8 TRICKS OF The TRADE FOR

Microsoft Dynamics
GP Administrators

*Plus 2 Bonus
User-Friendly Resources

Microsoft Dynamics GP Administrators focus on securing their system and utilizing everything Dynamics GP has to offer, all while facilitating industry best practices by their users. Let's be honest, Dynamics GP is vast and it's a lot to keep track of! We've gone all-in with our **top 8 tricks of the trade** and two great resources that are sure to save every GP Admin time and prevent countless hours of frustration.

Here's a quick rundown of what's in store:

Tricks of the Trade

☑ **Manage the Entry and Posting by Users**

☑ **Report and Modified Window Hiccups**

☑ **Maintain your Security**

☑ **Build and Clear Payroll Work Tables**

☑ **Payables Management Check Batch**

☑ **Troubleshooting? Use a Test Company!**

☑ **Stuck Batches**

☑ **Year-End Close Routine**

User-Friendly Resources

☑ **Software Development Kit (SDK)**

☑ **Professional Services Tools Library (PSTL)**

It's time you doubled down and cashed in with these tricks of the trade. You'll learn how to sidestep common problems and avoid traditional issues that occur in Microsoft Dynamics GP. **Let's get started!**

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Manage the Entry and Posting by Users

When it comes to who is posting transactions in your Dynamics GP, it's important for GP Admins to have control. These built-in controls ensure compliance with auditing rules that state users aren't allowed to enter and post the same transaction, ultimately saving you if or when you get audited.

How to set it up using the General Entry window as an example!

Set up Posting Setup where Allow Transaction Posting is NOT marked

- Go to Microsoft Dynamics GP | Tools | Setup | Posting | Posting
- Select the Financial Series and the General Entry Origin
- Verify that the Allow Transaction Posting checkbox is unmarked or unmark it
- Click Save

Then on the Batch Entry window, set up Field Level Security

- Go to Microsoft Dynamics GP | Tools | Setup | System | Field Level Security
- Click Add
- Enter a new Field Security ID and Description
- Select the Product Name lookup button
- Expand Microsoft Dynamics GP, expand Microsoft Dynamics GP, expand Financial, expand Batch Entry, select Main: Batch Entry, select Post Button, and then click OK
- Select Password Before for Security Mode, and then select a Password ID. *Note: Because you can set up a Field Security ID per user per window, you can assign a Password ID specific for the user you are assigning the Field Security ID to.*
- Click Save
- Select the Field Security ID, User ID, and Company Name you want to assign the Field Security ID to, and then click OK

Once you've taken these easy steps, your auditing rules are in place!

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Report and Modified Window Hiccups

For a Dynamics GP Administrator, it's important to troubleshoot why a report is no longer printing or why you're receiving an error during the process, so you can get back up and running as soon as possible.

Here are a few common roadblocks and how to work around them when reports are no longer printing:

When you're applying a Service Pack or a Year End Update and the report is no longer printing, you may need to recreate the Reports.dic file by *following these steps*.

Sometimes a report is no longer printing due to a printer issue, *click here* to understand how to resolve this issue.

After an update, if a window isn't working correctly, you may need to recreate the Forms.dic file by following the steps *here*.

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Maintain Your Security

Setting up and maintaining your security is your responsibility as the GP Admin. Taking the time to understand the Users' roles in the company and setting up Security based on their roles reinforces that Users are performing their job and duties correctly and you limit risk.

When setting up each User, it's important to discuss which windows and reports they need Security access to. Once you've identified where each user fits, you have a four step process:

1 Create Security Tasks specific to the actions they're performing. Keep each Security Task unique, such as if a User needs to enter Payroll transactions, create a Security Task called Payroll_Trx_Entry.

2 Now, create Security Roles specific to the roles in your company. For example: a User manages the Payroll department. For this Security Role, you could name it Payroll_Mgr.

3 Then, assign the appropriate Security Task(s) to the Security Role(s).

4 Lastly, assign the Security Roles created to the Users.

Over time, you might find Users needing access to different windows or reports. We recommend verifying that they should have security to it, then reviewing which current Security Task and Security Role has access to it. Once you've vetted the request, create and/or assign security as needed.

What about new users?

Pro Tip: When creating new Users in the system who will be working in the same roles as other Users, it helps reduce the security set up time by using the Copy features in the User Setup window.

