Microsoft Dynamics

Microsoft Dynamics™ GP
QuickBooks™ Mover's Guide
Executive Overview

By Richard L. Whaley and Leslie Vail
of Accolade Publications, Inc.

Introduction

Congratulations! Your business has grown to the point where you need to step up from QuickBooks to the more robust Microsoft Dynamics GP system.

Microsoft Dynamics GP is filled with many new and exciting features that will allow your firm to more accurately account for the movements of funds, products, customers, and vendors. It also has more robust financial controls to ensure that transactions are properly recorded and that changes are not made behind your back. Audibility and traceability to generally accepted accounting standards are applied in this system, allowing you to delegate accounting tasks with confidence.

With the enhanced abilities of Microsoft Dynamics GP come additional functions and controls. In places, you might think that Microsoft Dynamics GP requires extra steps. The power of this application and the controls and security it provides far outweigh the few extra steps. With the growth of your business, you find more and more often that you must delegate tasks to others. When you are used to doing the jobs yourself, you don't need to worry that the tasks are performed properly. For your accounting, Microsoft Dynamics GP will help ensure this to be true.

This QuickBooks Mover's Guide is designed to help you make the move, to understand the differences, and to understand how to perform transactions required by your firm in this new-to-you application.

What's in this Executive Overview

Microsoft Dynamics GP is a robust application that includes features across nearly every area of financial and business management. These features give Microsoft Dynamics GP a strength that allows it to support the requirements of a wide variety of growing business types.

We have prepared the QuickBooks Mover's Guide to help you transition your growing business to this powerful application. It provides essential guidance helping users of QuickBooks understand and implement matching and enhanced features of Microsoft Dynamics GP. Consider it a "quick start" guide to make your transition easier.

In this Executive Overview, we are providing you a preview of the content found in the complete QuickBooks Mover's Guide. In the following pages, you will see an excerpt from Chapter 4: Financial Reporting. This excerpt details the process of creating and opening budgets within Microsoft Dynamics GP. This section will show you the advantages of the Microsoft Dynamics GP budgeting functionality, while giving you an idea of the depth of content provided that will help ease the transition from QuickBooks. Following this excerpt, you will find the Table of Contents from the entire QuickBooks Mover's Guide. The Table of Contents is included as a preview to the more comprehensive content that will be available as you make a successful transition from QuickBooks to Microsoft Dynamics.

With your purchase of Microsoft Dynamics GP, the complete QuickBooks Mover's Guide will be made available as a download on CustomerSource, Microsoft Dynamics exclusive website for customers. Continue reading to understand the value this guide will provide as you make the move to Microsoft Dynamics GP!

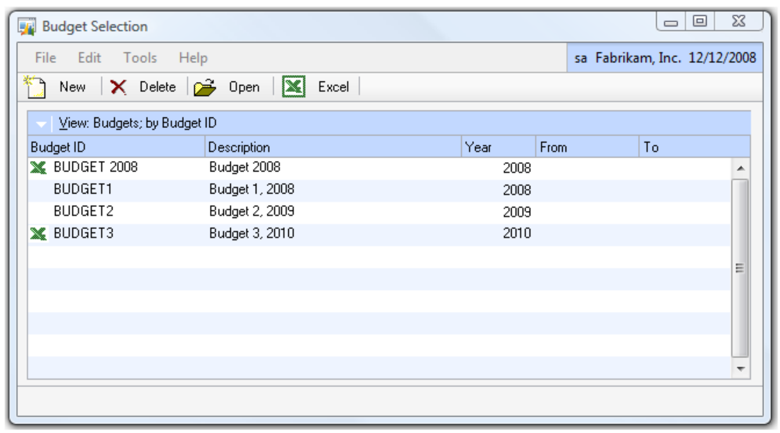
Creating and Editing Budgets using Excel

Using QuickBooks, only one budget can be created per fiscal year. With Microsoft Dynamics GP an unlimited number of budgets may be created per fiscal year. Additionally a single budget may include any combination of accounts including both Profit and Loss and Balance Sheet accounts. Budgets may also be password protected.

