



# Dynamics GP – Our Favorite Things

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# Dynamics GP Defaults



## Use Defaults

- Remember User and Password
  - Administration >> Setup >> System >> System Preferences
- Remember this company
- Default Sales Doc Type
- Default Report Destination
- AP Default Purchases Accounts



# Dynamics GP Cleanup Codes



## Customer/Vendor Combiner and Modifier

- Combiner
  - Fixes duplications
  - Fixes when companies merge
- Modifier
  - Allows you to change ID



# Dynamics GP Navigation



## Date Entry

- Leverage Quick Date Entry Techniques



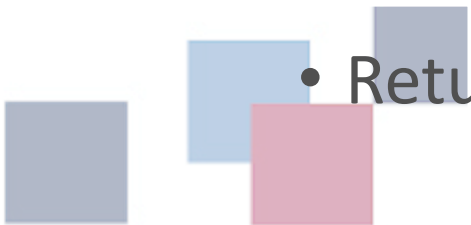


# Dynamics GP Navigation



## Restrict your Lookups

- Start Entering Data
- Reduce # of Stored Entries
- Restrict by Batch
- Restrict Inactive
- Save your Default
- Restrict by SmartList
- Return to Default



# Dynamics GP Navigation



## Save Time Navigating

- Use Area Pages
- Quick Links
- Changing Companies
- Jump to the Batch
  - Use of Expansion Windows



# Dynamics GP Cleanup Data



## Set Printing Defaults

- Disable un-needed reports
- Set printing “Send To” defaults
- Disable printer dialog box (in Dex.ini)
  - NoPrintDialogs=TRUE
- Use Named Printers to print to specified printers



# Dynamics GP Simple Import



## Excel Paste

- Copy and Paste GL Journal Entries from Excel



# Dynamics GP Process Improvement



## Recurring Batches

- General Ledger
  - Duplicate or Clear Recurring Amounts
- Receivables, Payables & Inventory
  - 'Use last day of the month' option for Monthly & Bimonthly batches
    - Added with GP 2018 R2



# Dynamics GP Process Improvement



## Recurring Batches

Receiveables Batch Entry - TWO (sa)

Save Clear Delete Post Additional File Print Tools Help Add Note

Batch ID: MONTHLY Origin: Transaction Entry

Frequency: Monthly Posting Date: 4/30/2027

☒ Use last day of the month

Recurring Posting: 0 Checkbook ID: UPTOWN TRUST

Days to Increment: 0 Currency ID:

Times Posted: Last Date Posted:

	Control	Actual
Transactions		
Batch Total		

Approved: ☐ User ID: Approval Date:

Transactions

# Dynamics GP Investigate



## Reconcile Sub-Ledgers to GL

- Accounts Receivable
- Accounts Payable
- Inventory
- Bank Reconciliation



# Dynamics GP Reconcile to GL



Payables Transactions 3/1/2017 - 3/31/2017						General Ledger Transactions 3/1/2017 - 3/31/2017						
										Account	DR	CR
										000-2100-00		1,807,312.99
				Balance:	1,807,312.99					Total:	0.00	1,807,312.99
Unmatched Transactions												
Date	Vendor ID	Source	Voucher Number	Number	Amount	Date	Entry	Source	Number	Account	DR	CR
						3/17/2017	3467	GLTRX00000666		000-2100-00	100.00	
Potentially Matched Transactions												
Date	Vendor ID	Source	Voucher Number	Number	Amount	Date	Entry	Source	Number	Account	DR	CR
3/9/2017	SIGNATUR0001	PMCHK00000057	00000000000000247	20029	(4,495.00)	3/9/2017	1333	PMCHK00000057	00000000000000247	000-2100-00	4,405.10	
3/9/2017	CRUGEREN0001	POIVC00000063	00000000000000446	2061	180.50	3/9/2017	1338	POIVC00000063	RCT1139	000-2100-00		180.50
3/3/2017	ADVANCED0001	POIVC00000064	00000000000000447	2062	363.31	3/3/2017	1341	POIVC00000064	RCT1141	000-2100-00		363.31
3/15/2017	CRUGEREN0001	POIVC00000065	00000000000000448	2063	142.30	3/15/2017	1344	POIVC00000065	RCT1143	000-2100-00		142.30
3/14/2017	ADVANCED0001	POIVC00000066	00000000000000449	2064	455.36	3/14/2017	1347	POIVC00000066	RCT1145	000-2100-00		455.36
3/23/2017	CRUGEREN0001	POIVC00000067	00000000000000450	2065	28.46	3/23/2017	1350	POIVC00000067	RCT1147	000-2100-00		28.46
3/31/2017	CRUGEREN0001	POIVC00000069	00000000000000452	2067	90.25	3/31/2017	1356	POIVC00000069	RCT1151	000-2100-00		90.25
3/27/2017	ADVANCED0001	POIVC00000070	00000000000000453	2068	183.79	3/27/2017	1359	POIVC00000070	RCT1153	000-2100-00		183.79
3/31/2017	TELESATE0006	POIVC00000071	00000000000000454	2069	10,000.00	3/31/2017	1362	POIVC00000071	RCT1155	000-2100-00		10,000.00
Matched Transactions												
Date	Vendor ID	Source	Voucher Number	Number	Amount	Date	Entry	Source	Number	Account	DR	CR
3/5/2017	CRUGEREN0001	PMCHK00000045	00000000000000235	20018	(1,255.26)	3/5/2017	1300	PMCHK00000045	00000000000000235	000-2100-00	1,255.26	
3/4/2017	CAPITALP0001	PMCHK00000048	00000000000000238	20021	(12,065.30)	3/4/2017	1306	PMCHK00000048	00000000000000238	000-2100-00	12,065.30	
3/17/2017	CRUGEREN0001	PMCHK00000049	00000000000000239	031702	(6,927.46)	3/17/2017	1313	PMCHK00000049	00000000000000239	000-2100-00	6,927.46	
3/14/2017	CRUGEREN0001	PMCHK00000050	00000000000000240	20022	(3,064.76)	3/14/2017	1314	PMCHK00000050	00000000000000240	000-2100-00	3,064.76	
3/30/2017	AMERICAN0001	PMCHK00000058	00000000000000248	20030	(22.75)	3/30/2017	1336	PMCHK00000058	00000000000000248	000-2100-00	22.75	
				Ending Balance:	1,721,971.80					Ending Balance:	96,795.26	1,818,756.96
										Balance:	0.00	1,721,961.70
	Total PM Beginning Balance:	1,807,312.99		Total PM Ending Balance:	1,721,971.80							
	Total GL Beginning Balance:	1,807,312.99		Total GL Ending Balance:	1,721,961.70							
	Difference:	0.00		Difference:	10.10							



# Dynamics GP Inquiry



## Account Rollups

- Account Rollups let you consolidate information from various accounts and then be able to drill down into the account details
- Useful for things like departmental totals with drilldowns.
- Accounts do not have to be consecutive
- Rollups can include Actual, Budget and Calculated information
- Setup new rollups at Inquiry>>Financial>>Account Rollup>>Modify button



# Dynamics GP Process Improvement



## Revenue & Expense Deferrals

- Great for unearned revenue or prepaid expenses
- Defer AR or AP transactions directly from distribution window
- Select line to defer, then pick Additional | Deferrals





# *Thank you for coming!*

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