



Intellitec Solutions

# Dynamics SL Tips `n Tricks

## WELCOME!

**Microsoft**  
GOLD CERTIFIED  
Partner



## Function Keys

- F1 Help
- F2 Edit field in grid view/enter date in period field
- F3 Check Possible Values
- F4 Switch between Form and grid view
- F5 Clear a field in form view
- F7 Set a date field to today's date
- F9 Enter and display notes



## Screen Level Help - v7.0

- Click on the ? to access help documents related to that screen.

	Company	Account *	Project	Task
1				
2				
3				

**Journal Transactions (01.010.00)**

Use [Journal Transactions \(01.010.00\)](#) to enter general ledger journal transactions (debit and credit entries); and to revise, edit, or delete module batches.

*Journal Transactions (01.010.00)* includes total batch information as well as individual transaction information. Transaction batches are comprised of individual transactions to be entered into this window. These individual transactions make up a batch of transactions. The batch information is used to ensure all transactions are entered for the correct amounts, to the correct period and released for posting when the batch is complete.

Before entering this window, group the transactions together in a batch and compute the total of all the debits and credits. These totals must equal each other and will be your Batch Control total. Then use this screen to enter each transaction to the appropriate account and sub-account. If you are entering transactions to multiple periods, use a separate batch for each period.

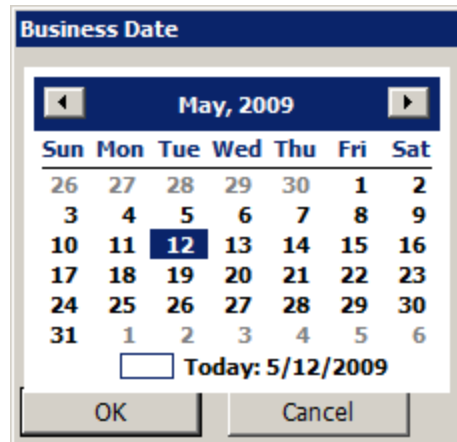
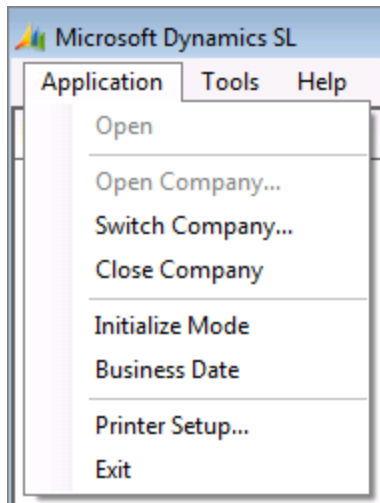
The following information is helpful when using this window:

- Group transactions of the same period and ledger together for entry.
- The entire batch will be posted to one period and to one ledger.
- Data can be entered to prior, current, or future periods.
- Prior period data can be entered as far back as you are keeping history.



## Change/Set Business Date

- To date stamp a large number of documents with a date other than today's date, change the business day and enter the documents into the system. Upon completion, change the business day back to the actual date. The date will also refresh when exiting/entering Dynamics.





## Options

- **Set options by user, see example to display row numbers in grid.**

**Options Dialog**

Application | Event Log | Customization

Application Settings

- Enter key = Tab key
- Show Grid Lines
- Show Grid Row Numbers
- Cancel Prompt

OK Cancel

**\*Journal Transactions (01.010.00)**

Actions | Customize | [Icons]

Batch

Module: GL Status: On Hold Current Cycle: 0  
Number: [ ] Handling: No Action Number of Cycles: 0  
Journal: GJ Ledger ID: ACTUAL Orig BatNbr: [ ]  
Type: Nonrecurring  Auto Reference Nbr Control: 0.00  
Period: 09-2008  Auto Reversing Debit Total: 0.00  
Credit Total: 0.00

Detail (F4 - for grid/form view)

	Company	Account *	Project	Task	Sub *	RefNbr
1						
2						
3						
4						

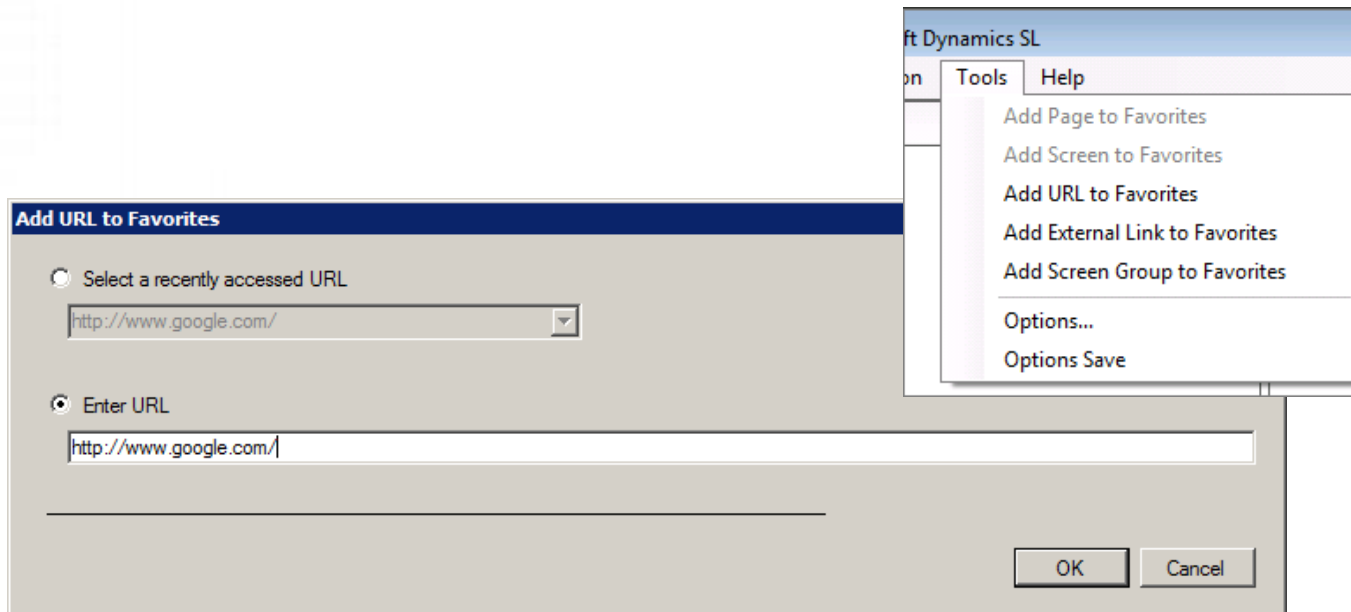
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## Customize Favorites menu v7.0

