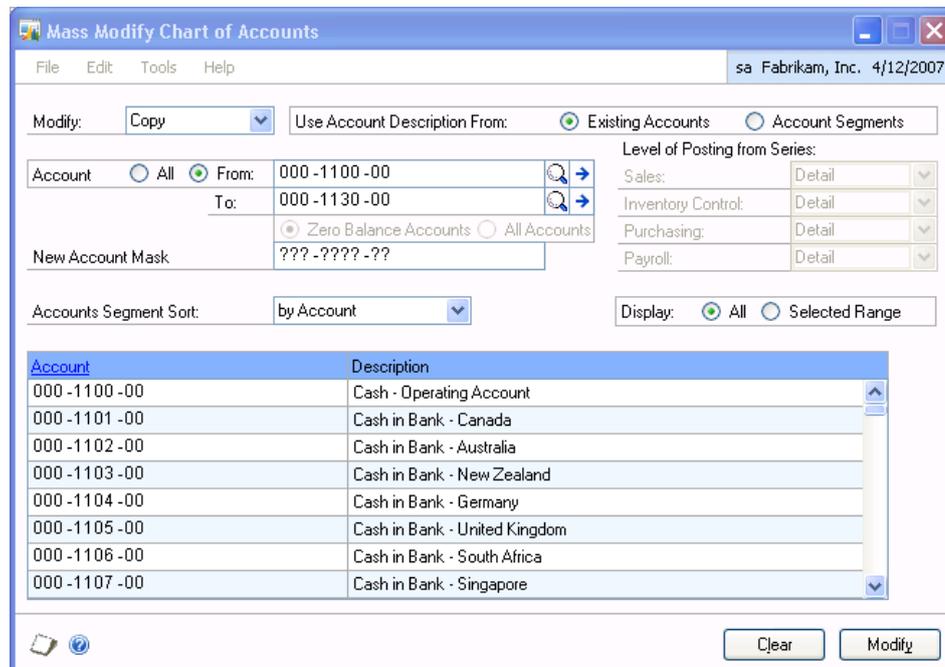
Account Segment Setup

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.



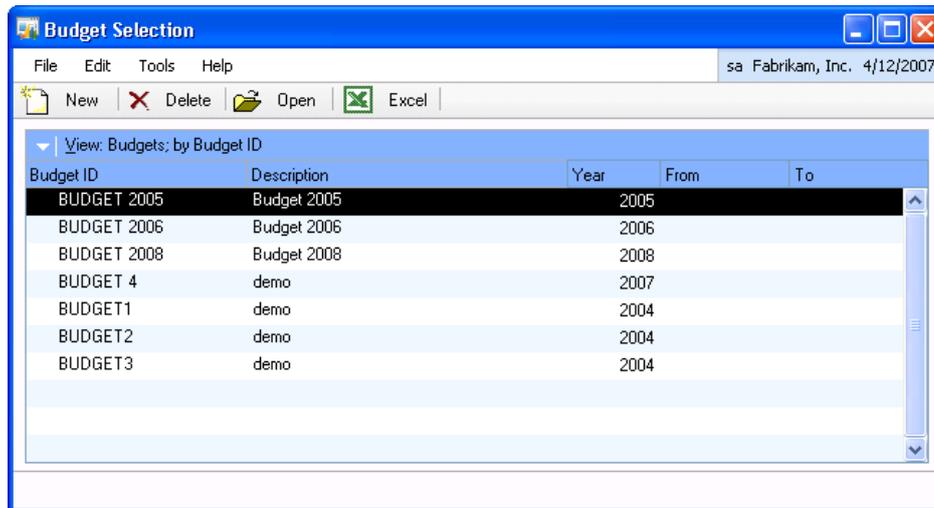
Mass Modify Chart of Accounts

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.



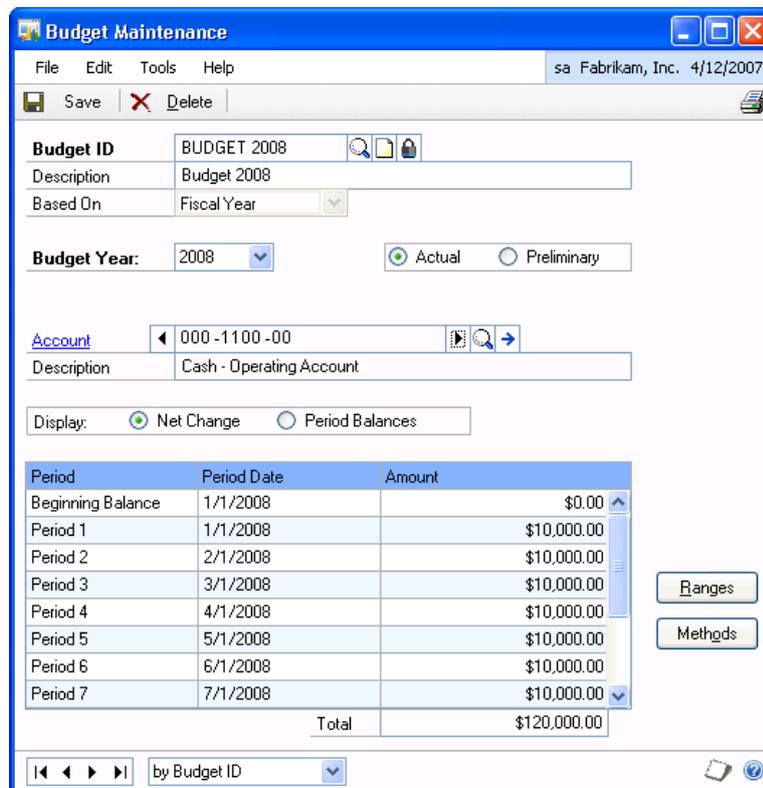
Setting Up Budgets

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.



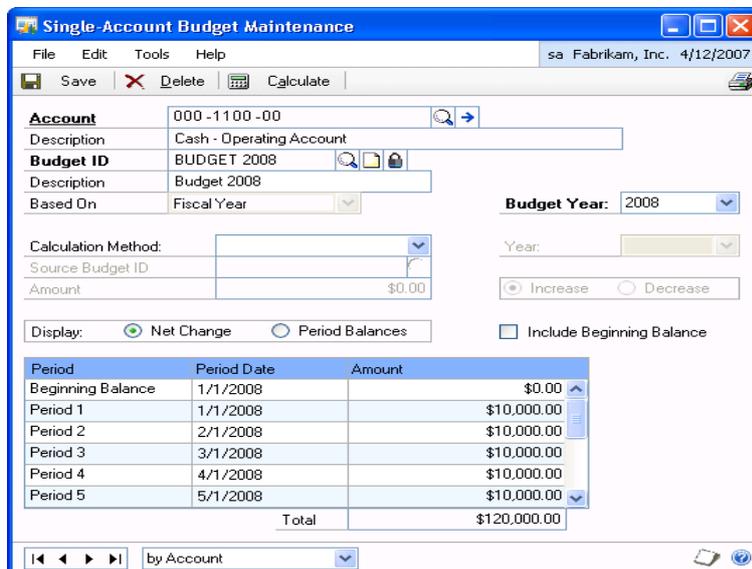
Budget Maintenance

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

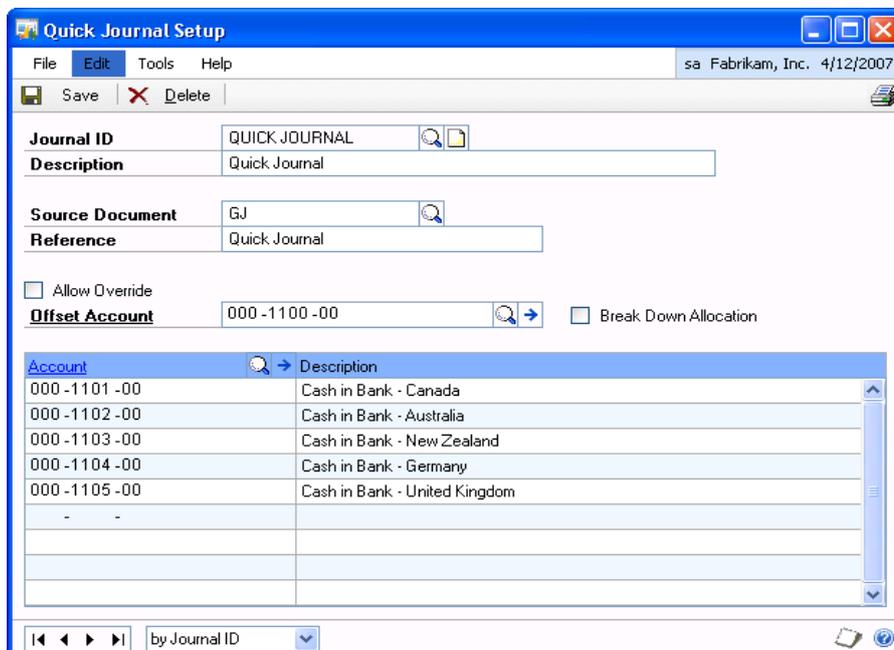
Use the Single Account Budget Maintenance window to calculate, modify, or delete budgets for individual accounts, one account at a time. To open this window, click the **Financial** series button, and then click **Account** on the Cards content pane. Click the **Budget** button on the Account Maintenance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



Period	Period Date	Amount
Beginning Balance	1/1/2008	\$0.00
Period 1	1/1/2008	\$10,000.00
Period 2	2/1/2008	\$10,000.00
Period 3	3/1/2008	\$10,000.00
Period 4	4/1/2008	\$10,000.00
Period 5	5/1/2008	\$10,000.00
Total		\$120,000.00

Quick Journal Setup

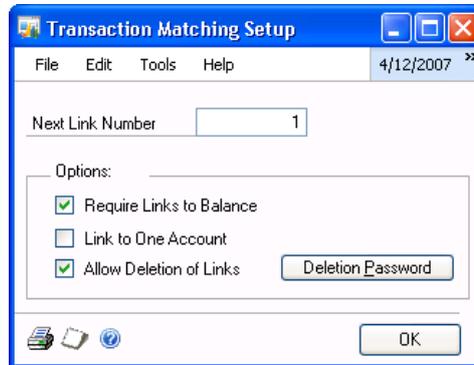
Quick journals provide a method of timesaving journal entry in a batchless environment. They are used to enter many different types of transactions, and they specify the offset account only once. To open this window, click the **Financial** series button, and then click **Quick Journal** on the Setup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



Account	Description
000 -11 01 -00	Cash in Bank - Canada
000 -11 02 -00	Cash in Bank - Australia
000 -11 03 -00	Cash in Bank - New Zealand
000 -11 04 -00	Cash in Bank - Germany
000 -11 05 -00	Cash in Bank - United Kingdom
-	-

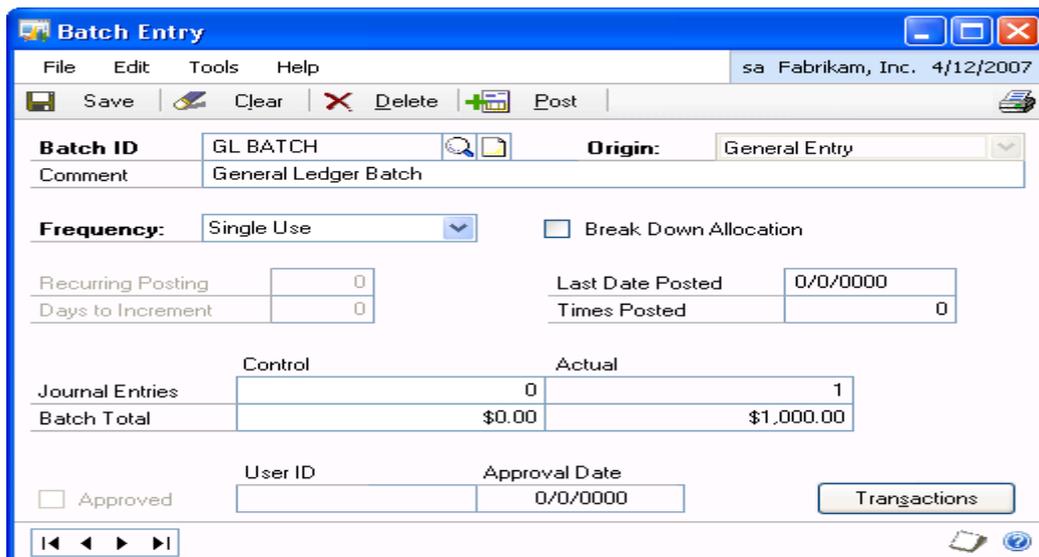
Transaction Matching Setup

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.