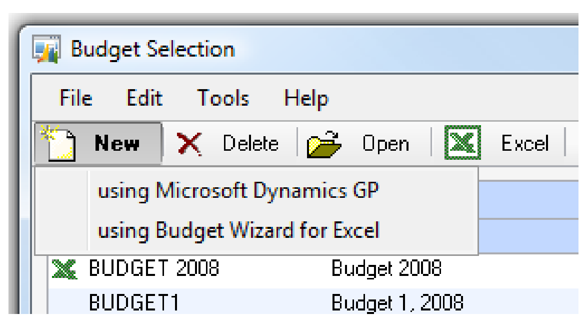
Microsoft Dynamics GP provides a simple method to import and export budgets using the familiar Excel format. A budget can be created in Excel and then imported into Microsoft Dynamics GP, or a budget can be created from within Microsoft Dynamics GP and then exported to Excel for editing.

Creating a Budget

To create or open a budget use the Budget Selection window. *(Financial >> Cards >> Financial >> Budgets)*



Selecting 'New' from the tool bar of the Budget Selection window will open a drop-down menu as illustrated below:



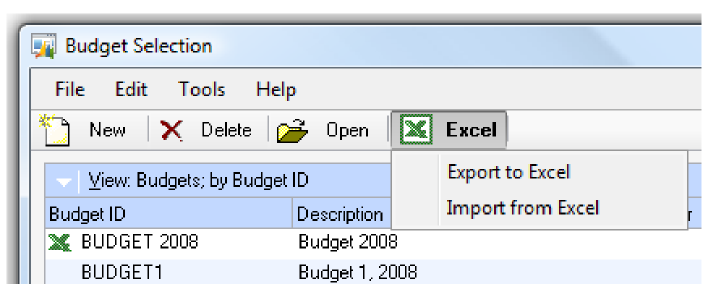
Select 'using Budget Wizard for Excel' to launch the budget creation wizard. The wizard consists of several screens which will step through the process of adding a new budget. Once the budget is created the amounts may be edited using Excel and then imported back into Microsoft Dynamics GP. Note: Credit amounts like income, equity or liabilities must be entered as negative numbers.

Some key points to remember when creating a budget include:

- A budget can be made for a single fiscal year or a date range that may span fiscal years.
- The date range or fiscal year entered must exist in fiscal periods setup.
- One of four calculation methods can be used to create starting balances in the new budget. Where percentages are used they can be either positive or negative.
    - Open Year Percent (uses actual amounts from an open year adjusted according to the indicated percentage)
    - Other Budget Percent (uses the current amounts in another budget as adjusted by the indicated percentage. If the 'Other Budget' amounts change after the new budget is created, the new budget is not adjusted to reflect those changes.)
    - Historical Year Percent (uses actual amounts from a closed year adjusted according to the indicated percentage.)
    - Blank Budget (includes the account number and description but all amount fields are zero dollars.)
- A separate Excel worksheet may be included in the budget file to be used for reference while editing the budget.
- All accounts or just a selected group of accounts can be included in the budget.
- Several budgets may be stored in a single Excel file by using a separate tab for each budget.
- Do not modify the worksheet's layout by adding or moving columns because the link to Microsoft Dynamics GP depends on the layout being exactly as it is exported.

Opening an Existing Budget

Select a budget ID showing the Excel icon in the first column of the Budget Selection window.



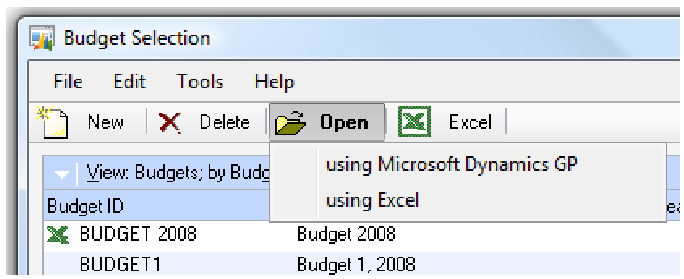
This icon acts as a visual cue that the budget has previously been viewed in Excel. Next, select the Open button from the tool bar. If the budget is showing the Excel icon there will be two selections available. These selections refer to the method to be used to open the budget. It can either be opened in the Microsoft Dynamics GP Budget Maintenance window, or opened using Excel.

Opening the budget using Excel is by far the easiest method to use to edit or view the budget as it has the familiar format of showing the accounts in rows and the periods as columns. Once the budget has been opened in Excel it can be edited including adding additional accounts.

