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## ADVANCED SMARTLIST FROM ENCORE MAKES GP SMARTLISTS MORE POWERFUL

Suitable for all Dynamics GP users, [Advanced SmartList](#) is a seamless extension to SmartList Favorites, a Dynamics GP query tool. Adding power to your existing SmartList application, this quality and cost-effective tool will help you save time, effort and costs. You can

- Create advanced custom queries on the fly

## USE GP ACCOUNT LEVEL SECURITY TO RESTRICT ACCESS TO SENSITIVE INFORMATION AND REDUCE ERRORS

Microsoft Dynamics GP provides Account Level Security to enhance security and restrict account inquiries. Based on a user's position in your company structure, you can allow the user to enter, edit and view financial information based on the account access granted to your users.

Account Level Security also makes your chart of account more manageable for users by eliminating errors while protecting sensitive financial information.

To setup account level security you have to perform following steps.

- Go to Microsoft Dynamics GP>Tools>Setup>Company>Company and activate the module by checking the Account Security box.
- Go to Microsoft Dynamics GP>Tools>Setup>System>Org Structures and define your company positions. You can define up to four levels and up to 256 entities at each level.
- Go to Cards>Financial>Account>Select an account> Organization button and link the accounts to the positions by clicking the icon shown below in yellow.



- Sum groups of information quickly
- Sort, filter and re-order columns effortlessly

[Click here for a free trial.](#)

Check out this [video overview](#) to see how it works and contact Tommy Tastet at [tommyt@diamond-soft.com](mailto:tommyt@diamond-soft.com) if you're interested in finding out more.

## THE GP PROCESS MONITOR LETS USERS SEE WHAT'S RUNNING

Dynamics GP will run various tasks in the background and sometimes it seems that nothing is happening, especially when printing large reports. Check the Process Monitor (Microsoft Dynamics GP>Process Monitor) to see what tasks are running or waiting to run. Tasks with a (>) sign in front of them can be deleted (useful if you have run a report several times while waiting for it to print). You can highlight the process and click Remove.



## HAVE YOU MISSED ANY OF OUR NEWSLETTERS?

[Click here to access all of our newsletters.](#)

- Go to Microsoft Dynamics GP>Tools> Setup> System>User>Select a user>Organization button and link the user to a position.



Please [let us know](#) if you have questions or need more information about Account Level Security.

## ISSUE REFUND CHECKS THE EASY WAY IN MICROSOFT DYNAMICS GP

Do you frequently need to process refund checks for customers with credit balances? Microsoft Dynamics GP allows users to print a check directly out of accounts payable by using the **refund checks** functionality.

You will first need to set up a customer/vendor relationship for the refund checks functionality to work. [Click this link](#) for step-by-step instructions on how to set this up in the Tools>Setup>Company>Customer/Vendor Setup window.

After the setup is finished, you're ready to issue refund checks. Go to Transactions>Sales>Refund Checks and create a batch. Complete instructions are in [this link](#).

This process creates a debit memo in accounts receivable to apply to the customers' credit balances. An invoice and check payment are automatically generated in payables.

Please [contact us](#) if you have any questions about refund checks.

## 19% DISCOUNT ON COLLECTIONS MANAGEMENT AND COMPANY DATA ARCHIVE FROM PROFESSIONAL ADVANTAGE

From May 19<sup>th</sup> through June 19<sup>th</sup>, license Collections Management and Company Data Archive with a 19% discount. For more information, contact Tommy Tastet at [tommyt@diamond-soft.com](mailto:tommyt@diamond-soft.com) or call 985-892-2710.