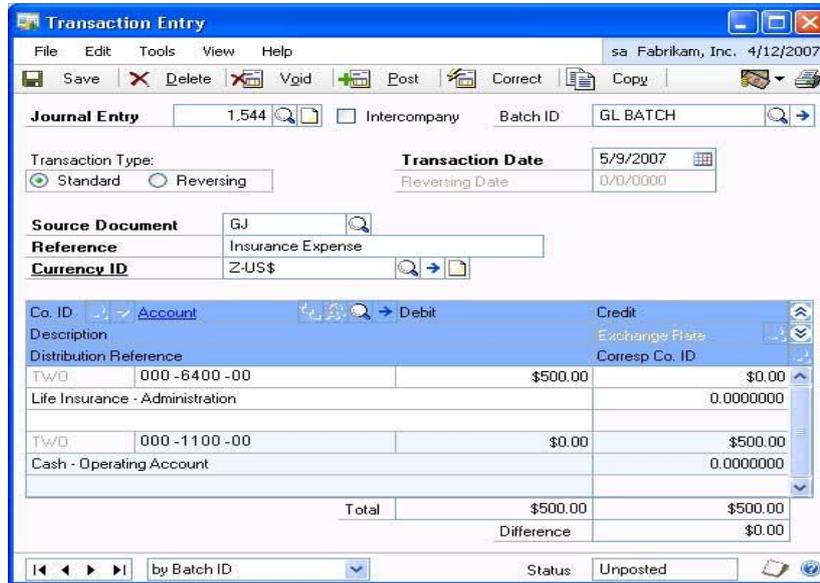
Batch Entry

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

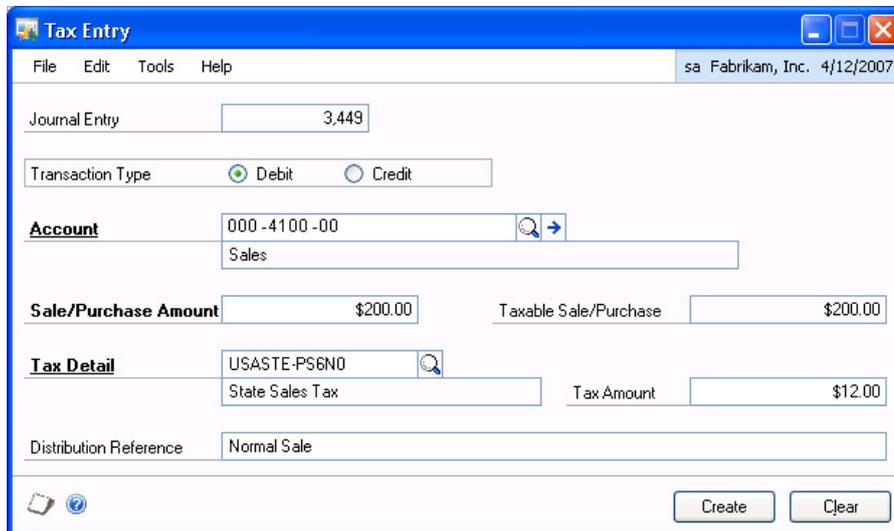
Use the Transaction Entry window in General Ledger to enter standard and reversing transactions. To open this window, click the **Financial** series button and click **General** on the Transactions content pane.



Co. ID	Account	Debit	Credit
TWD	000 - 6400 - 00	\$500.00	\$0.00
	Life Insurance - Administration		0.0000000
TWD	000 - 1100 - 00	\$0.00	\$500.00
	Cash - Operating Account		0.0000000
Total		\$500.00	\$500.00
Difference			\$0.00

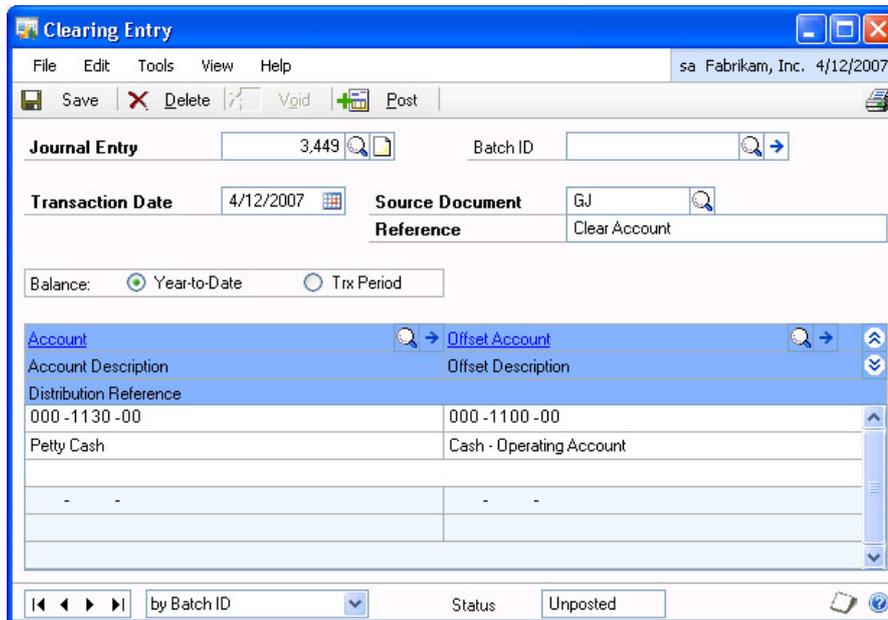
Calculate Taxes in General Ledger

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.



Clearing Transaction Entry

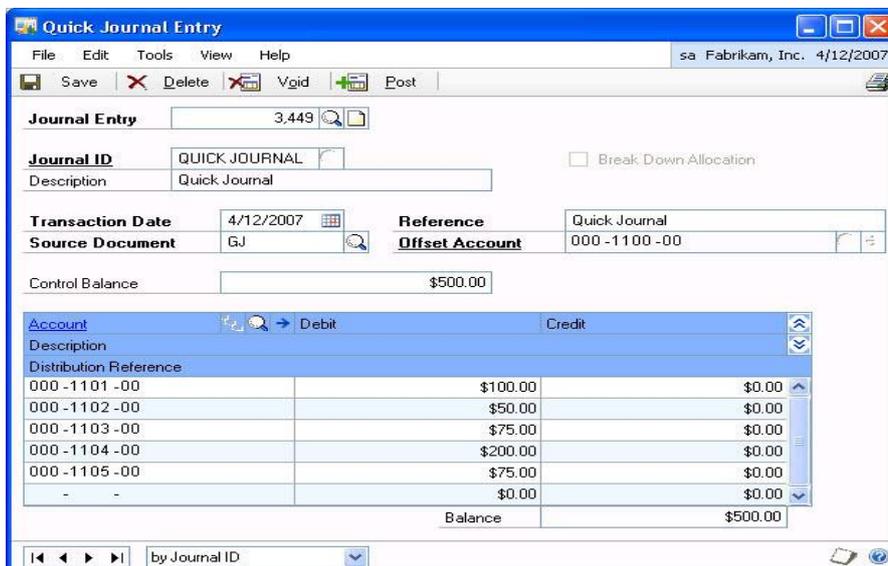
Use the Clearing Entry window to clear the balance of an account. To open this window, click the **Financial** series button and click **Clearing** on the Transactions content pane.



The screenshot shows the 'Clearing Entry' window for 'sa Fabrikam, Inc.' on 4/12/2007. The window title is 'Clearing Entry'. The menu bar includes File, Edit, Tools, View, and Help. The toolbar contains Save, Delete, Vgid, and Post. The main area shows 'Journal Entry' 3,449 and 'Batch ID'. The 'Transaction Date' is 4/12/2007, 'Source Document' is GJ, and 'Reference' is Clear Account. There are radio buttons for 'Balance: Year-to-Date' (selected) and 'Trx Period'. Below is a table for 'Account' and 'Offset Account' with columns for 'Account Description' and 'Offset Description'. The table shows '000 -1130 -00' (Petty Cash) and '000 -1100 -00' (Cash - Operating Account). At the bottom, there are navigation arrows, a dropdown for 'by Batch ID', and a 'Status' field set to 'Unposted'.

Quick Journal Entry

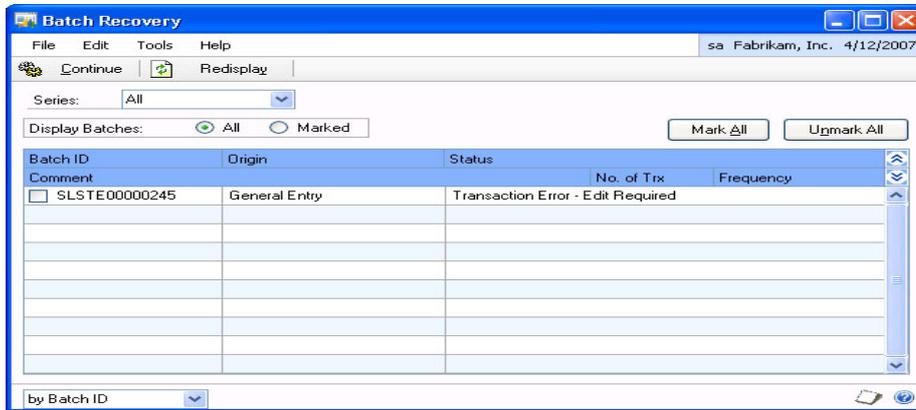
Quick journals provide a method of time-saving journal entry that does not require batches. Use Quick Journal Entry to record particular types of transactions, such as sales on account or monthly payroll, and to specify the offset account just once when setting up the quick journal. To open this window,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



The screenshot shows the 'Quick Journal Entry' window for 'sa Fabrikam, Inc.' on 4/12/2007. The window title is 'Quick Journal Entry'. The menu bar includes File, Edit, Tools, View, and Help. The toolbar contains Save, Delete, Vgid, and Post. The main area shows 'Journal Entry' 3,449. The 'Journal ID' is QUICK JOURNAL and 'Description' is Quick Journal. There is a checkbox for 'Break Down Allocation'. The 'Transaction Date' is 4/12/2007, 'Source Document' is GJ, 'Reference' is Quick Journal, and 'Offset Account' is 000 -1100 -00. The 'Control Balance' is \$500.00. Below is a table for 'Account' with columns for 'Description', 'Debit', and 'Credit'. The table shows several entries with their respective debit and credit amounts, totaling a balance of \$500.00. At the bottom, there are navigation arrows, a dropdown for 'by Journal ID', and a 'Balance' field set to \$500.00.

