To login click on the icon and the screen above will appear. Ensure that the Server dropdown is “Dynamics GP 2015”. Enter your assigned user ID (if it not already displayed) and enter your password. Click “Ok” icon on the bottom left. (Please note that the User ID and password are case sensitive). Only 10 users can be logged on at any one time.
User Preferences:

On the left hand panel of the screen click on “User Preferences” and the pop up screen above shown in Diagram 3 will come up. Entering data and navigating through Great Plains is done by hitting either the “Tab” key or the “Return” Key. Ensure that “Return” versus “Tab” is selected. This manual is prepared assuming that “Return” is your preference. If you prefer using “Tab” instead of “Return” you will need to click on “Tab”). Then click “OK” on the top left button of the horizontal toolbar.
Diagram 3

Account Detail Inquiry:
Select “Inquiry” from the menu at the top of the screen as shown on Diagram 3, select “Financial” then click on “Detail”
Diagram 4

The Diagram 4 screen will appear, key in the assigned account number that you’re interested in seeing in the upper left of the page right beside the word Account.

After keying in the account number press “Return” and the account activity entered to date for that fiscal year will appear. Please note if you can’t remember the account number you can click on the little magnifying glass symbol beside the account entry field and a list of all existing accounts and corresponding assigned names will appear. Just scroll down and you can select the account you are interested in from the list (see Diagram 5). The number displayed next to the “Account Balance” is the total of all transaction charged to-date to that selected general ledger account (see Diagram 6).
Diagram 5
To see the descriptions you can use the blue arrow keys on the right hand side of the screen right beside the words Currency ID see Diagram 7. (To print click on the “Printer” icon on top menu bar).

You can search by date by selecting a date or date range. On the date line click on the “from” and either key in the date or pick the date from the calendar that appears. Select the fiscal year from the drop down next to Year.

Pick the date range that falls in fiscal year you are interested in and then click ” Redisplay” button at the top of the screen.
Only transactions that have occurred in the selected date range will be displayed. To identify what type of entry has been charged you can click on the entry you are interested in. It will shade the whole entry in black then click on the **Journal Entry** link (this is located middle of the screen on the left side above the entry you have clicked). This will allow you to see the journal entry. If this entry was the result of an invoice being paid you can verify the vendor by clicking on the **Source Document** on the top left of the Transaction Entry Zoom page.
Diagram 9
The document number of the invoice is displayed next to “Document Number”. If you click Apply it will bring up another window displaying the cheque number generated from the GP (Great Plains) system (see Diagram 12).
Diagram 12
Printing Trial Balance Reports:

Diagram 13

Select “Reports” from the menu at top of the screen select “Financial” and then “Trial Balance”
You can create a new report or modify an existing report. Reports have been created for all budget holders for the monthly responsibility statements. The reports are by the budget holder’s last name and the reporting group (three digit code in the second grouping in the general ledger x-xxx-xxxx-xxx). You can select the one you are interested in running from the list.
Click “Modify” and a similar screen to Diagram 16 will appear. Typically the only thing that you would change is the date you are running the report for. In the “Ranges” dropdown, select “Date”. Next to the “From:” and “To:” field, select dropdown “Enter Date”. Enter the date range that you would like to generate. Then click “Insert”. If there is already an existing restriction on the Date then, you will have to highlight the Date in the “Restrictions” field, click “Remove” and then “Insert” to set the Restrictions to the date that chose to run the report for.

If you are running the Trial Balance report for the current fiscal period, “Open” should be clicked and ensure that the current fiscal year is selected from the dropdown. In this example “2016” is selected in the dropdown.

If you are running the Trial Balance report for a previous fiscal period, “History” should be clicked and choose the fiscal year that you are running the report for and set the Restrictions accordingly ie date within the range of the fiscal year.

In the example below the month of February 2016 is going to be generated since the Date Restrictions is set From Feb 1, 2016 To Feb 29, 2016. You can press the “Destination” button at the bottom right hand corner to set the printing to the “Printer” “Screen” and/or “File”.
In Diagram 16, we have selected to print to the screen. Click the “OK” then click “Print” on the menu at the top of the screen (the printer icon).
A screen printout of the trial balance will appear similar to Diagram 17. Click “Print” on the screen output and it will print a hard copy to your printer. If you click on the “File” destination you can save an output of the report to Excel.
To create a new report, click “Report”, “Financial” and “Trial Balance”.

