Diamond Software

DYNAMICS GP NEWSLETTER   **NOVEMBER 2015**

Full Circle Budget

OVERCOME THE PITFALLS OF BUDGETING IN EXCEL

Does it take a long time to successfully import your budgets from Excel to Dynamics GP? **Full Circle Budget** is an essential tool that allows users to input budget amounts into any Excel worksheet layout and then process directly into Dynamics. It works with any financial reporting software that exports to Excel. Streamline your budgeting with Full Circle Budget. Visit our website at ww.fullcirclebudget.com.

View recorded demo here.
See what other GP users have to say here.

VERIFY YOUR AFFORDABLE CARE ACT SETUP NOW!

Avoid the year-end rush, and make sure your ACA setup is correct now. Microsoft released updates earlier this year for Dynamics GP 2013 and GP 2015 that created files and reports for the federal ACA reporting requirements.

If you haven't already installed this update, we recommend you do it very soon. After it is installed, you'll be able to track and review ACA forms and data to verify that your setup is complete. You will be in great shape when it's time to file the forms in early 2016!

Here are the steps to check your ACA setup:

1. Restore your company database to a test company.
2. Close the payroll for the year in the test company.
3. Run the ACA reports in the test company and verify your setup.

If you need help with this, please contact Candace Hoffpauir so we can schedule this before the year-end rush.

DO YOU KNOW THE 3 WAYS TO PRINT AP CHECKS IN GP?

NEW IN GP 2015 R2 – AUTOMATICALLY DEPOSIT CASH RECEIPTS

You can now choose to have cash receipts directly update the checkbook balance without manually posting the cash receipt deposit in Bank Reconciliation.
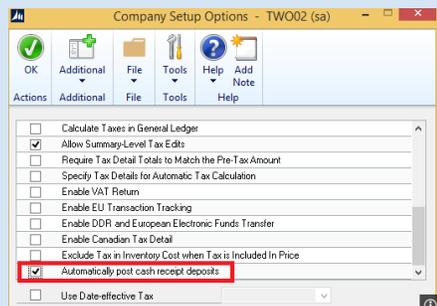
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To select the option, mark the "Automatically post cash receipt deposits" checkbox in the Company Setup Options window. When this option is marked, cash receipts entered in Cash Receipt Entry, Receivables Transaction Entry, Sales Transaction Entry, and Invoice Entry windows, and on return documents in Payables Transaction Entry, will be deposited automatically in the checkbook, and the deposits will update the checkbook balance.

AUTOMATICALLY OPEN SMARTLISTS AND GP WINDOWS

To automatically open a Microsoft Dynamics GP window, website, macro, external document or Smartlist, utilize the **Startup** folder on the Shortcut bar.

Right-click on the **Startup** folder and click **Add**. Any shortcut added to the **Startup** folder will start automatically when logging in to Microsoft Dynamics GP.

There are 3 check processing systems in MS Dynamics GP. Sometimes, picking the correct one is something of a guess. Here are some general rules.

1. Payables Transaction Entry is typically used to enter vouchers, credit memos, returns, et cetera. However, when an invoice is entered, the user can also record or print a check used to pay the invoice. The user can also record cash and credit card payments against the invoice. A vendor is required and vendor records are maintained for the invoice and payments.
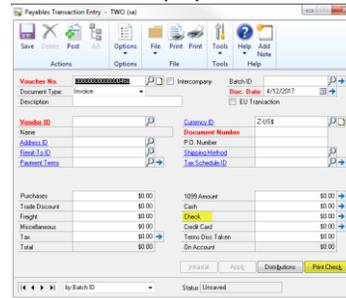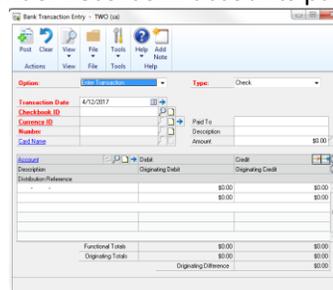

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2. Payables Select Checks is used to generate a batch of checks paying a group of invoices. Invoices must be entered and posted and then this process is used to select the checks for payment. Most firms use this process once a week or every other week for a regular check run.
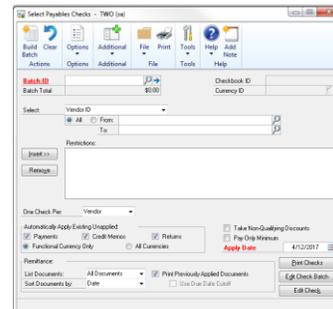
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3. Bank Transaction Entry can be used to record a manual check without actually printing a check, however these transactions do not update the vendor records in accounts payable.

Click to enlarge

All of these processes make entries into the Bank Reconciliation module.

Some examples include automatically opening a bank or vendor website, running the AR Aging process through a macro or opening an internal spreadsheet.

Shortcuts can also be added to the **User Classes** folder. The System Administrator can create **User Classes** and assign a class to a user. The System Administrator can also add or delete any shortcut in the **User Classes** folder.

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