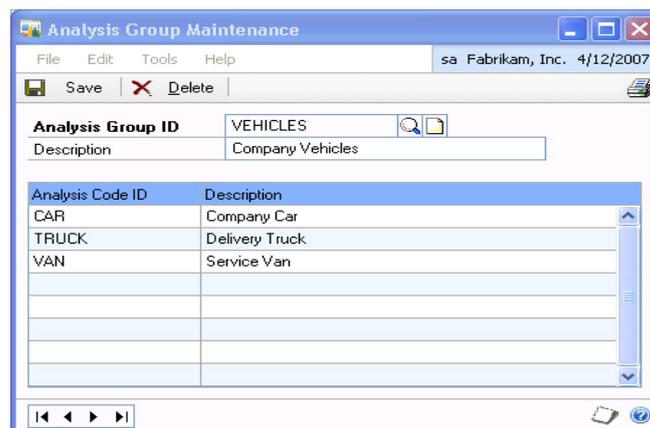
Batch Recovery

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.



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.



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.

The screenshot shows the 'Transaction Entry' window for 'sa Fabrikam, Inc.' dated 4/12/2007. The window title is 'Transaction Entry'. The menu bar includes File, Edit, Tools, View, and Help. The toolbar contains buttons for Save, Delete, Void, Post, Correct, and Copy. The 'Journal Entry' field is set to 3,451. The 'Transaction Type' is 'Standard' and the 'Transaction Date' is 4/12/2007. The 'Source Document' is 'GJ', 'Reference' is 'Insurance', and 'Currency ID' is 'Z-US\$'. A circled icon in the account list is labeled 'Account Analysis button'. The account distribution table is as follows:

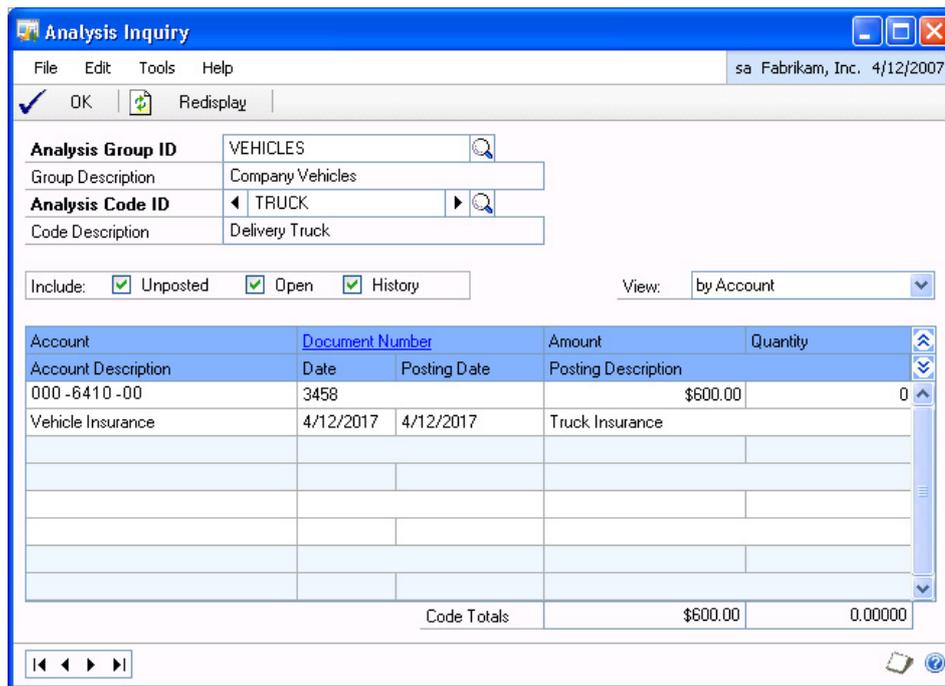
Co. ID	Account	Debit	Credit
TWO	000 -6410 -00	\$1,500.00	\$0.00
Total		\$0.00	\$0.00

The screenshot shows the 'Analysis Posting Detail' window for 'sa Fabrikam, Inc.' dated 4/12/2007. The window title is 'Analysis Posting Detail'. The menu bar includes File, Edit, Tools, and Help. The 'Account' is '000 -6410 -00', 'Description' is 'Vehicle Insurance', 'Posting Amount' is '\$1,500.00', and 'Document Number' is '3451'. The 'Analysis Group ID' table is as follows:

Analysis Group ID	Group Description	Analysis Type
VEHICLES	Company Vehicles	Optional

The 'Current Group' is 'VEHICLES' and the 'Autq Allocate' button is visible. The 'Analysis Code ID' table is as follows:

Analysis Code ID	Posting Description	Quantity	Amount
CAR	Car Insurance	0	\$450.00
TRUCK	Truck Insurance	0	\$600.00
VAN	Van Insurance	0	\$450.00
Total			\$1,500.00

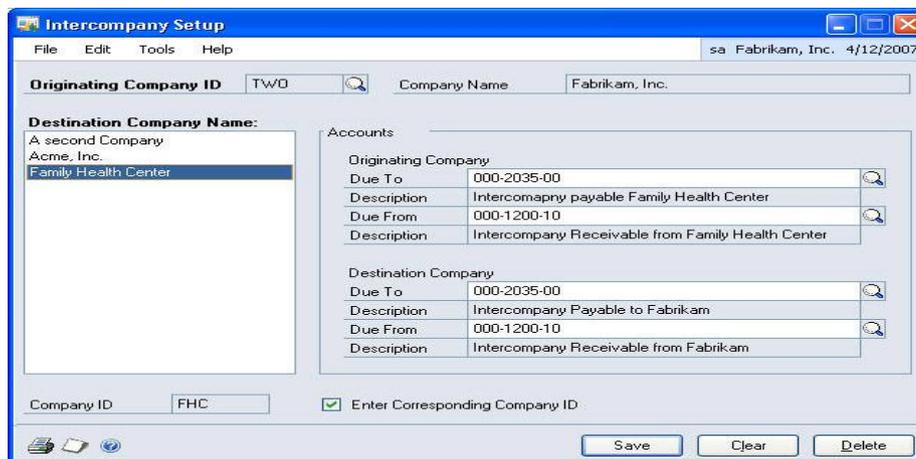


Account	Document Number	Amount	Quantity
Account Description	Date	Posting Date	Posting Description
000 -6410 -00	3458		\$600.00 0
Vehicle Insurance	4/12/2017	4/12/2017	Truck Insurance
Code Totals			\$600.00 0.00000

Define Intercompany Relationships

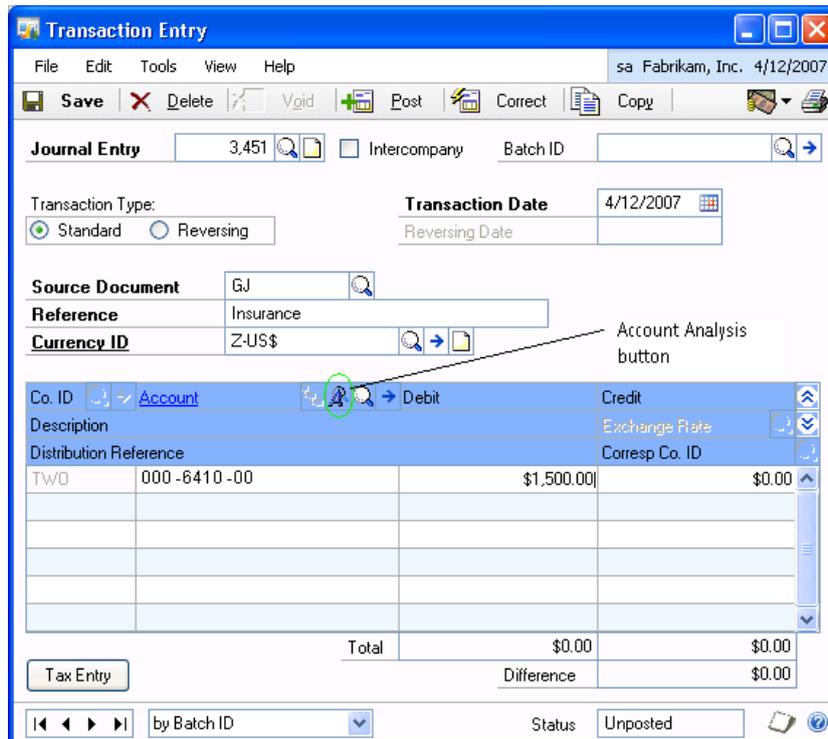
Before intercompany transactions can be entered in Microsoft Dynamics GP, define relationships between companies where intercompany transaction interaction is allowed using the Intercompany Setup window.

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.



Transaction Entry

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Save Delete Void Post Correct Copy

Journal Entry 3.451 Intercompany Batch ID

Transaction Type: Standard Reversing Transaction Date 4/12/2007 Reversing Date

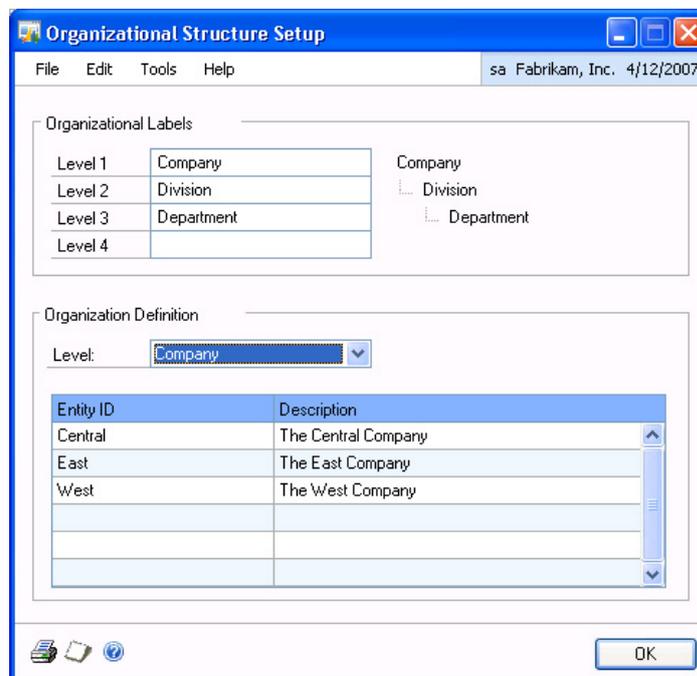
Source Document GJ Reference Insurance Currency ID Z-US\$

Co. ID	Account	Debit	Credit
Description		Exchange Rate	
Distribution Reference		Corresp Co. ID	
Two	000 -6410 -00	\$1,500.00	\$0.00
Total		\$0.00	\$0.00
Difference		\$0.00	\$0.00

Tax Entry 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.