Diagram 18
Click on “New” icon at the bottom of the screen shown on Diagram 19 and the screen will pop up.
You will need to assign a name to your new report in the “Option” field (even if you do not plan to save it) this is a mandatory field. You must check “Posting Accounts” tag top left. You can print from the current year or you can print historical year data. The default is the most recent current year.
You can modify your report data by date, account and segment ID. If you do not set a date range, then the report will generate a year to date report for the fiscal year selected.
Diagram 22

For example if you want to print the detail for a single account you would create the report as follows: select “Account” from the ranges field then in the “From to Range” enter in the account number. For this example below I have selected account 0-040-4100-010 (you can use the magnifying glass to search if you are not sure of the account number)
Once you have picked the account you are interested in printing click “Insert” on the bottom left of the screen. You can also have the report subtotal the account information for you monthly. To do this use the drop down menu at the top right of the screen and select “Month” from the drop down menu.
Click “Destination” at the bottom right of the screen to see where the report is being printed. In this example the report is being printed to the screen and click “OK” (see Diagram 24).

Diagram 24

To print, click “Print” (print icon at the top middle of the page) see Diagram 25
A printout to the screen will appear (see Diagram 26).
Diagram 26

The report will print to the screen. You can also use the “Maximize” button top of the page to get the full screen view. To print a hard copy of the report, click “Print” screen report. Close the screen output window by clicking “x” at the top right corner of the screen output window to go back to the Trial Balance Reports Option window. To save the report, click “Save” at the top left menu of Trial Balance Reports Options window.
Run Trial Balance by Segment ID

To run the trial balance by segment ID, select Segment ID in the Ranges dropdown:

Diagram 27

For example, if you want to print all of food services department 134 accounts, you would create the report as follows: click the looking glass in the Segment ID field and a Segment IDs window will appear. Highlight “Segment2” and click “Select” on the top menu bar (see Diagram 28).
Diagram 28
In the “From” and “To” field enter 134 (you can type 134 or select using the magnifying glass)
Then click on the “Insert” button and click on “Destination” button to see where you are printing to. In this example “Screen” has been selected.
You also can have subtotals on the trial balance report by choosing “Month” from the Subtotal By field. Then click “Print” after you have selected the Destination and it will print all year-to-date account transactions in the 134 group within the 2016 fiscal year.
If you want the same information for a previous year select the Year area “Field History” and select the year you want to run from the drop down menu and then press the “Print” icon.

**Downloading Information to Excel**

Select “Report” “Financial” then “Trial Balance” click “New” in the options field. Create a name for your report, for this example we are calling it “Test Report”. Under “Include:” ensure that “Posting Accounts” box is clicked and select the account information you are interested in. In this example we are going to look at the restricted fund group segment 2 “216”. In the range field select “Segment ID” in the segment field choose the “Segment2” and choose the range from 216 to 216 and click “Insert” then click on the “Destination” button. Ensure that “File” is selected see Diagram 34. Assign the file a name ie Test Report and ensure that you select “Comma Delimited File” as the file type from the menu see Diagram 35 below.
Diagram 34
Click on the “File folder” symbol near file name. The “save to export file” window will appear. Assign it a file name and save the file in the location that you want on your computer. Under the dropdown menu next to “Save as type” choose “Comma delimited file”. Then click Save. This will bring you back to the Report Destination window as in Diagram 36.
Ensure that you choose “Comma delimited file” under the dropdown menu next to File Format. Click “OK” then click “Print” on the top menu bar to run the report.
To access the excel file, open excel and locate the file in the folder where you saved it. Ensure that you choose “all files” and not only Excel Files (see diagram 38).
Locate the saved file which would have a csv extension to the file name ie. Test Report.csv. (see Diagram 38)

Diagram 38
After you open the report, you will need to format the columns and save it as an excel file, with an excel extension instead of a csv extension (see Diagram 39).

### Diagram 39

![Excel Spreadsheet](image-url)
SMARTLIST

To generate a smartlist report, click on Microsoft Dynamics GP dropdown menu (see Diagram 40):

Diagram 40
The Smartlist window will appear. Select the “Financial” folder and expand. Then select the “Account Transactions” folder and expand. Double click “Account details – other” (see Diagram 41)
A window similar to Diagram 42 will appear. Click “Search” on the top horizontal menu bar (see Diagram 43).

Diagram 42
Under Search Definition 1, select the Filter dropdown to one of the following:

a) “is equal to” if you know the account number
b) “begins with” if you want all accounts beginning with the first two segments of account ie. 0-070
   c) “is between” if you want to run a limited range of the accounts ie. between 0-070-7500-010 and
      0-070-7900-020.

Under Search Definition 2, select the date range you would like the report to generate.

Under Search Option “Maximum Records” choose the maximum records for the report to return. If you
know that the number of records is over 100 then set the maximum number of records to 1,000 to
ensure that the report will return all the transactions and not only the first 100 transactions. It is always
better to set the maximum records to a higher number.

Then click “OK” on the top horizontal menu bar.

Diagram 43
A report will be generated similar to Diagram 44.

You can sort the column that you want by clicking on the Column headings ie. Journal Entry, Trx Date, Account Number etc.

You can then export this report into excel by clicking the Excel icon at the top of the Smartlist toolbar.

Diagram 44