

**Great Plains General Ledger**  
**50 Advanced Tips & Tricks**  
**September 2009 Lunch and Learn**  
**by Ed Motola**

**Audit Trail Reporting**

1. Cross-Reference Reports of Journals by Journal Entry, Source Document, Audit Trail Code and lookups: Reports > Financial > Cross-Reference
2. Transaction Linking: Transactions > Financial > Transaction Matching
3. Source Journals from Sub-ledgers: Tools > Setup > Posting > Source Journals
4. Uniting the Sales Series Journals: (see Default SOURCE DOCUMENT LIST of Journals by Series.doc)
5. Default Source Journals: Tools > Setup > Posting > Audit Trail Codes
6. Multiple custom General Journals (GJ) – partitioning the journal entries originating in the General Ledger for Accruals versus Adjustments, Month-end versus Year End, etc.

**General Transaction Entry shortcuts and tips:** Transactions > Financial > General

7. General Transaction Entry window as a home base
8. Quick Links versus Toolbars versus Shortcuts on Navigation Pane
9. User Preferences – Tab Key versus Enter Key: Microsoft Dynamics GP > User Preferences
10. Insert Divider Line in a Series on the Toolbar: Right-Click Toolbar > Customize > Series > Modify Selection
11. Shortcuts, Syntax, and Notes – navigating Transaction Entry and scrolling windows
12. Batch ID syntax for ownership, date, recurring frequency, re-use, and research for Journal reports
13. Recurring Batches in Batch versus Series Posting windows: Transactions > Financial > Batches AND Series Post
14. Date and Calendar tips
15. Source Document and other Lookups: Ctrl-L
16. Reference and Distribution Reference (30 characters each) versus Record Level Notes with OLE
17. Scrolling window shortcuts and Typical Balance: Ctrl-Shift-Tab
18. Insert/Delete Rows: Alt-E > Insert or Delete
19. Advanced Lookups for Second GL segment: Tools > Setup > Company > Advanced Lookups
20. Advanced Search: Lookups with Binocular icon to search for Account Description > Containing

**Types of Journal Entries:** Transactions > Financial > General AND Quick Journal

21. Quick Journals with Override Offsets versus Recurring Batch journal entries
22. Standard versus Reversing Journal Entries
23. Correcting and Copying journal entries: (see Script to Create JE Index for GL Correction Lookup)

**Adjusting Entries to Control Accounts**

24. Cash adjustments to Checkbook via Bank Transactions and Bank Transfers: Transactions > Financial > Bank Transactions AND Bank Transfers
25. Bank Transfers versus Clearing Transactions: Transactions > Financial > Clearing
26. Sales Tax adjustments to Tax Details via General Transactions: Tools > Setup > Company > Company > Options > Calculate Taxes in General Ledger
27. Disallowing journal entries to control accounts (Cash, A/R, A/P, Tax, Inventory, etc.): Cards > Financial > Account > Allow Transaction Entry
28. Inactivating Accounts with balances and history: Cards > Financial > Account > Inactive

**Expanding Chart of Accounts**

29. Account Names from Segment Names: Tools > Setup > Financial > Segments
30. Account Maintenance template: Cards > Financial > Account
31. Mass Modify, and updating Descriptions via Integration Manager or SQL scripts: Cards > Financial > Mass Modify
32. User Defined fields for Posting Accounts: Cards > Financial > Account

33. Unit Accounts for Statistical Analysis of financial reports: Cards > Financial > Unit Accounts

**General Ledger Setup:** Tools > Setup > Financial > General Ledger

34. Next Journal Entry Number, Audit Trail Codes, and Posting Numbers: Tools > Setup > Company > Company > Options > Enable Posting Numbers in General Ledger

35. Deleting and Voiding journal entries

36. Corrections and Copies of Journal Entries sourced from sub-ledgers

37. Single or Divisional Retained Earnings Accounts

38. Posting to historical years, closing fiscal periods, and disallowing posting to historical years

#### **Inquiries and Reports**

39. Inquiries versus Account Summaries

40. Account History versus Beginning Balance Journal Entries: Cards > Financial > Account History

41. History Inquiry versus Account History

42. Reconcile Utility to recalculate Summary Inquiries from Transactions: Tools > Utilities > Financial > Reconcile

43. When to close the open year and how to adjust historical years

44. Open versus Historical reports and inquiries

45. Report options by range of accounts or range of segments

46. Report option naming syntax for ready to print: \*Recurring Month-End or \*Prior Month-End versus ~Edit Required; Open versus Historical Year; Detailed versus Summary; Destination options, etc.

47. My Reports favorites and link via Home Page to My Report List ribbon to view, print, edit, rename, etc.

#### **Other Setups and Routines**

48. Posting Setups for Summary versus Detail, Level of Posting from Series, GL versus sub-ledger posting date, Create New or Append affects on Audit Trail Codes, and Posting Journal options: Tools > Setup > Posting > Posting

49. Reconciling A/R and A/P ledgers to their GL control accounts with GL Reconcile utility: Tools > Routines > Financial > Reconcile to GL

50. Batch Recovery after posting batches with errors: Tools > Routines > Batch Recovery

Default SOURCE DOCUMENT LIST of Journals by Series: **Obsolete** versus **New** suggestions