The budget can be password protected so that no changes can be made to it by opening the budget using Microsoft Dynamics GP and selecting the Password Padlock button. A dialog box will be presented requiring the password to be entered, or if no password exists one can be assigned.

Importing or Exporting a Budget

Select a any budget ID in the Budget Selection window. It is not necessary for the Excel icon to be showing. Next, select the Excel button from the tool bar.



Two choices will be available. Export to Excel will export the budgeted amounts from Microsoft Dynamics GP to Excel. The budget can be exported to an existing workbook or a new workbook. If the selected workbook already has a tab that matches the budget ID selected, that tab will be replaced.

When importing back into Microsoft Dynamics GP the numbers on the Excel spreadsheet will replace any existing numbers in the budget so be sure to enter the budgeted amount instead of the amount by which the budget should be changed. Again, credits should be entered as negative numbers.

Importing from Excel will import the numbers from a specified workbook and worksheet thereby replacing all of the budgeted numbers with the amounts from the worksheet. The number of periods in the Excel budget must match the number of periods in the Microsoft Dynamics GP budget or else no import will occur. While the existing columns should not be moved nor should additional columns be inserted in the Excel budget layout, links to other files and calculations can be included without impacting the import back into Microsoft Dynamics GP.

This section is an excerpt from the full QuickBooks Mover's Guide. See the following pages for a complete list of topics covered in the guide.

The full Quickbooks Mover's Guide includes the following topics

Chapter 1: Getting Around In Microsoft Dynamics GP

The First Login	List Pane Functions	Report Options
User Interface	The Action Pane	The Report List
Tool Bar Menus	Managing List Content	My Reports List
Task Screens	The Reports List	Reporting Tools
Using the User Desktop	The Reports Filter	
The Navigation Pane	Posting	

Chapter 2: Billing Customers

Creating Customers	Entering Sales Line Items	Transfer by Batch
Creating Customer Classes	Line Item Entry Icons and Buttons	Fulfilling Orders
Creating Items to Sell	Entering Sales Transaction Footer Information	Other Microsoft Dynamics GP Functions
The Sales Process In Microsoft Dynamics GP	The Document Transfer Process	
Entering a Sales Transactions	Document by Document Transfer	

Chapter 3: Paying Your Bills

Creating Vendors	Using a Computer Check Run	Finding Data
The New Vendor Center	using Credit Cards to Pay Vendors	Payables Transaction Inquiry-Vendor
Set up a New Vendor Using Vendor Maintenance	Checking the Accounts	Payables Transaction Inquiry-Document
Paying Bills	Transactions on Hold	Vendor Credit Summary Inquiry
Entering a Bill and Paying it in one step	Voiding Invoices/Bills and other Open Transactions	Crediting and Printing Reports
Recording Manual Payments	Voiding Checks and other Historical Transactions	Other Microsoft Dynamics GP Functions

Chapter 4: Financial Reporting

Overview	Opening an Existing Budget	Creating a Profit and Loss Statement
GL Accounts	Importing an Existing Budget	Creating a Balance Sheet
Creating Posting Accounts	Closing the Fiscal Year or Period	Creating a Statement of Cash Flows
Types of Journal Entries	Inquires and Reports	Creating a Statement of Retained Earnings
Standard Journal Entries	Summary Inquiry	Printing Financial Statements
Reversing Entries	Detail Inquiry	Advanced Financial Analysis
Quick Journal Entries	Transaction Entry Zoom	Additional Features
Creating Entries	Payables Transaction Entry Zoom	
Creating and Editing Budgets using Excel	Other Inquiry Windows	
Creating ia Budget	Creating Financial Statements	

Appendix A: Setup

Installing Microsoft Dynamics GP	Tax Schedules	Vendor Class
Using the Setup Checklist	Company Setup	Vendors
User Preferences	Banks	Inventory
Registration	Credit Cards	Unit of Measure Schedules
Add Users	General Ledger	Sites
Alternate and Modified Forms and Reports	Posting Setup - Batch vs. Transaction Processing	Item Classes
Creating a New User	Posting Process Options	Items
Setting Up Alternate and Modified Forms and Reports	Posting Date Options	Receivables
Account Format	Posting Detail Options	Customer Class
Account Setup	Posting Setup Screen	Customer
Fiscal Period Setup	The ALL Posting Setup Screen	Optional Tasks
Sales Tax Setup	Posting Accounts	Other Modules
Tax Details	Payables	