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Build and Clear Payroll Work Tables

Several errors can appear when a User is trying to Build Payroll Checks, due to the fact the Payroll Work tables aren't being cleared. It's important to know how to clear these tables because employees love getting paid on time! **Use these steps to resolve the error message**.

Troubleshooting? Use a Test Company!

Test companies help Microsoft Dynamics GP Admins because it allows Users to continue with their daily processes while troubleshooting a situation(s).

Need an example?

☑ Set up a test company that has a copy of live company data by using SQL Server 7.0, SQL Server 2000, SQL Server 2005, SQL Server 2008, or SQL Server 2012

☑ How to create a test or historical company in Payroll or in Canadian Payroll in Microsoft Dynamics GP

Pro Tip: If you need to test and/or troubleshoot in the DYNAMICS database, then it is recommended a TEST environment is setup & used.

Payables Management Check Batch

There are many moving parts to the Payables Management Check Batch, so an interruption during different resolutions can be detrimental.

Why is yours being interrupted? **Click here** to understand during which phase a Check Batch is interrupted and how to continue with the check run.

Stuck Batches

Posting and other interruptions happen on a daily basis. If a Batch gets stuck while posting, it is important to understand how to not only get it back to available status, but prevent the interruption from occurring again.
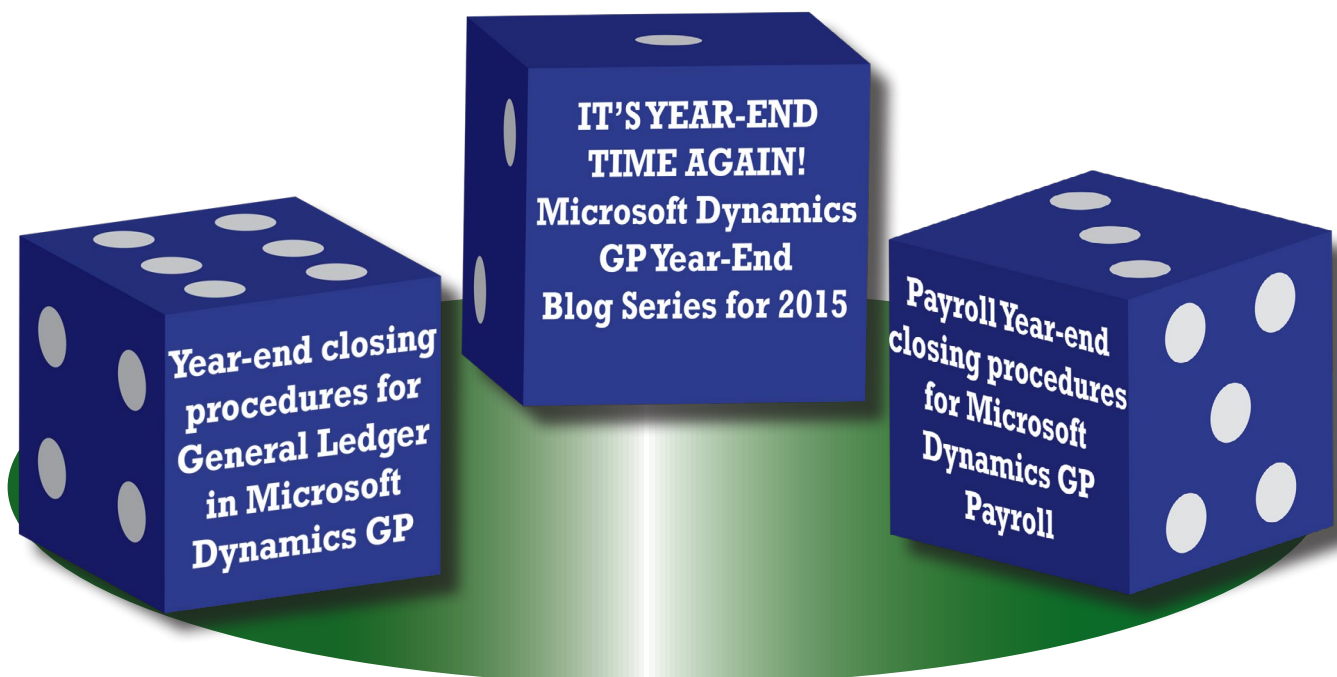
Use these steps to bring a Batch back to available status. Once the Batch is available, it's imperative to create a new Batch ID, save the transactions to the new Batch ID, print an Edit List of the Batch ID to verify there are no errors, and then post the new Batch ID. If the new Batch ID posts successfully, then delete the old Batch ID.