Organizational Structure Setup

File Edit Tools Help sa Fabrikam, Inc. 4/12/2007

Organizational Labels

Level 1	Company	Company
Level 2	Division	Division
Level 3	Department	Department
Level 4		

Organization Definition

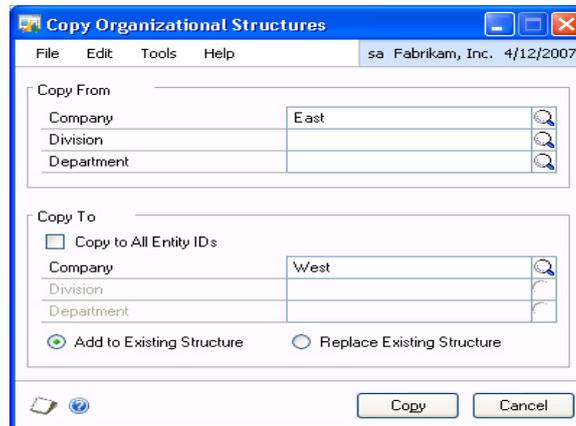
Level: Company

Entity ID	Description
Central	The Central Company
East	The East Company
West	The West Company

OK

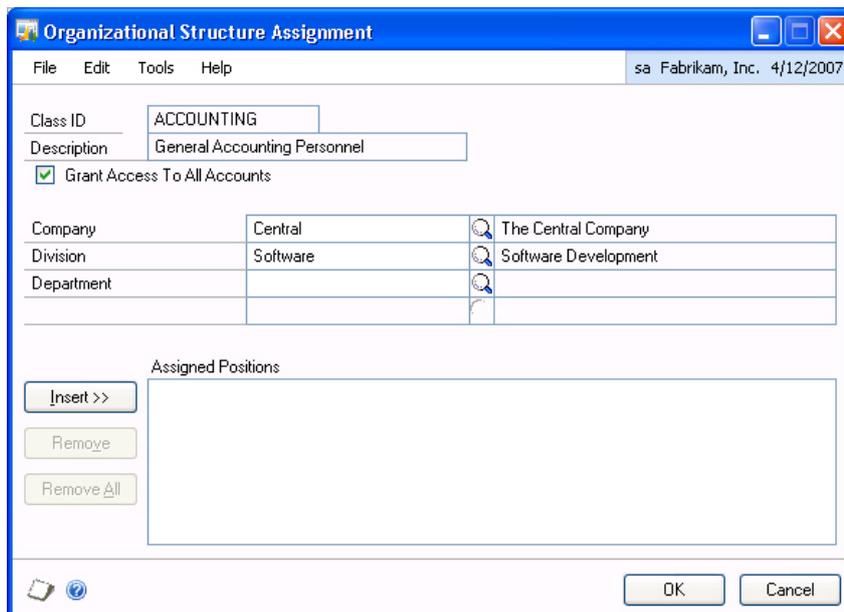
Copying Relationships

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.



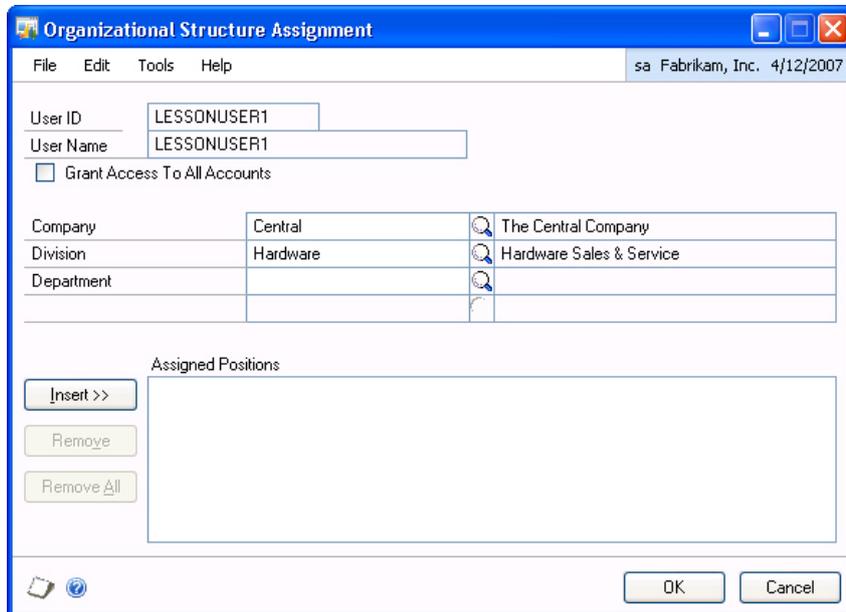
Assign User Classes to the Organizational Structure

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.



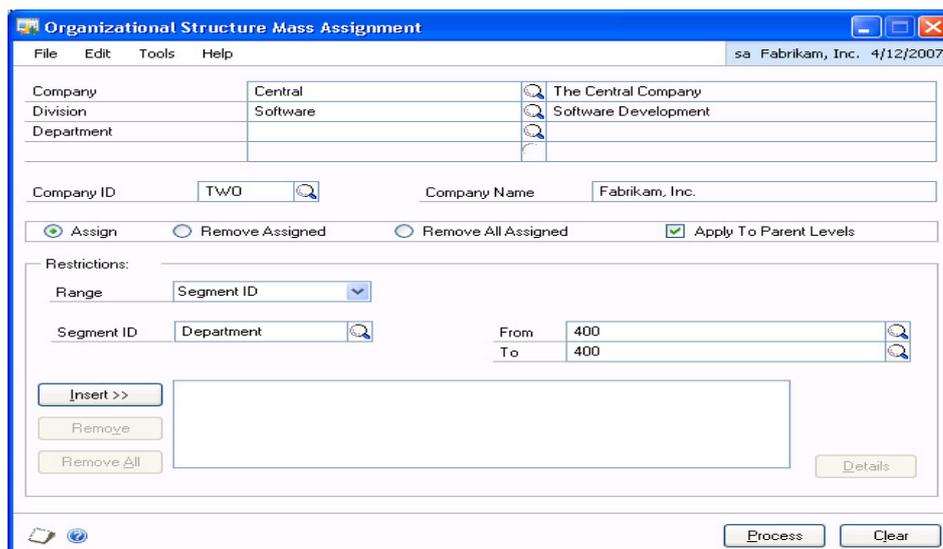
Assign Users to the Organizational Structure

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

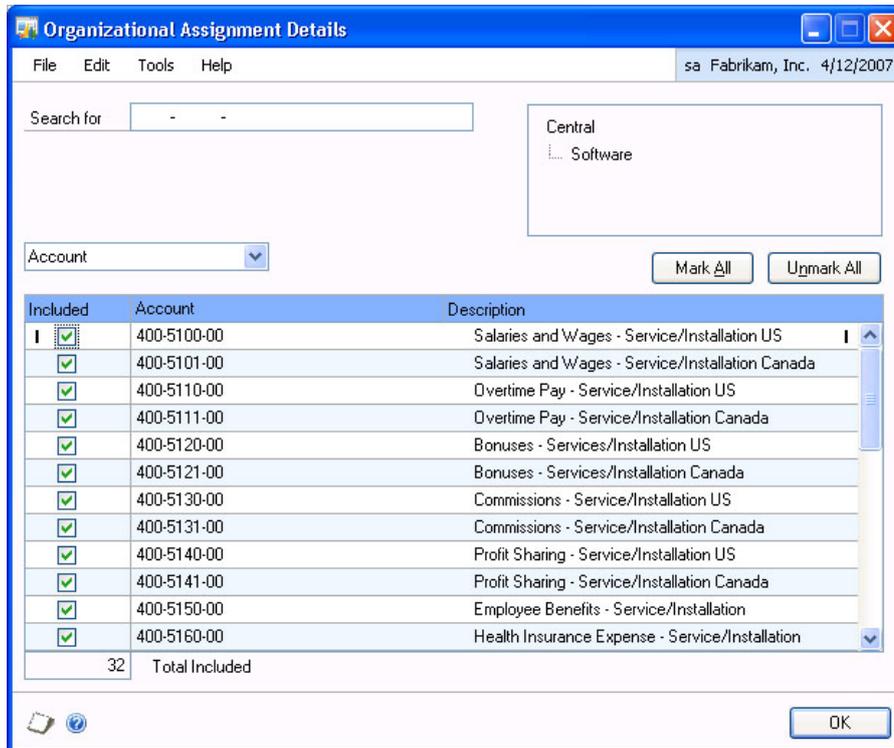
Use the Organizational Structure Mass Assignment window to assign ranges of accounts to positions in the organizational structure or to change previous assignments. To open this window, click the **Administration** series button and then click **Organizational Assignments** on the Cards content pane.



Restrictions

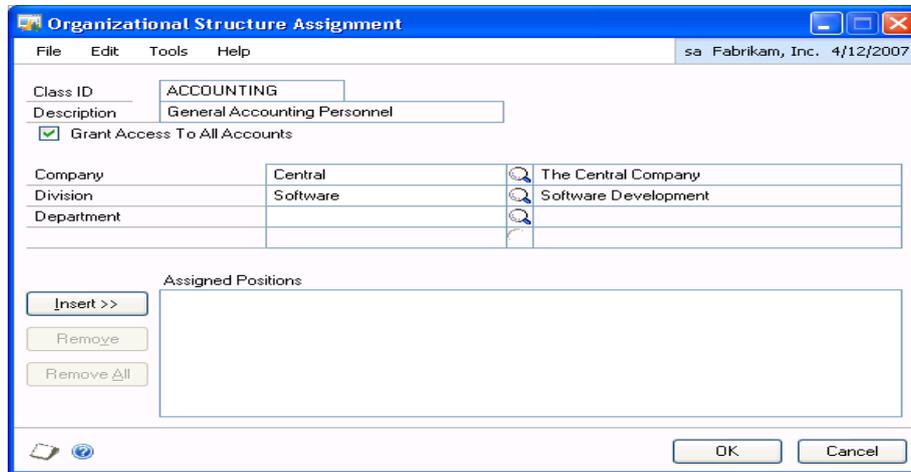
Select the type of range to select - segment or account - then enter restrictions for the range of accounts to assign and click **Insert**. Multiple ranges of each type can be inserted into the **Restrictions** list. If inserting multiple ranges, any account that falls within one of the ranges defined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



Organizational Structure Assignment

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Class ID: ACCOUNTING
 Description: General Accounting Personnel
 Grant Access To All Accounts

