

Computerized Accounting

IN THE CLOUD using

Microsoft Dynamics GP 2016

8th Edition

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Instructions & Assignments



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Instructions & Assignments

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OVERVIEW OF MAINTENANCE, TRANSACTION PROCESSING, AND OTHER ACTIVITIES

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INTRODUCTION

This chapter provides an overview of the types of information and activities in *Microsoft Dynamics GP*. It is important for you to understand each of these because they will be used extensively in the remainder of these materials.

As discussed in Chapter 1, there are five related types of information or activities included in *Microsoft Dynamics GP*. The five items are:

1. **Maintenance**
2. **Transaction processing**
3. **Other activities**
4. **Transaction and other information review**
5. **Reports**
 - General ledger balances
 - Subsidiary ledger balances
 - Financial Statements

Chapter 3 covers the first three items. Items 4 and 5 are covered in Chapter 4.

MAINTENANCE

Maintenance is covered first. Maintenance means establishing the information in the system that permits the convenient processing of transactions and preparation of reports. Examples include such tasks as setting up general ledger accounts, customer accounts, and employee payroll information. To illustrate, after a Customer ID is selected in the Sales Transaction Entry window to process a credit sale, *Microsoft Dynamics GP* automatically completes many areas of the window, such as the customer's name, address, and the general ledger sales account for sales to that customer. This automation is possible only when maintenance has been completed.

There are six maintenance windows, and for each window there are three possible maintenance tasks that can be performed. These are as follows:

Six Maintenance Windows Tasks

1. Customer Maintenance
2. Vendor Maintenance
3. Employee Maintenance
4. Item Maintenance (inventory)
5. Account Maintenance
(general ledger account)
6. Asset General Information (fixed assets)

Three Types of Maintenance

1. Add a new record
2. View and change information
in an existing record
3. Delete a record
(or retire a fixed asset record)

Maintenance is time consuming when a company initially uses accounting software such as *Microsoft Dynamics GP*, but when it is completed it greatly reduces the time required to process transactions and increases the available information after processing is completed. You will be introduced to maintenance to understand what has already been entered into the system. Maintenance is accessed through Cards on the relevant functional area page.

An important characteristic of maintenance is the inability to add or change any transaction data by doing maintenance. For example, it is impossible to add, delete, or change sales when doing customer maintenance and any other maintenance.

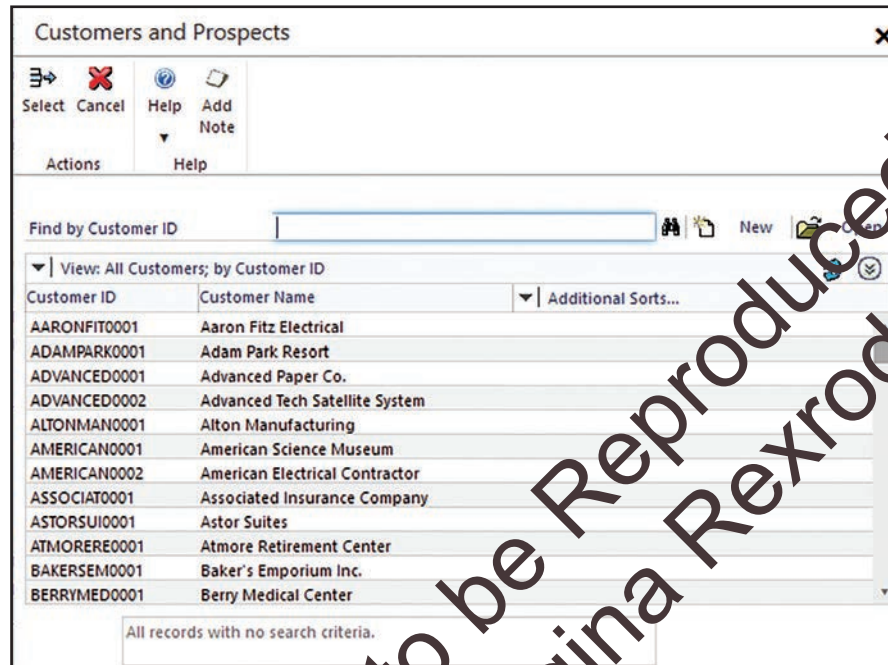
EXAMINE EXISTING MAINTENANCE

First let's view some maintenance that has already been done for Fabrikam, Inc. This is the second type of maintenance task listed previously.

- ▶ Sign in to DynamicsCloud following the instructions in Chapter 1.
- ▶ Open the Fabrikam company.
- ▶ Click Sales → Cards → Customer. A blank Customer Maintenance window appears that looks like the one shown below.