- **Add URL to Favorites menu**
- **Add program to Favorites (External Link)**
- **Add a whole menu group to Favorites (Screen Group)**





## Navigation Pane Options v7.0

The screenshot displays the Microsoft Dynamics SL interface with several key components and annotations:

- Navigation Pane:** Located on the left, it contains a tree view of modules. A red arrow points to the top of this pane, labeled "menu bar". Another red arrow points to the bottom of the pane, labeled "module group navigation buttons".
- Application Pane:** The main central area, currently displaying the "General Ledger" module for "Contoso, Ltd". It is divided into sections: "Maintenance", "Input", "Processes", "Inquiries", and "Setup". A red arrow points to the top right of this pane, labeled "Switch Company button".
- Active Applications Pane:** Located at the bottom, it shows the current active application: "Journal Transactions (01.010.00)". A red arrow points to the bottom right of this pane, labeled "status bar".
- Buttons Overflow:** A red arrow points to the bottom right corner of the interface, labeled "buttons overflow".
- Options Dialog:** An "Options" dialog box is open on the right side, showing a list of modules with checkboxes. The "All Modules" option is checked. Buttons for "Check All", "Move Up", "Move Down", "OK", and "Cancel" are visible.



## Account Inquiry Hints

*You may enter a mask to select a set of accounts.*

- *The "?" represents a placeholder*
- *The "\*" is used to represent any number of values.*
  - *For example, 60?? displays all accounts that begin with "60" and are followed by two more digits. Entering 60\* displays all accounts beginning with 60 and followed by any number of digits.*

**\*Account Summary Inquiry (01.301.00)**

Company ID: CBS Contoso Business Solutions Actual Ledger: ACTUAL  
Account: 64\* Budget Ledger:  
Period: 06-2004 Display/Refresh

(E4 for grid/form view) Click on a column heading to sort by that field

	Account	Description	Balance	Budget
1	6400	Software Licensing Fees	3,702.00	0.00
2	6420	Mailings	15.49	0.00
3	6430	Conferences	895.00	0.00
4	6440	Advertising and Promotion	1,155.95	0.00
5	6450	Web Site Costs	1,000.00	0.00
6	6460	Telemarketing	1,950.00	0.00
7				

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**\*Account Summary Inquiry (01.301.00)**

Company ID: CBS Contoso Business Solutions Actual Ledger: ACTUAL  
Account: 676 Budget Ledger:  
Period: 06-2004 Display/Refresh

(E4 for grid/form view) Click on a column heading to sort by that field

	Account	Description	Balance	Budget
1	6260	Administrative Support	1.67	0.00
2	6460	Telemarketing	1,950.00	0.00
3	6860	Other Software Costs	139.90	0.00
4				
5				
6				
7				

USD INS CBS SYSADMIN 5/12/2009



## Sorting Hint

Type the Vendor Name using the @ symbol

so it sorts by the word "Phone". Also works with Customers and other modules.

Vendor Maintenance (03.270.00)

Actions - Customize - [Icons]

Vendor ID: VT0126  
The Phone Company

Class ID: TRADE  
Status: Active

Vendor | Address Info | Defaults | 1099 Info | Purchasing Info | Documents | Electronic Document Delivery

Name: The @Phone Company

Terms ID: 05 Due in 30 Days

Separate Check: No

Currency

Currency ID: [ ]  
Rate Type: [ ]

Balances

Current: [ ] 0.00  
Future: [ ] 0.00  
Last Voucher Date: / /  
Last Check Date: / /

Show History ...

INS 0060 SYSADMIN 12/14/2006



## Transaction Import

- **Transaction Import offers a powerful, yet flexible way to import data into the Solomon database. TI sends the data to specific data entry screens. It appears as if entered manually.**
- **Examples:**
  - Import transactions from another system i.e. billing transactions.
  - Import customer list
  - Import vendor list
  - Import inventory items
  - Import beginning balances



## Templates

**Templates are attached to the screen or report from where they were created.**

- **Examples:**
  - Record the same journal entry.
  - Enter the same voucher each week.
  - Generate a report with complex sort/select and printing options.
  - Transaction Import template.



## Report Assistants for Dynamics SL 6.5

### Assist with Flexible reporting in the Dynamics SL Modules

- **Sort and Select overview and options**
- **Possible Values chart**
- **Data Fields illustrations**
- **Report Information overview**

[https://mbs.microsoft.com/customersource/news/report\\_assistants\\_msdy6.5.htm?printpage=false&stext=report%20assistants](https://mbs.microsoft.com/customersource/news/report_assistants_msdy6.5.htm?printpage=false&stext=report%20assistants)



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Thank you !

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