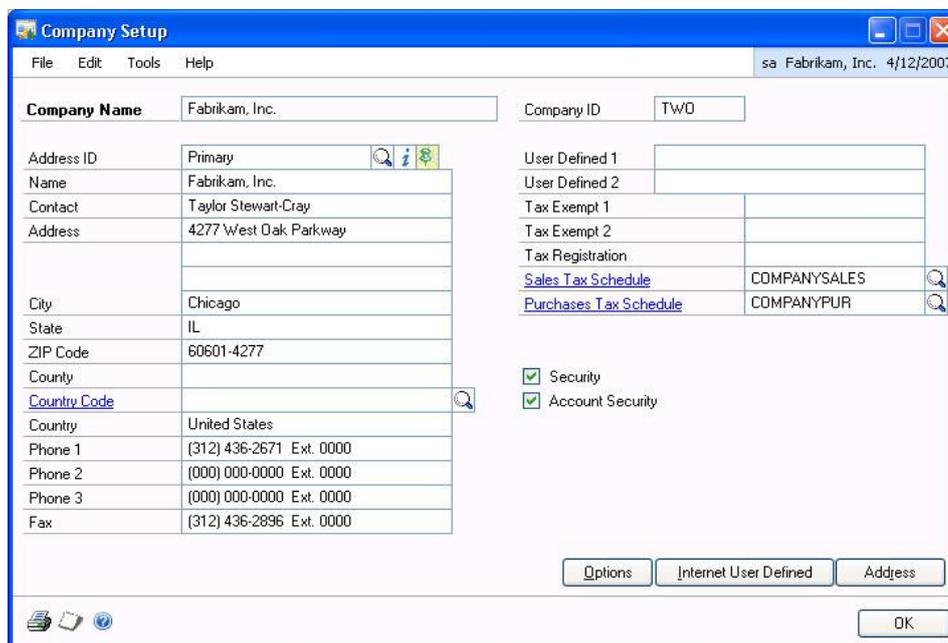
Company	Central	The Central Company
Division	Software	Software Development
Department		

Assigned Positions

Buttons: Insert >>, Remove, Remove All, 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

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Company Name: Fabrikam, Inc. Company ID: TWO

Address ID: Primary
 Name: Fabrikam, Inc.
 Contact: Taylor Stewart-Cray
 Address: 4277 West Oak Parkway

City: Chicago
 State: IL
 ZIP Code: 60601-4277
 Country: United States
 Country Code: [Search]

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

User Defined 1: [Search]
 User Defined 2: [Search]

Tax Exempt 1: [Search]
 Tax Exempt 2: [Search]

Tax Registration: COMPANYSALES
 Sales Tax Schedule: COMPANYPUR
 Purchases Tax Schedule: COMPANYPUR

Security
 Account Security

Buttons: Options, Internet User Defined, Address, OK

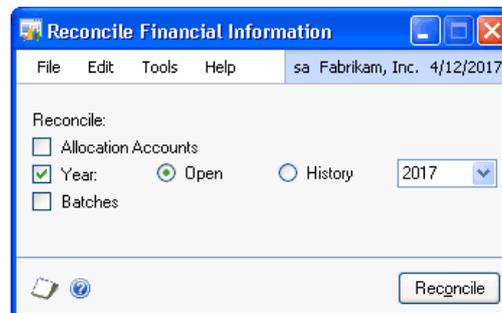
Correcting a Posted Transaction

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.



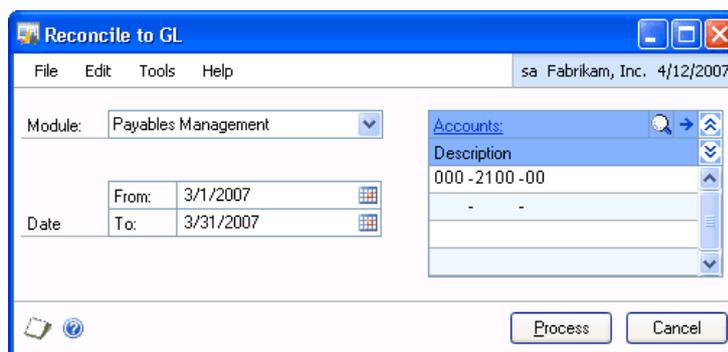
Reconcile

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.

Receivables Transactions 5/1/05 - 5/30/05						General Ledger Transactions 5/1/05 - 5/30/05					
Beginning Balance:						Beginning Balance:					
Total FM Ending Balance:						Total GL Ending Balance:					
Difference:						Difference:					
Unmatched Transactions											
Posted Date	Customer Number	TRX Source	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Account		
5/30/2005	ADVANCE0002	SLSTE0000234	RN1013	\$29.00	5/30/2005	551	OLTR000000081				
5/29/2005					5/29/2005	552	OLTR000000082				
Potentially Matched Transactions											
Posted Date	Customer Number	TRX Source	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Account		
5/18/2005	ASSOCIAT0001	SLSTE0000237	STDIN2240	\$15.00	5/18/2005	541	SLSTE0000237	STDIN2240			
5/30/2005	ADVANCE0002	SLSTE0000234	RN1013	\$195.00	5/30/2005	605	OLTR000000082				
Matched Transactions											
Posted Date	Customer Number	TRX Source	Document Number	On Account Amount	Transaction Date	Journal Entry	Orig. TRX Source	Orig. Control Number	Account		
5/1/2005	SNELLINO0001	RMBSL00000002	CM126002	(\$15.00)	5/1/2005	531	RMBSL00000002	CM126002			
5/1/2005	HOMEFURN0001000	RMBSL00000003	CREDIT0000000003	(\$7.00)	5/1/2005	532	RMBSL00000003				
5/1/2005	AARONFIT0001	RMBSL00000003	CM20005	\$35.00	5/1/2005	531	RMBSL00000002	CM126002			
5/1/2005	IBNINCU00001	RMBSL00000003	RN1010	\$145.00	5/1/2005	533	SLSTE0000234				
5/1/2005	KELLYCO00001	SLSTE0000234	RN1012	\$29.00	5/1/2005	533	SLSTE0000234				
5/1/2005	ADVANCE0002	SLSTE0000234	RN1013	\$30.00	5/1/2005	533	SLSTE0000234				
5/1/2005	CENTRALC0001	SLSTE0000234	RN1014	\$540.00	5/2/2005	540	RMBSH00000002	PMT116012			
5/2/2005	REYNOLDB0001	RMBSH00000002	PMT116012	(\$75.00)	5/13/2005	542	RMBSH00000048	PYMT00000000081			
5/13/2005	MAHLERSTD001	RMBSH00000048	PYMT00000000061	(\$55.00)	5/13/2005	542	RMBSH00000048	PYMT00000000081			
5/16/2005	BAKERSEM0001	RMBSH00000004	RETRN00000000002	\$0.00	5/16/2005	562	RMBSH00000004	RETRN00000000002			
5/21/2005	AARONFIT0001	RMBSL00000001	SALES0000001003	\$30.00	5/21/2005	590	RMBSL00000001	SALES0000001003			
5/29/2005	OFFICEDE0001	SLSTE0000235	STDIN2237	\$60.00	5/29/2005	603	SLSTE0000235	STDIN2237			
Ending Balance:						Ending Balance:					
Total FM Ending Balance:						Net Ending Balance:					
Total GL Ending Balance:						Difference:					
Difference:						Difference:					

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 [Close] [Help]

File Edit Tools Help 4/12/2017 >>

Transaction History: Remove Print

Account History: Remove Print

Year: 2013

Range: All Period Date

Period: [] []

To: [] []

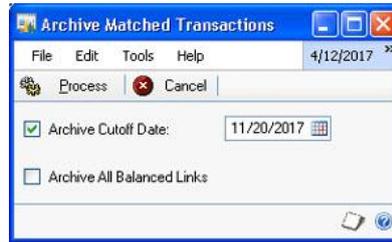
Date: 0/0/0000

To: 0/0/0000 [Ranges]

[Process] [Cancel]

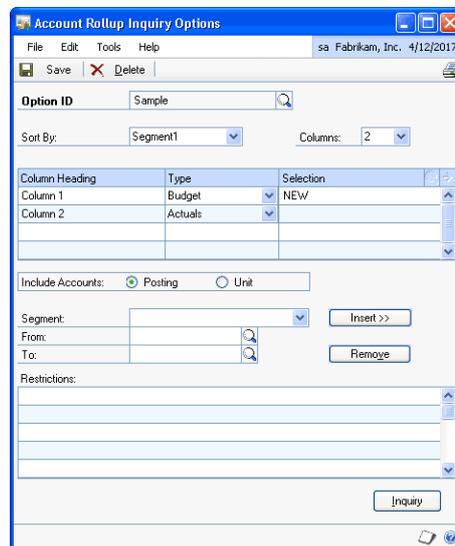
Archive Matched Transactions

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.



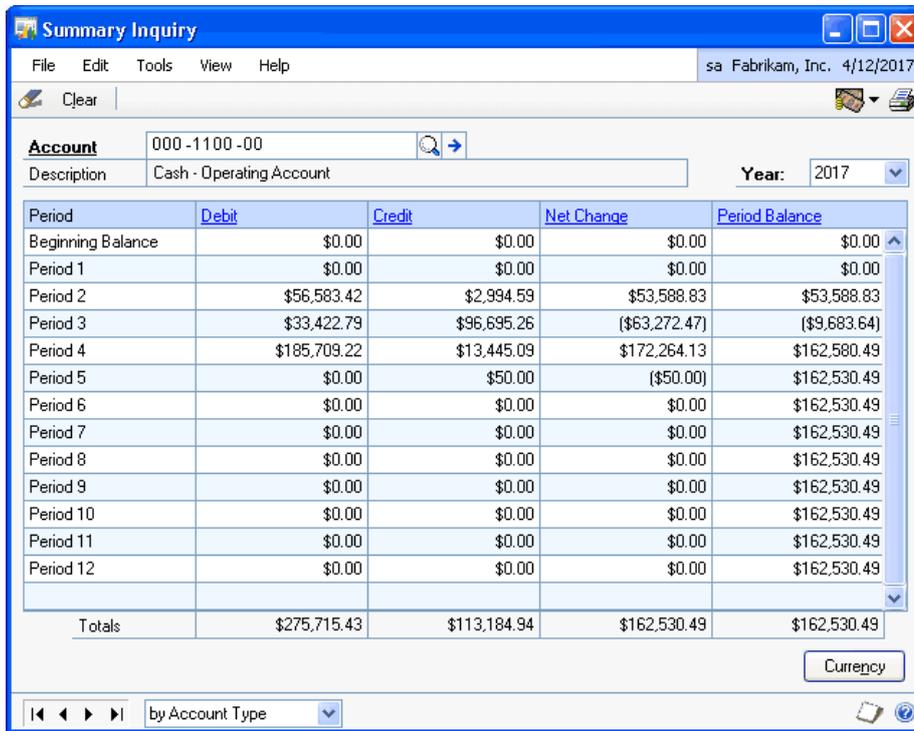
Account Rollups

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.



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.