It is also recommended to make a complete restorable backup prior to posting the new Batch ID just in case. Another great suggestion is to post Batches in the morning, if possible, especially when backups are created on a nightly basis. If a restore is ever needed, these are a couple of great safeguards to have in place.

Year-End Close

When planning for your year-end close, try to set a routine so that each module is closed in an orderly fashion year after year.

Here are a few examples to help you establish your year-end rountines:

IT'S YEAR-END TIME AGAIN! Microsoft Dynamics GP Year-End Blog Series for 2015

Year-end closing procedures for General Ledger in Microsoft Dynamics GP

Payroll Year-end closing procedures for Microsoft Dynamics GP Payroll

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User-Friendly Resources

Software Development Kit (SDK)

The SDK is a great resource when creating other products that integrate with Dynamics GP, customizing components within it, and situations that require troubleshooting.

For example: SDK files are a tremendous help when understanding work and master tables, such as their values, transaction file flowcharts, and posting flowcharts. This helps you understand tables or field values in Dynamics GP when troubleshooting situations, importing into work and master tables, adding customizations, etc.

Note: For open and history table information, the Table resources window is great to reference (Microsoft Dynamics GP | Tools | Resource Descriptions | Tables).

How to download it?
C:\MDGP2016_RTM_DVD_ENUS\
MDGP2016_RTM_DVD_ENUS\
Tools\SDK\Dynamics GP

The DynamicsGP_SDK.chm file is a user-friendly guide for the SDK.
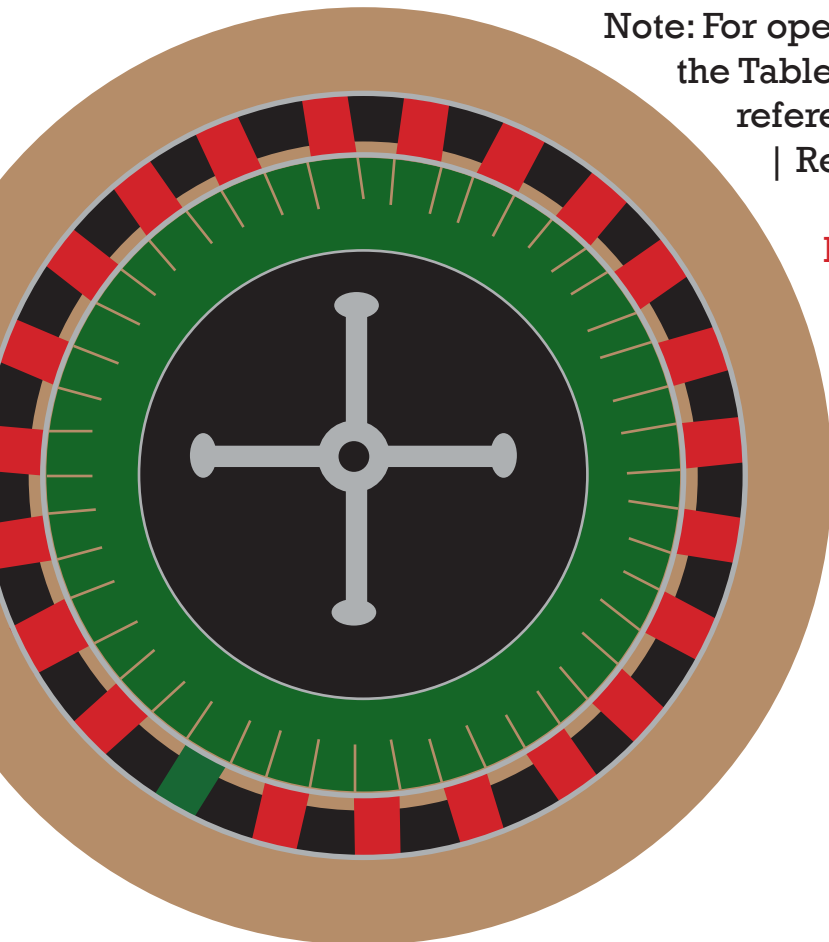
9 ◆ <u>Professional Services Tools Library (PSTL)</u>

