Dynamics GP Tips and Tricks
Educational and Informative Advice

Diamond Software

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In This Issue

DOCUMENT YOUR PAYROLL PROCESSES WITH A GP CHECKLIST

Use the Payroll Checklists window to create a list of windows and/or tasks you'll need to complete routine Payroll tasks on a daily, weekly, monthly, quarterly or annual basis.

You can also create your own checklists of necessary payroll routines, such as setting up a new employee's records.

As you complete the tasks in a checklist, the date and time the task was completed and the user ID of the person completing the task are recorded.

Click here for the steps to create your checklist.....

MEKORMA
Software You Trust. Service You Love.

Mekorma MICR provides secure payment processing including check signing, company-specific rules and

## QUICK WAY TO PRINT YOUR OUTSTANDING CHECK LISTS

Save time by using a **Smartlist Favorite** instead of navigating through GP reports to get a list of your outstanding checks. Just a few clicks will get you the information you need.
Here's how to set up the favorite:

- Click on the Bank Transactions folder under: Financial>>Bank Transactions.
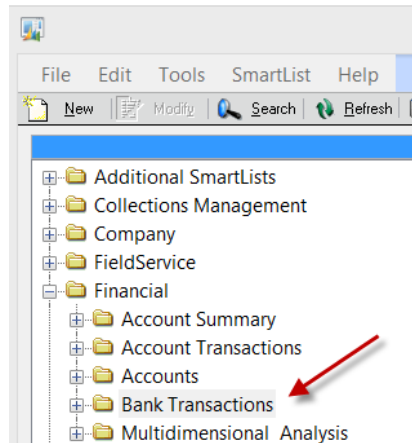
- Click "Columns" and add the following columns:
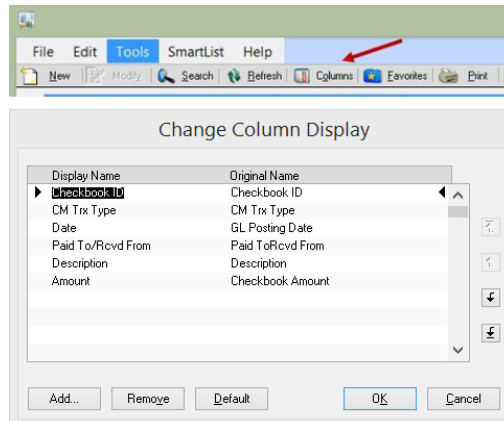
Zoom.....

Here is an example of what you will see in GP.

of course, MICR check printing. Use blank check stock for unparalleled flexibility. Add control over which checks are signed and by whom, based on the dollar amount you specify. Contact us to learn more about Mekorma MICR, the best-selling check writing enhancement for Microsoft Dynamics GP for 20 years. Find out more here....

Multi-Batch Management, allows Mekorma MICR users to set up rules for how payables batches should be created. Once saved, creating batches becomes a fast and easy process. Printing and posting check and EFT batches is also simplified with one screen that lists all batches across companies. Multi-Batch Management releases you from the time consuming process of individually creating, printing and posting payable batches. Read more here....

Contact Dwight Boudreaux at 337-296-4837 to find out more.

Zoom....

- Click Search and add filters to exclude reconciled and voided items. You can also limit to a specific account if you have more than one Checkbook.

Zoom....

- Click Favorites, and change the name to something that makes sense for you. If you have more than one account, include the name in the description:

Zoom....