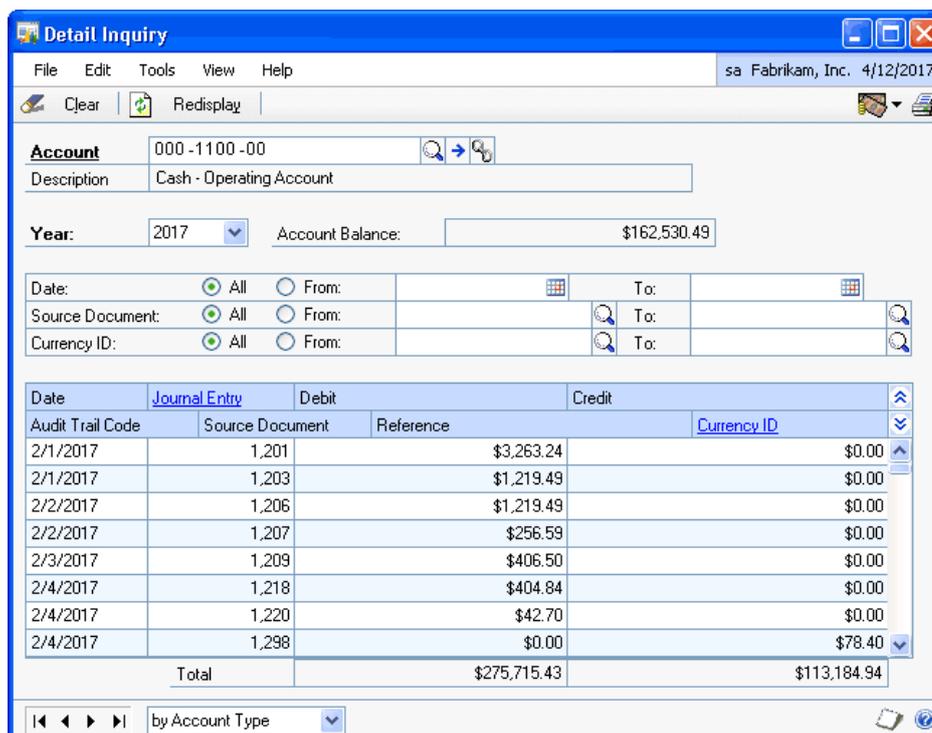


Summary Inquiry window showing account balances for 2017. The account is 000-1100-00, Cash - Operating Account. The table displays data for 12 periods, including beginning balance, period changes, net change, and ending period balance.

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

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 Inquiry window showing transaction details for 2017. The account is 000-1100-00, Cash - Operating Account. The window displays filters for Date, Source Document, and Currency ID, and a table of transactions with columns for Date, Journal Entry, Debit, Credit, and Currency ID.

Date	Journal Entry	Debit	Credit	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	

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.

Account	Debit	Credit
000 -1100 -00	\$338,562.25	\$0.00
000 -1110 -00	\$925.44	\$0.00
000 -1120 -00	\$345.32	\$0.00
000 -1130 -00	\$175.00	\$0.00
000 -1140 -00	\$15,656.96	\$0.00
000 -1200 -00	\$1,202,937.06	\$0.00
000 -1210 -00	\$0.00	\$27,371.40
000 -1260 -00	\$250.00	\$0.00
000 -1300 -01	\$217,439.74	\$0.00
Total	\$4,236,345.33	\$4,236,345.33
	Difference	\$0.00

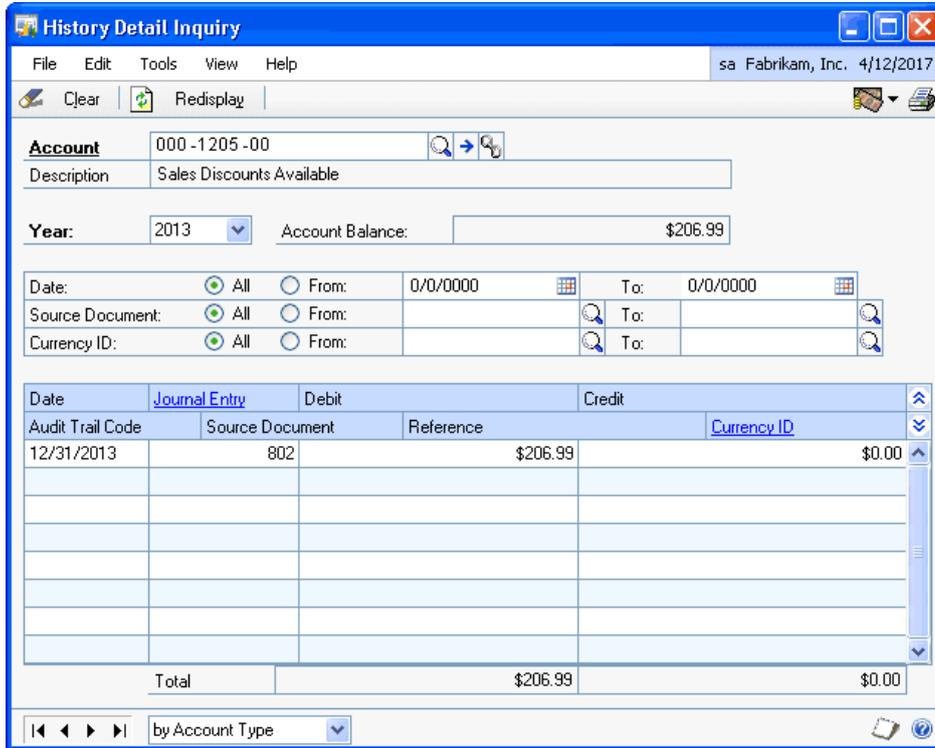
History Summary Inquiry

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.

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	\$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

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.

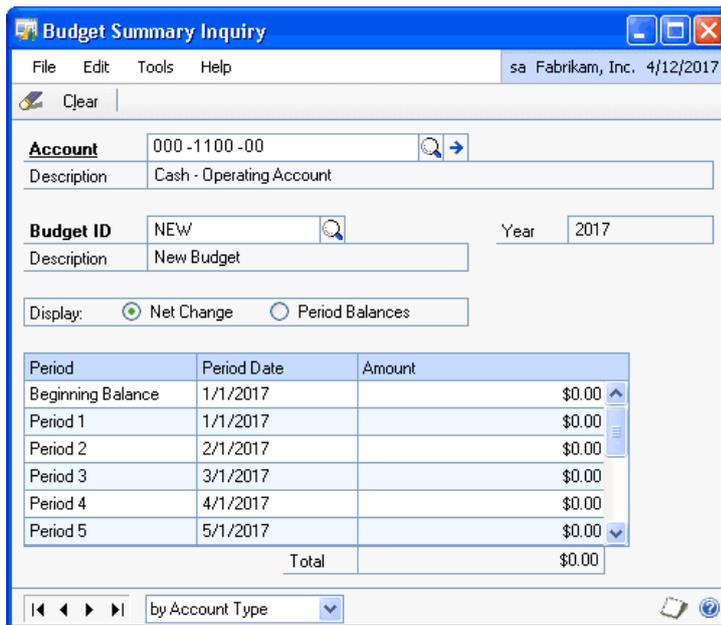


The screenshot shows the 'History Detail Inquiry' window for account 000-1205-00, 'Sales Discounts Available'. The year is set to 2013, and the account balance is \$206.99. The table below shows a single entry for 12/31/2013 with a debit of \$206.99 and a credit of \$0.00.

Date	Journal Entry	Debit	Credit
12/31/2013	802	\$206.99	\$0.00
Total		\$206.99	\$0.00

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.

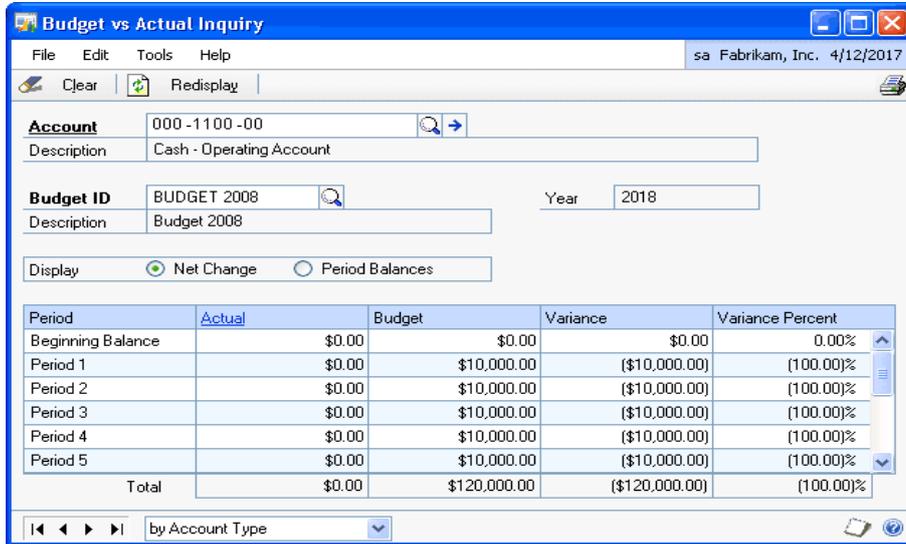


The screenshot shows the 'Budget Summary Inquiry' window for account 000-1100-00, 'Cash - Operating Account'. The budget ID is 'NEW' and the year is 2017. The display is set to 'Net Change'. The table below shows a beginning balance of \$0.00 and zero net changes for five periods in 2017.

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

Net Change Inquiry

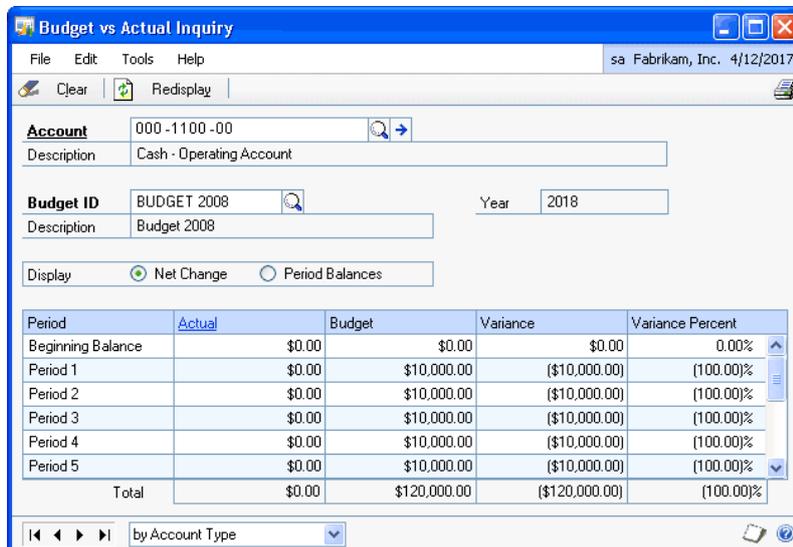
Use the Net Change Inquiry window to view changes - the debit amounts, credit amounts, and overall net change - to the balance of a selected account for any of the open fiscal years. To open this window, click the **Financial** series button and then click **Net Change** on the Inquiry content pane.