The screenshot shows the 'Customer Maintenance' window with the 'Customer' tab selected. The window contains various input fields for customer information, including identification numbers, contact details, and shipping/billing preferences. A large diagonal watermark reading 'SAMPLE - Not to be Reproduced by Regina Rexrode' is overlaid on the image.

- Click the lookup button next to Customer ID, which brings up the Customers and Prospects window like the one shown below.



- Select Castle Inn Resort in the Customers and Prospects window.

The Customer Maintenance window appears with information for Castle Inn Resort already included as shown in the illustration at the top of the following page. The information in the window has already been entered as a part of maintenance.

Customer Maintenance

Customer Accounts Address Options E-mail

Save Clear Delete All-in-One View Print Help Add Note

Actions File Help

Customer ID CASTLEIN0001 ☐ Hold ☐ Inactive **Parent Customer ID**

Name Castle Inn Resort

Short Name Castle Inn Reso

Statement Name Castle Inn Resort

Class ID CAN-ON MBSK-16

Priority None

Address ID PRIMARY

Contact Helen Cholakis

Address 234 103 Ave.

Phone 1 (613) 555-0117 Ext. 000

Phone 2 (000) 000-0000 Ext. 0000

Phone 3 (000) 000-0000 Ext. 0000

Phone 4 (613) 555-0117 Ext. 0000

City Ottawa

State ON

ZIP Code K4T 8W2

Country Code

Country Canada

UPS Zone

Shipping Method GROUND

Tax Schedule ID CANALLGST-7

☐ Ship Complete Documents

Ship To PRIMARY

Bill To BILLING

Statement To PRIMARY

Salesperson ID GARY W.

Territory ID TERRITORY 6

Type Retail

User-Defined 2

Comment 1

Comment 2

Trade Discount 0.00%

Payment Terms

Discount Grace Period 0

Due Date Grace Period 0

Price Level

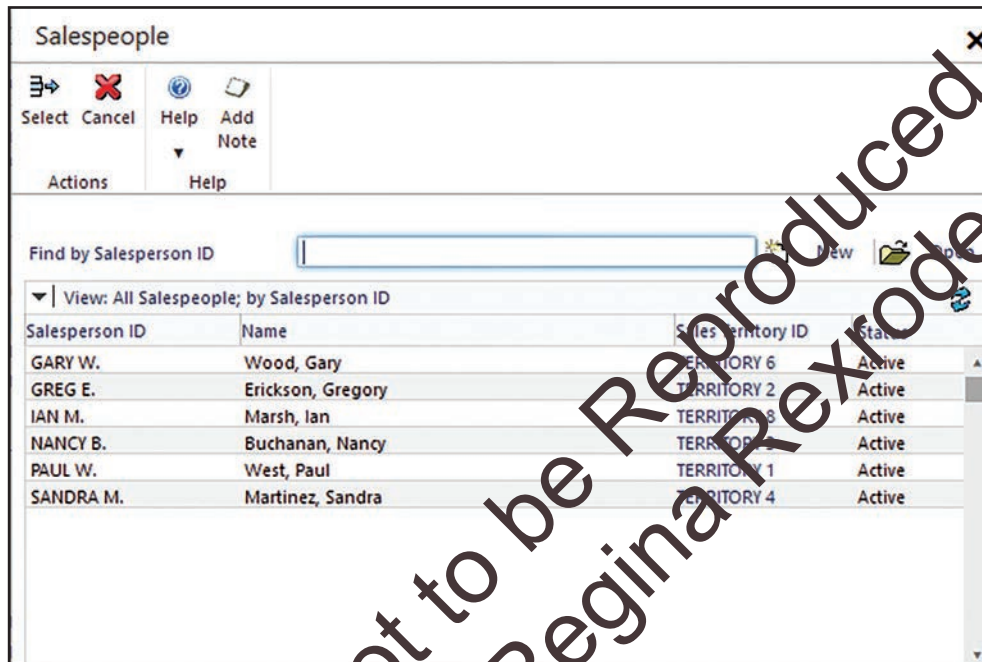
by Customer ID

Observe the information in the window. It includes the name, address, shipping method, and other information for Castle Inn Resort that will make processing the sales transaction faster and more accurate.

Next, you will examine some of the default information for Castle Inn Resort more closely. For example, observe that the name next to Salesperson ID in the window is Gary W. The salesperson, Gary W., is the default salesperson for this customer, which means this is the default entry that will be shown on the screen when the window first opens. When the *Microsoft Dynamics GP* operator processes a sales transaction for a specific customer, several default settings from the Customer Maintenance window will be shown in the Sales Transaction Entry window. There are hundreds of default settings in *Microsoft Dynamics GP*. These default settings are established through maintenance.

- ▶ Click the lookup button next to the Salesperson ID box.

The following window opens, which includes six salespersons' names. If the user wants one of the other selections when processing a transaction, he or she will click on the Salesperson ID lookup button and change it.