Series	Source Document	Description
Sales/ Obsolete	APL	*Apply Receivables Documents
	COM	*Transfer Commissions
	CRJ	*Cash Receipts
	RMJ	*Receivables Posted Trx Maint
	RMPDC	*Sales Payment Documents
	RMVPD	*Sales Voided Payment Docs.
	SJ	*Receivables Transaction Entry
Receivables	ARAPL	Apply Receivables Documents
	ARCOM	Transfer Commissions
	ARCRJ	Cash Receipts
	ARRM	Receivables Posted Trx Maint
	ARRMPDC	Sales Payment Documents
	ARRMVPD	Sales Voided Payment Docs.
	ARSJ	Receivables Transaction Entry
	ARSVT	Sales Voided Transactions
Inventory/BOM	BMASM	Bill of Materials Assembly
Bank Reconciliation	CMADJ	Bank Reconcile Adj
	CMDEP	Bank Deposits
	CMTRX	Bank Transactions
	CMXFR	Bank Transfers
Miscellaneous	DPCIA	Depot Inventory Adjustment
	DPPIT	Depot Inventory Transfer
Financial/GL	GJ	*General Journal
	GJCLR	Clearing Adjustment
	GJCY	Current Year-end Adjustments
	GJMEADJ	Month-end Adjustments
	GJMEDA	Month-end Deprec/Amort Accrual
	GJMEIV	Month-end Inventory Accruals
	GJMELI	Month-end Loan Interest Adjust
	GJMEPO	Month-end PO Accruals
	GJMEPP	Month-end Prior Period Expense
	GJMEPR	Month-end Payroll Accruals
GJPY	Prior Year-end Adjustments	
Invoicing	INVCE	Invoice Journal
Inventory	IVADJ	Inventory Transactions
	IVTFR	Inventory Transfers
Multicurrency	MC	Currency Revaluation
Project Accounting	PABL	Billing Trx
	PACL	Project Closing
	PAEE	Employee Expense Trx
	PAEL	Equipment Log Entry
	PAIV	Inventory Transfer Trx
	PAML	Misc. Log Entry
	PARET	PA Returns Trx Entry
	PARR	Revenue Recognition Trx
Purchasing/Payables	PATS	Timesheet Trx
	PMAPY	Payables Apply Doc

	PMCHK	Computer Checks
	PMPAY	Payment Entry
	PMTRX	Payables Trx Entry
	PMVPY	Void Historical Trx
	PMVVR	Void Open Trx
Purchasing/POP	EDTPO	Edit PO Status
	PMPDC	Purchasing Payment Docs.
	PMVPD	Pur. Void. Payment Docs.
	POIVC	Purchasing Invoice Entry
	POPVT	Purchasing Voided Trx
	PORET	Returns Trx Entry
	PVIVC	Voided Purchase Invoice
	RECVG	Receivings Trx Entry
	RECVT	Receivings Voided Trx
Miscellaneous/RMA	RMAIA	RMA Inventory Adjustment
	RMAIT	RMA Inventory Transfer
Miscellaneous/RTV	RTVIA	RTV Inventory Adjustment
	RTVIT	RTV Inventory Transfer
Service Management	SCCIA	Service Call C-Parts Line Adj
	SCIIA	Service Call I-Parts Line Adj
	SCIIT	Service Call Inventory Transf.
	SCRIA	Service Call R-Parts Line Adj
	SCRIT	Service Call R-Parts Line Trsf
US Payroll	UPRCC	Computer Checks
	UPRMC	Manual Checks
	UPRME	Month-End Reports
	UPRPE	Period-End Reports
	UPRQE	Quarter-End Reports
	UPRVC	Void Checks

# Microsoft Dynamics GP takes a long time to display the entry list after you open the "Original Journal Entries" window

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## SYMPTOMS

After you open the Original Journal Entries window in the Correct Journal Entry window or in the Copy Journal Entry window to view the entries, Microsoft Dynamics GP takes a long time to display the entry list because there is no index in GP by Journal Entry number.

## RESOLUTION

To resolve this problem, follow these steps to create an Index by Journal Entry Number.

**Note** Before you follow the instructions in this article, make sure that you have a complete backup copy of the database that you can restore if a problem occurs.

1. Click **Start**, point to **All Programs**, point to **Microsoft SQL Server**, and then click **SQL Server Management Studio**.
2. Click **Connect**.
3. On the **File** menu, point to **New**, and then click **Query with Current Connection**.
4. Copy the following code in the query pane.

```
CREATE NONCLUSTERED INDEX [SEE_GL30000PerformanceCustom] ON [dbo].[GL30000]
(
    [Back_Out_JE] ASC,
    [HSTYEAR] ASC
) ON [PRIMARY]
go

CREATE NONCLUSTERED INDEX [SEE_GL20000PerformanceCustom] ON [dbo].[GL20000]
(
    [Back_Out_JE] ASC,
    [OPENYEAR] ASC
) ON [PRIMARY]
Go
```
5. In the database list, click the company database that you want to use, and then click **Execute**.
6. Repeat step 5 for each company database in which the problem occurs.

## MORE INFORMATION

### Steps to reproduce the problem

1. On the **Transactions** menu, point to **Financial**, and then click **General**.
2. In the Transaction Entry window, click **Correct** or click **Copy**.
3. In the Correct Journal Entry window or in the Copy Journal Entry window, follow one of these steps:
  - Click the lookup button in the **Original Journal Entry** field.
  - Type an entry number in the **Original Journal Entry** field, and then click **OK**.