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)%

Budget vs. Actual Inquiry

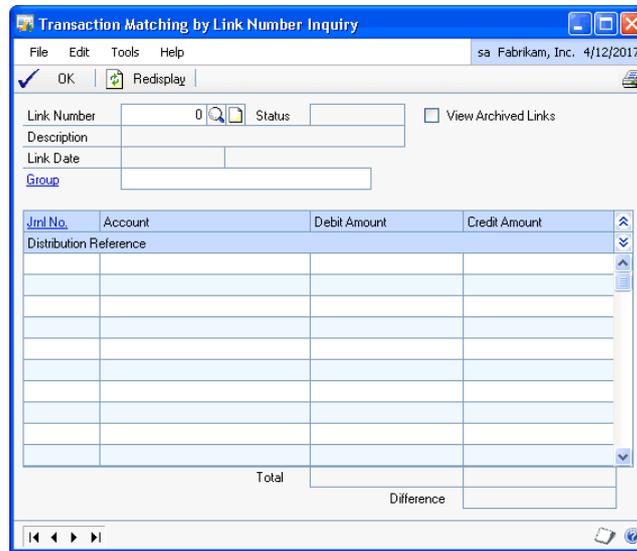
Use the Budget vs. Actual Inquiry window to view budget and actual amounts for a particular account and Budget ID by period. This comparison can be based upon net change or period balances of the selected account. To open this window, click the **Financial** series button and then click **Budget vs.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



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)%

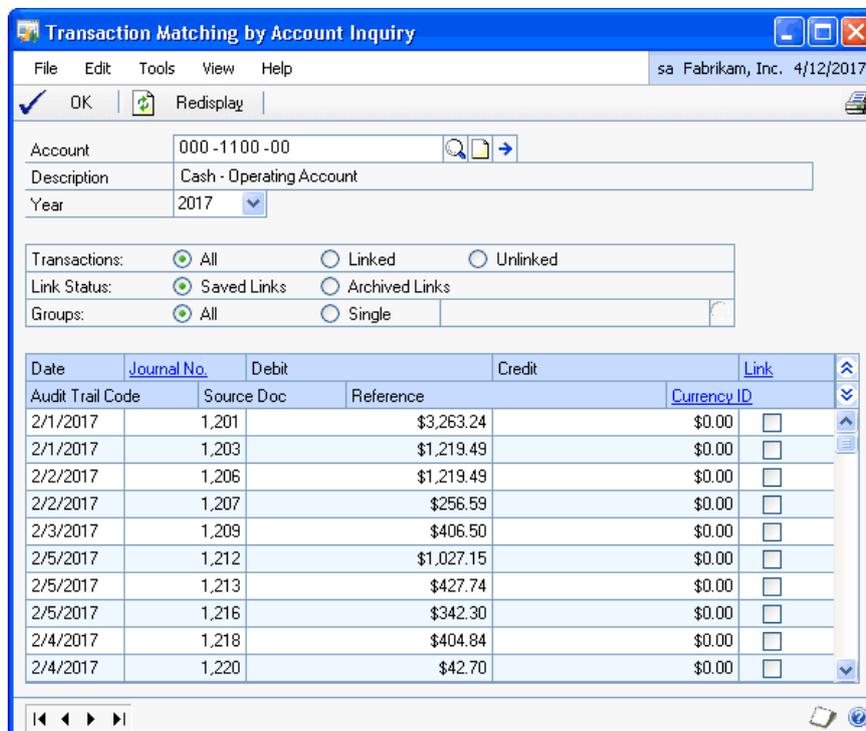
Link Number Inquiry - Transaction Matching

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.



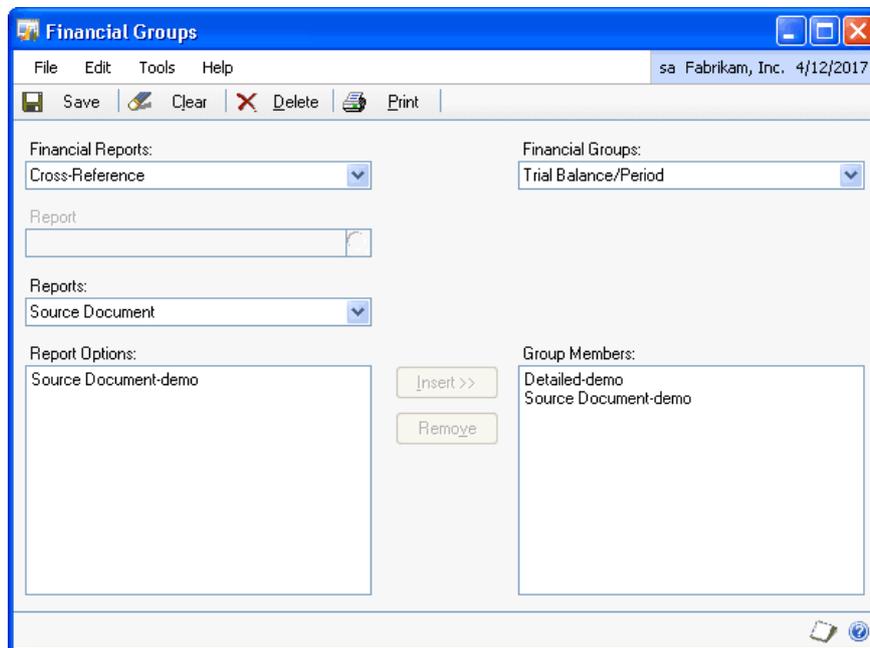
Account Inquiry - Transaction Matching

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.



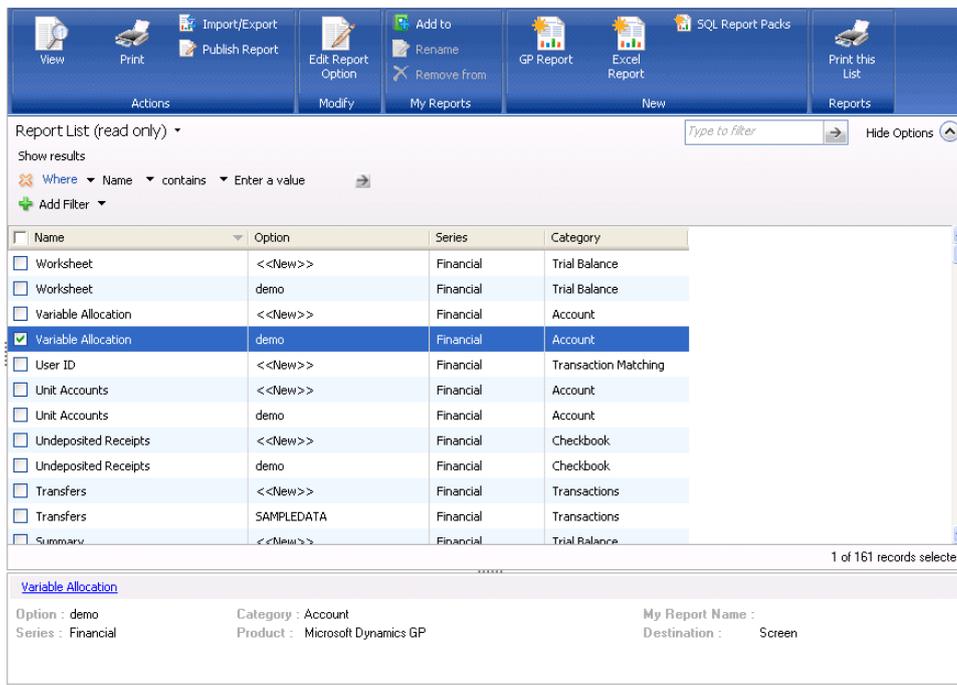
Report Groups

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.



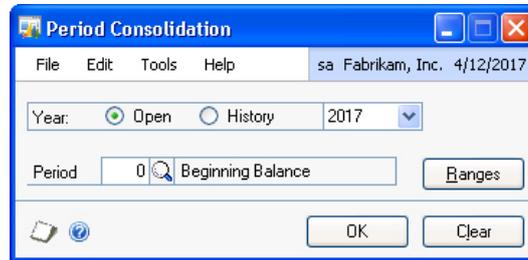
Report List

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.



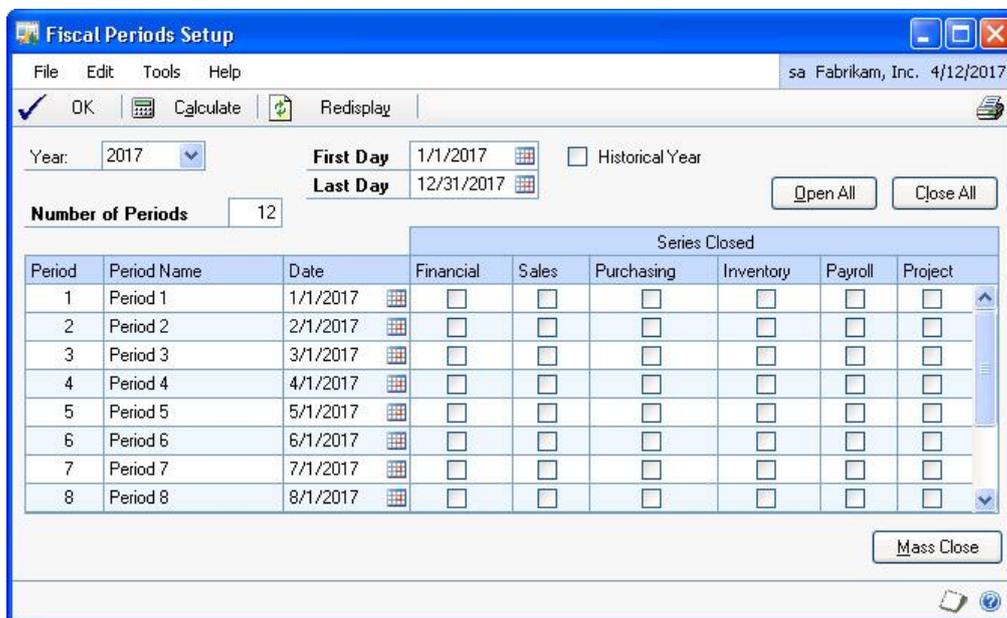
Consolidating a Period

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.