If you're a Microsoft Dynamics GP Admin and you aren't using the PSTL, you will be now. It helps you in numerous ways from turning on a Dexsql.log file to combining or modifying master records to copying information into new companies. Here you can see a list of all the tools available:
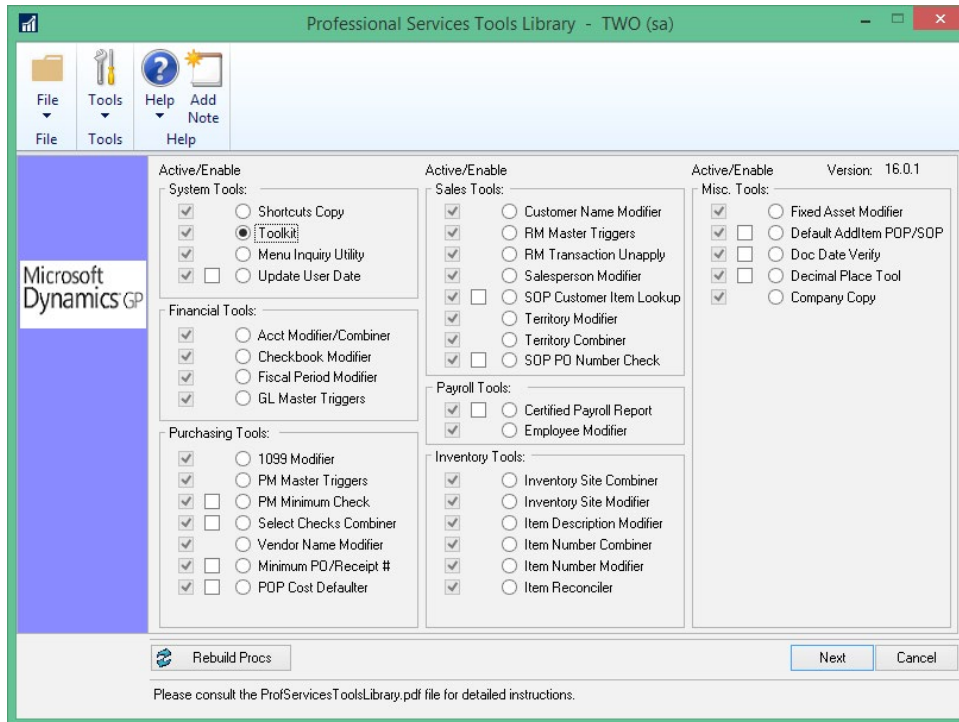
Haven't installed the PSTL?

No problem! Open the Programs and Features window, double-click Microsoft Dynamics GP 2016, click Add/Remove Features, and then click Next to select and install PSTL.

Once you've installed the PSTL, log into Microsoft Dynamics GP and add it to the Home Navigation Pane—*making it quick and easy to access these tools.*

- Right-click in the Home Navigation Pane, then click Add window.

- In the Add Window Shortcut window, expand Technical Services Tools, expand Project, click Professional Services Tools Library, click Add, and then click Done.

- For more information about the tools within PSTL, you can review the ProfServicesToolsLibrary.pdf file. The typical location for it is: C:\Program Files(x86)\ Microsoft Dynamics\GP2016\Documentation.

- If you need to utilize the Software Development Kit to add custom logic to tool, you can review the pstlsdk.doc file. The typical location for this is: C:\Program Files (x86)\ Microsoft Dynamics\GP 16.0 SDK\Content.

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These tips are brought to you by the Rockton Software Support team. One last tip for GP Administrators is to check out our great Microsoft Dynamics GP Add-On Products:

Rockton Software Add-On Products

☑ **SmartFill** a google-style data search tool

☑ **Dynamics GP Toolbox** 25 tools in one package

☑ **Auditor** changes happen, now you have a way to track them all

☑ **Dynamics Report Manager (DRM)** reporting so fast and easy

☑ **Omni Price** manage nearly every pricing situation you can think of

To learn more, contact sales@rocktonsoftware.com or visit our website at www.rocktonsoftware.com.

Rockton Software, a Microsoft Dynamics Partner, is an Independent Solutions Vendor (ISV) based in the United States. The company started in 1999 by offering custom Dexterity development for clients using Microsoft Dynamics GP accounting software. Rockton Software is a virtual company that has employees in five states with its headquarters in Lafayette, Colorado. With over 2,700 customers worldwide, Rockton Software supports innovation by offering Microsoft Dynamics add-ons for several industries.

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