The screenshot shows a window titled "Salespeople" with a toolbar containing buttons for Select, Cancel, Help, Add, and Note. Below the toolbar is a search bar labeled "Find by Salesperson ID" and a "View" dropdown menu set to "All Salespeople; by Salesperson ID". The main area displays a table with the following data:

| Salesperson ID | Name | Sales Territory ID | Status |
|----------------|-------------------|--------------------|--------|
| GARY W. | Wood, Gary | TERRITORY 6 | Active |
| GREG E. | Erickson, Gregory | TERRITORY 2 | Active |
| IAN M. | Marsh, Ian | TERRITORY 3 | Active |
| NANCY B. | Buchanan, Nancy | TERRITORY 5 | Active |
| PAUL W. | West, Paul | TERRITORY 1 | Active |
| SANDRA M. | Martinez, Sandra | TERRITORY 4 | Active |

- ▶ Close the Salespeople window, but do not close the Customer Maintenance window for Castle Inn Resort.
- ▶ Click several other lookup buttons in the window and observe the large amount of information in this window.
- ▶ Click the Accounts tab at the top of the window. The Customer Maintenance - Accounts window for Castle Inn Resort opens. Observe that there are default general ledger account settings for different types of transactions. For each account there is also a lookup button to allow the user to easily change account numbers if necessary.
- ▶ Click the Options tab at the top of the Customer Maintenance window. The Customer Maintenance - Options window opens. Again, additional information has been provided. What is the credit limit for Castle Inn Resort? It is, of course, \$40,000.
- ▶ Close all windows to return to the Sales application page.

Based on this discussion you should reach two conclusions.

1. A large amount of information can be entered into each type of maintenance window.
2. Much of the information in the maintenance windows was originally set up with the use of maintenance through the Cards category.

ADDING A NEW RECORD

When a company obtains a new customer or vendor, adds new inventory, or hires a new employee, new records must be created in *Microsoft Dynamics GP*. It is important that sufficient information be included when the new information is added to allow for processing transactions. For example, if management wants to know, at some future time, the sales territory and salesperson for a given sale, that information will need to be added during maintenance. You will be setting up new records in Chapter 5.


TRANSACTION PROCESSING

After an accountant is satisfied with maintenance for all six maintenance windows, processing transactions can begin. Additional maintenance, such as adding a new customer, can and is often done during the processing of transactions.

Processing transactions is the most time-consuming aspect of any accounting system. For most companies there are both a wide variety and a large volume of transactions, often every day, but certainly every week and month.

You have already been introduced to the window for processing sales transactions in Chapter 2. Starting in this chapter, you will learn about transaction processing. In Chapters 5 through 7 you will learn and practice the many types of transactions covered in this book.

As an introduction to transaction processing, do the following for processing a sales transaction.

- 1.  Open *PubliKor* if that company is not already open. Click *Sales* → *Transactions* → *Sales Transaction Entry*. Select *Invoice* in the *Type/Type ID* box.

The Sales Transaction Entry window appears on the screen. The window should look like the one shown at the top of the following page. This window is an example of a typical window for recording transactions in *Microsoft Dynamics GP*. You will be using this type of window extensively in later assignments.



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ASSIGNMENTS PART I – QUESTIONS

MAINTENANCE

Answer the following questions. If the question asks for a date, write your answer using the following format MM/DD/YYYY.

Q-3-1. Maintenance Window Tasks

Required

Which of the following are Maintenance window tasks?

- a. Customer Maintenance
 - b. Vendor Maintenance
 - c. Item Maintenance
 - d. Financial Statement Maintenance
 - e. Back Up Maintenance
 - f. Employee Maintenance
1. a., b., d., and f.
 2. b., b., c., and d.
 3. c., b., c., and f.
 4. d., c., d., and f.
 5. all of the tasks are Maintenance window tasks.
-

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Q-3-2. Maintenance Information Types

► Select Fabrikam as the company in the Microsoft Dynamics GP drop-down menu.

Required

- a. What is the credit limit for the customer Advanced Paper Company?

- b. What is the hire date for employee Jane Clayton?

- c. When was the fixed asset “laser printer” acquired? **Hint:** Use Financial → Cards → General – Asset ID (scroll down to the Fixed Asset section of Cards to find this information).

- d. What was the acquisition cost of the laser printer?

- e. What is the account number for Finance Charges for a sale to the customer Continental Properties (write your answer in the following format 000-XXXX-XX)?

- f. What is the commission rate for the salesperson, Paul West (Write your answers using the following format X%)? **Hint:** Use Sales → Cards → Salesperson to find this information. How much did Paul West earn in commissions in January 2017? **Hint:** Use Sales → Cards → Salesperson to find this information.

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