Dynamics GP Tips and Tricks
Educational and Informative Advice

Diamond Software

In This Issue

AUTOMATICALLY CREATE PAYABLES TRANSACTIONS FOR PAYROLL DEDUCTIONS

Are you running payroll, printing a deduction report and then sending the report to Accounts Payable so that they can enter AP vouchers to remit payment for deductions?
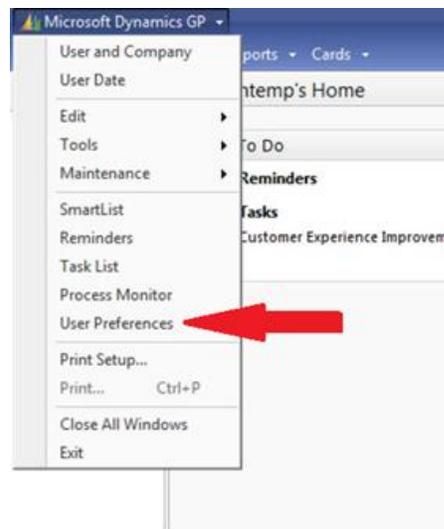
Dynamics GP Payroll Integration to Payables (aka PIP), can save you time and improve accuracy by automatically creating the necessary AP invoices related to payroll deductions and taxes. When this feature is set up, the Payroll posting process will automatically create the AP vouchers needed to pay the vendors.

- **Payroll Vendor Setup** - This window is found under the Payables Integration menu option in the Payroll Series:

HOW TO CHANGE YOUR GP PASSWORD

Here are the steps to change your GP user password:

- Click on the Microsoft Dynamics GP icon on the top toolbar and select 'User Preferences'.
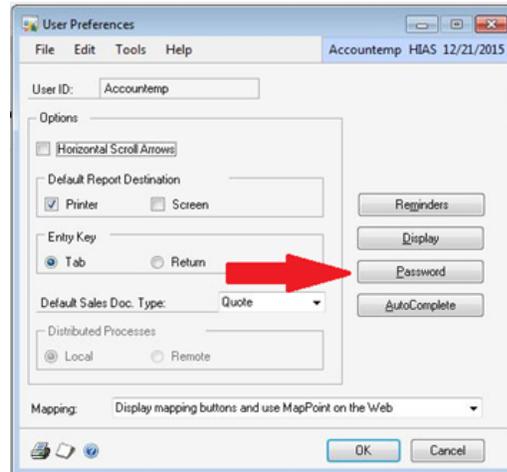

- Next, click on the password button located on the right-hand side of the screen.

Payroll Vendor Setup. It's flexible to handle both company-wide or employee-specific rules.

- **Company-wide Setup** - This integration commonly saves time when managing deductions, benefits, and Federal, State, and Local payroll taxes.To set up a company deduction, for example, health insurance or United Way Contributions, you would select the deduction and assign it to a vendor. The setup screen allows you to choose what the Voucher description will look like when generated from Payroll. You can choose from standard description options, such as Deduction Code, Deduction Description, Check Date or a combination of those - or you can enter your own description. For Company-wide setup, the system will take the total for the payroll check run across all employees and create one voucher per benefit, deduction, or tax code per vendor.

- **Employee-specific Setup** - Select the Employee, deduction code, and vendor. You will have a more customized description that can include: Employee ID, Employee Name, Last 4 digits of SSN, Court Name for Garnishments, or Court Document ID. This is useful

- Type in your old password, then type in your new password twice. Click OK to save your changes.

Now log out and log back in to test your new password. Due to the sensitive financial data stored in GP, it is recommended that users change their passwords periodically.

SIMPLIFY CHECK PRINTING WITH MEKORMA PRODUCTS

Mekorma has been helping Dynamics GP users with their check printing needs for over 25 years. **Mekorma Payment Hub** is the best-selling check printing enhancement made exclusively for Microsoft Dynamics GP. Some of Payment Hub's core features include MICR

for Child Support and Garnishments.

- **Vouchers -** Once payroll is posted, a voucher will be created specific to that employee deduction. The process will create separate vouchers for each employee, even if going to the same vendor.

Once the setup is completed, no further action is necessary. The vouchers will automatically be created when the payroll checks are posted. The vouchers are placed in an unposted AP batch, so that they can be reviewed before being posted.

Please contact us if you have any questions or need help setting up your Payroll Integration to Payables.

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check printing, Secure Approval Workflow, Audit Logs, and Encrypted Electronic Signatures. Their newest feature extends the capabilities of Mekorma Payment Hub.

Multi-Batch Management will save clients with multiple checkbooks valuable time by allowing them to automatically create their payment batches, print and post hundreds of check and EFT batches all at one time even across companies.

Mekorma is committed to outstanding customer service experience and technical support. Over 5,000 clients use Mekorma Payment Hub. To see a short demo or request a live demo please visit: https://www.mekorma.com/online-mekorma-demos.aspx

STEPS TO RECOVER & MOVE HIDDEN WINDOWS THAT ARE OFF YOUR SCREEN

If an open window is off your screen and you can't grab it to display properly, use this tip to recover it.

In Windows 10, 8, 7, and Vista, hold down the Shift key while right-clicking the program in the task bar. Select Move.

You can use your mouse or the arrow keys to move the window back onto the screen.