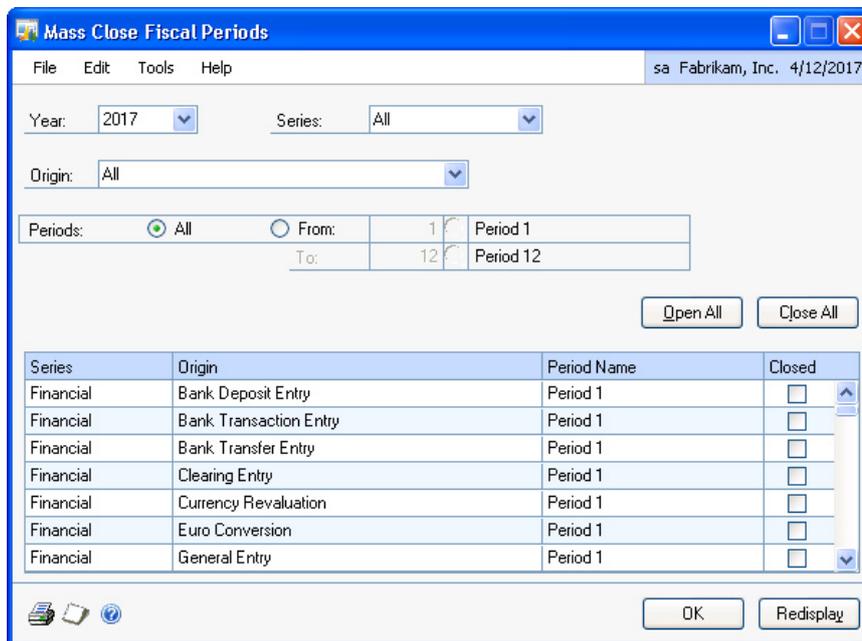
Close the Fiscal Period

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.



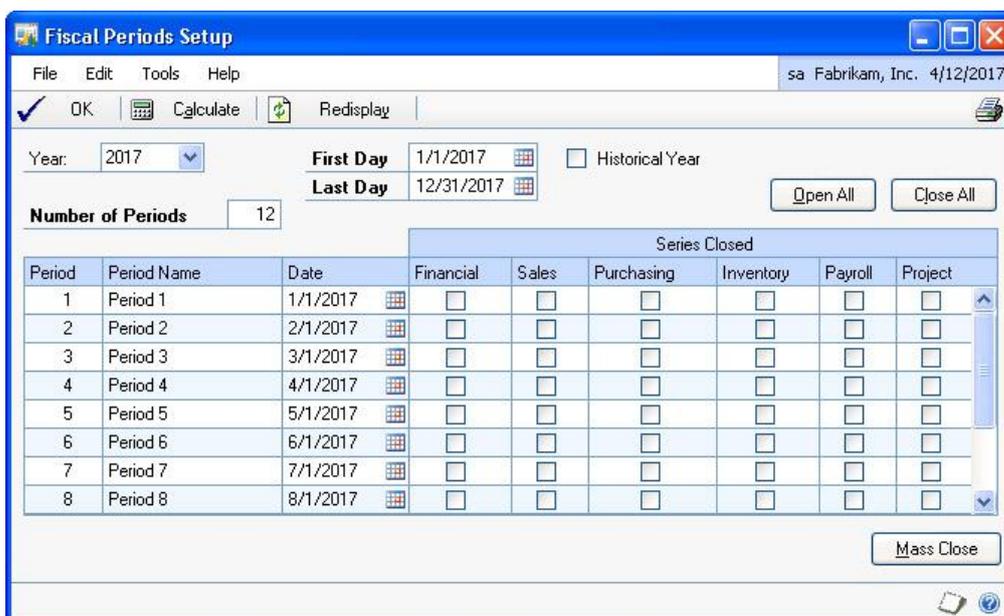
Mass Close

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.



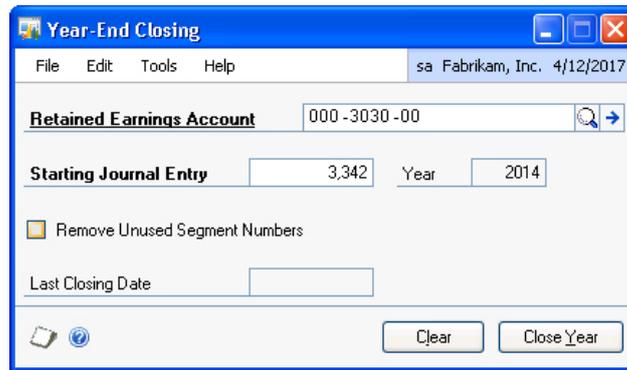
Set Up a New Fiscal Year

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.



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.



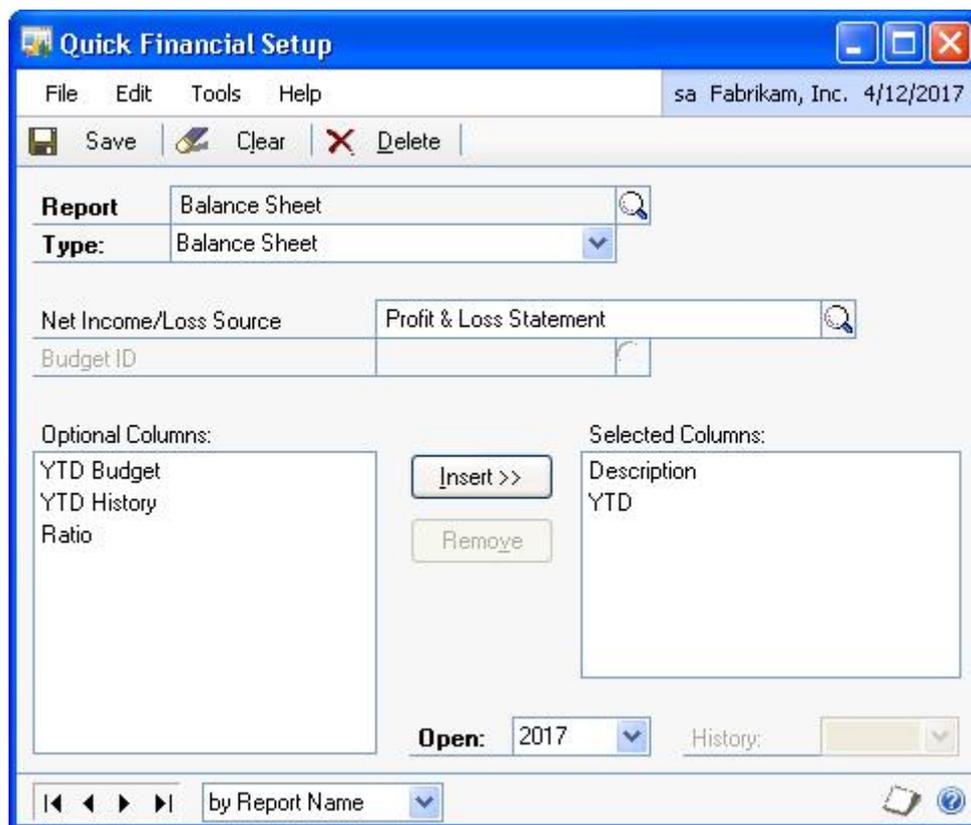
The screenshot shows the 'Year-End Closing' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The window includes a menu bar (File, Edit, Tools, Help) and a toolbar with 'Save', 'Clear', and 'Delete' buttons. The main area contains the following fields:

- Retained Earnings Account:** 000 - 3030 - 00
- Starting Journal Entry:** 3,342
- Year:** 2014
- Remove Unused Segment Numbers
- Last Closing Date:** (empty field)

At the bottom, there are 'Clear' and 'Close Year' buttons.

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.



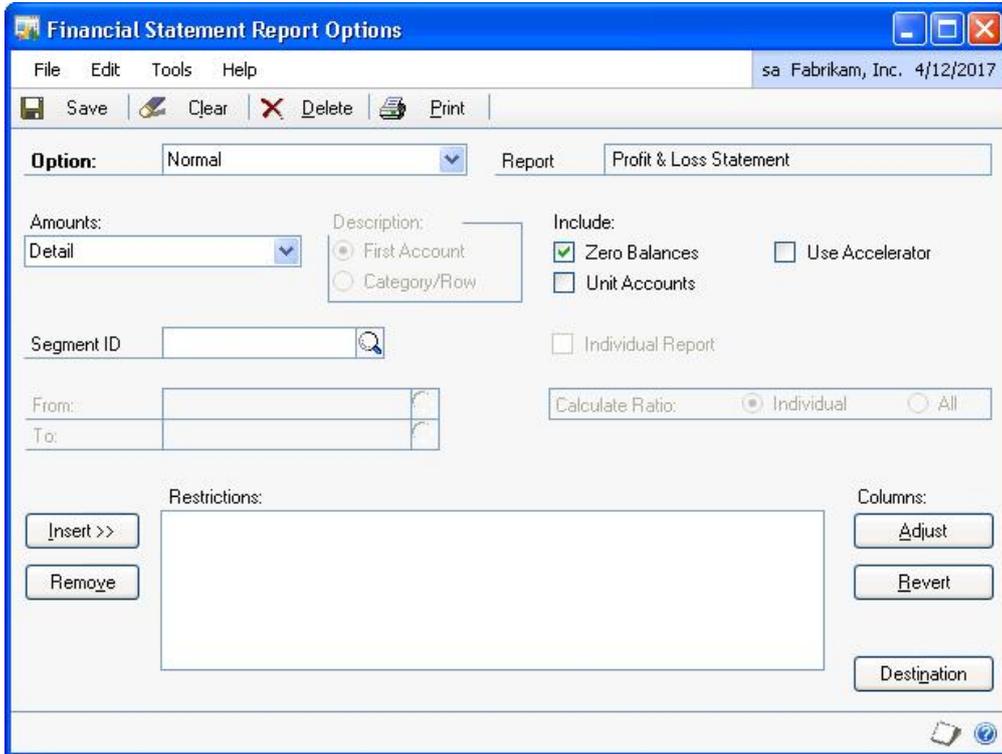
The screenshot shows the 'Quick Financial Setup' window for 'sa Fabrikam, Inc.' dated 4/12/2017. The window includes a menu bar (File, Edit, Tools, Help) and a toolbar with 'Save', 'Clear', and 'Delete' buttons. The main area contains the following fields and sections:

- Report:** Balance Sheet
- Type:** Balance Sheet
- Net Income/Loss Source:** Profit & Loss Statement
- Budget ID:** (empty field)
- Optional Columns:**
 - YTD Budget
 - YTD History
 - Ratio
- Selected Columns:**
 - Description
 - YTD
- Open:** 2017
- History:** (empty dropdown)

At the bottom, there are navigation arrows and a 'by Report Name' dropdown menu.

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.



The screenshot shows the "Financial Statement Report Options" window. The title bar includes the window name and standard OS controls. The menu bar contains "File", "Edit", "Tools", and "Help". The status bar shows "sa Fabrikam, Inc. 4/12/2017". The toolbar includes "Save", "Clear", "Delete", and "Print".

The main interface includes:

- Option:** A dropdown menu set to "Normal".
- Report:** A text field containing "Profit & Loss Statement".
- Amounts:** A dropdown menu set to "Detail".
- Description:** Radio buttons for "First Account" (selected) and "Category/Row".
- Include:** Checkboxes for "Zero Balances" (checked), "Unit Accounts", and "Use Accelerator".
- Segment ID:** A text input field with a search icon.
- Individual Report:** A checkbox that is currently unchecked.
- From:** and **To:** Date range selection fields.
- Calculate Ratio:** Radio buttons for "Individual" (selected) and "All".
- Restrictions:** A large text area with "Insert >>" and "Remove" buttons on the left.
- Columns:** "Adjust", "Revert", and "Destination" buttons on the right.